

Education Française Greater Seattle

Parent/Student Handbook

School Year 2023-2024



WELCOME! BIENVENUE!

This handbook contains useful information for both parents and students regarding the daily operations of EFGS. You will find information highlighting some of EFGS program's policies and guidelines that are necessary for the safety and welfare of our students. This is also important information for volunteers and for parents to feel actively involved in their children's learning experience.

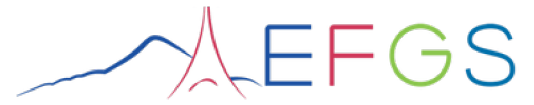
Please read through this handbook, print and keep it handy at all times.

Please share all this information with anyone who may pick up or drop off your child.

EFGS's main objectives are:

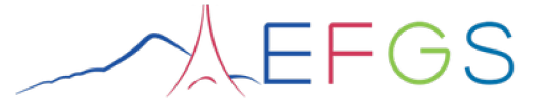
- ✓ To provide a quality program to help our students acquire, deepen and sustain their knowledge of French
- ✓ To enrich our students' knowledge of the French and Francophone cultures
- ✓ To give them a unique opportunity to practice their native language skills with other children

Should you have any question, please contact us at info@efgseattle.org

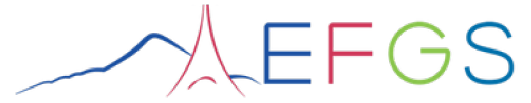


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I. GENERAL INFORMATION

1- COVID 19 Disclaimer

Please note that, in addition to of all the rules defined below, in the Tuition and Enrollment Agreement <https://www.efgseattle.org/enrollment-agreement-22-23.html>

We will continue to closely follow the developments of COVID 19 or any other pandemic/epidemic and will follow the COVID 19 CDC guidelines for Washington state.

2- School calendar

The calendar for this school year is available on our website: <https://www.efgseattle.org/calendar2023-24.html>

First day of school will be Saturday, September 16 and will be **in person for all children, whether enrolled in the in-person or online programs**. Students enrolled in the In-person program will have class in the morning and students enrolled in the Online programs will be in the afternoon from 1:30 to 4:30pm

3- Vacations & Absences

Regular and punctual attendance is important to your child's progress. Please help your child develop good attendance habits.

Please inform the assigned teacher and the Program Director Lisa Foret (lisa@efgseattle.org) by email of any absence, in advance when possible. No refund will be given for missed classes.

4- Emergency and Medical Form

It is imperative that we have all up-to-date medical information before the first class. Please notify the office in writing (info@efgseattle.org) of any change of telephone numbers, addresses or pertinent family situation. Parents and/or legal guardians should also update their and the child's information on the Parent portal on Kiwiversity. EFGS will not be held responsible in the case of an emergency if we cannot reach the parents because they have failed to provide up-to-date contact information.

5- Illness

Children admitted to the class should be in good health and toilet-trained. A child with a fever or who feels ill should not be sent to attend class. In case of a problem arising during the class (fever, illness, accident), the family will be contacted and asked to come pick up the child immediately.

6- Emergency procedures

Our school site has specific Emergency Procedures. Each teacher will receive a copy of them and will have them available to all adults present in class in the classroom binder. In case of a serious accident, the family will be notified immediately. If the family cannot be reached, the child will be transported to any hospital reasonably accessible (unless the parents or guardians have specified a specific hospital in writing at the beginning of the year at info@efgseattle.org)



7- Exceptional Medical Treatment

EFGS is not authorized to administer any medication to the children without the express and written permission of the parents. If a child needs to have prescription or over the counter medication administered during classes, EFGS requires to have written authorization from a health care provider and parent. Parents/guardians of students with life-threatening conditions (severe bee sting allergy, severe food allergy, severe asthma, unstable diabetes, severe seizures, etc....), must inform EFGS and work with the school staff and the student's health care provider to create a health care plan. Different forms are available depending on your child's condition. All applicable forms have to be returned before the 1st day of school.

8- Homework and proficiency evaluation/Reports

Homework may be assigned to enhance or reinforce classroom instruction. The duration and difficulty of homework will vary according to the student's grade level. These will sometimes be in the form of small projects and/or reading time to spend alone or with a parent. Make sure that a place and regular time are provided for homework to be completed.

