

Règlement Intérieur

Établissement privé d'enseignement maternel et élémentaire fondé en 1995, homologué par le Ministère de l'Éducation Nationale français (AEFE - Agence pour l'Enseignement Français à l'Étranger).

Ce **règlement intérieur** rappelle les principes et les règles mis au point par l'équipe éducative et administrative, destinés à guider la conduite des élèves et des familles. Élèves et parents sont dans l'obligation de prendre connaissance et de respecter ce règlement. Le non-respect de ces principes et de ces règles entraîne des sanctions qui dans certains cas peuvent conduire au renvoi de l'élève. L'École Franco-Américaine de Miami, qui accueille des élèves de tous horizons, indépendamment de leur origine sociale, ethnique et de leurs croyances, s'oppose à toute forme de discrimination. L'EFAM adhère au principe de laïcité, respecte toutes les croyances et ne fait pas de prosélytisme. Les personnels ont un devoir de stricte neutralité en ce qui concerne leurs convictions politiques et religieuses.

«L'école primaire constitue un univers d'expérience commune pour les jeunes enfants, au-delà de leur valeur technique spécifique, les apprentissages qui s'y déroulent aident à construire une identité sociale, des comportements de citoyens responsables dans un environnement qu'il faut apprendre à maîtriser en solidarité avec les autres.»

Le B.O. Numéro 16 du 18 avril 2002

Rules and Regulations

Private Preschool, Kindergarten and Elementary school founded in 1995, accredited by the French Ministry of Education (AEFE - Agence pour l'Enseignement Français à l'Étranger).

These **rules and regulations** are established by the educational and administrative team of the French American School of Miami (EFAM) as a guide for student and family conduct. Parents and students are required to read and strictly adhere to these rules and regulations. It is imperative to note that sanctions will be taken for non-adherence to these rules and regulations, which in certain cases could result in dismissal of the student. EFAM does not discriminate on the basis of social origins, ethnicity or beliefs. EFAM adheres to the principle of secularism, respects all beliefs, and does not partake in proselytizing. Staff members have a duty to uphold strict neutrality in regard to their political and religious beliefs.

Chers Parents,

Bienvenue à tous pour cette nouvelle année scolaire. L'École Franco- Américaine de Miami est fière de son équipe pédagogique compétente et expérimentée, de ses classes à effectifs limités et de son excellent niveau académique. Depuis sa fondation, l'objectif de l'École Franco- Américaine de Miami a été de contribuer à la réussite de ses élèves tant au niveau académique que personnel. L'École Franco-Américaine de Miami considère le respect des autres comme une valeur aussi importante que la réussite scolaire. L'appui des parents et leur coopération sont essentiels à la réussite de notre entreprise. Tout au long de l'année, vous recevrez des informations concernant les progrès et les réalisations de vos enfants. N'hésitez pas à contacter votre enseignant en cas de besoin. L'École Franco-Américaine de Miami encourage la participation des parents aux activités de l'école et du Club des Parents. Nous nous réjouissons par avance de vous accueillir dans notre établissement. Merci de votre coopération et de votre soutien.

Cordialement,

Lena McLorin-Salvant, Fondatrice

Dear parents:

Welcome to a new school year. The French-American School of Miami is proud of its competent and experienced faculty, small classes, and strong curriculum. Since its inception, The French-American School of Miami has been committed to helping children develop both academically and personally. The French-American School of Miami considers respect for others to be of equal importance as academic excellence. Parental support and cooperation in this endeavor is crucial. Throughout the school year, you will receive information about your child's progress and activities. Do not hesitate to contact your child's teacher whenever necessary. The French-American School of Miami welcomes and encourages parent involvement in school activities and The Parent's Club. We look forward to working with you to make this year a successful one! Thank you for your cooperation and support.

With regards,

Léna McLorin-Salvant, Founder

INSCRIPTIONS / ADMISSIONS

● **Preschool-Kindergarten**

PreK-3 year old Petite Section (3 years old by December 31st)

PreK-4 year old Moyenne Section (4 years old by December 31st)

Kindergarten Grande Section (5 years old by December 31st)

We would like to remind you of the following in order to start preparing your child now, and progressively, for a smooth transition to start school. It is important that families be familiar with these rules since **EFAM functions as a school as early as PreK-3 and not as a daycare:**

- students must be potty trained to attend classes at EFAM.

- no types of diapers (including training pants) are allowed at school including during nap time

- children must be able to go and use the restroom independently (even if an EFAM staff member will accompany them) ; there are no potty chairs or training potty seats at EFAM

- pacifiers are not allowed at school including during nap time

- stuffed animals, security blankets, etc.... are not allowed at school including during nap time

- make sure your child knows how to eat with a fork and a spoon even if an EFAM staff member will accompany them during lunch and snack time.

All applicants born the same year will be enrolled in the same grade according to the French system (**no 1st of September cut-off date when enrolling applicants at EFAM**). However, Florida public schools require that all students entering Kindergarten be 5 years old by September 1st of the enrollment year. **Parents need to be aware that children not complying with this state law may not be eligible to enter 1st grade in a Florida public or private school.**

Knowledge of the French language is not required to enter Preschool-Kindergarten. **However, we strongly recommend outside French tutoring to non-French speaking students entering Kindergarten.**

● **Elementary (1st, 2nd, 3rd, 4th, 5th grades)**

First grade: (6 years old by December 31st)

Note: French law requires that a child must be 6 years old by December 31st of the enrollment year to enter 1st grade.

Florida Public schools require that all students entering 1st grade be 6 years old by September 1st of the enrollment year.

