









Orientation Guide 2018-19

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Board of Trustees

s in many schools, the ASP Board of Trustees is responsible for the long-term viability of the school, financial oversight, and governance. The Board is comprised of Trustees who are current and former ASP parents and alumni. They are volunteers and have a wide range of complementary skills, experiences, and relationships with the school. For more information, please contact: board@asparis.fr

Officers

Yvonne Lalonde, President Jude Smith, Vice President

Michael Julian, Treasurer Meredith Kelly Oke, Secretary

Trustees

Peter Barnet '61 Osama Bishai Alexandre Bosoni '86 Lois Fink Karim Mekouar

Pierre-Yves Morlat **Andrew Plump Christopher Snipes** Ilse Willems



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From the Head of School



A community comprised of over 50 nationalities, we are united in our passion for teaching and learning and supporting each student to realize their full potential in and out of the classroom.

Welcome to the American School of Paris

am so pleased to be able to welcome you to the American School of Paris – a truly international and family-oriented community. As a recent newcomer myself, I can attest to the warm and welcoming environment, where nothing is too much trouble, and everyone is considered. At ASP, parents and students alike have opportunities to contribute to the life of the school, to learn new skills, and to make lasting friendships.

In this *Orientation Guide* you'll see some ways to get involved, and of course we are always eager to hear new ideas. Don't hesitate to ask questions or reach out whenever we can help.

I look forward to getting to know you and your children and to sharing what will be an exciting and enriching year at this great school in this incredible city.

Jane Thompson Head of School head@asparis.fr

Your First Year at ASP

our year starts with Orientation where you will be welcomed by the Parent Faculty Association, visit campus, get your bus routes and ID cards, complete outstanding admissions materials, and meet your division's academic director, teachers, and other ASP families.







Campus Access



Entry and Exit

Private vehicles enter and exit at the gate closest to the town of Garches, where there is also a dedicated gate for pedestrian use.

Student Drop-Off

Signage indicates the drop-off zone along the side of Building 7.

Parents should remain in their car when dropping off and proceed to the exit once passengers have stepped out of the car.

Parking

Parents and guests are invited to park in the Garches gate parking lot.

In order to facilitate a smooth traffic flow:

- Ensure your ASP car registration sticker is visible and that your school identification badge is ready to be presented to the guards.
- If you are arranging for visitors to come to campus, please schedule your visits after 9:15 a.m. and before 3:00 p.m. whenever possible.
- Please consider carpooling or using public transportation for practical and eco-friendly reasons.
- Park outside campus when necessary.





Permission to Leave School Early

Should students need to leave campus during the school day, a student leave form must be obtained from the division office and presented when exiting campus, even if the student is accompanied by a parent.



ASP Welcome Program



Everyone at ASP Was Once New!

very year we welcome more than a hundred new families to our school. We have developed a comprehensive Orientation and Welcome Program to help you find your footing, make new friends, and feel right at home. Our program is designed to make your integration into the ASP and Paris communities as smooth as possible and to help you quickly feel chez vous.

Back-to-School Picnic

September 15 | 11:30 a.m. - 2:30 p.m. ASP Campus

his all-community picnic is sponsored by ASP and the PFA and will be a day filled with food, fun, music, and games. Sports teams, clubs, and PFA liaisons will be on hand to greet you and introduce themselves. It will be a chance for the entire family to meet new friends and a great way to start off the new school year!



Living Skills Seminars

September 14 and 18 | 8:45 a.m. - 3:30 p.m.

Presented over two days, *Living Skills* provides a special orientation to living in the Paris area and useful information related to school life.

An ASP nurse will discuss how the nurses' office functions and what services can be provided at school

A doctor will discuss the French medical system and provide information on finding an English-speaking doctor and handling a medical emergency



A presentation by a member of the ASP security team

Tips on navigating in and around Paris by car or public transportation

A discussion with an expert on Paris restaurants

A presentation by a culinary expert on what to look for when shopping at the local markets and how to find French versions of your favorite foods from home

Navigating ASP – a deep dive into various school programs and systems, to help ensure you get the most out of your ASP experience

Meet PFA leaders and learn more about what they do and opportunities to participate

Bon Appétit!

Lunch will be provided on both Living Skills dates.



Community Connections Fair

September 18 | 12:30 - 2:30 p.m. (including a light buffet lunch)



isit the Community Connections
Fair and meet a variety of local
English-speaking vendors and
service providers. Participants typically
include representatives from clubs, service
institutions, language and cooking schools,
banks, and more.

PFA Parent Faculty Association

The PFA is committed to making all families feel welcomed and supported. We know what it means to be newcomers in a new learning environment.

Our purpose is to stimulate interest in ASP and to provide support for the advancement of the total school, its parents, and students.

On the following pages, learn about some of the PFA programs and volunteer resources available to you.

Dear Newly-Arrived ASP Families,

On behalf of the Parent Faculty Association, welcome to the American School of Paris! We are so excited to have your family become a part of our vibrant and dynamic ASP community, and the PFA is here to help you feel welcomed and supported.

Here are some of the PFA volunteer resources available to you:

Grade Liaisons will provide you with information regarding activities, events, and volunteer opportunities for your child's grade level.

Neighborhood Liaisons are a great resource to contact for information about your new neighborhood or a neighborhood that you may be considering.

International Liaisons can help you find traditional items that you may be missing from home and may also speak your mother tongue.

