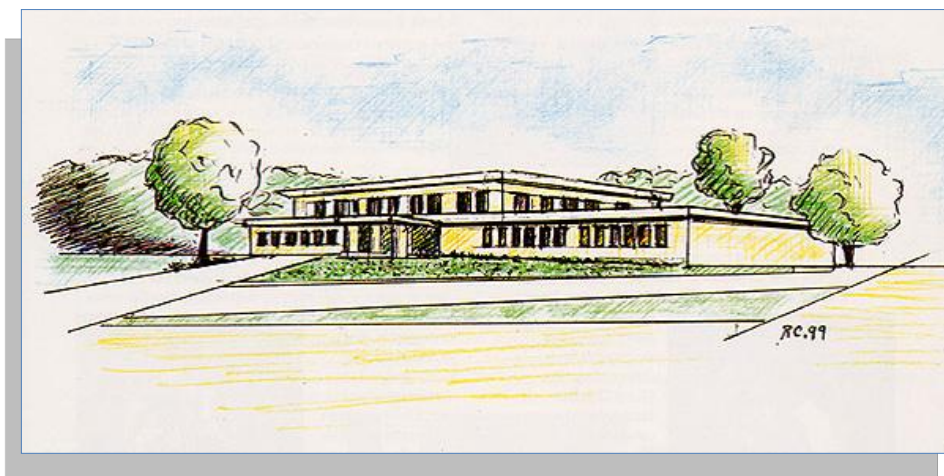


# Lyceum Kennedy

French American School



## *Handbook for Parents and Students*

Academic year 2010-2011

*Alexandra Simoes*

Director

# MISSION STATEMENT

The mission of the Lyceum Kennedy, French American School is to provide our students with an outstanding bilingual and bicultural education based on the principles of self-expression and differentiated pedagogy. We strive to provide our students with a solid foundation, which will foster a desire for life-long learning and acquisition of knowledge and prepare them to become responsible and engaged citizens of the world.

As part of that mission, the Lyceum Kennedy, French American School, is committed to:

- Offer an excellent education and full proficiency in both English and French.
- Create a challenging curriculum based on the French and American education systems.
- Provide a multicultural environment where students and teachers of all languages feel recognized and valued.
- Cultivate critical thinking, teach responsibility, encourage independence, and promote awareness of the world and our environment.

The Lyceum Kennedy is accredited by the French Ministry of Education and is registered by the New York State Board of Regents.



# CONTACT INFORMATION

## School Office

Address One Cross Road, Ardsley, NY 10502  
Phone 914-479-0722  
Fax 914-479-0280  
E-Mail [info2@lyceumkennedy.org](mailto:info2@lyceumkennedy.org) (Isabelle Walsh, Administrator)  
[asimoes@lyceumkennedy.org](mailto:asimoes@lyceumkennedy.org) (Alexandra Simoes, Director)  
Website <http://www.lyceumkennedy.org>  
Office hours 8:00AM – 4:00PM (Monday-Friday)

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*Please complete, sign and return to the Administration the Acknowledgement of receipt located on the last page of this booklet (p.15).*

# HANDBOOK FOR PARENTS AND STUDENTS

Academic year 2010-2011

Dear Parents,

This handbook is supplied in order to provide information on all kinds of topics. These rules and regulations are established by the educational and administrative team as a guide for student conduct as well as to keep you apprised of the running of the school. Parents and students are required to read and strictly adhere to these rules and regulations, which parents will acknowledge by signing and returning the last page to the school administration. It is imperative to note that sanctions will be taken for non-adherence to these rules and regulations, which in certain cases could result in dismissal of the student.

## 1. SCHOOL HOURS

### a/ Morning drop-off

**School doors are open at 8:15am in the morning, Monday through Friday.** Parent may take their children to their classrooms if they wish. We cannot accept children before 8:15am. Please note that it is important that the children arrive at school on time, including from Nursery to Kindergarten, in order not to disrupt the classroom routine. If the children arrive systematically after 8:30am, they will have to wait in the administration's office for the authorization to integrate their classroom.