For **admission at the Elementary level, students are required to be fluent in French.** A test will be administered to students not previously enrolled in an accredited French school. Students transferring from an accredited French school are required to provide a certificate of discharge (*certificat de radiation*). Enrollment in EFAM does not guarantee admission to any other North American school.

In evaluating an applicant, we consider a number of factors, including whether the student would thrive in and benefit from the academic challenges of an enriched bilingual curriculum, the preservation of the school's multicultural diversity, the parents' commitment to education and the school's program, whether the applicant is a returning student, French expatriate, sibling of an enrolled student, or child of an alumnus, teacher or staff member, and any other qualities that the applicant might bring to enrich school life and its students. It is not possible to prioritize or weigh how these factors might be applied in a particular case. We recognize that every applicant is unique. However, every successful candidate is likely to exhibit some combination of these qualities.

We review all completed applications received by the appropriate deadlines. No priority is given to the order in which an application is received, however the earlier it is received, the sooner the parents will be given the mandatory appointments.

Please be aware that, for all families registering their child at EFAM, both the parents and the child must participate in an interview held by video conference. The date of the interview will be set and sent to the parents by the school's administration.

Applying to EFAM does not guarantee the child's enrollment at EFAM. EFAM remains committed to academic excellence and the personal growth of each of its students. However, students have varying skills, talents and capabilities and the Parent/Guardian acknowledges and understands that EFAM cannot guarantee the academic success or social readiness of any individual student and that EFAM does not guarantee that the student will succeed in meeting School's minimum performance standards to be accepted or continue to study at EFAM.

EFAM shall have the right to suspend, expel, or otherwise discipline any student whose performance, conduct or attendance:

- is unsatisfactory

- violates the School's philosophy, rules, regulations, policies and standards;

- does not meet the behavioral and/or academic standards of the School,

- or interferes with the School program or operations

- or brings discredit to the School,

as determined in the sole and absolute discretion of EFAM.

EFAM shall have the right to expel a student if their parents or legal guardians do not comply with Section 9 of the enrollment contract.

Enrollment in a school accredited by the French government does not guarantee admission at EFAM. Enrollment at EFAM does not guarantee admission to any other school in North America or in a school accredited by the French government.

DOCUMENTS REQUIS POUR L'INSCRIPTION / REQUIRED DOCUMENTS FOR ADMISSION

Enrollment is complete upon receipt of **ALL the following documents:**

1- Completed online enrollment contract: registration for the upcoming school year are open online on [EFAM website](#) in October

2 - Payment of all sums due according to the enrollment contract schedule of payment

3 - Emergency Information correctly and legibly filled-out on the RENWEB/FACTS Online Parent Portal

4 - Certified copy of birth certificate or passport attached to the application online

5- Letter of recommendation: starting in PreK4, this letter will be sent to the parents in an email by EFAM. It needs to be filled out by the student's current teacher & director and be sent directly to EFAM by the school's administration.

6- Release & registration certificates for the students transferring from a school accredited by the French Ministry of Education (*certificat de scolarité et de radiation*) and report cards for the current and 2 previous school years

7- Florida Immunization Record Form DH 680 and Health Form 3040

8- For enrollment in PreK3, PreK4 and Kindergarten, *The childcare application for enrollment* form which will be sent via email by the school during the month of August

9- For enrollment in PreK3, PreK4 and Kindergarten, the Influenza brochure which will be sent by the school during the month of August

10- For enrollment in PreK3, PreK4 and Kindergarten, the Distracted Adult brochure which will be sent by the school during the months of September and April

Failure to submit the above required documents may result in cancellation of registration. Incomplete applications will not be processed.

LES RENSEIGNEMENTS D'URGENCE / EMERGENCY INFORMATION

In case of an emergency, your child's emergency information allows EFAM staff to contact parents or legal guardians. **Emergency information must be filled out thoroughly on the FACTS Online Parent Portal prior to the first day of school.** In case of changes, it is the parents' responsibility to provide the school with current information by immediately informing the school administration and by going to their FACTS Online Parent Portal in order to update it.

MODALITÉS DE PAIEMENT / PAYMENT PROCEDURES

All payments may be made online using the designated payment portal. The Renweb / Facts payment portal is currently used for application, enrollment, re-enrollment, tuition and incidentals payments (atelier, aftercare, etc...). Upon request, payments can also be made by personal check, money order, cashier's check, wire

transfer or in cash, to the order of **the French American School of Miami**.

You will not receive an invoice for the recurring amounts due that must be paid according to the schedule of payments of the chosen payment plan. Upon enrollment or re-enrollment, you will choose your payment plan and your payment method on the Renweb / Facts portal. Payments will be automatically withdrawn from the chosen payment method.

An invoice will be sent only for non-recurring amounts (i.e. hourly aftercare, after school clubs, library charges, miscellaneous materials, additional field trips/in-school presentations ... etc.). Payment of non-recurring amounts will be processed by the Renweb / Facts portal by automatic withdrawal from the chosen payment method.

A 1% monthly late charge of the balance due will be applied for all late payments without exceptions.

There will be a \$30 fee for all returned checks or returned payments on the Renweb / Facts portal.

EFAM does not accept any scholarships from the State of Florida.

PROCEDURE EN CAS DE DEPART ANTICIPE / PROCEDURE IN CASE OF EARLY WITHDRAWAL

In case of early withdrawal, the procedure is the following:

- **Immediately inform** the school administration **in writing (email)** in order to allow sufficient time to prepare, **after full payment of all sums due**, the following documents: certificate of release from school, school attendance certificate and report cards
- **Return all borrowed** books, and/or documents to the librarian.

