



# Parent Handbook

**2010–2011 Academic Year**

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## **Welcome to Lyceum Kennedy**

Dear Lyceum Kennedy Parents,

Lyceum Kennedy French American School staff and faculty wishes you a warm welcome. We hope to work with each of you throughout the year to better your child's experiences. We look forward to getting to know you and your child throughout the upcoming year.

The information in this booklet reflects the policies as they exist at the time the handbook was written, and is subject to change and/or be interpretation by the school administration. All rules and areas of concern cannot be covered in this guide. If you have questions or concerns, please contact the school at any time.

Sincerely,

*The Staff and Faculty*

Lyceum Kennedy French American School

212-681-1877

## **Background**

Lyceum Kennedy French American School was founded in 1964 in order to serve the needs of French families in Manhattan. In 1986, a new administration assumed management of the school and the student population became more and more international.

In 1988, Lyceum Kennedy became accredited by the French Ministry of Education and registered as a private school by the New York State Department of Education and New York State Board of Regents.

Lyceum Kennedy enrolls French speaking and non-French speaking students coming from local communities as well as from other international schools in Western Europe and other countries. Twenty-five nationalities are represented and more than 20 languages are spoken among our students, families and faculty.

## **Lyceum Kennedy Mission Statement**

Lyceum Kennedy seeks to provide a fully bilingual education for its students so that they are able to understand and integrate many different cultures. Starting with Nursery school to 5th grade for both campuses, and continuing through 11th grade for the French School in Manhattan, it offers high value-added education. It features a multi-cultural environment in a supportive setting of small class sizes and individualized instruction.

## Administration & Faculty

<b>President/CEO</b>	Dr. Myung Sonoda
<b>Chief Operating Officer</b>	Thomas Mitchell
<b>Heads of School (Interim)</b>	Boleslaw Poniatowski Christine Grunfelder
<b>EXO Assistant</b>	Mika Goines
<b>Director of Human Resources</b>	Masayo Ando
<b>Director of Finance</b>	Hisashi Hariya
<b>Admissions Coordinator</b>	Kelsey Maples
<b>Account Receivable</b>	Brahim Lagueb
<b>After School Coordinator</b>	Elodie Soret
<b>Dean of Students</b>	Michael Russell

### Contact Information:

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## Accreditation

Lyceum Kennedy French American School is fully accredited by the French Ministry of Education, New York State Board of Regents and the New York City Health Department Bureau of Day Care and Mental Hygiene.

## Educational Profile

Lyceum Kennedy French American school was established to provide a bilingual education in a nurturing environment. Our harmonized curricula was designed to teach children different skills and abilities in both languages.

Our staff provides each student with opportunities for intellectual, emotional, physical, creative, and social development. Every student is given the opportunity to develop at his/her own pace.

Our bilingual curriculum is designed to:

- Foster positive self-esteem.
- Enhance fine and gross motor skills (specifically pre-school, lower school and elementary school students).
- Provide opportunities for creative expression.
- Support the development of social skills such as sharing and cooperation.
- Strengthen communication skills necessary for listening, reading, writing, and speaking.
- Stimulate cognitive problem-solving skills.

## **Arrival, Punctuality, and Dismissal**

### **Early Arrival**

Parents and caregivers should not allow children to arrive on school grounds before the time of supervision by the teachers and staff for the safety and protection of our students. Depending on extreme weather conditions, students will be permitted to enter the building beginning at 8:00 a.m.

### **Arrival**

The school door opens at 8:20 a.m. All students are expected to be in their classrooms at 8:30 a.m. It is good training for your child to learn that he or she must be prompt and be in school every day before 8:30 a.m. In this way, they realize that school is important and that they must adhere to the schedule and obey the rules to get every morning off to a good start. Students who arrive late miss important activities and information, disrupt the class and develop a pattern of behavior which may be detrimental for future success in school and life. Students who arrive after 8:30 a.m. will not be admitted to class. Parents will be contacted if a student is tardy on several occasions. If the problem continues, a meeting will be arranged with the parents to discuss and resolve the issue.

### **Transportation**

New York City Department of Education will provide students from Kindergarten and above with free or reduced fare student metro cards. Students are required to live 1 ½ miles or more from school. Student metro cards are distributed once at the beginning of each semester. The student metro cards are good for travel to and from school and school-related activities between 5:30 a.m. and 8:30 p.m., only on days when the student's school is in session. For additional information, please contact the dean of students.

