



# PARENT-STUDENT HANDBOOK

## 2018-2019

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Multi-lingual. Multi-talented. World Ready.

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**Welcome to San Diego French-American School**  
***Bienvenue à l'École Franco-Américaine de San Diego***

**A Message from the Head of School / *Un message du chef d'établissement***

Dear Parents,

It is my pleasure to welcome you to the 2018-2019 school year at San Diego French American School. Excellence in education is critically important to us all. As always, I want to thank you for making such a generous investment in your child's future by choosing the dynamic programming offered at our bilingual international school.

It is also my duty to present to you the new SDFAS Parent-Student Handbook, a comprehensive resource that reflects our school's positive values and multicultural spirit. The Handbook contains much useful information and I encourage you to take the time to read it cover to cover. You will find curricular information, schedules, directories, and a multiplicity of rules and shared agreements that benefit everyone in the community and lead to safe and harmonious school life for all.

At SDFAS, we don't only focus on rigorous academics in two languages. As you will see from reading the Handbook, our curriculum and program cultivate in our students respect and manners, communication and social skills, and positive self-discipline. We strive to help all of our students learn to express their feelings and opinions, wants and needs, ideas, desires and dreams. Our school encourages each student to find his or her own voice and to be creative. And, our school encourages each student to discover and pursue his or her own personal interests and talents. All the while, the rules of the road contained with the Handbook help everyone achieve his or her potential and learn to function as independent and responsible human beings.

Given the important role that parents play in the education of their children, especially in a dual language school such as ours, this Handbook also serves as a means to promote a successful, collaborative and supportive partnership between parents, teachers and the administration, all in the name of our students and their continual growth. Finally, the Handbook also outlines the role that parents can play in the life of the school.

Thank you in advance for all you will do as parents in the upcoming school year to help support the school and all of the children's learning. And, once again, welcome to the 2018-19 school year at SDFAS!

Sincerely,  
Mark Rosenblum, Head of School

*Chers parents,*

*Je suis très heureux de vous accueillir pour l'année scolaire 2018-2019. J'aurai à coeur d'assurer à tous nos élèves une éducation d'excellence. Je tiens à vous remercier personnellement pour la confiance que vous avez montrée en choisissant le dynamisme de notre programme bilingue et international.*

*Il me faut vous présenter le nouveau Manuel Parent-Élève, une ressource exhaustive qui reflète les valeurs positives et l'esprit multiculturel de notre école. Ce guide comporte de nombreuses informations utiles et je vous invite à prendre le temps de le lire en entier. Vous y trouverez de l'information sur les programmes, les horaires des cours dispensés, des repères, ainsi que des informations relatives aux nombreuses règles communes qui assurent une vie scolaire harmonieuse pour tous.*

*A SDFAS, nous ne nous concentrons pas exclusivement sur des cours rigoureux en deux langues. A lire le Manuel Parent-Élève vous verrez que nos programmes visent la cultivation du respect, des bonnes manières, de la capacité à s'exprimer et à communiquer, des aptitudes sociales, et de l'auto-discipline. Nous aidons tous nos élèves à exprimer leurs sentiments et perceptions, leurs vœux et besoins, leurs idées, leurs désirs et rêves. Notre école encourage chaque élève à trouver sa propre voix et à développer sa créativité. De même, notre école encourage chaque élève à découvrir et poursuivre ses talents et intérêts. Derrière tout cela, les règles et accords du Manuel Parent-Élève s'assurent que chacun peut réaliser son potentiel et apprendre à vivre en tant qu'être indépendant et responsable.*

*Compte tenu du rôle important que jouent les parents dans l'éducation de leurs enfants, surtout dans une école bilingue comme la nôtre, ce guide sert également à promouvoir un partenariat positif, collaboratif, et bienveillant entre parents, enseignants et administrateurs, pour le bien de nos élèves et de leur développement. Enfin, le Manuel Parent-Élève énumère aussi le rôle que les parents peuvent jouer dans la vie de l'école.*

*Je vous remercie d'avance pour tout ce que vous ferez en tant que parent cette année pour soutenir l'école et contribuer aux apprentissages des enfants. Et encore une fois, bienvenue à SDFAS pour cette nouvelle année scolaire 2018-2019!*

*Cordialement,  
Mark Rosenblum, Chef d'établissement*

## **I. GENERAL INFORMATION**

### **School History**

**San Diego French-American School**, was founded as *Ecole Française de San Diego*/The French-American International School, as a preschool on May 2, 1988, by Chandra and André Bordes. The following December, the school was incorporated as a nonprofit organization and registered with the State of California. In 1990, a combined class of elementary grades (1st through 5th grade) opened and the curriculum was accredited by the French Ministry of Education. San Diego French-American School (SDFAS) has been accredited by the Western Association of Schools and Colleges (WASC) since 1997. Since 2009, it has been a member of the National Association of Independent Schools (NAIS). SDFAS received accreditation from the California Association of Independent Schools (CAIS) in 2012 and was re-accredited for a full seven-year term in 2018.

In January of 2001, the name of the school was changed to San Diego International School. For the 2001-02 school year, the main campus was located in Coronado, with an additional preschool facility located in Clairemont for children ages two to four years. The preschool moved to a site in the Bay Park neighborhood of San Diego in 2001.

In the fall of 2002, the kindergarten - 8<sup>th</sup> grade classes were more centrally relocated to Clairemont Mesa Blvd. The preschool reunited with the elementary and middle school at the Clairemont Mesa campus at the beginning of the 2005-06 school year. The school then moved to its present larger campus at 6550 Soledad Mountain Road, La Jolla, in August, 2006 and the name was changed to San Diego French-American School.

From 1988 to 2010, the founder, Mr. André Bordes, served as executive director and head of school and as an ex-officio member on the school's board of trustees. In 2010, Mr. Bordes was promoted to head of school emeritus and Mr. Christian Jarlov was appointed head of school. Mr. Jarlov retired in 2017 and Mr. Mark Rosenblum was appointed Head of School.

### **Mission Statement**

San Diego French-American School provides a rigorous dual-language immersion curriculum and a unique multicultural experience that forges open-minded citizens.

### **School Goals**

At San Diego French-American School (SDFAS), pre-elementary through 8<sup>th</sup> grade classes are taught in French and English through a structured and academically challenging curriculum that takes into account each child's social, emotional, physical and cognitive development.

**San Diego French-American School** is a coeducational institution vested with three interrelated and equally important goals:

- To offer children of all nationalities the possibility of following a bilingual program of instruction in French and English. The French program is administered according to the official guidelines established by the French Ministry of National Education.
- To offer the non-French-speaking student the possibility of learning the French language through a structured academic curriculum.
- To prepare students to enter an American or international high school or a French *lycée*.

The SDFAS educational system offers further advantages including an international environment and perspective, which prepares students to adapt to the world that awaits them. The strength of the educational project is derived from the successful combination of the French and American educational programs and the open-mindedness that is acquired by virtue of the multi-lingual, multi-cultural school environment.

The academic program aims to develop the potential of each child and to build self-esteem and respect for oneself and for others. At the same time, the program cultivates a sense of responsibility and cooperation. The curriculum promotes creativity and an appreciation of the humanities, the arts, and the sciences. It offers its students the tools to adapt to the demands of the future in an environment where tradition and innovation stand side by side. Through this harmony, SDFAS offers a culturally diverse educational program with a global perspective.

### **Expected Schoolwide Learning Results (ESLRS)**

SDFAS students will be prepared to be:

#### **I Effective Bilingual, Bi-literate Communicators Who:**

- Master dual-language skills in order to obtain academic success
- Gather, process, and communicate information through reading, written and oral expression, active listening in both French and English
- Have the ability to concentrate, interpret, memorize, and be adaptable
- Are able to pursue their studies in the French Educational system, American system, or in an international setting

#### **II Active Learners Who:**

- Are able to research information from various sources
- Are computer literate, familiar with evolving internet technologies

- Positively and creatively focused on learning, by using constructive criticism effectively
- Develop healthy minds and healthy bodies

### III Active Problem Solvers Who:

- Have the ability to research by a process of abstract reasoning and to prove and demonstrate their ideas and solutions
- Use several types of knowledge in complex situations
- Draw and prove hypotheses through a process of observation, measurement, analysis, data comparison and documentation

### IV Productive Autonomous Individuals who:

- Know how to structure and present their work
- Are able to work autonomously and in groups towards goals they have set
- Are able to self-evaluate and are analytical problem solvers.

### V Involved and Aware Citizens who:

- Demonstrate humanitarian values, responsibility to others, empathy, understand the meaning of democracy, justice, and international civil rights
- Demonstrate acceptance and understanding of diversity
- Integrate cultural differences as an enrichment to their personal development; use their knowledge and understanding of world history to grasp contemporary issues
- Demonstrate environmental awareness, locally and globally

## II. SCHOOL ORGANIZATION

- Board of Trustees
- Head of school
- Administration
- Faculty
- School Council
- The Parents Association

As a nonprofit organization, SDFAS is guided by a board of trustees. The general functions of the board include:

- making long-term, conscientious decisions on behalf of the school
- fundraising on a large-scale basis, including capital campaigns
- representing and promoting the organization in the community at large

**The Head of School** is responsible for:

- establishing policies and administering the school's curriculum in conjunction with the requirements of the French Ministry of National Education and the California Department of Education;
- recruiting teachers and other personnel;
- and providing general leadership in managing the school's day-to-day operations.

**The Administration** includes the Head of School, Pre-Elementary School Director, Elementary School Director, Middle School Director, Director of Finance and Operations, Director of Enrollment Management and Marketing, Pre-Elementary School Administrator and Preschool Admissions Associate, Communications Officer, Director of Development, Facilities Manager, Enrichment Manager, and Office Manager.

### **The School Council / *Le Conseil d'Établissement***

**The School Council is organized to:**

- promote a broad appreciation of the ideals of an international school
- enlist the educational and social resources of home and school to provide the best education possible
- provide an advisory function to the school administration and a forum of exchange for parents and teachers

- provide a solid organization to improve the school's fund-raising efforts
- and encourage the integration of families into the life of SDFAS.

**Furthermore, the School Council, upon recommendation of the head of school, examines and eventually votes on the following:**

- organizing the school week and the annual calendar
- and calendar of school events.

**The S.C. advises on the operation of the school in the following areas:**

- extra-curricular and complementary school activities,
- food services and school hygiene,
- the protection and security of the students during and after school,
- the organization and diffusion of information to the parents and students,
- the school's overall plan whose pedagogic strand has been elaborated by the teachers' council and the executive committee,
- and discipline.

**The Head of School informs the School Council on:**

- the academic organization of the classes and curricular cycles
- the composition of the student groups
- the choice of pedagogic materials
- and the procedures for parent-teacher conferences.

**The members of the School Council come from the following groups:**

- four elected teachers, one representing each cycle;
- four elected (or selected from room-parents list) parents, one representing each cycle,
- the head room parent,
- one Parents Association representative,
- one member of the administration,
- one or two elected student representatives from elementary and middle school,
- representatives of the French Consulate in Los Angeles (if available),
- and the head of school who calls and presides over the meetings.

**Attendance by School Council representatives at their meetings is mandatory.** If the representative is going to be absent, he/she must find a comparable replacement. (For example, a parent replaces another parent, from the same cycle; a teacher replaces another teacher from the same cycle and so on.)

## **The Parents Association**

All parents of the school are automatically members of the Parents Association (PA) and are encouraged to be actively involved. The PA encourages relationships among parents, students, the school and the community. It supports the school and promotes volunteerism by participating in and coordinating special events. The PA operates in cooperation with the SDFAS administration.

More information on the PA structure, organization, and activities may be found in the PA bylaws, available on the PA webpage of the school website, and in the school office.

\*Note: In this document, the term “parents” applies to parents and guardians.

## **Room Parents and Volunteers**

Whereas school-wide events are organized by the Parents Association, Room Parents support and help teachers to organize classroom events. Each class has a Room Parent who works closely with the teacher(s) and administration to prepare special occasions, social events, etc. In addition, to facilitate communication, there is a Head Room Parent for each school division and one Head Room Parent representative for the entire school. Head Room Parents facilitate communication and logistics with Room Parents who in turn communicate and facilitate logistics with the rest of the parents in each class. Head Room Parents also attend the Parents Association Plenary Meeting in September and other P.A. meetings throughout the year in order to ensure communication and cooperation between the Room Parents and the P.A.

A Room Parent’s role is to (i) communicate with the other parents in the class, (ii) contact and coordinate help from the other class parents to assist the teacher for classroom/division events requiring volunteers (iii) coordinate the collection of an annual class donation (on a volunteer basis) from each family and manage the use of this budget for teachers’ appreciation purposes throughout the year (teacher appreciation week, gala tickets for teachers, and end of year gift’s for teachers), (iv) guide parents in the correct procedures when there are questions or problems: for example, if the problem is academic, parents should follow the grievance procedure outlined in the Parent Student Handbook, and (v) attend the School Council meetings (one per trimester, in order to represent the voice and interests of the parents).

Head Room Parents’ and Room Parents’ names will be sent by email at the beginning of the school year and a list is available in the office. Serving as a room parent is a wonderful way to become involved in the school, meet new people, and play a unique, first-hand role in your child’s education.

## **Requirements for Room Parents**

Volunteers for the position of Room Parent or Head Room Parent:

- should have been at the school for one year, with the exception of PK0,
- need to communicate clearly and frequently, by in-person visits to the school and via email, telephone and social media;

- need to be willing motivate parents and be supportive and positive with both parents and the school.

### **III. ADMISSION POLICIES AND PROCEDURES**

#### **Non-Discrimination Policy**

SDFAS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. SDFAS does not discriminate on the basis of race, color, national or ethnic origin or gender expression, in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

#### **Admission Requirements**

San Diego French-American School (SDFAS) seeks to enroll students of families from diverse backgrounds who will benefit from a challenging bilingual academic curriculum and diverse international environment. After evaluation and an interview, acceptance for admission will be decided by the Admission Committee. Qualified applicants are admitted at all grade levels. Priority is given to siblings of current students and students matriculating from a school accredited by the French Ministry of Education. SDFAS accepts students throughout the year who are French nationals or who arrive here from another French-government-accredited school. In the event that there is a waiting list, admissions priority will be accorded to the student who already has a sibling enrolled in the school, a full-time student versus a part-time student, and those who demonstrate acceptance of the school's philosophy and dedication to the school's mission. Final admission decisions are made by the Admission Committee.

Applications received by the published admissions deadline in February will be given priority for admission in the following academic year. SDFAS begins to accept applications for the following school year beginning in mid-November of the current academic year. It is necessary to contact the Admission Office prior to applying in order to receive complete application information, admission requirements, age requirements, and fees.

San Diego French-American School (SDFAS) is authorized under Federal law to enroll nonimmigrant students.