For more information and other details, please visit the **Our Community** page on the ASP website:

www.asparis.org/our-community

We look forward to meeting you at the PFA Welcome Coffee on September 4!

Lisa Young Hallenbeck

PFA President 2018-19 pfapres@asparis.fr





PFA Welcome Coffee

Tuesday, September 4 8:45 – 10:30 a.m.

eing an ASP parent earns you automatic membership in the PFA! Please join us to meet the 2018-19 PFA team as well as other parents. We will get to know each other and briefly explore the opportunities for involvement in the school.

Parent Coffees

he PFA, in collaboration with the school divisions, organizes grade-level parent coffees.

These gatherings are a chance to meet fellow parents and to discuss topics of interest for each respective grade. School administrators and faculty offer informative presentations with opportunities for questions and discussions.



Senior Class Parents

enior year is a memorable time for the soon-to-be graduates and their parents! The Senior Parents Committee helps plan special activities every year to support the efforts of our hard-working senior students and to celebrate this memorable year. The group raises funds via champagne sales and other activities. They also coordinate graduation announcements, senior photos, monthly treats, senior t-shirts, an award luncheon, and more.



Sports Boosters

ports Boosters bring a lot of spirit to ASP as they support the school's Athletics program through their presence and enthusiasm, by running the food concessions at home games, and through the creation and sale of Rebels spirit wear.



School Portraits

ach fall, parent volunteers coordinate with a professional photographer to take school portraitsof all students. Parents will have the opportunity to purchase their students' photo packets.

Lower School Monday September 24

Middle School Wednesday September 26 Grades 9-11 Wednesday October 3

Grade 12 Wednesday October 10 Retakes and New Students

Thursday January 17

PFA Activities

Trunk or Treat

Saturday, November 3

alloween fun for the entire family as costumed students tour the ASP parking lot and collect candy and treats from the trunks of participating cars.

Winter Fest

Saturday, December 8

he PFA organizes this year-end holiday event, with arts and crafts, entertainment and other fun activities geared primarily towards Lower School families. You won't want to miss it!





International Day

Saturday, June 8

ur special on-campus international festival is a great opportunity to celebrate our vibrant, diverse family-oriented community.

Come and sample ethnic delicacies, participate in amazing games, enjoy international dance and musical performances, and take in the day.







PFA Participation

Executive Board

Lisa Young Hallenbeck President

pfapres@asparis.fr

Alicia Waters
Vice President
pfavp@asparis.fr

Priya KhoteTreasurer
pfatreas@asparis.fr

This could be you!

Secretary pfasec@asparis.fr Parliamentarian pfaparl@asparis.fr

e are a multinational school with International Liaisons to help you in your mother tongue or to aid in sourcing traditional or ethnic items you may be missing. Check the website for the name of your liaison.

International Liaisons

Brazil/Portugal pfabrazil@asparis.frCanada pfacanada@asparis.fr China pfachina@asparis.fr France pfafrance@asparis.frGreece pfagreece@asparis.fr India pfaindia@asparis.fr Italy pfaitaly@asparis.fr Mexico pfamexico@asparis.fr Netherlands p fanether lands@asparis. frRussia pfarussia@asparis.fr p fa southeast a sia@asparis. frSE Asia South Korea pfasouthkorea@asparis.frUnited Kingdom pfauk@asparis.fr Arabic Language pfaarabic@asparis.fr Spanish Language pfaspanish@asparis.fr Italian Language pfaitalian@asparis.fr



Organization Heads

 International Day
 pfaid@asparis.fr

 Sports Boosters PFA Liaison
 pfasb@asparis.fr

 School Portraits Coordinator
 pfaportraits@asparis.fr

 Senior Parents Committee
 pfaseniors@asparis.fr

 Excellence Fund Ambassador
 pfaef@asparis.fr

 Technology Support
 pfaweb@asparis.fr

 Winter Fest
 pfawf@asparis.fr

Welcome Program Heads

Living Skills pfalivingskill@asparis.fr

Grade Level Liaisons Lower School

Head Liaison	pfalslhead@asparis.fr
Kindergarten 1	pfalslk1@asparis.fr
Kindergarten 2	pfalslk2@asparis.fr
Grade 1	pfalsl1@asparis.fr
Grade 2	pfalsl2@asparis.fr
Grade 3	pfalsl3@asparis.fr
Grade 4	pfalsl4@asparis.fr
Grade 5	pfalsl5@asparis.fr

Middle School

Head Liaison	pfamslhead@asparis.fr
Grade 6	pfamsl6@asparis.fr
Grade 7	pfamsl7@asparis.fr
Grade 8	pfamsl8@asparis.fr

Upper School

pfauslhead@asparis.fr
pfausl9@asparis.fr
pfausl10@asparis.fr
pfausl11@asparis.fr
pfausl12@asparis.fr

Neighborhood Liaisons

Garches

pfagarches@asparis.fr

Saint-Cloud, Suresnes

pfasaintcloud@asparis.fr

Hauts-de-Seine 92 with Louveciennes and Bougival pfavaucresson@asparis.fr

Les Yvelines 78 pfastnom@asparis.fr

Paris Rive Droite (3, 4, 8, 9, 16 north and 17) rivedroite@asparis.fr

Paris Rive Gauche (5, 6, 7, 13, 15 and 16 south)

rivegauche@asparis.fr

Paris Ouest (Boulogne-Billancourt, Neuilly-sur-Seine) parisouest@asparis.fr

Getting to Know You

ew students quickly feel at home at ASP thanks to specially-designed activities and programs in each division at the start of the school year.





