



Los Feliz **Parent Handbook**

2018-19
School Year

**International
School**
Los Angeles
**Lycée
International**



**International
School**
Los Angeles
**Lycée
International**

Dear LILA Parents and Guardians,

I am delighted to welcome you to the new school year. Whether you are new to LILA or returning to our school, we are pleased to have you as part of our community, and our staff is committed to making this year a wonderful and successful one for you.

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Corporate Office

Burbank

The purpose of this handbook is to provide useful information that will enable you to take full advantage of the many resources and special opportunities we have on our campus. These school resources and the expected standards of conduct are published in this handbook and it is important for students and families to read these and become familiar with the school's rules and policies and the unique features that characterize our academic programs and school life. We expect each member of the community to embrace the spirit of goodwill and good faith as a basis of our relationship and your relationship with each other.

This year's handbook includes important updates. So even if you're a returning LILA student or parent, please take the time to read this document as it contains new information, resources and policies.

Once again, welcome to a new school year at LILA.

Sincerely,
Nordine Bouriche
Campus Director



Los Feliz Campus

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About Us

The International School of Los Angeles (LILA) was established in 1978 as a non-profit organization by visionaries of varied cultural backgrounds who felt that the Los Angeles community needed a school which would prepare children for life in an increasingly international environment. LILA is now recognized as one of the most academically challenging private high schools in the United States and continues its long commitment to academic excellence.

At LILA we adopt ways of thinking and expression that reflect an appreciation for cultural differences and multiple world views. Diverse groups learn more from each other when exchanging different points of view, introducing new pieces of information, and confronting alternative ideas. LILA's small and nurturing classes facilitate the sharing of different viewpoints.

Being immersed in a truly multicultural environment helps develop the ability to better understand one's own culture - what makes it different, but also in which ways it is similar. This, in turn, helps maintain a strong sense of one's own background. Teachers, staff and students come from all over the world, each bringing their own experiences and perspectives. Our students study and live in a world community every day.

LILA is fully accredited by the Western Association of Schools and Colleges (WASC), the International Baccalaureate Organization in Geneva and the French Ministry of Education. LILA also belongs to the *Agence pour l'enseignement français à l'étranger* (AEFE) and *Mission laïque française* (MLF) networks of schools.

Vision

As adults, we did not grow up in the same world children live in today. The evolution of technology and society has created a vastly different landscape where communication, adaptability, problem-solving and agility are essential. At LILA, we believe it is important to equip our students with life skills that ensure their future success.

Mission

LILA is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

Values

As a school, LILA is committed to the following three core values:

- **Academic Excellence** first and foremost, through a world-class curriculum.
- **Cultural Diversity** that promotes intellectual curiosity and open-mindedness.
- **Mutual Respect** that leads to collaboration, communication and a strong sense of community.



Expected School-Wide Learning Results (ESLR)

Upon graduation, LILA students will be:

Academic Achievers who:

- meet or exceed the established LILA standards in English, French, mathematics, sciences, history and other subjects

Effective Communicators who:

- use spoken and written communication in both French and English to express their ideas
- master the languages so that they can succeed academically
- listen to others, interpret and respond constructively
- demonstrate writing skills through reports, letters, essays, and creative writing assignments

Active Learners who:

- show a positive attitude towards learning
- use criticism in a creative and positive way
- use new technology and computer resources
- want to learn and show curiosity
- understand and follow directions
- make good use of time and complete assignments
- exhibit good study and work habits that include regular attendance, punctuality and effective time management

Literate Individuals who:

- gather, process, and communicate information through reading and through written and oral expression, actively listening in both French and English
- concentrate, listen and memorize
- situate themselves in the world that surrounds them
- show interest and sensitivity for different artistic fields

Active Problem Solvers who:

- use several different types of knowledge in increasingly complex situations
- formulate questions and propose solutions taken from observation, measurement, and data comparison
- transfer learned skills to new situations



Productive Individuals who:

- are able to work individually and in groups
- know how to structure and present their work
- can work autonomously towards goals they have set
- demonstrate self-confidence and initiative

Involved Citizens who:

- develop a sense of human values such as democracy, respect for others, justice, etc.
- respect others and understand different cultural values
- use cultural differences to enrich personal development
- show self-esteem, are conscious of their rights and responsibilities
- exhibit good manners
- appreciate working for others
- have a feel for their role as human beings and as citizens of the world



Les attentes du LILA au terme des apprentissages scolaires

Au terme de leur scolarité, les étudiants du LILA seront:

