



French American

School of Silicon Valley

Ecole Franco-Américaine de la Silicon Valley

Elementary & Middle School (1st-8th Grade)

HANDBOOK FOR

STUDENTS AND PARENTS

Academic Year 2026 - 2027

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This Parent Handbook has been prepared to acquaint you with the policies of the French American School of Silicon Valley (“FASSV” or the “School”). This Handbook replaces all earlier Parent Handbooks.

This Handbook is not intended to constitute a legal contract of any kind. Circumstances will require that policies and practices described in the Handbook change from time to time. Consequently, the School reserves the right to modify or change any or all such policies and practices in whole or in part. The School will make every attempt to give timely notice of substantive changes in policy.

1.1 Mission

The mission of the French American School of Silicon Valley is to provide its students with an academically excellent bilingual and bicultural education that empowers the students to succeed in both the French and American education systems and to fully realize their potential as global citizens.

1.2 Values

The core values that guide our work and reflect what we strive to foster in our students include:

- Critical Thinking
- Academic Excellence
- Respect
- Life-long Learning

In support of the FASSV mission and values, we are committed to:

- Creating a cooperative, interactive, and challenging learning environment.
- Attracting and developing high-quality dedicated staff who focus upon and meet the needs of the students as individuals.
- Integrating our French and American programs beginning in the preschool years to meet the language needs of students with diverse linguistic backgrounds.

1.3 Accreditations

The School is accredited by the French Ministry of Education for its curriculum and by the California Association of Independent Schools (CAIS) for its curriculum, management, and governance.

The School is licensed by the California Department of Social Services for its preschool and pre-kindergarten programs.

2.1 General Admission

The French American School of Silicon Valley admits students of all backgrounds, without regard to race, religion, creed, color, gender, national or ethnic group.

To enroll new or returning students each school year, families must complete and sign the following documents:

- Enrollment agreement
- Payment option agreement
- Parent Handbook acknowledgment form

Additionally, all vaccinations must be up-to-date and on file with the School before enrollment is complete and the student can attend classes – *see section 6.1 on immunization requirements*

The School has the sole responsibility of class assignment, and reserves the right, during or at the end of the school year, to alter class placement of the student, if it is determined that his/her current grade is not academically appropriate.

2.2 Withdrawal notification

Parents who wish to withdraw their child for any reason must notify the Admissions Department at admissions@fassv.org as soon as possible as parents will be required to sign a Withdrawal Form. All payments must be completed in accordance with the Enrollment Agreement. No student records or transcripts will be released until payments are completed, including tuition, extra-curricular activities, aftercare, and camps.

2.3 Financial Aid

The School partners with School and Student Services (SSS), a service of the National Association of Independent Schools (NAIS). Families applying for financial aid are required to complete the online Parent's Financial Statement. SSS then provides the School with a data-driven analysis and guidelines to assist the committee in determining equitable financial aid. All information provided to SSS is held in the strictest confidence.

To apply for tuition assistance, complete the School and Student Services' online [Parent Financial Statement](#) and **use the School's code 5059**. Please note there is a non-refundable service fee per application (\$60 as of January 2026).

Families will be asked to provide the following supporting documentation:

- a) Most recent Federal & State Income Tax Return
- b) Copy of most recent W-2 or last pay stubs of the calendar year

Awards of tuition assistance are subject to the availability of funds; therefore, the School cannot guarantee aid or the level of aid repeated in subsequent years.

Applications and required documentation must be submitted no later than December 31st. Applications will not be considered until all required information and documents have been uploaded on the SSS website. Notification of the committee's decisions will be available no later than January 31st.

If you have any questions, please contact the Business Office at dfo@fassv.org.

2.4 French Government Scholarship

The French Government Scholarship is a need-based financial aid program administered by the San Francisco General Consulate of France to assist French citizens with educational expenses at accredited French schools outside France.

Families who are registered with the Consulate in San Francisco and whose child is a French citizen may apply for the scholarship if their child is enrolled at the school and is turning at least 3 before December 31st of the year for which they are applying.

Information on the French Government Scholarship application can be found on the San Francisco General Consulate of France's website.

3.1 School Calendar

The 2026/2027 Academic Calendar is provided in Appendix B, page 31.

The school year counts between 173 and 175 school days, depending on the holidays. It usually runs from the third week of August until the Thursday of the second week of June.

The school year is divided into two semesters. Twice a year, generally in October and March, parents are invited to attend parent-teacher conferences. At the end of each semester, parents will have access to report cards through the school database.

3.2 Arrival of Students

A map of the FASSV campus is provided in Appendix C, page 32.

Parents may use the parking lot adjacent to the Serra Park baseball field. **Parents are not allowed to use the Early Horizons' parking lot.** Entrance to the School is through the elementary playground gate.

Parents need to accompany Preschool and Pre-Kindergarten students to their classroom, and sign in the students on the designated roster posted outside of each classroom daily.

3.3 Schedule

When in session, the school is open Monday through Friday.

Morning Welcome	8:00 a.m. to 8:30 a.m.
Class Hours	8:30 a.m. to 3:30 p.m.
Dismissal	3:30 p.m. to 3:45 p.m.
Afterschool: aftercare/ study hall	3:45 p.m. to 6:00 p.m.

3.3.1 Morning Welcome 8:00- 8:30

Lower Campus students (Preschool- 8th Grade) are welcomed in their respective classrooms.

3.3.2 Class Hours

All entries and exits during class hours should be done through the front door. This entrance is always locked; please ring the bell.

3.3.3 Dismissal

All entries and exits from 1st Grade to 8th Grade should be done through the elementary playground gate. Preschool and Pre-K parents **must sign** out their children using the dedicated roster on the dismissal table, all other grades 'parents/caregivers must sign out their children using their personal ID code on the iPads.

For safety reasons, except in case of an emergency, once the students get dismissed after school they cannot return on campus. Exceptions made for Harmony dance. If a child has an extra-curricular activity starting later than 4:00 pm, they will automatically go to aftercare.

4th – 8th grades' parents, have the possibility to sign a "self-dismissal authorization" for their child.