**Age Requirements:** For the PK0 class, children must be two years of age on or before the first day of school in September. Children who become two years of age between the first day of school and mid-December may be admitted on or after their birthday, space permitting. *PK0 students starting in January will have to repeat PK0 the following school year.* If the child is not two years of age by the first day of school, parents may apply and if accepted, register their child. To reserve the space and register the child, tuition must be paid for the entire school year. A space will not be reserved without payment of tuition.

For the PK1, PK2 and *Grande Section*/Kindergarten classes, children must be three, four and five years of age, respectively, prior to December 31 of the academic year for which they are applying. The PK1 students need to be toilet trained by the first day of school in September. See “Potty Training Policy.”

Divorced parents / shared custody: Agreement of both parents to enroll a student in the school is a requirement in the case of divorced parents with shared or joint legal custody of a child – both parents must sign the enrollment agreement for the child and be responsible jointly for tuition and fees. The same applies for financial aid applications in such situations – both parents are required to submit financial aid applications and supporting materials in order to be considered.

It is of utmost importance that parents remind themselves that their support of the school is a prerequisite to re-enrollment. The school may deny re-admission to any family delinquent in tuition, or who fails to support the philosophy, objectives, and policies of SDFAS. SDFAS maintains the right to update or change the admission requirements as necessary to reflect current practice.

### **Admission Evaluations**

Admission is open to children ages two to 13 years of age. No prior knowledge of the French language is necessary for admission in Pre-K through Kindergarten. Applicants for 1st grade and up who have not been educated at a French-government-accredited school may be considered. SDFAS administers its own academic aptitude evaluations/observations for pre-elementary and up. All students entering kindergarten and up, who are not coming from a school accredited by the French Ministry of Education, may be evaluated and the family will be interviewed prior to admission. Applications are evaluated by the admission team.

SDFAS does not require standardized tests for admission. However, parents are expected to submit the results of any tests the applicant has undergone, as well as current grades and academic records. The main objective of these evaluations is to get a sense of the applicant’s developmental skills in order to place the student at the appropriate grade level or the appropriate level for ESL or FLE.

Applicants may also be invited to attend a classroom session and/or meet with a faculty member so that the school can get a sense of the applicant’s physical, social, behavioral and language development.

Because a bilingual education is more academically challenging than a monolingual education, our students must possess strong organizational skills, intrinsic motivation, and the ability to focus and work well in both languages.

Registration must be completed via the Admission Office and the Financial Office. In order to be admitted to class, all the required documents must be signed and payments must be up to date. Complete enrollment instructions are available from the Admission Office.

## **Reasonable Accommodation Policy**

### **A. POLICY**

SDFAS adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services and operations of the school.

### **B. PROCEDURE**

#### **1. Request for Accommodation**

A student with a qualified disability, who desires a reasonable accommodation in order to access the goods, services or operations of the school, or his or her parents or legal guardians, should make a request in writing to the Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

#### **2. Reasonable Documentation of Disability**

Following receipt of the request, the Head of School may require additional information, such as reasonable documentation of the existence of a disability.

#### **3. Interactive Process Discussion**

After receipt of reasonable documentation of a qualified disability, the school will arrange for a discussion with the student and/or the student's parents or legal guardians. The discussion may include other individuals that may be helpful to the discussion and issues to be addressed. The purpose of the discussion is to work in good faith to fully discuss feasible potential reasonable accommodations.

#### **4. Case-by-Case Determination**

School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. School will not provide accommodation(s) which would endanger the health or safety of the student or others, that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue hardship or burden to the school, including upon the school finances or operations. The school will inform the student and/or the student's parents or legal guardians, in writing, of its decision as to reasonable accommodation(s).

## **Class Ratio**

For pre-elementary school, SDFAS follows the laws required by California Daycare Licensing.

The average class size is typically 20 students or less. Acceptance of students into the class is based on the appropriate academic, demographic and social match of the student and family in relation to the school. SDFAS reserves the right to divide a class or combine grades after the beginning of the school year.

## **SDFAS Potty Training Policy**

SDFAS provides facilities to change diapers for 2-year-old children (PK0) in their classroom. Starting in January, SDFAS preschool staff is willing and enthusiastic to help PK0 families with toilet training strategies.

However, when children enter the PK1 class, they must be potty-trained. We realize that “potty accidents” will happen in preschool. “Potty accidents” by definition are incidents that happen infrequently. Starting on the first day of school, all PK1 students must wear underwear. Parents also need to provide several changes of underwear in a bag labeled with the child’s first and last name.

All potty incidents will be logged on a chart.

Potty-trained pre-elementary children:

- no longer wear diapers (disposable or cloth) starting the first day of school.
- know they are to use the potty or the toilet on their own.
- know when they need to use the potty.

The child may still need help with proper hygiene i.e., wiping and washing, however, the child initiates going potty on her/his own. If a child is not completely potty trained as described above when school starts, parents may choose one of the following options:

**Option 1:** Keep the child in the preschool for a maximum of four calendar weeks, hoping to have him/her continue training while being positively influenced by classmates, and while parents continue to do home training as well. The teacher will work with the families to support continuity in the child’s potty training at home and at school.

Application, Registration, Annual fees and one-month tuition based on plan D as described in the enrollment agreement will be charged.

At the end of this trial time, if the attempt is not successful, Option 1 can be reviewed by the pre-elementary school director or parents may choose option two or three.

**Option 2:** Parents may withdraw the child from preschool. The child will be removed from the SDFAS class list and will be given priority on the waiting list for that school year. Application, Registration and Annual fees are non-refundable; however, if the child is placed in a class at a later date, additional fees will not apply.

**Option 3:** Parents may continue to pay tuition to hold your child's spot until potty training has been completed.

**Option 4:** SDFAS will hire a full time extra person to help clean up and tend to the child. Fees for this extra person will be charged to the parent(s) until the child is entirely potty trained.

Parents of PK1 children need to sign the acknowledgement form indicating they have read and agreed to the SDFAS Potty Training Policy.

#### **IV. TUITION, FEES, PAYMENTS**

The tuition and fees are set by the Board of Trustees and are published at the time of re-enrollment for the following school year.

All applicants are required to pay a nonrefundable application fee. A testing fee is required of all applicants in pre-elementary and kindergarten and those students in 1st grade and up who were not previously enrolled in a school accredited by the French Ministry of Education. After acceptance a one-time admissions fee is due. Various payment plans for the annual tuition are available. Please consult the admission office for details.

Tuition is due as specified by the payment plan options chosen by the responsible party as detailed in the "Enrollment Agreement." Parents are required to know when tuition payments are due and payable. Invoices are sent in June and all payment plans begin in July. If a child is registered after July 1<sup>st</sup>, tuition is due for every month up to and including the month the child enters the school. Tuition must be paid in full for the remaining months of the school year for students enrolled April 1<sup>st</sup> and after. **As a condition of enrollment, all SDFAS families, whether on a payment plan or not, must register to be enrolled in FACTS, the school's third party tuition payment and invoice management company.**

Late Payments: A 1.5% monthly late fee may be applied to the outstanding balance on all past due accounts. An account becomes past due on the 1st day of the next month following the agreed upon due date. For example, if payment is due September 5th, it becomes past due and subject to interest on October 1st. **The student shall not be permitted to attend classes without any other notice being necessary, if, at any time after the beginning of the academic year, any outstanding amount has been past due for more than 90 days.** A penalty may be charged for a returned check.

#### **Financial Aid**

Financial aid may be available for qualifying applicants. In order to qualify for financial assistance, families must submit an online application to the School and Student Services by NAIS (SSS), an independent company that assesses the applicant's available income and ability to contribute towards tuition. Applicants must also fill out the school financial aid form, which is available in the Admission Office. All application information is strictly confidential.

Divorced or separated parents, and parents who are not married, retain the obligation to contribute to the education of their children and must submit personal financial information.

SDFAS is not restricted by legal agreements, divorce decrees and court orders which assign financial responsibility. If either parent remarries, the financial information of the step-parent must be included in the application for financial aid. If one parent has been uninvolved in the child's life

for several years, the family may provide a written statement to this effect from a lawyer, member of the clergy, or a third party who is aware of the situation in a professional capacity.

Parents and/or legal guardians must submit the previous year's federal tax return and IRS W2 forms to the SDFAS Financial Aid Committee to review. The committee will make an award only after considering the financial resources of both parents and guardians. **Financial Aid will be denied if tuition is not paid in full before the end of the current school year.**

For further information and to obtain the SSS application, parent applicants may go online to [www.sssbynais.org](http://www.sssbynais.org). The SDFAS school number is 1698.

### **Financial Aid (bourse) from the French Government**

The French government may award student grants towards tuition.

To qualify:

- the candidate must be three years old by December 31 of the year the request is presented,
- the candidate must be a French national registered at the French Consulate in Los Angeles,
- the registration process must be complete at SDFAS.
- the candidate must attend SDFAS full-time.

More information is available at the French Consulate in Los Angeles: (310) 235-3220.

Please note that a financial aid award from the French government does not guarantee registration at SDFAS.

### **Cancellation Policy**

To cancel a student's registration, a letter of explanation must be sent via certified mail or via email, to the Director of Enrollment Management and Marketing, SDFAS, 6550 Soledad Mountain Road, La Jolla, CA, 92037, [admissions@sdfrenchschool.org](mailto:admissions@sdfrenchschool.org) Student registration cannot be cancelled by telephone or by not sending the child to school. Refunds will be made in accordance with the refund policy as outlined in the enrollment agreement. Questions may be directed to [financial@sdfrenchschool.org](mailto:financial@sdfrenchschool.org).

### **Early Withdrawal/Refund**

The withdrawal of a student during the school year does not reduce the school's financial obligations. Registration in PK0, PK1, PK2, K, elementary or middle school is for the entire school year (10 months), and the person(s) accepting financial liability for the tuition contracts does so for the full academic year, regardless of absence, withdrawal or dismissal. The school's cancellation policy will apply to early withdrawal of a student.

## **V. EDUCATION PLAN AT SDFAS**

### **Hours of Instruction**

The time allotted for the instructional school year is fixed by the French Ministry of Education and corresponds to the time required by the California Department of Education. These required hours are the same for pre-elementary as well as elementary school. Middle School has additional instructional hours. It is the responsibility of the head of school or department director to distribute these teaching hours throughout the school year in such a manner as to respect the academic rhythm of the students and the curriculum.

### **Curriculum**

The curriculum at SDFAS is based on the core requirements of the French Ministry of Education and incorporates the educational framework of the California State Department of Education. Depending on the subject, instruction is in French, English or Spanish. The academic programs at SDFAS are enriched with a variety of physical, musical, artistic and cultural activities.

#### **PK0, PK1 and PK2 (2-year-olds, 3-year-olds and 4-year-olds)**

Pre-Elementary children:

- learn to socialize in a group other than the family;
- become familiar with the first components of academic learning;
- develop fine and gross motor skills;
- develop written and oral communication skills;
- learn arts and aesthetics; and
- discover the world around them.

English classes in the pre-elementary school are as follows:

PK0 - 2 times per week; 20 minutes each

PK1 - 2 times per week; 30 minutes each

PK2 - 3 times per week; 30 minutes each

#### **Elementary and Middle School**

Details of the harmonized program are available from the elementary school director or the middle school director.

### **Homework**

Homework has these major objectives for the student:

- to read and become proficient readers;

- to learn to become responsible and, therefore, accountable for a given task;
- and to reinforce classroom lessons.

Parents are advised to contact their child's teacher(s) regarding their homework policies.

For any student, homework prudently assigned and carefully executed can be considered as preparation for the type of work required in successive years. We urge all parents to take an active interest in the child's homework.

Students are responsible for writing down their assignments in their daily agenda and for completing them on time. All students are expected to contact the teacher if questions or problems arise, and parents are asked to monitor their child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

Teachers will combine strategies in order not to exceed one hour of daily assignments for Cycles 2 and 3; and one and 1/2 hours for secondary grades. Teachers will make efforts not to assign more than two written tests per day in elementary school (Cycles 2 and 3) excluding quizzes, and with the exception of final exams for middle school.

Homework is not assigned for the elementary grades on the weekends except in the following cases: (This policy does not apply to middle school.)

- Unfinished class work may be assigned as homework if the student was unable to finish the work in class or
  - as make-up work in the case of student absence, and
  - as homework assigned between Monday and Thursday and due the following Monday.

Long-range assignments should be carefully planned to avoid last minute rush efforts. In all cases, the time spent on homework varies from student to student. If homework becomes a burden for your child, the parent(s) should contact the teacher directly to review and possibly adapt the homework strategy.

For elementary and middle school students, homework is not assigned during school vacations with the exception of recommended or encouraged reading in French and English.

### **Religious/Cultural Observance Policy**

San Diego French-American School provides its students with a rigorous dual-language curriculum in a unique multi-cultural environment. Our students are enriched through exposure to a wide range of customs and traditions from many different nationalities, religions and cultures. Because SDFAS embraces this diversity, students are expected to respect the cultural and religious beliefs of others, but are not required to participate in events or activities that contradict their religious beliefs.

SDFAS does not promote the observance or non-observance of religious holidays. However, as an American independent school accredited by the French Ministry of Education, we acknowledge throughout the year the occurrence of festivals and traditions that help to expand our students' knowledge of world cultures and religions.

## **Guidelines**

SDFAS incorporates developmentally appropriate elements or aspects of religion, culture and history into its curriculum. For example, religious music, literature, or art may be used, as appropriate, to illustrate a period of time in history or a particular literary style, or may be incorporated into seasonal student shows.

At the beginning of the school year, SDFAS will distribute a list of traditions and holidays that will be acknowledged as part of the curriculum. If participation in those or other school events or performances is prohibited by a student's religion, parents must notify the school in writing to excuse the child from participation. Students also may be excused from class meetings or assignments to observe the holy days of their own religion. Parents must advise the teachers and/or administration in advance of such absences. Advance notice is important so that SDFAS teachers and/or administrators may provide alternate activities or arrangements. Because SDFAS strives to create an inclusive, multicultural learning environment, classroom decorations will be determined by the pedagogical director in collaboration with school administrators, and may include seasonal, non-religious symbols or artwork.

To ensure that our approach to cultural education remains robust and consistent, parent questions regarding these guidelines must be addressed to the director of the pre-elementary school, elementary school or middle school. Classroom teachers will forward questions to the administrator as appropriate.

## **Classroom Religious/Cultural Observances**

Below is a list of the holidays and observances that may be included in your child's classroom or in an on-campus school program. All holiday and cultural programming will be determined by the pedagogical director of each division (preschool, elementary or middle).

Halloween

Winter Celebrations

Galette des Rois  
Valentine's Day  
Mardi Gras  
Chinese New Year  
St. Patrick's Day

**Parents are advised of the following:**

Permission from the director of the appropriate division is required before bringing in holiday treats, decorations or gifts for the class. If a teacher is approached by a parent to bring items to the classroom, they will be directed to the director.

By signing the enrollment agreement, families are agreeing to the terms of the Religious/Cultural Observance Policy of San Diego French-American School.