### b/ Afternoon pick-up

We open the school door at 3:15pm for dismissal.

**In case you need to pick up your child before regular time or if there is a change on the school bus schedule, please let the school administration know before 2:00pm.** Please note that the families are responsible for informing the school bus companies of any change on the pick-up/drop-off schedule.

**Families are charged a \$2 fee per minute and per child if they arrive after 3:30pm.** It must be paid immediately to the staff (by cash or check) or within two business days. If it is impossible to contact parents or guardians and contacts on the emergency card (*See Chapter 8*) after 5:30pm, the police will be notified and the child put in care of the Ardsley Police Department.

If someone else than you picks up your child, please let us know and make sure that they have ID.

## 2. PA (Parent Association) and PR (Parent Representatives)

Each year, a president, vice-president, treasurer and secretary are elected to the PA. The PA is in charge of organizing events for families outside of regular school hours.

The PR is made of one parent representative for each class. The representatives are a link between the parents and Lyceum Kennedy, notably during the School Council. The School Council is a consulting body, in place in most French schools, which meets at least three times a year, to deal with issues related to student affairs, pedagogy, and the operation of the school (cafeteria, uniforms, field trips, curriculum, school regulations, etc.); it is composed of all the PR, the teachers and administration of the school.

The Parent Association objective is to promote and foster good relations between parents, teachers and the administration. The Parent Association serves as a communication link between school and families and raise money for needed items and extra-curricular activities which benefit the students.

### 3. MEALS AND CAFETERIA

#### a/ Morning snack

Children from the lower grades are offered a mid-morning snack around 9:45am, which usually consists of and is not restricted to water, milk or juice and cereals, cookies or crackers. No peanut products will be served.

Students from 1<sup>st</sup> to 5<sup>th</sup> Grade can bring their own snack for recess but it must not contain any peanut product. Morning snacks must be light enough not to diminish the child's appetite at lunch, and only healthy foods should be packed. For health reasons and because of allergies, snacks are not to be shared.

#### b/ Lunch

Preschool students have lunch from 11:30am to 12:15pm. Elementary students have lunch between 12:15pm to 12:45pm.

For lunch, two options are possible:

- ✓ The student can bring a nutritious lunch, which can be reheated and/or refrigerated. No peanut products are allowed in order to avoid allergies. The teachers help the children with their lunch and encourage them to eat if necessary but make sure that their lunch is easy to open and eat.
- ✓ We also offer hot lunch 5 times a week. Complete meals are prepared by the catering company: "Dinner in Hand". Registration is renewable every trimester.



***LK has a « Nut-free » policy. No products containing peanuts will be allowed at school.***



As an Eco-Friendly School, we ask all the children to bring non-disposable utensils, bottle and napkin and two small glass containers with lids, in a lunch box. These items will be used for lunch and washed at home.

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.

#### c/ Birthdays

Families are welcome to celebrate their child's birthday at school by bringing a healthy cake (but it cannot contain peanuts, peanut products or nuts). Birthday parties must be approved by the classroom teacher.

### 4. AFTER-SCHOOL PROGRAM

The French school provides an after-school program in French and in English. The program is distributed at the beginning of the school year and then two weeks before each trimester. These activities provide students with extracurricular activities within familiar grounds. Classes are given by teachers from the school or, sometimes, serious outside companies. Registration is made by phone, email or by signing-up on the bulletin board. The administration might cancel an activity if the minimum number of students registered is not reached. Participation in the after school program is not mandatory and parents are solely responsible for their children's schedule, attendance and pick-up hours. Guidelines for behavior during after school activities are the same as those governing classroom behaviors.

## 5. UNIFORMS and DRESS CODE

### a/ General information

All items of clothing and personal effects must be labeled with the child's name. Recovered items can be found in a box in the hallway. Unclaimed items will be donated to charity at the end of each term. Lyceum Kennedy cannot be held responsible for exchanged, lost or stolen property. We recommend that children do not bring valuable items or jewelry to school.