### **Dismissal**

Preschool students (Nursery — Kindergarten) are dismissed from their classrooms at 3:00 p.m.

Elementary students are dismissed from the gym at 3:30 p.m.

Middle and high school students are dismissed between 3:30 & 5:30 p.m.

If a parent or caregiver cannot come by 3:30 p.m. to pick up his or her child as scheduled, please notify the school Admissions Office as soon as possible so we can inform your child and the day care /study hall teachers.

It is essential that you notify the school in writing, by fax, or e-mail, each time your child will be going home with anyone other than their regular chaperone. This includes going on playdates with a classmate or friends being picked up by a relative or neighbor. **If we do not have a written consent form signed by a parent, the school will not release your child.** Lyceum Kennedy staff has the right to ask anyone for ID if they request a student to leave the school's premises. Please notify other caregivers to bring their ID to the school in advance. Our students' safety is our first priority!

Students are not permitted to be in the hallways, classroom or gym without supervision. In addition, by 5:40 p.m., all students are required to leave the school building.

### **Early Pickup**

Please report to the Admissions Office if you must pick your child up during the school day.

### **After-school Late Fees**

The school ends at 5:40 p.m. If a parent arrives after 5:45 p.m., the parent must pay \$30 for every half hour he/she is late.

### **Custody Agreements**

The school's primary goal is to teach and nurture children. If there are custody issues involving your child, you are required to provide the school with court documents indicating which parent can pick up the child. The reason why the school request these documents is because, we feel it is unfair to ask our teaching staff to read and/or interpret complex court documents and to become involved in a dispute between parents and/or other family members.

### **School Closure**

In the event that Lyceum Kennedy needs to dismiss the children early or close due to inclement weather condition, traffic difficulties, or other unexpected events, we will initiate our phone tree. Please make sure to fill out the family information form and return it to school as soon as possible. From the family information provided, the school administration will create a phone tree. Parents will be notified by a parent representative or a staff member. It's important for you to arrange to pick up your child as soon as you are notified, as chances are the conditions may continue to deteriorate.

## School Health

Good habits are essential to a child's steady progress and success in school. They begin with regularity and punctuality in attendance. Parents have an obligation to impress upon their child the importance of being in school and getting there on time everyday. Children should be taught early to develop a sense of responsibility.

### **Reporting Absences**

In the event that your child is not in school due to illness, please notify the school Admissions Office of the absence and inform us about the nature of the illness. **This should be done before 10:00 a.m. on the day of the absence.**

### **Excused Absences**

The New York State Education Law permits absence from school for the following reasons:

- Personal illness
- Appointments for medical, dental, orthodontic care,
- Funeral
- Impassable roads or weather making travel unsafe
- Religious observance
- School-supervised educational trips
- Legal Matters

All other absences such as non-school extra curricular activities (dance, gymnastics, music lessons) and non-holiday vacations, are considered illegal and must be recorded on the student's record.

The school's dean of students closely monitors the student's attendance and work with families to ensure regular school attendance. All unexcused absences will be followed-up. If a student has more than 7 unexcused absences, the proper authorities will be notified.

### **Illnesses**

Please keep your child out from school if she/he exhibits the following symptoms:

1. Fever of 100 degrees or higher under arm (auxiliary) and if they also have one or more of the following: diarrhea, earache, signs of irritability or confusion, sore throat, rash.

2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis ruling out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered, and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.

Lyceum Kennedy is required by the New York City Health Department to report all communicable diseases. If your child is diagnosed with a communicable disease, please contact the school Admissions Office immediately. This is vital for controlling measures as well as for protecting students and staff. Students need to remain at home until they are no longer contagious. This limits the spread of disease and allow the child to recover faster. Listed below are the isolation periods for the most common communicable diseases:

1. **Strep Throat** — 24 to 48 hours after medication has been started
2. **Conjunctivitis** — 24 hours after the medication has been started and there is no longer any discharge from the eyes
3. **Fifth's Disease** — No isolation period. Please notify the school Admissions Office if your child has been diagnosed with this disease.
4. **Head Lice** — Students may return to school after treatment has been completed and they are nit-free.

