

# ORIENTATION GUIDE 2019-20

AMERICAN  
SCHOOL  
OF PARIS



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selamat datang خوش آمدی  
во просимо ზამარჯობა velkommen  
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ommen benvenuto добро пожаловать



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## Board of Trustees

**A**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 composed 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](mailto:board@asparis.fr)

### Officers

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AMERICAN  
SCHOOL  
OF PARIS



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[www.asparis.org](http://www.asparis.org)

From the Head of School

## Welcome to the American School of Paris

**A** community of over 60 nationalities, we are united in our **passion for teaching and learning**, and **supporting each student to use their voice and realize their full potential** in and out of the classroom.

At ASP you will find **a truly international and family-oriented community**, where parents and students alike have opportunities to contribute to the life of the school, to learn new skills, to become a French speaker, and to make lasting friendships.

In this **Orientation Guide** you'll see some ways to **get involved**. Please 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.

**Jane Thompson**

Head of School

*head@asparis.fr*





## American School of Paris Campus Map and Access

- P** Paris Gate  
for Buses and Employees Only
- M** Middle Gate  
for Employees Only



1 Field House

2 Lower School  
Extension Program

PAC Performing Arts  
Center

3 Lower School  
*ground level*  
Middle School  
*upper level*

4 Administration  
*ground level*  
Middle School  
*upper level*

5 Arts  
*ground & upper level*  
Middle School  
*middle level*

6 Upper School

7 Reception  
Business Office  
Gym  
Community Room

CT Cafeteria  
and Terrace

8 Lower School  
Cafeteria and  
Activity Room



## Garches Gate for Parents and Visitors

**Entry and Exit** Vehicles use the entry and exit lanes here, while pedestrians use the parallel dedicated gate.

**Student Drop-Off** Signage indicates the drop-off zone along the side of Building 7.

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

**Parking** Parents and guests are invited to park in the Garches Gate lot.

## ASP Welcome Program

**E**very year we welcome **more than one hundred new families** to ASP. Our comprehensive Welcome Program is designed to help you find your way, make new friends, and **feel right at home** in our community. Our goal is to make your transition to Paris and your arrival at ASP as smooth and enjoyable as possible.



## Back-to-School BBQ



September 14 | ASP Campus

11:30 a.m. – 2:00 p.m.

This whole-school event is filled with food, sports, music, games, and fun. It is 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 18 | 8:45 a.m. – 3:30 p.m.

September 19 | 8:45 a.m. – 12:00 p.m.

Presented over two days, Living Skills seminars provide a special orientation to living in the Paris area, and offer up constructive information related to school life.

- Hear an ASP nurse discuss how **the nurses' office** functions and what services are provided at school



- Learn about **the French medical system** from an American Hospital physician, with information on finding an English-speaking doctor and handling a medical emergency

- Be briefed by a member of the **ASP security** team

- Get tips on navigating **in and around Paris** by car or public transportation

- Discuss **Paris restaurants** with an expert

- Find out from a culinary expert what to look for when shopping at the **local markets** and how to find French versions of your favorite foods from home

- **Navigating ASP** – 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 their roles and opportunities for you to participate

# PFA Parent Faculty Association



**T**he 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 community, its parents, and students. Read through the following pages to discover 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. The PFA is here to help you feel included and supported as you join the community. Among the PFA volunteer resources you may find useful:

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

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

**International Liaisons** to help you find traditional items that you may be missing from home. They may also speak your mother tongue.

**Parent Ambassadors** to reach out to prospective parents as they consider whether ASP is the right choice for their family.

For more information and other details, please visit the **Our Community** page on the ASP website:  
[www.asparis.org/our-community](http://www.asparis.org/our-community)

We look forward to meeting you at the **PFA Welcome Coffee on September 3 at 9:00 a.m.!**

Lisa Young Hallenbeck  
PFA President 2019-20  
[pfapres@asparis.fr](mailto:pfapres@asparis.fr)



## PFA Welcome Coffee

September 3 | 9:00 – 10:30 a.m.



