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★ letoilefrenchschool.com ★

Student / Parent Handbook

2014–2015 School Year

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

www.letoilefrenchschool.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 two primary groupings: Maternelle/Cycle 1: Petite Section (preschool), Moyenne Section (pre-k), and Grande Section (kindergarten)
Élémentaire /Cycle 2: CP (1st grade), CE1 (2nd grade)
Élémentaire /Cycle 3: CE2 (3rd grade), 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 to elementary school, teachers organize frequent exchange with 1st graders. English Language Art is introduced in order to develop students reading skills.

Élémentaire/Cycle 2: CP & CE₁ (1st & 2nd 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 1st grade and 2nd grade. 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: CE₂, CM₁ & CM₂ (3rd, 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 follows a modified version of the Portland Public School schedule. A copy of the school calendar can be found on the schools website www.lettoilefrenchschool.com.

There will be no school on Teacher In-Service days or on Teacher Planning days. Childcare will be provided at the following rates:

8:30-12: \$30

8:30-3: \$40

AFCA (3-6) - additional \$15

Space is limited to a first come first served basis.

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 the elementary grades 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.

Campus Locations

Petite Section (children aged 2.5 – 4) and Blended Preschool Class (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.
Part-time 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.

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. This gives children time to prepare for the day by hanging up their belongings or engaging in a morning activity.

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

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

Children who have not been picked up by 3:10 p.m. will be automatically enrolled in after school care, also known as “AFCA”. AFCA, is available from 3:00 p.m. - 6:00 p.m. at a rate of \$7/hour. Parents are encouraged, but are not required to notify the School of AFCA participation.

Special Hood Annex AFCA Procedure:

At 3:10 p.m., students who have not been picked up will be checked into AFCA and escorted across the street to Hood. 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.

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.

Early Pick-up for Appointments

Early Pick-up

Parents who need to pick up their children early should notify their teacher or send an email to Parent Coordinator, Elise Gonin. Email: e.gonin@letoilefrenchschool.com

Late Arrival or Late Pick-up

Late Arrival

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.

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 email Parent Coordinator, Elise Gonin. Email: e.gonin@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 Parent Coordinator Elise Gonin at e.gonin@letoilefrenchschool.com. 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 longer than ONE week must be discussed with a student’s teacher and approved by the Director.

If the planned absence will be greater than 2 days, parents must notify the 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 Coordinator and Parent Committee

L'Etoile's Parent Coordinator (PC) serves as a liaison between the parents and the school. In addition to a child's teacher, parents may seek the support of the PC to address issues and concerns, or to offer suggestions and feedback. The PC will follow through to ensure that conflicts are resolved effectively and fairly. The PC also serves as the conduit to the Parent Committee, a group of parents who engage in school-related social activities (e.g. parent coffees, movie nights), or activities to benefit the school (e.g. library organization, gardening of school plot, yearbook).

Lunch and Snacks

There is no cafeteria at the school. Each student must bring a lunch and snack every day. The school serves crackers, milk, and juice, but parents are encouraged to supplement this with a nutritious snack. 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 must 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. The form is on the school website. Oregon State Law requires parents to bring medication to the school office in the original container. Pharmacies will provide you with a duplicate container. The label will state the student's name, the dosage, time, prescription number and the physician's name. Parents must pick up unused medication; it cannot be sent home with your child.

All asthma medications must be given to the teacher. 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 and Parent Coordinator, Elise Gonin.

Forms: Child Authorization, Alternate Pickup, & Immunization

Child Authorization and Enrollment Form

Parents must complete the Child Authorization and Enrollment Form. On this form, required by the Oregon Childcare Division, 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. Identification may be checked. 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 climate for all children. We honor the growth, development and learning of our students while striving to maintain a healthy and safe environment. Our cornerstones are respect and compassion for others, personal integrity, responsibility for one's actions, and ownership in one's school community.

Teachers encourage the development of these values by modeling everyday interactions, and by expecting children to do the same. While the teachers aim to help children develop independence and self-discipline, children, like all of us, may not always meet these expectations.

To help students develop the ability to make the right choices, teachers employ a number of age-appropriate strategies to guide their behavior. These strategies are based on:

1. Second Step Curriculum and Vers le pacifique: programs that teach children empathy, emotion-management, problem-solving, and conflict-resolution skills
 - a. <http://www.institutpacifique.com/>
 - b. <http://www.cfchildren.org/second-step.aspx>
2. Custom strategies that the teachers have developed such as "The Heart Jar", "The Bucket Filler", or the "Cloud/Rainbow Chart"
3. Regularly scheduled classroom meetings to discuss the importance of positive social behavior and treatment toward one's peers. In this forum children are able to air out their grievances, social frustrations, jealousies, and anxieties, allowing them an outlet for their emotions and a sense of protection from being called a "tattle-tail".
4. Ongoing communication with parents to keep them up-to-date on what's happening in school and to relay specific concerns.

Student Rules of Conduct

From time to time students may behave in a way that is inconsistent with our cornerstones of respect and compassion for others. For students who fail to demonstrate positive social behavior but instead mistreat peers, age-appropriate consequences will result:

Students in the Maternelle

Teachers set clear expectations and limits for appropriate behavior. Directions are phrased as much as possible in the positive: "You can use a quiet voice," rather than "Don't shout." Inappropriate behavior is addressed first with redirection to more constructive activity. A child might be separated until he/she is ready to make good choices independently. This gives the child the opportunity to observe other children working and interacting appropriately.