Self-dismissed students are not allowed to sign out their siblings.

3.3.4 Aftercare

All entries and exits from 1st-8th Grade should be done through the Elementary playground gate or front office. Preschool and Pre-K parents **must sign out** their children using the dedicated roster on the dismissal table, all other grades 'parents/caregivers must sign out their children using their personal ID code on the iPads.

Aftercare will be billed from 3:45 until students are picked up and signed out electronically by their parents, guardians, or coaches. For the 2026-2027 school year, aftercare will cost \$12 per hour and will be billed every other month by 15-minute increments (i.e. August and September aftercare charges will be billed in October). Aftercare is free of charge for Preschool and Pre-K students.

The School closes at 6:00 p.m. All children must be picked up by that time or a late fee of \$2.00 per minute will apply.

3.4 Early Dismissal

Parents **must** notify the Front Office ahead of time for any early dismissal planned or call the office if unplanned. Students must be picked up at the Front Office, and the student must be signed out by a pre-authorized adult associated with the student's RENWEB account.

3.5 Tardiness

If you arrive after 8:30 am, please sign in your child electronically before sending them to their classroom.

Only late arrivals for medical or administrative appointments will be excused. Tardies will be reported on the student's report card.

3.6 Absence

After 10 days of absence in a school year, the School reserves the right to decide whether or not the student will progress to the next grade level. Only absences for medical reasons, school designated emergency closures, or administrative appointments will be excused. Absences will be reported on the student's report card.

4.1 Language Policy

In order to meet the needs of students in a multilingual environment, the school follows a language phase-in approach for all new preschool students. In Preschool-1st Grade, all students receive instruction in French and English only. This allows new students to focus exclusively on building foundations in the two main languages of instruction. French and English are also the most common native languages of our students. Focusing on these two languages in the first year supports continued development of the students' first language and sets a firm base for future development in other languages.

During their fifth year at the school, students are accustomed to the routines and the process of language learning. Fifth-year students entering 2nd Grade are now ready to be exposed to Spanish as a third language. A grade-by-grade outline of language instruction is provided below. Students in 6th-8th grade have Spanish for three hours a week.

4.2 Weekly language Instructional Time:

	Age by December 31 st	Grade	French equivalent	Hours of English	Hours of French	Hours of Spanish
Cycle 1	3-year-old	Preschool	Petite Section	13	13	--
	4-year-old	Pre-Kindergarten	Moyenne Section	13	13	--
	5-year-old	Kindergarten	Grande Section	13	13	--
Cycle 2	6-year-old	1 st Grade	CP	11	12	--
	7-year-old	2 nd Grade	CE1	11	12	45 min
	8-year-old	3 rd Grade	CE2	11	12	45 min
Cycle 3	9-year-old	4 th Grade	CM1	11	11	45 min
	10-year-old	5 th Grade	CM2	11	11	45 min
	11-year-old	6 th Grade	6 ^{ème}	10	10	3h
Cycle 4	12-year-old	7 th Grade	5 ^{ème}	10	10	3h
	13-year-old	8 th Grade	4 ^{ème}	10	10	3h

1st to 8th grade students also participate in Physical Education, Art, Music, and Technology each week.

4.3 Class Placement for New and Continuing Students:

4.3.1 Spanish Instruction

- Continuing 2nd grade through 8th grade students may begin Spanish instruction.
- New 2nd through 5th grade students may not receive Spanish instruction in their first year.

4.3.2 English as a Second Language Support

New students who start at the School in 1st through 8th grade with no prior knowledge of English will receive English as a Second Language (ESL) support.

4.4 Student Evaluations

In 5th Grade, students take the *Diplôme d'Etudes en Langue Française, DELF Prim A2*, and in 8th Grade the *DELF B1*, a certification of French language abilities administered by the International Center for French Studies (*Centre National d'Etudes Pédagogique*). Students are evaluated in listening comprehension, reading comprehension, writing, and speaking.

The Measures of Academic Progress (MAP) assessment is administered to our Elementary and Middle school students. Depending on the grade level, students take the MAP tests in Reading, Math, and Language up to three times per year to monitor their progress in acquiring academic skills in English.

FASSV offers a rigorous academic program based on the use of several languages, and the effort expected by the students during and outside of class is therefore more intensive than in other schools.

At FASSV, the goal of homework is to practice good study habits and establish a pattern of inquiry and application of learning, which can be carried into middle school and further.

5.1 Maternelle Grade Levels:

There is no formal homework assigned at these grade levels; however, it is recommended that parents read to their children daily. Also, please review and discuss your child's binders with them regularly.

5.2 Elementary & Middle School Grade Levels:

Homework starts in elementary grades, and general expectations are for daily homework assignments per grade level as follows:

1st / CP	Daily Total: 15 minutes
2nd / CE1	Daily Total: 20 minutes
3rd / CE2	Daily Total: 30 minutes
4th / CM1	Daily Total: 30 minutes
5th / CM2	Daily Total: 40 minutes
6 th / 6ieme- 8 th / 4ieme	Daily Total: 60 minutes

If not enrolled in an extra-curricular activity or aftercare, 1st-8th Grade students will have the option to sign up for study hall. Students in 1st-3rd grade will have study hall from 3:45 until 4:30. Students in 4th-8th grade will have study hall from 4:00 pm-5:00 pm on the Lower Campus. When in study hall, students are expected to complete their homework or, if their homework is done, to read quietly.

6.1 Medical Records and Immunizations

All students must comply with the California Department of Education immunization requirements.

Students who do not provide an immunization report, or who are not up to date with their shots, will not be able to attend school until records or permanent exemptions are provided by due date. Students whose absences are due to non-compliant immunization requirements will be reported as unexcused absences.

6.1.1 Students Entering PS or Pre-K

Students must have the following immunizations before the first day of school:

- 4 doses of Diphtheria Tetanus Pertussis (DTP)
- 3 doses Poliomyelitis (Polio)
- 1 dose of Haemophilus influenzae type B vaccine (HIB)*
- 3 doses of Hepatitis B
- 1 dose of Measles, Mumps, Rubella (MMR)
- 1 dose of Varicella

*One Hib dose must be given on or after the student's 1st birthday, regardless of previous doses. Required only for children younger than 5 years old.