Being an ASP parent earns you automatic membership in the PFA! Please join us to meet the 2019–20 PFA team and other parents. We will get to know each other and briefly explore the opportunities for involvement at school.

## Parent Coffees

The 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 discussion.



### Senior Class Parents

Senior 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. They also coordinate graduation announcements, senior photos, monthly treats, senior t-shirts, an award luncheon, and more.



### Sports Boosters

Sports 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 sales of spirit wear.

### School Portraits

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



**Lower School**  
**Middle School**  
**Grades 9-11**  
**Grade 12**  
**Retakes and New Students**

September 25  
October 8 and 9  
October 8 and 9  
October 2  
January 28, 2020

## PFA Activities

### Trunk or Treat

Saturday, October 19

Halloween 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 7

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



### Spring Festival

Saturday, April 25

A fun-filled Lower School family and community event! Activities will include face painting, cookie decorating, a cake walk, crafts, games, popcorn, and more!



### International Day

Saturday, June 6

Our biggest event of the year! This special on-campus international festival is a great opportunity to celebrate our vibrant, diverse family-oriented community. Come and sample delicacies from around the world, participate in amazing games, and enjoy international dance and musical performances.



# PFA Participation

**W**e are a multinational school with **International Liaisons\*** to **help you in your mother tongue** or to **aid in sourcing traditional items** from home you may be missing.

## Executive Board

President

*pfapres@asparis.fr*

Vice President

*pfavp@asparis.fr*

Treasurer

*pfatreas@asparis.fr*

Secretary

*pfasec@asparis.fr*

Parliamentarian

*pfaparl@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*

Technology Support

*pfaweb@asparis.fr*

Winter Fest

*pfawf@asparis.fr*

## Welcome Program Heads

Living Skills

*pfalivingskill@asparis.fr*

\*Check the website for the name of your liaison.



## Grade Level Liaisons

<b>Lower School Head Liaison</b>	<i>pfalslhead@asparis.fr</i>
<b>Kindergarten 3</b>	<i>pfalslk3@asparis.fr</i>
<b>Kindergarten 4</b>	<i>pfalslk4@asparis.fr</i>
<b>Kindergarten 5</b>	<i>pfalslk5@asparis.fr</i>
<b>Grade 1</b>	<i>pfalsl1@asparis.fr</i>
<b>Grade 2</b>	<i>pfalsl2@asparis.fr</i>
<b>Grade 3</b>	<i>pfalsl3@asparis.fr</i>
<b>Grade 4</b>	<i>pfalsl4@asparis.fr</i>
<b>Grade 5</b>	<i>pfalsl5@asparis.fr</i>
<b>Middle School Head Liaison</b>	<i>pfamslhead@asparis.fr</i>
<b>Grade 6</b>	<i>pfamsl6@asparis.fr</i>
<b>Grade 7</b>	<i>pfamsl7@asparis.fr</i>
<b>Grade 8</b>	<i>pfamsl8@asparis.fr</i>
<b>Upper School Head Liaison</b>	<i>pfauslhead@asparis.fr</i>
<b>Grade 9</b>	<i>pfausl9@asparis.fr</i>
<b>Grade 10</b>	<i>pfausl10@asparis.fr</i>
<b>Grade 11</b>	<i>pfausl11@asparis.fr</i>
<b>Grade 12</b>	<i>pfausl12@asparis.fr</i>

