



Le Lycée Français
de Los Angeles

Accredited

Esther and Raymond Kabbaz, Founders

PARENT & STUDENT HANDBOOK

PLEASE DOWNLOAD THIS ONLINE HANDBOOK AND KEEP IT FOR REFERENCE.

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INTRODUCTION

This Student Handbook is a comprehensive source about campus life at Le Lycée Français de Los Angeles. It includes information for all grades and all campuses, a one-stop shopping for details you may need to know about everything from Extra-Curricular Activities and Parent-Teacher Conferences to what color socks your child should wear. Please read it carefully and keep it as your reference. Should you have specific questions about your child, please do not hesitate to contact your Head of Campus' office.

Le Lycée Français de Los Angeles does not discriminate on the basis of race, disability, color, religion, gender, sexual orientation, ancestry or national and ethnic origin in administration of its educational and hiring policies, admission policies, financial access programs, or athletic and other school-administered programs.

MISSION STATEMENT

Le Lycée Français de Los Angeles seeks to provide its students with maximum opportunities to develop and enrich their personal potential by means of attention to the "whole person." Le Lycée Français de Los Angeles is unique in that its students come from all over the world and represent all ethnic, religious, and socioeconomic backgrounds.

Through the dynamic relationship of our world-class French/European program and the equally regarded North American approach to learning, our students develop their intellect to the highest possible level. The fruits of this union are such qualities as a capacity for incisive and analytical thought, immersion in the riches of the humanities, and a strong global perspective in all our students.

Another result of this synergistic coupling is our students' heightened sensitivity, respect, and appreciation for other points of view. Le Lycée Français de Los Angeles fosters an environment that is conducive to respect for cultural differences and encourages multicultural dialogue and exchange. Le Lycée Français de Los Angeles also holds dear the fundamental principle of the equality of all peoples without consideration to race, ethnicity, or religion. Le Lycée Français de Los Angeles students live and breathe diversity. They resolve conflicts daily, and they experience the entire world each day on the playground. The Founders' vision of creating a world community in microcosm, embedded in a classical educational program, has offered, and will continue to offer, students the unique opportunity to experience, in vivo, the value of lifelong learning and the rich diversity of all people.

BOARD OF TRUSTEES

The Le Lycée Français de Los Angeles Board Trustees is comprised of six (6) trustees who are dedicated and loyal to the school's mission and educational objectives. Each of the trustees contributes to the school based on their professional expertise, or other qualities that they are willing to share toward the continuing success of our school. Primary functions of the board include reviewing financial reports, addressing matters associated with major school resource expenditures, and long range financial planning.

LEADERSHIP TEAM

The Lycée nine (9) member Leadership Team is comprised of the School President, Heads of Campuses, The Dean of Faculty, and General Supervisor. Two trustees of the Board of Trustees (President and Secretary) are members of the Leadership Team, but while serving on the Leadership Team act only in the capacity of school operations manager and Director. The Leadership Team provides oversight of all school programs, including students' educational progression, professional development, curriculum policies and development, faculty/staff credentials and employment, public relations, faculty evaluations, assessment of student test outcomes, procurement of instructional resources and materials, student discipline and employee dispute resolution.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs) OR STUDENT OUTCOME EXPECTATIONS

Students of Le Lycée Français de Los Angeles are expected to develop the following important skills:

1. **Critical Thinking:**
 - Students who are able to analyze problems from numerous perspectives
 - Students who are able to utilize a variety of research modalities in their analysis
 - Students who are able to approach problems through the dialectic, Socratic dialogue
2. **Multi-lingual Communication:**
 - Students who are able to communicate effectively and have an excellent command of French and English, Spanish, German, or other languages
 - Students who demonstrate knowledge of important literary, scientific, and cultural contributions associated with these languages
3. **College Readiness:**
 - Students who are ready, willing, and able to join a fruitful college life and a successful professional workforce
4. **Independent and Self-Directed Learners:**
 - Students who are able to work effectively alone or collaboratively
 - Students who are able to maintain and appreciate self-discipline
5. **Cultural Sensitivity:**
 - Students who are able to work effectively in a multicultural environment
 - Students who are able to respect the rights of others
 - Students who are able to empathize with the plight of others
6. **Social Consciousness:**
 - Students who are aware of current social issues
 - Students who are involved in making their communities better
7. **Lifelong Enrichment:**
 - Students who are exposed to the love of music, the arts, physical fitness, and nutrition

PARENTAL COOPERATION PHILOSOPHY

Le Lycée Français de Los Angeles believes that a positive and constructive working relationship between the school and a student's parents or guardians is essential to the fulfillment of the school's mission. Parents must respect all school rules and policies of the school. Le Lycée Français de Los Angeles requires that its students, faculty, administrators, and staff follow the rules and regulations of the school at all times as well as parents. Courtesy and civility are part of this, especially when it relates to dealings with parents/guardians and school administrators, faculty, and staff members.

Parents are not allowed to lecture their children's classmates or other students while on Campus. Parents have a contractual relationship with the school, but most importantly, they also set an example for our students. Therefore, Le Lycée Français de Los Angeles places great importance on the behavior, demeanor, and attitude of all members of its school community, including parents and families.

We pride ourselves on making improvements on our physical plant whenever and wherever necessary or desirable. We also pride ourselves and have been commended by Senators, Inspectors and Officials from the French Government, as well as Officials of the Western Association of Schools and Colleges, on offering an excellent education at extremely reasonable and below-market tuition fees. Therefore, there will be zero tolerance for any destruction, however small, of school property by any adult or student. It will be deemed vandalism and parents will be asked to make immediate monetary reparation to the School, and offending student(s) may be subject to expulsion. Please go over these important rules with your child.

Approved persons dropping off or picking up children must abide by all traffic and parking regulations described herein, i.e. dropping off and picking up in a timely manner. The California Vehicle Code governing all traffic laws also applies to vehicles and persons on our private property.

The school reserves the right not to continue enrollment or not to re-enroll a student if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship difficult, impossible, or otherwise seriously interferes with the school's accomplishment of its educational purposes. Parents who speak or write and/or distribute derogatory remarks about the school, its policies, its decisions, or its employees or agents with the intention to besmirch or damage the reputation of the school understand that their child will be removed from school and the family will be refunded the portion of remaining tuition through the Dewar Insurance fund.

TO DIVORCED OR SEPARATED PARENTS WITH SPECIAL INSTRUCTIONS: Please note that extra security measures will not be taken in the enforcement of court orders regarding Pick-Up or custody. It is the School's assumption that all of our students' parents are law-abiding citizens whether divorced, separated, or married and must cooperate with their Pick-Up and Drop-Off schedules, whether personal or court-ordered. The school is not equipped nor prepared to police or enforce individual schedules. **Contempt of any kind by either parent towards a court-ordered Pick-Up schedule will result in the student's immediate and permanent dismissal.** In the past, disruptions related to the described issues have distracted school personnel from their daily security duties.

(BLUE CLASS) ADMISSION CARDS

If your child's tuition has been paid in full, your child's Blue Class Admission Card will be mailed to the address on file the first week of September. Please watch your mail and guard this Blue Card **carefully**. All students must bring their Blue Class Admission Card to school on the first day of school; see the school-wide calendar. Students without their Admission Card will not be admitted to class. Also included in this mailing will be two (2) new security entrance permits, see Entrance Policy section.

ARRIVALS

You must have a valid Entrance Security Pass displayed in/on your vehicle. Those vehicles not displaying this Pass will not be allowed onto campus. To avoid having your vehicle towed, display the Entrance Security Pass at all times while on campus.

Enter and exit the campus in a safe and timely manner.

Morning Drop-Off/ Please Drive Carefully

Please note you may NOT Drop-Off your child before the designated time.

Campus	Grades	Earliest Drop-Off	Earliest Pick-Up	Latest Pick-Up
Campus 55	Preschool & K1	8:00 AM	2:30 PM	4:45 PM
Century City Campus	K2 & 1 st grade	8:00 AM	3:00 PM	4:45 PM
Pacific Palisades Campus	Preschool & K1	8:00 AM	2:30 PM	4:45 PM
Pacific Palisades Campus	1 st – 2 nd	8:00 AM	3:00 PM	4:45 PM
Main Campus	Elementary (2 nd – 5 th)	7:45 AM	3:00 PM	4:45 PM
Main Campus	Middle School (6 th – 8 th)	7:45 AM	3:15 PM	4:45 PM
Raymond & Esther Kabbaz	High School (9 th – 12 th)	7:45 AM	3:15 PM	5:00 PM*

*Some classes at the high school end at 7:00 PM

Also, please note the hours of operation for the Administrative Offices are 8:30 AM – 5:00 PM.

Campus 55:

- Arrival time is from 8:00 AM - 8:30 AM.
- Please Drop-Off your child in a safe and timely manner.
- Please do not congregate in the courtyard.

Century City Campus:

- Arrival time for K2 is from 8:00 AM to 8:30 AM.
- Arrival time for 1st Grade is from 8:00 AM to 8:45 AM.
- **Pico is an extremely busy street.** Please watch your children, hold their hand, and safely deliver them inside the gates of the Campus.
- You may also use the underground parking lot.
- NO DOUBLE PARKING AT ANY TIME.
- Please drive carefully.

Pacific Palisades Campus:

- Arrival time is 8:00 AM – 8:30 AM.
Please Drop-Off your child in a safe and timely manner.
Please do not congregate in the courtyard.
- Please drive carefully.

Elementary School on Main Campus:

- Arrival time is 7:45 AM to 8:25 AM at the upper gate. At 8:25 AM, the bell rings, students line up two-by-two with their class. The teachers greet and escort them to the classrooms.
- Please drive to the upper gate and Drop-Off your child. Parking and walking up the driveway dodging oncoming cars is dangerous and forbidden. Parents do not save time by doing this.
- Every day, the general supervisor inspects the uniform of every student at the gate. The Supervisor is available to take messages for teachers, money for supplies, lunch tickets, etc.
- Students go to the recess playground for supervised play and socialization.
- Please drive carefully.

Middle School on Main Campus:

- Arrival time is 7:45 AM to 8:45 AM at the Drop-Off Zone in Lane 1 of the driveway (see Security section for more information.)
- Students go to the recess playground for socialization.
At 8:45 AM, the bell rings, students line up two-by-two with their class. The teachers greet and escort them to the classrooms.
- Please drive carefully.

The Raymond and Esther Kabbaz High School

- Arrival time is 7:45 AM to 8:45 AM at the entrance of the high school location on National. Please be careful as National is a busy street.
- Students go to the recess area for socialization.
- At 8:45 AM, the bell rings, students proceed to their class. The teachers greet and escort them to the classrooms.
- Please drive carefully.
- Please read and follow the High School Attendance Policy.

HIGH SCHOOL ATTENDANCE POLICY**Attendance Philosophy**

The School believes that attendance, academic performance, and the full Lycée educational experience are all inextricably linked. There is no substitute for the actual classroom experience and the rich array of unique learning opportunities Le Lycée offers to all of its students. The School's mission to develop the, "whole person," is accomplished by means of an exceptional academic and extra-curricular program that is broadened, enhanced, and reinforced through positive social interactive experiences that can only be achieved through full school attendance.

State Attendance Statute

The State of California requires that all children between the ages of 6 and 18 attend school. Students with excessive absences and/or tardiness are subject to the State's compulsory school attendance laws.

Class Credit and Attendance

California State statute and Le Lycée Français de Los Angeles school policy requires that students meet specified attendance requirements. Included in these requirements are hours attended in the classroom setting. Our School is a traditional school that requires regular classroom attendance, in contrast to distant learning options such as online or correspondence education. Missing time in the classroom limits necessary learning opportunities and undermines the Lycée's proven educational program. Excessive tardies and absences are also disruptive to other students' learning process (e.g., group projects, lesson disruption associated with late entry to class, etc.) Accordingly, excessive absences and/or tardies will result in the **failure to issue and/or the loss of academic credit.** Without academic credit, students will not meet Lycée High School graduation requirements and those requirements associated with college admissions.