### b/ Uniform

Lyceum Kennedy's School Uniform can be purchased from Liebman's or Lands' End.

#### Liebman's Children's Clothing

Tel: (914) 632-2770

*510 Main St New Rochelle, NY 10801*

**Students are required to strictly comply with the following uniform code everyday:**

	Girls	Boys
<b>School Uniform</b>	<ul style="list-style-type: none"> <li>✓ Dress or skirt, LK pattern</li> <li>✓ White blouse with collar or white polo with logo embroidered</li> <li>✓ Red cardigan with the school's name embroidered</li> <li>✓ Criss -cross tie, LK pattern</li> <li>✓ Dress shoes</li> <li>✓ (Navy blue blazer with school logo)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Grey or navy blue dress pants</li> <li>✓ White polo with school logo embroidered</li> <li>✓ Navy blue sweat shirt with school's logo embroidered</li> <li>✓ Tie, LK pattern</li> <li>✓ Dress shoes</li> <li>✓ (Navy blue blazer with school logo)</li> </ul>
<b>Gym uniform</b>	<ul style="list-style-type: none"> <li>✓ Royal blue gym pants or shorts with LK logo</li> <li>✓ Royal blue T-shirt or sweat shirt with LK logo</li> <li>✓ Gym sneakers</li> </ul>	

**Students not wearing the uniform will receive a notice. After the 3<sup>rd</sup> notice, parents will be asked to pick-up their child who will be allowed back to school only if wearing the uniform.**

## 6. ABSENCES, TARDINESS and PE EXEMPTIONS

### a/ Absences

Any absence must be brought to the office's attention within a day by email: [info2@lyceumkennedy.org](mailto:info2@lyceumkennedy.org) or by phone: 914-479-0722. Upon his/her return, the student must bring a signed letter from his parents or guardians explaining why the child was absent.

An attendance record will figure on the report card.

We strongly recommend families to make vacation plans that conform to the Lyceum Kennedy calendar. Teachers are not obligated to provide make-up work in the event of a vacation planned outside of LK vacation days

## b/ Tardiness

After 8:30am, the students are considered late and lateness is incompatible with good school work. Expected tardiness must be reported by phone at 914-479-0722. A tardiness record will appear on the student's report card.

## c/ PE Exemptions

Lyceum Kennedy reminds that Physical Education is an essential and compulsory discipline. Any exemption must be justified by a letter from the parents or guardians or a **medical certificate**.

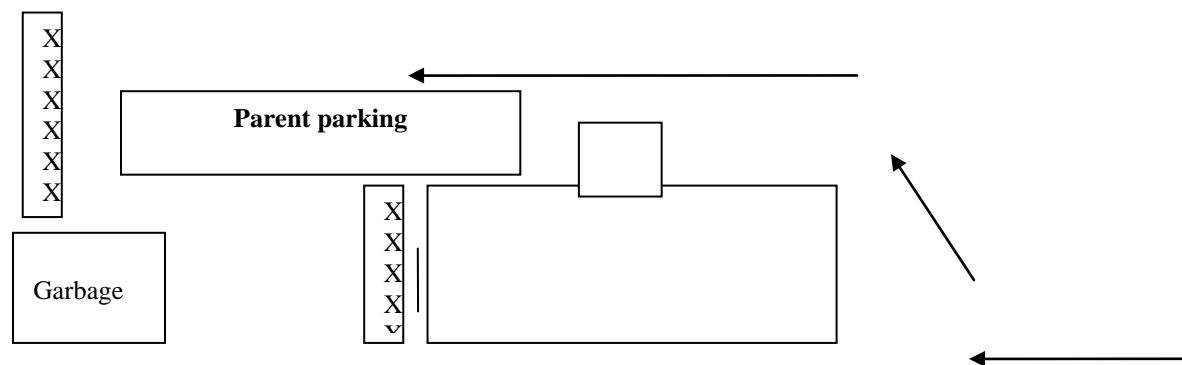
## 7. VEHICLE TRAFFIC and PARKING

It is required that families not to park their vehicles, even temporarily, in front of the doors, these parking spots being reserved for the staff. This rule is applicable to taxis and other hired vehicles, which must wait away from both doors. Please do not park on the zebras as this space is used for the trash bins.