All families must provide the School with the Physician's Report Form completed by a California health provider before school entry. The report includes the immunizations received by the child and a TB risk assessment. The TB risk evaluation must be done in a California medical facility.

6.1.2 Students Entering Kindergarten or Higher Grades

Students must have the following immunizations before the first day of school:

- 5 doses of Diphtheria Tetanus Pertussis (DTP) (4 doses will be accepted if one was given on or after the student's 4th birthday, 3 doses if one was given on or after the student's 7th birthday.)
- 4 doses Poliomyelitis (Polio) (3 doses will be accepted if one was given on or after the student's 4th birthday)
- 3 doses of Hepatitis B
- 2 doses of Measles, Mumps, Rubella (MMR) (Both have to be given on or after the student's 1st birthday)
- 2 doses of Varicella
- 1 Tdap for 7th grade

All families must provide the School with the Report of Health Examination for School Entry form completed by a California health provider before school entry. The report includes the immunizations received by the child and a TB risk assessment. The TB risk evaluation must be done in a California medical facility. Families should also provide the School with an Oral Health Assessment Form.

6.1.3 Students Entering 1st Grade.

The same immunizations as for students entering Kindergarten are required. Students above the age of six must also have had a complete health examination either within 18 months before entering first grade, or within 90 days after the date of entry.

6.2 Medications

All medication must be provided to the Front Office. Never provide medication directly to a child.

A copy of the prescription signed by the physician and a medication request form signed by at least one parent is required for the School to administer *any* medication. All medication is required to be in its original container, labeled with the child's name when it is turned into the Front Office. If the child has a chronic condition (e.g. asthma), in addition to the copy of the prescription signed by the physician and the medication request form, parents are required to provide an emergency supply of the medication in a sealed bag, to the Front Office.

For over-the-counter medications, including supplements or cough-drops, the parents must request a note from the student's physician authorizing us to administer the medication. The parents will also have to sign a medication request form.

6.3 Disease and Illness

Any child with a communicable disease must not attend school until the risk of contagion has passed. In the case that a communicable illness is confirmed by a physician, parents are required to immediately notify the Front Office of the communicable disease so that other parents can be alerted.

In the event that a student becomes sick at school, or there is reasonable suspicion of a communicable illness (e.g. Pink eye), the student will be taken to the Front Office for further evaluation, if necessary, a parent or other authorized person will be contacted with the request to pick up the child.

If the child is ill and exhibiting symptoms, he/she is required to be kept at home.

- If a child has a fever or vomits during the school day, the parents will be immediately notified and must make arrangements to have the child taken home.
- Students should be symptom-free: no fever at or above 100° F (about 38° C), no vomiting, and no diarrhea for 24 hours prior to returning to school.
- The Front Office will inform grade level parents when communicable diseases have affected another enrolled child.

6.4 Allergies

FASSV is a nut free school.

Students with food allergies or food-related medical conditions will not be given any food during the school day or in aftercare, other than what their parents have provided.

Students with food allergies or food-related medical conditions may participate in school or Parent Teacher Association-sponsored school celebrations involving food, only if accompanied by a parent or designated guardian

who will supervise the student's food intake during the entirety of the event. The above policy also applies to students with food restrictions due to religious or personal reasons.

If parents would like their child to be removed from the allergies list, they will have to provide a note from the child's physician attesting that the student is allergy-free.

In order to avoid any food allergies, students are not allowed to share food.

6.5 Injury Protocol

When injuries occur, students will be taken to the Front Office for treatment. An electronic "Bump and Bruise" form will be sent to the parents describing the injury and treatment.

Parents will be contacted when serious injuries or any injuries to the head occur. In the event of an injury that requires emergency services, the staff will also contact 911.

Should the staff of the school administer emergency treatment, including the administration of epinephrine, to a student, the school is released of any liability arising in law or equity from the administration of such treatment.

6.6 Lice

In the event a student has head lice, the parents must immediately inform the school and keep the child at home until the matter is resolved. Should a child have head lice or even nits at school, the student will be taken to the Front Office, and a parent or other authorized person will be called and requested to pick up the child. All of this child's classmates, as well as siblings, will then be checked. Should any sibling have lice, the sibling's whole class would also be checked.

The school will take appropriate measures to clean the designated classroom.

The Front Office will inform parents when a case of lice has been reported, prompting them to carefully check their child(ren) hair at home. In case of an outbreak, the whole FASSV community would be informed.

6.7 Toilet Training

Children who are enrolled in the School must be toilet trained and must be able to take care of all personal bathroom needs independently (including wiping). It is understood that accidents happen; however, if accidents occur often and persist, the School reserves the right to ask parents to keep the child at home until they are fully toilet-trained.

Any person who is not a member of the School community must enter through the Front Office, sign in, and wear a badge at all times.

7.1 Visiting Parents

Visiting parents must sign in at the Front Office and always wear a badge when in the facility.

7.1.1 1st through 8th Grade parents

It is possible for the 1st through 8th grade parents to visit their child's classroom during normal school hours for a brief observation scheduled with the Administration.

In order to minimize disruption to all of our students, the School requests that observing parents remain discreetly in the back of the classroom and limit their visit to a maximum of 30 minutes.

7.2 Student Access

Students should be dropped off and picked up in the classrooms before and after school hours. Any non-FASSV students, including former students, wishing to visit the School must have permission from the Administration.

7.3 Classroom Supervision

Students are not allowed to remain in a classroom unsupervised at any time, even during recess.

7.4 Child Abuse and Neglect Mandated Reporting

Child abuse can be defined as any form of intentional or malicious infliction of injury to the detriment of a child's physical, emotional, and mental well-being. Child abuse and neglect will not be tolerated at the School. By law, the School staff is obligated to report any reasonable suspicion of physical abuse, sexual abuse, or child neglect.

7.5 Drugs, Alcohol, Tobacco, and Weapons

It is strictly forbidden for any student to bring in or use any toxic, illegal, or dangerous product or object, including:

- tobacco, lighters, matches
- drugs of any kind, including prescription drugs
- sharp objects, unless there is specific authorization
- weapons of any kind, including any sort of knife
- alcohol.