Des étudiants performants qui:

atteignent ou dépassent les objectifs établis par le LILA en anglais, en français, en mathématiques, en sciences, en histoire ainsi que dans les autres domaines

Des interlocuteurs compétents qui:

utilisent la communication verbale et écrite en français et en anglais pour exprimer leurs idées

maîtrisent les langues afin de réussir leur scolarité

écoutent les autres, interprètent et répondent de manière constructive

font preuve de compétences à l'écrit dans la rédaction de rapports, de lettres, d'essais et d'autres types d'écrits créatifs

Des apprenants impliqués qui:

font preuve d'un comportement positif au regard des apprentissages

ont un esprit critique positif et constructif

se servent des nouvelles technologies et des ressources informatiques

ont un désir d'apprendre et font preuve de curiosité

comprennent et savent suivre des consignes

savent gérer leur temps et achever une tâche requise

font preuve de bonnes habitudes de travail et d'étude qui incluent l'assiduité, la ponctualité et la gestion efficace du temps

Des individus cultivés qui:

Sont capables de recueillir, traiter et communiquer une information par la lecture et par l'expression écrite et orale, l'écoute active, en français et en anglais

Sont capables de se concentrer, d'écouter et de mémoriser

Sont capables de trouver leur place dans le monde qui les entoure

Sont capables de montrer de l'intérêt et de la sensibilité dans différents domaines artistiques

Des individus capables de résoudre des problèmes qui:



- demandent d'utiliser différents types de savoirs au sein de situations de plus en plus complexes
- demandent de formuler des questions et proposent des solutions tirées de l'observation, de la mesure et de la comparaison de données
- demandent de transférer des compétences acquises au sein de situations nouvelles

Des individus productifs qui:

- sont capables de travailler individuellement et en groupe
- savent structurer et présenter leur travail
- peuvent travailler en autonomie afin d'atteindre leurs objectifs
- font preuve de confiance en soi et d'initiative

Des citoyens impliqués qui:

développent un sens des valeurs humaines telles que la démocratie, le respect d'autrui, la justice, etc

respectent autrui et comprennent la valeur de chaque culture

utilisent les différences culturelles pour enrichir leur développement personnel

font preuve de confiance en soi, sont conscients de leurs droits et de leurs devoirs

font preuve de savoir vivre

apprécient de travailler pour autrui

ont conscience de leur rôle d'être humain et de citoyen du monde



Attendance Policy

Students are required to attend school on time and regularly. Student attendance will be kept in a register, which will clearly indicate every absence of half a day or more as part of the State reporting requirement.

Through the daily routine, we encourage students to make responsible decisions about their use of time. Students are expected to arrive on time for all classes, assemblies, class meetings, and individual appointments with faculty.

Tardiness

In the interest of both the individual child and his/her classmates' academic and pedagogical growth, arriving on time is imperative. Students from Kindergarten to 5th grade who arrive 5 minutes or more after the start of the school must check in with the attendance supervisor before being allowed to join their classrooms. If arriving more than 15 minutes after the start of class, parents must check in their child(ren) in the main office. It is the parents' responsibility to inform the attendance supervisor or the administrator at the main office of the reason for the tardiness.

The administration will inform parents if a child is frequently tardy. Parents must make efforts to resolve the problem. Excessive tardiness will be noted on a child's report card and may result in disciplinary action.

Excused Absences

Excused absences are those resulting from:

- illness
- injury
- medical, dental, optometric, or chiropractic appointments that cannot be scheduled outside of school hours
- family emergencies
- school team sports competitions

Excuses are also usually granted for justifiable personal reasons when the student's absence has been requested in writing by the parent and approved by the Campus Director. Absences that fall into this category include, but are not limited to:

- Observance of religious holiday or ceremony
- Attendance at a funeral service

If an absence is verified to have occurred due to one of the reasons listed above, the school will consider the absence to be excused. A student with an excused absence shall be allowed to complete all assignments and tests missed during the absence as long as it is reasonably feasible. The absent student's teacher shall determine what *assignments the student shall make up and in what period of time*. The tests and assignments shall be



reasonably equivalent, but may not necessarily be identical, to the tests and assignments that the student may have missed during the absence.

Unexcused Absences

Any absence for reasons other than those listed above as *excused absences* are deemed unexcused. The parent or the guardian of the absent student will be required to provide written explanation regarding all absences within two (2) days. Adequate verbal justification may be accepted until the parent or guardian is able to provide a written note.