**Field Trips - Day Trips and Overnight Trips**

**Day Trips**

Field trips are an extension of the academic program and an important opportunity to experience a variety of activities and to interact with the environment and the community. These off-campus trips are organized primarily by the school. They are an integral part of the curriculum and are scheduled as far in advance as possible. All enrolled students are expected to participate in these activities. SDFAS allocates a budget for each class.

After the destination, theme, goal, and date of the trip are determined by the teacher, he or she reserves the transportation for that specific date and evaluates how many additional parents are needed for supervision or additional transportation. A request for an exact number of volunteers will be made by the room parent in connection with a teacher's requirements. Most of the students will take the school transportation. However, if this is not sufficient, parent volunteers may also be asked to car pool to certain events with the remaining students who have been authorized to ride with others. Parents who volunteer as drivers must have a valid driver's license, absolutely clean driving record, and proof of automobile liability insurance. (Check with the office for the amount of necessary insurance coverage.) The school's accident insurance policy covers all students while present on the school premises, as well as to and from activities organized by the school for educational purposes.

Parent chaperones must bear in mind that if they volunteer, they will be expected to assist in the supervision of the overall group, not only their own child/children, and that they (the parents) are under the leadership of a qualified teacher. In general, parents will not be asked to pay

for their entrance fee, if there is one. However, there may be exceptions depending on the nature of the trip. Parent chaperones are asked to bring their own lunch or order and pay (in advance) for a lunch from the school lunch service.

### **Overnight Trips**

In addition to day-outings, certain elementary and middle school classes will take extended (weekend and/or several day, and/or week-long) field trips each year. Overnight trips offer students an additional learning opportunity, one that they may never experience otherwise. Each year, trips are developed based on the belief that students should be exposed to more than one kind of learning experience. They learn about team spirit and group participation, while at the same time assimilating hands-on experiences that could be valuable to them in the future. By the time students complete middle school, they will have participated in a variety of activities, including athletic (ex: skiing), cultural (ex: art museums), adventure camps, and trips to faraway places, all in direct relationship with the school's educational programs. Examples of past trips include visits to France, Canada, Los Angeles, Washington D.C., Catalina Island, the Sierra Mountains, Joshua Tree, and The Pali Institute.

The middle school trip is usually scheduled in October or November for 6th and 7th grade and May or June for 8th grade. Depending on the trip, the cost of one or two chaperones may be free. Otherwise chaperones' costs are included in the total cost per student. Sometimes resources, such as a school allowance, are available to help reduce the cost or to provide financial assistance to families who apply.

Overnight trips are not mandatory, although all students are strongly encouraged to participate, keeping in mind that the more students there are, the lower the cost per student. For major trips the school will ask the parents to sign an agreement, committing to the trip, in order to make planning possible. If a student has a valid reason (e.g. medical) which prevents him/her from participating in a school trip, he/she may stay home from school during that trip, if the parent seeks and receives approval from the head of school in advance.

### **Overnight Field Trips**

It is a tradition to have the SDFAS second to eighth grade students participate in a trip each academic year, whose duration, theme, and location vary according to the grade.

Depending on the trip, the goals are:

- To discover another culture, another way of life;

- The result of a class project or studies not taught at school or to deepen the understanding of a concept that is introduced at school;
- Acquisition of autonomy, formation of character, social life in a group.

Conditions that would facilitate the trip:

- limit the amount of total cost;
- participation of a minimum of 10 students per trip.

Factors that would support these goals and conditions:

If the trip allows accompanying parents, they will need to follow the overall guidance requirements for chaperones.

SDFAS will do its best to provide professionally prepared visits and diversity in the learning opportunities. During a trip, teachers will communicate daily with the school depending on the communication network existing at the location.

## **Technology**

Teachers use tablets and laptops for instructional use in both the French and American programs in the elementary and middle school. Internet access via Wifi is available throughout the campus. Students are not allowed to use their own devices on campus without express permission in advance from their teacher or pedagogical director.

## **Library**

The primary mission of the SDFAS library is to encourage reading for pleasure, since reading is known to be one of the most important factors in academic success. The library is also a tool to be used to teach research and information literacy, and so some policies may change in order to accommodate curricular projects. Resource materials are available in both French and English. The following policies are in effect in the San Diego French-American School Library. For questions or concerns please contact the librarian.

- Books may be checked out for one week, unless students need a longer time period to read them. Students are allowed to renew their checked out items for an extra week. Additional books may not be checked out if two or more books have not been returned.
- Kindergarten and first grade students may check out one book for one week. All other grades may borrow two books for one week.
- Books are to be returned the day prior to the class library day.
- Pre-elementary school parents may borrow two books for one week, as well as one video.
- Lost or severely damaged library materials must be replaced or the replacement cost must be reimbursed by the family.

## **Video Library**

The school maintains a small library of videos as a service to the students. The videos may be checked out for a maximum of one week. There is a \$35.00 per DVD replacement fee (and/or total cancellation of borrowing privileges) for DVDs which are lost or damaged.

In order to avoid interrupting scheduled reading and research sessions with the students, dedicated time slots have been designated for parents to utilize the library. Parents are asked to check with the librarian for the schedule.

## **After-School Optional Activities**

These activities are organized at the beginning of the school year and are in session only when there is a sufficient number of children registered per class. The fees are in addition to the regular tuition. Registration times will be announced to parents via email and on the website. Those students participating in after school activities will be in the care of the teacher or instructor in charge of the activity. There is no additional daycare charge for those students who are in an activity, during the time of the activity.

## **Study Hall**

Also see “Before and After School Care.”

**Study hall is optional but parents must register students for study hall through the after school program website or office.** It runs from 3 – 3:45 pm for students in 1st to 5th grades who remain on campus after classes are dismissed and who have been registered for Study Hall. Students will systematically go to study hall (if registered in advance for study hall) or extended day care (if not registered in advance for study hall), unless parents have informed the school of different arrangements. All students in 1st – 5th grades who are on the playground at 3 p.m. will be taken to study hall or to day care by the teacher on duty. Only first grade students may be dismissed from study hall at 3:30 if they have finished their homework.

Students in 6th – 8th grades may have sports, clubs, or other activities after school. The schedule for middle school students varies and is available from the middle school academic coordinator. Middle school students who do not have an activity may stay in study hall, if they choose, until 3:45.

Study hall is a time for students to work on homework and remain quiet. Teachers are there to assist as necessary. Students who finish their homework before study hall ends may engage in quiet activities, such as reading. Study hall is supervised by a faculty member.

## **Accreditations**

The school is accredited by the French Ministry of Education, WASC (Western Association of Schools and Colleges), and CAIS (the California Association of Independent Schools.) As a condition

for upholding its French accreditation, superintendents from the French Ministry of Education visit the school annually with the intent of evaluating the academic standards upheld by the school, the pedagogical competence of the teachers, and the general leadership and style of the head of school and the administration.

SDFAS is also a member of NAIS (National Association of Independent Schools), and is affiliated with *Mission Laïque Française*, AFSA (Association of the French Schools of North America) AEFÉ (*Agence pour l'Enseignement du Français à l'Étranger*), and AGFAS (Admissions Group of French-American Schools).

### **Student Progress Reports and Grading Policies**

Students in 1st through 8th grade receive three report cards per year: December, March and June. Pre-elementary students receive two progress reports per year in January and June. Report cards are distributed via email or by Internet software platform "MSP" and are available in hard copy form upon request.

As much as possible, the administration and faculty of SDFAS seek to measure total student performance: in-class work, homework, standardized testing performance, assessments, class participation, and where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents aware of academic performance. The goal is for students to do their best, depending on their strengths.

Any matter involving a student's work or behavior must first be taken up with the teacher. If problems persist, then the appropriate director should be notified. Direct parent contact with the teacher is suggested; however, appointments must be made outside of class time. (See Grievance Procedure)

The school seeks to inform parents of the students' progress. If a student receives an F or failing grade on a test, the parents will be contacted by the teacher. Parents are informed of their child's results via MyStudentsProgress (MSP); **it is a parent's responsibility to consult MSP regularly, not just at report card time.** Parents may set the software to receive a notification if grades fall below average. Parents are advised to contact the teacher to schedule an appointment if they would like to further understand the situation.

### **Standardized Testing**

Assessments in both the French and American programs are administered in elementary and middle school.

The types of tests that are usually administered are:

In 2<sup>nd</sup> and 5<sup>th</sup> grade: The French Ministry of Education

In 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade: SAT (Stanford Achievement Test)

In 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade: Educational Records Bureau (ERB) in Language Arts and Math

### **Grade Level Promotion**

All students are expected to achieve grade level proficiency to merit promotion to the next grade. The decision to promote the student is based on teachers' evaluations and progress reports. All decisions are considered during teachers' council meetings.

### **Parent-Teacher Conferences**

Three parent-teacher conferences are scheduled per year. (See school calendar for exact dates). Parents are advised to attend.

The first is a general meeting, "Back to School" night, which allows the teacher to summarize his/her methods of teaching, to discuss class and subject content with all the parents as a group, and to answer questions collectively. This also provides the opportunity to establish contacts between parents and teachers that will facilitate a mutual exchange of information.

The other conferences offer one-on-one parent-teacher discussions. In addition, at any time during the academic year (except during classes) parents are encouraged to make arrangements to meet with the teacher(s) and discuss the progress of their child(ren). Parents are invited to contact the teacher via email to schedule an appointment.

## **VI. ATTENDANCE, TARDINESS, ABSENCE, DISMISSAL**

### **Attendance**

Attendance in PK0, PK1, PK2 and Kindergarten, though not compulsory, is considered necessary for the complete development of the child's personality and to prepare him/her to receive the education that is taught at the elementary school level. In order for the child to benefit from the program and take full advantage of the academic instruction and social interaction, which are integral to the pre-elementary program, s/he needs to arrive on time: 8:30 a.m. for kindergarten and 8:45 a.m. for pre-elementary students.

Beginning in first grade, full-time attendance is mandatory as stipulated by French and California regulations and students are expected to be ready to enter class at 8:30 a.m.

Parents and students must realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed.

Any student who is absent from school without a valid excuse or who has unexcused tardiness of more than thirty minutes total for any week, may be deemed truant. At the head of school's discretion, the student may be denied admission to school for the day and the absence will be unexcused. The student will not be allowed to make up missed tests or class work and the student's grade(s) may be affected. In the case of excessive absences or tardiness, the head of school may inform the appropriate governmental authorities if grounds exist for neglect by the parent.

Excessive absences or tardiness may result in non-promotion, a reduction in grade based on the fact that the student was not present at school during the course of a lesson or part of a lesson, or discontinuance of enrollment.

Students are allowed to leave the school grounds only by previous arrangement. Students may go home for lunch if the parent signs the child in and out. The child must leave and return within the 40-minute lunch break. Middle school students may leave by themselves, if the parents have agreed to such an arrangement and if they have informed the school administration in writing.

If arrangements have been made and the child is to be picked up early from school, the parent or legal guardian must arrive at the office (not the classroom) and a staff member will call the classroom and tell the child to report to the office. If someone other than the parent/guardian is picking up the child, the parent must inform the school beforehand, either by telephone or a written note. The preferred method is to send an email to the administration ([admin@sdfrenchscool.org](mailto:admin@sdfrenchscool.org)) and the teacher.

A child who comes back to school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

## **Tardiness**

It is a parent's or guardian's responsibility to see to it that the student arrives before school starts in the morning. Students in Kindergarten through 8th grade who arrive at school after the bell rings at 8:30 a.m., must report to the office and receive a tardy slip to take to class. Students who arrive after 8:30 and before 10:45 are considered tardy. Arrivals after 10:45 will be counted as ½ day absent. A notation will be made in the student's records by the teacher and will remain a part of the child's permanent school records.

### **An excused tardy will be one of the following:**

- Doctor or dentist appointment, accompanied by a physician's note
- Unusual weather/traffic delays (to be determined by the administration)
- Family emergencies.

All other tardiness will be considered unexcused. The sanctions imposed will be consistent with the disciplinary actions outlined in the section CODE of BEHAVIOR, RULES, DISCIPLINE and SANCTIONS.

Tardiness should remain exceptional. If a student arrives late too frequently, the parents will be asked to discuss the situation with the division director. Excessive tardiness or absences may result in the school taking further action. Persistent tardiness (after the 10th time a student has an unexcused tardy) may result in the administration reporting "neglect" to San Diego County's Child Protective Services.

Preschool children arriving after 9 a.m. will need to use the main office entrance.

## **Absences**

If a student is absent from school, the parent must notify the office before 9:00 a.m. The school accepts no liability for a student absence unless the parent has contacted the school to inform the office that the student will not be in attendance that day.

Students are allowed to make up work for excused absences, which are:

- Illness
- Family emergency/death in the family

- To observe religious holidays
- Emergency medical appointments

If the student is ill, a written note from the physician stating the reason for the child's absence must be presented to the teacher after the student has been absent for three or more days.

If a child has been diagnosed as having a contagious disease, (e.g., chicken pox, strep throat, the flu) the office must be notified, so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home. Students with a fever will be kept in the office, away from other children, until they can be picked up. Also, see "Lice Policy."

In the case of long-term absences, parents must apply for permission from the head of school or the division director. Parents, not the student, must notify the teachers at least two weeks before departure. Advance assignments will not be given and all assignments, tests, etc., will need to be made up upon the student's return. Teachers are not required to prepare class and homework assignments in advance or upon return. Credit for assignments will be up to the discretion of the individual teachers.

Any student who has a total of 20 days or more of unexcused absences in one school year may be subject to the following sanctions:

- Suspension
- Expulsion
- Completion of the school year, but prohibited from re-enrollment for the following academic year.

### **Absences in PK0 – partial week program**

For PK0 students enrolled in the two-day and three-day program, days cannot be replaced if missed. Days missed can exceptionally be swapped, given prior approval has been obtained from the administration.

### **Medical and Dental Appointments**

Every effort should be made to schedule doctor and dental appointments outside of school hours. The school requires your cooperation to make sure that students have minimal disruption in their studies. Please inform the office of any appointments before arriving at school for your child. Upon return to school, students must present a written notice from the physician or dentist to the office and obtain a pass from an administrator before returning to class.

## **Dismissal at the End of the School Day**

**Pre-Elementary:** A bell will ring at specific times of day to indicate the beginning of day care and the end of the school day or the pick-up time for half-day students. When the bell rings, parents must take their children who are enrolled in the half-day program and leave the playground area. After school, when the bell rings, parents must take their children who are not staying for day care. Pre-elementary faculty and staff are not responsible for children on the playground who are not enrolled in the school. When a pre-elementary child is being picked up, the adult responsible for the child must sign the child out and then immediately leave campus. Snacks will be provided for those children who are still present on campus at the designated snack time. If a child stays and eats snack after the adult responsible for the child has already signed the child out, there will be a charge of \$5.00 for the snack.