7.6 Inclement Weather

In the event of inclement weather, such as heavy winds, heavy rain, extreme heat, or air pollution, the School may cancel classes and/or outdoors activities.

7.7 After Hours on Campus

Students attending events organized after school hours, are under the sole responsibility of the adults who accompany them. In no circumstances are students to be on campus after hours, without an adult chaperone.

7.8 Emergency Preparedness

All School personnel are CPR and First Aid trained. The school trains and conducts staff and faculty emergency drills for situations including, but not limited to, fire evacuation, earthquake evacuation, and lockdown. See Emergency Evacuation Plan in Appendix D, page 33.

8.1 Dress Code

Although the School does not have a formal dress code, students should come to school in age-appropriate and weather-appropriate clothing and shoes. Footwear that does not provide adequate traction or that can easily slip off the feet (e.g. Crocs or flip flops) are not allowed. Students should be dressed so that they have freedom of movement for school activities indoors and outdoors, and so they can use the restroom independently.

8.2 Valuables and Electronic Devices

Parents are strongly encouraged to label all their child's belongings to reduce the risk of loss. Students are strongly advised not to bring valuables or money to school, except in specific instances, such as sales organized for the profit of an activity authorized by the School. FASSV is not responsible for any theft or damage to personal belongings.

8.2.1 Cell Phone, Tablet, and Smart Watch Policy

Cell phones are allowed on campus but must be placed on silent mode and remain out of sight during school hours: 8:00 AM-6:00 PM.

Cell phones are never to be used to record or photograph others while on campus during school hours. If students need to place a phone call during school hours, they should request to go to the front office to use a school phone.

In the case of a family emergency, parents are invited to call the front office. We will relay the message to their child and if needs be, have the child call the parent back.

No charging of cell phones or smart watches will be allowed on campus.

Smart watches are allowed on campus but cannot be used to text/receive texts, access social media, or answer phone calls during school hours: 8:00 AM-6:00 PM.

Teachers may request that students remove smart watches during tests and ask them to place their smart watch out of sight.

The School is not responsible for any damage to or theft of a student's cell phone or smart watch. Students must properly secure and take care of their own devices.

Following consequences will be applied if students do not follow this policy:

- 1st offense: The student will receive a verbal warning with a reiteration of the policy.
- 2nd offense: the student device will be confiscated and brought to the office. Parents will be notified, and the student's device will be returned at the end of the day.
- 3rd offense: The student's device will be confiscated and held in the office until the student's parents are able to pick it up. The student will be prohibited from having the device on campus for a two-week period.

Additional consequences may apply depending on the circumstances surrounding the violation of the above policy.

8.3 Toys, Pets, and Candy

Students are not allowed to bring toys with them, unless authorized by a teacher. Any object considered noisy, dangerous, or inappropriate to other students, or to the School, will be confiscated.

Unless a certified service animal or part of an educational program scheduled by the School, no pet of any kind will be allowed on campus.

Students are not allowed to bring candy, gum, soda, or lollipops with them to school.

8.4 Library

FASSV has a library. The equipment and books are accessible to the students during normal school hours and under the supervision of the school's staff. Classes are assigned specific times to visit the library. Students may borrow books from the library if they return them on time and in good condition. Parents will be asked to pay for missing or damaged books.

8.5 Computers and Tablets

Access to desktops, tablets, and Chromebooks is provided to students during class time and is overseen by a teacher. Access codes must be kept private and confidential by the students, and the students are entirely responsible for the activity done under their access codes. When computers are not in use, students must log off their session.

It is forbidden to do any of the following:

- install additional software
- uninstall or modify computer configurations and software
- use the internet or the School e-mail to send personal mail
- use the internet to chat
- move around the classroom with the laptops and tablets on
- access web sites not previously selected by teachers.

Any breach of U.S. or international law (e.g., copyright, patent, use of photos, etc.) will be reported, and the student and parents will be held solely responsible. If such an event occurs, the School will apply the appropriate disciplinary action and may, if necessary, take measures to obtain compensation for damages.

8.6 Class Material

The School provides students with all the supplies needed. Work- and textbooks will be sent home and the School reserves the right to demand compensation for items lost or returned in poor condition. Intentional misuse of equipment and supplies will not be tolerated. All middle school students are issued a Chromebook, at the beginning of each year, for completion of assignments at home. Students will be expected to abide by a Safe Usage Policy which will be provided upon acceptance of an FASSV Chromebook. The details regarding usage will be addressed in a separate document that Middle School students and their parents will be invited to read and sign.

8.7 Cleanliness

Students must comply with basic rules of cleanliness on the school campus. Students are expected to clean up after themselves. Graffiti and vandalism of any kind will not be tolerated.

8.8 Lunch and Snacks

The School contracts with a catering company to provide a well-balanced, nutritional lunch for its students. Enrollment in the hot lunch program can be done on a daily, weekly, or monthly basis. Parents may also choose to have their children bring lunch from home. Students who bring their lunches are requested to use a lunch box, pack the food in appropriate containers, and provide their own silverware.

In order to avoid any food allergies, students are not allowed to share meals.

Lunch time is regarded as a time to relax and socialize, yet students are asked to follow basic rules of courtesy and etiquette by sitting properly, talking in moderate tones, eating politely, and cleaning up after themselves.

In elementary and middle school grades, if a parent wishes a child to have a morning or afternoon snack, the child must bring it each day. Morning snacks must be light enough not to diminish the child's appetite at lunch, and only healthy foods should be packed; soda and candy are not allowed. For health reasons, and because of allergies, lunches as well as snacks are not to be shared.

8.9 Physical Education

Physical education classes can only be taught appropriately if students have the proper shoes and clothes. Consequently, students must wear gym shoes and comfortable clothes on physical education days.

8.10 Extra-Curricular Activities

The school offers various extra-curricular activities from 3:45–6:00 P.M. each day. A wide array of musical, athletic, and fun activities is available, such as soccer, dance, music, chorus, yoga, coding, theater...

