



L'Etoile

FRENCH IMMERSION
SCHOOL

5839 SW Hood Ave
Portland, OR 97239

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★ letoilefrenchschool.com ★

Student/Parent Handbook

2018–2019 School Year

L'Etoile French Immersion School
5839 SW Hood Ave.
Portland, OR 97239
Phone: 503-715-1258

www.lettoilefrenchschool.com

At L'Etoile French Immersion School we believe that children rise to the expectations that are set for them, and for this reason we set our expectations high. Our approach to learning formed in accordance with the French Ministry of Education, prepares children to be capable, confident students who are empowered to achieve in both French and English. Our nurturing teachers engender a lifelong passion for learning and instill a respect for cultural traditions around the world.

This handbook has been prepared to help you become better acquainted with L'Etoile French Immersion School. It contains school policies and information about school programs, and services. It also contains regulations and rules, which are necessary in order that students, parents, and faculty may work together to achieve the goals stated in our philosophy and mission.

Please review the information regarding policies and procedures with your child so that we all know what is expected and desired. Our goal is to create a safe and comfortable environment conducive to learning. We urge you to keep this booklet at hand for ready reference.

We look forward to celebrating your child's achievement.

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Philosophy

At L'Etoile French Immersion School we aim to create a sense of well-being and confidence for our children and be the conduit through which they emerge as capable, independent thinkers. We embrace the French approach to learning that emphasizes the mastery of academic concepts through problem solving within the framework of art, craft, drama, music, and mathematical manipulation. By delivering this curriculum in a full-immersion setting, we hope to achieve the following:

- ❖ Incorporate French into our students' daily lives such that it becomes their form of communication within the classroom. By consistently introducing French in a structured way we are setting the stage for the acquisition of native-like pronunciation and intonation, and advanced language proficiency.
- ❖ Build solid critical thinking skills that will enable our students to excel in their future academic and practical endeavors. According to the American Council on the Teaching of Foreign Languages there is a strong relationship between early foreign language study and increased mathematical skill development, particularly in the area of problem solving. In the world of test-taking and competition this improved cognitive flexibility will help to instill confidence and self-esteem in our young learners.
- ❖ Prepare children to become global citizens and inform them of their responsibility to care for the Earth. We honor the varied traditions of French speaking countries with the aim of broadening our children's world. Through drama, music, and reading we explore diverse customs and develop a respect for cultural differences. Through tactical discovery-based activities such as gardening and plant exploration we foster an appreciation for their physical surroundings.
- ❖ Promote collaboration by encouraging the verbal exchange of ideas, feelings, and concepts. Our morning group discussions allow children to balance their needs and desires with those of others. Group art projects and sing-alongs teach our children to be courteous, patient, and self-aware, skills that will be highly useful in their daily and future lives.

Mission

Our mission is to build each child's early academic foundation by applying the learning principles established by the French Ministry of Education. The curriculum, taught in a French immersion setting, integrates art, craft, music, drama, cultural awareness, and problem-solving. The purpose of this approach is to:

- ❖ Stimulate early critical thinking, a developmental benefit of full language immersion
- ❖ Build the lifelong skill of native French speaking
- ❖ Engender respect for diverse cultural traditions

We believe that this path promotes confidence and a love of learning, within the context of a fun, engaging, & collaborative environment.

Curriculum

We employ the curriculum taught in public schools in France. In this system there are three main groupings known as cycles:

Maternelle/Cycle 1: Petite Section (preschool), Moyenne Section (pre-k), and Grande Section (kindergarten)

Élémentaire /Cycle 2: CP (1st grade), CE1 (2nd grade), CE2 (3rd grade)

Élémentaire /Cycle 3: CM1 (4th grade), CM2 (5th grade)

Maternelle/Cycle 1: PS, MS, & GS (2 ½-5 years old)

The first three years of French curriculum create a solid foundation for advanced learning. In a loving and informal setting, children are immersed in the French language and francophone traditions so that they quickly become comfortable with the language. Through songs, games, art, and creative play, each child's academic and social development is nurtured. Logical thinking, science, and math are introduced. The balanced schedule alternates indoor and outdoor, group and individual activities. A one-hour nap or rest time is scheduled after lunch.