Lower School



From the beginning, ASP teachers and students are eager to help newcomers. At Orientation Day, teachers are on hand to welcome new students. Children and their parents can visit their classroom so that they can see and learn more about their new school. Once school starts, children spend time getting to know each other, and teachers are especially attentive and sensitive to the adjustment process of those who have newly arrived.

Middle School

Each grade travels for a multi-day program organized by the school and the Outward Bound program. These trips create an amazing first impression and connection for students. The goal is for students to develop a sense of trust, friendship, cooperation, and good spirit. The experience builds a foundation for cooperative learning that will carry on throughout the year.

It's fun to get to know kids from other classes!



Activities Day is an opportunity to meet other students and work as a team!

A special Upper School Activities Day will be held at the beginning of the school year.

Students will experience a range of programs to help them discover the school, learn more about its expectations, meet classmates, and form new friendships.

Meet the Academic Directors



Dan Kerr Lower School Director dkerr@asparis.fr

Camille Burel Lower School Assistant lsoffice@asparis.fr



Jeff Lippman Middle School Director jlippman@asparis.fr

Tricia Connor Middle School Assistant msoffice@asparis.fr



Aaron Hubbard

 $\begin{array}{c} \textbf{Upper School Director} \\ ahubbard@asparis.fr \end{array}$

Cathy McLaury Upper School Assistant usoffice@asparis.fr

Advancement Office

rom the moment your family first contacts us with an admissions inquiry, throughout the years you are enrolled, and then as you become alumni, the ASP Advancement team is here to support you with opportunities to connect, volunteer, celebrate, and support the ASP community!

We organize many community events, and provide a variety of communications to help keep you informed and up-to-date on ASP news. Look for newsletters, social media posts, and more from our office. Please contact <code>advancement@asparis.fr</code> or visit us on the ground floor of Building 4 to learn more!



Emily Robin
Director of Advancement
erobin@asparis.fr





Brenda Heussaff
Director of Admissions
admissions@asparis.fr



Caroline Baugh Associate Director, Development cbaugh@asparis.fr



Solange Della Faille Bus Secretary sfaille@asparis.fr



Janet Rubinstein Communications Manager jrubinstein@asparis.fr



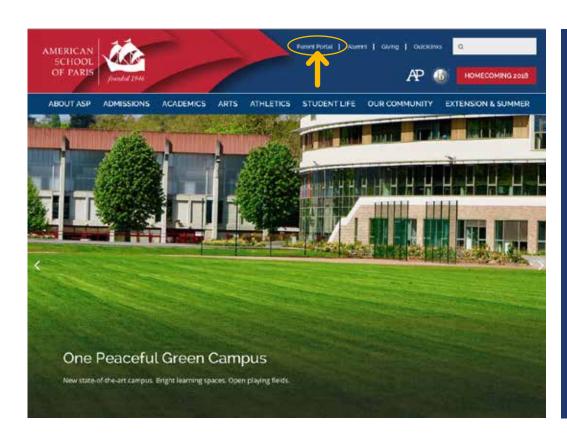
Isabella Veronsi Admissions Assistant admissions@asparis.fr



Jeremy Wolf Associate Director, Digital Transformation jwolf@asparis.fr

www.asparis.org

ASP Online



Questions?

Online Accounts

IT Department login@asparis.fr

Other Technology Services

Technology Director Larry Love llove@asparis.fr

Online Research Resources

ASP Librarians

La Bibliothèque

Greg Jacks

gjacks@asparis.fr

Meg Seaver

mseaver@asparis.fr

Sawiris Family Library Mario Chioini mchioini@asparis.fr

The ASP website has a wealth of resources about our programs and community. The Parent Portal is your point of entry.

PowerSchool

PowerSchool is ASP's student data base. Student schedules, attendance data, grades, and report cards are available here.

Haiku

Haiku is the school's online learning portal. Middle and Upper School teachers use Haiku to extend the classroom environment. For the ASP student, Haiku provides access to a variety of resources and information related to classes, clubs and other activities.

Seesaw

Seesaw is a student-driven digital portfolio used in the Lower School to document and showcase student learning, and for teachers to communicate with parents.

Calendars

The Parent Calendar, detailing events such as meetings, trips, and programs by division, is accessed via the Parent Portal.

Cafeteria

The Cafeteria Card recharge link can be found under QUICKLINKS on our website homepage and the Parent Portal. For information on signing up for the Lower School cafeteria hot meal program, please see page 23.

The ASP Libraries

ASP is home to two libraries: La Bibliothèque (Early Childhood-Grade 7), and Sawiris Family Library (Grades 8-12).

The libraries support students' literary and information needs through a variety of services and resources.

Workshops are also offered to parents on how to efficiently search our library system's online resources and the Internet. The school subscribes to a number of online databases, which are accessible to all members of the community via the ASP website.

Athletics Program

ASP offers a comprehensive range of co-curriular sporting experiences for students in all three academic divisions.

Lower School

The Lower School Athletics Program is divided into three seasons:

Fall and Spring

Soccer, Baseball, and Tennis

Winter

Basketball and Ball Sports

Everyone is welcome to join. The program is on Wednesdays after school for Grades 3-5 and on Saturday mornings for all grades.

Information and registration forms are posted on the Parent Portal approximately two weeks before each season begins.

There is a €10 participation fee per season and a one-time €60 fee for a uniform.