Comprehensive information on the after-school program (activities, schedules, fees) is available before the start of every school year. Enrollment is held in August for the fall semester and in December for the spring semester.

8.11 Field Trips

Field trips are organized for each grade throughout the school year. Transportation is provided. While on the field trip, both students and chaperones represent the school and convey the school's image. It is therefore a requirement that the students' dress and behavior be impeccable. Unless the activity precludes it, students will always wear the school T-shirts.

If parents prefer their child not to participate in a field trip, the teachers and Administration must be informed in advance. If parents choose not to have their child participate in the field trip, their child must remain at home for the duration of the field trip.

8.11.1 Chaperone

To secure the adult-to-student supervision ratio, parents may be solicited by the teachers to participate in field trips as chaperones. Field trips will be cancelled if the required number of chaperones has not been obtained 48 hours before the planned departure.

It is mandatory for chaperones to be fingerprinted before being allowed to participate in their first field trip. A Livescan Request Form with the School name and references is available at the Front Office for parents wishing to be fingerprinted. This form is to be completed before the fingerprint appointment.

Parents/ Guardians may go to any facility that uses “Livescan”. They will need to bring their driver’s license/ California ID or passport and the Livescan Request Form to their appointment. After having fingerprinted, parents may have to wait several weeks for the school to receive the clearance. There is a fee to be paid for fingerprinting. The school does not cover the fees. Parents only need to be fingerprinted once for school. The fingerprint report will be valid for as long as the child is at the school.

8.11.2 Chaperone Sign-up

Teachers will send notifications of field trips by email. Parents can volunteer as chaperones by replying to the e-mail sent by the teachers.

Faculty will assign students to each field trip chaperone.

8.11.3 Chaperone Responsibilities

Field trip chaperones supervise their assigned students for the entirety of the field trip, including the time on the bus, lunch and/or snack periods, and restroom breaks; therefore, parents **should not come accompanied by younger siblings or other family members**. Use of cell phones is not allowed during the field trip, except in case of an emergency.

Students are to be accompanied by a chaperone or faculty at all times. If a student needs to use the restroom, the chaperone and the entire group of assigned students must accompany him/her to the restroom. If a student needs to use the restroom during a seated performance, the chaperone may turn the supervision of his/her students over to another chaperone while accompanying the student to the restroom. Parents chaperoning must supervise all the students who are part of their assigned group, not just their own child.

Chaperones are not allowed to share food with students.

Chaperones are to enforce FASSV’s code of behavior (see Section 11.6).

The goal of the school is to meet the needs of the FASSV community by providing important communication that is timely, succinct, and transparent. The school strives to maintain an environment that is open to communication among all parties. The school values the diverse ideas and suggestions of the entire School community. All School personnel can be contacted by e-mail in the following manner: first name, followed by “@fassv.org” (e.g., john@fassv.org). FASSV employees may be contacted by e-mail or by calling the school’s main phone number (408) 746-0460.

All information regarding a child enrolled at the school is kept confidential. FASSV employees will not discuss or disclose information to parents regarding other students enrolled at the school. All members of the school community should be cautious in handling private or sensitive information about any other members of the school community, including the use or dissemination of information, images, or photos of other community members.

9.1 Communication with Teachers

Communication between teachers and parents is considered essential. Teachers are parents’ first point of contact for all academic-related questions and issues. Parents are invited to meet with their child’s teachers during Back-to-School Night to learn more about their child’s new teachers, the classroom activities, curriculum, and academic expectations of their child’s specific classes.

Both parents and guardians may contact a teacher at any time if they have concerns about their child’s class work, the class curriculum, behavior or social issues. If any issue remains unresolved after meeting with the teacher, the parent may request a meeting with the Program Director. A meeting with the Head of School may also be requested if further assistance is needed. For other concerns, such as lunch, aftercare, and extra-curricular activities, parents may contact the Front Office.

9.2 Parent-Teacher Conferences

Routine parent-teacher conferences are generally scheduled in October and March. A private 15-minute meeting time is allotted to each parent to meet with each of their child’s main teachers. These conferences are scheduled to discuss the student’s progress and overall assessment of the student’s academic life. All parents are strongly encouraged to attend. Additionally, parents are invited to schedule a meeting at any time to discuss specific concerns. Teachers may also request the parents of a child to attend a meeting to discuss a specific issue.

9.3 Communication with the Administrative Team

School life events are generally announced in the weekly newsletter. Important announcements are made by email.

Periodically, throughout the school year, parents are invited to coffee with the Head of School to hear the latest news about activities, academics, and programs currently underway at the school. These sessions also give the parents the opportunity to ask questions, raise concerns, or make comments on any aspects of the school.

The school, as a non-profit organization, is governed by a Board of Directors whose role is to provide strategic guidance and to effectively oversee and review the school management. The Parent Teacher Association and the School Committee are also playing an important role.

10.1 Parent Teacher Association (PTA)

The Parent-Teacher Association is open to all parents and School staff. The PTA has a board of 3-4 members and several committees that meet regularly to organize social, educational, and fundraising events to support the school.

10.1.1 Room parents

Room parents are parents who volunteer to help the teachers in a variety of ways. Typically, there are two room parents in each class, who communicate information to class families, gather volunteers for special projects, organize parties, etc.

10.2 School Council

Composed of Staff, Faculty, and Parents representatives elected for 2 years, the School Council covers pedagogic, educational, and administrative topics.

11 RIGHTS AND RESPONSIBILITIES

Students at FASSV face a unique challenge and opportunity in our School with diverse teachers, two or more languages in use, various backgrounds, academic abilities, and personalities. To ensure the success of all students, the personnel of the school are deeply committed to partnering with all parents. The school strives to create a safe environment for all students while respecting individual differences.

11.1 Student Rights

All FASSV personnel recognize and respect the rights of students. All students will exercise their rights responsibly, with due regard for the equal rights of others, in compliance with the rules and regulations established for the orderly conduct of the school.

Each student must respect the rights and privileges of classmates, teachers, and other school personnel. Students who violate the rights of others or who violate rules and regulations of the School are subject to appropriate disciplinary measures, designed to correct their misconduct and to promote adherence.