In GS (Kindergarten) greater emphasis is placed on phonic awareness, reading readiness. Mathematical concepts are deepened through manipulation, classification and representation. With a short period each day devoted to individual concentration in an academic activity, students begin to acquire self-discipline. Music, art, and creative movement are an integral part of the program. The children are encouraged to express themselves as much as possible in French. Kindergarten is a bridge between Cycle 1 and Cycle 2. To better prepare the students for elementary school, teachers organize frequent exchanges with 1st graders. English Language Art is introduced in order to develop students' reading skills.

Élémentaire/Cycle 2: CP, CE₁, & CE₂ (1st, 2nd, & 3rd Grades)

Reading in French is one of the main goals in first grade. Dictation, composition, and cursive writing are taught using different but complementary academic approaches. English Language Arts continues with approximately five hours a week in cycle 2. In both languages, the primary emphasis is on reading, oral expression and writing skills.

Science and math are taught and reinforced through manipulation, experiment, demonstration, practical problem solving and daily skills practice. Sports, visual arts and music focus on the continuing development of students' skills.

Élémentaire/Cycle 3: CM₁ & CM₂ (4th & 5th Grades)

In cycle 3, students continue to expand their knowledge in all subjects but mastery of the French language and basic mathematics are the primary focus of these grades. Students hone their French skills through presentations, dictation, and the study of literature. They become more acquainted with technology and computers through carefully planned projects and lessons. In math, students work on abstract and concrete problem solving, geometry, and organizing data. Art, music, English, and physical education continue to play an important role.

School Calendar

L'Etoile conforms to the French Ministry of Education calendar. The school year ranges from the beginning of September to mid-June. School will be closed for the breaks shown in the 2018-19 Calendar, with the exception of the week-long breaks in October and February. During the October and February breaks optional fee-based camps will be offered.

Parent Teacher Conferences/Report Cards

Parent-teacher conferences are held in November, March, and June. Teachers document progress on a report card, which is given to parents at the scheduled conferences. For at least one of the reporting periods in the elementary school, parents will meet with both the French and English teachers. If possible, both parents should attend.

Childcare will be provided for a maximum of 30 minutes during conferences at no charge, or a full day (without after care) fee-based camp is available.

Campus Locations

Petite Section (children aged 2.5 – 4) and Petite/Moyenne Section (children aged 3-5):
Aka “Hood”: 5839 SW Hood Ave. Portland, OR 97239 (also mailing address)

Moyenne Section (children aged 4-5) and Grande Section (children aged 5-6):
Aka “Hood Annex”: 5816 SW Hood Ave, Portland, OR 97239

Elementary Grades (children aged 6-12):
Aka “Fulton”: 68 SW Miles St., Portland, OR 97219

Daily Hours

Hours of operation: 7:30a.m. - 6:00 p.m.
Free early drop off: 7:30a.m. - 8:30 a.m.
Half-day school hours: 8:30a.m. - 12:20p.m.
Full-time school hours: 8:30a.m. - 3:00p.m.
After care: 3p.m. – 6 p.m.

* Hours of operation during the fee based camps occurring in October and February may differ slightly from the hours above.

Drop off and Pick Up Procedures, After School Care

Drop-off

Parents are requested to drop-off at least 10 minutes prior to the start of class and depart shortly after that. This gives children time to prepare for the day and engage in a morning activity.

Parents will have a security code to enter the school buildings. For the maternelle, parents must accompany children into the school and remain with them until they are checked in with the teacher or assistant teacher.

For the maternelle, parents are required to sign the attendance sheet before departure.

Parents must exit the classroom by 8:30 a.m., the start of the school day.

Pick-up

Parents must enter a security code to enter the school buildings. For full-day pick-up, parents should wait outside the classroom until the teacher opens the door.

For half-day pick-up parents may open the classroom door and enter. Preschool teachers will confirm their preferred method of entry during Back to School Night.

