



Maternelle  
(PS, PK & K)  
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](mailto: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 31<sup>st</sup>. 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 31<sup>st</sup>.

If you have any questions, please contact the Business Office at [dfo@fassv.org](mailto: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 31<sup>st</sup> 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 A, page 25.

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 B, page 26.

Parents may use the parking lot adjacent to the Serra Park baseball field. **Parents are not allowed to use the Montessori and Early Horizons' parking lot.** Entrance will be through the Maternelle Building.

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- 8<sup>th</sup> 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 should be done through the Maternelle building. Parents or authorized individuals are required to pick up their children at the classroom door. Preschool and Pre-Kindergarten parents **must sign out** their children



using the dedicated roster posted outside the classroom door. Kindergarten 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 to 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.

### **3.3.5 Aftercare**

#### **Preschool & Pre-K**

All entries and exits from Maternelle grades should be done through the Maternelle building or front office. All students participating in aftercare must be signed out by parents or an authorized individual. Aftercare is included in the tuition for Preschool and Pre-K students. Extra-Curricular Activities offered by vendors will be an extra charge for the parents.

#### **Kindergarten**

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).

The school closes at 6:00 p.m. All students 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 enter through the Front Office and sign your child in on the attendance sheets.

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 and Pre-Kindergarten, 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.

#### 4.2 Weekly Language Instructional Time:

	Age by December 31 <sup>st</sup>	Grade	French equivalent	Hours of English	Hours of French
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

<b>05</b>	<b>HOMEWORK POLICY</b>
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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.

## 6.1 Medical Records and Immunizations

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

### 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 1<sup>st</sup> 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 the health provider before or at 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 local 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 7<sup>th</sup> 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.

## 6.2 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 as defined by the FASSV Toilet Training Policy, and must be able to take care of all personal bathroom needs independently (ideally, including wiping). It is understood that accidents happen, but the following policy will be in place:

After the first accident, parent(s) or guardian(s) will be notified by the classroom teachers through the daily communication tool for the classroom (Preschool and PreK). If the child has a second accident, the parents/ guardians will receive an email from the school to notify them that upon the third accident in a semester, the school will partner with the family to find a solution to support the child's potty training, pursuant to the toilet training policy. The expectation will be that the student has no more than three accidents per semester. If accidents persist, the School reserves the right to ask parents/ guardians to keep the child home until they are fully toilet-trained.

Should an accident occur on the way to school, parents/ guardians are asked to change their child in the restroom upon arrival.

Please note that parents/ guardians are not allowed in the students' restroom (except to change their child in case of a potty accident at drop off).

07	SECURITY
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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 wear a badge at all times when in the facility.

### **7.1.1 Preschool and Pre-Kindergarten parents**

Pursuant to California Law, parents of Preschool and Pre-Kindergarten students have the right to observe their child at any time during school hours.

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.

### **7.1.2 Kindergarten parents**

It is possible for the Kindergarten 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 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 C, page 27.



### **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.

### **8.3 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.

### **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 an annual 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.

Snacks are provided twice a day in Preschool and Pre-K. One is a fresh fruit and the other is a cracker. The snack schedule is displayed in Preschool and Pre-K classrooms. Preschool and PreK students should bring snacks from home only if they are on the allergies' list. Please note that once on the allergies' list, the school is not allowed to give any type of food to that student, no matter what the food allergy is.

In Kindergarten, 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 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.

## 8.10 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 tee-shirt.

If parents prefer their child not participate in a field trip, the teachers and Administration must be informed in writing 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.

### 8.10.1 Chaperone

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

It is mandatory for chaperones to be fingerprinted before being allowed to participate to their first field trip. A Livescan Request Form with the School name and references is available at the Front Office for parent wishing to be fingerprinted. This form is to be completed prior to 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 been fingerprinted, parents may have to wait several weeks for the School to receive the clearance. There is a fee to be paid for the fingerprinting. Parents only need to be fingerprinted once for the School. The fingerprint report will be valid for as long as the child is at the School.

### 8.10.2 Chaperone Sign-up

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

Faculty will assign students to each field trip chaperone.

### 8.10.3 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 with younger siblings or other family members**. Use of cell phones is not allowed during the field trip, except in the 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 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](mailto: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 a parent’s 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 e-mail.

Periodically, throughout the school year, parents are invited to coffees 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 Council 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 volunteer, who 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.

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 one's self 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 proper authorities.

### **11.3 Progressive Discipline and Consequences**

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 – Preschool, Pre-K and Kindergarten**

##### **Level 1:**

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

## **Level 2:**

**Minor/Refocus:** If a student is exhibiting inappropriate behavior frequently, students 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 who 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.