### **Dismissal for Kindergarten – 8th grade**

When the bell rings at the end of the school day, students will go outside and line up where the parents can meet their class. From the moment the parent or guardian is present on the school grounds, he/she becomes responsible for the active supervision of the child or children being picked up. Parents must supervise their children closely, as school personnel are not responsible for children whose parent/guardian/caretaker is present. For security purposes, parents are required to stay in the “parent area” and not enter the playground. The remaining children will be under the supervision of the extended care attendant. Upon leaving the gate, the adult escorting the child may be asked for identification if they are not known to the SDFAS personnel.

Students must have parental permission to leave campus unaccompanied by an adult. Parents are required to sign a form to give permission for their child to leave campus without an adult.

Students are to be picked up before or after study hall. In urgent situations, when students must leave during study hall (3:00 – 3:45), the adult who is responsible for the child needs to report to the front office and ask the office manager to call the study hall room and the teacher on duty will send the student to the office. Only 1<sup>st</sup> grade students may be dismissed from study hall at 3:30 pm assuming the student has finished his or her work.

### **Student Departure**

Parents of students who are not re-registered for the following academic year by June 1<sup>st</sup> of the current academic year will be obliged to fill out a departure form and/or meet with one of the following: the admissions director, the director of the preschool, the director of the elementary school, the director of the middle school, or the head of school for an exit interview. At this time, parents will be asked to explain in writing the reason for departure and to resolve any pending financial obligations with the school.

## VII. SCHEDULE, EXTENDED CARE, SIGN IN AND OUT

The administrative office is open from 8:00 a.m. to 4:00 p.m. during the school year.

Class periods may be divided for pedagogic reasons.

Day care: 7:30-8:15 (day care fee applies from 7:30-8:00)

Regular supervision: 8:00-8:30 (K-8)

Regular supervision: 8:00-8:45 (Pre-elementary)

### Daily Hours

Pre-Elementary: 8:45 a.m. - 3:00 pm

Elementary: 8:30 a.m.- 2:45 pm

Middle School: 8:30 a.m.- 3:15 pm

Optional Study Hall: 3:00-3:45 pm

Optional After School Activities (ASA): between 3 and 5; details available in the office

Optional Extended Care: 3:00-6:00 pm

Pre-Elementary Half-Day Pick Up: 12:00 noon

Middle School may have additional class periods and/or organized sports activities after the regular school day. Detailed schedules are provided at the beginning of the school year or each trimester / season.

### SCHEDULE FOR PRE-ELEMENTARY CHILDREN

**Pre-elementary children need to be present in the classroom at 8:45.**

7:30 - 8:00	Extended care
8:00 - 8:45	Regular supervision
8:45 - 9:00	Welcome time - individualized activities
3:00	Dismissal

Pre-Elementary schedule from 8:45 - 2:45 may vary. Consult the teacher for a detailed schedule.

**NOTE: On minimum days, students in pre-elementary and elementary school will be dismissed at 11:45 a.m. Students in middle school will be dismissed at 12:00.**

### **Half Day Pick-Up Procedure - Pre-Elementary School**

- Children registered in the Half Day program need to be picked up at noon.
- Use only the front entrance
- Park in the front parking lot
- A fee will be charged in case of late pick up.

### **Before and After School Care**

Caring for your children outside of regular school hours is optional and is organized as a service for parents. An additional fee is charged for extended care. **You may purchase daycare hours on the school website. Students using this service must have prepaid hours on file or pay the drop-in rate.**

For safety and insurance reasons, we ask that students do not arrive at school before 7:30 a.m. The school will not accept responsibility for students on the school grounds before that time. We ask all parents, guardians, or anyone else who is picking up the child, to bring identification with them.

The sign out book, or electronic tablet, needs to be signed, indicating that you are leaving with the child in elementary or middle school, who has been in extended care. For pre-elementary school, the child must be signed in and out daily. Daycare hours are from 7:30 to 8:00 A.M. and from 3:00 to 6:00 P.M. There are free supervision periods from 8 to 8:30 A.M. (8:45 in the pre-elementary school) and from 2:45 to 3:00 P.M. In the morning, from 7:30 - 8:00, the charge for day care will be for only one-half hour.

### **Daycare Rates**

Daycare rates are available from the business office. You will be billed in one-hour increments. Hours may be purchased on the school's website.

### **Late Pick-Up Fee**

After 6:00 p.m., a fee of \$1 per minute will be charged. After 6:00 p.m. the person who is picking up the child will need to sign out the child on the sign out sheet or electronic tablet. If your child is still present at 6:00 p.m., the daycare staff will call the parents or guardian. If they cannot be reached, the staff will call the emergency contacts and if nobody can be reached, the daycare staff will call Child Protective Services.

### **Daycare Pick-Up**

After 5 p.m., the main elementary school gate will be locked. Visitors need to enter through the side gate to the campus and then proceed to the designated classroom to pick up the children.

## **After School**

**K-5:** School is dismissed at 2:45 for K-5. Consult your child’s schedule for details. Students remaining on campus at 3:00 will go to daycare/study hall or to a scheduled class or an After School Activity.

**Middle School** - Students will be dismissed at 3:15 p.m. Parents may wait for middle school students in the parent area. Middle school students remaining on campus after 3:15 will go to study hall, optional middle school clubs, after school activities (ASA), or sports activities.

**6th-8th Grades** - Refer to the daily schedule of the students.

## **Special Child Care Services**

In addition to the school’s regular day care services, SDFAS provides child care services on minimum days, during some school breaks, and during special events as a service to the parents. To register, please email [daycare@sdfrenchscool.org](mailto:daycare@sdfrenchscool.org).

In order for the school to offer quality childcare during these times, and for the safety and the security of the children, the following regulations shall apply:

- In order to have sufficient staffing, parents must register in advance to secure a space for the child in daycare.
- Upon arrival at school for special events, the parents must proceed directly to the daycare table and will need to sign in, indicating their child is in the care of the school’s staff.
- Upon departure, the parent will need to sign out, indicating they have taken the child out of the school’s care.
- Only SDFAS registered students will be allowed to participate in the special daycare or minimum day daycare.
- The school reserves the right to refuse a child who is not registered in advance if there is not sufficient space available.
- The same disciplinary measures that are applied during regular school hours will apply during day care.

## **Access to the School Premises, Signing In and Out**

The school campus is open from 7:30 a.m. to 6:00 p.m. For security, the main entrance to the pre-elementary school is locked between 8:45 a.m. and 3:00 p.m. The main campus entrance is

locked between 8:35 a.m. and 2:45 p.m. Students in K-8 who arrive after 8:30 a.m. must check in for a late pass at the front office.

Parents of the pre-elementary children are required by law to accompany their child(ren) onto the premises, entrust them to the person in charge. Per regulation of the Community Care Licensing Division, the person who brings the child to and removes the child from the center shall sign the child in/out, shall use his/her full legal signature and shall record the time of day. Signing the children in and out at the pre-elementary school is mandatory. The Department of Social Services and Child Protective Services has the right at any time, without prior parental consent, to visit the pre-elementary school, review student records (both administrative and medical) and interview children.

In order to restrict a non-custodial parent from picking up your child, a copy of a current court order must be provided and kept in the child's records. Your child will only be released to the legally authorized parents or those people on the Emergency/Identification form.

For security purposes, visitors are allowed only in the reception area of the administration building. The remainder of the building is for employees only. Visitors must sign in/out at the front desk upon arrival and departure. Parents must wear a visitor badge while on campus outside of drop-off and pick-up time. To see a faculty member or administrator, please make an appointment at the front desk.

### **Responsibility of Non-Enrolled Children**

Parents/guardians are responsible for the children brought with them on campus who are not enrolled at SDFAS. The SDFAS staff is not responsible for the safety and care of children who are not SDFAS students and our staff does not supervise these children. SDFAS pre-elementary school staff is responsible only for children enrolled in the SDFAS pre-elementary school. SDFAS staff on the main campus is responsible only for the children enrolled in elementary and middle school. SDFAS elementary and middle school children are not the responsibility of the pre-elementary school staff while on the pre-elementary side of the campus. SDFAS elementary and middle school children must not enter the pre-elementary area, except when accompanying a parent/guardian to pick up a sibling or as part of a supervised school-organized activity.

## VIII. NON-SCHOOL-RELATED ACTIVITIES

### Parking and Traffic Rules

Parents may use the parking lot adjacent to Soledad Mountain Road for parking and drop-off. The parking lot behind the pre-elementary school is to be used only by parents of pre-elementary school children. Your attention, patience, and cooperation with this plan are crucial for the safety of our children and school personnel. Please share this plan with anyone transporting your students.

Any vehicle parked on the pre-school parking must have a valid and properly displayed **school permit** or will be subject to towing without further notice.

In order to park in the pre-elementary school's parking facility, the individual must have a child registered at the SDFAS pre-elementary school.

All cars must display the permit (delivered to parents of pre-schoolers) and must be clearly visible.

A parking permit does not guarantee the holder a parking space

Anyone parked illegally (for example, in a disabled space without proper credentials, in an authorized space without appropriate permit, or in any general space without a permit) may at the discretion of the school be towed.

After a vehicle is towed, it is the owner's responsibility to retrieve it at their expense.

Adherence to these rules is imperative to make the parking policy work for all.

The school is not responsible for any claim of loss, theft, damage to vehicles and their contents while parked or injury to passengers while proceeding through the parking lot of the SDFAS Pre-school.

#### CAUTION:

DO NOT LEAVE CHILDREN UNATTENDED IN THE CAR.

DO NOT LEAVE YOUR CAR UNLOCKED.

DO NOT LEAVE ANY VALUABLES IN YOUR CAR.

DO NOT LEAVE KEYS IN YOUR CAR.

Safe driving and riding habits should always be observed.

**WARNING:** Appropriate administrative action will be enforced on those who double-park, block other cars or are otherwise illegally parked. Cars will be given a school citation and can be towed away at the owner's expense.

### Morning Drop-Off Procedure

All vehicles dropping off children have the following two options:

#### 1. Drop-off

- Use the designated marked drop zone

- Entrance to the school is one way only, closest to La Jolla Scenic Drive. The exit is near the Montessori School.
- Children may only exit the vehicle CURB side.
- Children must be ready to quickly exit the vehicle.
- Please pull forward as far as possible to avoid blocking vehicle flow.
- No parking is allowed in the yellow zone, including any short-term parking. Drivers may not exit vehicles to escort children into the school. Drivers need to stay in their cars.
- Attendants will be available to assist the children with backpacks and escort them to the school gate.
- Please avoid mobile phone usage while dropping off your child.
- Do not annoy, disturb, honk horns unnecessarily, or use profanity or obscene gestures to the neighbors or other drivers.

## 2. Parking

Parking is not allowed in any loading or drop-off zone. Park in the designated parking spots or on Soledad Mountain Road and walk your children to the crosswalk. Parents and children MUST use marked crosswalks and sidewalks. You may also use the dirt field just past the Montessori School if you cannot find sufficient parking on the street. **The dirt field gate to the field remains closed and locked** for security purposes; please walk around and use the main properly securitized main entrance gate to the school. Parents of children in K-8 are strictly prohibited from parking in the pre-elementary parking lot. It is reserved for the parents of pre-elementary children and the driver must have a permit. Permits are available in the pre-elementary office.

- Please park in the general direction of the flow of traffic as required by law and respect the parking spaces and rights of the neighbors in the vicinity.
- Please obey the speed limit, particularly in the driveways and parking lots.
- Do not double park.

**There is no U-turn allowed in the Windemere housing complex. To return to La Jolla Scenic Drive after exiting the school parking lot, proceed to the Ridgeway complex where there is a traffic light and make a legal U-turn.**

Students (K-8) are to line up on the playground by 8:30 a.m., so please arrive 10 to 15 minutes early to insure there is sufficient time to get across the playground. If the child is late, they must go to the office for a tardy slip. Parents are not to accompany their students to the classroom.

**Be safety conscious and alert.** Drive slowly and watch carefully for all pedestrians, especially children. Children can become easily distracted and may forget to look out for cars. The speed limit is 5 mph.

The safest practice of all is to allow adequate time to complete the drop-off without having to hurry. We encourage parents to socialize and conduct school business after safely parking their cars.

## **IX. PARENT INVOLVEMENT AND PARTICIPATION**

As in all independent schools, parent involvement and participation in the school community is strongly recommended and necessary for the smooth functioning of the school, as well as its growth, and development.

### **Fundraising**

San Diego French-American School operates solely on tuition revenue, grants from foundations and public organizations, as well as donations from the school community and public and corporate sponsors. Therefore, your support is very important. There are several ways to support San Diego French-American School: The Annual Fund, the Annual Gala, in-kind donations and other targeted fundraising campaigns. Additional fundraising activities may be held throughout the school year, such as Target's Take Charge of Education, BoxTops for Education, and others.

### **Annual Fund, Annual Gala Fundraiser, and Auction, Dinner and Dance**

Established in 1994, the Annual Fund campaign is directed to parents, grandparents, friends, corporations, faculty, staff, board members and the general population. Restricted and unrestricted contributions to the Annual Fund are tax deductible.

SDFAS holds an annual gala as a means of gathering the school community and showing support of the school's educational mission.

Both are a means of generating additional funds to supplement the school's budget and to provide the resources necessary for the successful implementation of the school's programs. These include, but are not limited to campus improvements, expansion of the school's facilities, additions for the student program, plus professional growth, student financial aid and more.

Each family is encouraged to support the Annual Fund and to participate in the Annual Gala by donating a new item or service for the auctions with a minimum value of \$100.00 (other than class project donations), or to volunteer on a committee.

Any fundraising initiatives proposed by parents on behalf of the school or the school's projects must first be approved by the administration and must be performed on a *pro bono* basis.

## **Observation Procedure**

Parents may visit the pre-elementary classes at any time, although it is necessary to check in at the pre-elementary office prior to entering the classroom. Grievances are not to be addressed during a parental visit to the classroom. Visitors to Kindergarten and up must make prior arrangements with the teacher and/or administration before entering the classroom. In all cases, their presence should be quiet and unobtrusive, so as not to disturb the course of activities and the learning environment.

While visiting the school outside of drop-off and pick-up time, parents must wear a visitor badge and sign-in and sign-out at the front office. Parents are not allowed to observe their children on the playground or in the K-8 classroom without prior permission and an appointment. To make a request of this nature, contact the appropriate division director.

## **Parent Volunteers**

Volunteer service is vital to a dynamic school environment. Every family must contribute service to the school. The family goal is 20 volunteer hours to be completed during the school year. The cost of education per child is significantly more than the indicated tuition rate. Hours may be secured by a contribution of time or talent. For a list of the volunteer opportunities, inquire at the office or contact the Parents Association or the Development Office.

All pre-k volunteers working with the children need to provide proof of a TB test.