Certificate of release from school, school attendance certificate and report cards will be remitted to the parents only when all balances due are paid in full.

BOURSES SCOLAIRES (for French citizens only)

Le gouvernement français peut accorder des bourses scolaires pouvant couvrir jusqu'à 100 % de la scolarité.

Le candidat aux bourses scolaires doit être **inscrit à l'école et s'être acquitté des frais d'inscription et de tous les frais afférents. De plus amples informations et un dossier peuvent être obtenus auprès du Service des Bourses au Consulat Général de France à Miami.**

CIRCULATION ET STATIONNEMENT / TRAFFIC AND PARKING

Parents must respect traffic and parking rules established in agreement with EFAM's neighbors and landlord, provided at the beginning of the school year. Parents or legal guardians who do not abide by these rules will be in violation of the school policies. The safety of our students and of the community members remain our priority.

CALENDRIER SCOLAIRE / SCHOOL CALENDAR

EFAM's calendar is based on the Dade County Public School Calendar (**some exceptions apply**) and the French Ministry of Education's requirement to divide the school year in 5 periods with 5 recess breaks (Summer, Fall Recess, Winter Recess, Spring Break, and May Recess). It is provided to the parents prior to the start of the school year and is available on the school website:

<http://frenchschoolmiami.org/>

ARRIVÉE DE L'ÉLÈVE / STUDENT DROP-OFF

There is no early care before the official 8:15 AM drop-off time at EFAM. EFAM is not responsible for students dropped off in front of the school

before the official drop-off time. Parents must not leave their children unattended anywhere on or outside school campus.

Students will be allowed to enter the campus at 8:15 AM.

RAMASSAGE DE L'ÉLÈVE / STUDENT PICK-UP

For safety purposes, students will only be released to adults authorized by the parent on their FACTS Parent Portal and upon presentation of a valid picture ID. This requirement also applies to the aftercare program and after-school clubs.

SORTIE DE L'ÉLÈVE DURANT LES HORAIRES DE CLASSES / PICKING UP YOUR CHILD DURING SCHOOL HOURS

Parents requesting an early dismissal must sign a dismissal slip. **A member of the administration will then bring your child. EFAM strongly recommends that early dismissals be limited to medical appointments to limit class interruptions.**

RAMASSAGE APRES 17 HEURES / LATE PICK UP AFTER 5:00 PM

There is no aftercare after 5 PM.

Children picked up after 5 PM will be billed a late pick-up fee **per minute and per child (\$5 per minute and per student after 5:00 PM)**. In case of an emergency, contact the school prior to 5 PM to make arrangements.

After 5:30 PM, the Police Department will be notified, and your child will be released to their care.

HORAIRES / SCHOOL HOURS

It is strictly forbidden to leave your child unattended, inside or outside of school.

- **Preschool-Kindergarten**

Class hours: 8:30 AM to 2:30 PM (except Wednesday 8:30 AM to 12:00 noon)

Starting at 8:15 AM until 8:30 AM a staff member will be at the gate to facilitate student drop-off. **Double parking is forbidden.**

Doors close at 8:30 AM.

All students who come to class after 8:30 AM are considered tardy. All tardy students and their parents must obtain a late pass from the administration prior to entering the classroom. **No student will be admitted to class without this pass duly signed by the school administration and the parents.**

Nap time:

3-year-olds take a 1 hour nap every day, except on Wednesday (Same applies for the 4-year-olds up until the October Recess).

For this nap time, children are required every Monday to **bring from home the cover pillow-in-one provided by the school** which will be returned for cleaning every Friday. Each student must have these items **clearly labeled** for easy identification. It is **imperative that nap time not be disturbed**. If parents wish to pick up their children before nap time, they must inform the teacher in advance and obtain a pass from the administration office.

Dismissal at 2:30 PM (except on Wednesday at 12:00 PM)

At dismissal, students will be released to their parents or authorized adults at the gate.

After school clubs: 2:45 PM to 3:45 PM (except on Wednesday from 12:15 PM to 1:15 PM)

At **2:45 PM (12:15 PM on Wednesday)**, registered students are automatically sent to their after-school club. After-school clubs **should not be interrupted**. Parents should pick up their child before or after the activity barring an emergency.

At **3:45 PM (1:15 PM on Wednesday)**, parents must pick up their child at the gate. Late parents will pick up their child at aftercare and will be billed accordingly.

After school care: 2:30 PM to 5:00 PM (except on Wednesday: 12:15 PM to 5:00 PM)

All remaining students will be sent to aftercare and parents will be billed accordingly **including siblings of students registered in after school activities. Siblings of elementary students will be billed after 3:45 PM (except on Wednesday after 1:45 PM).**

NB: On the days that aftercare is not provided, late parents will be charged the after 5 PM rate of \$5 per minute and per student if they are late at the end of pick-up.

- **Elementary**

Class hours: 8:30 AM to 3:30 PM (except Wednesday 8:30 AM to 1:30 PM).

Starting at 8:15 AM until 8:30 AM; students go directly to their classroom. A staff member will be posted at the gate in order to facilitate student drop-off. **Double parking is forbidden.**

Doors close at 8:30 AM.

All students who come to class after 8:30 AM are considered tardy. All tardy students and their parents must first go to the administration office to obtain a late pass prior to entering the classroom. **No student will be admitted to class without this pass duly signed by the school administration and the parents.**

Dismissal at 3:30 PM (except on Wednesday at 1:30 PM)

At dismissal, students will be released to their parents at the gate.