Middle and Upper School

Eligibility

- Students in Grades 8-12 are eligible to try out for the Varsity teams (when cuts have to be made and students' abilities are equally matched, Upper School students will have preference over Grade 8 students).
- Students in Grades 8-11 may try out for the Junior Varsity teams (in Cross Country, Swimming, and Track & Field, Grade 7 students are also eliqible).
- Students in Grades 6-8 are eligible for the Middle School teams.

Middle School Athletics Sign-Ups

Details will be announced at the start of the school year. Athletes will take one trip and host one tournament each season. There is a one-time 60€ fee for a uniform.

Junior Varsity and Varsity Try-Outs

Junior Varsity and Varsity Fall sports (Volleyball, Soccer, and Cross Country) try-outs will be held on Tuesday, September 4; Thursday, September 6; and Friday, September 7.

Sanaar (Cirla) DIS

Practice

Tuesdays, Thursdays, and Fridays All Varsity sports except Swimming, including JV athletes in Cross Country and Track & Field

Mondays, Tuesdays, and Thursdays 4:00 – 5:00 p.m.: Varsity/JV Swimming Tuesdays and Thursdays 4:20 – 6:15 p.m.: JV teams except Tennis Mondays and Thursdays 4:20 – 6:15 p.m.: JV Tennis

After-Sports Transport

Late school bus service is available at 5:15 p.m. on Monday through Thursday and at 6:30 p.m. on Tuesday through Friday, for students signed up for the bus service.

Contact Information

John Kim, Athletics Director *jkim@asparis.fr*

Naida Simota, Athletics Assistant nsimota@asparis.fr

Rebecca Rankin, Lower School Sports and Activities Coordinator rrankin@asparis.fr

International School Sports Tournament (ISSTs)

Those students chosen to represent the school at the Varsity level (and at JV level in Cross Country, Swimming and Track & Field) will participate in the ISSTs at the end of each season. This tournament, founded in 1967, is attended by many international schools in Europe and is hosted in different cities each year.

The 2018-19 ISST Tournament Venues and Dates

	Soccer (Girls)	B12	Bonn	November 8-10
4	Soccer (Boys)	ISB	Brussels	November 8-10
FAL	Volleyball (Girls)	FIS	Frankfurt	November 8-10
ш	Volleyball (Boys)	ASP	Paris	November 8-10
	Cross Country	ASH	The Hague	November 8-9
~	Basketball (Girls)	VIS	Vienna	March 7-9
TER	Basketball (Boys)	ASH	The Hague	March 7-9
Z	Swimming	ISB/BSB	Brussels	March 7-8
₹	Rugby	FIS/ISD	Frankfurt	March 7-8
			Dusseldorf	
J	Track and Field	ISB/STJ	Brussels	May 23-24
Ž	Golf	AIS	Vienna	May 20-21
SPRI	Tennis	COB	London	May 23-25
S	Baseball	ASP	Paris	May 23-25
	Softball	ASL	London	May 23-25

Middle and Upper School

Sports Seasons

Fall

September-November

Boys & Girls Soccer Varsity, Junior Varsity, Middle School

Boys & Girls Volleyball Varsity, Junior Varsity, Middle School

Boys & Girls Cross Country Varsity, Junior Varsity, Middle School

Winter

November-March

Basketball

Varsity, Junior Varsity, Middle School

Swimming Varsity, Junior Varsity

Boys Rugby Varsity

Netball Middle School

Spring *March-May*

Tennis

Varsity, Junior Varsity

Track

Varsity, Junior Varsity, Middle School

Boys Baseball Varsity

Girls Softball

Varsity, Junior Varsity

Cycling

Upper School, Middle School

Soccer

Middle School

Golf

Varsity

P. E. Uniforms

P.E. uniforms, consisting of navy blue shorts and a white t-shirt (solid color, no writing or pictures), are required for all P.E. classes as of Grade 1.

Students are expected to be properly attired by Monday, September 17.

Please make sure to

MARK YOUR CHILD'S NAME IN BOTH THE SHIRT AND SHORTS as the uniform of each student will look the same!

























Co-curricular Activities

ASP offers a rich and varied range of after-school and co-curricular activities which provide avenues for self-expression, language learning, personal growth, and insights into the world around us. Online registration is available on the ASP website.

3-Year-Old - Grade 2

Fun Club This new bilingual after-school program for our youngest students features: yoga, gymnastics, singing, puppet theater, storytelling, art, science/technology, and more!

Fun Club Sports (Pre K-Grade 1) Tee Ball (Fall), Mini-Tennis (Spring) Develop motor skills with mini-drills and fun games while sharpening English and French skills as part of a team.



Grades 2-8

any of the after-school activities for this age group feature \boldsymbol{a} M any of the after-school activities for this age grown bilingual French-English environment. Activities are offered for a cost-only fee. Please refer to the After-School Activities Brochure on the Parent Portal for details and each semester's offerings. Some of the classes offered recently include:



AcroYoga (Grades 2-5) This fun yoga introduction focuses on zen, inner peace, and many cool crafts complementing individual reflection and self-actualization.

Art Club Students discover many facets of art and create unique works by drawing, paper-mâché, ceramics, and other techniques.

Fashion Drawing & Design

Young designers will learn the basics of fashion rendering and illustration, including figure proportions, shading, and style details to create an individual portfolio. A final project includes dressing a 3D model with a variety of materials to create a unique line of clothing.