Parents, or those authorized to pick-up, are required to sign the attendance sheet before departure. Other than parents, children will only be released to individuals listed on the Alternate Pickup Form.

After School Care

Families must sign up for after care, also known as “AFCA”, by emailing Lynn Prince at l.prince@letoilefrenchschool.com. AFCA, is available from 3:00 p.m. - 6:00 p.m. at a rate of \$7.50/hour.

At Fulton, students will be separated into groups to do homework, usually from 4:30-5pm. Aide aux devoirs (fee based assistance) will be from 3:15-3:45 for grades 1&2, and from 3:45-4:30 for grades 3 and 4/5.

Once parents arrive, students are considered to be “picked-up”. For those parents and students who stay on campus, parents are responsible for the supervision, safety, and discipline of their children, and are expected to stay within visual range of their children. Even if the children are playing with those enrolled in after care, the parents are still responsible.

Hood Annex AFCA Procedure:

At 3:10 p.m., students who are enrolled in AFCA will be checked in by an AFCA supervisor and escorted across the street to the Hood campus. Students will have their belongings with them. Parents who arrive after 3:10 p.m. should pick up their children from Hood and sign out.

The Annex building closes at 3:15. Parents who remain in the outdoor playground are responsible for the supervision, safety, and discipline of their children, and are expected to stay within visual range of their children. If students need to use the restroom, parents may escort the children across the street to the Hood Ave. restrooms.

After School Classes

L'Etoile offers three terms of AFCA classes. Rates are published in the AFCA Class Schedule that is emailed during the school year. Classes must meet minimum enrollment requirements to proceed, and space is offered on a first come first served basis. Classes are non-refundable.

During an after school class in the Fulton gym, only those students enrolled in the class may be present. Students not enrolled in the class are welcome to use the outdoor playground, as long as their parents are present.

Late Arrival, Early Pick-up and Late Pick-Up

Late Arrival & Early Pick-up

A student is considered late when he/she arrives in class after 8:30a.m. Tardiness detracts not only from an individual student's performance but also disrupts the students in the classroom. If a teacher's attendance log notes routine absences, parents will be notified.

In the event of late arrival or early pick up parents should send an email to attendance@letoilefrenchschool.com. Please include your child's name and their teacher in the body of the message.

Late Pick-up

L'Etoile closes at 6:00 p.m. All children must be picked up and out of the building by that time or a late fee of \$2.00 per minute will apply. Repeated late pick-ups are not respectful and students may lose access to AFCA and extracurricular activities if the hours cannot be honored.

Parents who estimate that they will arrive later than 6:00 p.m. should call the school at 503.715.1258 and email attendance@letoilefrenchschool.com

Absentee Policy and Notification

Regular attendance is required for all students and is imperative for the success of the student.

If a student is going to be absent, it is the responsibility of the parents to send an email each day the student is absent. Emails may be sent to attendance@letoilefrenchschool.com and the student's name and teacher should be included in the body of the email. If no communication is received, the school will call the parents to request the reason for the absence.

Extended Absence

While it is most beneficial for students, teachers, and their peers to make use of the school calendar when planning vacations, the school recognizes that parents may elect to take their children out of school for personal reasons. Absences for longer than one week must be discussed with a student's teacher and approved by the Head of School at least two weeks prior to the first day of the absence.

It is the responsibility of the parents to obtain homework assignments from their teacher. Teachers are not responsible for providing extra tutorial time for absences.

Parent Committee

The Parent Committee consists of a group of parents who plan, promote, and participate in school-related social activities (e.g. parent coffees, movie nights), or activities to benefit the school. Parents have the opportunity to join this committee to become more involved and to get to better know their community. (Please contact the school office if interested.) Typically activities are announced on a monthly basis.

Lunch and Snacks

There is no cafeteria at the school, however there is an optional fee-based hot lunch program available. Each student must bring or order a lunch and must bring a snack every day. Parents must specify food allergies on the Child Authorization Form.