After School Clubs and Study Hall: 3:45 PM to 4:45 PM

At **3:45 PM (1:45 PM on Wednesday)**, registered students are automatically sent to their after-school club. After-school clubs **should not be interrupted.** Parents should pick up their child before or after the activity barring an emergency.

At **4:45 PM (2:45 PM on Wednesday)**, parents must pick up their child at the gate. Late parents will pick up their child at after-care and will be billed accordingly.

After school care: 3:45 PM to 5:00 PM (except on Wednesday: 1:45 PM to 5:00 PM)

All remaining students will be sent to aftercare and parents will be billed accordingly **including siblings of students registered in after school activities.**

NB: On the days that aftercare is not provided, late parents will be charged the after 5 PM rate of \$5 per minute and per student if they are late at the end of pick-up.

PRESENCE / ATTENDANCE

EFAM believes that regular and punctual school attendance, not only in class but also on field trips, after school events and shows, plays an important part in a student's education.

In case of illness, parents should send an email to the teacher and to the school administration. Parents must contact the teacher directly for all missed assignments.

RETARDS ET ABSENCES / TARDIES AND ABSENCES

Punctuality is a sign of respect; therefore, it is important that your child be on time to avoid disruption of the class and the establishment. **In case of tardiness or following an absence, a student must obtain an Admit Slip from the administration prior to entering the classroom.** No student will be admitted to class without this duly signed pass. It is imperative that **the student be accompanied by an adult to obtain an Admit Slip, otherwise the adult will be called back to the school and the student will be removed from class until the return of the adult.**

Absences or tardies will be excused **by the EFAM administration** upon presentation of a note from a doctor, a specialist, an administrative office, in case of a family emergency or a religious holiday. **In case of illnesses (see below), no student will be admitted to class without a**

doctor's note authorizing his/her return to school. Notifications will be sent out after repeated unexcused tardies (5) and absences (5) and may result in the dismissal of the student from the establishment after the third notification.

SANTE / HEALTH

EFAM is required through state regulation of the Department of Children and Families to have on file **all immunization and health forms (original forms DH 680 and DH 3040)** at the beginning of the school year and for each new student who arrives intra-term. **These forms must be provided to the school prior to the first day of school.** Any request for exemption must be accompanied by a Permanent Medical Exemption documented on form DH 680 or Religious Exemption form DH 681.

Parents must provide new forms if the forms on file are expired in order for the student to stay in school. EFAM is NOT responsible for reminders to parents.

Sick children will be sent home without exception. In case of an emergency, and to be able to contact you at all times, please update your address and telephone numbers in your FACTS portal.

EFAM would like to remind parents that there is no medical staff or nurse on our campuses. Our staff will do its best to evaluate the situation and will always rely on doctors' notes upon a student's return to school.

- **Medication**

Children are not authorized to bring any medicine with them to school. Staff members are prevented by law from administering medication to any student. Parents will be asked to return to school to administer medication to their child, outside of the facility.

For life-threatening conditions requiring the use of Epipens or bronchodilators, parents must complete a medication authorization form provided by EFAM before the start of school. Parents/guardians must hand deliver the Epipen or bronchodilator directly to the administration according to the guidelines stated in the medication authorization form. EFAM recommends parents/guardians provide the school with a set of two devices for the school year.

- **Minor accidents**

In case of a minor accident, the school staff will administer First Aid to the student and the parent or legal guardian will be contacted.

EFAM staff receive CPR/First Aid Training on a yearly basis.

- **Emergencies**

In case of an emergency, **parents will be contacted by EFAM and are required to pick up their child immediately.** If the parent or legal guardian is unable to pick up the student immediately, EFAM will call Emergency Services (911).

If the situation requires it, Emergency Services (911) will be called directly to administer First Aid/CPR and transport the student to the nearest hospital for treatment. EFAM will immediately contact the parents who will either meet the child at school (time permitting) or directly at the Hospital.

- **Contagious illnesses and conditions**

The most common illnesses and conditions that require close monitoring are: **Covid, Influenza, Chicken Pox, Rubella, Measles, Mumps, Conjunctivitis, Tuberculosis, Hand, Foot and Mouth disease, Lice, etc.** It is imperative that parents immediately notify the administration if their child is sick with one of the above-mentioned conditions. With everyone's best interest in mind, EFAM will **send the student home** in order to avoid any spreading of contagious illnesses. EFAM reserves the right to evaluate the gravity of all cases involving students who are coughing, feverish and showing other symptoms and **will request that a student be kept home until all symptoms have disappeared. A doctor's note will be required for the student's return to class in case of a contagious illness, regardless of the number of days of absence.**

If the parent or legal guardian is unable to pick up the student immediately, EFAM may call Emergency Services (911).

Head lice: if head lice are suspected, the student's hair will be inspected by EFAM. Should it be confirmed that a student does have head lice or/and nits **the school will automatically call the parent or legal guardian and request that the student be picked up immediately from school, treated and kept home until treatment has been completed and head lice is cured. The student will not be allowed in class without a doctor's note or proof of treatment.**

In case of a contagious illness outbreak (including but not limited to Covid), EFAM reserves the right to implement a specific health protocol that will apply to all students (including but not limited to mandatory masking, class closures, schedule modifications, health requirements, remote learning).

- **Non contagious illnesses**

In case of fever, vomiting, or other severe symptoms, students will be isolated from the rest of the class until his or her parent or legal guardian is able to pick him/her up. Upon receiving such a call from EFAM, parents are required to pick up their child immediately. **If the parent or legal guardian is unable to pick up the student immediately, EFAM may call Emergency Services (911).**

In case of fever, the student may return to school after being fever-free for 24 hours without medicine.