**All absences require a written note signed by the parent stating the date and exact reason for the absence.** The note must be presented to the teacher or the school Admissions Office upon your child's return to school. If your child is out for **more than 2 days, a medical note is required.** Your child's absences will be recorded on his/her records.

If a student becomes sick while he/she is while in school, the school Admissions Office or teacher will immediately notify the parents. Students will be kept separated from the group until taken home. **Parents must pick up their child in a reasonable amount of time.** It is unfair to your child and to the other children in the class if he/she remains in school.

**All children must be fever, diarrhea- or vomiting-free for 24 hours before coming back to school!**

### **Medical and Dental Appointments**

Whenever it is possible, the school recommends that parents make medical appointments for other than during school hours. In cases where it is impossible, please inform the teacher and the school Admissions Office of the time you will pick up your child and the approximate time he/she will be returning to school. All students must be picked up and returned by way of the Admissions Office.

### **Absences due to Vacation**

Absences for family vacations are strongly discouraged. If a student is absent for this reason, it must be for an extreme circumstances. Students are required to complete all school assignments.

### **Missed School Assignments due to Absence**

Make-up school assignments, including tests, must be completed after a student's return to school, unless an alternative plan is approved by the student's teacher.

### **Physical Examination**

New York City Department of Health Law requires all students enrolled at Lyceum Kennedy to have a completed age appropriate medical examination and an updated immunization record on file before he/she can attend classes. If the school Admissions Office does not have all the necessary documents, Lyceum Kennedy has the right to suspend your child from school until everything is completed.

### **Immunization**

Proof of immunizations as required by New York State law must be provided to the school Admissions Office at the time of enrollment.

### **Medication**

New York State Law prohibits school personnel from giving medicine except pursuant to a physician's instruction. The law only permits the administration of prescribed by a certified MAT (Medication Administration Trained) individual. Students who require medication during school hours **must complete** the following requirements.

1. Written authorization from your child's physician must be on file.
2. Parents must provide their child's medication with the correct utensils (measuring spoon, measuring cup, etc.). Lyceum Kennedy's MCAT staff will administer the child's dosage.
3. All prescription medication **MUST** be in the original container with the pharmacist's label attached.
4. Medication must be returned home after the last date that the medication is administered

**NO OVER-THE-COUNTER MEDICATION** such as acetaminophen, ibuprofen, cough medicine, eye drops, etc. will be given out to any student without the proper authorization and adherence to the procedures outlined above. **Please do NOT leave any medication with your child or in your child's lunch box.**

### **First Aid**

The health and safety of your child is extremely important to all Lyceum Kennedy staff/faculty. However, accidents will naturally occur in any school environment. If your child has a minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the student is picked up at the end of the day. All staff members are certified in Pediatric CPR and First Aid.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

**All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which paramedics are not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency

contacts will be notified.

### **Emergency Contact Information**

In addition to the standard parent contact information, an emergency contact sheet is required for all students. It is important that you, the parent/guardian, complete the emergency card and return it to the school Admissions Office. For emergency purposes, parents must provide current family telephone numbers.

### **School Insurance**

Lyceum Kennedy maintains accident insurance which covers medical expenses of students incurred as a result of accidental injury during school time or while participating in school sponsored and supervised activities.

This insurance is “Full Excess” insurance which means that medical bills must be submitted to your own insurance first. Lyceum Kennedy's policy, if applicable, will cover the amount of eligible expenses in excess of those covered by your insurance.

### **Allergies**

Parents must inform the school and your child's teacher if your child has specific allergies, especially if it is a food allergy (peanut products, lactose...). Lyceum Kennedy is a **“Peanut/Tree Nut Free School.”** This means that we are asking parents to refrain from sending in any food items that contain peanut, peanut products or traces of peanut oil. For a child who is allergic to peanuts, coming in contact with this item can be very harmful.