At L'Etoile, students are taught about the importance of a nutritious diet. Parents are requested to send healthful foods to school and not pack sweets, desserts, or "junk food."

Parents are also requested to reduce waste from lunch packaging by using containers that can be washed and reused. Parents are encouraged to include reusable utensils, and label all food and beverage containers with the student's name.

Medication Request Form

If a child requires medicine on a regular or as-needed basis, parents must fill out a Medication Request Form. Oregon State Law requires parents to bring medication to the school office in the original container. The label will state the student's name, the dosage, time, prescription number and the physician's name. Medication should stay at school, and not be moved back and forth between home and school.

No medication of any kind is allowed on a student's person during the course of the school day. It is best for the parent to explicitly go over the procedure to administer the medicine with the teacher.

Forms: Child Authorization, Alternate Pickup, & Immunization

Child Authorization and Enrollment Form

Parents must complete the Child Authorization and Enrollment Form. On this online form, required by the Oregon Office of Childcare, parents must note student allergies and sensitivities. **If a student has a severe allergy, it is best for the parent to verbally discuss it with the teacher.** The form also lists a student's emergency contacts. This is important if a child is in need of immediate medical attention but a parent cannot be reached. The form is posted online and must be renewed each year.

Alternate Pick-up Form

The Alternate Pick-up Form authorizes the release of a student to those individuals listed on the form. Alternative pick up individuals must present a government issued form of identification to staff members in order to pick up a child. Other than parents, a student will not be released to a person not listed on the form, unless a parent is able to give verbal approval over the phone on that day.

Immunization Form

Students entering L'Etoile must provide a signed Certificate of Immunization Status form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. The school must receive immunization certificates by the first week of school. The school is required by law to exclude any student who has not complied with the immunization laws of Oregon.

Behavioral Standards and Discipline Policy

L'Etoile's behavioral standards have been developed to promote a positive school environment for its students. Standards are based on respect for others, responsibility for one's actions, respect for the school environment, and respect for the rules of safety.

Respect for Others

- Each student is expected to demonstrate respect, courtesy and understanding in his/her words and actions towards others. Students are encouraged to talk with an adult at school if they need help or know someone who does.
- Each student is expected to treat others fairly, and to not use words or actions that injure, hurt, put down, embarrass, exclude, or threaten others.
- Each student is encouraged to be reflective and thoughtful, thinking before he/she acts and speaks.
- Each student is encouraged to be open-minded and not tell others how to be or what to do.
- Each student is encouraged to stand up for others when they need help.

Respect for Our Environment

- Each student is expected to take responsibility for keeping the school clean and to treat school property and personal possessions with care.
- Each student is expected to take care of the school materials that are used.
- Each student is expected to recycle paper and plastics in the classroom bins.

Respect for Rules of Safety

- Each student is expected to work and play safely together, and protect each other from danger or injury.

Teachers routinely encourage these standards but at times, children make choices that are inconsistent with the standards. In these situations consequences are needed, and are given depending upon the child's developmental level, and upon the danger, severity, or repetitive nature of the behavior. While children and circumstances are individual and unique, often requiring that the consequences be tailored to the situation, we strive to maintain fairness and consistency in our responses. Staff members will not share information about a student's behavior, academics or consequences to adults other than that student's own parents or guardians and involved staff members.

Possible Consequences for Negative Behavior

- Verbal warning
- Removal of privilege or "time out"
- Email describing the concern
- Meeting with Head of School
- Restorative justice action assigned
- Suspension
- Expulsion

Relationship with Parents

Parents are an integral part of our school community. To be a successful community the school requests the cooperation and support of its parents. When joined by a common purpose the school and its parents form a powerful team in service of the students. Enrollment at L'Etoile indicates the parents' willingness to act respectfully toward staff, and behave calmly and privately if conflicts arise. If School administration reasonably concludes that a parent is not able to maintain a positive and constructive relationship, L'Etoile reserves the right to revoke enrollment of a student.