## **11.4 Discipline Guidelines**

To ensure the success of all students, the personnel of FASSV are deeply committed to partnering with all parents. The School strives to create a safe environment, for all students, while respecting individual differences.

### **11.4.1 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.

### **11.4.2 Discipline**

FASSV's conflict resolution approach is one of problem solving, wherein students learn conflict resolution skills: identify the problem, express the problem clearly and confidently to those with whom they have the problem, listen to the other's response, ensure mutual understanding, and find a mutual development of resolution.

Teachers facilitate this process by first helping the students put their feelings into words, providing a "taking-turns" structure for the discussion. They progressively take a less active role, with the goal being the independent problem solving between the students themselves.

Behavior management will be based on a careful assessment of the circumstances of each case. Factors to consider will include: the seriousness of the offense; self-defense intent or lack of intent at the time the student engaged in the conduct, the student's age, the frequency of misconduct, the student's attitude, and the potential effect of the misconduct on the school environment.

### **11.5 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 condition 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

### **11.6 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 and 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 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: School Calendar

### Academic Calendar

## French American School of Silicon Valley 2026-2027 Academic Calendar

August 2026		September 2026		October 2026		November 2026		December 2026		January 2027	
1 Sa		1 Tue		1 Thu		1 Sun		1 Tue		1 Fri	Holiday Break
2 Su		2 Wed		2 Fri		2 Mon		2 Wed		2 Sat	
3 Mo	All Admin	3 Thu		3 Sat		3 Tue		3 Thu		3 Sun	
4 Tu	All Admin	4 Fri		4 Sun		4 Wed		4 Fri		4 Mon	
5 We	All Admin	5 Sat		5 Mon		5 Thu		5 Sat		5 Tue	
6 Th	All Admin	6 Sun		6 Tue		6 Fri	In-service Day	6 Sun		6 Wed	
7 Fr	All Admin	7 Mon	Labor Day	7 Wed		7 Sat		7 Mon		7 Thu	
8 Sa		8 Tue		8 Thu		8 Sun		8 Tue		8 Fri	
9 Su		9 Wed		9 Fri		9 Mon		9 Wed		9 Sat	
10 Mo	All Faculty and Staff	10 Thu		10 Sat		10 Tue		10 Thu		10 Sun	
11 Tu	All Faculty and Staff	11 Fri		11 Sun		11 Wed		11 Fri		11 Mon	
12 We	All Faculty and Staff	12 Sat		12 Mon	Fall Camp	12 Thu		12 Sat		12 Tue	
13 Th	All Faculty and Staff	13 Sun		13 Tue	Fall Camp	13 Fri		13 Sun		13 Wed	
14 Fr	Meet The Teachers	14 Mon		14 Wed	Fall Camp	14 Sat		14 Mon		14 Thu	
15 Sa		15 Tue		15 Thu	Fall Camp	15 Sun		15 Tue		15 Fri	End of 1st Semester
16 Su		16 Wed		16 Fri	Fall Camp	16 Mon		16 Wed		16 Sat	