If the child is physically violent or persistently disruptive, parents will be notified and asked to meet with the teacher and Parent Coordinator to brainstorm acceptable solutions.

Students in the Elementary School

While the school takes very seriously the mistreatment of any student, there are varying categories of inappropriate behavior that require different responses. Low to medium risk behaviors result in meetings with parents, the Pedagogical Director, and/or the Parent Coordinator to come up with acceptable solutions, while high risk behaviors may result in dismissal, suspension, or referral of the student to a professional counselor.

High Risk Behavior -

1. Severe physical aggression or threats of violence toward another student or staff member
2. Stealing personal property
3. Vandalizing school property

CONSEQUENCES:

Range from school suspension to expulsion depending on severity of incident. School requires that the student consult with a professional counselor.

Moderate Risk Behavior –

1. Physical contact which is relatively minor in nature (e.g. intentionally tripping a child)
2. Intimidating another student to produce fear
3. Deliberately excluding another student from a group with the intention of alienating or isolating him/her
4. Consistently failing to comply with teacher instructions or willfully attempting to disrupt class.

CONSEQUENCES:

1st time: Parents will be required to meet with the teacher, Parent Coordinator, and/or Pedagogical Director to attempt to resolve the issue. The student may be asked to perform a restorative activity to repair the damaged peer relationship (e.g. writing a letter of apology).

2nd time: Parents will be required to meet with the teacher and school director to develop a PPRE, a contract with the school that tracks the behavior and associated remediation.

3rd time: School may seek to suspend the student.

Low Risk Behavior –

1. Using inappropriate language or name-calling
2. Hiding, misusing, or damaging another student's personal property (e.g. placing a leaky pen or half-eaten food in someone's backpack)
3. Spreading rumors or stories about someone (e.g. "so and so thinks you're stupid") or revealing a private conversation with the purpose of embarrassing a student.

CONSEQUENCES:

The Parent Coordinator and/or the Pedagogical Director will work with the student to help him/her understand the harm that was caused, and to reinforce the positive social behaviors emphasized in the Second Step or Vers le pacifique programs. Measured approaches will be given to the students to re-build damaged peer relationships. Parents may be asked to participate in the process.

There are many grey areas in evaluating the risk levels of certain behaviors. It is up to the discretion of the school to determine the appropriate remedy. Parental intervention may be requested for additional support.

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 Parent Coordinator 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.

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 for the 2014-2015 school year is as follows:

Grade	Schedule	Tuition Amount	
		Half Day	Full Day
Preschool, Blended Preschool	3 days/week	\$5,900	\$7,400
Preschool, Blended Preschool, Pre-K	5 days/week	\$7,700	\$8,575
Kindergarten	5 days/week	N/A	\$8,575
1st to 5th Grade	5 days/week	N/A	\$10,900

There is a one time activity fee that covers field trips, supplies, and art materials. The fee is added to the tuition.

- \$500 for students attending 3 or 5 full days
- \$250 for students attending half days

Invoices are emailed monthly, September through May, to the financially responsible parent indicated on the enrollment contract. Payments are due by the 10th day of that month. The tuition plus the activity fee is divided into 9 monthly payments. 1/9th of the deposit is subtracted from the monthly bill. Applicable charges for after care or after school classes are included as additional items on the monthly invoice.

Families are required to pay invoices using bank-to-bank transfer through Quickbooks Online. Invoices contain a "pay now" link that directs parents to a secure payment screen. From there parents are prompted to enter their routing and account number. Families who choose to opt out of the online payment method will be charged a \$10 check processing fee each month.

Withdrawal Process and Tuition Obligations

Parents are obligated to pay the tuition and fees for the entire 2014-2015 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. L'Etoile may waive these provisions and pro-rate amounts owed if:

- ❖ A doctor diagnoses the student with a serious medical illness that prevents him/her from attending school. Documentation from a doctor stating the illness is required.
- ❖ The student relocates to an address greater than 30 miles from the L'Etoile campus.

In the event of a breach including, but not limited to non-payment of tuition, fees, or other amounts, 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.

Dress Code

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

Shoes must be comfortable, sturdy, and safe. Students should wear shoes that lace, buckle or have a secure Velcro closure. Shoes should also have rubber or other non-slip soles.

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. Please check with your child's teacher before bringing any food in order to be aware of any 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. A field trip release slip must be on file before a student participates. Transportation for field trips will be provided either by volunteer parent drivers or by school bus.

All adults performing official duties for the school (i.e., faculty, volunteer, and staff) are school officials and the authority exercised by any one of them is essentially an extension of the parental authority in the home.

Volunteering

Parents are strongly encouraged to volunteer during the academic year. Volunteer opportunities will be sent to families via email by the teacher, Parent Coordinator, 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 Macadam Grill 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 school hallways.

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 Director reserves the right to make the final determination. The school will post alerts of the closure via e-mail. In addition parents who have signed up for a text message alert will receive a text announcing the closure. 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.

Parent Signature(s)

I/We, parent(s) of _____, have read and understand the rules and guidelines of this handbook.

Parent Signature _____

Parent Signature _____