Parent/Teacher Communication

Teachers will communicate with parents through daily interaction at pickup and drop off, through emails, and during parent teacher conferences. Parents may also receive communication from a specialist (i.e. art, music, or PE teacher), English teacher, PC, or after care (AFCA) supervisor.

If a parent would like ALL the care-givers in the school to be aware of an issue (e.g. child has a vision problem), the school highly recommends following up with the student's primary teacher to ensure that the communication takes place. While the teachers and specialists make every effort to communicate with each other regarding individual student situations, lapses do occasionally occur. Parents may also consult with the Head of School for additional support.

Student Records

Student records are maintained by the school to provide accurate and pertinent information for diagnosing a student's educational needs. These records include behavioral and academic information and are confidential and only professional school staff and parents have access to student records. Parent requests to review, propose amendments to, or receive a copy of records must be made in writing.

L'Etoile will forward education records requested by another educational institution in which the student seeks enrollment as per Oregon law. The request is processed within 10 working days, but tuition accounts must be current in order for records to be released.

Records may be released to a third party at the written request of the parents. Unless otherwise ordered by the courts, non-custodial parents have the same right to records as the custodial parent.

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals, and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or others.

Tuition and Fees

Tuition and fees are documented in the "2018-19 Tuition and Fee Schedule".

Withdrawal Process and Tuition Obligations

Parents are obligated to pay the tuition and fees for the entire 2018-2019 school year. No portion will be refunded or released from obligation for absence, suspension, voluntary or involuntary withdrawal, dismissal, or if attending part-time, a reduction in the number of pre-selected days. The fact that the tuition and fees may be paid in monthly installments does not constitute a fractional contract.

Once a parent has paid the tuition deposit and signed an enrollment contract, his/her child is considered enrolled. If after that a family decides to relocate to an address greater than 30 miles from the L'Etoile campus, L'Etoile will waive 50% of the outstanding tuition balance. To receive this 50% waiver the family must provide documentation of the move that L'Etoile deems acceptable.

In the event of a breach including, but not limited to non-payment of tuition, fees, or other amounts, the school will take action to collect the unpaid balance. Parents shall reimburse the School for all costs and expenses (including, but not limited to, attorney's and collections fees) incurred by the breach.

There is no refund for the enrollment deposit under any circumstances.

Entry Requirements

Children entering the maternelle must be potty-trained. L'Etoile reserves the right to send children home for consistent issues related to the toilet. Parents will still be obligated to pay tuition.

Re-enrollment

In February, students, and siblings of students, may be offered an invitation to re-enroll for the subsequent school year. Tuition accounts must be current to receive an invitation. At that point tuition deposits are due, and are non-refundable.

Dress Code

The children must wear clean, comfortable clothing, and shoes that enable them to move easily. Practicality, neatness and safety are recommended.

Students must come to school dressed appropriately for the weather, especially for rainy and/or cold days (raincoat or warm coat, warm shoes with closed toes). Please write your child's name in all outerwear including coats, sweatshirts, hats, etc.

Costumes or themed clothing is only permitted on certain days (e.g. Halloween, theater performances).

The school is not responsible for lost jewelry.

Birthdays

For birthdays, parents may send a store-bought treat with a complete ingredients list on the label. Please check with your child's teacher before bringing any food in order to be aware of food allergies that may be present in the classroom.

If there is a party outside of school hours and the whole class is not invited, the school requests that invitations be distributed outside of school as to not offend those not invited. The school is not responsible for non-school sponsored parties or events.

Field Trips

Field trips are for the purpose of enhancing and supporting the classroom learning experience. Field trips may be scheduled at various times during the school year. For most occasions, transportation for field trips will be provided by public or chartered bus. Additional fees may apply for multi-night or highly specialized field trips.

Volunteering

Parents are strongly encouraged to volunteer during the academic year. Volunteer opportunities will be sent to families via email by the teacher or Parent Committee.

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from volunteering.

Children's Illness

While the school sympathizes with working parents, the staff is not equipped to care for sick children. If a child becomes sick during the day, parents will be contacted to pick up their children from school. Students should be kept home from school if:

- ❖ **Fever over 100 degrees.** Children should stay at home at least 24 hours after a normal temperature is achieved WITHOUT the help of fever-reducing medications.