Excused Absences Includes:

- Illness
- Medical, dental, optometric, or chiropractic appointments (effort should be made to schedule these type of appointment outside of school hours.)
- Required legal responsibilities
- Serious family emergency
- Funeral for family member
- Observation of religious holiday
- Approved personal reasons- must be authorized at least two (2) weeks in advance
- School-authorized college visitation (Juniors and Seniors)
- School-authorized school activity
- School-authorized participation in local or national competitive sports
- School-authorized participation in professional employment activity
- When students are actually employed and have site approved tutors such as in the case of actors and athletes

Unexcused Absences* Include (but are not limited to):

- Family vacations or trips during scheduled school days
- Oversleeping
- Leaving school during regularly scheduled classes without approval
- Personal grooming appointments (nails, hair, etc.)
- Multiple incidents of missing the bus or car trouble
- Multiple incidents of traffic delays
- Multiple incidents of absence on scheduled test days
- Shopping or other errands
- Desire to avoid a particular athletic activity

*Three or more unexcused absences will result in corrective administrative intervention.

Attendance Arrival Schedule

Students must be seated at their desks at **8:30 a.m.** or according to their schedules. Students who are not in their classroom seats or designated area **on time** will be considered absent, tardy, or truant.

Return from Absence Procedure

Upon immediate arrival to school after an absence, students **must check in** at the school Reception area and submit a note of explanation to the school supervisor, secretary, or Head of Campus. Telephone calls, emails, or assurances that notes of explanation will be presented to the school at a later time are NOT acceptable. Absence explanations **must** be presented to the school in writing or from a valid parent or guardian e-mail or text address. Students with authorized explanation notes will be provided a class admission slip to be presented to the teacher upon arrival to class.

Late Arrival to School Procedure

Students arriving to school late are considered tardy and are required to check in at the school Reception area and submit a note of explanation to the school supervisor, secretary, or Head of Campus. Telephone calls, emails, or assurances that notes of explanation will be presented to the school at a later time are NOT acceptable. Tardy explanations **must** be presented to the school in writing, or from a valid parent or guardian e-mail or text address.

Failure to present a note of explanation for an absence or tardy upon entering school may result in the student remaining in the administrative office until such time as a note is received.

Students Leaving School Early

Students leaving school early must provide a note of explanation to the school prior to receiving school permission to exit school grounds. Note: Absence or tardy explanation notes must be the product of the student's parent, guardian, or authorized medical provider.

Extended Absences

Absences exceeding five (5) days are considered extended and will require a two-week advance administrative approval.

Class related assignments in cases of school authorized extended absences, should be available on GradeLink.

In cases where the subject curriculum is heavily weighted toward group activity and/or group assignments and complex lecture presentations, or if logistical problems associated with providing classroom assignments become too great, accommodations will not be possible. In such circumstances, the student may consider withdrawing from classes until they are able to continue the program.

Class Admission

Students with authorized absence explanation notes will be provided a class admission slip to be presented to the teacher upon arrival to class. Students may not bypass the school supervisor, secretary or Head of Campus and go directly to their classroom after an absence or tardy. Explanation notes must be presented to the school administration first.

Truancy

- Students who fail to provide a valid note of explanation upon arrival to school after an absence are considered truant.
- Students arriving to school 30 minutes after their scheduled class begins, without a note of explanation, will be considered truant.
- A student will be considered truant if he or she leaves school grounds without permission during school hours.
- Students leaving school grounds at 3:15 p.m. to purchase food, visit friends, etc., and then return to school when they are scheduled for an afternoon class, will be considered truant (unless authorized by the school administration).
- Students who miss a class without permission will be considered truant.

Definition of Excessive Absences

Students who exceed the equivalent of seven (7) excused or unexcused absences (including partial day absence), during a semester, may be **ineligible** to receive semester credit. The School should be notified, in writing, if it is expected that the student will be absent for more than (2) two consecutive days. The School Administration must be informed of extenuating circumstances related to school attendance in advance.

Definition of Excessive Tardies

Students who exceed seven (7) excused or unexcused, tardies during a semester will be considered to be habitually tardy and **will be subject to school disciplinary action which may include loss of semester credit.**

Loss of Credit Make-Up

Students who have been denied class credit as a result of excessive absences and/or tardies may petition the School Administration to make-up lost classroom time through scheduled Study Hall hours. In such cases, the student will be provided assignments corresponding to the classes missed. For credit to be issued, the teacher must certify that assignments have been completed and meet expected school standards.

Parent Responsibility for Student Absence or Tardy

It is ultimately the parent or guardian's responsibility to ensure proper student attendance and the production of explanation notes in the event of an absence or tardy. Parents are expected to plan vacations and family events around the School's academic calendar.

Student Responsibility When Absent or Tardy

Upon arrival to school after an absence or a tardy, students must refer to GradeLink, class cahier, and/or the teacher to obtain and complete all missed assignments. Students are expected to complete assignments

corresponding to the number of days they were absent, unless otherwise indicated. For instance, a student who misses two (2) days of school would be expected to complete missed assignments within two (2) days of their return to school unless otherwise indicated by the teacher.

SCHOOL-WIDE CALENDAR

You will find the calendar in French and in English on our website. As many Parents wish to make their travel plans in advance, *next* year's Calendar will be available online by the end of February, although it is subject to change without notice.

CHOIR

Participation in the Choir is offered beginning in the 4th grade through the 12th grade. In past years students have performed for seniors at retirement homes, at country club events, on KCET (the local public broadcasting system), as well as local malls, and have recorded CDs.

CODES OF CONDUCT

ANY STUDENT'S BEHAVIOR (PRESCHOOL THROUGH 12TH GRADE) DEEMED BY THE ADMINISTRATION TO BE DISRUPTIVE, INAPPROPRIATE, OR NEGATIVE WILL RESULT IN THE STUDENT'S POSSIBLE DISMISSAL.

Computer teachers distribute Rules and Regulations about computer and Internet use directly to their students.

PRESCHOOL CODE OF CONDUCT **(Guidelines for good behavior in Preschool)**

We encourage parents to discuss positive behavior with their children, in order to facilitate their introduction to school, help them make friends, cooperate with teachers, and experience a happy and productive first year. Examples of this behavior include:

- Saying "please" and "thank you."
- Helping to clean up after activities, including flushing bathroom toilets and washing hands.
- Raising hands before speaking in class.
- It is a tradition at Le Lycée for students to stand when an adult enters the room. It is in the spirit of showing respect to adults that we encourage the children to do so.
- We would also like parents to discuss the avoidance of behavior, which is negative or hostile and which can cause disruption of school activities, accidents, and even injuries. Examples of this behavior include:
 - Hitting, scratching, biting, or spitting ("*You would not like anyone to do that to you.*")
 - Throwing sand in the playground at other children ("*You would not like sand in your eyes.*")
 - Hostile or obscene language; ("*We do not use bad words. It hurts other kids' feelings.*")
 - Misbehavior in the cafeteria, such as throwing food, is forbidden.
 - Misbehavior during naptime, such as waking other children is forbidden; ("*Napping is supposed to be a quiet time.*")
 - You may not continue to play when the teacher or the supervisor asks the class to line up after recess.
- Teachers are here to help. We would greatly appreciate your cooperation in order to have an excellent school year!

ELEMENTARY SCHOOL CODE OF CONDUCT

- Always be polite. (“Please.” “Thank you.” “I am sorry.”)
- It is a tradition at Le Lycée for students to stand when an adult enters the room. It is in the spirit of showing respect to adults that we encourage the children to do so.
- Raising hands before speaking in class.
- Bad words, punching, hitting, biting, and kicking are NOT allowed for any reason.
- Making fun of other children who get good grades, calling them names like “nerd, geek, etc.” is strictly forbidden.
- Raise your hand if you have a question in class.
- Do not steal, destroy, damage, or misuse the things of others.
- Do not eat other people’s food.
- No selling of personal things while at school and no trading cards.
- Do not make fun of others because they may be different from you.
- Never make fun of a person because of the color of their skin or where they are from.
- Do not make fun of people’s names or the way they look or dress.
- Do not touch others bodies in places that you should not.
- If you have a problem while playing a game, never hit or call people names. Ask a supervisor or teacher to help you.
- Bullying or frightening students especially in younger grades is not allowed.
- Cafeteria: behave courteously. Do no throw food or beg other for food or favors.
- You may not continue to play when the teacher or the supervisor asks the class to line up after recess.
- The proper Lycée uniform must be worn at all times, unless otherwise indicated.
- Shirts and blouses must be tucked in.
- Students are required to read and sign a separate copy of these rules. Please keep this copy in this Handbook as a reference and go over these important rules with your children.

MIDDLE SCHOOL CODE OF CONDUCT

- Always be polite. Bad words, punching, hitting, and kicking are NEVER allowed.
- Raise your hand if you have a question in class.
- It is a tradition at Le Lycée for students to stand when an adult enters the room. It is in the spirit of showing respect to adults that we encourage the children to do so.
- If a student is absent, a note from his/her parent or guardian is required immediately upon return to school.
- Do not damage, destroy, or misuse the things of others.
- No stealing.
- Do not make fun of others because they may be different from you.
- Never make fun of a person because of the color of their skin or where they are from.
- Do not make fun of people's names or the way they look or dress.
- Do not touch others bodies in places that you should not.
- Students may not display body markings, tattoos, piercing or hair color and/or haircuts that may be deemed as disturbing or disruptive to the educational milieu of the Lycée. Large chains and other unnecessary additions to the Lycée uniform may not be worn.
- If you have a problem while playing a game, NEVER hit or call people names. Ask a supervisor or teacher to help you handle the situation.
- Do not damage or misuse Lycée property.
- No threatening others for candy, lunch money or for favors.
- No selling of personal things while at school and no trading cards.
- Smoking or any type of drug use is strictly forbidden.
- "Stink bombs" and noisemakers imitating bodily functions are prohibited.
- Laser lights are not allowed on school grounds.
- Bullying or frightening students especially in younger grades is NOT allowed.
- Students may not be in a classroom without a teacher or supervisor.
- Mobile phone and/or other electronic devices capable of transmitting texts or e-mail should not be used outside of approved areas and never in class.
- Students may not congregate in restrooms to talk to others or socialize and inappropriate use of paper products in the restrooms must not occur.
- Students may not leave campus for any reason during school hours without express administrative approval, and may not be in a classroom unattended by a teacher or supervisor.
- Non-medically prescribed cosmetics such as eye shadow, eyeliner, and lipstick may not be worn to school.
- Students are required to read and sign a separate copy of these rules. Please keep this copy in this Handbook as a reference and go over these important rules with your children.
- Eating and drinking in class is forbidden.
- No gum chewing on campus.

HIGH SCHOOL CODE OF CONDUCT**The following infractions of school rules may be cause for expulsion or suspension from the school:**

- Always be polite, bad words, punching, hitting, and kicking are NEVER allowed.
- Raise your hand if you have a question in class.
- It is a tradition at Le Lycée for students to stand when an adult enters the room. It is in the spirit of showing respect to adults that we encourage the children to do so.
- Willful defiance of Lycée authority as embodied in administrators, teachers, or supervisors, is forbidden.
- Harassment based on race, gender, sexual orientation, or ethnicity.
- Causing, attempting, or threatening violence or physical injury.
- Theft or vandalism of school property or the personal property of others.
- Extortion.

(Note: Le Lycée Français de Los Angeles has a **ZERO TOLERANCE** policy concerning illegal drug use.)

- Possessing, using, offering for sale, furnishing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- Possessing, using, offering for sale, or furnishing any drug paraphernalia.
- Offering, for sale, or furnishing any substance represented as a controlled substance, alcoholic beverage, or intoxicant.
- Possessing, using, offering for sale or furnishing any firearm, explosive, knife, or other dangerous object not expressly used for academic purposes.
- No Smoking on or within 100 feet of any Lycée campus.