17 Mo	First Day of School	17 Thu		17 Sat		17 Tue		17 Thu	Holiday Break	17 Sun	
18 Tu		18 Fri		18 Sun		18 Wed		18 Fri	Holiday Break	18 Mon	Martin L. King Jr.
19 We		19 Sat		19 Mon		19 Thu		19 Sat		19 Tue	
20 Th		20 Sun		20 Tue		20 Fri		20 Sun		20 Wed	
21 Fr		21 Mon		21 Wed		21 Sat		21 Mon	Holiday Break	21 Thu	
22 Sa		22 Tue		22 Thu		22 Sun		22 Tue	Holiday Break	22 Fri	
23 Su		23 Wed		23 Fri		23 Mon		23 Wed	Holiday Break	23 Sat	
24 Mo		24 Thu		24 Sat		24 Tue		24 Thu	Holiday Break	24 Sun	
25 Tu		25 Fri		25 Sun		25 Wed	Thanksgiving Break	25 Fri	Holiday Break	25 Mon	
26 We		26 Sat		26 Mon		26 Thu	Thanksgiving Day	26 Sat		26 Tue	
27 Th		27 Sun		27 Tue		27 Fri	Thanksgiving Break	27 Sun		27 Wed	
28 Fr		28 Mon		28 Wed		28 Sat		28 Mon	Holiday Break	28 Thu	
29 Sa		29 Tue		29 Thu		29 Sun		29 Tue	Holiday Break	29 Fri	
30 Su		30 Wed		30 Fri		30 Mon		30 Wed	Holiday Break	30 Sat	
31 Mo				31 Sat				31 Thu	Holiday Break	31 Sun	
February 2027		March 2027		April 2027		May 2027		June 2027		July 2027	
1 Mon		1 Mon		1 Thu		1 Sat		1 Tue		1 Thu	Summer Camp
2 Tue		2 Tue		2 Fri		2 Sun		2 Wed		2 Fri	Summer Camp
3 Wed		3 Wed		3 Sat		3 Mon		3 Thu		3 Sat	
4 Thu		4 Thu		4 Sun		4 Tue		4 Fri		4 Sun	
5 Fri		5 Fri	In-service Day	5 Mon		5 Wed		5 Sat		5 Mon	Independence Day
6 Sat		6 Sat		6 Tue		6 Thu		6 Sun		6 Tue	Summer Camp
7 Sun		7 Sun		7 Wed		7 Fri		7 Mon		7 Wed	Summer Camp
8 Mon		8 Mon		8 Thu		8 Sat		8 Tue		8 Thu	Summer Camp
9 Tue		9 Tue		9 Fri		9 Sun		9 Wed		9 Fri	Summer Camp
10 Wed		10 Wed		10 Sat		10 Mon		10 Thu	Last Day of School (HD)	10 Sat	
11 Thu		11 Thu		11 Sun		11 Tue		11 Fri	In-service Day	11 Sun	
12 Fri		12 Fri		12 Mon	Spring Break	12 Wed		12 Sat		12 Mon	
13 Sat		13 Sat		13 Tue	Spring Break	13 Thu		13 Sun		13 Tue	
14 Sun		14 Sun		14 Wed	Spring Break	14 Fri		14 Mon	Summer Camp	14 Wed	
15 Mon	Winter Camp	15 Mon		15 Thu	Spring Break	15 Sat		15 Tue	Summer Camp	15 Thu	
16 Tue	Winter Camp	16 Tue		16 Fri	Spring Break	16 Sun		16 Wed	Summer Camp	16 Fri	
17 Wed	Winter Camp	17 Wed		17 Sat		17 Mon		17 Thu	Summer Camp	17 Sat	
18 Thu	Winter Camp	18 Thu		18 Sun		18 Tue		18 Fri	Summer Camp	18 Sun	
19 Fri	Winter Camp	19 Fri		19 Mon	Spring Camp	19 Wed		19 Sat		19 Mon	
20 Sat		20 Sat		20 Tue	Spring Camp	20 Thu		20 Sun		20 Tue	
21 Sun		21 Sun		21 Wed	Spring Camp	21 Fri		21 Mon	Summer Camp	21 Wed	
22 Mon		22 Mon		22 Thu	Spring Camp	22 Sat		22 Tue	Summer Camp	22 Thu	
23 Tue		23 Tue		23 Fri	Spring Camp	23 Sun		23 Wed	Summer Camp	23 Fri	
24 Wed		24 Wed		24 Sat		24 Mon		24 Thu	Summer Camp	24 Sat	
25 Thu		25 Thu		25 Sun		25 Tue		25 Fri	Summer Camp	25 Sun	
26 Fri		26 Fri		26 Mon		26 Wed		26 Sat		26 Mon	
27 Sat		27 Sat		27 Tue		27 Thu		27 Sun		27 Tue	
28 Su		28 Sun		28 Wed		28 Fri		28 Mon	Summer Camp	28 Wed	
		29 Mon		29 Thu		29 Sat		29 Tue	Summer Camp	29 Thu	
		30 Tue		30 Fri		30 Sun		30 Wed	Summer Camp	30 Fri	
		31 Wed				31 Mon	Memorial Day			31 Sat	