## International Liaisons

<b>Brazil/Portugal</b>	<i>pfabrazil@asparis.fr</i>
<b>Canada</b>	<i>pfacanada@asparis.fr</i>
<b>China</b>	<i>pfachina@asparis.fr</i>
<b>France</b>	<i>pfafrance@asparis.fr</i>
<b>Greece</b>	<i>pfagreece@asparis.fr</i>
<b>India</b>	<i>pfaindia@asparis.fr</i>
<b>Italy</b>	<i>pfaitaly@asparis.fr</i>
<b>Mexico</b>	<i>pfamexico@asparis.fr</i>
<b>Netherlands</b>	<i>pfanetherlands@asparis.fr</i>
<b>Russia</b>	<i>pfarussia@asparis.fr</i>
<b>SE Asia</b>	<i>pfasoutheastasia@asparis.fr</i>
<b>South Korea</b>	<i>pfasouthkorea@asparis.fr</i>
<b>United Kingdom</b>	<i>pfauk@asparis.fr</i>
<b>Arabic Language</b>	<i>pfaarabic@asparis.fr</i>
<b>Spanish Language</b>	<i>pfaspanish@asparis.fr</i>
<b>Italian Language</b>	<i>pfaitalian@asparis.fr</i>

## Neighborhood Liaisons

<b>Garches</b>	<i>pfagarches@asparis.fr</i>
<b>Saint-Cloud, Suresnes</b>	<i>pfasaintcloud@asparis.fr</i>
<b>Hauts-de-Seine 92</b> + Louveciennes, Bougival	<i>pfavaucresson@asparis.fr</i>
<b>Les Yvelines 78</b>	<i>pfastnom@asparis.fr</i>
<b>Paris Rive Droite</b> 3, 4, 8, 9, 16 north, and 17	<i>rivedroite@asparis.fr</i>
<b>Paris Rive Gauche</b> 5, 6, 7, 13, 15, and 16 south	<i>rivegauche@asparis.fr</i>
<b>Paris Ouest</b> Boulogne-Billancourt, Neuilly-sur-Seine	<i>parisouest@asparis.fr</i>



## Meet the Administrative Team

**Jane Thompson**  
Head of School  
[jthompson@asparis.fr](mailto:jthompson@asparis.fr)

**Brian Brazeau**  
Assistant Head  
of Upper School  
[bbrazeau@asparis.fr](mailto:bbrazeau@asparis.fr)

**Dan Kerr**  
Lower School Director  
[dkerr@asparis.fr](mailto:dkerr@asparis.fr)

**Aaron Hubbard**  
Upper School Director  
[ahubbard@asparis.fr](mailto:ahubbard@asparis.fr)

**Carleen Helaili**  
Interim Middle School  
Director  
[chelaili@asparis.fr](mailto:chelaili@asparis.fr)

**Caroline Baugh**  
Director of Community  
Relations  
[cbaugh@asparis.fr](mailto:cbaugh@asparis.fr)



**Mike Breen**

Director of Security  
and Facilities  
*mbreen@asparis.fr*

**Michèle Calon**

Director of ASP Extension  
*mcalon@asparis.fr*

**Brenda Heussaff**

Director of Admissions  
*bheussaff@asparis.fr*

**Joyce Kearney**

Director of Finance  
and Human Resources  
*jkearney@asparis.fr*

**John Kim**

Director of Athletics  
and Activities  
*jkim@asparis.fr*

**Larry Love**

Director of Technology  
*llove@asparis.fr*

# ASP Online

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



*PowerSchool* is the **student information database** where student schedules, attendance data, grades, and report cards are available.



Learning

*PowerSchool Learning (Haiku)* is the **online learning platform** used by Middle and Upper School teachers to extend the classroom environment. For the ASP student, PowerSchool Learning provides access to a variety of resources and information related to classes, clubs, and other activities.



*Seesaw* is a **digital portfolio tool** used in the Lower School to document and showcase student learning, encourage student self-reflection, and connect parents to their child's classroom.

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ABOUT ASP STUDENT LIFE ADMISSIONS ACADEMICS ARTS AT



The **Parent Calendar**, accessed via the Parent Portal, details events such as meetings, trips, and programs organized by division.

The **Cafeteria Card** recharge link can be found under quicklinks on our website homepage and the Parent Portal.

The campus is home to two **ASP Libraries**, **La Bibliothèque** (K3–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.