A doctor's note will be required for the student's return to class if they have been sick and absent for three days or more in case of a non contagious illness.

- **Biting**

In case of biting, parents of both the child inflicting the bite and the child bitten will be contacted and may be required to pick up their children. EFAM recommends that they be checked by a doctor.

- **Exemption from physical education (PE)**

PE is essential to a student's development and is an integral part of the academic program at EFAM. **As such, any request for exemption from PE must be accompanied by a medical certificate indicating the duration of the exemption.**

INTERDICTIONS / RESTRICTIONS

Students are prohibited from:

- bringing candy, chewing-gum, soft-drinks or glass containers to school;
- littering or damaging school property or equipment;
- bringing electronic items, **smart watches, cell phones**, toys or cards to school. Exceptions apply when it is specifically requested by the teacher;
- bringing dangerous items (such as sharp toys or items like razors, knives, or any other object which may cause bodily harm);
- bringing toys
- bringing make-up, nail polish, jewelry and other valuable items to school

EFAM is not responsible for any lost, damaged or exchanged personal items that students bring with them to school (including any eyewear).

ASSURANCE / INSURANCE

EFAM's insurance policy covers solely students **registered** at the school. Only students registered at EFAM will be covered by EFAM's insurance policy during school hours.

VIE DE CLASSE / CLASSROOM INTERACTIONS

EFAM aims to enhance student development and ensure a proper learning environment. In order to accomplish this, the student is required to:

- respect and be polite with all EFAM staff and students
- follow EFAM rules and regulations
- follow class rules established with the teachers
- participate in and abide by positive discipline measures implemented at school (including weekly class councils)

- always come to school prepared with his/her required school supplies

- **be on time for class**

- be diligent with borrowed school material and that of other students

Parents will be billed for damaged or lost school property including but not limited to books or iPads.

VISITEURS DANS LA CLASSE / CLASSROOM VISITORS

Parents are welcome in their child's class to participate in classroom activities **only when invited by the teachers or the administration.**

Classroom observation of a specific student by a trained certified professional is permitted by the school administration **when requested and authorized by the parents, the professional and the school administration. The school administration will request the credentials of the certified professional.**

EFAM counselors, present once a week on each campus, may observe and present to the class, speak with teachers; with prior parental authorization,

- EFAM counselors may speak individually with students who request it or upon the teacher's request;
- Observe a specific student to provide specific recommendations to the teacher and/or the student's parents

The school does not allow classroom observations by parents because of privacy rights of other children who are present in the classroom, because parents are generally not trained educators and their presence can interfere with student discipline and professional evaluation, and for liability concerns. Furthermore, a parent who is present in a classroom is not under the direction or control of the classroom teacher, his/her supervisor or the administration thus, if an untoward incident occurs, there is no ability to discipline or otherwise hold the parent responsible.

DISCIPLINE

The students' physical and social-emotional wellbeing are an integral part of their education at EFAM. Social-emotional development is included in daily routines in all EFAM classes. The social-emotional curriculum is delivered both by EFAM teachers and counselors. This includes positive discipline practices that aim to develop respect, accountability, self-reliance, kindness, problem solving, among other skills. Positive discipline measures include student councils during which students learn the skills necessary to solve class problems respectfully and efficiently. Students also collaborate in creating the classroom rules and guidelines they will implement daily. If the academic team believes that all internal school measures applied have not been effective in solving behavioral issues with a student, the following will be implemented.

Parents will be contacted by the academic team for a meeting if a student does not follow school or class rules. The team will explain the measures that have been implemented in the class and what is expected of the student and the parents. A written report following the meeting will be sent to the parents to be signed and returned to the school. **These reports are internal documents between the parents and the school.**

A Notice of Concern completed by the academic team will be sent to the parents if the student's disruptive behavior continues or escalates. The teacher will contact the parents to discuss the situation resulting in the notice sent to the parents. The notice must be signed and returned to the teacher the next school day before the student will be permitted to attend class.

Upon the third notice, the student may receive a one to five school days suspension. Such a decision will be made at the sole discretion of the academic team according to the severity of the misconduct.

Depending on the severity of the situation, a student **may be suspended or expelled immediately**, without prior notices of concern, **at the sole discretion of EFAM.**

EFAM may permanently expel a student who continues to display disruptive behavior or becomes dangerous to themselves or to the EFAM community (other students, staff and parents).

Each student is expected to follow the rules stated below:

1- Respect the property of the school, self and others.

2 - Theft is forbidden.

3 - Obey and show respect for teachers, all school personnel, and all adults at all times. Disrespect, aggression, vulgarity, profanity will not be tolerated.

4 - Must not engage in any repetitive, aggressive behavior (i.e. hitting, spitting, biting, kicking or pushing). No threats or bullying will be tolerated at EFAM from students, their parents or legal guardians.

When bullying is reported, the academic team will schedule a meeting with parents or legal guardians as soon as possible to discuss the situation and measures to be implemented **as detailed on our website:** <https://www.frenchschoolmiami.org/social-emotional-learning>.

ENSEIGNEMENT EN ANGLAIS / ENGLISH INSTRUCTION

EFAM is an establishment which has chosen **to prioritize French immersion while making sure to prepare its students for an education in English when they enter the 6th grade.** Students who study in our school for most of the elementary grades will be fully bilingual (English – French) once they finish 5th grade at EFAM. They will also be exposed to both the French educational system, with the French teachers, and to the American system during English classes, with the English language teachers. All our French teachers are francophones and trained/certified by the French Ministry of Education and AEFÉ (Agence pour l'enseignement français à l'étranger). All our English teachers are native English speakers and trained/certified from an English-speaking country.

