Bilingual School
Groupe Scolaire les Papillons
Parent & Student Handbook
2015-2016

BILINGUAL PROGRAM

CLASSES BILINGUES
Message from the Director

As we reopen the doors to begin our new year, I would like to take this opportunity to welcome all new students and families to our school. We are looking forward to a great year at GSP.

We will work together as a team and focus on the academic growth of our children. With your help, we will address the needs of all students and nurture them with the skills of our talented staff members.

We will explain the need and importance of hard work and character development. Above all, we will teach children how to smile, laugh, and learn as we begin our new school year.

Thank you for your continued support! We are poised for a great school year.

Sincerely

Valérie Coulibaly
School Director
direction@gslespapillons.edu.ci
Message from the Bilingual Coordinator

July 2015

Dear Parents and Students

Welcome to the Bilingual School Groupe Scolaire les Papillons. Please take the time to know your child’s teacher from the beginning of the year so we can establish a true partnership and help secure the success of our little ones. We look forward to a successful year.

Our curriculum is child centered. It takes into account the child natural tendency to be an inquirer and provide him/her with a stimulating environment. This focus on each child and the understanding that each has differences that cannot be ignored, guided our choice of following the American curriculum because we truly believe that it is more flexible and allows the child to be more creative. Accordingly, it is easier for our team of professionals to make changes that are more in line with each child’s needs.

We are excited to open our doors for the first time this fall and we count on you for a very active bilingual community. Please contact me for any question you may have.

Sincerely

Sokona Christelle Kone
Bilingual Coordinator
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Abbreviations Used at the Bilingual School of GSP

ASA After School Activities
CSA Community Service Activities
ECC Early Childhood Center
ES Elementary School
GSP Groupe Scolaire les Papillons
IT Information Technology
N1 Nursery 1 (2-3 years old)
PK Pre-Kindergarten (4-5 years old)
K Kindergarten (~5-6 years old)
G1 Grade 1/1st Grade (~6 years old)
G2 Grade 2/2nd Grade (~7 years old)
G3 Grade 3/3rd Grade (~8 years old)
G4 Grade 4/4th Grade (~9 years old)
G5 Grade 5/5th Grade (~10 years old)
PE Physical Education
The Bilingual School at GSP

Faculty and Staff: 2015-2016

Administrative Staff

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Loko Lydia

Kitchen Staff and Custodians

Mme Koné Aminata
Zie Zomi Angel

Security

Securité Plus Service
M. Oulai Bonebo Jean Luc

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Daily Academic Schedule
Monday – Friday: Doors open at 7 a.m. and classes run from 7:30 a.m. -4:30 p.m. Students who are enrolled in after school activities can stay until 6:00 p.m.

Tardiness
Any student who arrives after 7:35 a.m. must report to the office. Once there, he/she will be given a tardy note before proceeding to the classroom. Parents will be contacted upon the third tardiness.

Absences
Before any scheduled absence, parents must inform the school and their student’s teacher ahead of time, preferably at least one week ahead of the absence. For unplanned absences, parents are asked to call the office or send an e-mail to the general office. Excessive absences might result in the student repeating his/her grade level.

Make-up work
The school and the student’s teacher must be informed at least a week ahead of time of absences that will last more than two consecutive days. Students (under the supervision of parents) are responsible for all make-up work.

Early Dismissal
For students who will need to be dismissed from school early, parents are asked to inform the school by 9:00 a.m. the day of the early dismissal so proper measures can be taken. Parents must also inform the school of the name of the person who will come pick-up the child. In any event, only adults who are listed in the school’s records as being authorized will be allowed to pick-up students from the school during early dismissal.

Retention Policy
In the rare cases when the academic staff decides that retention will be in the best interest of the student, parents will be informed promptly and a meeting will be held with all the relevant parties.

Character Education
Throughout the school year, students will work on various themes that bring out appropriate behavior for various things that happen in life. Character education aims to help mold a global citizen who cares about his environment and surroundings, and who strives to find solutions to local problems.

School Dress Code
All students are expected to wear their uniform on a daily basis unless otherwise specified by the school. Students who come to school without wearing the appropriate uniform will receive a warning letter for home and parents will be asked to bring them the uniform in school for the first offense. All pants and shorts must be worn at waist level with the shirts tucked in. The followings are not allowed: hats, headscarves, gloves, sunglasses, clothing that is suggestive, clothing that endorses illegal substances, or clothing that is profane.
Registration
All students must be registered before being allowed to attend classes. Parents are asked to register students before the deadline given by the school to ensure their students are guaranteed a seat in the upcoming academic year.

Lunch
The school provides lunch to students who are registered for the cafeteria. Click to register for lunch for your student.

Health
In case of emergencies, the procedure outlined on the health form will be followed.

Drills
The following drills will be performed occasionally for safety reasons: fire, tornado, war, and intruder (the presence of criminal or mentally ill person). Drills will better prepare students and staff in case any of the listed events were to happen. The school has an established line of communication with all parents to ensure that parents are immediately informed in case of an emergency (e-mail and sms to all registered cell phones).

After School
Only students who are registered for after school activities are allowed to stay after school. Students who are not registered and whose parents are tardy to pick them up will automatically be charged for after school according to the daily fee structure.

Candy, Gum, and Toys
Only school supplies as specified on the supply list are allowed in school. Candy, gum, toys, toy weapons, headphones, radios, video games or other non-previousy approved items are not allowed unless a previous exception was made.