Other Rules of Proper Conduct:

- Proper Lycée uniform must be worn at all times, unless otherwise indicated.
- Shirts and blouses must be tucked in.
- Slacks must not be worn excessively low.
- Skirts must be worn at knee length.
- Blouses and shirts must be buttoned appropriately.
- The Lycée uniform must be properly cleaned, pressed, and absent of major tears to avoid a disheveled appearance.
- There will be no selling of any items on school grounds without prior administrative approval.
- Mobile phone and/or other electronic devices capable of transmitting texts or e-mail should not be used outside of approved areas and never in class.
- Students may not display body markings, tattoos, piercing, or hair color and/or haircuts that may be deemed as disturbing or disruptive to the educational milieu of the Lycée.
- Eating and drinking in class is forbidden.
- No gum chewing on campus.
- During recess and lunch, students may not congregate where they cannot be easily seen by a supervisor.
- Students may not leave campus for any reason during school hours without express administrative approval, and may not be in a classroom unattended by a teacher or supervisor.
- Carving or defacing desks is strictly forbidden.
- Non-medically prescribed cosmetics such as eye shadow, eyeliner, and lipstick may not be worn to school.
- Public or private displays of affection such as mouth kissing and touching other students' bodies in a romantic manner may not take place on Lycée premises.
- Students may not congregate in restrooms to talk to others or socialize, and inappropriate use of paper products in the restrooms must not occur.
- Students should use the restrooms at recess and lunch, before class starts, rather than asking to leave class for the restroom immediately after recess or lunch when possible.

- “Stink bombs” and noisemakers imitating bodily functions are prohibited.
- No loitering at Le Lycée parking lot.
- If a student is absent, a note from his/her parent or guardian is required immediately upon return to school.
- Students are expected to be seated and ready to begin class at 9:00 am sharp, unless their schedule dictates otherwise.
- Cheating or dishonesty on tests, quizzes or any other academic endeavor will not be tolerated.
- Falsification of the Lycée Carnet or other official Lycée documents is strictly forbidden.
- Students are required to read and sign a separate copy of these rules.
- Please keep this copy in this Handbook as a reference and go over these important rules with your children.

COMMENCEMENT CEREMONIES

Location: To be announced on our website.

Date: To be announced on our website.

Schedule: Students should arrive at 8:00 AM **SHARP**.

8:00 AM – 10:00 AM Photos Taken and Rehearsal

10:00 AM – 12:00 PM Ceremonies

Graduation Fee: Seniors should pay the Graduation Fee to the Financial Director, before the deadline.

The Graduation Coordinator will contact each senior regarding exact spelling of their names for Diplomas, cap and gown sizing, and will pass out a flyer with all pertinent Graduation information. Please contact the high school for more information.

Tickets/Invitations: Tickets are free of charge, however they are on a first-come, first-served basis, and seats **MUST** be reserved in advance. Please call early, as there is always a full house for graduation.

PLEASE NOTE: Students who cannot graduate because they do not meet the scholastic requirements are **NOT INVITED** or allowed to attend the commencement ceremonies.

COMMUNICATIONS TO PARENTS FROM THE SCHOOL

Parents receive communication from the school in several different ways depending on the urgency of the information. Keeping up with the latest news on the campus and school events is important for your child to get the full benefit of his/her Lycée experience. Maintaining a current email address with the Administration is key to receiving timely updates. Please open and read and/or respond to e-mail from the School. The School cannot be responsible for lack of communication if you do not read the emails.

Parents are invited to e-mail or submit written concerns or comments about any subject they wish to the General Supervisor at the gate of their campus or to their child's Head of Campus. Concerns will be discussed every week at the Leadership Team meeting.

COMMUNICATION	WHEN USED	HOW DELIVERED
School Website	24/7	Parents may check the Lycée website for current events, required forms, and breaking news. Also check campus-specific webpages.
Event Flyers	Continuous	Email and in student's folders and backpacks (where applicable).
Campus-Specific Activity Calendars	Continuous	Visit our campus-specific webpages, i.e. LyceeLA.org → Campus Life → (your child's campus) Put all important dates on your calendar. Plan ahead to avoid missing important events at school.
Class Parent	As-needed emails from class parent to communicate class-specific information	Email. Read for class-specific news and volunteer opportunities. Class parent e-mail address to be provided.
"Did You Know"	Limited use for <i>urgent</i> or important communications	Email on a limited basis. Read so that you know the urgent or important matters affecting the school.
GradeLink	Daily	Parents and Students have their own User Names and Passwords. Information will be mailed to you at the beginning of school.
<i>Le Petit Journal</i>	Frequently updated online school journal. Provides details of school events which have already occurred	Posted on the website LyceeLA.org → Campus Life → <u>Le Petit Journal</u> . Read so you know what happened at the school in recent weeks. <i>Le Petit Journal</i> has articles in both English and French. Students, faculty, parents and alumni at all levels are encouraged to write about their experiences, share thoughts, creative writing, and express their opinions. Post-event recaps and photos of school activities are also included in <i>Le Petit Journal</i> as they occur. For editorial submissions, send to Journal@LyceeLA.org .

CONTACT US: CAMPUS ADDRESSES, EMAIL, AND TELEPHONE INFORMATION**Campus 55: Preschool (3 years old) and K1 (4 years old)**

3055 Overland Avenue
 Los Angeles, CA 90034
 Head of Campus: Mlle Haustête
 (310) 839-1055 or (310) 836-3464 #301
haustete@LyceeLA.org

Century City Campus: K2 (5 years old) and 1st Grade (6 years old)

10361 West Pico Blvd.
 Los Angeles, CA 90064
 Head of Campus: M. Zala
 (310) 836-3464 #303
zala@LyceeLA.org

Secretary: Mme Harchin
 (310) 836-3464 #304
centurycity@LyceeLA.org

Pacific Palisades Campus: Preschool (3 years old) through 2nd Grade (7 years old)

16720 Marquez Avenue
 Pacific Palisades, CA 90272
 Head of Campus: Mme Leloup
 (310) 454-9395 or (310) 836-3464 #302
leloup@LyceeLA.org

Main Campus

3261 Overland Avenue
 Los Angeles, CA 90034
 Tel: (310) 836-3464 #310
 Fax: (310) 558-8069

Elementary School 2nd Grade – 5th Grade

Director & Head of Elementary School: Mme Cole
 (310) 836-3464 #320
cole@LyceeLA.org

Middle School 6th Grade – 8th Grade

Head of Middle School: Mme Boissier
 (310) 836-3464 # 323
boissier@LyceeLA.org

Middle School Office:
 (310) 836-3464 # 324
middleschool@LyceeLA.org

The Raymond and Esther Kabbaz High School: 9th Grade – 12th Grade

10309 National Boulevard
 Los Angeles, CA 90034
 Head of High School: M. Petauton
 (310) 836-3464 #330
petauton@LyceeLA.org

High School Office:
 (310) 836-3464 # 331
secondary@LyceeLA.org

EMAIL ADDRESSES AND PHONE EXTENSIONS

The website for Le Lycée Français de Los Angeles is: www.LyceeLA.org. You may also call each campus directly by dialing the main phone number: 310-836-3464 with the extension.

DEPARTMENT	NAME	EMAIL	EXT
Accounting (Accts. Payable)	Mme Barsoumian	accounting@LyceeLA.org	314
Accounting (Accts. Receivable & Financial Dept.)	Mme Moghoyan	moghoyan@LyceeLA.org	316
Administrative Manager	Mrs. Cooper-Finnigan	finnigan@LyceeLA.org	325
Administration (President)	Mrs. Kabbaz, Esq.	president@LyceeLA.org	315
Administration (General Supervisor)	M. Garnier	garnier@LyceeLA.org	334
Director of Admissions	Mme Darmon	admissions@LyceeLA.org	315
Alumni Association		alumni@LyceeLA.org	
Campus 55 – Head of Campus	Mlle Haustête	haustete@LyceeLA.org	301
Century City – Head of Campus	M. Zala	zala@LyceeLA.org	303
Century City – Secretary	Mme Harchin	centurycitycampus@LyceeLA.org	304
Counseling (Dean of Faculty)	Dr. Hands	hands@LyceeLA.org	332
Counseling (College)	Miss Romero	romero@LyceeLA.org	338
Director and			
Elementary Head of Campus	Mme Cole	cole@LyceeLA.org	320
Employment	Mme Moltini	employment@LyceeLA.org	312
General Info / Receptionist	Mme D’Alelio	generalinfo@LyceeLA.org	310
Director of International School Program	Dr. Gerard	gerard@LyceeLA.org	744
Le Petit Journal		journal@LyceeLA.org	349
Library	Mme Redon-Gabel	library@LyceeLA.org	336
Middle School – Head of Campus	Mme Boissier	boissier@LyceeLA.org	323
Middle School Library		mslibrary@LyceeLA.org	361
Middle School Office		middleschool@LyceeLA.org	324
High School – Head of Campus	M. Petauton	petauton@LyceeLA.org	330
High School – Librarian	Mme Petauton	hslibrary@LyceeLA.org	319
High School – Secretary		secondary@LyceeLA.org	331
Pacific Palisades – Head of Campus	Mme Leloup	leloup@LyceeLA.org	302
Parent Planning Committee		parentplanning@LyceeLA.org	
Records Office	Mme Moltini	records@LyceeLA.org	312
SAT Prep	Mr. McGlothlin	mcmgothlin@LyceeLA.org	
Security Office – Main Campus	Officer		340
Sports Dept. Head	Mr. Morelock	morelock@LyceeLA.org	313
Supervisor – Upper Campus	M. Duchet	duchet@LyceeLA.org	318
Supervisor – Lower Campus	M. S. Parreira	sergioparreira@LyceeLA.org	360
Théâtre Raymond Kabbaz	M. Leloup	trk@LyceeLA.org	305
Visa Services	Mrs. Cooper-Finnigan	visas@LyceeLA.org	325
Web Master		webmaster@LyceeLA.org	

DRUG AND/OR ALCOHOL USE

Le Lycée Français de Los Angeles has a **ZERO TOLERANCE** policy regarding illegal drug use and alcohol consumption. The school from time to time may employ the services of a specialized K-9 unit to search the premises of any campus. Parents are expected to accept commentary from the Administration and/or the Faculty about your child's suspected drug use. Drug testing, if the school feels it is warranted, will be required for subject students. There is no smoking allowed on any campus or within 100 yards of any campus property, including parking lots, alleyways, easements, or other access points. These rules apply to students, parents, faculty and staff, etc. Smoking is discouraged altogether!

EARTHQUAKE KIT

- California law requires that each student have an Earthquake Kit in case of disaster.
- Because of storage issues, the only earthquake kits accepted are the ones provided by the school.

ENTRANCE POLICY (MAIN CAMPUS)

The Main Campus at 3261 Overland Avenue is a closed campus. The gate will be open from 7:45 AM - 9:15 AM for dropping off students only. No one may enter after 9:15 AM unless he/she has a pre-arranged appointment. The gates will be open again from 2:45 PM – 5:00 PM for Pick-Ups. However, even when the gates are open, anyone entering the campus for anything other than dropping off or picking up a student should make an appointment with the person that they would like to see before arriving at the school. Appointments will not be made at the gate and the security guard will not be responsible for finding school staff for parents who do not already have an appointment when they arrive.

Parents should NEVER bring anyone on campus who is not a current Lycée student or the parent of a current Lycée student. All such visitors need to be cleared or to make an appointment. Any violation may result in non-entry into campus.

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities Schedules and Order Form(s) are available typically two weeks before the start of school and the 2nd semester at www.LyceelA.org.

Please indicate the activities in which your child wishes to participate and mail in the appropriate amount and form to the address indicated on the form. *Do not forget to print child's full name and grade on form!* Please note schedules are subject to change.