Please direct your questions about assignments directly to your child's teacher.

One parent-teacher conference will be organized by the teacher, after the first semester. This will give you feedback about your child's progress and improvements of his/her proficiency level and about any concerns that may arise. A Progress Report (Bulletin de progression) will be delivered by the teacher, at the end of the school year. If there is anything to discuss outside these conferences and reports, the teacher will let you know.

9- EFGS books and materials

On the first day of school your student will receive all the books and textbooks they will need for their classes. These resources are a great support and complement the classes' curriculum. All the items must be returned when requested and no later than the end of the school year. A replacement fine will apply to each nonreturned item.

Students are also expected to bring the following supplies to school for each class – [the list can be found here](#). Please label all materials and make sure they have them with them for each class.

10- Celebrations

Please note that celebrations that will occur in class will be in concordance with some of the customs and traditions from French speaking countries. No religious reference will be made.

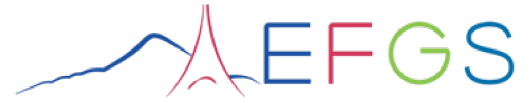
11- Behavior and discipline

All qualified students are considered for admission regardless of race, color, gender, religion, sexual identity, and national or ethnic origin.

Children and families alike should avoid all behavior, gestures or words, which are hurtful or disrespectful toward the school personnel, students or families.

Whether the student is under direct supervision or not from a teacher or staff, proper behavior is expected from all during classes (on-site or online).

By the same token, EFGS employees are forbidden any behavior, gesture or word that would indicate indifference or lack of respect for students or their families. The Board has adopted a "Child Abuse Prevention" Policy and all employees are required to uphold those policies.



Every teacher will present their class rules on the 1st day of class and will make sure that they are clear and understood by all students.

12- Media Release

As you agreed to in [the enrollment contract](#), unless EFGS is notified in writing to the contrary at info@efgseattle.org prior to the beginning of the school year, Parents agree to allow EFGS to use the Student's photograph, voice, and image on www.efgseattle.org, on all internal school-related purposes (e.g., yearbooks, teachers' newsletters, class projects) as well as on other websites and in publications, promotional flyers, educational material, derivative works, including internet, for educational, public relations or promotional purposes with such uses allowed without need for compensation or prior notice. Parents further give permission to EFGS to use the Student's first name, but not last name, in connection with any such use of the photographs, recordings, and images.

II. IN-PERSON CLASSES INFORMATION

1- Classroom location

Seattle

The Bertschi School Campus is located at: 2227 10th Avenue East, Seattle on Capitol Hill.

We are the only organism using the premises on Saturday mornings with most of the school dedicated for our use. Children will have access to an enclosed playground for recess. Parking is on the street.

2- Drop-off

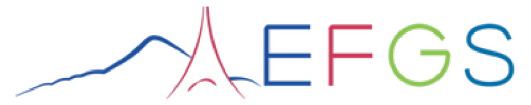
This year again, we will organize a drop-off for all students, thanks to our volunteers:

We asked that parents drop off their children starting at 9am in front of Bertschi school, stay in their car, and move promptly when drop off is completed so that other cars can pull in.

EFGS hereby informs all parents that if they choose to utilize the drop-off line for their children, EFGS shall not be held responsible or liable for any accidents, injuries, damages, or other liabilities that may occur during the drop-off process. By opting to use the drop-off line, parents acknowledge and accept full responsibility for the safety and well-being of their children, and release EFGS from any and all claims, demands, actions, or causes of action arising from or related to the use of the drop-off line. It is strongly advised that parents exercise due caution, follow all traffic rules and instructions, and supervise their children appropriately during drop-off. This disclaimer is applicable to all instances and does not exempt EFGS from its duty to maintain a safe environment within its premises.

If parents prefer to walk their children to the gate, please wait for a staff member to be available so that check-in can be properly completed.

Only active students will be allowed inside the facility during normal school days, except if there is an event, or if allowed by a staff member.