When sending in lunch for your child or treats for the class, please be aware. **Make sure to read the labels very carefully.** If it says made with peanut butter, peanut oil, has traces of peanuts or tree nuts, or made in a factory that also makes peanut products, please do not send it in. If you would like more information on peanut allergies, please visit the following web sites: [www.oma.org/health/peanuts.html](http://www.oma.org/health/peanuts.html), [www.cadvision.com/allergy/peanutfree.html](http://www.cadvision.com/allergy/peanutfree.html), and [www.cadvision.com/allergy](http://www.cadvision.com/allergy)

### **Nutrition**

To help eliminate and prevent childhood obesity, The New York City Department of Health has issued guidelines for lunch and snacks. Under these guidelines, the school serves snacks that are low in fat, sodium and sugar. Lyceum Kennedy encourages parents to promote good eating habits and good food choices.

### **Snack**

Lyceum Kennedy provides snack for children in preschool and 1st grade. Students in 2nd through 5th grade, middle and upper school may bring a snack from home. Fruits, vegetables and other healthy snacks are strongly encouraged.

### **Lunch**

- Preschool and students in Grades 1st through 6th — parents should provide their child with a healthy, well-balanced lunch that is the correct portion for your child. Please remember to limit the amount of snacks and glass bottles, soda, sugary snacks and candy are not permitted.
- Students in 7th through 11th grade may leave the school building during lunch time. However, parents must sign the required forms.
- The school also provides a healthy, hot lunch option. If interested, please contact the school Admissions Office.

Parents are required to provide their child with proper utensils (forks, spoons, napkins and cups).

Candy, specifically gum is not allowed in the school..

### **Child Abuse Reporting Obligations**

In accordance with New York State law, all Lyceum Kennedy staff and school administration are obligated under penalty of fine and jail term to report the reasonable suspicion of physical, sexual, or emotional abuse, emotional deprivation, physical neglect and/or inadequate supervision. If such a case arises, Lyceum Kennedy will alert the authorities at the New York State Office of Children and Family Services immediately. Our only concern is keeping the child safe.

The Child Abuse Hotline Number is: 1-800-342-3720

## School Safety

### **Visitors**

All parents and visitors must report directly to the security officer upon entering the building. Everyone who enters the building must sign in and log their hours. The security officer will confirm appointments and provide visitors with a badge or pass. These procedures will help the school to be aware of who is in the building at all times. It is critical that all parents and visitors adhere to these procedures. Staff members are required to stop any adults in the building who do not have the proper identification.

The office and administration **MUST** know who is in the building at all times.

### **Parking**

Parents are urged to follow all designated NYC traffic/parking rules and laws. Please note the following:

- Registered NYC drivers must remain with their vehicles. Vehicles left unattended will receive a parking ticket.
- No double parking.
- Do not block driveways.
- Do not honk car horns.

### **Skateboards, Scooters, and Bicycles**

Due to liability issues and the safety of our students, skateboards, bicycles and scooters are not allowed on school property.

### **Smoking**

Lyceum Kennedy is a smoke-free environment. In accordance with New York State and City law, the use of tobacco products is prohibited at all times in or on school property. Students under 18 years are prohibited from possessing tobacco products.

The school conducts a variety of drills to ensure adequate emergency preparedness for students and staff. The school is required by the New York City Fire Department to conduct 12 fire drills per year and at least 8 may be done before December 1.

### **Drug-Free**

Lyceum Kennedy school is a drug-free. No student, staff or faculty member, while on school property or participating in a school sponsored activity on or off school grounds, is allowed to possess, use, sell, distribute or be under the influence of alcohol and/or other drugs not medically prescribed. The possession, use or distribution of drug paraphernalia is also prohibited. **Anyone who is caught or involved will be expelled/terminated immediately and reported to the proper authority.**

### **Elevator Safety**

Students are not permitted to use the elevator unless they are accompanied by a parent, caregiver or a Lyceum Kennedy staff member. Students must use the stairs in order to access classes on the different floors. The spiral staircase between the 3rd and 4th floor are off limits to all students. Students caught using the elevator or the spiral staircase will be reported to the Dean of Students.

### **Cafeteria Safety**

Preschool and elementary students have 30 minutes for lunch. Middle school and high school students have 1 hour for lunch and recess.

Student responsibilities during lunchtime:

- Follow all rules and regulations.
- Practice being considerate and respectful of yourself and those around you.
- Maintain the cleanliness of your assigned space.
- Do not throw anything in the cafeteria.
- Use “inside voices” in a conversational tone.