Parents are requested to exchange phone numbers with the Extra-Curricular Activities instructor, as they should communicate directly with each other regarding any matter associated with the activity. Whenever an extra-curricular activity is canceled by the instructor, students are sent to Study Hall free of charge on that day. ~~Please note: students will not be able to call parents when this happens.~~

FIELD TRIPS

Field trips, when relevant to the curriculum, are considered an important part of the school experience. Whether it is during summer school or during the academic year, any and all field trips, whether they are day trips, overnight trips, or any sleep away trips, the following general rules apply:

- Field trips are defined as off-campus educational opportunities with a reasonable degree of relevancy to a subject taught at school. Field trips during the school year will never be considered based on their entertainment or diversionary value alone. Since relevancy is essential to the planning of a field trip, not every class is guaranteed a field trip every year. However, the best effort is made to provide meaningful field trips whenever they are available. As always, suggestions from parents are welcome.
- Field trips are a privilege and not a right. Students who have a history of poor behavior and low grades have not proven that they are responsible enough to benefit from a field trip and may indeed be a liability to the experience for the serious students. If the staff judges that a student should not attend a field trip, that student will not attend. Since the safety, welfare, and education of the students is the school's responsibility, a decision to exclude a student from a field trip is the staff's alone and cannot be appealed.
- Student must show proof of health insurance for overnight trips.
- Any students not attending said trip must stay home. No program or supervision is provided for students not participating in Field Trips.
- For Field Trip Guidelines, please go to LyceeLA.org or contact your Head of Campus.

GRADES AND REPORT CARDS / CARNETS DE NOTES

Preschool – 1st Grade

The school issues trimester grades.

2nd – 12th Grade:

Starting in 2nd grade, the School issues semester grades to the children based upon their work.

The Report Card or *Carnet de Notes*, which is distributed to the students, is provided to reflect the overall quality of work and efforts made by the students during the period indicated. Please remember that this is an intra-scholar document that the family will ultimately keep. Le Lycée Français de Los Angeles will not retain a record of this document. Parents will receive official grades by mail that can be specifically utilized for transfer to another school or for college transcripts (9th through 12th).

Falsification and/or alteration of any part of Le Lycée Français de Los Angeles' report card is strictly forbidden and will result in a serious response from the Administration.

Report Cards or *Carnet de Notes*:

- See Policy regarding "D" or "F" grades in the PERFORMANCE BELOW COLLEGE PREPARATORY STANDARDS section.
- Distributed to students approximately every six (6) weeks.
- Averages of class work grades, oral participation, and homework.
- Must be covered with sturdy transparent plastic sheet.
- Parents must sign report card and student must return it to their homeroom teacher the next day.
- Students keep these Report Cards or Carnet de Notes at the end of the school year. These grades are for your eyes only, not official grades.

Semester Bulletins:

- See Policy regarding “D” or “F” grades in the PERFORMANCE BELOW COLLEGE PREPARATORY STANDARDS section below.
- Average grade of three (3) semester tests.
- The list of test dates is affixed in the student’s homework books or *Cahier de Textes*.
- Students must start reviewing material at least one week prior to test date.
- These Semester Bulletins are mailed twice a year to the parents. They are the official grades.

PERFORMANCE BELOW COLLEGE PREPARATORY STANDARDS

Le Lycée Français de Los Angeles is a college preparatory school and expects that all students perform to college preparatory standards. Students who consistently receive below average grades are expected to repeat the year, in which they underperformed, based upon their teachers’ recommendations. Repeating a grade should be not considered a punitive measure, but rather a positive and proactive remedy designed to increase future academic success through the strengthening of a student’s academic foundation. Depending upon each case, it may be decided by the school that the student would not benefit from repeating a class, semester or indeed from being readmitted for the following year. The school will make a final decision and repeating may be not an option.

HEALTH FORM AND IMMUNIZATION RECORDS

All students **MUST** have a signed Le Lycée Français de Los Angeles Health Form which includes the emergency medical release. Children will **NOT** be enrolled unless an immunization record is present and immunizations are up-to-date. **All children must have current immunizations.**

ATTENTION: All students entering, advancing, or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called “Tdap”). Please note: the Varicella vaccination is required of all children entering Preschool / Kindergarten and any child coming in from out of state/country. Children need to have these shots before they can begin childcare, Preschool, Kindergarten and 7th grade.

Please send proof of all updated immunization by faxing them to the Records Department at Main Campus Administration (Fax: 310-558-8069). This will keep your child in good standing. See your child’s doctor to make sure your child’s immunization record has dates for these shots. **You will need to show your child’s yellow immunization record to register your child for school.** For more information and Frequently Asked Questions regarding all required vaccinations, visit [Shots for School](#). By regulations of the California and Los Angeles County Departments of Health, each Student must have updated Immunization records.

HOLIDAYS, VACATION DAYS AND SCHOOL CLOSURE DAYS

- For all Holidays, Vacation Days and School Closure Days see LyceeLA.org → Calendars.
- Please note the special Staff Work Day in January (ALL students from 2nd (included) through 12th grades (included) stay home. Campus 55, Century City and Pacific Palisades are open.
- The School will be closed the first few weeks of August each year – see the School-wide Calendar for specific dates. No correspondence: phone calls, written letters, faxes, emails, etc. will be addressed during that time as all school administrative matters should have been resolved by June 1st.

HOMework

Preschool – K2: No homework.

1st Grade – 12th Grade: Homework assignments are recorded in the student's homework book (*cahier de textes*) every day and on the School's Student Information System: GradeLink.

HOURS OF OPERATION

Administration for all campuses begins its operating day at 8:30 AM and finishes at 5:00 PM.

Please note: no one is available to supervise your child before 7:45 AM. We will not allow children under the age of 18 to be dropped off before 7:45 AM.

LEARNING DISABILITIES

Le Lycée Français de Los Angeles is proud to have a strong non-discriminatory policy. We do not discriminate against students regardless of race, nationality, creed, religion, gender, or disabilities in our admissions process. Students who are capable of succeeding in our rigorous International or French School Programs and whose purpose it is to prepare for college are welcome at Le Lycée.

Le Lycée recognizes that history is full of people with learning disabilities who have gone on to do great things. With this understanding, we will never reject or remove a student from Le Lycée simply based on a learning disability. However, it is important for parents of such children to understand that our school is a rigorous academic institution. We do not place students into special classes according to abilities. All classes are the same. We do not employ an expert on learning disabilities on any campus. We also recognize the parents' right to get an outside evaluation from the public or private sector. In response to this, Le Lycée will be happy to oblige learning disabled students with reasonable accommodations that are prescribed by a professional. Such accommodations will not include lowering standards for grades and/or passing and failing. The school reserves the right to determine what is reasonable. We will only provide copies of our standard evaluations (carnet de note and semester bulletin) for a child to outside agencies with a written release from the child's parents.

We do not allow anyone, including professionals, tutors, or employees of agencies outside of Le Lycée to observe and evaluate a student while he is in school. School personnel cannot provide weekly or monthly written evaluations to outside agencies. Our staff does not participate in weekly or monthly consultations from outside agencies.

Students with learning disabilities are welcome to take part in our strong educational programs. Any motivated student, regardless of learning style, will find a home at Le Lycée.

LOST & FOUND

- Le Lycée Français de Los Angeles is not responsible for lost or stolen items.
- Please note that any personal items including uniforms, books, and lunch boxes are thrown out at the end of school.

LUNCH

KIDDIE'S CAFÉ:

- For Campus 55, Century City Campus and the Pacific Palisades Campus only.
- A specially made nutritious lunch is made by a chef and will be served in the cafeteria. Special attention is made to create healthy, well-balanced, and wholesome hot meals that these young children truly enjoy.
- There is a flat fee per year to be paid for each child.
- Make checks payable to: Le Lycée Français de Los Angeles and mail to the Financial Director at the Main Campus prior to your child eating in the cafeteria.

Lunch Boxes:

- Students may bring their own lunches.
- Lunch box **MUST** be marked on the outside with student's first & last name and grade.
- Students are supervised while they eat their lunches at the tables outside.
- On rainy days, Lunchtime is spent in the classrooms.

Elementary School:

- **2nd & 3rd graders:** 12:15 to 1:00 PM
- After lunch, students are allowed to play until 1:00 PM.
- **4th & 5th graders:** 11:15 AM to 12:00 PM
- After lunch, students are allowed to play until 12:00 PM.
- Please note Lunch tickets are **no longer available for the Elementary School** except on Fridays, when the children who bring their lunches from home can purchase tickets for the Lycée BBQ Day! They are sold in packets of five (5) tickets each. Only one (1) ticket is needed per lunch. Instead a fee will be charged per year (in advance) for hot lunches. Please see the chart below.

Cafeteria:

- A specially made nutritious lunch is made by a chef and will be served in the cafeteria located above the Library. Special attention is made to create healthy, well-balanced, and wholesome hot meals with many organic ingredients that these elementary children truly enjoy.

Middle School:

- 1:00 PM to 1:50 PM.
- After lunch, students go to recess until 1:50 PM.

Lunch Boxes:

- Students may bring their own lunches.
- Lunch box must be marked on the outside with student's first and last names and grade.
- On rainy days, lunchtime is spent in the classrooms.

Cafeteria:

- A specially made nutritious lunch is made by a chef and will be served in the cafeteria. Special attention is made to create healthy, well-balanced, and wholesome meals with many organic ingredients that these middle school children truly enjoy.
- Lunchtime is supervised.
- Lunch tickets are available for sale before class, either during recess or after class.

- Please purchase the **pink lunch tickets** on the second floor of the Administrative building or in the Middle School office.
- They are available in sheets of five (5) or by package of sixty (60).

The Raymond & Esther Kabbaz High School:

- 1:00 PM to 1:50 PM
- After lunch, students go to recess until 1:50 PM.
- ONLY students in the 11th and 12th grades are authorized to leave the school during lunch hour and ONLY with signed parental permission slips on file in the office. Please note: this *privilege* may be **withdrawn** if the student is tardy or misbehaves.

Cafeteria:

- A specially made nutritious lunch is made by a chef and will be served in the cafeteria. Special attention is made to create healthy, well-balanced, and wholesome hot meals with many organic ingredients that these young adults truly enjoy.
- Lunch tickets are available for sale before class, either during recess, or after class on Mondays only.
- Please purchase the **green lunch tickets** in the High School Office or on the second floor of the Administrative building at the Main Campus. They are available in sheets of five (5) or by package of sixty (60) only. No individual tickets will be sold or at the High School office.

LUNCH TICKETS FOR 6TH – 12TH GRADES

- We do not give meals to children without a lunch ticket – **PLEASE, NO CASH!**
- Lunch tickets are only sold in the Administration Building before class, during recess, or after class.
- Lunch Tickets are sold in packets of five (5) or sixty (60). They are not sold individually.
- Please plan for your children's lunches! Remember these tickets are good from year to year!
- Lunch must be paid in advance or will not be served. Parents will be called to bring lunch to their child. Please be responsible.

PRE-SCHOOL TO 12TH GRADE: THE SCHOOL WILL NOT ACCEPT ANY OUTSIDE FOOD DELIVERY OF ANY KIND.

ORIENTATION DAY

Orientation for Parents to take place on individual campuses and to be announced by mail.

First Day of School (for Campus 55, Century City, Pacific Palisades): We want to make the first days of the school a positive and comforting experience for our youngest students. To make sure everyone is accounted for, please attach/pin a label on the student's blouse or shirt noting first and last name, the grade the child is entering, and whether or not the student will be having lunch in the "Kiddie Café." We also recommend that parents leave younger children at the gate, with a teacher or a supervisor, as the presence of parents on campus the first day only adds to the stress and confusion.

PARENT-TEACHER CONFERENCES

Twice during the school year, teachers are available to see parents from **4:00 PM - 7:00 PM**. The purpose of these Parent-Teacher Conferences is to better acquaint the parents with the teachers and to get a quick, general idea of the student's progress.

- Kindly leave *all children, including infants*, at home as this will allow for better communication between parents and teachers. All teachers and aides will be occupied that day and unable to supervise children.
- All conferences are held in the classrooms of their own campus.
- On the day of the conference, parents are asked to pick-up their children at the normal time; there will be no early dismissal this year.
- For best selection of day and time, you will be able to sign up for Parent-Teacher conferences. It is done on a first-come, first-served basis.

PARENT-TEACHER VISITING HOURS (PTVH)

Parents are always able to speak more specifically and privately with teachers at their regular appointment time each week. Parents will receive a list of PTVH (Parent-Teacher Visiting Hours) during the first few weeks of school.