Parents who wish to allow their children to play on the school grounds at the end of the school day are on notice that this is **ONLY** tolerated by the landlord (the parish or its pastor), who may withdraw his acceptance at any time, and that under no circumstance can the school or the parish be held responsible for any incident which may happen after school. The Lyceum Kennedy children must not disrupt the Catechism program, which often takes place at that time, and therefore are asked to play away from the windows of the school. In addition, please note that the access to the playground is not allowed after the regular school hours. Please note that **it is strictly forbidden to let the children play in the stream along the school**.

Everyone must follow the traffic signs. There is only one « roundabout » way around the school building. Vehicles must enter through the Cross Road entrance and leave through the Markwood Road exit (turn left to get back to Cross Road). Those who park or stop by the school doors need to travel around the back of the school building. The road along the front of the building is not to be used.

Parents must respect traffic and parking rules established in agreement with our landlord as described above.



## 8. EMERGENCY CARD

This emergency card must be filled out completely and legibly no later than the first day of school and returned to the administration. It allows our faculty and staff to contact parents or legal guardians in case of an emergency.

**In case of changes, it is the parents' responsibility to immediately provide the school with current information by contacting the administration who will make the necessary adjustments.**

## 9. SCHOOL CLOSINGS and DELAYS

In the event of bad weather such as violent storms, sleet or snow, the Lyceum Kennedy follows the decisions taken by superintendent of schools of the Village of Ardsley. The School might remain closed, open with a delay or even decide to close earlier than usual. In all these cases, families will be contacted immediately by phone, by email and through an announcement on the website. In order to make the communication as efficient as possible, please ensure that the School Administration has your latest contact information at all times.

## 10. EXPECTATIONS FROM LK and FROM PARENTS

The Lyceum Kennedy believes that a positive and constructive working relationship between the school and student's parents or guardians is essential to the fulfillment of the school's mission. In order to facilitate this relationship, here is what parents and school can expect from each other:

### What parents can expect from Lyceum Kennedy:

- Maintain a disciplined, efficient, caring and productive school environment
- Provide an environment where student, staff and parents' needs are understood and supported
- Open and honest communication about your child's academic and social development
- Effective and timely communication of routine changes, calendars, events, news
- A quick response to an inquiry or concern
- Set clear and appropriately challenging academic standards and expectations for all students
- Support and promote diversity and appreciation for others

### What Lyceum Kennedy can expect from parents:

- Encourage and lead the child to develop proper study habits at home.
- Respect the classroom's life and the school's policy: bring your child on time in the morning and be on time for the afternoon pick-up, consider school holidays when planning a family vacation, explain absences and tardiness to school, make sure their child wears the uniform every day.
- Read all communications coming from Lyceum Kennedy and attend the meetings
- Contact your child's teachers with any question or concern, avoid rumor mill
- Understand financial responsibilities and make payments on time
- Act as an ambassador of the school by promoting the mission, values and education offered by the Lyceum Kennedy.

## 11. COMMUNICATION BETWEEN PARENTS and SCHOOL

**It is essential that parents provide the School Administration with updated phone numbers, address and emails.**

Besides the report cards, there are more occasions for parents to hear the teachers' comments and hold talks with such teachers in the course of the school year:

- ✓ Direct contact: feel free to go and see a teacher or a people for the administration during pick-up or drop-off for a quick question or concern.
- ✓ Communication Folder: each student will be given a communication folder in which will be placed all the important forms and notes from the teachers.
- ✓ Class Meetings: in the course of the 1<sup>st</sup> trimester, there will be a meeting for each grade where the teachers will explain the curriculum and class organization.