## **Special Events**

Throughout the year, the children prepare shows to present to their parents, families and friends. Most of these events are an integral part of the educational process, while others celebrate holidays or serve as social functions for the school community. Children are expected to participate and families are strongly encouraged to attend and to get involved in the organization of the events with the teachers and/or the Parents Association or Room Parents. The events may include some or all of the following: Back to School Picnic, Halloween/Fall Festival, Thanksgiving, Winter Show, Marché de Noël, Mardi Gras, Asian New Year Festival, Francophonie, International Week, International Food Fair, School Carnival, End of Year Show, and a graduation/promotion ceremony. For further information on assisting with these events, contact your room parent, the Parents Association or the office manager.

Please be reminded that no alcohol is allowed at special events when children are present.

## **Event Planning**

From time to time, parent volunteers and/or the Parents' Association host events to benefit the school and the students. The Parents Association and parent volunteers shall coordinate all

event planning with the administration. The planning of date, time, venue, or activities must be approved by the administration. If the PA is unable to run an event, the school reserves the right to form a new group to coordinate and produce the event.

### **Reimbursement of Expenses**

On occasion, parents may wish to make purchases for the school and may be reimbursed for such expenses. All expenditures must have prior approval from the head of school or director of finance or reimbursement may be denied.

### **School Property**

No parent, friend or family member may remove any school property from the school grounds without the permission of the head of school. Any borrowed materials must be returned promptly to the school and their return must be made known to a school official. Cameras, computers, memory sticks or any other electronic storage device owned by the school may not be borrowed or taken off the school premises or used for any kind of personal use.

### **School Logo and Name**

The school's name, San Diego French-American School/*Ecole Franco-Américaine de San Diego*, and the school's logo are the property of the school and may not be used by anyone within or outside of the school without the written permission of the administration. The official school logo and name with the appropriate font must appear on any printed materials, written materials or published materials. Any materials to be published must be pre-approved by the administration and must be reviewed and/or proofread by the administration prior to printing. Press releases may not be released without the prior approval of the Communications Officer and can be released to the media only on the school's official letterhead or email and the listed contact must be a school employee.

### **Report Change of Address and Other Information**

It is the obligation of the parent to inform the office manager of any changes in address, phone numbers, email addresses or emergency contact information. It is imperative that the school administration be able to reach parents in case of an emergency or an urgent situation.

### **Staff Coordination Days**

Scheduled staff meetings are important for coordination among all teachers and for cohesiveness in the bilingual program that we offer.

On minimum days, pre-elementary and elementary students are dismissed at 11:45 a.m. and middle school students are dismissed at 12:00 p.m. On these days no lunch period or hot lunch is provided at school. There will be extended care for children who cannot be picked up from

school by 12:00 noon. Parents need to provide a lunch, drink, and snacks for students who will remain in extended care. On full-day faculty coordination days, there is no school.

### **Forgotten Lunches and Other Items; Telephone Usage**

To avoid classroom interruption, any forgotten article brought to school during class time must be left in the office. No parent may visit the classroom (except in the **pre**-elementary school) during school hours unless prior arrangements have been made through the teacher and/or program directors. Children who forget their lunch box will be given the hot lunch and the parents will be charged accordingly.

Any student who needs to use the telephone during the day must have permission from the teacher and/or office manager. Students are discouraged from using the telephone except in urgent cases. Granting permission for telephone use will be at the discretion of the administration. Emergency calls will be made by school personnel.

### **Personal Family Issues**

In the case of personal family issues, including situations involving parental separation or divorce proceedings, SDFAS administration and faculty members will take a neutral, unbiased and impartial position. In serving the student's best interests, the SDFAS campus will not serve as a place for parental disputes. It is not within the role of SDFAS employees to provide legal testimony on behalf of parents. It is the parent's responsibility to notify SDFAS of any court order or legal action involving their child.

In the case of a divorce, SDFAS will remain consistent with its intent to promote the best interests of the student in partnership with both parents of the student. Unless otherwise directed by a court order, SDFAS shall maintain strict neutrality between parents who are involved in an action affecting the family. In the event that neither parent notifies the head of school or department head of the existence of a court order, neither parent shall be deemed to have rights superior to the other parent with respect to any minor student. Unless otherwise expressly curtailed or restricted by a provision of a court order with which a school official has been provided, the parent with physical placement rights of any student enrolled in the school shall, upon request, be provided all grade reports, notices of school activities, disciplinary action, or teacher or head of school conference appointments or summaries that are provided to the custodial parent or joint custodial and residential parent. The parent with physical placement rights shall be entitled to participate in all school activities, including scheduled conferences involving the custodial or joint custodial and residential parent. In the absence of a court order to the contrary, a parent with physical placement rights shall be permitted to visit his/her student enrolled in the school and to confer with the student's teacher(s) during required school hours (assuming that the visitation is within the rules prescribed by the school or by the administrative guidelines relating to

school visits, as outlined in the Handbook). The head of school/designee may deny visitation if he/she believes the denial to be in the best interest of the student.

The policy of SDFAS is to provide information about the child(ren) to parents and guardians. In the case of divorce or separation, or multiple households where the child(ren) may reside, information is provided to all legal guardians. Parents should inform SDFAS of any changes in marital status, legal custody, or guardianship of children. All information and document requests will be forwarded to both parents. SDFAS will not take the responsibility of transfer of documents from one parent to another parent.

## **X. INFORMATION FOR PARENTS AND STUDENTS**

### **Role of the Parent**

#### **Parents as Prime Educators**

Parents have the primary responsibility for the education of their children. Specifically, this includes:

- establishing a home environment which teaches the moral values, social skills, self-discipline, and commitment to learning upon which successful schooling is based.
- making a wise and informed choice of schools for their children, keeping in mind that each school has its own unique character and strengths.
- being fully informed regarding all aspects of their children's developmental progress, and where needed, to take and/or support the appropriate remedial action.
- to make every effort to establish and maintain a collaborative and mutually supportive relationship with the school.

#### **Grievance Procedure**

1. Meet first with the teacher (except during class time), to discuss the concern and work out a solution.

2. If an agreement cannot be reached, then the appropriate director (pre-elementary, elementary school or middle school) will speak individually to the teacher.

3. The appropriate program director will meet with both parent and teacher to work out a solution agreeable to all.

4. If all else fails, an appeal meeting with the head of school will be called. Decisions by the head of school are final.

## **Standards of Conduct for Parents**

While on campus or on school-related field trips or at school events, parents and other adults are expected to behave in a manner consistent with acceptable public social behavior. In this context, adults are expected:

- to remain free of verbal, physical, or visual harassment and to use appropriate language, including no swearing, screaming, or verbal abuse to any other adult or child (see Harassment Policy)
- to be respectful of others and of their differences, especially in front of children
- to set a good example for children
- to stop rumors and not to start rumors
- to follow the grievance procedure
- not to lie, cheat, steal, or do anything unlawful
- to show respect and support for the school
- to show respect for the teachers and other employees of the school and to not make disparaging remarks against other parents or employees
- to not transmit (orally or in writing) any false, misleading, inaccurate or disrespectful information about the school, or any of its constituents to others, to other parents, or to employees of the school
- with respect to conduct on the Preschool playground when dropping off or picking up, to not throw students up and down in the air or engage students in roughhousing or other games or activities that may overly agitate students.

If not in compliance with the above “Standards of Conduct,” SDFAS maintains the right to remove any parent/adult from the school campus or event or to prohibit that adult’s re-entry to the campus or to prohibit that adult’s participation in school activities.

The following report is from the National Association of Independent Schools (NAIS) document, “Parents Working with Schools.”

Parents and independent schools work together to create and sustain effective partnerships.

### **Parents Working with Schools**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.

2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

### **Backpacks**

As the heaviness of the backpacks has become a health concern, teachers will work with the children to ensure that the students are taking home only the necessary books on a given day. The homeroom teacher and the English teacher will decide what action needs to be taken to lighten the backpacks. Parents must not insist that their children bring home all of their books every night.

### **Bicycles**

Bicycles, skateboards, scooters and roller blades are to be walked or carried on and off the school grounds. It is necessary that your child's bike have a lock, and your child wear a helmet. The school accepts no liability for any of these pieces of equipment if they should become damaged, lost or stolen. All students riding bikes to school must wear a helmet in compliance with state law.

### **Birthdays and Celebrations**

Parents are to make prior arrangements with the teacher of the class before sending birthday cakes and party items to school. Parents must have prior approval of the administration for any outside entertainment being brought to the classroom for a party.

Each month the children, parents and teachers may agree to have a combined party for all those who have birthdays during that month. So as not to disrupt class time, the party may be celebrated the last 15 minutes of class (or at another time) to be determined by the teacher.

Please consult your child's teacher for any special requirements of the group (diet/nutritional needs, allergies, safety, schedule).

To be sensitive to those children who are not invited to parties outside of the classroom, parents and students must not distribute invitations at school and these events are not to be discussed on the school premises.

### **Carpool**

Upon request, a list of the addresses and telephone numbers is made available to families who live in the same area. This list allows parents to contact each other to organize carpools, prepare school events, etc. This list is to be solely used in relation to school purposes. Please inform the administration immediately if you wish to have your name withheld from this list. (See Release of Directory Information and the Parental Consent Form provided at the beginning of every school year.)

### **Cellular Phone Usage**

Students who bring mobile phones to school must turn off the phone and place it in their backpack during school hours. Cell phones are to be used only before and after school and not at lunch. Cell phones are to be used only for urgent matters. Students who need to speak to their parents must ask permission prior to using their phone. Non-compliance with this policy will result in the teacher confiscating the phone. It will only be returned when the parent and student together come to the teacher to retrieve it. Non-compliance may also result in disciplinary action as outlined in the section “Elementary & Middle School Discipline.”

### **Child Abuse Reporting Obligations**

According to California law, the school’s staff is obligated under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this serious and legally narrow area, the school will not contact parents before making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative, except to make the report to the proper authorities for their investigation and review.

### **Classroom Visits**

Arrangement for visits to the classrooms from students outside of the school must be made in advance with the admissions office and appropriate division director.

## **Communication with Families**

Pre-elementary communications are to take place between the parent/legal guardian and the lead teacher of the classroom. SDFAS does not allow for an exchange of communication between the families and the teacher's assistant for any topics regarding school matters of any nature. The teacher's assistant's discussions with the parents should be limited to the basic needs of the children (security, accident reports, clothing, eating).

Important school information is forwarded to the families through email. It is necessary for all parents to have an email address that they check daily for messages from the school. It is the responsibility of the parents to make sure that they read the communications. General information is sometimes posted at the entrance of the school. Parents will be notified if they need to check the website for information. The school calendar is available in the office and on the website.

Every conscious effort is made to keep the parents informed of school activities. However, it is the final responsibility of the parents to keep up-to-date with the events at the school.

## **Lost and Found**

Items found on the school grounds are collected and placed in the "lost and found" box that the parents need to check frequently. Unclaimed items will be donated to charity monthly.

## **Lunch and Snacks**

Lunch and snack time will take place under supervision and in an orderly fashion that will create the opportunity for social interaction. Children will be encouraged to finish their meals, *but will not be forced to do so*. They will not be permitted to exchange foods or beverages. There is no microwave oven available for students' use.

Children may bring their own lunch box with a nutritious, well-balanced meal or hot lunch may be purchased from the school's hot lunch catering service, under a separate contract. Soda pop and candy are to be avoided. *Glass-bottled drinks are strictly prohibited*.

Snacks will be provided by the school for pre-elementary children only. Snack time for the other students takes place during recess. Parents must provide snacks for their children in K-8 if they are staying after school. The school does not provide snacks for children during extended care hours.

Pre-elementary school children are asked to bring an empty re-usable beverage container (even if they are participating in the hot lunch program) for use during snack time. Beverages and snacks are provided for pre-elementary.

Children need to bring their own re-usable water bottle to school, as drinking fountains may be closed periodically to prevent illnesses from spreading.

### **Pre-Elementary – bedding for rest time**

All school materials and rest mats are provided by the school. The teacher may request that you provide other personal objects for the exclusive use of the student. For rest time of the child, parents are asked to provide:

PK0, PK1, PK2: We recommend the all in one blanket/pillow by Rollee Pollee: [www.rolleepollee.com](http://www.rolleepollee.com). Parents need to provide a complete change of clothes, appropriate for the season, stored in a large Ziploc bag with the child's name clearly marked on the bag. Details on other items that parents need to provide are in the school supply lists.

Bedding items are to be laundered weekly by the parents. Please refrain from providing large and bulky objects like sleeping bags, adult-size blankets, etc., as they pose a storage problem.

### **Marking Personal Property**

To prevent confusion and to facilitate locating misplaced objects, parents are asked to indicate the name of the child on sweaters and jackets, lunch boxes, plastic food containers, and other objects that are easily removable. The school is not responsible for lost articles. All found items will be placed in a Lost and Found bin and it is the responsibility of the parents and students to retrieve their possessions. In the pre-elementary school, if the child's name is not on the clothing, SDFAS reserves the right to write the child's name on it with a permanent marker.

### **Personal Toys/Articles**

For safety as well as for social reasons, personal toys and objects are not allowed in school unless specifically requested by the teacher (for projects, exhibits, "show & tell"). Toys are not to be brought to school and school personnel are not required to locate a child's lost toy.

Sharp objects such as razors, knives, glass bottles, metal or anything (including BB guns) that can cause physical injury, intended or not, to oneself or to another, are strictly forbidden at school.

Jewelry and objects of value are strongly discouraged. The school will not be held responsible for objects lost, damaged, traded, or misplaced at school.

### **Pet Policy**

For safety reasons, dogs and other pets are not permitted on the campus during regular school hours or at school events. Dogs may be walked on the sidewalk by the parking lots, but are not allowed in the parking lots or near the entry gates. Students must have prior permission to bring a pet to school or to the classroom.

### **Private Lessons**

The school may not be used as a location for giving private lessons/tutorials. A child may not be tutored by his/her current teacher(s).

### **Recess**

The children are under constant supervision by the teachers on duty. Children must follow playground rules at all times. No personal playground toys are allowed, including electronic games or music and/or communication devices.

### **Release of Directory Information**

Directory information includes: student's name, address, telephone listings, date and place of birth, dates of attendance, parents' emails, and names of schools previously attended.

Schools must provide parents with the opportunity to request that all directory information *not* be released without their consent. (See Enrollment Agreement).

Schools are never permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall they allow photographs for publication without parental consent.

### **School books, Supplies, and Materials**

The school provides the textbooks and certain materials and supplies for daily use. A list of school supplies, specific to each grade, is provided before the school year begins and is available on the school's website.

#### **Books and Supplies - Elementary and Secondary Grades**

The school lends the school books for the entire year. However, these remain the property of the school and are expected to be kept in the same condition as when they were lent. Parents will reimburse the school for damaged and/or lost books.

At the beginning of the school year, a list of school supplies, such as markers, rulers, compasses, etc. is made available on the school website. The supplies must be provided by the parents for the child's personal use throughout the school year. These supplies should be checked regularly by the parents and replaced when necessary. Additional items may be requested by individual teachers. French notebooks and textbooks will be supplied by the school.