EFAM devotes 3 hours per week of Introductory English in PreK4 (4-year old) and 4 hours per week in Kindergarten. In the elementary classes, the curriculum is in conformity with that of the local schools and the hours are as follows: 5 hours per week in 1st grade, 6 hours per week in 2nd grade, 7 hours per week in 3rd grade, 8 hours per week in 4th grade and 9 hours per week in 5th grade of English.

The French and American curriculum are harmonized in most subjects to ensure that similar topics are covered in a complementary time frame. Bilingual co-teaching sessions will be held during the school year during which both the French and English teachers are teaching together.

Starting in the 2nd grade, students will also receive instruction in math, science and social studies of the US in English so they can master the specific vocabulary and techniques in these subjects. The above-mentioned subjects will also be covered during French classes.

The **Stanford Achievement Test (SAT)** is administered to the students in the 4th and 5th grades in order to receive a document attesting to their level in English when applying for middle school.

Musical education and Physical Education classes are dispensed by English and Spanish speaking instructors.

Beginners' English instruction (ESOL) will be provided, the modalities of which will depend on the number of students concerned per class. Parents are highly encouraged to seek outside help to supplement this instruction.

DEVOIRS (élémentaire) / HOMEWORK (Elementary)

All homework assignments are communicated to students and parents via the "*cahier de correspondance*" (homework agenda) and are expected to be completed daily. These homework assignments are the medium through which students are able to review and apply lessons learned in class. Proper completion of homework assignments also provides students with skills of autonomy and responsibility. Homework is mandatory and actions will be taken

when homework is not completed (based on the rules explained to the parents at the beginning of the school year by the teachers).

Teachers may assign homework via emails, FACTS, Google Classroom... **in addition** to the *cahier de correspondance*.

ATELIERS APRES LA CLASSE ET ETUDES SURVEILLEES / AFTER SCHOOL CLUBS AND STUDY HALL

After school clubs (in PreK, K and elementary grades) provide students with extracurricular activities within a familiar environment and under the supervision of school teachers or authorized personnel. Guidelines for behavior during after school clubs are the same as those governing classroom behaviors.

Study hall (elementary students only) is supervised by a teacher (French or English) **whose primary responsibility is to help the student understand and complete homework** (especially those students who are not fluent in French or in English). In instances where time does not permit the completion of all homework assignments, **parents and legal guardians are required to ensure completion at home.** Please note that Study Hall is not a one-on-one tutoring session. Guidelines for behavior during Study Hall are the same as those governing classroom behaviors.

After school clubs and Study Hall are not mandatory. Parents are solely responsible for their children's schedule, attendance and pick-up hours. EFAM will only reimburse or make up sessions canceled by the school.

Registration for Study Hall and clubs will be open to the parents in August. Clubs will start in early September and will end at the end of May.

EFAM is not responsible for private tutoring dispensed on premises. EFAM students receiving tutoring from EFAM staff in the school remain under their sole responsibility until they are picked up by their parent/guardian.

SORTIES SCOLAIRES / FIELD TRIPS

Educational field trips are organized by the school and **are mandatory for all students.** **Parents who do not wish to send their child on a specific field trip must keep their child at home and the student will have to do a special assignment given by the teacher.** Chaperones are required

to follow the school rules provided by EFAM and that of the field trip location. All children and chaperones participating in the field trip must travel by the mode of transportation selected by the school.

Field trip fees (already included in the tuition) will not be reimbursed should the parents cancel or should the field trip be canceled.

Children not registered at EFAM are not allowed to participate in field trips.

LIVRES ET MATÉRIEL SCOLAIRE / SCHOOL BOOKS AND SUPPLIES

Before the beginning of the school year, EFAM provides a list of supplies to **be purchased by the parents** or legal guardians. This list may include the mandatory purchase of an iPad (starting in Kindergarten) which the student will bring to school and to which EFAM will upload any necessary applications. Parents/guardians may choose to rent the iPad from the school.

These supplies should be checked regularly, replaced when necessary and brought to school everyday. EFAM **will lend** textbooks and reading books to students throughout the year. **Textbooks must be covered with a protective clear plastic cover. These books are the property of EFAM and are expected to be returned in the same condition they were received. Parents or legal guardians will be billed for the replacement of any damaged or lost textbooks or reading books.**

EFAM provides the homework agenda "*cahier de correspondance*" (elementary only) and all notebooks, binders and folders. EFAM will also provide a school bag for all new Pre-K and K students as well as a nap mat for all new Pre-K students. Parents or legal guardians will be billed for the replacement of these items if lost or damaged.

BIBLIOTHEQUE / LIBRARY

- A library is at the disposal of the students.
- At registration, you accept full responsibility in case of loss or damage to books.
- Every week, your child is allowed to borrow books to take home providing that he/she has returned the items previously borrowed.
- In the event of early withdrawal from EFAM, all books, and/or documents borrowed must be returned.

ABSENCE DES ENSEIGNANTS / TEACHER ABSENCES

When a teacher is absent during the school term, the EFAM administration will do its best to provide a substitute. However, it is important to note that due to the unique nature of our establishment, it will not always be possible to find an individual with equal training and qualifications. With the best interest of the student in mind, the administration may choose to substitute a teacher by another member of the staff. **Exceptionally, parents may be asked to keep their children home if the number of staff absences compromise our ability to ensure the security of the students.**

CANTINE / CAFETERIA

EFAM provides all students with lunch (included in the tuition) every school day. EFAM does not accommodate dietary restrictions and offers only one meal option daily: all meals are nut-free and never include shellfish or pork.