- ✓ Parents-teacher Conferences: there are three dates in the calendar for parents to meet with the teachers and assess the child's progress and difficulties.
- ✓ Meeting with a teacher or the director: if you wish to meet with a teacher or the director you can schedule an appointment throughout the school year.
- ✓ Website: In addition to the general information, a private access is provided to each family at the beginning of the school year.
- ✓ Email: E-mail is the most used communication form between the school and parents. Make sure to check your emails on a daily basis.
- ✓ Newsletter: this letter written by the director is distributed to the families on a regular basis.

## 12. HEALTH and HYGIENE

**No student will be allowed to attend Lyceum Kennedy if the vaccination record is not on file or is not in compliance with the school's policy. The immunization and health forms must be returned to the Administration prior the first day of school.**

**In case of an emergency and to be able to contact you at all times, please inform promptly the administration of all changes of addresses or telephone numbers in order to update the emergency card.**

### **a/ First aid and accidents**

There is a first aid box for the occasional and minor bruises, cuts and scrapes. In case of a bigger accident, the school will administer first aid to the student and the parents or legal guardians will be contacted and required to pick up the student immediately. If the Parent or legal guardian is unable to pick up the student immediately or cannot be reached, the school may call the Fire Department (911). In case of an emergency, the Fire Department will be called (911) to transport the student to the nearest hospital or the one parent chose on the emergency card. Parents will be contacted immediately. If a child is victim of a serious accident, the parents are asked to bring a medical document describing the nature and extent of the injuries, within two days.

### **b/ Illnesses**

Parents are required to keep their children at home if they are complaining of the following symptoms: coughing, feverish, vomiting or showing symptoms of a cold or conjunctivitis. A student complaining of headache or other illnesses will be isolated from the rest of the class and his or her parents will be contacted and requested to pick up the student immediately in order to avoid any spreading of contagious illnesses. The Lyceum Kennedy reserves the right to request that a student be kept home until all symptoms have disappeared or with a doctor's note allowing the child to be admitted into class.

*Head lice: If head lice are suspected, the student's hair will be inspected. Should it be confirmed that the student does have head lice, the parents will be called to pick up their child immediately from school, start a treatment and keep the student home until the treatment has been completed and head lice is cured.*

### **c/ Medication and sunscreen**

**Over-the-counter medication is not permitted at school. If a child requires prescription medication, parents or guardians must ask for a special form that needs to be completed by the child's physician.**

Please note that we will not be able to apply sunscreen to your child without a written authorization. You will need to ask for a form to the school administration.

#### **d/ Allergies**

Parents/guardians must notify the school in writing on the health forms of a child's allergies, including insects (bee stings), nuts, animals, environmental and seasonal allergies, latex, food allergies etc. The doctor can prescribe the use of an Epi-Pen to be kept at school. All staff members are made aware of the students who have these allergies.

We remind you that Lyceum Kennedy is a **nut-free school**. If a student brings nuts or foods containing nuts to school, the parents will be sent a reminder of the policy.

#### **e/ Asthma and inhalers**

For children who require an inhaler, doctor and parents must fill out a form and provide the school with an inhaler that will be available in the office.

#### **f/ Change and nap in Preschool**

Parents of children in Nursery, Pre-K and Kindergarten must supply at least one full set of extra clothing so that, in case of accident, the children can be dressed in clean clothes. This is mandatory, and follows the guidelines of the Health Department of the State of New York. Needed are not only underpants, but socks, sweat suits and undershirts. The Nursery children should even have more than one change of clothes. All these items should be marked with the child's name and placed in a plastic box also with the child's name on it and supplied by the parents. It is also a good idea to include a few plastic bags so the teacher can wrap the laundry for the family to take back. The Lyceum Kennedy may have to mark all those personal items as needed.