## **Student Transportation**

The school's transportation service satisfies all safety codes for transporting students and submits to a regular maintenance schedule. A shuttle stop schedule is sent out during the month of August for back-to-school in September.

## **Transportation Usage and Privileges**

Parents must register in advance for the transportation service, as space is limited. There is an annual fee for the transportation services with no refund for absences or one way trips.

For the safety of all on the bus or van, parents are asked to participate in the education of the children who use it with respect to conduct, obeying the driver and abiding by the rules of the bus. SDFAS Transportation Regulations will be distributed to each concerned family. It is the responsibility of the parents to ensure they and their children are aware of and abide by the rules at all times.

The driver should not be expected to deliver communication between parents and administration. Parents are requested to call the school, not the drivers, with questions or any changes in the student's schedules. Parents are also asked to send correspondence via their child or by mail or email, rather than with the driver. Email: [admin@sdfrenchscool.org](mailto:admin@sdfrenchscool.org).

The mobile phone on the van is for emergencies only. Do not call for the driver to wait at a stop, as he has instructions not to wait beyond a certain allotted time at any stop.

## **Suspension of Bus Privileges**

The administration reserves the right to suspend the transportation service to any student whose conduct poses a threat to the safety of him/herself and/or to others and whose transportation fees are in arrears. All students are to obey the driver at all times.

**First offense:** Driver warns student, reports to head of school and parents.

**Second offense:** Second warning. Driver reports to head of school. Head of school contacts parents.

**Third offense:** Third warning. Head of school contacts student's parents, two-day bus suspension.

**Repeated offense:** Bus privileges suspended for one week, or more, depending on the nature of the offense.

If bus suspension occurs, it will be the responsibility of the parent to make alternative arrangements for transportation to and from school.

## **Seat Belts/Car Seats**

SDFAS will follow all applicable laws regarding the transportation of children in the school bus or van.

## **XI. CODE of BEHAVIOR, RULES, DISCIPLINE and SANCTIONS**

SDFAS students:

- will attend school daily, arrive on time and be prepared for class.
- will bring the necessary supplies to class.
- will follow the school rules and general student rules.
- will allow others to work undisturbed.
- must show safe and responsible behavior. They are not allowed to fight, throw dangerous objects, call names, push or threaten others. No weapons are allowed at school.
- are not allowed to deface the school or school property. They must show respect for individual as well as collective property.
- must tell the truth, keep promises, and must not steal.
- must be respectful of themselves, of their peers and of the adults and teachers.
- must use appropriate language and must not use profanity on the playground, in the classroom or anywhere on the campus.
- are not allowed to leave the school grounds without permission during school hours.
- must respect cultural, religious or socio-economic differences.
- must treat others as they would like to be treated.

### **General Student Rules**

- Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time students are involved in curricular or extracurricular activities.
  - Students may not leave the school grounds at any time during the school day without written permission and clearance from the office. However, students may leave during the lunch break, if the parents sign them in and out. They must leave and return within the 40-minute break time.
  - Students should be in their assigned play areas during recess and lunch time.
  - Students in elementary and middle school are not allowed to use or play on the play structures of the preschool (even if and especially siblings of preschool students)
  - Students are not allowed in the classroom at any time unless the teacher is present.
- (California Education Code)

- All students will be responsible for the protection and preservation of school property and for the goods of others.

- Fighting or “play-fighting” is prohibited and may result in suspension.
- Profanity is strictly forbidden.

## **Bullying Policy**

Bullying is not tolerated at San Diego French-American School. Bullying is a form of harassment and violence and will be treated as such according to the school’s policies. The school’s bullying policy includes the following:

1. definition of bullying
2. intervention by adults
3. disciplinary actions

### 1. Definition of Bullying

Bullying means exposing a person to abusive actions repeatedly over time. Being aware of children’s teasing and acknowledging injured feelings are always important. Bullying becomes an issue when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating).

What do bullies do? Bullying actions may be direct or indirect and may include any of the following:

#### **Examples of direct bullying:**

- Hitting, tripping, shoving, pinching, and excessive tickling
- Verbal threats, name calling, racial slurs, and insults
- Demanding money, property, or some service to be performed
- Stabbing, choking, burning, etc.

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

- Rejecting, excluding, or isolating target(s)

- Humiliating target(s) in front of friends
- Manipulating friends and relationships
- Sending hurtful or threatening e-mail or text messages or writing notes
- Blackmailing, terrorizing, or posing dangerous dares
- Developing a website devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes 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

## 2. Intervention of the bully’s actions

Teachers/administrators will:

- document the student’s involvement of participation in the bullying.
- send a clear, strong message that bullying is not acceptable.
- report all cases of bullying to the elementary school director or middle school director.
- offer support to the student who is bullied.
- work to ensure that students feel safe when reporting bullying incidents.
- give all involved students in a particular incident the opportunity to give their version of the incident
- bring the bully and victim together before a crisis arises.

Students will be warned that additional negative consequences will be administered if bullying behavior does not stop.

The administration will follow up with the parents to provide continuity and strength in supporting the victim and disabling the bully.

## 3. Disciplinary action

Teachers and administrators will follow the school’s policy for implementation of discipline/sanctions as outlined in Elementary and Middle School Discipline section of this Handbook.

### **Use of Technology and Cyber-bullying**

Students are expected to use the computers in the classroom and in the computer lab or anywhere on campus for the sole purpose of school-related work and research. School computers are not to be used for personal purposes or for accessing social networking or media sites such as, but not limited to, Facebook, Instagram, Twitter, or any other such sites as periodically determined

by the school from time to time. All online communication between students or referencing students will be treated as on-campus behavior and will be governed by the terms of the school's policies.

Whether at school or off campus, students need to be mindful of using appropriate language and manners in the use of the internet. Cyber bullying is strictly prohibited. Cyber bullying includes the use of the internet, social networking sites (such as Facebook), instant messaging (IM), chats, email, blogs, mobile text messages and the like, for the purpose of supporting hostile behavior by an individual or group which is intended to harm others. Any type of communication that disrupts or prevents a positive educational environment will be considered bullying or cyber bullying. The same disciplinary action that applies to bullying or harassment also applies to cyber bullying.

For further information: <http://www.tolerance.org/>

## **Acceptable Use Policy (AUP) - Chromebooks in Grades 5 thru 8**

What follows is the complete Acceptable Use Policy for academic computing and technology with respect to the school's one-to-one Chromebook program in grades 5-8. Each student in grades 5-8, and his or her parent or guardian, must sign this AUP each year.

### San Diego French American School Acceptable Use Policy (AUP)

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#### *Student Responsibilities for Using SDFAS Technology*

The use of San Diego French American School (SDFAS)-owned Chromebook electronic devices, other electronic devices, computer systems and networks, software, and Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. All content residing on SDFAS-owned resources is the property of SDFAS. The use of SDFAS Chromebook electronic devices, computer systems and networks, software, and Internet is a privilege, not a right; inappropriate use will result in a cancellation of those privileges. Illegal activities are strictly forbidden. Students found in violation of the Acceptable Use Policy (AUP) may lose the right to have individual access to the Internet at school and/or be given another disciplinary action in line with the existing rules regarding language or behavior. Students may also lose the right to bring the Chromebook SDFAS-owned electronic device off campus.

All information accessed by a SDFAS device, including electronic mail (email), is constantly monitored by SDFAS 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 campus and administrative team 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 this AUP.

#### **I. General Care**

- A. Devices need to be used for schoolwork and school related projects and tasks only
- B. Heavy objects must not be placed or stacked on top of the device (e.g., books, musical instruments, sports equipment, ...).
- C. Students must ensure that the device is at no risk to be exposed to any damage through liquids (e.g., water spills, rain, ...).
- D. Any inappropriate or careless use of the device must be reported to a teacher immediately.
- E. Students are responsible for any damage to their device and must report this to a teacher immediately so that appropriate action may be taken.
- F. Students must not do anything to the device that will permanently alter it in any way (e.g., stickers, labels, ...).
- G. Students and their parents must ensure that their Chromebook device is brought to school every day fully charged and ready to use.
- H. The device has to be stored properly when not in use and needs to be carried with both hands or securely in a backpack.
- I. The device should be stored in the provided SDFAS laptop sleeve when not in use.
- J. Students can connect their device to any available WiFi off campus.
- K. Students can use their device to share documents with classmates and teachers.
- L. Students can collaborate with each other on schoolwork.

#### **II. Network Standards of Use**

- A. Using the network resources in such a way that would disrupt the use of the network is prohibited.
- B. Following teacher guidelines and instructions on appropriate use of network resources at all times.
- C. Using inappropriate language such as swearing or vulgarity, ethnic or racial slurs, obscene pictures, or anything defined as cyber-bullying is prohibited.
- D. Revealing personal information of yourself or others is prohibited.
- E. Sharing your SDFAS-issued username and password is prohibited.
- F. Connecting personal devices to the SDFAS network is prohibited.
- G. Use and connectivity to the SDFAS network is for educational purposes only.
- H. SDFAS reserves the right to delete potentially harmful content identified on any device utilizing the SDFAS networks or resources.
- I. Pretending to be someone else when sending / receiving messages is prohibited.

#### **III. Use of Data**

- A. Protect confidentiality and act responsibly when accessing data or resources required for schoolwork.
- B. Use passwords and follow network etiquette to secure sensitive data.
- C. You must not share any login credentials (e.g., usernames and passwords) with anyone.
- D. Do not misrepresent or falsely manipulate/alter data.

- E. It is a violation to knowingly attempt to access resources that you do not have permission to utilize or should not have access to as required for schoolwork.
- F. It is your responsibility to report to your teachers instances where you have access to data/resources that are not part of your schoolwork.
- G. “Hacking”, unauthorized use, or attempts to circumvent or bypass the security mechanisms of an information system or network of any kind are deemed inappropriate use.

#### **IV. Restrictions**

- A. Installing any programs to any SDFAS device and the SDFAS network system is prohibited.
- B. Copying and distributing unauthorized materials, such as, but not limited to video, audio, and image files is prohibited.
- C. Use of SDFAS equipment for personal financial gain is strictly prohibited.
- D. Accessing the SDFAS network using any non-school devices is prohibited.
- E. Damaging and vandalizing any electronic device, computer systems, or computer networks is prohibited.
- F. Student email, electronic systems and tools are SDFAS services provided for students and are to be used for instructional purposes only.
- G. Social Media websites (e.g., Facebook, Instagram, Snapchat, ...) and their URLs are blocked for students at all time on SDFAS devices.
- H. Devices need to be stored securely and are not allowed to be used during lunch, passing time and recess.

#### **V. Copyright of Print/Non-Print Materials**

- A. Use of print and digital materials must be properly cited.

#### **VI. Email Use**

- A. Email is an SDFAS service and is to be used for instructional and educational purposes only.
- B. Email should always be sent in a proper format and using “email etiquette” (e.g., Dear Mr. X ..., Best regards, ...).
- C. Be polite. Messages typed in all capital letters are the computer equivalent of shouting and considered rude.
- D. Using inappropriate language such as swearing or vulgarity, or ethnic or racial slurs, or obscene pictures is prohibited.
- E. Pretending to be someone else when sending / receiving messages is prohibited.

#### **VII. Internet Acceptable Use**

- A. Follow teacher guidelines and instructions on appropriate use of the Internet at all times.
- B. Access only course related materials for educational purposes.
- C. Credit all resources appropriately when utilizing information accessed (observe all copyright and citation guidelines).
- D. Off-task behaviors may result in loss of privileges.
- E. Cyber-bullying and other forms of online harassment will not be tolerated.
- F. Uploading, downloading or distributing pornographic, obscene, offensive, or explicit

material is prohibited.

- G. Do not use the Internet to violate another person's right to privacy.
- H. Installing and/or using applications that depict violence of any kind is prohibited.

#### **VIII. Disclaimers**

- A. SDFAS makes no warranties of any kind, either expressed or implied, for the provided access.
  - B. The staff, faculty, and SDFAS are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on SDFAS resources.
  - C. The staff, faculty, and SDFAS are not responsible for information obtained through SDFAS network resources resulting in criminal or terrorist activities.
  - D. SDFAS is not responsible for damage or theft of any personally owned devices.
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#### **Harassment Policy**

SDFAS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will be also subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. It includes but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes or threatening words spoken to another person; denigrating remarks made to students publicly or privately.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement. Physical contact may be made to prevent harm to the child.

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.

#### **It is the responsibility of SDFAS to:**

- implement this policy through regular meetings with all administrators and staff ensuring that they understand this policy and its importance,

- make all faculty, staff, students, and parents aware of this policy and the commitment of the school to its strict enforcement,
- remain watchful for conditions that create or may lead to a hostile or an offensive school environment, and
- establish practices designed to create a school environment free from discrimination, intimidation, or harassment. **(See Bullying Policy.)**

**It is the student’s responsibility to:**

- conduct himself or herself in a manner which contributes to a positive school environment,
- avoid any activity that may be considered discriminatory, intimidating, or harassing,
- consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome,
- report all incidents of discrimination or harassment to the head of school, and
- to discontinue that conduct immediately, if informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

**Harassment Complaint Filing and Investigation Procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a teacher or staff member who will report it to the head of school.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
4. Once the facts of the case have been gathered, the head of school will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion.
5. If the complaint is against a non-employee or a non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## **SDFAS Preschool Positive Discipline Policy**

### DAY PROGRAM AND EXTENDED CARE

The purpose of discipline is to help children develop self-control and to become responsible for their own behavior.

- Corporal punishment is never allowed.
- Any form of discipline or punishment that violates a child's personal rights as specified in section 101223 shall not be permitted regardless of authorized representative consent or other authorization.

We help children develop self-discipline by:

- Providing opportunities for children to select activities
- Modeling desired behavior(s) such as fairness and cooperation
- Redirecting inappropriate behavior quickly, for instance moving the child to another activity
- Teaching children how to resolve conflicts positively
- Using verbal reminders
- Involving parents

--SDFAS Employees are expected to treat all the children with courtesy and care.

--Employees shall always address the students in a positive way.

If a child is unresponsive to the above-mentioned techniques, remains uncooperative, and/or jeopardizes the safety of him or herself or others, the following steps will be taken:

- Written notification will be provided to the parent/guardian.
- If behavior is repeated the teacher, parent, and Pre-Elementary Director will meet and develop a plan to be implemented after each incident. They will meet to review the plan as needed.
- When a student demonstrates continuous unsafe behavior on center grounds, this may cause termination of services due to jeopardizing the safety of him or herself or others. In

emergency situations (i.e. a perceived threat to persons or property or extreme disruption to the program) parents may be called to pick-up their child.

## **SDFAS Aggressive Behaviors and Biting Policy**

### PRE-ELEMENTARY and KINDERGARTEN

SDFAS wants to insure that every child is safe while in our care. For this reason the SDFAS staff (the administration and teachers) takes aggressive behavior very seriously.

It is recognized that children sometimes display and will occasionally be exposed to aggressive behavior. This may take the form of biting, hitting, pushing, or kicking.