### Questions?

Online Accounts  
IT Department  
[ithelp@asparis.fr](mailto:ithelp@asparis.fr)

### Other Technology Services

Director of Technology, Larry Love  
[llove@asparis.fr](mailto:llove@asparis.fr)

[Parent Portal](#) | [Alumni](#) | [Giving](#) | [Quicklinks](#)



STARTING SCHOOL

ATHLETICS & ACTIVITIES | OUR COMMUNITY | SUMMER & EXTENSION



# Rebel Athletics Program

**W**ith three distinct seasons, ASP offers a comprehensive range of **co-curricular sporting experiences** for students in all academic divisions. Everyone is welcome to join.



**P.E. uniforms** are required for students from Grades 4–10. The official ASP white t-shirt and navy blue shorts can be purchased from our online vendor and delivered directly to any home address. The link to the American School of Paris attire can be found online.

## International School Sports Tournament (ISSTs)

The Rebels are proud members of the ISST organization. The students chosen to represent the school at the Varsity level participate in the **ISST Championships** 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.



Activities run on various days after school for Grades K4–8 and on Saturday mornings for certain sports for all Grades. Registration forms are posted on the Parent Portal approximately two weeks before each season begins. There is a one-time €50 fee for the uniform for team sports.

## Lower School Rebels

### Fall Sports Schedule

**Young Rebels Golf**  
(Grade 2–5)

Mondays 3:30–5:00

**Young Rebels Soccer**  
(Grade 4–5)

Tuesdays 3:30–5:00

**Young Rebels Soccer**  
(Grade 2–3)

Fridays 3:30–5:00

**Mini Rebels Tennis**  
(K4–Grade 1)

Fridays: 3:30–5:00

**Mini Rebels Soccer**  
(K4–2)

Saturdays 9:30–10:30

**Young Rebels Baseball**  
(Grade 3–5)

Saturdays 9:30–10:30

**Young Rebels Soccer**  
(Grade 3–5)

Saturdays 10:30–11:45

### Winter Sports

Multisports, Basketball, and Ball Sports

### Spring Sports

Mini-Tennis, Tennis, Baseball, Soccer



# Middle School Rebels

Grades 6 – 8

Interscholastic competitions for Soccer, Volleyball, Softball, Track & Field, and Cross-Country include a few trips to other international cities and overnight stays. Middle School Rebels take one trip and host one tournament each season.

## Fall

Soccer, Volleyball, Tennis, Cross-Country, Flag Football, Touch Rugby

## Winter

Basketball, Running Club, Tennis, Sports Fun

## Spring

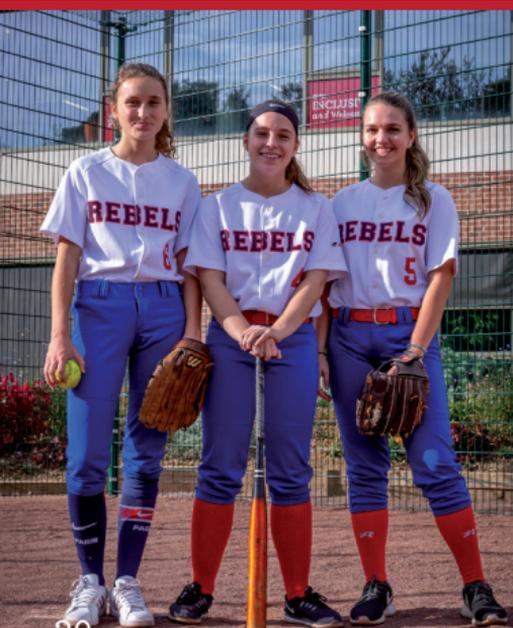
Track & Field, Softball, Baseball, Golf, Soccer Intramurals

**Have questions? Contact the team.**

**John Kim** Director of Athletics and Activities  
[jkim@asparis.fr](mailto:jkim@asparis.fr)

**Rebecca Rankin** Lower and Middle School Sports and Activities Coordinator  
[rrankin@asparis.fr](mailto:rrankin@asparis.fr)

**Naida Simota** Athletics Assistant  
[nsimota@asparis.fr](mailto:nsimota@asparis.fr)



# Varsity and Junior Varsity Rebels

Students in Grades 8–12 are eligible to try out for the Varsity and Junior Varsity teams.