The Nursery grade takes naps for which the families are requested to provide one blanket and a pillow, all marked with the child's name. These items are to be placed in a plastic box, which should be big enough to also hold the extra clothing mentioned above. Parents should also let the teacher know if the child has a stuffed toy or any familiar object, which pacifies him when going to sleep. Nap time is mandatory, as we are under the legislation of the Health Department of the State of New York.

### **13. SAFETY and SUPERVISION**

The Lyceum Kennedy School has a fire alarm and other fire safety devices, as imposed by the Fire Department. The facilities are regularly and professionally checked. It is forbidden to play with the alarm system. If the fire alarm is heard, the students follow the directives of the staff and evacuate the building in a calm and orderly fashion. Doors and windows must be closed. Each teacher must have the children's list and make a roll call outside.

The Lyceum Kennedy doors are locked after 8:45 a.m. and re-opened at 3:15 p.m. so the children can leave. In between, parents make an appointment so they can come into the school building.

Children are always supervised during the school day. Teachers must give permission for a student to leave the room during class or to re-enter the building during recess.

### **14. INSURANCE**

The Lyceum Kennedy insurance policy covers all the students registered at school. They are covered inside the school building, in the playground or on field trips. Children and adults visiting the school are not covered by the insurance and will not hold the Lyceum Kennedy responsible for any lost or stolen property or any accident or injury within the school.

**The Lyceum Kennedy is not responsible for any lost, damaged or exchanged personal items that students bring with them to school (including eyewear).**

## 15. PROCEDURE IN CASE OF TRANSFER

In case of transfer during or at the end of the school year, the procedure is the following:

- Inform the school administration immediately in order to allow sufficient time to prepare the certificate of release, the school attendance certificate and the copies of the report cards.
- Return all borrowed books to the library.

**The documents will be remitted to the parents only if all balances due are paid in full at time of departure and upon return/reimbursement of all borrowed books.**

## 16. SCHOOL SUPPLIES AND TEXT BOOKS

At the beginning of the school year, teachers give to the students a list of supplies to be bought by the parents. These supplies should be checked regularly and replaced when necessary.

The students are provided with supplies, books and notebooks by their teachers at the beginning of the year and as the need arise and this is billed to the families before the school year starts. Please note that the English books are only **lent** to the children and are the **property of the school**, they must be covered with a protective clear plastic cover and are expected to be returned in the same condition as they were received. Parents will be responsible for the replacement or reimbursement of any damaged or lost school book (including books from the school Library).

## 17. ENGLISH INSTRUCTION

The Lyceum Kennedy is a school which has chosen to devote the major part of its instruction time in French (65-70% of the instruction time versus 30-35% in English).

A harmonization of subjects with the French curriculum is organized whenever schedules permit. Students from 3<sup>rd</sup> to 5<sup>th</sup> Grades take the national ELA test.

English instruction for beginners (ESL) might be provided inside or outside of the classroom, subject to availabilities of time and teachers. Parents are highly encouraged to seek outside activities to supplement this instruction.

## 18. REPORT CARDS

A report card is given to the parents twice a year in Preschool (December and June) and three times a year in Elementary School (December, April and June). This document gives an account on the child's general behavior, the development of his social skills, and points out progress or any detectable problem that he or she might have. The report is drafted by the teachers and signed by the director.

The report card must be read and signed by the parents and returned to school where it will be kept in the student's file. The report cards remain school property for the duration of the student's registration in the school.

## 19. HOMEWORK

All homework assignments (from Kindergarten to 5<sup>th</sup> Grade) are communicated to the students via the agenda, the communication folder or internet. These homework assignments allow students to review and apply lessons learned in class and to acquire autonomy and responsibility. The student should be able to complete homework with little or no supervision and in no more than one hour. Any difficulty should be reported to the teacher.

## 20. TEACHERS' ABSENCES

In case a teacher is absent during the school year, the Lyceum Kennedy administration will make the best effort to replace that teacher by a person with the same qualifications. However, due to the specificity of our school, it might not always be possible to find such a substitute teacher. With the students' best interest in mind, we may choose to replace the teacher by another teacher of the school. Exceptionally, we might disperse the students in different classes with work prepared by their teacher.