Parents may choose to provide a **nutritious nut-free** lunch (please inform the teachers in advance). Students with a lunch box will not be allowed to substitute or complement their meal with food from the meal provided by EFAM and will eat at a separate table with classmates with a lunch box.

Students may bring healthy morning and/or afternoon snacks **that do not contain nuts.**

Classroom rules apply during lunch time. The students will be responsible for maintaining the cleanliness and order of the lunch area, playground or classroom under adult supervision.

EFAM will not be held responsible for allergic reactions to the cafeteria food. Parents are aware of the menu posted on the EFAM website.

All students suffering from food allergies that require the use of an EpiPen must bring a lunch box daily.

Lunch cost will not be reimbursed if parents elect to send a lunch box or if school is canceled.

TENUE VESTIMENTAIRE (UNIFORME) / DRESS CODE (UNIFORM)

All students are required to abide by the school dress code and maintain a neat appearance and personal cleanliness. Polos and outerwear with the official school logo are available exclusively at Apple Uniform (**no exceptions**) located at 4205 SW 71 Avenue Tel: 305 740 0066 or online <http://www.companycasuals.com>. **The school logo is the property of EFAM and cannot be reproduced without prior approval.**

Students not wearing the uniform will receive a written notice. At the 3rd notice, the parent will be asked to pick up their child and bring him/her back to school in uniform.

GENERAL REQUIREMENTS

- **PANTS, SHORTS, SKORTS:** plain navy and khaki beige. Must be worn at the waist and neatly hemmed. Must be clean, without tears or holes. **Shorts and skorts must not be shorter than three inches above the knee.** Students are not allowed to roll or cuff shorts. **Leggings, jeans, cargo pants, gym shorts and sweatpants** are not allowed. Clothing tied around the waist is not allowed.
- **POLOS:** red and white long-sleeve or short-sleeve with EFAM embroidered logo available **exclusively** at Apple Uniform. Polos must be clean, unsoiled and without tears or holes. **Long-sleeved tops worn under short sleeved uniform polos are not permitted.**

- **SHOES:** closed-toe shoes and sneakers. All footwear must be clean and in good condition. Boots, opened-back shoes, open-toed shoes, Crocs, sandals, and platform heel shoes are not permitted. Rain boots are allowed during excessive rain only.
- **SOCKS, TIGHTS OR KNEE-HIGHS:** solid navy or white. Tights or knee highs are not to be worn alone or under shorts.
- **JACKETS, SWEATERS, SWEATSHIRTS:** solid navy or gray. These items should be worn over the EFAM uniform polo shirt.
- **HATS** or caps are not allowed inside the class unless previously approved by the Administration. EFAM recommends that parents provide a hat or cap for outdoor activities (recess and PE). Hoods cannot not be worn inside the building.
- **BELTS** must be a solid color and should fit into the belt loop.
- **JEWELRY** is **not authorized** on campus.
- **HAIR** shall be neat, clean, and of natural color and style, unless previously approved by the Administration. Accessories (bows, headbands, etc) are to be kept simple. Bandanas and headbands adorned with pom-poms, ears, shapes, glitter, etc... are not permitted.
- **NO UNIFORM DAY ATTIRE:** bare midriff tops are prohibited; excessively short shorts, skirts and dresses are prohibited; disguises and costumes are prohibited; pajamas are prohibited; closed-toe shoes are required (see "Shoes" section above); no face covering, costume masks, costume accessories.
- **PERSONAL GROOMING:** clean and neat appearance is expected, teeth must be brushed. Parents of 4th and 5th graders should make sure that their child wears deodorant if needed. **Nail polish, makeup and tattoos (temporary or permanent) are prohibited.**
- **DRESS CODE FOR FIELD TRIPS:**

Students must wear the uniform bottom and closed shoes.

A field trip t-shirt may be provided by the school and will be required for all field trips unless stated otherwise. If lost, the field trip t-shirt can be purchased at the school.

If EFAM does not provide a field trip T-shirt, students must wear the red polo (with EFAM logo) during the field trip.

ANNIVERSAIRES / BIRTHDAYS

EFAM believes that physical activities and a balanced diet are essential to the wellbeing of its students and their ability to focus in class. EFAM aims to limit the sugar intake of the students during school hours. Exceptions will only be made during specific school activities organized and approved by EFAM.

For PreK and K students, parents wishing to bring a birthday treat for their children **MUST comply with the following guidelines:**

- Parents must contact the teachers/administration at least a day prior to the birthday celebration (the food brought to school without notice will not be accepted by the administration)

- Only cupcakes, muffins or other individually wrapped foods, **purchased in store, packaged in sealed containers and with a full list of ingredients will be accepted;**

- **Foods containing nuts, peanuts and other nut-based products are prohibited;**

- Parents may provide plates, napkins and a single candle;

- Drinks are not allowed, water will be served by the staff.

Any food items not following these guidelines will be returned to the parents.

For elementary classes, birthdays will be celebrated monthly during lunch. Cake will be provided by EFAM and **no outside cakes or foods brought by the parents will be accepted.**

Distribution of gifts, party favors, food, candy, chewing-gum and/or invitations is prohibited on school premises.

CYCLONES ET AUTRES SITUATIONS D'URGENCE / HURRICANES AND OTHER EMERGENCY SITUATIONS

Students along with EFAM staff participate in drills monthly: fire, tornado, lock down...