## Fall

*September–November*

- Boys & Girls Soccer Varsity, Junior Varsity
- Boys & Girls Volleyball Varsity, Junior Varsity
- Boys & Girls Cross Country Varsity, Junior Varsity

## Winter

*November–March*

- Boys & Girls Basketball Varsity, Junior Varsity
- Boys & Girls Swimming Varsity, Junior Varsity
- Boys Rugby Varsity, Junior Varsity
- Running Club

## Spring

*March–May*

- Boys & Girls Tennis Varsity, Junior Varsity
- Boys & Girls Track & Field Varsity, Junior Varsity
- Girls Softball Varsity, Junior Varsity
- Boys Baseball Varsity
- Golf Varsity, Junior Varsity



# Co-curricular Activities

**A**SP offers a rich and varied range of after-school and co-curricular activities for each level, providing avenues for **self-expression, language learning, and personal growth**. See the ASP website for more details and sign-ups.

## K4–Grade 1

Fun Club  
Fun Club Sports  
Mini Yoga  
Mini-Tennis

## Grades 2–8

Acro Yoga  
Chess Club  
Dance Club  
Girls Coding  
Innovation Club  
Instrumental Music  
Kaleidoscope Art Club  
Lower School Singers.  
Mars! Coding Club  
Mini Golf  
Musical Theater  
Tae Kwon Do  
Tennis

## Middle School

Art Club  
Humanities + Math Labs  
MATHCOUNTS  
Model United Nations  
Music and Drama Club  
Student Council  
Yearbook Club

## Middle and Upper School

Chess Club  
Jazz Band  
Private Music Instruction  
String Ensemble

## Upper School

A Capella  
Art Club  
ASPIre Student Newspaper  
Debate Club  
Entrepreneurship  
INK Magazine  
Let's Talk Acceptance  
Math Team  
Model United Nations  
Music and Drama  
Rebel TV  
Robotics Club  
Student Council  
Women in STEM  
Yearbook Club

# Service Learning

**B**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

Bake Sales to support The Lamdon Model School in Zanskar and the Bukas Palad School in the Philippines  
Restos du Cœur  
Room-to-Read  
Saint-Cloud Retirement Home Visits  
Shoe Drives  
Winter Clothing Drive to support local shelters

## 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 ❤️

## Everyone Can Learn at ASP!

Five times each year, Upper School Librarian Mario Chioini leads a **Parent-Faculty-Staff Book Group** to read and discuss a mixed genre of books. Contact: [mchioini@asparis.fr](mailto:mchioini@asparis.fr)

**Parent French or English Language Classes** build oral and written language skills and confidence. Thursdays from September to June. Contact: [extension@asparis.fr](mailto:extension@asparis.fr)



**Youth Summer and Vacation Programs** are offered in English and French, with a variety of activities including language courses, sports, arts, and technology. Contact: [extension@asparis.fr](mailto:extension@asparis.fr)





# General School Information

## School Hours

Monday – Friday 8:45 a.m. – 3:30 p.m.

## Eight-Day Schedule

Class schedules rotate on an eight-day school cycle.

## ID Cards

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.

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

## ID Card Replacement

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 request a vehicle sticker on the Parent Portal.



## Updating Your Contact Information

Please inform the Admissions Office of any changes of contact information at [admissions@asparis.fr](mailto:admissions@asparis.fr)

### Nurse

The nurses' office is located in Building 3.