Cafeteria Procedures:

1. All students are required to be seated with your class.
2. All food must be eaten in the cafeteria. No food is to be removed from the cafeteria.
3. Students are required to walk in a line until their class reaches the playground and/or your classmates.

### **Dangerous Items**

For reasons of safety and health, students are forbidden to bring harmful products or dangerous objects of any nature into the school. Disciplinary action will be taken against any violation of this rule. Animals are not permitted, unless permission is granted by the head of school, because children may be allergic to certain animals.

### **Personal Items**

Toys, electronic devices, and other objects of significant value are permitted only if needed as part of a classroom activity. Lyceum Kennedy assumes no responsibility for such items that are lost or stolen at school.

Students who fail to cooperate will be reported to the office and items will be confiscated until a parent retrieves them or until the last day of school.

### **Money at School**

The school does not encourage the students to bring any additional money the only exception is for transportation and lunch.

### **Lost and Found**

Lost and found items are located in the lunchroom and/or school Admissions Office. Items of significant value are kept in the main office. Parents are urged to check frequently for lost items. It is helpful if all clothing is marked with the student's complete name.

## School Life

### General Appearance

Appropriate dress and grooming contributes to a productive learning environment. Lyceum Kennedy is strict with school uniform guidelines to cultivate appropriate appearance and dress standards.

Students must wear the school uniform every day. The uniform must be clean and in good condition at all times. Parents must make sure every-day that their child's clothing complies with school regulations.

If a student does not respect the dress code and uniform, the student will be reported to the dean of students.

In order to avoid confusion with other students uniforms, parents are advised to label clothing and personal belongings with the student's name.

### School Uniform

Lyceum Kennedy uniform is available from Lands' End.

Parents can order their child's uniform online at [www.landsend.com](http://www.landsend.com).

Our School Code is **900138801**.

### Classroom Attire for Girls:

- Preschool and Lower School
  - Classic large navy plaid jumper with school's logo
  - or
  - Classic large navy plaid skirt or skort
  - White polo or white blouse with or without school's logo
  - Red cardigan sweater with school's logo
  - Black or navy blue shoes
- Middle and High School
  - Classic large navy plaid skirt
  - White polo or white blouse with school's logo

Lyceum Kennedy French American School - Manhattan-

- Red cardigan sweater
- Black flats or dress shoes (no heels)

#### Classroom Attire for Boys—All Levels

- White dress shirt or white blue polo shirt with school's logo
- Gray pants
- School tie
- Navy blue sweater or sweater vest with school's logo

During physical education class, students are required to wear the gym uniform, which consists of a Lyceum Kennedy T-shirt or sweatshirt and shorts or sweatpants with the Lyceum Kennedy logo. Sneakers are required.

#### Student Code of Conduct

Lyceum Kennedy is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning environment for all students and to maintain proper order in the classroom, cafeteria, and on the playground. Students are expected to abide by all rules established by the administration and faculty members.

Lyceum Kennedy students are expected to maintain good order, not only during school hours but coming to and going home from school.

Lyceum Kennedy students are required to:

- Behave in a responsible manner at all times.
- Be honest.
- Use appropriate language.
- Be respectful and polite to fellow students and faculty members.
- Be respectful of fellow students' personal property.
- Be respectful of school property.
- Follow directions at all times.
- Exercise self control.
- Attend all classes regularly and on time.

- Be prepared for all classes.

Lyceum Kennedy students are expected to use good judgment in their actions and activities while at school. The following behavior and actions will not be tolerated and will result in disciplinary actions:

- Theft
- Abusive or inappropriate language in halls, classrooms, cafeteria, and playground
- Abusive or inappropriate behavior to fellow students and/or faculty members
- Fighting/Bullying
- Vandalism of school property
- Possession of objects and/or materials that are forbidden in school
- Leaving school property without permission
- Cheating or submitting work that is not their own.
- Using cell phones, I-Pods, and/or any other electronic devices during school hours. Students are authorized to use these items during their recess time in the school lobby. **All devices must be turned off, or kept in “silent” mode (and this does not mean vibrate mode), and put away.**
- Inappropriate dress or out of uniform.