In case of hurricane warnings or other public emergencies, EFAM will advise parents to **follow the guidelines and decisions of Dade County Public Schools** (via radio, TV or Internet).

RELATIONS PARENTS—EMPLOYES / PARENT- STAFF RELATIONSHIP

EFAM believes that a positive and constructive working relationship between the school and student's parents or guardians is essential to the fulfillment of the school's mission.

Verbal and /or physical aggression from parents or guardians will result in immediate dismissal of the student.

The school reserves the right not to continue enrollment or not to re-enroll a student if it reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible, or seriously interfere with the school's accomplishment of its educational purposes, endanger EFAM community (students, staff, parents), or affect EFAM's image and reputation. EFAM shall have the right to expel a student if their parents or legal guardians do not comply with Section 9 of the enrollment contract.

Participation in classroom and school activities or field trips is a privilege that will be granted to the parents by the teacher with the administration's approval.

COMMUNICATION AVEC LES PARENTS / COMMUNICATION WITH PARENTS

Communication is important to your child's success. To keep the parents updated on their children's progress, two parent-teacher conferences are scheduled during the year. If necessary, **additional conferences with the teacher may be available upon request from the parents by emailing the teacher. EFAM may also ask to meet with the parents if necessary.** A meeting report will be written by the academic team and sent to the parents by email and in paper format to be signed and returned. These reports are internal, remain in the student's file at school and are only accessible to EFAM educational staff.

Teachers will not answer emails or telephone calls during class hours. Only emails sent to EFAM email addresses will be taken into consideration. EFAM employees have 24 hours to answer emails during weekdays. EFAM employees are not required to communicate with parents during weekends and holidays.

Progress reports are sent out every mid-semester (twice a year).

Report cards (*livret d'évaluation*) are sent out at the end of every semester (twice a year).

The progress and report cards remain school property for the duration of the student's registration in the school.

Certificates of release from school, school attendance certificate and report cards will be remitted to the parents only when all balances due are paid in full.

If the academic team observes any academic or behavioral issues with a student that may require specific attention or intervention, they will meet with the parents to discuss the measures to be implemented. The academic team may request that the parents/guardians have the student evaluated by the appropriate professional at their cost. The academic team may implement specific accommodations that will be outlined in a written document (PPRE, PAP, IEP, etc.) to be shared with the parents and placed in the student's file. These documents may be shared with other AEFÉ or French schools in case of the student's transfer therein.

Please be aware that all forms filled out by EFAM (especially when regarding a student) will be sent directly to the recipients (professionals, schools, courts...) and NEVER to the parents. This includes all recommendation and application forms to be sent to other schools and all evaluation/tests to be sent to doctors, specialists...

The enrollment contract grants EFAM the right to use its students' name, voice, image in any of its publications and materials, including but not limited to advertisements, brochures, websites, social media accounts, email, newspapers, etc.

EFAM believes that a positive and constructive working relationship between the school and student's parents or guardians is essential to the fulfillment of the school's mission and the wellbeing of its students.

Detailed parent-school communication guidelines can be found on our website:

<https://www.frenchschoolmiami.org/communication-with-parents>

ORGANISATION DE L'EFAM / EFAM ORGANIZATION

EFAM is a private corporation founded in Florida in 1995. It is accredited by the French Ministry of Education and solely financed by parents' tuition. **It does not receive funding from the French Government or any local institutions. This is why the active participation of all parents in the Parents' Club and EFAM fundraising activities is very important. The tuition, which includes daily lunch, school supplies imported from France and field trips among other items, remains among the lowest of the French schools in North America, despite the increasing cost of operations in Miami.**

The fundraising activities enable us to continue delivering quality education that meets the highest standards, with experienced teachers trained and recruited from France, updated premises and equipment as well as a variety of educational programs.

All EFAM French language teachers are certified by the French Ministry of Education and/or have received training from AEFÉ or French Ministry of Education advisors. All EFAM English language teachers have received a certification from their country of origin. They are in charge of implementing the official curriculum, classroom management, security and wellbeing of students as well as implementing the school Rules and Regulations.

BENEVOLAT / VOLUNTEERS

EFAM encourages parent participation throughout the school year during specific educational activities organized by the school. Please contact your teacher or the administration if you are interested in volunteering in any capacity. Volunteering is a wonderful way of meeting other EFAM parents and of becoming involved in the education of your children. **All parent volunteers, including Room Parents, will be required to sign an affidavit of good moral character and provide the school with their picture ID. All adults participating in school activities or chaperoning field trips must obtain a badge from the administration, provide a valid form of identification and sign the log before and after the activity.**

Parent volunteers will be required to read, comply with and sign the EFAM Volunteer and Chaperone's Guidelines.

CLUB DES PARENTS / PARENTS' CLUB

The Parents' Club is a private corporation independent from the school, whose members are all parents. The Parents' Club objectives are to promote and foster good relations between parents, teachers and the administration. The Parents' Club should vigorously support school activities, serve as a communication link between school and home and raise money for needed items and activities which benefit the students. At the beginning of the school year, the officers of the Club are elected by all the members via ballot voting. Parents are encouraged to nominate a candidate, submit their candidacy and in all cases **vote**. The Parents' Club has helped in the organization of special events (i.e. Wine and Cheese night, bingo night, school fair, gala night, bake sales, ...) and much needed volunteer services which benefit every child in the school (shows, field trips, purchase of additional educational equipment...). All parents should consider themselves part of the EFAM community and join the activities and events that take place during the year. The Parents' Club success depends on the cooperation of parents, teachers and administration.