The School will not schedule any PTVH until the PTVH Schedule has been mailed out. PTVHs are designed to begin **after** the schedule has been mailed out.

Campus 55 (PS – K1): There are no formal PTVH at these levels.

Century City Campus (K2 & 1st) PTVH:

K2: There are no formal PTVH at this level.

1st Grade: Please call the Head of Campus directly, (310) 553-7444, **at least 48 hours in advance** to schedule a meeting with teachers. One teacher at a time, one family at a time. There is no telephone contact with teachers.

Pacific Palisades Campus (PS – 2nd) PTVH:

PS – K2: There are no formal PTVH at these levels.

1st Grade and 2nd Grade: Please call the Head of Campus directly, (310) 454-9395, **at least 48 hours in advance** to schedule a meeting with teachers. One teacher at a time, one family at a time. There is no telephone contact with teachers.

Elementary at the Main Campus (2nd – 5th) PTVH:

Please call the Receptionist, (310) 836-3464, ext. 310, **at least 48 hours in advance** to schedule a meeting with teachers. Meetings are held on the 2nd floor of the Administration Building. One teacher at a time, one family at a time. There is no telephone contact with teachers.

Middle School at the Main Campus (6th – 8th) PTVH:

Please call the Middle School office, 310-836-3464 # 323, **at least 48 hours in advance** to schedule a meeting with teachers. Meetings are held on the 2nd floor of the Administration Building. One teacher at a time, one family at a time. There is no telephone contact with teachers.

High School New Campus (9th – 12th) PTVH:

Please call the secretary's office, 310-836-3464 # 331, **at least 48 hours in advance** to schedule a meeting with teachers. One teacher at a time, one family at a time. There is no telephone contact with teachers.

PARENT VOLUNTEERING / FUNDRAISING

The **Le Lycée Français de Los Angeles Parent Planning Committee**, the "LFPPC" supports the school's philosophy, programs and activities for the benefit of all Le Lycée Français de Los Angeles students. The LFPPC facilitates communication and information to parents as well as encourages and coordinates volunteerism.

The LFPPC fosters a spirit of inclusion, partnership, and cooperation among the entire school community. The LFPPC seeks to support the school administration ("Leadership Team") and school's mission by:

- a. Promoting community among members of the school family by developing and coordinating special events to encourage the participation of parents, students, staff, faculty, and alumni, with emphasis on welcoming new members into the school community;
- b. Fostering collaboration between families and school administration;
- c. Supporting classroom and extra-curricular activities;
- d. Planning and coordinating specific extra-curricular events to celebrate holidays;
- e. Supporting and coordinating volunteer efforts that enhance the educational experience of the students, e.g. Community Service
- f. Organizing various fundraising activities to support identified needs of the school.

Fundraising

The school hosts many fundraising activities throughout the year.

Special School Activities

The participation in special activities is extremely important and is a manifestation of school spirit. These special days are not holidays. All students are encouraged to attend.

Community Service

Studies have shown that early involvement in community service creates the foundation for a lifetime of leadership and civic-mindedness. To help develop the students as future global leaders, LFPPC sponsors several community service projects each school year. Sample community service projects include a Thanksgiving Food Drive, a Holiday Toy Drive, and a Book Drive held in the spring. The website will have detailed information on each project as it approaches. Each individual campus also implements its own community service projects, from raising money for earthquake relief to participating in the school-wide greening initiative Eco-Ecole.

Planning and Volunteering

All LFPPC planned activities are approved by the Leadership Team prior to finalization. Le Lycée Français de Los Angeles encourages parents to volunteer their time in order to entertain/teach/assist Lycée students.

**PARKING AND PARKING PASS (ENTRANCE PERMIT) AND
PARKING LOT DESIGNATIONS FOR THE MAIN CAMPUS**

Please follow the signs and all traffic rules.

Please note cars **will be towed** for the following reasons:

- Not displaying the proper Entrance Permit
- Parking in a Reserved Space
- Parking in a Red Zone
- Parking in a Fire Lane
- Parking on the hill approaching the pick-up location

Parking at the Main Campus:

Lot A – Teachers

Lot B – Parents

Lot C – Administration and Visitors

To ease traffic and allow for a better flow of cars, Lot B will become a one-way only exit from:

7:30 AM – 9:30 AM 2:00 PM – 4:00 PM

You will be able to exit the campus through the Rose Gate exit during these times.

PARKING AT HIGH SCHOOL

Students are allowed to park on campus in the underground parking lot.

- Current Students and Parents must display a valid Entrance Permit to be allowed to park in this lot and they must follow the rules and regulations as set forth by Le Lycée Français de Los Angeles, i.e. no loud music, respect for neighbors.
- No horseplay, loitering (whether in or out of a car), of general misbehavior in the parking lots. Students are to drive in an appropriate manner, park, secure their belongings, leave the parking lot and go to school or go home.
- Students, who are not Le Lycée Français de Los Angeles students, are NOT allowed on campus or any school property, including parking lots.
- Current Parents, with valid security pass, are allowed only to visit the Administrative Offices of the School. They are not allowed access to classrooms and other facilities during regular operating hours. EXCEPTION: The School allows Parents into the High School gymnasium and other areas only with special permission for specific events.
- Students *must register their vehicles with and display a current Entrance Permit or risk towing.*
- All California Vehicle Code rules apply on school grounds.
- Absolutely NO school parking on National Boulevard.

PHOTOGRAPHY OF CHILDREN

There may be times when children are photographed by the teachers, staff, and others designated by the school (for example school pictures for the yearbook) as part of normal school activity. Any parent not wishing their child to be included in this should make it known to the school *in writing* by September 30th.

PICK-UP TIMES

- If your child needs to be picked up early, i.e. doctor's appointment or vacation, please inform your Head of Campus by either calling or faxing a letter ahead of time.
- Students in Preschool to 16 years old **MUST** be **picked up** at Le Lycée. They cannot leave school by themselves. They must check out with their appropriate Head of Campus.
- **NO IDLING!** When you come onto the campus and are waiting for your child, **Turn Off Your Motor!** This request comes directly from the students. Besides being terrible for the environment (greenhouses gases, wasting gas, etc.) your vehicle emits fumes *where our precious students are breathing them in!* If it is too hot, go ahead, roll down those windows, and breathe in some of our fresh Los Angeles air!
- Students must be picked up on-time and only at the pre-designated places.
- Main Campus: No line-ups prior to 2:30 PM.
- When any child is left at school after 5:00 PM, Social Services will be notified that the child in question has been left at school.
- If a child is picked up after 4:45 PM, a deterrent penalty Late Pick-Up Fee will be payable at that time to the Supervisor in Charge. Rate: Twenty-Five Dollars (\$25.00) each 15 minutes for each child being picked up late. Therefore, if a brother and sister are left at school until 5:30 PM, the family's account will be charged one hundred and fifty dollars (\$150).
- \$25 every 15 mins. = \$75 x 2 children = \$150. NOTE: The Late Pick-Up Fee applies to all children in your care, including carpool. Cash or check only. We cannot accept credit or debit cards at the gate.
- All Study Hall and Afternoon Extra-Curricular Activities end at 4:45 PM.
- All Students are brought to the upper gate and must be picked up no later than 4:45 PM.
- School grounds completely close at 5:15 PM.
- Enter and exit the campus in a safe and timely manner.

Campus	Grades	Earliest Drop-Off	Earliest Pick-Up	Latest Pick-Up
Campus 55	Preschool & K1	8:00 AM	2:30 PM	4:45 PM
Century City Campus	K2 & 1 st grade	8:00 AM	3:00 PM	4:45 PM
Pacific Palisades Campus	Preschool & K1	8:00 AM	2:30 PM	4:45 PM
Pacific Palisades Campus	Preschool – K2-1 st -2 nd	8:00 AM	3:00 PM	4:45 PM
Main Campus	Elementary (2 nd - 5 th)	7:45 AM	3:00 PM	4:45 PM
Main Campus	Middle School (6 th - 8 th)	7:45 AM	3:15 PM	4:45 PM
Raymond & Esther Kabbaz	High School (9 th - 12 th)	7:45 AM	3:30 PM	5:00 PM*

*Some classes at the High School end at 7:00 PM

Campus 55: 2:30 PM**Century City Campus:**

- Pick-up time for K2 is 3:00 PM.
- Pick-up time for 1st Grade is 3:15 PM.
- Pico Blvd. is an extremely busy street. Please watch your children, hold their hand, and safely deliver them to your car. You may also use the underground parking lot. Please drive carefully.

Pacific Palisades Campus:

- Pick-up time for PS and K1 is 2:30 PM.
- Pick-up time for K2, 1st and 2nd Grades are 3:00 PM.

Elementary School: 3:00 PM.

- At 3:00 PM, students who are not registered for study hall or any Extra-curricular activity are brought to the gate and supervised by their teachers until they are picked up, by 3:30 PM at the **very latest**.
- Teachers are not permitted to meet with parents or chat with them during this extremely important supervision. Students left at the gate after 3:30 PM are sent to study hall and parents will be billed accordingly.
- Going to Study Hall or Extra-Curricular Activity: Students enjoy free time in the playground until 3:30 PM. At 3:30 PM, students are escorted from the playground to study hall or their Extra-curricular activity by supervisors and instructors.
- Enter and exit the campus in a safe and timely manner.

Middle School: 3:15 PM to 3:30 PM.

- Please utilize the Middle School Safety Drop-Off/Pick-Up Zone.
- At 3:15 PM, students who are not registered for study hall or any Extra-curricular activity are brought to the Middle School Safety Drop-Off/Pick-Up Zone in Lane 1 of the driveway and are supervised until 3:30 PM.
Teachers are not permitted to meet with parents or chat with them during this extremely important supervision. Students left at the gate after 3:30 PM, they are sent to Study Hall, and parents are billed accordingly.
- Enter and exit the campus in a safe and timely manner.

High School: 3:15 PM to 3:30 PM.

- There is a large underground parking lot for parent and student use on National Boulevard.
- At 3:15 PM, students who are not registered for study hall or any Extra-curricular activity are brought to the main entrance on National and supervised until 3:30 PM at the latest.
Teachers are not permitted to meet with parents or chat with them during this extremely important supervision. Students left at the main entrance after 3:30 PM, are sent to Study Hall with exception of the students of 9th and 10th grade that are allowed to stay in the School, but will be billed the study hall rate.
- Enter and exit the campus in a safe and timely manner.

STUDENTS LEAVING EARLY

- Important: Students in Preschool to 16 years old **MUST** be picked up at Le Lycée. **They cannot leave school by themselves.** They must check out with their appropriate Head of Campus.
- Any student leaving early for an appointment, vacation, etc. must have a signed note from a parent or guardian **PRIOR** to leaving, and check out with their Head of Campus.

PICTURE DAYS

See the School-wide Calendar for specific Picture Days. On Picture Day, individual pictures of the students are taken by a professional school photographer as well as group pictures of each grade (to be published in the yearbook.)

Parents, please make sure that your child comes to school wearing the full winter Lycée uniform. For the Boys: blazer with emblem, white shirt, gray slacks, burgundy tie, polished black shoes, and navy socks. For the Girls: blazer with emblem, white blouse, gray jumper or skirt, polished black or navy shoes, and navy knee high socks.

On that day, your child must be dressed perfectly. Even if he, or she, has sports on that day, the full Lycée uniform must be worn on Picture Day.

PRIVACY POLICY

Le Lycée Français de Los Angeles considers each student and each student's family's privacy as one of their most important rights. Therefore, without appropriate written permission from the student's parents or guardians, Le Lycée cannot by both law and/or ethics release any of the following information:

- Part or all of any individual school records or grades, without signed request.
- The address, email address, or telephone number of any family.
- The private address, email address, or telephone number of any staff member.
- Part or all of any individual health records, without signed request.
- Part or all of any disciplinary action taken with an individual student or group of students who are identified by name.