### **Disciplinary Actions**

In the event a student violates or fails to abide by the school rules, the dean of students and/or head of school shall take action as deemed appropriate and most effective. Lyceum Kennedy believes that much can be accomplished by appealing to the student’s sense of reason and responsibility. Students will be treated fairly and equitably. Disciplinary action will be based on a careful assessment of the circumstances of each case:

1. Seriousness of the offense;
2. Student’s age
3. Frequency of misconduct
4. Student’s attitude

A student may be given detention or expelled from school immediately if the first offense is very severe. Typically, though, the following protocol would be followed:

1st Offense	Verbal Warning
2nd Offense	Written Warning — parents are contacted
3rd Offense	Parent are contacted immediately. Possible detention.
4th Offense	Parents are contacted. Meeting with head of school or dean of students will be scheduled.  Detention
5th or greater Offense	Subject to suspension or expulsion

### **Student's Rights**

Lyceum Kennedy believes all students are guaranteed the right to express opinions, support causes, organize, and assemble to discuss issues and demonstrate peacefully and responsibly in support of them. Students at Lyceum Kennedy have the right to:

1. Freedom of expression
2. Right to request meetings
3. Right to appeal — If a student thinks he/she is being treated and/or punished unfairly, he/she can request a meeting in order to appeal the decision.
4. The right to due process.

**Important Note:** All physical punishment is strictly forbidden. The entire staff and supervising personnel have been informed that, physical punishment of any nature, humiliating or potentially disturbing treatment of a child and any form of aggression or psychological abuse is strictly forbidden.

## Communication

Communication between the home and the school is important all year long, not just at parent teacher conferences. You are welcome to call the school or send us e-mail. If we are unable to speak to you at that moment, we will return your call or e-mail as soon as possible. Parents will be kept informed of developments in school through notes and newsletters given to their child.

The *carnet de correspondance* (contact book) is one of the principle tools of communication between the Lyceum Kennedy and the student's parents. In reading through this booklet you will find that it contains private information and, for this reason, must not be circulated from student to student. You must help the administration and the teachers use this document by insisting on its importance and by examining it daily to make sure you are aware of any new information. It will be given to the students at the beginning of the school year.

Whenever possible, we strongly recommend email communication. All faculty, administration and staff members can be reached via email. Use this general formula: the first letter of the first name, followed immediately by the last name, followed by @lyceumkennedy.org; for example Jane Doe would be jdoe@lyceumkennedy.org.

### **Parent-Teacher Conferences**

Conferences are scheduled twice a year. Teachers are encouraged to have many informal contacts with parents, either face-to-face, by telephone, or by e-mail. If you have any concerns or questions about your child's education, please feel free to contact your child's teacher.

### **Parental Involvement**

The school welcomes and encourages parental involvement in a variety of ways. The Lyceum Kennedy PTA is open to all and meets on a regular basis throughout the year. The PTA organizes special events and fundraisers which supports the program and staff.

We have family activities throughout the year. These events are a great opportunity to get to know other families and to see your child in action with their school friends.

For our pre-K through Kindergarten students, parents are always welcome for lunch, birthdays or simply for visits. Please make arrangements for celebrations with your child's teacher. We also invite parents to share their talents, occupations or hobbies with us.

### **Bulletin Boards**

There is a notice board in the front of the school office to remind you about schedule changes or special events. Information will also be posted in the school's elevator.

### **Confidentially**

All information contained in children's records will remain confidential and available only to those people on staff whose jobs make access to records necessary (teacher, director and other administrative personnel) and the New York City Department of Health. All persons with access to records and reports will respect their confidential nature.

Unless the school is legally compelled to do so, information will not be released to outside persons or agencies without a confidentiality release form signed by the parent(s) or guardian(s) that specifies to whom information may be released. This release form must be on file in the office prior to the release of confidential information.

### **Media Release**

During the course of the school year, you or your child may be photographed, videotaped, or interviewed for the school's newspaper, website or outside media. Use of your student's name, image, voice, photograph, videotape, sound recording, and/or other recording by audio-visual electronic means for school related purposes (school newspaper, talent show, plays, musical performances, etc.) are permissible with your consent. Photo consent forms must be signed by a parent/guardian and placed in their files. Please contact the office to submit a new form should you change your decision at any time during the school year.