Ninja Track (Grades 2-5) A fitness program with a variety of sports that combine simple ninja-moves and track

Lower School Music Opportunities

Lower School students enjoy learning music together and performing at assemblies and concerts. Students are encouraged to participate in one of the after-school music programs which include: Lower School Singers, String Ensemble, and Band Ensemble.

Parent Learning | Everyone Learns at ASP!

Language Classes

French or English

Build language skills and confidence in oral and written French or English. Thursday mornings from September to June. Contact: extension@asparis.fr

Parent-Faculty-Staff **Book Group**

Led by Upper School librarian Mario Chioini, this group meets five times each year. Books from a variety of genres are selected and discussed.

Contact: mchioini@asparis.fr



Youth Summer and Vacation **Programs**

American School of Paris Extension offers school vacation and summer programs in a variety of activities, including sports, arts, and technology, in English or in French. To learn more, contact: extension@asparis.fr



Middle School

C lubs meet either at lunchtime or after school. For more information please refer to the ASP website.

Art Club For students who want more art time than they get in their regular art classes.

Humanities and Math Labs Meets twice a week and provides a quiet place to do work and get some extra help.



Students from all three divisions gather together to learn the rules of the game in a battle of wits and strategy. All proficiency levels welcome.









MATHCOUNTS An inter-school competitive mathematics program allowing students to practice solving challenging problems both individually and as a team.

Model United Nations Introduces students into the world of global politics via role playing, debate, and provides opportunities to participate in MUN conferences.

Music and Drama For aspiring thespians and performers! There are typically two productions per school year.



Student Council Coordinates numerous activities throughout the year that serve the school community and the greater world.

Yearbook Club Students contribute to the development and production of the Middle School section of the ASP yearbook.



C lubs and activities generally meet after school.

Please visit the ASP website for additional details.

A Capella The Trebels is the student-run vocal group. Members are chosen at auditions and the group sings at various school functions.

Art Club Students work on their choice of projects involving diverse materials and supports.

ASPire The ASP student newspaper, covering school-related topics as well as social issues, world events, and human interest stories.

Debate Club Engages students in the art of argument and how to formally engage in a discussion with others on opposing points.

Entrepreneurship Introduces students to the essential skills of entrepreneurship for both profit and non-profit initiatives.

INK Magazine A student-led literary magazine. Its aim is to allow budding writers to explore their talents, imagination, and self-confidence.

Jazz Band A standard big band playing many types of music such as: blues, swing, cool jazz, funk, rock, Latin, and more.

Let's Talk Acceptance Dedicated to furthering the conversation about accepting all forms of difference within the ASP community.

Math Team Focuses on improving math skills from a different perspective. Club members also participate in international mathematics competitions.

Model United Nations Students debate global issues, with the goal of finding solutions to these issues within the UN framework.

Music and Drama For aspiring thespians and performers! There are typically two productions per school year.

Rebel TV The broadcasting club of ASP. Students may produce public service announcements, artistic videos, comedy skits, and more.

Robotics Club Collaborative learning focusing on the development of practical STEM skills, featuring tech challenges and robotics exhibitions.

Student Council Acts as a liaison between students and administration, and seeks to address the concerns of the student body while supporting a positive school environment and culture.

Women in STEM For all students who want to explore their interests in science, technology, engineering, and math.

Yearbook Club Works in tandem with the Yearbook class to produce the annual school yearbook.



Co-curricular Activities

Service Learning

y participating in school service learning projects, ASP students engage as global citizens, give to others, and learn more about themselves and the world around them.

Clubs and programs include the following:

Lower School

Under the auspices of the Student Council

Green Team

Visits to Saint-Cloud Retirement Home

Support for Niharika Orphanage in India

Pièces Jaunes France campaign

Middle School



Support for the Jyoti School in India Restos du Cœur Leadership and Global Citizenship Classes Love in a Box

Green Team

Upper School

Amnesty International
Compassion Without Borders
Habitat for Humanity
India Project
Kalahari Education Experience
Kenya Club
Kids Home in support
of Kids Base Thailand
National Honor Society
Romanian Children's Relief
Room to Read









Sumba Group in support of The Sumba Foundation

General School Information

School Hours

Monday – Friday 8:45 a.m. – 3:30 p.m.

Eight-Day Schedule

Class schedules rotate on an eight-school-day cycle.

ID Cards | Students

Students in Grades 3-12 are issued a school ID card which also serves as a cafeteria, library, and bus card. Younger students who take the bus will also have a card. The card should be kept within easy access at all times.

ID Cards | Parents

Each ASP parent and guardian is issued an ID card which must be shown to security guards upon arrivial. Adults are requested to wear their card at all times, ensuring that it is easily visible while on campus.

Replacement of ID Cards

If an ID card is lost or damaged, a new card request must be made on the Parent Portal. There is a €20 charge for a replacement card.

Vehicle ID

Vehicles entering campus must be registered with school security; ASP families can register their vehicle and obtain a vehicle sticker on the Parent Portal.

Updating Your Contact Information

Please contact the Admissions Office at admissions@asparis.fr with any change of contact information.

