



Parent Handbook 2022-2023

Marc Mallet, Director
(770) 634-6228
marcmallet@frenchoolatlanta.org

Michel Lopez, Business Manager
(404) 754-9122
michel@frenchoolatlanta.org

Contents

About Ecole du Samedi	3
History	3
Calendar 2022/23.....	4
Accidents/Illnesses	5
Attendance	5
Behavior	5
Breaks.....	6
Communication between home and school	6
Drop off and pick up policies	6
Homework.....	6
Parking.....	7
School Closing and emergency	7
Supplies	7
Website	7

About Ecole du Samedi

Welcome to Ecole du Samedi! As with any organization, there are a lot of procedures and policies that promote the safe running of the school. The policies in this handbook are a concerted effort on the part of the faculty and administration. The information has been prepared and presented in order that you may know and understand the policies and practices of Ecole du Samedi. Please look through this handbook and refer to it as questions arise. Please feel free to contact us if you need further information

The Ecole du Samedi aims to create a comfortable, interesting and engaging atmosphere in which children with French-speaking backgrounds or a desire to learn French may practice and perfect their language skills. Our courses enrich and challenge children of all proficiency levels from beginner to native because they include language instruction as well as culture and civilization components that draw from all subject disciplines.

History

Ecole du Samedi was founded in 2002 by two French teachers, Marc Mallet and Cynthia Mot, in response to the educational needs of the French community of Atlanta. During the first year, the school was based at Powers Ferry United Methodist church in Marietta. In 2003, the school moved to the campus of Oakwood High School in West Cobb where it remained for the next three years. During these years enrollment grew from 60 students to 105 students. At that time the board determined that the school needed to be located in a more central location to better serve our community. In the fall of 2006, Ecole du Samedi moved on the campus of the Atlanta International School.

Although Ecole du Samedi has grown since its modest beginnings in 2002, its mission has remained the same. Ecole du Samedi aims at serving the needs of Francophiles and Francophones in the Atlanta area by providing a quality education in the French language for children age 18 months to 15 years. It is a non-profit organization with limited resources and we need the support of our entire community to reach our objectives. We encourage you to get involved in our school; it is the best way to make sure that Ecole du Samedi will be able to continue to offer French classes for children for years to come.

Calendar 2022/2023

School year Calendar*

August 27 Open House/Registration

September 2022

September 10: Week 1

September 17: Week 2

September 24: Week 3

October 2022

October 1: Week 4

October 8: Week 5

October 15: Week 6

October 22: Week 7

October 29: Week 8

November 2022

November 5: Week 9

November 12: Week 10

November 19: Week 11

November 26: NO SCHOOL/THANKSGIVING

December 2022

December 3: NO SCHOOL

December 10: Week 12

December 17: Week 13

December 24: NO SCHOOL/WINTER HOLIDAYS

December 31: NO SCHOOL/WINTER HOLIDAYS

January 2023

January 7: Week 14

January 14: Week 15

January 21: Week 16

January 28: Week 17

February 2023

February 4: Week 18

February 11: Week 19

February 18: NO SCHOOL/WINTER BREAK

February 25: Week 20

March 2023

March 4: Week 21

March 11: Week 22

March 18: Week 23

March 25: Week 24

April 2023

April 1: NO SCHOOL/SPRING BREAK

April 8: NO SCHOOL/SPRING BREAK

April 15: Week 25

April 22: Week 26

April 29: Week 27

May 2023

May 6: Week 28

May 13: Week 29

May 20: Week 30

* Calendar may be subject to some modifications

Accidents/Illnesses

If a child has an accident during the day requiring medical attention, the school will contact a parent. If a parent cannot be contacted, the Director and/or Business Manager will call 911 and take the child to a local emergency room provided that a medical release has been signed. Judgment in such cases is at the discretion of the school authorities and parents assume financial responsibility. Please keep updated home and cell phone numbers on file with Business Manager.