Le Lycée reserves the following rights:

- To publish names and/or photographs in the school's yearbook or newspapers unless the school is given ample notice in writing prohibiting it from doing so.
- To allow school officials with "legitimate educational interest" to access school records. "School officials" is defined as anyone employed by Le Lycée Français de Los Angeles. "Legitimate educational interest" is defined as anything pertaining to the educational, health, and business concerns of the student and his family.
- To release information to colleges, universities, and other private schools to which the student has been enrolled.

- To release information to federal, state, and local educational agencies when there is a legitimate auditing or financial aid concern for the school. Private information will always be shielded as much as possible.
- To release information to organizations who are conducting certain studies or doing work for or on behalf of the school. Privacy agreements will always be sought with such organizations.
- To release information to WASC for accrediting purposes.
- To release information in case of judicial orders or lawfully issued subpoenas.
- To release information when there is a health or safety issue that rises to a public health level.
- To release, as required by law, any suspected child abuse to the appropriate social services agency.
- (Most of these guidelines are based on the Family Educational Rights and Privacy Act – FERPA.)

PUPIL'S DAY

This day serves to honor the students and emphasize their solidarity and school spirit. Parent volunteers are needed. Parents will Drop-Off their children on that day at the park (date, location, and directions will be announced at a later date) at **8:30 AM**. Students must wear their sports uniforms in order to be readily identified. A luncheon is organized by the Class Parents and games are planned by the sports teachers and teachers in each grade.

Warning: Students are not allowed to leave the park (without their parents), for any reason, until 3:00 PM. Students caught leaving the park, even for an instant, will be severely punished as well as students with water balloons or water pistols. Bicycle riding, skateboards, and the use of skates is forbidden. Le Lycée will not be held responsible for the loss of any objects brought by the students (clothes, cameras, balls, radios, etc.). Parents will Pick-Up their children precisely at 3:00 PM from the Park. In case of rain, students should go directly to their Lycée campus and should bring their text and notebooks for their regularly scheduled classes.

Campus 55 and Pacific Palisades Campus: Parents should Drop-Off their children at 9:00 AM at the Park and pick them up by 2:00 PM. Parents are welcome to stay and join in the fun.

RECESS

Campus 55 and Pacific Palisades Campus PS and K1: 9:45 AM – 10:15 AM.

Pacific Palisades Campus K2, 1st and 2nd: 10:00 AM – 10:30 AM.

Century City Campus:

- Recess for K2 is from 10:00 AM to 10:30 AM.
- Recess for 1st Grade is from 10:45 AM to 11:15 AM.

Elementary School:**2nd and 3rd Morning Recess:**

- 10:15 AM to 10:30 AM.
- During this recess, those who are on the list for Milk & Snack will go to the kitchen, supervised.
- The bell will ring and the students will line up 2-by-2. The teachers will then escort students to the classrooms.

4th and 5th Morning Recess:

- 9:45 AM to 10:00 AM.
- During this recess, those who are on the list for Milk & Snack will go to the kitchen, supervised.
- The bell will ring and the students will line up 2 by 2. The teachers will then escort students to the classrooms.

Middle School:**Morning Recess:**

- 10:30 AM to 10:45 AM.
- During this recess, those who wish can buy a snack at the cafeteria.
- At 10:45 AM, the bell will ring and the students will line up 2 by 2. The teachers will then escort students to the classrooms.

Afternoon Recess: From 3:15 PM to 3:30 PM.

High School:**Morning Recess:**

- 10:30 AM to 10:45 AM.
- During this recess, those who wish can buy a snack at the cafeteria.
- At 10:45 AM, the bell will ring and the students will line up 2-by-2. The teachers will then escort students to the classrooms.

Afternoon Recess: From 3:15 PM to 3:30 PM.

RE-REGISTRATION

The Re-registration Period for the next school year is from **January 1st through February 28/29th**. While the demand for an excellent education is always great, this year we have once again an overwhelming amount of new students to place. **Please heed the deadline so that your child, a current Lycée student, will not be left without a space in our school. Please take these deadlines seriously, classes fill up quickly and we are forced to turn away many of our students every year.** The re-registration fee is required of all students including scholarship students, whether the assistance is rendered by the French government or by Le Lycée Français de Los Angeles.

Please note that our popular “Early Payment Incentive Program” provides a \$500 savings for each student re-registered, if and only if tuition, registration, refund insurance, and additional fees are paid **in full** by January 31st. It is the deadline and it cannot be extended. This discount does not apply to any Lycée Français scholarship or French Government scholarship recipients or any partial payments. We hope you can take advantage of this program.

Please keep in mind that every year, but especially at the transfer from one campus to another, we re-evaluate each student by looking at his/her behavior, work and study habits, proper wear of uniform and parental cooperation with *all* school policies.

All tuition fees must be paid before February 28/29th. However, you should take care of the tuition before then. It is safer as, by that date, most spaces will be filled. We therefore urge you to respect this deadline. When you return your Re-Registration Contract, please enclose the required 2"x 2" photograph, completed-or updated-Lycée Health Form, as well as any updated immunizations, if applicable.

STUDENTS NOT INVITED TO RETURN

Decisions as to whether a Student is not invited to return for the next School Year are mailed to the parents on the final Semester Bulletin (grades). **The student's disciplinary and/or academic record as well as considerations as to the student's and/or parents' attitude, actions, cooperation and adherence to School Rules and Policies will have been the deciding factors.**

ROOM AND/OR CLASS CHANGES

During the first months of school The Administration will be evaluating the general makeup of each class especially in the lower grades. The Administration may make necessary room changes or student changes without notice as it sees fit to the benefit of the group. Please note it is at the school's discretion to devise class lists and allocate classrooms. Please do not ask for your child to be moved into another section or classroom. Please do not ask to be the exception.

SECURITY

- Certain socialization and/or networking web sites are **inherently dangerous for minors** and visiting such sites is **prohibited**. These sites and others have been blocked. The school strongly recommends all parents to prohibit visitation and use of these sites outside of School as well.
- No horseplay, loitering (whether in or out of a car), of general misbehavior in the parking lots. Students are to drive in an appropriate manner, park, secure their belongings, leave the parking lot and go to school or go home.
- Students who are not Le Lycée Français de Los Angeles students are NOT allowed on campus or any school property, including parking lots.
- Current Parents, with valid security pass, are allowed only to visit the Administrative Offices of the School. They are not allowed access to classrooms and other facilities during regular operating hours. EXCEPTION: The School allows Parents into the High School gymnasium and other areas only with special permission for specific events.
- Cars left without a Permit, unattended for long periods of time, or while students are not directly in class are subject to tow.
- Every student driving themselves to school must register their car with the office.
- All California Vehicle Code rules apply on school grounds.
- Please check in with the supervisor/security officer at the gate.
- Do not leave your children to play outside the school.
- All employees are required to clear fingerprints with the Department of Justice and maintain a clear record. **Le Lycée Français de Los Angeles will not employ any person with a criminal record.** This information is highlighted in the Employee Contract as well as the Employee Information Packet.
- A valid, completed Health Form is also mandatory on the first day of school.

- **TO DIVORCED OR SEPARATED PARENTS WITH SPECIAL INSTRUCTIONS:** Please note that extra security measures will not be taken in the enforcement of court orders regarding Pick-Up or custody. It is the school's assumption that all of our students' parents are law-abiding citizens whether divorced, separated, or married must cooperate with their Pick-Up and Drop-Off schedules, whether personal or court-ordered. The school is not equipped nor prepared to police or enforce individual schedules. **Contempt of any kind by either parent towards a court-ordered Pick-Up schedule will result in the student's immediate and permanent dismissal.** In the past, disruptions related to the described issues have distracted school personnel from their daily security duties.
- The school requires that all personnel must maintain the most professional relationship with students of Le Lycée Français de Los Angeles at all times. The formal student-teacher relationship **must never be breached with any form of undue familiarity**, as this will impair the maintenance of strict discipline and perhaps subject the teacher or the School to outside criticism. In the current public climate of fear resulting from recent events there should be no mistake or confusion about this point. **Le Lycée Français de Los Angeles will not tolerate ANY social relationship or involvement between staff and students. Any such activity will result in immediate dismissal as a minimum disciplinary step.**
- Parents are requested to provide Le Lycée with updated telephone numbers, both for home, work, cell phone as well as one additional telephone number: **the emergency number** (other than parents' numbers).
- **Any changes in telephone numbers or address must be reported immediately to the office, ext. 315 or by email to: admissions@LyceeLA.org.**

Pick-up:

- All parents, guardians, nannies and/or persons picking up and dropping off a child must have a valid Entrance Permit displayed in their vehicle, be on the Authorized Pick-Up List, and are allowed access only to the public areas of the School.
- Students picked up before the end of the school day must be signed out by the parent in the appropriate office.
 - Campus 55: Office of Head of Campus.
 - Century City Campus: CCC Administration office
 - Pacific Palisades Campus: Office of Head of Campus.
 - Elementary School: 2nd Floor Main Building Administration office.
 - Middle School: MS Administration office (down the hill).
 - High School: HS Administration office (1st floor of High School building).
- An authorization, signed by a parent, must be provided if any person other than the parent is to Pick-Up a child at any time, even at the end of the school day. Such authorization may be either carried by the child or faxed or emailed in advance to the Campus at:

Elementary School Fax: (310) 558-8069
 Middle School Fax: (310) 836-3150
 High School Fax: (310) 842-9072

generalinfo@LyceeLA.org
middleschool@LyceeLA.org
secondary@LyceeLA.org

- A list of authorized persons to Pick-Up the student may be given to the Head of Campus at the beginning of the school year, along with a letter of authorization dated and signed.
- Students picked up by brothers or sisters from Le Lycée High School: a written authorization signed by a parent must be provided to the Head of Campus.
- No students will be permitted to walk down the hill or to the parking lot by themselves.

SECURITY PASS / ENTRANCE PERMIT / PARKING PASS

- Two (2) Security Entrance Permits per family will be registered to that family/student. **IMPORTANT:** This entrance/parking permit does not entitle current Parents to bring outsiders, or former Lycée parents, students, employees, or other persons not authorized onto Lycée private property. **Le Lycée Français de Los Angeles takes confidentiality very seriously and does not release any information regarding its students and/or parents to other parents.** Affix this permit to the inside of your vehicle's windshield. You will need to display this Permit at all times in order to gain access to the Campus and to avoid towing. Additional permits may be purchased at the Main Campus.
- Current Parents, with valid security pass, are allowed access only to the public areas of Lycée private property.
- You may be asked to provide the make & model, color, and license plate of each car asking permission to enter the campus as well as the name of the driver.

STUDENT PARKING PERMITS

- All students driving to school must register their cars with the office the first week of school. Students are allowed one Security Permit to be affixed to their vehicle.
- Not displaying the current Security Entrance Permit will subject the vehicle to towing.

MIDDLE SCHOOL SAFETY DROP-OFF/PICK-UP ZONE

To promote better traffic flow and increased security for our students, Lane 1 (the left lane of the driveway of the Main Campus on Overland) will be dedicated to the Drop-Off and Pick-Up of Middle School students (6th – 8th grades). You may then proceed into Lot B Parents and exit the campus by turning left and going through the lower Rose Avenue Gate (please watch oncoming traffic from your right). It is better to have your child sit in the back seat behind the driver. This allows for an easy and safe exit to the driver's left and avoids cars in the right lane.

Rules & Regulations: **PLEASE** Do not Double Park. Do not block traffic. Do not block the intersection while in the driveway (many tenants in the neighboring buildings must exit using this intersection/driveway). Also, please be aware the driveway is a two-way street, up until our Main Gate.

TRAFFIC AND SAFETY MEMO

*Your cooperation is needed for your **children's safety** and to secure smooth traffic main campus at the Upper Gate and in the Parking areas*

We would like to remind you that these areas are for loading and unloading zones only!

These areas are not gathering places for parents to chat while their children are playing unattended among moving cars.

As soon as your child comes out from the gate, we are asking you to take your child by the hand and walk them to your car and leave immediately. We are counting on your cooperation.