## 21. FIELD TRIPS

Educational field trips are organized by the Lyceum Kennedy. It is important that your child participate in these field trips as they are linked to a class project. Parents will be requested to sign an authorization form for each field trip, without this document, students will not be able to participate in the field trip and will be welcome in another class.

**Field trip fees are part of the tuition and cannot be reimbursed if a student does not participate in a field trip.**

While on the field trip, both students and chaperones represent Lyceum Kennedy 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 uniform.

A 3 to 5 days discovery trip might be organized for grades 2<sup>nd</sup>-5<sup>th</sup>. This overnight trip is designed to offer our students a unique opportunity to live as a group apart from their family. Any field trip involving a sleepover will require additional communication with the parents regarding special procedures and fair financial arrangements. The students who do not participate in this program will be welcome in another class at school for the duration of the trip.

## 22. LK's EXPECTATIONS FOR STUDENTS / CODE OF CONDUCT

The Lyceum Kennedy first goal is to enhance student development by ensuring a proper learning environment. In order to accomplish it, our students are required to:

- ✓ Show respect and communicate in a proper way to everyone in the school (adults and students)
- ✓ Respect the teachers' directions and follow the school's rules
- ✓ Show respect to themselves: no cheating or lying
- ✓ Organize their work and supplies properly
- ✓ Be on time for classes
- ✓ Complete on time all the work assigned by the teachers, in class and at home
- ✓ Be diligent with the LK equipment
- ✓ Use appropriate behavior at school (hallways, stairways, cafeteria): whispering, walking, keeping calm, using garbage cans and recyclable bins
- ✓ Wear the school uniform everyday

Students may be assigned sanctions for violation of the Code of Conduct (See "*Discipline and sanctions*" below)



As an Eco-friendly School, we ask all the children to recycle. Instructions on how to process are provided to the children at the beginning of the school year.

### **23. DISCIPLINE and SANCTIONS**

At the beginning of the school year, students will be made aware of school and class rules. Any student infringing upon the rights of others in such way as to cause physical or mental harm, or who conduct themselves in a way that prevents other students from learning will receive a **notice of concern which must be signed by parents**. If the student's behavior does not change, the parents will be requested to attend a meeting with the teachers and the director in order to find the best solution for the child. According to the severity of the misconduct, the student may receive one to five working days suspension from school.

**Each student is expected to follow the rules stated on p.12 "Code of Conduct"**

**Please note that the following items are forbidden at school:**

- ✓ Money (except for school purposes)
- ✓ Weapon or war-related toys
- ✓ Cell phones and other electronic devices
- ✓ Sodas, lollipops, hard candies & gums

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.

### **24. PICTURES**

Pictures of your child may be taken during school activities. These pictures might be used on the school's website, classrooms' blogs, newsletters, school boards, yearbook, advertisements and brochures. If you do not authorize your child's pictures to be published, you will need to fill out and return the Authorization/Non-authorization to publish form distributed at the beginning of the school year.

### **CONCLUSION**

This set of rules and regulations is intended to sustain the welfare, serenity and safety of the pupils and their teachers; so that all our efforts can be focused on the educational obligation we have been given by the families. We thank you for your cooperation.

# Lyceum Kennedy

French American School

**ACKNOWLEDGEMENT OF RECEIPT OF THE HANDBOOK FOR PARENTS AND STUDENTS**  
**2010-2011**

*Please complete, sign and return this page to the School Office before 09/09/09*

I, ....., the undersigned,

- Father       Mother       Guardian

Of the following students:

1. .... Grade: .....
2. .... Grade: .....
3. .... Grade: .....
4. .... Grade: .....
5. .... Grade: .....

**Acknowledge receipt of the Handbook for Parents and Students of the Lyceum Kennedy, Ardsley Campus for the 2010-2011 school year and, agree to conform to and obey by the rules and conditions described in this booklet.**

Signature:

Date :