The nurses can be reached at [nurse@asparis.fr](mailto:nurse@asparis.fr)

### Absences

In the event of your child's absence, please inform:

#### Lower School

Camille Burel | [lsoffice@asparis.fr](mailto:lsoffice@asparis.fr)

#### Middle School

Patricia Connor | [msoffice@asparis.fr](mailto:msoffice@asparis.fr)

#### Upper School

Cathy McLaury | [usoffice@asparis.fr](mailto:usoffice@asparis.fr)

### Lost and Found

Bins have been placed in the following locations:

**Building 3 | Ground floor** near the Lower School library

**Building 4 | 1st floor** near the Middle School lockers

**Building 6 | Ground floor** near the Upper School lockers

**Building 7 | Ground floor** inside the locker rooms

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.



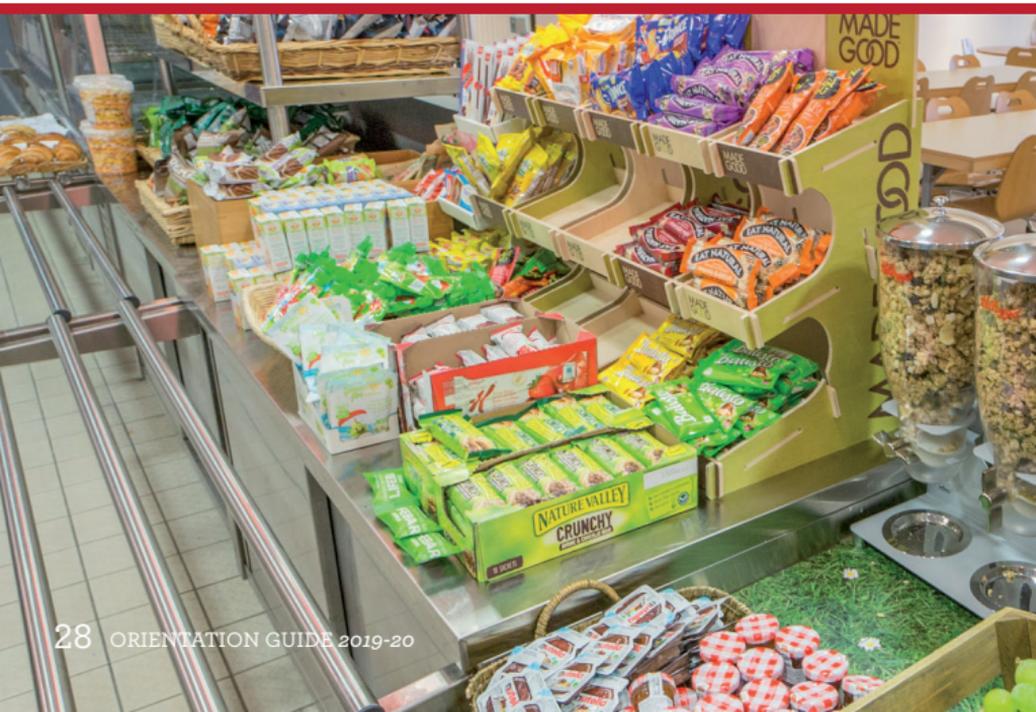
# ASP Cafeteria

The cafeteria team welcomes you to ASP. We believe that students enrolled in the cafeteria program should receive **a healthy and satisfying meal every 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 children's cafeteria cards through our online recharge system for which you will receive an access code and password. For more information, please contact: [cafeteria@asparis.fr](mailto:cafeteria@asparis.fr)



## Lower School **Lunch Program** (K5–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.

\* K3 and K4 students eat lunch in their classrooms.

*Bon Appétit !*

**Jean Christophe Denis**

Cafeteria Manager

*jdenis@asparis.fr*

## Lower School **Cafeteria Sign Up**

Please log on to the Parent Portal on the ASP website.