At Le Lycée Français de Los Angeles, we are all, including the President, the Founder and Director, the Vice Principals, Supervisors, and members of the Classified Staff, trying very hard to stress this point. Unfortunately some parents take our warnings badly instead of trying to understand that we only have the best interest of their children at heart.

Because of the attitude of certain parents we will have to, from today on, take drastic measures to stress our point. All of our staff has been instructed to take the names of those children playing or running among cars in these areas as well as the name of their parent or guardian.

If you disregard this notice, we will regretfully have to take drastic measures, which will lead to our parting with your children, to avoid an accident.

NIGHTTIME CURFEW

It is unlawful for any minor under the age of 18 to be present in any public street, avenue, highway, road, curb area, alley, park, playground, beach, or other public ground, or public place, public building, place of amusement or eating place, vacant lot, or unsupervised place after 10:00 p.m. Unless the minor is accompanied by his parent, guardian, or other adult person authorized by the parent.

UNDERAGE SMOKING

CALIFORNIA'S PENAL CODE PROHIBITS ANYONE UNDER THE AGE OF 18 FROM POSSESSING ANY TOBACCO, CIGARETTE, CIGARETTE PAPERS, OR ANY OTHER INSTRUMENT OR PARAPHERNALIA THAT IS DESIGNED FOR THE SMOKING OF TOBACCO.

It has been reported to the School by two local businesses and our local Police that some of our students smoke at Cheviot Farms, one of the neighboring shops. While you might think that your children can do as they please outside of school, underage smoking is against the law, causes cancer, and sets a bad example for younger students as they are denigrating the school's reputation—the very reputation they count on to get into other quality institutions when they graduate from Lycée. Parents, please confront your children when they smell of cigarette smoke. Ignoring this is criminal and detrimental to their health. After all smoking is highly addictive and has been proven to be a gateway drug.

SMOKING POLICY FOR ADULTS

All campuses are SMOKE-FREE as there is NO smoking within 100 ft. of any campus property. Parents please respect those around you, especially the students – cigarette smell is completely undesirable.

STUDY HALL

Campus 55 and Pacific Palisades Campus: (after school day care)

- From 2:45 PM to 4:45 PM. Parents must Pick-Up their children no later than 4:45 PM.

Century City Campus:

- Study hall: 3:30 PM to 4:45 PM. After-School activities: 3:30 PM to 4:45 PM.
- Parents must pick-up their children no later than 4:45 PM. Do not park on Pico! Please use the underground parking lot (tandem parking) or side street parking.

Elementary School:

- There are four study halls, one for each grade. In each study hall, about 20 students from all sections do their homework under the watchful eyes of a supervisor with his/her guidance.
- **The study hall period ends at 4:45 PM.** Students then are brought to the upper gate, where they are picked up by their parents by 4:45 PM.
- **The school grounds completely close at 5:15 PM.**

Middle School:

- In each study hall students from all sections do their homework under the watchful eyes of a supervisor with his/her guidance.
- **The study hall period ends at 4:45 PM.** Students then are brought to the gate, where they are picked up by their parents. **The school grounds completely close at 5:15 PM.**

High School:

- While there is no formal study hall, for students who wish to do their homework at school, the library remains open until 5:00 PM.

SUMMER CAMP

Each year Lycée students have the opportunity to spend the six weeks of the summer with their friends (or make new ones) at the Lycée swimming, playing tennis, watching movies, going to picnics, having a sing-along, field trips, and sleepover camp outs. Lycée also offers classes in art, drama, dance, and computers.

SUPPLIES

Preschool and Kindergarten I (K1)

Children from Preschool through K1 will take a nap in the afternoon. Please provide the following items in a cotton duffle bag with zipper (or similar bag) to hold your child's naptime bedding:

- Naptime Twin Fitted Sheet
- Blanket and Pillow
- Stuffed Animal
- Picture of your child for his/her cubby (3"x3").
- Plastic drinking cup with the child's name
- One change of clothing in a separate plastic bag, in case of an accident. Please note: children must be fully potty-trained in order to attend school.

Kindergarten II (K2) and 1st Grade: Supplies Provided in Books-in-the-Bag kit.

Supplies for Elementary and Middle School: A supply list is sent via email to all parents.

Supplies for High School: Needed supplies will be announced at Orientation Day.

ART SUPPLIES

PRESCHOOL (PS) through 9th GRADE: Art supplies will be provided for these students.

For 10th through 12th Grade (International School Program): For students in the International School Program (10th - 12th grade), you will receive a specific list of art supplies from your art teacher the first week of class.

BOOKS AND NOTEBOOKS/CAHIERS

“BOOKS-IN-A-BAG”

Preschool – K2: Included in the package are all books, workbooks, art kit, and smock (tablier). All Books-in-a-Bag will be distributed by the teacher the first day of school.

1st Grade: Included in the package are all books, workbooks, art kit. The Books-in-a-Bag package will be delivered to your child at their campus the first day of school.

- Sports Uniforms are NOT included in the 1st Grade Books-in-a-Bag Kit. You will have to purchase winter and summer sports clothes from Dennis Uniforms.
- Tabliers are not needed in 1st Grade.

FOLLETT TEXTBOOKS

2nd – 12th Grades: Follett Books is the online bookstore provider for Le Lycée Français de Los Angeles from the 2nd grade to 12th grade. For your convenience, you can access the Follett’s [Lycée On-line Bookstore](http://www.lyceek-12.bkstr.com). If you cannot connect to the link, copy and paste this URL into your browser’s address bar: www.lyceek-12.bkstr.com

Important: While Follett is known for its quick shipment of books, parents should order as soon as possible to guarantee arrival for the start of the school year. Mark your calendars. If you have any questions or need help, please contact eFollett Books Customer Relations Department toll-free at 877-827-2665. Students will be expected to have their books for the First Day of school, see the Calendar.

FRENCH CAHIER

The French cahier is a time-honored method of organizing students and their work. In a sense, the French cahier has always been a kind of portfolio of work that represents each student’s progress and efforts. A nicely completed cahier is something that a student is proud to preserve and keep.

Parents who send their students to Le Lycée Français de Los Angeles expect that there are some established French methods in all classes including those in the International School Program. There is a

good reason for this expectation since the French system has been exemplary in its educational techniques for centuries. It is well established that the French educational system creates scholars like few other systems in the world.

All teachers and students in the International School Program will make use of the cahier and follow the guidelines below. If you need help understanding how to apply this, please discuss it with the administration or a French colleague. Please go over these guidelines with your students and reinforce it throughout the year.

- Each student should have a cahier for each sub-section of work; for example English might have a literature cahier, a grammar cahier, and a composition cahier. All written work should be completed in the cahier. All material that will appear on an exam or quiz should have representation in the cahier.
- Cahiers should be covered and labeled to preserve them.
- Students should be taught to be neat and organized using their best handwriting. Cahier sloppiness and disorganization should be noted in the carnet de notes. Daily work must always be dated and titled and these must be underlined.
- Students must always write in blue or black ink. Teachers must correct all of the assignments and do so in red ink. If a student is asked to make a correction or revision, it should be done in green ink.
- Liquid “White Out” is strongly discouraged. Correction tape is acceptable as is a single line through a mistake. Scribbling out a mistake is not acceptable.
- Students, parents, and teachers must understand that their best record of work is available in the students’ cahiers. Anyone should be able to follow easily what a student has done in school in minutes just by reading the cahier. (There should never be a question – as there often is – whether something that was on the exam was covered beforehand in class. It should be documented in this permanent record.)
- Students should never be handed a loose sheet of paper unless it is going to be neatly glued into a cahier. Parents must sign all exams. Exams should be done on French exam paper and glued inside of a special exam cahier once parents have signed it. All exams should indicate whether it is the first, second, or third exam of the semester, be dated, and include the students name and class. This will remain a permanent record of exams and exam grades in the students’ possession. Teachers must check this cahier for completeness periodically. All of the exams for each class must be in this cahier.
- Periodically, student cahier de textes should be checked by the teachers of elementary school and middle school and initialed to help maintain use of this important planning tool.
- The administration reserves the right to spot check student cahiers at any time and include feedback about the general state of student work in each teacher’s official evaluation.

ADDITIONAL NOTES ON CAHIERS & SUPPLIES

- The cahiers/notebooks will be distributed by your child’s teacher on the first day of school.
- Workbooks and notebooks belong to the students and are sent home at the end of the school year.
- Pens, pencils, and other writing implements should be carried in a pencil case clearly marked with the student’s first and last names and grade.
- **The backpack/rolling book bag should also be marked clearly on the outside with the student’s first and last name and grade.**

MINI STUDENT STORE HOURS (Monday-Friday)

A mini-Student Store is located on the 2nd floor Administration Building at the top of the hill in the Receptionist's office on the Main Campus. It is open from 8:30 AM – 12:00 PM and reopens at 1:00 PM until 5:00 PM. Students may purchase small school supplies, such as pens, pencils, cahiers, and some dictionaries.

SWIMMING

Elementary School:

Our swimming pool is open in September and October and April through June. During these months, students will swim during sport classes and should bring their bathing suit, one beach towel, goggles, and pool sandals in a bag. Every item should be properly marked with their full name. For those students who will take private lessons starting at 3:30 PM, they should bring the same items. See the Extra-Curricular Activities Schedule for related phone numbers.

THÉÂTRE RAYMOND KABBAZ
10361 West Pico Boulevard
West Los Angeles, CA 90064
310-286-0553

<http://theatreraymondkabbaz.com/>

You can also find a link on our website www.LyceeLA.org

Contact M. Pierre Leloup, Director

This beautiful facility located at our Century City Campus houses a 250-seat theater where students and teachers perform plays throughout the school year. Le Lycée also invites world-class musicians, singers, and actors to perform for students and parents. The Théâtre also presents educational programs for Lycée students. The traditional end-of-the-school-year Teacher's Play in June is always a sell-out success and graduation ceremonies are also held here every year in mid-June. Visit the [Théâtre's web site](#) for more information.

TRANSCRIPTS

Transcript requests must be made in writing to the Main Campus Administration attention Records Office #312. You may fax your request to 310-558-8069 or email records@LyceeLA.org. Please allow 7 – 10 days for fulfillment.

TRANSITION DAY

Le Lycée Français de Los Angeles makes every effort possible so that their students are provided a smooth transition from campus to campus. K1/K2 students from Campus 55 and the Pacific Palisades Campus spend a fun-filled day at their new K2/1st grade campus in Century City. 1st grade students come to the Elementary School and 5th grade students visit the Middle School down the hill to familiarize themselves with the new terrain. We will also showcase our state-of-the-art high school building on National Boulevard to those students transitioning to the upper grades. Please see individual campus activities calendars for the exact dates.

TUTORING AND ACADEMIC SUPPORT

ACADEMIC SUPPORT CLASSES

Please note classes may be rescheduled or cancelled, as necessary.

Campus 55, Pacific Palisades Campus, and Century City Campus: None.

Elementary School:

- For students with a “D” or “F” grade in the subject, academic classes will be organized at no charge by the French or math teacher between 3:30 PM and 4:20 PM once a week.

Middle & High School:

- For students with an average grade of “C” or less in French or math, academic classes will be organized at no charge by their French, English, or Math teacher between 3:30 PM and 4:30 PM once a week.

Policy regarding “D” or “F” grades: In today’s current competitive academic environment, it is essential that students seek to maintain a grade point average that meets basic college admission standards. College admission standards require that students maintain a minimum grade of “C” in core high school classes. Students who earn “D” or “F” grades must make-up or validate these grades to avoid potential admission disqualification by colleges and universities in the United States. Addressing “D” and “F” grades is especially important in grades 9 through 12 since colleges review students’ performance during these years to determine their eligibility for admittance. Failure to make-up or validate high school grades of “D” or “F” may result in the denial of admission to selective universities and may also jeopardize a student’s prospects for a high school diploma at Le Lycée Français de Los Angeles. For further information, please contact the school counseling office.