The SDFAS staff will use a variety of techniques to limit and correct such behavior, however it is important for parents to understand that when children are in a group setting, the exposure to aggressive behavior is greater than it might be at home.

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

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

If a child exhibits behavior that poses a danger to him/herself and/or other students or staff, a parent or guardian will be required to pick up the child up from school immediately that day.

The following is a list of some techniques and forms of discipline that will be used to address aggressive behavior at SDFAS:

- Model appropriate behavior;
- Tell the child what he/she can do;

- Establish eye contact with the child when talking to him/her;
- Give the child choices whenever possible;
- Encourage the child to talk about the problem to help the staff to determine the cause of the incident and try to work out conflicts;
- Re-direct a child to another activity;
- Physically hold a child until he/she can gain control of him/herself;
- Remove the child from the situation;
- Isolate the child from the group for no longer than a minute per year of age in a separate area which is supervised by a staff member.

All aggressive behaviors that are harmful to other children, teachers, or to the child him/herself will be written on an incident report completed by the supervisors at the time and will be given to all parents involved.

The parents of some or all of the involved children may also be called and informed of the incident.

If a child is not responding to the techniques and disciplinary methods indicated above, the teacher and/or pre-elementary school director will meet with the parents to share information and to develop an individualized action plan to support the child. This plan will be communicated to the administration and kept in the child's file.

Since the children are only in the preschool a few hours a day, parents are expected to support the individual action plan at home.

If an individualized action plan is developed, a follow-up meeting will be scheduled at some point determined by the teacher and/or pre-elementary school director. During the follow-up meeting, the teacher, the pre-elementary director and the parents will reflect on and reassess the plan and determine what, if any, future measures shall be taken to support the child. A report of the meeting as well as the new measures taken will be sent to the parents and kept in the child's file. The SDFAS Administration may request that the parents consult with a recommended school psychologist or other outside licensed professional. If a psychologist is consulted, a report by the child psychologist will be requested.

SDFAS cannot permit unacceptable and/or repeated aggressive behavior. If this occurs the child may be prohibited from returning to SDFAS for a period of up to three days as determined by the SDFAS headmaster and the pre-elementary director.

Following attempts by the SDFAS staff to address aggressive behaviors, the SDFAS head of school and pre-elementary director may determine that SDFAS is unable to meet the needs of the child. If this occurs the parents or guardians may be asked to find an alternate placement for the child outside of SDFAS. Parents need to sign a form indicating they have read and acknowledge the above policy.

### **Pre-elementary Guidelines**

In the event that children in pre-elementary cannot integrate into the daily classroom routines on a social, academic, or emotional level, the following procedures will take place:

- the teacher and/or the pre-elementary school director will meet with the parents to try to resolve the situation

- if the agreed upon solution does not solve the situation with adequate results (as determined by the teacher), the head of school will meet with the parents to determine the appropriate course of action.

### **Cheating and Plagiarism**

Integrity and trust are the basic values necessary to have a proper learning environment. At SDFAS *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, 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.

Failure to comply will result in disciplinary measures to be determined by the teacher. The teacher has the right to penalize the student if he/she fails to comply.

### **Dress Code for the Students**

Parents need to ensure that their child's attire is clean, proper and not extravagant; and that their children know, understand and use proper hygiene including daily bathing and brushing their teeth. The creation and maintenance of a **dress code** reinforces the concept that school is a place where there is a commitment to teaching and learning. A sense of respect is generated by appropriate attire and will enhance the school's ability to foster high standards and expectations for our students. The school acknowledges the student's desire to express themselves via their individual manner of dress but feels that it is necessary to impose regulations with regard to dress.

The following is the dress code for all students in Kindergarten through 8th grade. Children who come to school dressed inappropriately may be asked to change.

Examples of *appropriate* attire include: long pants, capri pants; or shorts that fall below the midpoint of the thighs; skirts and dresses that do not expose undergarments during playing or bending; and short or long-sleeved shirts that are neat in appearance. For safety purposes, open-toed shoes are not recommended. However, students are allowed to wear open-toed/open-back sandals, provided they are the “sling-back” type with a back strap around the ankle. Shoes with laces need to be tied at all times.

Examples of *inappropriate* attire include: oversized sports jerseys, “baggy” pants or other clothing, strapless or midriff tops for girls, tank tops for boys, swimsuits, extreme hairstyles, including colored hair; clothing that exposes undergarments, visible tattoos or piercings (other than ears), or any style that is felt by the faculty or administration to be distracting, extravagant or improper for school. SDFAS reserves the right to disapprove of clothing or hairstyles, based on the impression they make, notwithstanding the written dress code.

We recommend that children do not wear valuable jewelry. Hanging earrings are not allowed. Hats or caps are not to be worn in the classroom and caps are not to be worn backwards.

For pre-k children, clothes that will facilitate autonomy are desired, i.e., easily removable pants and shoes with a Velcro closure; elastic waistbands are preferred, as opposed to suspenders and belts. Shoes that promote security and self-assurance which cover the entire foot are required. For pre-elementary, an extra set of clothing needs to be left at school in case the child’s clothing becomes soiled.

Students from first grade and up are required to wear the school’s T-shirt on days they have physical education classes. Sports shorts or sweat pants are recommended. Students are required to wear the school polo shirt on most school field trips. Exceptions may occur for special occasions, when children may be given the option to wear a dress shirt and pants for boys or dressy blouse and skirt (or a dress) for girls. Such exceptions will be announced by the teacher.

### **Enforcement of Dress Code**

Enforcement is handled at the discretion of the administration. Students must wear the proper PE clothing. If the student reports to sports class without the required attire, the student and parent will be notified and the student will be asked to report to school properly dressed on the day of the next sports class.

### **Sunscreen**

Parents need to apply sunscreen to their children in the morning. Teachers and/or assistants will not be responsible for the application of sunscreen throughout the day. In order to best protect the children from the sun, the school recommends that parents apply a total sun block

to your child in the morning before school, dress your child in long sleeves and have the child wear a hat. (Make sure the child's name is on the inside of the hat.) It is recommended that children keep a sunscreen "stick" in their desk or backpack for easy application at recess time.

### **Middle School Dance Policy**

SDFAS hosts annual chaperoned dances on campus for middle school students. There is an admission fee. Students are allowed to invite one guest. Students are expected to use appropriate social skills and etiquette.

### **Discipline/Sanctions**

#### **Assertive Discipline**

Discipline at school is an introduction to the discipline required for successful life in society. It entails the establishment of rules, which are created as necessary, and are sometimes imposed as safety measures. All disciplinary models, like pedagogic models, are based upon the concept of the child and, through the child, of the adult that we wish him or her to become.

The staff of SDFAS is committed to the belief that all students have the right to learn in a distraction-free environment and that no student has a right to distract the learning environment of any other student. Teachers also have a right to insist on a distraction-free environment in which to teach and that no student has a right to distract the learning environment in the classroom.

With this goal in mind, all staff will develop a set of expectations for student conduct and will make those expectations known to students and available to parents. (See Elementary & Middle School Discipline).

Discipline has to guarantee dignity for everyone, as well as protection against physical and moral threats. In the SDFAS community, the implications of words and actions are taken into great consideration.

The adults will act as role models. Dialogue and cooperation will be taught. Norms of every day life will be elaborated in class. To assist the students in reaching the goal of self-discipline, they will be taught to help others, have the right to speech, the right to listen and to be listened to, to have confidence in themselves and to understand the reality of the consequences of the lack of discipline.

The following policy for disciplinary action will be followed for elementary and middle school students.

### **Elementary and Middle School Discipline**

(Discipline applies to behavior both inside or outside of the classroom.)

All acts of inappropriate behavior in the elementary or middle school will be documented by either a verbal warning or a warning ticket. Any teacher may give a verbal warning or a warning ticket. The warning ticket is issued by filling out a form to be signed by the student, the parents and the teacher. The main teacher, division director or the head of school may ask to talk to the parents or convene a “discipline council” any time, according to the severity of the act or number of accumulated warning tickets / detentions.

What behaviors or acts can lead to a warning or ticket, or more if warranted?

- Lack of respect for another student including bullying
- Lack of respect and/or obedience towards a teacher
- Physical or verbal violence including bullying
- Disruptive attitude
- Property damage
- Out of bounds - During recess students are assigned to playground areas. They become out of bounds when they return to the classroom, office, library etc., without the permission of the teacher on duty. If permission is granted, students may take a hall pass to the destination that they wish to reach to obtain a sweater, lunch box, book etc. No child is allowed to be in a classroom or otherwise without a teacher present.
  
- Possession of weapons or drugs
- Academic dishonesty (see Cheating and Plagiarism)
- Immoral conduct
- Three unjustified late arrivals in class
- Three omissions of materials, per teacher
- Three non-completed assignments, per teacher

**Levels of sanctions:**

- Two warning tickets for the same act = one detention\* + conference with parents
- Three warning tickets = one detention + conference with parents
- Two detentions = Discipline Council

\* *Detention: The student must stay one hour after school and perform a task.*

**Middle School Community Agreements, Rules and Guidelines**

In the middle school (grades 6,7 and 8), all students and parents/guardians additionally read and sign a document entitled Middle School Community Agreements, Rules and Guidelines at the beginning of each school year. This document refers back to this Handbook and contains policies, agreements, norms and articulated consequences. Specifically, the document includes “I will”

statements, “I will not” statements, anti-bullying policy, cyber-bullying policy, technology use policy, academic honesty policy, US grading scale, French grade scale, middle school dress code, “chapeau” tickets, warning tickets, disciplinary measures for multiple warning tickets, attendance policy.

### **Discipline Council**

The Discipline Council is led by the main teacher and is comprised of one other teacher of the level, the director of the elementary school and the director of the middle school, and one member of the administrative staff. This Council is authorized to make recommendations to the head of school. The sanction will be chosen among the following: prevention work, restitution work, mandatory counseling, community service work, suspension of privileges, temporary suspension from school or activities, and/or definitive expulsion from school. Only expulsion will become a part of the student’s school records. The policy for suspension and expulsion is included in this Handbook.

### **Implementation**

A successful integration into school life should deem unnecessary all forms of sanctions or punishment in school. No sanctions can or will be administered for unsatisfactory results.

No corporal punishment is permitted at school; only time-outs are authorized, as well as the warning system described above. The policy for disciplinary measures and sanctions as outlined in this Handbook will be applied.

The teachers will refrain from all behavior, actions, or words that can translate on his/her part indifference, or contempt toward the child or family. Accordingly, students as well as their families are expected to refrain from all behavior, actions or words that will serve to insult and injure the teachers, other students or their families.

Steps toward the resolution of a disciplinary problem: it is the moral responsibility of the school to assist the problematic child by any available and accepted means possible. In addition to the discipline policy, the teachers will offer help, support and understanding to both the child and parents and if necessary a referral may be made to a child psychologist.

### **Suspension and Expulsion**

#### **General Guidelines: 1<sup>st</sup> - 8<sup>th</sup> Grade**

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense committed. When a student is suspended, the parents will be notified of the suspension and the reason for this disciplinary measure. The following quotations, taken from the **California Education Code**, will be the criteria used at SDFAS for Suspension or Expulsion:

48900. A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the head of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive.

For the complete code, see the Educational Codes 48900-48927 on the website:  
<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=48001-49000&file=48900-48927>

Students are forbidden to use or possess liquor while on school grounds, or elsewhere when under the authority or direct supervision of school personnel, or when such conduct is otherwise related to school activity or school attendance.

### **Specific Guidelines**

Official suspension may occur in the following cases:

- serious misconduct, on-campus or off-campus during school related activities,
- continued misconduct after having been placed on probation.

As a result, one of the following may occur:

- the student may attend class, but lose the right to participate in any school activity on- or off-campus,
- the student may be suspended from a particular class and required to report to a specific place on campus during that time,
- the student may be sent home for the entire period of suspension.

The student will be assigned school work before leaving with the parent. The student will be required to take home all books and belongings, indicating by their behavior, their choice to not be a part of their class. It is the parents' responsibility to monitor the student's completion of all work. A conference needs to be scheduled with the head of school, parent and student before the student is allowed to return to class at the end of the suspension period.

Specific procedures include:

1. The student shall be given oral or written notice of the charges against him or her, and a fair opportunity to present his or her side of the story.
2. The gravity of suspension requires that notice be given to the parents by telephone, or other appropriate methods within a reasonable time, followed by a written notice signed by the Head of school.
3. A conference with the parents, students, and appropriate school representatives will be arranged.
4. A written form of suspension must be signed by the parents and students. On this form, the exact length of the suspension must be specified and the reason for the suspension clearly noted.

5. The head of school is required to maintain dated documentation of the facts, and of the parent conference.

6. In “emergency” situations constituting a clear and present danger to the lives, safety or health of students or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents will follow within 24 hours.

7. A suspension must be approved by the head of school, or in the absence of the head of school, by a designated staff person.

8. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion for continued or repeated misconduct will clearly be stated to student and parents.

9. The length of any suspension is left to the discretion of the head of school in accordance with the nature of the conduct and all circumstances.

10. To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

#### **Expulsion: Specific Guidelines**

- The final decision to expel a student rests with the head of school.
- Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

## **XII. HEALTH AND SAFETY**

### **Medical Records/Vaccinations**

Upon admittance to school, each new student is required by California law to provide written proof of all necessary vaccines and immunizations. A medical health certificate attesting to the health condition of the student is required for entrance into pre-elementary school, kindergarten, and first grade. “A child can complete the first grade school physical exam anytime within 18 months prior to 90 days after first grade entry,” according to the County Health Department. Immunizations must be up to date for admission into the 7th or 8th grade.

Proof of immunization and vaccines must be on file by the first day of the school year. A child will not be allowed to attend school if these records are not on file. This is the law.

If a child in the PK0 through first grade does not have a physical (as required), or the parent has not provided an official waiver, the child is considered to be non-compliant with the CHD (County Health Department). Children in this category will not be able to start or attend school until providing required documentation.

### **Daily Wellness Checks - Preschool only**

A daily wellness or “health” check must be completed daily before the adult responsible for bringing the child leaves. This procedure is necessary to ensure children are healthy, and able to participate in daily activities. Children brought to the classroom that meet medical exclusion criteria will not be permitted to remain in the classroom.

### **Health/Illnesses/Accidents**

Children with Symptoms of a communicable disease will remain with a staff member until the parent or designated caretaker arrives for the child.

We make every effort, including calls to mobile phones and by e-mail to reach the parents when a child is ill, but after 30 minutes, if we have no response, we will attempt to reach the emergency contacts provided by the parents.

### **Illness Exclusion Guidelines**

We will not service children who have:

The observation of illness at home can help prevent inconveniences, prolonged child illness and infectious outbreaks. If you observe any of the following symptoms of illness **please keep your child at home.**

- Respiratory illness and colds – Children with runny noses will not necessarily be excluded. However, a child will be excluded if the runny nose is associated with an abnormal temperature, infected throat, congestion, persistent cough or general irritability, or at the teacher/ Director’s discretion when the child appears too ill to participate in school activities.