3- Sign in & sign out your children

Our policy is that every child must be signed in at drop-off and signed out at pick-up by our gate staff. Parents/Guardians have the opportunity to list any authorized persons who can pick up their children through [this form](#). This form can be completed at any time during the school year and will be valid throughout School Year 2023-24. Students will not be permitted to leave the program with anyone who is not authorized through this form

4- Tardiness

It is important that all students arrive on time. Late arrival means the student is missing important instruction, creates a disruption in the classroom and disturbs our Covid safety protocols. EFGS asks teachers to not interrupt classes for any late arrival student.

Teachers will keep track of all tardiness. When necessary, you will be contacted in order to discuss the problem.

Thank you for your understanding and support!

5- Pick-up

Pick up will be led by a staff member to an outside waiting area within the campus. Parents/Guardians/[Authorized persons](#) are requested to line up at the gate (specific entrance per level which will be communicated on the first day of school). The Gate staff will call your students.

Students should be picked up promptly at the end of class. If you are more than 10 minutes late picking up your child, you will be charged \$10 per 5 minutes late thereafter (for example if picked up 20 minutes late, you will be charged \$20).

6- Guests and or Class observations – All guests need to be pre-approved by EFGS

If a family with a child enrolled in EFGS program is interested in inviting a special guest in the classroom, the teacher and Program Director will have to be notified and approve it in advance. Please note: *For security reasons if a child is invited to join in a class, the guardian or parent of that child needs to stay on the premises.*

7- Emergency Closure

School may be delayed or closed due to unforeseen circumstances. Remember to always check your email prior to the class day as we will always send information related to delays or closures.

In the event that severe weather occurs in our area, always make your best judgment regarding road conditions in your area even if we are maintaining class.

We have reserved one potential make-up session day on Saturday, June 8th 2023 in case of school closure.

8- What to bring to school?

Each student is required to bring a backpack to carry the [supplies](#) and manuals.

Please remember to clearly mark your child's belongings with their first and last name.



9- Items from home

Apart from “sharing time” or “show and tell” when your child is asked to bring something to share with the class, students are advised to avoid bringing toys or valuables to school. Video game hand-held devices, iPod or MP3 players and cell phone usage is prohibited at all times in the classrooms and during recess. EFGS will not be responsible for any loss of personal property.

10- Dress for school

For safety reason, we ask that children do not wear open toe or open back shoes. The children should also come appropriately equipped in case of sudden change of forecast (rain jacket or warm coat, etc....). If the weather permits, we will let the children play outdoors and enjoy the playground and the field nearby!

11- Snacks - Our classrooms are all PEANUT & TREE-NUT FREE ZONE.

EFGS will not provide snacks. Be sure to pack a quick and healthy snack and a water bottle in your child’s backpack (to limit trips in and out of the classroom and disruptions). Snack time will take place outside of the classrooms, during recess.

For the safety of children who have life-threatening peanut allergies, please no peanuts or nut products into our classrooms. It is your responsibility to notify and inform us about your child’s allergies or adverse reactions your child may have to certain foods.

12- Special occasions

Teachers are free to celebrate students’ birthdays in their classroom. To limit class disruptions and allergy issues we ask parents not to provide special treats that day. Thank you for understanding.

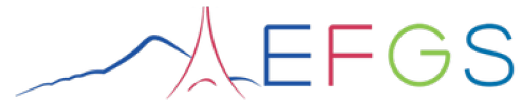
III. REMOTE CLASSES INFORMATION

1- Class Environment and Technology Requirements

Please set up your student’s computer or other device in a quiet, private room. A headset with a microphone is highly recommended for the student to be able to focus on the class. If a student’s sound (environment noises or student making noises such as tapping, blowing in the microphone etc...) is becoming a distraction, the teacher may mute the student during class.

We highly recommend and encourage that the student turns his/her camera ON to allow for more "natural" contact with the teacher and other students. If possible, set up a neutral background behind your child to limit distractions and intrusions into your privacy. If you wish for more privacy or if the Internet connection is bad, you will have the option to turn OFF your camera after your child will have greeted his teacher and classmates.

The use of a desktop or laptop computer is strongly recommended. If you are using a tablet, make sure the device is properly installed in front of your child and stays in the same position during class. A video/audio test with the chosen device is recommended before class. Please do not use a smartphone for the class as the visuals will be too small.