### **Use of Telephone**

Office phones may not be used by students to call home for forgotten homework. Students may use phones for emergency purposes. Please do not call the school and ask that messages be delivered to your child unless it is a very important matter. If at all possible, please make arrangements with your child in the morning, before he/she comes to school if he/she is to go to a sitter's, friend's or relative's house.

**The use of student cell phones during the school day is also prohibited.** Cell phones that are used or ring in class will be taken to the office and returned only when a parent picks it up from the school.

## Curriculum

Lyceum Kennedy harmonized curricula are designed to teach students different skills and abilities in both languages while developing multiple types of intelligence. The basic linguistic and logical skills are developed throughout the preschool and primary school years and beyond. Visual and musical abilities take an important part in both programs. Our combined curriculum allows our students to transition to any public or private school in America or France, as well as any other international school.

The French curriculum is designed by the French Ministry of Education and is strictly applied in our school. In 2002, all students were placed in real-life situation in their learning. Teachers create situations that allow students to explore and make logical solutions.

The American curriculum follows the New York State Learning Standards. These standards represent the core of what all students should know, understand and be able to do as a result of their schooling. New York State has 7 standards:

- English Language Arts
- Math, Science and Technology
- Social Studies
- Language other than English
- Health, Physical Education and Home Economics
- The Arts
- Career Development and Occupational Studies

The two curricula are taught in such a way that the learning process is made exciting and challenging. Lyceum Kennedy provides a nurturing and quality education fully recognized by French, American and international schools around the world. To ensure this transferability while maintaining a commitment to bilingual education, the school's programs are subject to regular inspections by the French Ministry of Education, New York State's Education Department and New York City's Department of Health and Mental Hygiene and the New York City Bureau of Day Care.

## **Testing and Examinations**

### **American Standardized Testing**

Students in 3rd through 8th grade take the New York State English Language Arts (ELA) Exam and the New York State Mathematics Exam. These exams are used to assess the student development in reading, writing, listening and mathematics and are used to measure what level the student is at according to the New York State Learning Standards.

At the high school level, students prepare for the New York State High School Regents Diploma. This diploma enables our student to apply to American Universities or Colleges. In order to obtain the New York State Regents Diploma, students must take and pass the following regents exams:

- English
- Mathematics (Algebra, Geometry, Mathematics A & B)
- Global Studies
- U.S. History & Government
- Living Environment

In addition to preparing for the New York State Regents Diploma, students in high school may take Advance Placement (AP) courses. Through APs, college courses and other designated exams, students can earn college credits. These credits can be used at maybe used at any American university or college. Students can choose to take AP French, AP French Literature, AP English, or AP Spanish.

### **French Standardized Testing**

At the end of 2nd, 5th and the 6th grades, students take are administrated test to assess their skills tests in French and math. These evaluations are regulated by the French National Ministry of Education. Analysis of the results for each class permits teachers to better structure their class to help students in those areas where improvement is needed.

The Brevet (*diplôme national du brevet*), created in 1987, is a diploma awarded at the end of Middle School (9th Grade) and is based on a series of written examinations in French, history/geography and math, and on students' overall academic performance in the 9<sup>th</sup> grade.

### **Report Cards**

Report cards are issued by semester. Grading of student progress will be based on performance. Lyceum Kennedy teachers use meaningful assess-

ment tools to measure student progress. Student work habits and social behaviors are also assessed on the report card.

### **Grading**

The following chart is a representation of the grade equivalency system used at Lyceum Kennedy.

French	17- 20	16	15	14	13	12	11	10	9	8	7	6	5
US	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

### **Promotion**

At the end of each semester, the *Conseils de Classe* meet to discuss student progress in terms of work and behavior.

At the conclusion of the third trimester the *Conseils de Classe* meet to determine whether or not a student will be promoted to the next grade level. All proposals are made by majority consent.

### **Repeating a Grade**

A student may repeat a grade for a number of reasons, the most common one being lack of sufficient progress. Other reasons include long absences, sickness, etc. It should not be considered as a punishment. The aim of repeating a grade is to allow the student to develop the skills and knowledge required for success at the next level.

The decision for a student to repeat a grade is made by teachers and approved by the family following a meeting with the head of school. A student can be held back at the end of a school year. Parents may appeal this decision. The appeal will be reviewed by the head of school and the teachers.

### **Homework**

In order for the students to do well academically, parents and teachers must become partners in the education process.