Parents and students agree to abide by the Covid 19 and contagious diseases policies and protocol set by Ecole Du Samedi on the [school website](#). In the event a teacher notices a student showing any signs of possible contamination by a contagious disease, the teacher will contact the administration. The student will be isolated and the parents will be immediately contacted so they can pick up their child. If the symptoms are severe the administration will call 911.

Attendance

Regular attendance is essential to language learning and we encourage children to avoid absences for causes other than illness or emergency. Late arrival can be very disruptive to the entire class, so we ask parents to make every effort to bring their children to school by 9:30am on Saturday.

In the event of an absence, we ask you to contact directly your child's teacher to inform him/her of the absence. Homework will be listed in Google Classroom and updated every week. Teachers can also provide some advice on make-up activities, and a list of French language web resources is provided on our site.

Behavior

Ecole du Samedi seeks to maintain a secure and nurturing atmosphere where concern for others is of the highest possible value. When students fail to abide by the school's expectations, they must be prepared to accept the consequences of their lack of responsibility. If a student's behavior is disruptive to others, the teacher will contact the family to inform them of the situation. If the disruptive behavior continues, the child will be removed from the classroom and work on assignments at the front desk with the Director. It may further lead to suspension or in some cases expulsion.

If a student's actions endanger others or if a student deface or destroy school property, his/her actions may lead to an immediate expulsion. Ecole du Samedi will notify parents as soon as possible about the incident and the specific process used to deal with the situation.

The decision to expel, dismiss or suspend a student, rests with the Director of the school.

Breaks

Your child will have a pause during mid-morning and it might be a good idea to bring a snack.

Communication between home and school

Communication between home and school is very important to us. Announcements concerning school activities in general will be made via email so please make sure that we have a valid email address on record at all times.

Teachers will send a progress report in February / March and contact you or schedule a conference if needed.

If parents wish to discuss student progress, instructional program or any other issues with the teacher, please schedule a conference before 9:20 am or after 12:10 pm. Such conferences shall not be allowed during drop-off and pick-up times or during instructional time.

Drop off and pick up policies

We ask all parents to follow the drop off and pick up policies outlined on the Covid protocol page in our website. If there is an emergency please call us at 770.634.6228 or 404.754.9122 to let us know.

Homework

The Ecole du Samedi faculty and staff believe that homework is an integral part of the learning process. It helps reinforce concepts and skills that are taught on Saturday mornings. Learning a language needs a strong commitment. Ideally, two periods of time should be spent per week doing homework, reading a book, and/or watching a French movie.

Assignments are posted in Google Classroom by 3:00 PM every Monday following each class.

Parking

Atlanta International School has made major changes in the parking lots. Please check the map available on our [website](#).

The parking situation can be tight on some Saturdays since our campus is located in an International School hosting many events.

Please check your email notifying you of special events and avoid the fire lane in the circular driveway in the front of the main building at all times. You may be fined by the Atlanta Police Department for parking in the fire lane.

Parking is allowed in nearby residential streets but you must respect any restrictions in effect.

School Closing and emergency

Severe weather, utility problems or emergencies may necessitate the closing of the school. When such closing can be foreseen, an announcement will be made as early as possible.

For weather closing, a decision will be made by 7:00 am at the latest. It will be broadcasted over television station WSB (channel 2).

Parents will be informed via email by the Director and/or the Business Manager and teachers will make every effort to contact parents by phone.

Supplies

One set of textbooks is now included in the tuition fees and will be distributed during the first weeks of school in the classroom.

Teachers will have students sign a form confirming that their child has received the appropriate textbooks.

Any replacement book or exercise book will be billed to parents.

Teachers will let you know if they need specific supplies but a notebook and pouch with writing utensils are recommended.

Website

Our website, www.frenchschoolatlanta.org is a vital resource. It is a source of information that will help you answer most of your questions about our programs, special events, calendar, registration, contact information, directions to our campus, etc.