2- Technical difficulties

If the teacher is disconnected from the class, the students are required to behave properly and wait patiently for the teacher's return. If the dis-connection lasts more than a few minutes, the students should inform a parent/guardian to check if an email/communication was sent to the parent.

If for technological or other reasons an instruction session is interrupted for longer than five or ten minutes, or cannot otherwise completed as planned, EFGS will make all reasonable efforts to resume or reschedule the session, as best as is reasonably possible. In the discretion of instructors, material not covered at a prior session will be incorporated into the next scheduled session to keep students on track.

3- Google Classroom operations disclaimer

- a) Google Classroom is an online platform provided by Google for educational purposes. EFGS recognizes the benefits of utilizing Google Classroom as a tool to enhance the learning experience for students. Students need to use their EFGS credentials provided at the beginning of the year to access their Google classroom.
- b) While every effort is made to ensure the smooth functioning and security of Google Classroom, EFGS cannot guarantee uninterrupted access or freedom from technical issues, including but not limited to system failures, network disruptions, or data breaches.
- c) Students are expected to use Google Classroom responsibly, adhering to all applicable EFGS policies and guidelines, including EFGS's acceptable use policy and code of conduct (see below).
- d) EFGS assumes no responsibility for the content shared or accessed outside of Google Classroom on the student's personal computer.
- e) EFGS reserves the right to monitor and review content shared on Google Classroom for compliance with school policies, educational standards, and legal requirements.
- f) EFGS disclaims any liability for the loss of data, damage to devices, or any other consequences resulting from the use of Google Classroom on the student's personal computer.
- g) By using Google Classroom, students and parents acknowledge and accept the terms of this disclaimer and agree to abide by all applicable EFGS policies and guidelines.

4- Acceptable use policy and code of conduct for EFGS Google Classroom

Purpose:

The purpose of this Acceptable Use Policy (AUP) and Code of Conduct is to outline guidelines for the appropriate and responsible use of Google Classroom provided by EFGS. EFGS grants users access to Google Classroom solely through the provision of EFGS login credentials (@efgseattle.org or @efgseattlestudents.org). The AUP and Code of Conduct apply to all students, staff, and other individuals granted access to EFGS Google Classroom.

Responsible Use:

- a. Respectful and Ethical Conduct: Users must engage in respectful and ethical conduct when using EFGS Google Classroom. This includes treating others with courtesy, refraining from using Google Classroom to harass, intimidate, or bully others, and respecting the intellectual property rights of others.
- b. Compliance with Laws and Policies: Users must comply with all applicable laws, regulations, and EFGS policies when using EFGS Google Classroom. This includes, but is not limited to, copyright laws, privacy laws, and guidelines for appropriate online behavior.



c. Security and Safety: Users must take appropriate measures to maintain the security and safety of their EFGS Google Classroom accounts. This includes not sharing login credentials, not attempting to gain unauthorized access to accounts or systems, and reporting any security concerns or incidents to the appropriate EFGS personnel.

Personal Responsibility:

a. Account Usage: Users are responsible for their individual EFGS Google Classroom accounts and should not share their login credentials with others. Users should log out of their accounts after each session to prevent unauthorized access.

b. Appropriate Content: Users must ensure that any content they create, access, or share using EFGS Google Classroom is appropriate, respectful, and aligned with the educational purpose. Users should not access or distribute inappropriate, offensive, or illegal materials. Parents should make sure to discuss these responsibilities with their children.

c. Privacy and Confidentiality: Users must respect the privacy and confidentiality of others when using EFGS Google Classroom. Users should not access, share, or distribute personal or sensitive information without proper authorization.

Consequences for Violations:

a. Violations of this AUP and Code of Conduct may result in disciplinary action, which can include but is not limited to, loss of access to EFGS Google Classroom, academic penalties, or legal consequences in accordance with applicable laws.

b. EFGS reserves the right to monitor, review, and audit EFGS Google Classroom usage to ensure compliance with this AUP and Code of Conduct.

c. Users are encouraged to report any violations of this AUP and Code of Conduct to the appropriate EFGS personnel.