Nurse

The nurses' office is located in Building 3. The nurses can be reached at nurse@asparis.fr

Absences

To inform the school of your child's absence, please inform:

Lower School

Camille Burel | lsoffice@asparis.fr

Middle School

Patricia Connor | msoffice@asparis.fr

Upper School

Alyssa Pierce | usoffice@asparis.fr

Lost and Found

Lost and Found bins have been placed in the following locations:

Building 3 | Ground floor

near the Lower School library

Building 6 | Ground floor

near the Upper School locker area

Building 4 | 1st floor

near the Middle School locker area

Building 7 | Ground floor

inside the locker rooms

Students and parents are encouraged to search the bins as soon as they believe an item is lost. Bins will be cleaned out at the end of each month and clothing items will periodically be placed on tables at reception for students and parents to view. At the end of the school year, unclaimed clothing items will be donated to charity. Other valuable items (watches, phones, mobile devices) will be kept within division offices, or at the reception desk for future claim. Please ensure that personal items are always labeled with the name of the owner.

Water Fountains

Water fountains are installed throughout campus. Students are encouraged to fill their own water bottles from these fountains both to stay hydrated and to promote an ecologically-friendly water consumption routine.



School Supplies

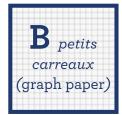
Upper School students should bring a pen, pencil, and paper on the first day of school; teachers will inform them of the other supplies needed for each course. They should have their own laptop (or other suitable electronic device) to use at school throughout the year.

Middle School families should check the Starting School pages of the ASP website to see supply lists by grade level. Each student will be loaned a school laptop computer to use throughout their ASP Middle School years.

Lower School All students should arrive with a backpack and water bottle. EC3, K1, and K2 students should also bring a change of clothes to be used in case of accidents.

Here is a list of commonly required supplies, in English and French.





Examples of French paper formats Binder / Classeur Calculator/Calculatrice Clipboard/Porte-Bloc Compass/Compas Dictionary/Dictionnaire Dividers/Intercalaire Eraser/Gomme Folder/Chemise Glue Stick/Bâton de Colle Highlighter/Surligneur Index Cards/Fiches Notebook/Cahier Pencil Sharpener/Taille-Crayon Pencils/Crayons Pens/Stylos Plastic Sleeves/Pochettes Plastiques Protractor/Rapporteur Ruler/Règle Scissors/Ciseaux Spiral/Spiral Stapler/Agrafeuse Staples/Agrafes

(most commonly-used brand name)

ASP Cafeteria

he cafeteria team welcomes you to ASP. It is our belief that students enrolled in the cafeteria program should receive a healthy and satisfying meal each day.

Middle and Upper School Options

Middle and Upper School students may choose from a variety of freshly-made hot and cold dishes, including vegetarian and gluten-free options, on an à la carte basis. Offerings rotate daily. Parents may load their cildren's cafeteria cards through our online recharge system for which you will receive an access code and password. For more information please contact cafeteria-online@asparis.fr



White-Out/*Tipp-Ex*

Lower School Lunch Program (K2-Grade 5)

Lower School students eat in their own cafeteria* where they can either enjoy the hot lunch program or they can bring a packed lunch from home. Microwaves are available to heat packed lunches.

All children participating in the lunch program will be provided with a packed lunch when going on a field trip.

Our goal is to provide nutritionally balanced meals that children love! And, we aim to integrate organic foods whenever possible.

As always, if your child has allergies or requires a special diet, please inform us.

Bon Appétit!

Jean Christophe Denis

Cafeteria Manager jdenis@asparis.fr

* EC3 and K1 students eat lunch in their classrooms.

From the Business Office

CERTIFICAT DE SCOLARITE

Je soussignée, Mme Brenda Heussaff, Responsable des Inscriptions de l'American School of Paris, certifie que l'élève:

«Nom» «Prènom», nè(e) le «Date_de_naissance» de «Rue», «Complément_rue»«Code_postal» «Commune»

est inscrit(e) à l'American School of Paris en **niveau** (grade «Classe») pour l'année spolaire 2010-2011. Il/elle a suivi régulérement les cours dans notre établissement decuis «Date dentrée»

En foi de quoi je délivre le présent certificat pour servir et valoir ce que de

Fait à Saint Cloud, le XDATEX

Mme Brenda Heussaff Directrice d'Admissions

Certificat de scolarité

You may be required to provide a Certificat de scolarité (certificate of enrollment) for visa or social security applications.

Please contact the Admissions Office at admissions@asparis.fr if you require this document.

Signing Up For the Lower School Cafeteria

- ① On the ASP website, navigate to the Parent Portal and then to the Lower School page. Under the Cafeteria Sign Ups tab you will find the link for signing up for the lunch program.
- ② Once you have clicked through the Sign Up Site, enter your ID and password. If you did not receive it, please contact: login@asparis.fr
- 3 Select payment for the current semester or for the full year, and confirm your choice. If you are paying by check, please submit your payment at the beginning of each semester.
- 4 Fill in the banking data and submit.
- 6 Ensure you validate the transaction.
- **6** Your transaction will be registered when this message appears: Your transaction has been recorded.
- 7 Click on Back to shop to exit.

Individual meal tickets are also available for purchase in the Building 7 cafeteria at €9.70 per ticket.

Lower School Cafeteria Prices 2018-19

By the fúll year By semester

€1,562

First semester Aug. 30-Dec. 20 K2 to Grade 5

€670

One meal daily coupon €9.70

Second semester Jan. 8-June 18 Grade 2-Grade 5

K2 to Grade 1

€922

€873

Payment of Tuition and Other Fees

Payment of Tuition Fees and other fees for the 2018-19 school year should be received by ASP as per contract terms for all returning families, and three weeks after invoice issue date for new families. If tuition and fees are paid in total or in part by a third party, it is the parent's responsibility to ensure that payment is made to ASP on time. In the case of students enrolling after the beginning of the school year, payment of tuition fees is due within three weeks of billing. Unpaid tuition fees may result in students being put on a waiting pool or suspended from the school, report cards and transcripts are withheld by the school and, in the case of failure to pay, the account is transferred to a recovery agency. Do not hesitate to contact the Business Office if you have problems paying tuition fees.