- ❖ **Fever over 99 degrees with a stiff neck or back.**
- ❖ **Diarrhea** (watery, bad-smelling stools more than once in succession). Children may return when normal function returns.
- ❖ **Vomiting** (two or more episodes in the last 24 hours). Children may return when they can retain a light meal.
- ❖ **Persistent hacking or congested cough with sore throat** (very red or blistered throat). Children may return with doctor's written permission.
- ❖ **Green nasal discharge** (indicating a respiratory infection which requires treatment). Children may return with doctor's written permission.
- ❖ **Difficulty in breathing** to the point where child is very uncomfortable or unable to sleep normally.
- ❖ **Convulsions**
- ❖ **Persistent pain in abdomen**
- ❖ **Swelling, redness, or throbbing in an injured part of the body**
- ❖ **Undiagnosed profuse rash or blisters on parts of the body**
- ❖ **Unexpected profuse sweating**
- ❖ **Head lice.** Children may return after treatment and removal of all nits.
- ❖ **Infectious skin or eye conditions** (such as ringworm, impetigo, pink eye, or fluid-producing cold sore). Children may return 24 hours after treatment with an antibiotic is begun.

Evacuation and Emergency Drills

To accustom children to emergency evacuation, teachers will administer emergency drills once a month.

If it is necessary to evacuate any of the school buildings due to fire or hazardous interior smells or fluids, teachers will assist children to the nearest emergency exits. Diagrams of the exits are posted in the classrooms.

Hood and Hood Annex Evacuation Location

Upon exiting Hood or Hood Annex, faculty and students will regroup in the parking lot on the corner SW Hood and SW Pendleton streets. All staff is responsible for moving children to the designated safe area.

In the event that Hood or Hood Annex cannot be safely reoccupied, students and staff will seek shelter at the covered parking structure at The Water Tower located on SW Sweeny St at the intersection of SW Kelly, 2 blocks north of L'Etoile.

Fulton Park Evacuation Location

Upon exiting Fulton, faculty and students will regroup on the sidewalk on SW Miles St. or in the parking lot of PDX Church.

In the event that Fulton cannot be safely reoccupied, students and staff will seek shelter at PDX Church.

In some circumstances, parents will be called upon to pick up their children.

Safety: First Aid and Fire Extinguishers

First aid materials are located in each classroom. Fire extinguishers are located near the doors throughout Hood, Hood Annex, and Fulton. They are serviced at scheduled intervals. Flashlights are located in the classrooms.

Injuries

The staff makes every effort to ensure the safety of your child. If an accident occurs, teachers are trained in CPR and basic first aid procedures. Should your child experience an injury the teacher will:

- ❖ Determine the severity of the injury (i.e., scrapes, bumps, bruises, etc.) and administer first aid if required.
- ❖ File an incident report. A copy will be sent home with the child.
- ❖ Notify parents of the injury through email or phone.

In case of a serious accident or injury, EMS (911) will be contacted first. The school will make every attempt to contact parents immediately. If a parent cannot be reached, the school will call the emergency contact listed on the Child Authorization and Enrollment Form. This person will make medical decisions on your behalf and release your child into the custody of the emergency paramedics.

If an ambulance is called and a parent or emergency contact cannot be reached, a staff member will accompany a student to the hospital.

Any medical bills that may arise from an accident are the responsibility of the parent.

Weather Closures

In rare circumstances, L'Etoile will close due to severe weather. L'Etoile weather closures will typically be consistent with closures of the Portland Public Schools, though the Head of School reserves the right to make the final determination. The school will post alerts of the closure via e-mail.

In addition parents may sign up for a text message alert announcing the closure. Contact the school office to sign up.

If weather conditions pose serious transportation problems during the school day, the teachers and staff will remain at the school until all students have been reunited with their families.

There are no automatic make-up days, but the Head of School reserves the right to either add school days to the existing calendar, or change existing holidays/teacher planning days to school days.