Homework, is an essential part of Lyceum Kennedy academic program. It is assigned to help the student become more self-reliant, learn to work independently, improve and practice the skills that have been taught, and complete certain projects.

Homework is expected to be completed and in proper form. Parents are encouraged to work with the teachers in making sure that their child's work is completed. Homework should take on an average basis, 20 min-

utes a night for French and 20 minutes for English. If a student is experiencing repeated difficulties with homework, please contact your child's teacher.

If your child is ill and unable to attend school, you may call the school and request the assignment and/or view the Lyceum Kennedy web site.

### **Study Habits**

Orderliness and control are essential in a school if learning is to take place. Staying on task during academic learning time is vital. Students should practice the following study habits at school and home:

- Be a good listener.
- Keep a neat, clean desk and locker. Do not make extra drawings and markings on notebooks.
- Follow directions carefully.
- Talk at the proper times.
- Continue working when a visitor comes into the room.
- Have necessary supplies such as a pencil, paper, and books.
- Always do your homework and return it at the assigned time.
- Read at every opportunity.

### **Plagiarism and Academic Dishonesty Policy**

The academic honesty and personal integrity are fundamental components of a student's education and character development. We expect that students, parents, and school staff will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. The school will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work. That credit should be stated in a format that is appropriate to the developmental age of the student.

Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension or expulsion from school.

### **Textbooks and Equipment**

Children are responsible for all books, supplies, furniture, and other

equipment provided for their use and will be expected to pay for lost or damaged items as soon as possible. Students who do have outstanding overdue library books or charges for books/equipment, will have their report cards held until the books are returned/outstanding fees are paid. **There is \$50 fee for damaged desks and other school equipment/furniture.**

### **Educational Resources**

#### **ESL Program (English as a Second Language)**

ESL classes are offered to non-English speaking students and English Language Learners (ELL) beginning in Kindergarten. At the beginning of the school year, each student's level of English language is assessed. Assessment is done in collaboration with the English teacher and the ESL teacher. Students who are enrolled in the ESL program will attend the ESL class instead of his/her regular English class. The focus of the ESL program is to have the student become more proficient with the English language; this includes reading, writing and speaking.

#### **FLE Program (French as a Foreign Language)**

FLE classes are offered to non-French speaking students beginning at the Kindergarten level. At the beginning of the school year, each student's level of French language is assessed. Assessment is done in collaboration with the French teacher and the FLE teacher. Students who are enrolled in the FLE program will attend the FLE class instead of his/her regular French class. The focus of the FLE program is to have the student become more proficient with the French language; this includes reading, writing and speaking.

#### **Reinforcement Classes**

When a student demonstrates significant weakness in either French or English, the French or English teacher can recommend the student attend reinforcement classes. Reinforcement classes provide one-on-one attention and instruction to improve a student's weak spot.

#### **The Patricia Potier Memorial Bilingual Library**

Our library maintain extensive collections of books, videos, magazines and newspapers, as well as computer labs for complementing and enhancing the students' learning experience.

#### **Bilingual Book Fair**

For one week in December the Lyceum Kennedy PTA sponsors a book fair. Parents can purchase books in English and French.

## Field Trips

Lyceum Kennedy provides its students many opportunities to explore the outdoor and create hands-on experiences. Field trips are scheduled by the teachers periodically throughout the school year. New York City Department of Education require car seats for children under the age of four.

For field trips, all parents must observe the following rules:

1. Parents must give written permission for each field trip. Verbal consent is not allowed.
2. Parents should notify the school as soon as possible if their child will not be attending the field trip.
3. Parents should provide the proper material for each field trip (lunches).
4. Parents should dress their child appropriately for each field trip (rain gear, boots, sweat pants, etc.).

In addition to these special outings, throughout the year, we will be taking walking field trips to various places around our school which are in close proximity to the school. Parents grant permission for these walking trips on the registration form.

### **Misbehavior on Field Trips**

Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school. Students shall at all times follow the instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. Whenever a student misbehaves on a field trip, disciplinary action will be taken which may include warning, in-school suspension, out-of-school suspension, or expulsion.

## After School Program

Our after-school program supports and enhances our students by providing quality activities and study hall. If interested, please contact the after school coordinator.

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