Personal Insurance

It is important that your children are covered for their activities related to the school. Your household insurance policy - in French, assurance multirisques - may cover incidents involving your child for which you could be held personally liable (responsabilité civile). Some policies exclude liability coverage for extra-curricular activities, use of the school facility outside normal school hours, or school-sponsored sporting events. Please double-check to make sure you have adequate insurance coverage before a problem occurs. If your policy is incomplete, your housing is provided by your employer, or if you do not have an assurance multirisques, we recommend you purchase a student liability policy. You will find a list of Insurance companies on the US Embassy website under the section Living in France.

Health Services

All students are required to provide the school nurse with a current list of vaccinations. Vaccinations must be up to date. Parents should make sure that the B.C.G. vaccination for tuberculosis or the Tuberculin (TB) skin test is valid. Please take care of these vaccinations before school begins.

Accidents or Illness at School

All accidents or illnesses occurring during school hours are reported to the school nurse. If the nurse recommends immediate medical treatment, she will contact the parent or the emergency contact. If there are medical expenses incurred as a result of treatment ordered by the nurse, you must submit the claim to French Social Security, and to your supplementary insurance (Mutuelle), or health insurance carrier for reimbursement. The school's insurance policy will intervene only for the portion of the medical expense that remains unpaid after the parent has claimed reimbursement through his medical plan. Thus, if your insurance will not cover the expense, even partially, neither will the school's. Please review your medical coverage to verify coverage for accidents or illnesses that may occur while your child is at school.

Should you require assistance in any of the items aforementioned, please do not hesitate to contact me.

Joyce Kearney

Director, Finance & Human Resources jkearney@asparis.fr

Bus Information



Dear ASP Parents and Students,

ASP offers an extensive private bus system to transport students in the western suburbs and in Paris. Our buses are a reliable and convenient option for getting to and from school.

Communication of any problems/emergencies is done by SMS direct to your French cell phones. Please ensure that we have your numbers and send us any changes that may occur during the school year, and please have your cell phone with you during bus hours.

All Middle and Upper School students should be prepared to show their school ID cards before boarding the bus. Lower School students should have their ID cards in their possession at all times.

In case of an emergency, contact:

Brenda Heussaff 06 85 31 51 17 or

Solange della Faille 06 89 37 31 71 Please note that the 5:15 and 6:30 p.m. late afternoon buses have different routes from the regular morning and afternoon buses.

Each bus has a monitor, either an Upper School student or an adult. Do not hesitate to introduce yourself to yours. The tasks of the bus monitor are:

- a) To ensure that all students behave in a safe and sensible manner
- **b)** To make sure Lower School children are met at the bus stop by a parent or guardian or are accompanied by a Middle or Upper School sibling
- c) To report any unruly or aggressive behavior to the Division Directors or the Admissions Office immediately upon arrival in the morning
- **d)** To help with new students joining the bus throughout the year
- e) To report any other problems

We are confident that with your cooperation and frequent reminders and discussions at home with your children about the bus rules, we will be able to offer the best bus service possible.

Please don't hesitate to contact us should you have any comments, concerns, or questions.

Brenda Heussaff

Director of Admissions Bus Coordinator bheussaff@asparis.fr

Solange della Faille

Bus Secretary sfaille@asparis.fr

Q. Can I change to another bus stop on the same route?

Yes, but please inform Brenda Heussaff or Solange della Faille in the Admissions Office before changing stops.

Q. Can I change to another bus?

Please contact Brenda or Solange before switching buses. Some buses, particularly those serving Paris neighborhoods, may be full.

Q. I'm going to take my children to school for the first few days and then I will start putting them on the bus. Do I have to notify anyone about this?

Please notify us 24 hours before your children start using the bus.

Q. Does my child need to show their ID card to board the bus?

Students should carry their school ID card with them and may be required to show them to the driver or monitor.

Q. Can parents ride the bus?

In general, no. Even if it looks like there is room at your stop, consider that other children will be boarding at later stops. Also, if many parents board on days when there are special events at school, that could result in a lack of seats for students.

Q. Who will be helping younger children with their seatbelts?

Upper School students are assigned as monitors on each bus and are responsible for communicating with the driver, reminding students about rules and regulations, and making sure that all children are buckled in. We have also hired adult staff monitors to help on some of the buses.

Q. Can I ask the driver to stop in between two stops or at a former stop?

No. We've mapped out the routes and bus stops based on where students live and a reasonable estimate of how long children should be on the bus.

Adding additional stops slows down the commute for everyone and can create a safety hazard.

Q. My Lower School child carries a cell phone and a key to our apartment. Must I meet them at the bus in the afternoon?

All Lower School children must be met by an adult or escorted home by a Middle or Upper School sibling. If you are unable to meet your child at the bus stop, please make arrangements with other parents or older students and inform Brenda or Solange.

Q. What happens if we're running late in the morning? Can we call someone to make sure the bus waits for us?

Please be at the stop five minutes in advance in the morning and in the afternoon when picking up your children. The bus driver may wait for two minutes past the scheduled departure time, but cannot wait longer than that. If you really cannot make it to the bus stop by that time, you will need an alternative plan for getting to school.