11.2 Student Responsibilities

Student responsibilities for achieving a positive learning environment at School or school-sponsored activities will include:

1. Attending all classes daily and on time
2. Being prepared for each class with appropriate materials and assignments
3. Meeting FASSV standards of grooming and dress
4. Exhibiting an attitude of respect toward others, even when others do not
5. Conducting oneself in a responsible manner, always exercising self-discipline
6. Obeying all campus and classroom rules
7. Respecting the rights and privileges of others, as well as respecting FASSV property and facilities.
8. Cooperating with and assisting the school staff in maintaining safety, order, and discipline
9. Reporting threats to safety and security to School officials and/or the proper authorities.

11.3 Progressive Discipline and Consequences – Guidelines by Cycle

The school recognizes that students are still learning about their boundaries in the early grade levels. The FASSV knows each student is unique and aims to support students' social learning based on individual student needs and progressive discipline. Progressive discipline uses a consistent approach that starts with a minor consequence for first offenses and different or more significant consequences for repeat offenses.

Students who do not follow the school's expectations are subject to the following consequences:

11.3.1 Cycle 1 and Cycle 2 - Kindergarten and First through Third Grades

Level 1:

Redirect: Teacher or staff member will speak with the student about the appropriate actions by giving the student tools to acquire the desired behaviors.

Level 2:

Minor/Refocus: If a student is exhibiting inappropriate behavior frequently, the student will be refocused by talking with a staff member. Students will receive a verbal warning, seating changes, or temporary confiscation of any item that disrupts the educational process. Students may also get a time-out within the classroom.

Level 3:

Major/Office Referral: Any serious offense, such as hitting, biting, kicking, or other repeated misbehavior, will result in an office referral. Parents will receive an incident report explaining the student's behavior.

Level 4:

Grounds for Suspension: For a child who demonstrates inappropriate behavior, interferes consistently with the learning process, or is an unsafe companion for their classmates, the following procedures will be followed:

Parents will be called to take the child home immediately.

A conference will be held with the administration, at which time it will be decided when and if the child will be allowed to return to the school.

Serious safety incidents will result in the student being suspended or, depending on the severity, may result in immediate, permanent expulsion from the school. It is expected that parents will cooperate with the school in working toward improving and/or correcting the student's negative behavior.

11.3.2 Cycle 3 and Cycle 4 - Fourth – Eighth Grades

Recognizing students entering 4th through 8th grades have acquired both French and English at a level to comprehend and adhere to rules provided by the FASSV, the framework of behavioral intervention shifts to an expectation of following the agreed-upon rules at the school.

Level 1:

Minor/Redirect: Teacher or staff member will speak with the student about the appropriateness or inappropriateness of their actions.

Level 2:

Major/Office Referral: Any serious offense or repeated misbehavior will result in an office referral. Parents will receive an incident report explaining the student's behavior and what consequences followed.

Level 3:

Grounds for Suspension: For a child who demonstrates inappropriate behavior, interferes consistently with the learning process, or is an unsafe companion for their classmates, the following procedures will be followed:

Parents will be called to take the child home immediately.

A conference will be held with the administration, at which time it will be decided when and if the child will be allowed to return to the school.

Serious safety incidents will result in the student being suspended or, depending on the severity, may result in immediate, permanent expulsion from the school. It is expected that parents will cooperate with the school in working toward improving and/or correcting the student's negative behavior. Upon a student's return from suspension, the parents will speak with the campus director regarding expectations for the school year and behavior upon reintegration. If necessary, a 15-minute follow-up with our school counselor will be implemented upon the student's return.

11.3.5 Cycle 3 and Cycle 4 -

Grounds for Suspension: Major offenses directly violate FASSV's student expectations. Major Offenses are defined as:

- Theft and damage to the school or private property.
- Unprovoked actual severe physical injury to another person
- Possession, use, or threat of dangerous weapons and objects
- Use of unacceptable language or racial expressions
- Persistent willful defiance of school personnel
- Sexual or verbal harassment or gestures

Students are subject to suspension and possible expulsion for committing these offenses.

11.4 Physical Misconduct, Harassment, and Bullying

11.4.1 Physical Misconduct

Students are expected to follow the school's Hands-Off Policy at all times. This policy prohibits physical misconduct, including but not limited to hitting, punching, kicking, throwing objects, or biting.

Any student found to have engaged in such behavior will be subject to the school's **Progressive Discipline and Consequences** policy. This approach ensures that responses to misconduct are fair, consistent, and designed to teach students the importance of respectful and safe interactions.

By adhering to the Hands-Off Policy, students contribute to a positive and safe school environment for everyone.

11.4.2 Harassment

FASSV prohibits harassment based upon a person's race, color, gender, national origin, disability, or religion, sexual harassment, and bullying on school premises or off school premises at a school-sponsored activity.

11.4.3 Bullying

Bullying is defined as being repeatedly subjected to negative actions, in which there is an imbalance of power, and may include:

- physical (pushing, hitting, choking, etc.)
- verbal (name-calling, telling lies, spreading rumors, threatening, taunting, or teasing)

- emotional (repeated acts which result in a student's loss of self-esteem, attempted manipulation, or encouraging others to dislike a student, engaging in organized social exclusion)
- sexual (physical or emotional coercion to accept unwanted acts)
- cyber-based (repeatedly sending hurtful text messages or images, posting cruel comments or personal attacks on electronic devices, including e-mail, social networking sites, instant messaging, etc.)

Any student who believes that he or she has experienced harassment or bullying should immediately report the alleged acts to a teacher, Front Office personnel, Administrative Team, or any other School employee. Students engaging in prohibited harassment or bullying will be subject to appropriate disciplinary action, including but not limited to suspension or expulsion.