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

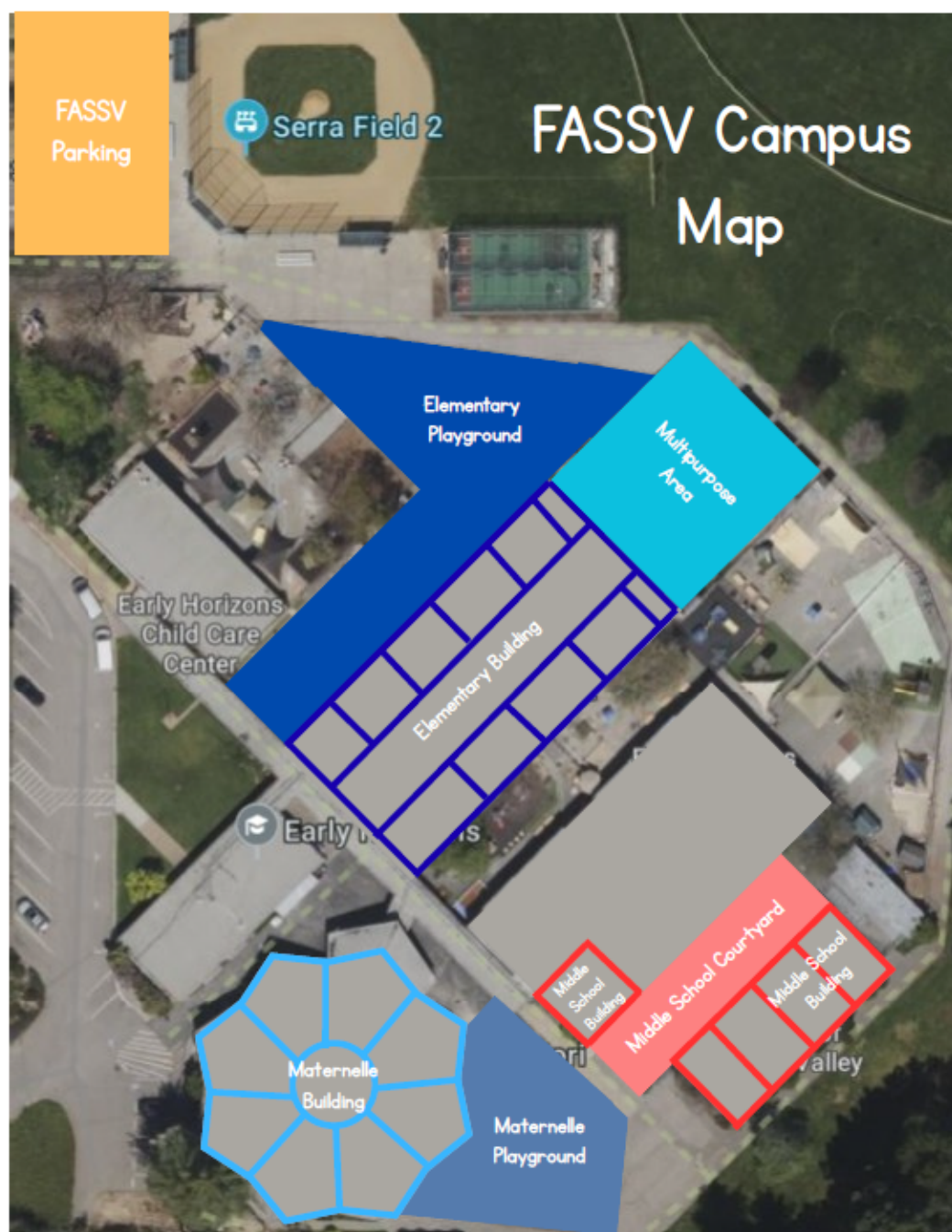
Student Days:

174

Teacher Days:

182

## Appendix B: Campus School Map

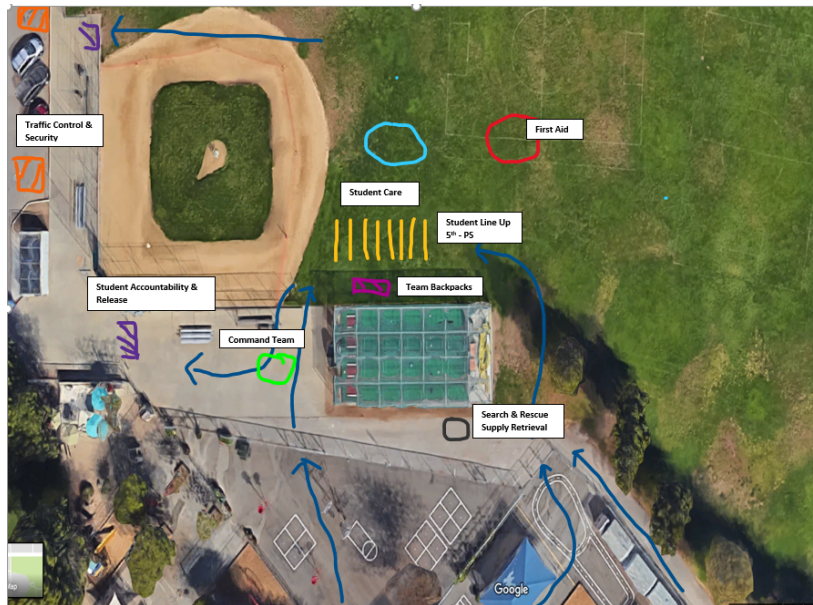


- Elementary Playground (1<sup>st</sup> - 5<sup>th</sup>)
- Elementary Building (1<sup>st</sup> - 5<sup>th</sup>)
- FASSV Parking (PS-8<sup>th</sup>)
- Maternelle Playground (PS, PK, K)
- Maternelle Building (PS, PK, K)
- Middle School Courtyard (6<sup>th</sup> - 8<sup>th</sup>)
- Middle School Building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

## Appendix C: 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 class room 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 individuals 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 D: 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](https://cfpub.epa.gov/airnow/index.cfm?action=airnow.local_city&zipcode=94087&submit=Go)