IV. Parent/Guardian Responsibilities

1- Ensure proper set-up before the class

At least 5 minutes before class, ensure your child can connect to the class and everything is working properly. Always have someone available to help your student during the class. Try to find a solution on your side to avoid interrupting the lesson. If you cannot fix the issue, communicate the problem via chat or email and the teacher or assistant will attempt to help you.

2- Expected behavior during the class:

If you stay next to your child during the class, please:

- DO NOT answer for him/her
- DO NOT whisper answers to him/her
- DO NOT make comments on what is said by anyone in the class.
- AVOID noises/conversations around the student
- The experience should be as close as possible to a regular class.

If your child is unable to concentrate or is reluctant to participate/attend class, it is best NOT TO force your child to log in or stay connected. If there is too much disruption, the teacher has the option to remove a student for the rest of the class.



3- Use of Supplies Disclaimer

When in-person or “normal” classroom instruction could occur, EFGS provided certain school supplies for student use during instruction, things like glue, scissors, and modeling clay. When in-person instruction occurs, the instructors are able to supervise the proper use of all such materials; however, there is no way for such supervision to occur with online instruction. Thus, the parents must be and are solely responsible for assuring that teaching materials are properly used, and EFGS is not responsible for any improper use of such materials, or any injury that may result.

4- Privacy

Please DO NOT take and post photos/videos of your child on Google Classroom sessions that include other children names and faces. Posting pictures/video of children other than your own to social media or other publicly accessible sites is a violation of student privacy rights.

Please note that recording online classes is STRICTLY forbidden and constitute a violation of the enrollment agreement.

5- Tardiness

Please avoid being late at all costs. If you are late, you are risking missing the class as the teacher may not let the student in the class right away or at all depending on the time as it may be too disruptive.

V. PARENT/GUARDIAN PARTICIPATION IN EFGS

1- Your involvement at home

Learning a language is a family affair and without a doubt an investment.

Our mission is to help your children maintain and develop their knowledge of the French language. To accomplish this, they will need a significant number of hours a week, not only with the French teacher, but also at home. Take every occasion to practice. You must make a priority of it if you want them to succeed.

By listening to French and reading in French that they will be able to memorize vocabulary, sentence structures and avoid literal translations from English.

It is important to have French books at home; to watch appropriate movies and DVDs in French and listen to French recorded books. Any opportunities to spend time in a French-speaking environment with cousins, grandparents, friends, or even French summer camps are also great ways to sustain a good proficiency level.

Starting a written correspondence with a pen pal from a Francophone country and keeping in touch with French-speaking friends or family members, by mail or e-mail is highly desirable.

2- Volunteering

Volunteering enhances the experience that families, teachers and students have at school. It is a great way to get to know other EFGS families and to share information and ideas, while at the same time setting a good philanthropic example for our children. During the school year, we will communicate our volunteering opportunities through our newsletter and our website.



Please also note that we offer volunteering community service hours for high school requirements. High schoolers, fluent in French and interested in education, can reach us at info@efgseattle.org for more info about how to volunteer at EFGS.

3- What you can do to help our mission?

You can contribute your time and energy to a variety of activities that will directly benefit and enrich the education of our students. Whether you are helping during class time or helping the Board with community activities, researching, fundraising, editing of documents, you will make a difference and help EFGS grow and fulfill its mission.

Please do understand that it is important that all volunteering parents/guardians make the effort, if able, to only communicate in French with the children, the teachers and other involved adults in the program.

4- Donations

As you know, EFGS is a non-profit organization with a 501-c-3 status, not affiliated with any political party or religious faith. Our goal is to be self-sufficient, with minimal operating expenses.

If you would like to make a [monetary donation to EFGS](#), we would be most grateful. Our organization obviously requires money for operating expenses, such as classroom rentals, teacher salaries, insurance, materials, etc. Your donation will be tax- deductible. You also have the opportunity to donate to our "[Sponsor another family Tuition Program](#)": Every year, you can choose to sponsor another family into the program, so that our program can remain accessible to all francophone PNW families!

You are an integral part of your child's learning experience and we value your contributions!

We look forward to working with you and your child.

Cheers to another year of Learning!

The EFGS team of 2023-2024