11.5 Other Prohibitions

In addition to the actions outlined throughout this guide, students at FASSV, or school-sponsored, or school-related activities, are prohibited from:

- Cheating or copying the work of another student, plagiarizing
- Throwing objects that can cause bodily injury or property damage, except for objects approved as part of supervised school activities
- Leaving school grounds or school-sponsored activities when not permitted to do so
- Using profanity, vulgar language, name-calling, religious, ethnic, or racial slurs, hate language, obscene gestures, or derogatory statements
- Failing to comply with lawful directives issued by school personnel or school policies, rules, and regulations
- Committing robbery or theft
- Disobeying school rules about conduct on buses or on field trips
- Fighting, committing physical abuse, or threatening physical abuse
- Being disrespectful

This is not an exhaustive list of prohibited conduct. Other conduct may be subject to disciplinary intervention, at the discretion of School personnel.

11.6 Code of Behavior

Students must address each other and the staff in a courteous, kind, and respectful manner in all circumstances. Aggressive or violent behavior, profanity, cursing, bullying, shouting, excessive teasing, name-calling, or fighting of any kind is not tolerated.

FASSV strives to maintain an environment of diversity where all cultures and individuals are respected. While on campus, staff and students must refrain from proselytizing any religious or philosophical beliefs.

11.7 Parent Responsibilities

Parents have the responsibility to:

- Make every effort to provide for the physical needs of their child
- Teach their child to respect school rules
- Be sure their child attends school regularly and promptly report and explain absences and tardies to the school

- Encourage and lead their child to develop proper study habits at home
- Participate in parent-teacher conferences to discuss their child's school progress and welfare
- Keep informed of school policies and academic requirements of school programs
- Discuss report cards and school assignments with their child
- Bring to the attention of the School Administration any learning differences, problems, or conditions that may relate to their child's education
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information with the school
- Cooperate with school administrators and teachers

11.8 Teacher Responsibilities

Teachers have the responsibility to develop and implement a set of classroom principles and to promote the core principles of the school.

- Be prepared to perform their teaching duties with appropriate preparation, assignments, and resource materials
- Comply with FASSV school policies, rules, regulations, and directives
- Maintain an orderly classroom atmosphere, conducive to learning
- Establish and maintain an effective working relationship with parents, students, other staff members, and the administration
- Teach students to strive toward self-discipline
- Encourage good work habits that will lead to the accomplishment of the student's personal goals.
- Report any incidents of suspected child abuse or neglect, as required by law
- Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

Appendix A: French American School of Silicon Valley - Anti -Bullying Policies (for 1st to 8th grade students)

The French American School of Silicon Valley (FASSV) recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. School employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

FASSV encourages parents and/or students to contact the Administration to address immediate concerns of bullying.

I/ About Bullying

What Is Bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. This behavior is repeated over time. Both kids who are bullied and those who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Depending on a student's sensitivities, bullying can cause one of the following effects on a student:

Reasonable fear of harm to person or property.

1. Substantially detrimental effect on physical or mental health.
2. Substantial interference with academic performance.
3. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

School staff who witness bullying shall immediately intervene to stop the incident and investigate the incident when it is safe to do so. Any student, parent, or guardian who believes that a student has been subjected to bullying may contact any member of the administration team.

Types of Bullying

Bullying can be manifested in a variety of forms that include, but are not limited to, the following:

- Verbal bullying includes, but is not limited to, hurtful gossiping, making threats, name-calling, spreading rumors, or teasing.
- Physical bullying includes, but is not limited to, intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, punching, pushing, shoving, spitting, or tripping.

- Social or relational bullying includes, but is not limited to, spreading rumors, manipulating relationships, exclusion, isolating, rejecting, using peer pressure, and ranking personal characteristics.
- Non-verbal bullying includes, but is not limited to, the use of threatening gestures, stalking, graffiti or graphic images, and destruction of property to cause distress, intimidation, discomfort, pain, or humiliation.

II/ Resource for Parents

FASSV works with parents so that our students are safe and happy at school. Please contact FASSV faculty or staff directly by email if you feel your child is being bullied.

There are several warning signs that could indicate that your child is experiencing bullying at school. Please be on the alert for:

- An unexpected drop in grades and/or interest
- Unusual moodiness, depression, anxiety, or crying.
- Frequent headaches or stomach aches
- Change of appetite or trouble sleeping
- Unexpected bruises, cuts, or scratches
- Fear of going to school, riding the bus, or walking to school

How can I support my child if he or she is bullied at school?

Think twice before giving advice - your child may have already tried the strategies you are going to suggest. Get as much information as you can. Talk with your child's teacher, or an administrative team member, and ask them to help your child be safe. Their intervention may include consequences for the bully, increased supervision, and helping your child make more friends if he or she is isolated.

Ask your child if they have already tried to resolve the problem. Praise them for all the things they have tried. Encourage them to keep telling you and other adults. Help your child to think about what has worked- or what might work. If your child is isolated, help them make connections through activities, hobbies, or clubs.

- [How to Talk About Bullying](#)