## Lower School **Cafeteria Prices** 2019–20

€1,562	<b>Full year</b>
	<b>Per semester</b>
€698	<b>1st semester</b> <i>Aug. 28–Dec. 19</i>
	<b>2nd semester</b> <i>Jan. 7–June 17</i>
€902	<b>K5 and Grade 1</b>
€854	<b>Grade 2, 3, 4, 5</b>
€9.70	<b>Daily meal coupon</b>



# From the Business Office

## Payment of Tuition and Other Fees

Payment of tuition other fees for the 2019–20 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*.

## 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](mailto:admissions@asparis.fr) if you find you require this document.

## 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 their 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

Director of Finance & Human Resources

*jkearney@asparis.fr*

**CERTIFICAT DE SCOLARITE**

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

«Nom» «Prénoms», né(e) le «Date\_de\_naissance»  
de «Rue», «Complément\_rues»«Code\_postal» «Commune»

est inscrit(e) à l'American School of Paris en **niveau** (grade «Classe») pour l'année scolaire 2010-2011. Il/elle a suivi régulièrement les cours dans notre établissement depuis «Date\_d'entrée».

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

Fait à Saint Cloud, le XDATEX

Mme Brenda Haussaff  
Directrice d'Admissions

# Bus Information

**A**SP 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 sent 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. 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  
[bheussaff@asparis.fr](mailto:bheussaff@asparis.fr)

**Solange della Faille**  
Admissions and Community  
Relations Assistant  
[sfaille@asparis.fr](mailto:sfaille@asparis.fr)

## FAQs

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

Yes, but please inform the Admissions Office before changing stops.

**Q.** Can I change to another bus?

Please contact the Admissions office 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.** Can parents ride the bus?

In general, no. Consider that other children will be boarding at later stops. Parents boarding on days when there are special events at school could result in a lack of seats for students.

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

No. Routes and bus stops are based on where students live with 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.** What happens if we're running late in the morning?

Can we call someone to make sure the bus waits for us?

Please be waiting at the stop five minutes in advance of both the morning and afternoon buses. The bus driver may wait for only two minutes past the scheduled departure time. If you really cannot make it to the bus stop by that time, you will need an alternative transport plan.

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

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, consider exchanging phone numbers with other parents at your stop, or with the bus monitors.

### Contact

Brenda Heussaff  
06 85 31 51 17  
or Solange della Faille  
06 89 37 31 71 24

**in case of an  
emergency.**

# Bus Rules and Regulations

**T**hank you for taking the time to **review this information with your children**. Further information may be found on the Parent Portal.

**1.** 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 ASP.

**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.

**3.** The use of objectionable language on the bus is forbidden. Any violation must be immediately reported to the bus monitor 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.

**5.** 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.\*



**6.** 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.

**7.** 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.

**8.** ASP is not responsible for items left on the bus; nevertheless, please contact [admissions@asparis.fr](mailto: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 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 Calendar

Here are some **key dates for the 2019–20 school year**. Please refer to the ASP website and school newsletters for all up-to-date information.

August 2019						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Orientation Day | **26**

First Day of School | **28**

September						
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 | **3**

Welcome Back BBQ | **14**

Living Skills | **18 & 19**

Picture Day, Lower School | **25**

October						
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 (Grade 12) | **2**

Picture Day, Upper School (Grades 9-11) | **8 & 9**

Picture Day, Middle School | **8 & 9**

Professional Development Day (no classes) | **25**

Fall Break | **October 28–November 1**

 **School events**

 **Holidays, no school**

 **Professional development days, no classes**

November						
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 | 1

Armistice Day | 11

December						
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 Break | December 20-January 6

January 2020						
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 | 16

Community Connections Fair | 16

Picture Day, New Student and Make-ups | 28

February						
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	

Professional Development Day (no classes) | 14

February Break | 17-21

## March

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 | 10

Gala | 21

## April

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		

Spring Break | 6-17

## May

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 | 1

Victoire 1945/Victory Day | 8

Ascension Long Weekend | 21-22

## June

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				

Pentecôte/Pentecost | 1

International Day | 6

Last Day of School | 18

Class of 2020 Graduation | 20

 School events

 Holidays, no school