Q. Can I get the phone number of the bus driver for my child's bus?

Depending on the needs of the bus companies with which ASP contracts, bus drivers may change. In addition, French law forbids the use of cell phones when driving. If you have concerns, talk to Brenda or Solange. To be prepared for any last minute problems, we also suggest that you exchange phone numbers with other parents at your bus stop or with the bus monitors.

Bus Rules and Regulations

All Lower School children should be in the company of an adult or an Upper School student while waiting for the morning bus. In the afternoon, Lower School children should be met by an adult, or accompanied by a Middle School or Upper School student when descending at their stop. In case of an unforeseen problem where the adult is not at the stop to meet the bus, the child must STAY ON THE BUS AND BE BROUGHT BACK TO THE SCHOOL after the bus has finished its route to be picked up by the parents at the school.

2 It is forbidden for Lower School students to sit in the first row of seats on the bus. Seating for Lower School students is between the second row and the back exit.

Thank you for taking the time to review the above information with your children. Additional information may be found on the Parent Portal. The use of objectionable language on the bus is forbidden. Any violation must be reported to the bus monitor immediately or to Brenda Heussaff.

4 In the interest of safety, ALL students must be seated and facing forward with their seat belts on while the bus is moving.

Disruptive behavior can be dangerous!
Any violation will be viewed as a serious offense. Repeat offenses will be cause for suspension or expulsion from the school bus.*

Once the bus doors are closed in the afternoon, students will not be allowed to board the bus. It is strictly prohibited to run in the parking lot to catch the bus! Students who miss the afternoon bus must check in with the school office and can take a late bus. Food and drinks are prohibited on the bus. Trash should never be left on the bus. The drivers arrive with a clean bus and the children should leave a clean bus at the end of the route.

ASP is not responsible for items left on the bus; nevertheless, please contact admissions@asparis.fr if your child leaves something on the bus and we will do our best to coordinate with the bus company to find the item. Please label items with your child's name.

9 Enter the bus by the front door only.

10 Please remember that the bus monitor is on the bus to assure that safety and correct behavior are observed. They are to be respected, as you would want them to respect you.

* Any conduct which endangers the safety of students on the bus will result in a phone call and letter to the parents and the student being removed from the bus for a period of one week. All other violations of bus rules will result in a warning letter being sent to the parents outlining the student's behavior. After a second violation of the bus rules, the student will be removed from the bus for one week. Additional violations will result in additional suspension from the bus and additional sanctions until the bus privilege is finally removed permanently.

ASP School Calendar

		Au	gust 20	018		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Middle School Placement Testing | August 27 New Family Orientation, Middle and Upper Schools | August 28 New Family Orientation, Lower School | August 29 First Day of School | August 30

September 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PFA Welcome Coffee | September 4 Fall Sports Tryouts | September 4, 6, 7

Outward Bound Packing Day (Grade 7) | September 6

Outward Bound Packing Day (Grade 8) | September 7

Outward Bound (Grade 7) | September 7-14

Activities Day, Upper School | September 7

Outward Bound (Grade 8) | September 8-14

Outward Bound (Grade 6) | September 10-14

Living Skills | September 14, 18

Welcome Picnic | September 15

Community Connections | September 18

Open House, Lower School | September 20

Picture Day, Lower School | September 24

Picture Day, Middle School | September 26

Open House, Upper School | September 27

	October 2018					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Picture Day, Upper School (Grades 9-11) | October 3 Open House, Middle School | October 4 Professional Development Days (no classes) | October 8-9 Picture Day, Upper School (Grade 12) | October 10 Parent-Teacher Conferences, Lower School | October 18 Fall Break | October 22-26

	November 2018					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Toussaint/All Saints Day | November 1 Trunk or Treat | November 3 Armistice Day | November 11

	December 2018					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Winter Fest | December 8 Middle School/Upper School Winter Concerts | December 11, 13 Lower School Winter Concert | December 18 Winter Break | December 21-January 7

	January 2019					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

New Family Orientation and Living Skills | January 15 Picture Day, New Student and Make-ups | January 17

	February 2019					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

February Break | February 25-March 1

School events
Holidays, no school
Professional development days, no classes
French holiday, school in session

Key dates already established for the 2018-19 school year

Dates are subject to change. Please refer to the ASP website and school newsletters for up-to-date information.

March 2019						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Visiting Writer Event | March 12 Vocal 3D Concert | March 28

April 2019							
SUNDAY	MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDA						
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

Instrumental 3D Concert | April 4 Lundi de Pâques/Easter Monday | April 22 Spring Break | April 22-May 3

May 2019						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Fête du Travail/Labor Day | May 1 Victoire 1945/Victory Day | May 8 Ascension Long Weekend | May 30-31

June 2019						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Upper School Performing Arts Festival and Awards | June 4 International Day | June 8 Pentecôte/Pentecost (school in session) | June 10 Middle School Performing Arts Festival and Awards | June 11 Graduation | June 16 Middle School Promotion Ceremony | June 19 Last Day of School | June 19











Our Mission

American School of Paris 41, rue Pasteur 92210 Saint Cloud France

The American School of Paris is a vibrant, Tel. +33 (0)1 41 12 82 82 international, family-oriented community.

www.asparis.org

international, family-oriented community.

Our mission is to inspire and prepare every student to achieve personal and academic excellence as an engaged global citizen by providing a challenging, innovative program within a compassionate environment.







Notes		