TUTORING ASSESSMENT POLICY

At Le Lycée, tutoring **should not be conducted** as an industry. In the event you feel your child could benefit from additional academic assistance, please follow these 4 simple steps:

1. Advise your child’s Head of Campus of your concerns, including your specific reasons for exploring the tutoring option.
2. Please wait until you are contacted by the Head of Campus who will conduct a needs assessment to determine if tutoring may be useful.
3. In cases where assistance is recommended, the School will review teachers’ schedules for extra help options.
4. If there are no availabilities, parents may refer to the Le Lycée-Approved Tutor List for prospective tutors.

PRIVATE TUTORING

It is absolutely forbidden for teachers to tutor their own students. Failure to observe this rule will concretely reflect poorly on your child and the teacher (grades will be scrutinized and questioned and, this may lead to reassessment). If you have any questions regarding tutoring options for your child please contact your Head of Campus first.

Teachers are not allowed to privately tutor their own students. No classroom observation is allowed by private tutors, psychologists, or any other party. Only parents meet with teachers. All scheduling of tutoring sessions should be made directly with the tutor. Changes to private appointments (e.g. time, place, etc.) with tutors cannot be made by the Administration. Secretaries and office staff of the school will not act as a liaison for parents and tutors. Recommended tutor list available online. We do not recommend any other tutors. For your edification, the following paragraph is an excerpt from Le Lycée Français de Los Angeles' Employee Handbook:

Employees are strictly forbidden from organizing or operating group programs or tutorials or after school programs or any of the like at any time (during the school year or during vacations or holidays) to more than one student at a time.

UNIFORM POLICY

The Uniform Policy of Le Lycée Français de Los Angeles is an integral and essential element that defines what it means to be a Lycée student. **As an eliminator of unnecessary distractions, expense and time, the uniform encourages students to focus their energies on development of their intellectual and emotional capacities rather than on ephemeral fashion trends.** The uniform represents our pride in the excellent multilingual, multinational, multiethnic, and academic environment that is provided to all our students. The Lycée uniform is a testament to the school's philosophy that all people are equal regardless of race, gender, ethnicity, or socio-economic status. Wearing the Lycée uniform indicates an explicit acceptance of this basic principle.

Finally, the uniform policy asserts that the true essence of an individual is not based upon material style, but on internal substance, character, and integrity. It is these things that the Lycée holds as transcendent and worthy of preservation. It is expected that, as members of the Lycée community, parents share these values and support their statement and continuation through full compliance with all aspects of this policy.

- The general supervisor is in charge of inspecting uniforms upon arrival at the upper gate each morning.
- **No sports shoes with regular uniform.**
- Shoes must be navy blue or black with **non-slip rubber soles**, be kept clean and shined
- Please mark blazers, ties, sweatshirts with first and last names of student.
- Students don't have to wear the blazer and the tie in September if it's very hot
- On Fridays, boys have the option of not wearing the tie, if they prefer.
- Girls may, if they desire, wear grey dress pants on Fridays, but only those available to our school at Dennis Uniforms.
- As for the length of the skirts, it is **mandatory** that they be at the knee (not above.)
- The Lycée emblem can be purchased at the Receptionist's Office – 2nd floor of the Administration Building on the Main Campus. The emblem must be sewn onto the upper pocket of the blazer.
- All marked lost items of clothing, lunch boxes, bags, etc. are kept until the end of the School Year - see your Head of Campus. After that time, any unclaimed items are thrown out.
- All unmarked items of clothing, lunch boxes, bags, etc. are thrown out.
- On rainy days, students should wear a long hooded raincoat. **No umbrellas, please.**
- On sports day, students come to school wearing their sports uniform.

BACK-TO-SCHOOL UNIFORM SALE DAYS

Dennis Uniform, the official purveyor of uniforms for Le Lycée Français de Los Angeles sets up a shop right at our Overland Main Campus in the Conference “Karate” Room on two specific days in August. Specific dates will be announced by mail and on the website.

If you should miss these sale days, uniforms can be purchased directly from Dennis. In the Uniform Policy section, please find the Lycée Uniform Policy with Check List, which includes the number of shirts, blouses, jumpers, etc. recommended for your child's uniform wardrobe.

You can also order online at www.dennisuniform.com. Enter School Code: **LA00DI**.

If the first days of school are very hot, blazers and ties will be optional. Please note that there is an optional lightweight summer uniform available for warmer days.

- Dennis Uniform 2640 N. San Fernando Road, Los Angeles, CA 90065
Phone 323.441.0168 Fax 323.441.0759
- See www.dennisuniform.com for more information.

PRESCHOOL STUDENTS – SMOCKS/SHOES/SPORTS/RAINCOAT

- Le Lycée does not require Preschoolers to wear a school uniform. They must, however, have a smock (*tablier*), which is included in your child’s Books-in-the-Bag package.
- Shoes: Leather shoes or tennis/athletic shoes with Velcro closing and non-clip rubber soles. For our Preschool students, it is **mandatory** that their shoes have Velcro closures.
- Sports Uniform: are required and available at Dennis Uniform.
- Rain Coat: One navy blue raincoat with attached hood, available at Dennis Uniform. **For safety reasons, no umbrellas, please.**

K1 AND K2 KINDERGARTEN STUDENTS

Children in K1 and K2 wear a school uniform, sports uniform in addition to the smock (tablier).

K1 – 12TH GRADE STUDENTS – SUGGESTED LIST

Girls (K1 Grade to 12th Grade)

- Blazers: Two (2) navy blue blazers with attached Lycée emblems.
- Blouses: Five (5) white short-sleeve blouses and (optional) three (3) long sleeve blouses, for cooler weather.
- Jumpers (K1 grade to 5th only): At least four (4) gray jumpers.
- Skirts (6th grade to 12th only): At least four (4) gray skirts.
- Knee High Socks: At least five (5) pairs of navy blue knee high socks.
- Shoes: Black or navy suede or leather shoes with non-slip rubber soles, no heels please, flats only. * For our younger students, it is helpful to purchase shoes that do not require lacing. Velcro closures work very well.
- Rain Coat: One navy blue raincoat with attached hood, available at Dennis Uniform. **For safety reasons, no umbrellas, please.**

Boys (K1 grade to 12th grade)

- Blazers: Two (2) navy blue blazers with attached Lycée emblems.
- Shirts: Five (5) white short-sleeve shirts and (optional) three (3) long sleeve shirts, for cooler weather.
- Trousers: At least four (4) pairs of gray trousers.

- Walking Shorts: At least four (4) pairs of short pants, for warmer weather (optional).
- Ties: At least four (4) burgundy ties.
- Socks: At least five (5) pairs of navy blue trouser socks.
- Shoes: Black or navy suede or leather shoes with non-slip rubber soles. * For our younger students, it is helpful to purchase shoes that do not require lacing. Velcro closures work very well.
- Rain Coat: One navy blue raincoat with attached hood, available at Dennis Uniform. **For safety reasons, no umbrellas, please.**

DAILY UNIFORM CHECK LIST

It is absolutely essential that parents check their child's uniform for compliance with the standard set by Le Lycée Français de Los Angeles. Uniforms must fit properly and be clean and pressed every day. Shirts and blouses must be properly buttoned and tucked in, and a disheveled appearance is not to be allowed. Uniforms must be absent of tears or stains. Girls' jumpers and skirts are to remain at knee length. Boys may not wear their trousers low. Shoes should be polished. Students may not display body markings, tattoos, piercings, hair color and/or haircuts that may be deemed disturbing or disruptive, to be determined by the supervisor and not up for discussion.

On Fridays, ties are optional and Girls may wear pressed Lycée gray slacks from Dennis Uniform. Students who arrive to school without the proper uniform will receive an official administrative warning, a negative grade in their Carnet de Notes (Report Card), and will be sent home. Excessive uniform infractions will result in the student's dismissal from the School. The following is a listing of specific uniform requirements and prohibitions. The daily uniform should include:

GIRLS

- Navy Blazer with attached Lycée Emblem
- White Blouse
- Gray Jumper or Skirt
- Dark Blue Knee High Socks
- Navy or Black Leather Shoes with non-slip rubber soles*
- Rain Boots in Navy Blue or Black only

BOYS

- Navy Blazer with attached Lycée Emblem
- White Shirt
- Maroon Tie
- Gray Trousers or Walking Shorts
- Black Belt
- Dark Blue Socks
- Navy or Black Leather Shoes with non-slip rubber soles*
- Rain Boots in Navy Blue or Black only

“CASUAL DAY” UNIFORM (K2 – 12TH GRADES)

Casual Day Uniform is not mandatory and can only be worn on special days designated in the students' schedule. Students not participating in Casual Day must wear the traditional Le Lycée Français de Los Angeles uniform. Sports uniforms may not be substituted for the Casual Day Uniform.

FOR GIRLS:

- "Skort" (shorts with a skirt flap)
- Lycée Logo Grey Polo Shirt
- Lycée Logo Collegiate Navy Sweatshirt

FOR BOYS:

- Grey uniform pants or grey uniform Bermuda shorts.
- Lycée Logo Grey Polo Shirt
- Lycée Logo Collegiate Navy Sweatshirt

*Athletic shoes for boys and girls are appropriate during Sports, Casual day, or other designated times.

SPORTS UNIFORMS FOR BOYS AND GIRLS (K1 TO 12TH GRADES)

Sports uniforms are to be worn only on assigned Sports Day and must be purchased at Le Lycée's bookstore.

- Shorts: Navy blue, at least two (2) pair.
- T-Shirts: Gray, Navy, or White, at least two (2) t-shirts.
- Sweatshirt: Gray, Navy, or White.
- Socks: White only.
- Shoes: Appropriate sports shoes, white or navy only.

PROHIBITED ITEMS**Girls may NOT wear the following:**

- ANY make-up of ANY kind
- Athletic Shoes (except when appropriate)
- Boots (OK on cold and/or rainy days, but only in Navy Blue or Black)
- Colored Nail Polish
- Expensive Jewelry
- Hats (except those of Lycée issue)
- High Heels
- Neck Collars
- Sandals
- Sheer Nylons
- Wrist Bands

Boys may NOT wear the following:

- Athletic Shoes (except when appropriate)
- Boots (OK on cold and/or rainy days, but only in Navy Blue or Black)
- Expensive Jewelry
- Hanging Chains
- Hats (except those of Lycée issue)
- Neck Collars
- Sandals
- Undershirts with logos or designs
- Wrist Bands

UNIFORM INFRACTION NOTICE

NAME: _____ Grade: _____

The Uniform Policy of Le Lycée Français de Los Angeles is strictly enforced. Excessive uniform infractions will result in the student's dismissal from the school. In order for your child to be accepted into class tomorrow, please correct the following:

- Dirty/Torn/Disheveled Uniform
- Blouse/Shirt not Properly Buttoned/Tucked In
- Jumper/Skirt too Short
- Trousers Worn too Low
- Improper Footwear
- Make-Up or Nail Color
- Hair Color/Cut Disruptive
- Expensive Jewelry
- Sheer Nylons
- Improper Hat
- Undershirt with Logos and/or Designs
- Body Markings, Tattoos, Piercings (please conceal)
- Neck Collars, Wrist Bands, Hanging Chains
- Other/Comments _____

*Athletic shoes for boys and girls are appropriate during Sports, Casual day, or other designated times.

WEBSITE

www.LyceeLA.org

- Parents will receive email updates through the GradeLink System. Your personal GradeLink User Name and Password will be in the Registration Package.
- We are constantly working to upgrade, improve, and update our website. Throughout the year, we will take pictures for this website and other publications of the school and its activities. Your child(ren) may appear in these photographs. Any parent not wishing their child(ren) to appear in these publications, must submit such a request in writing to the Administration at the address below by September 30th.

The Administration
c/o The Records Office
Le Lycée Français de Los Angeles
3261 Overland Avenue
Los Angeles, CA 90034-3589

YEARBOOK

Each year Le Lycée Français de Los Angeles publishes an exciting yearbook featuring your children in all the year's activities in a beautiful keepsake album to cherish forever. Parents are also encouraged to purchase "Dedication" pages to their children congratulating them on a job well done.

< < *End of Handbook* >>

Have a great school year!



Le Lycée Français
de Los Angeles

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310-836-3464 · LyceeLA.org