Appendix B: School Calendar

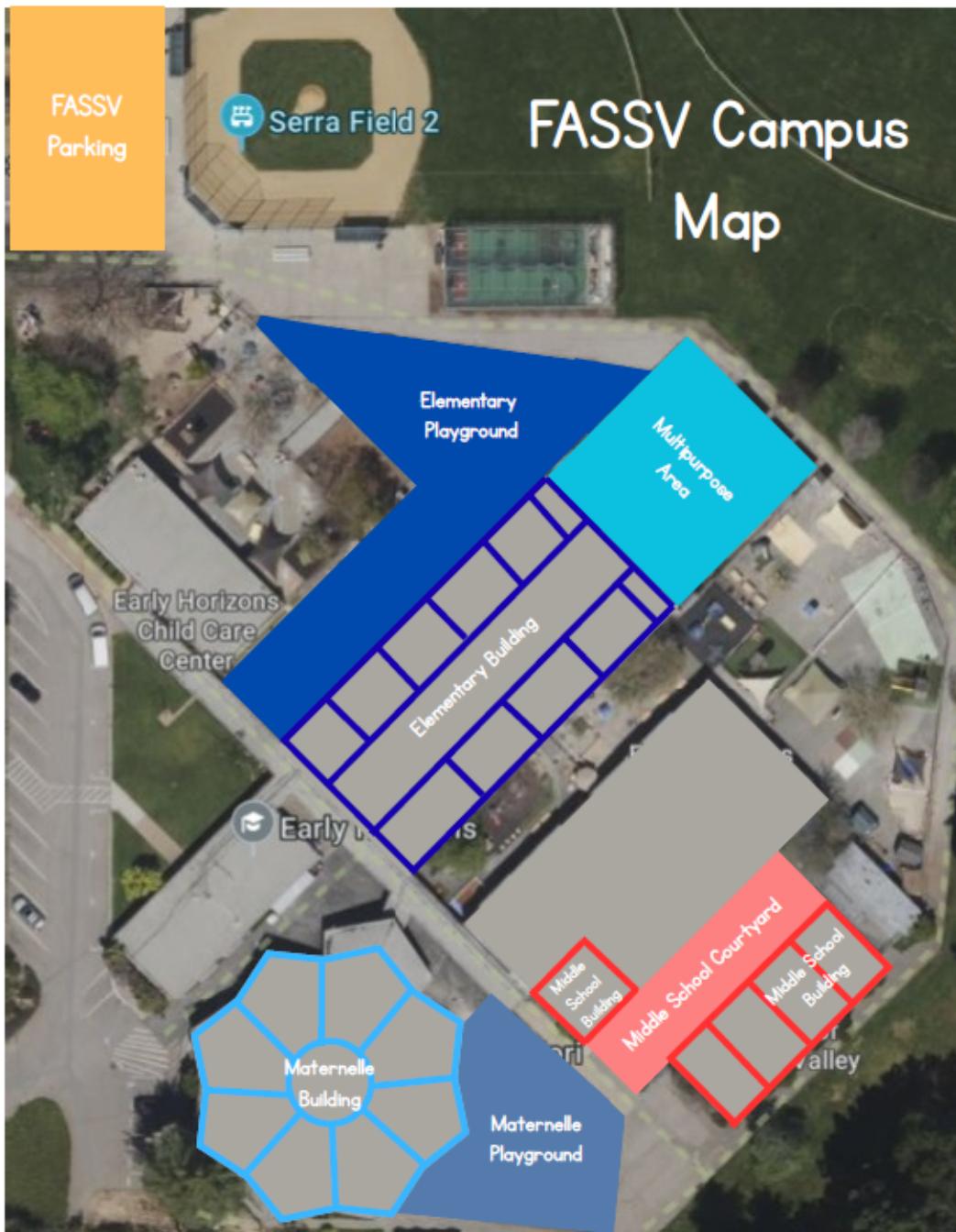
Academic Calendar

French American School of Silicon Valley
2026-2027 Academic Calendar

- Camps. No School.
- No School. Student Vacation
- No school. US holiday.
- No school. Orientation Week & In-Service Day.
- First day of school and End of 1st semester.
- Last day of school - Half day ends at 12:00 PM

Student Days: 174
Teacher Days: 182

Appendix C: Campus School Map



- Elementary Playground (1st - 5th)
- Elementary Building (1st - 5th)
- FASSV Parking (PS-8th)
- Maternelle Playground (PS, PK, K)
- Maternelle Building (PS, PK, K)
- Middle School Courtyard (6th - 8th)
- Middle School Building (6th - 8th)
- Multipurpose Area (1st - 8th)

Appendix D: Emergency Evacuation Plan

The following procedure is used when a full evacuation of the school is required. All students, faculty and staff evacuate in an orderly, prescribed fashion to the staging area behind the batting cage in the park area at the rear of the school.

- Each class walks, single file out of the classroom to the staging area.
- Each class has a specified route that is posted in the classroom.
- Faculty and staff are assigned to one of the following emergency teams.
 - Command Center
 - Student Accountability & Release
 - Student Care
 - Traffic Control & Security
 - First Aid
 - Search & Rescue/Supply Retrieval
- See map below for exit routes and emergency team locations.



- Faculty that are not in the classroom assist the Petite Section or the Pre-K classes.
- Petite Section and Pre-K teacher assistants check the restrooms for stragglers when exiting the building.
- In the evacuation area, each class lines up by grade.
- Class attendance is confirmed with the Student Accountability & Release team and students are then supervised by the Student Care Team. Faculty and staff proceed to their assigned team locations.

Parent Pick-Up

Parents and authorized adults arriving on campus are to follow the instructions of the Traffic Control & Security Team. Once it is safe to do so, parents and authorized adults may proceed to the Student Release area by the bleachers near the baseball diamond. Students will be released one at a time or by family. Parents and authorized adults are required to sign the release log.

Appendix E: Air Quality Guidelines

<https://airnow.gov/>

	GOOD	MODERATE	UNHEALTHY FOR SENSITIVE GROUPS	VERY UNHEALTHY	AIR POLLUTION WARNING
AQI	0-50	51-100	101-150	151-200	200+
PM 2.5 (ug/m3)	24	25-100	51-100	101-180	181
O3 (ppm)	0 0.09	0.090 0.119	0.120 0.150	0.151 0.499	0.50
Recess (15-30 minutes)	No limitations	No limitations	Indoor recess	Indoor recess	All outdoor activities should be heavily restricted, the threshold for the school closure
Outdoor PE	No limitations	No limitations	Move Indoors	Indoor low impact only	
Scheduled Sports Event	No limitations	Sensitive groups should limit intense activities	Consider rescheduling or relocating the event	The event should be rescheduled or relocated	
Aftercare and Extra Curricular Activities	No limitations	Sensitive groups should limit intense activities	Outdoor extended extra-curricular activities cancelled Students stay inside	Outdoor extended extra-curricular activities cancelled Students stay inside	
Preschool and Pre-K	No limitations	Limit of intense activities	Indoors only	Indoors only- School closure considered depending on timing, etc.	

The School will be using the website of AirNow from the Environmental Protection Agency (EPA) to monitor Air Quality Index (AQI). EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particulate matter (10 and 2.5) carbon monoxide, sulfur dioxide, and nitrogen dioxide. Of these the School is particularly watching PM2.5

https://cfpub.epa.gov/airnow/index.cfm?action=airnow.local_city&zipcode=94087&submit=Go