- Diarrhea – A child with two or more loose or watery stools within 24 hours will be excluded until there have been no loose or watery stools for 24 hours.

- Fever – An aural temperature 100°F / 38°C or greater. Children must be free of fever for 24 hours (without fever reducing medication) before returning to school.

- Conjunctivitis (pink-eye) – Children with bacterial conjunctivitis (pink-eye) should receive medical attention and return to school 24 hours after prescribed treatment is initiated.

- Severe Illness – Children who exhibit lethargy, irritability, persistent crying, difficulty breathing, and uncontrolled coughing may be requested to be picked up at the teacher/director discretion.

- Vomiting – A child is excluded when vomiting occurs two or more times within 24 hours (unless the vomiting is determined to be due to a non-communicable condition), if the child is in danger of dehydration, or if vomiting is accompanied by a fever.

- Mouth Sores – Preschool children exhibiting excessive drooling in conjunction with sores in or near mouth shall be excluded, unless the child’s physician or local health department authority states the child is not infectious.

- Rash – Children who have unidentified rashes shall be excluded, especially when the rash is accompanied by a fever or behavior change, or is associated with a communicable illness. Children can return with a child’s physician note that determines that the rash is not contagious. Any open sores must be covered with a band-aid or clothing.

- Evidence of head lice, scabies or other parasites (see procedures for lice treatment)

- Unusual spots, skin rashes or untreated infected skin patches
- Severe coughing that causes a “whooping” sound
- Yellowish skin or eyes

All Other Communicable Diseases/Illnesses - As determined by the American Academy of Pediatrics, & American Public Health Association – Caring for our children – National Health and Safety Performance Standards (1992).

Children with symptoms of a communicable disease will be sent to a comfortable area in the office and will remain there supervised by a staff member until a parent or designated caretaker arrives for the child.

We make every effort, including calls to mobile phones and by e-mail to reach the parents when a child is ill, but after 30 minutes, if we have no response, we will attempt to reach the emergency contacts provided by the parents.

Children who show these signs are separated from other children, supervised and made comfortable until their parent or caretaker arrives to take them home. If the child has been diagnosed with the flu or the swine flu, notify the school immediately. **THE STUDENT MAY RETURN TO SCHOOL AFTER BEING FEVER-FREE FOR 24 HOURS** without the use of fever-reducing medicines **AND/OR IS NO LONGER CONTAGIOUS.** In the event of any unique illnesses, the school will follow the recommendations of the Centers for Disease Control (CDC) and S.D. County health services guidelines. For more information, visit <http://www.cdc.gov/>

Use the following as a guide.

<b><u>Keep at Home</u></b>	<b><u>Send to School</u></b>	<b><u>See a Doctor</u></b>
Fever above 100F/38C degrees	Ear infection, no pain	Undiagnosed skin rash
Vomits more than once	Infrequent diarrhea	Eye infection
Flu: body aches, headache, and fever	Minor cold (runny nose, cough, sneezing sore throat)	
	Cold sores (sore covered)	
	Infestation of lice (after treatment begins)	
	Strep throat (after 24 hours of medication)	
	Vague “I don’t feel good symptoms”	

\*Please notify the school office if your child is staying home due to illness.\*

At SDFAS, we encourage hand hygiene and respiratory etiquette and we will emphasize the importance of the basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).

Flu can be easily spread from person to person, therefore, we will take the steps necessary to reduce the spread of flu at school. SDFAS will routinely disinfect areas that students and staff touch often.

**Parents are also encouraged to take the following precautions against the flu:**

- Teach your children to wash their hands often with soap and water or an alcohol-based hand sanitizer. You can set a good example by doing this yourself.
- Teach your children not to share personal items like drinks, food or unwashed utensils, and to cover their coughs and sneezes with tissues. They need to cover up their coughs or sneezes using the elbow, arm or sleeve instead of the hand when a tissue is unavailable.
- Know the signs and symptoms of the flu. Symptoms of the flu include fever (100 degrees Fahrenheit, 38 degrees Celsius or greater), cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- Keep sick children at home for at least 24 hours after they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.
- Do not send children to school if they are sick. Any children who are determined to be sick while at school will be sent home. For more information, visit [www.flu.gov](http://www.flu.gov) or call 1-800-CDC-INFO for the most current information about the flu.

**Returning to Class after Illness:**

Any child or adult who has been absent as a result of communicable disease/illness may not be readmitted to the classroom until there is written assurance by a physician (or medical professional) that the child or adult no longer has any evidence of the communicable disease/illness. 5-day absences due to illness will require a doctor's release note to clear re-entry into school.

**First Aid Procedures**

At SDFAS, we make every effort to make sure your child is safe. However, minor accidents beyond our control may occur. Simple injuries will be treated at school by applying ice, soap & water, and/or bandages. In the event that a more serious injury occurs, you will be notified at once, and the Emergency at 911 will be called if necessary. All Staff at SDFAS are CPR and First-Aid trained.

## **Medication Administration**

The California Education Code states that any student who is required to take medication (prescription or over the counter) prescribed by a physician during the regular school day, may be assisted by a designated school personnel if the school receives:

1. A written statement from the physician detailing the method, amount and time schedules that the medication is to be taken and

2. A written statement from the student's parent/guardian authorizing the school to administer the medication. (E.C. 49422, 49423)

Parents and physicians need to complete a Medication Administration Form (available in the main office) if the student needs to be given medication at school. No medications (including over-the-counter) are given at school without this form.

Please send all medications (prescription and over-the-counter) in a Ziploc bag labeled with your child's name. Medications must be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-injectable epinephrine and asthma inhalers if so prescribed by the physician.

Parents are responsible for informing the school of the child's allergies and providing the school with the appropriate medication. Parents must be aware of expiration dates and replace the medication as necessary.

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above.

**Parents are required to notify SDFAS when new medications are started at any time during the school year.**

The school has no way of providing for children who are ill except to contact the parent or emergency contact and request they be picked up and taken home. For this reason, it is essential that the school have current parent/guardian contact information on file.

## **Accidents**

A child who is involved in an accident with minor bruises will be treated by responsible school personnel who will evaluate the extent of the injury and contact the parent/guardian as necessary. Parents are notified immediately in the event of a medical emergency (serious injury or sudden illness) that occurs during school hours. *For this reason, you must notify the school office when there is a phone number change or change of emergency contacts which the school officials may use when you cannot be reached.*

It is understood that enrollment at SDFAS confers upon the school the obligation to select emergency care providers in the absence of a school official's ability to reach the parents and that no liability would be attached to such a decision in the event that the parent cannot be reached.

## **Contagious Diseases**

The most frequent and common diseases that need to be controlled are chicken pox, rubella, mumps, measles, conjunctivitis, tuberculosis and the flu. If suspected, parents should promptly inform school personnel. The school, in the general interest of its population, will take the necessary measures to avoid the propagation of a contagious disease.

School personnel have the right to examine the students for extreme cases of coughs, flu, fevers and runny noses and to refuse admittance into the class until the child's obvious illnesses have cleared up. Please keep your child at home if this is the case.

## **Procedure for the Treatment of Lice**

Teachers will check the child's hair if scratching occurs. If a child is found with lice or nits, the parents will be called at once to take the child home and properly treat him/her. Information for parents about the proper treatment will be provided by the administration upon request. The student will be readmitted to school after s/he has been treated according to the brochure from the California Department of Health Services, "A Parent's Guide to Head Lice," and the parents must notify the school in writing that they have done so.

As additional precautionary measures, and to eradicate a lice infestation at the school, SDFAS will follow these procedures when one case of lice is discovered at school:

- there will be administration and/or faculty and/or outside professional help present to check all children to see if there are any additional cases
  - parents of the children will be notified that lice have been found in the class, even if it pertains to only one case
  - children with live lice will be sent home and parents are required to treat them and the household, as outlined in the brochure, "A Parent's Guide to Head Lice"
  - parents will be notified if nits were found on their child and will be asked to perform the same treatment outlined in the brochure; the lice comb needs to be used to remove nits.
  - children will be sent home with a lice brochure and a note that the parents must sign indicating that the child and other members of the household have been treated, as necessary, and the house has been cleaned according to the recommendations in the brochure, "A Parent's Guide to Head Lice."
  - parents are encouraged to wet comb their child's hair
  - children will be checked periodically until no more lice are found on any child.
- Systematically, upon returning from school breaks, there will be a general check for lice on all children at school. If lice are found, the above procedure will apply.

Source: [www.headlice.org](http://www.headlice.org). More valuable information is on this website.

### **Nail Clipping**

Keeping your child's nails clean and appropriately trimmed at all times is very important. Scratching incidents during play can be avoided if nails are properly trimmed. Keeping the nails trimmed can also prevent infections from occurring. Children risk infection if they scratch their skin with dirty nails.

### **Insurance**

As part of the student fee, students are extended insurance coverage through an approved insurance plan when present at school or when transported to and from a school event, i.e., field trips, playground, etc. It is the responsibility of the parent to obtain a NOTIFICATION OF INJURY/STUDENT ACCIDENT CLAIM FORM from the financial office. Parents must fill out the form, then the supervisor of the injured student fills it out, then it is submitted to the financial office for completion. This procedure must take place within 30 days of the incident. Details on specific coverage are available at the office.

### **Emergency Preparedness**

San Diego French-American School has established a comprehensive emergency response plan designed to respond to all anticipated emergency situations that might arise, whether natural events or man-made. All administrators, faculty and staff members are assigned to an emergency response team, and assume those duties when the head of school or other senior administrator activates the Emergency Response Plan.

Each staff member must become familiar with the actions needed to respond in an emergency. There are many possible disasters which may occur, most of which can be managed effectively when all faculty and staff members involved know their specific responsibilities. The key is preparedness. Eliminating possible hazardous situations and being aware of how to react BEFORE an emergency occurs can save lives.

With the large number of students and staff on campus at any one time, the responsibility for their safety is a serious concern. We must all take steps to be effective, contributing members of the school's emergency response plan. Faculty and staff are trained.

### **Emergency Response Plan**

In the event of an emergency, the highest person on the chain of command list announces implementation of one of the standard emergency actions: DROP, COVER AND HOLD; LEAVE BUILDINGS; SHELTER INDOORS; CENTRAL SHELTER; SECURE SITE; LOCKDOWN; ASSEMBLE/TAKE ROLL; or EVACUATE CAMPUS. The senior administrator then oversees the setup of the Incident Command Center (ICC) and ensures that all key positions in the crisis response team are filled.

All faculty and staff on campus respond in the event of an emergency, regardless of whether or not they are on duty. All staff report to their regular assignments/supervision areas. Parents and visitors on campus report to the guest check-in area for attendance.

While it is hoped that these emergency procedures are never needed, it must be recognized that if they are put into effect many variables may come into play. While the procedures try to anticipate these variables, flexibility and the ability to listen and follow directions are of critical importance.

### **Emergency Communication Procedure**

To the extent possible, the following radio/television stations will be contacted to broadcast information regarding emergency status at San Diego French-American School:

KOGO 600 AM	KNSD-7 NBC
KFMB 760 AM	KFMB-8 CBS
KGTV-10 ABC	

In the event of a **lockdown emergency** at the school, the school official(s) would as a first order of priority call 911. As soon as possible after that, a mass text message mailing through MSP would be sent to all parent cell phone numbers on file in our MSP system, informing parents of the lockdown and that 911 has been called. The message would also direct parents **not** to come to SDFAS but instead to the designated emergency gathering location of **Kate Sessions Park** to await further information and direction. Messages would then be sent out by the school through MSP every 15 to 30 minutes for the first two hours and on an hourly basis after that. Messages would also be sent by email to parent addresses on file. At Kate Sessions Park, designated SDFAS parent ambassadors (certain Board members and certain parent members of the school's security committee) would also be on site to help relay information.

### **Release of Students**

1. The Administrator in charge will determine when it is safe to release students, in consultation with community officials.
2. Students will only be released to their parents or other individuals designated on the student's emergency information card.
3. When a student's parent or other authorized individual arrives on campus, they will be directed to the designated reception and release area. Using radios or runners, the student will be called from the student assembly area and escorted to the checkout area.

4. Students will first sign out with their homeroom teachers, and with the staff on duty in the checkout area.

5. Staff on duty in the checkout area will record the time the student checked out, and the name of the individual taking custody of the student.

### **Emergency Medical Treatment**

In case emergency medical treatment is required, students will be taken to the closest medical facility, which is Scripps Memorial Hospital in La Jolla.

### **Exoneration from Physical Activities**

Physical activities are an integral part of the curriculum and absolutely necessary for the development of the child. Therefore, all requests for total exoneration from these activities must be accompanied by a medical certificate.

### **Peanut free campus in Pre-Elementary**

Beginning in 2018-19, the pre-elementary campus is a peanut-free environment. When preparing lunches and snacks, please respect this policy in the name of the health and wellness of those children with mild to severe peanut allergies. No peanuts, peanut butter or other foods containing peanuts or traces of peanuts are allowed anywhere on or around the Pre-Elementary campus.

### **XIII. STUDENT RECORDS**

The administration shall insure that both the integrity and the privacy of the required school records is upheld. These records should be retained permanently at the school site.

Each student's record must include the minimum permanent personal data necessary for operation of the educational system:

- directory information,
- academic work completed,
- grade or level placement,
- enrollment and attendance data,
- Standardized Test Results, and
- permanent health records.

#### **Emergency Care Information**

The school shall have a readily accessible file containing emergency care information for each student. Emergency care information shall be available to extended day care personnel.

#### **Access to Student Records**

Parents of currently enrolled or former pupils have an absolute right to access any and all student records related to their children which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter, is prohibited. (E.C. 49069) Via the Parent-Student Handbook, the school shall inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

The school has 45 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.

School professionals and certified personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

Designated clerical staff shall have access to student records for purposes of making entries or maintaining records, under supervision of the head of school.

#### **Procedures for Challenging the Content of the Record**

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through the school's proceedings.

The parent of a student may file a written request to the head of lower school or head of the middle school to correct or amend any information in the child's permanent records which he/she alleges to be:

- inaccurate,
- an unsubstantiated personal conclusion or inference,
- a conclusion or inference outside the observer's area of competence or not based on personal observation.

If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be in a meeting with the head of school or designated school official. After the meeting with the head of school or designated school official is concluded, the parents shall be informed in writing concerning the conclusion reached.

If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

### **Release of Student Record Information to Schools**

Student records shall be released as soon as possible to requesting schools. (See Student Departure and Early Withdrawal.)

### **Requests for Student Records**

SDFAS reserves the right to charge administrative fees for special processing requests of student records. These include (but are not limited to) the following:

- supplemental records,
- lost report cards,
- special test-requirement requests,
- and archived records.

A schedule of such fees is available upon request.

*San Diego French-American School reserves the right to amend or adapt the rules and regulations during the school year. Changes will be made available to the parents in an addendum.*