Unexcused absences may result from:

- truancy
- early departure for or late returns from vacations
- official school suspensions
- missing school for any other reason
- participation in athletic or other sporting events/competitions not sponsored by the school

Academic programs for each grade level are organized to be covered in one school year. Therefore, it is important to limit, as much as possible, the number of absences in order for the children to acquire the required knowledge and skills.

Excessive absences can have a negative impact on a child's academic progress. Tardiness and absences will be reported on students' report cards.

Reporting and Explanation for Absence

LILA requires parents to inform the campus office of all absences, no matter the length, by email or in person. In order to maintain effective communication, the child's teachers should be cc'd on the email.

LILA requests that parents explain a student's absence either in advance of an absence or the morning of the student's return. Parents may communicate with their campus business manager.

If a written or adequate verbal justification is not received by the end of the second day following the absence, the absence will be treated as unexcused.

The school requires a doctor's note after an absence of three days or longer due to sickness before permitting the child to re-enter his or her classroom.

Late Arrival or Early Departure

The school's expectation is that students are on campus at all times during the school day.

If a student is scheduled to arrive late or leave early, parents must notify the main office at least 24 hours in advance.



Parents who come to pick up their child(ren) before the end of the school day, must sign the sign-out sheet at the main office. Only a supervisor is authorized to retrieve students from their classrooms.

To minimize class absences, elective medical and dental appointments should be scheduled outside the school day whenever possible.

The LILA program is a demanding one, and we view class attendance as crucial to a student's success. Early departure should be avoided as much as possible so as to not compromise the student's learning.

Family Trips

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and disadvantage the student whose work is interrupted.

Even if the school has been notified in advance of an absence for a family trip, the days missed are unexcused.

P.E. Release/Excuse

Any temporary excuse from Physical Education class must be requested by the parent in writing and be given to the campus office no later than the first day that the excuse will take effect. An excuse for an absence that exceeds one week in length must be substantiated by a physician's note.

All students excused will be obliged to stay on school grounds to assist in the P.E. class or, pursuant to an agreement with the P.E. teacher, may visit the library. No student will be authorized to leave campus while P.E. class is in session.

Homework Assignments and Make ups

In the case of any absence:

- Students should assume that any and all missed work must be made up.
- Students should contact other class members or teachers for assignments or class work.
- In the case of prolonged excused absence, the family should contact the Campus Director for help with the collection of assignments, giving at least two weeks' notice when possible.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.



Consequences of Excessive Absences

Regular school attendance is essential for a student to make the most of his or her education and excessive absences will have a negative impact on a child's academic progress. Absences from class may result in serious disruption of a student's mastery of the instructional goals; therefore, the student and parent should make every effort to avoid unnecessary absences.

To put any absence in perspective relative to public schools, California Law defines truancy (which is a juvenile offense that can lead to various consequences for the juvenile as well as his/her parents or legal guardian) as:

- absence from school without a valid excuse three full days in one school year,
- tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or
- any combination thereof.

Tardiness and absences will be reported on students' report cards. At the end of each marking period, families will receive a report listing all absences and tardies to date. If a student accumulates excessive absences or tardies during a school year, the school reserves the right to test the child before considering advancing the student to the next grade level and may recommend the repetition of a grade level. It may also lead to exclusion from LILA.

Parent Absence

If parents will be away from home, they should notify the campus business manager via email and provide the name of the guardian left in charge and leave phone numbers where the guardian can be reached.



Classroom Parties and Parent Presentations

Classroom Parties and Birthdays

Each teacher has the right to establish his/her own rules regarding all class parties, including birthdays, in accordance with classroom life. Before planning any sort of celebration at school, be sure to check with the teacher(s) involved.

Parent Presentations

LILA being an international school, teachers may invite parents or family members to present their own culture or country to the class. However, LILA offers a completely secular education. Therefore, presentations made by parents must remain free of religious bias.



Drop-off & Pickup Policy

Arrivals on Campus

Attendance is taken at the beginning of every class, so it is important that all students are present.

All students must be dropped off at the designated drop-off points in sufficient time to be at their classes. It is recommended that students arrive 20 to 30 minutes before class starts in order to allow time for play and socialization.

Pre-Kindergartners, parents need to park in designated spaces, where provided, and escort their child(ren) to daycare play areas. A supervisor will be present to let the child in and complete the sign-in. Pre-Kindergartners will be transferred from the play area to their respective classroom by the teachers.

See Appendix for Details

Parents who have enrolled their children in daycare (for an additional fee) have the option to drop off their children when the campus officially opens.

See Appendix for extended daycare and detailed drop-off procedure

Pickup by Parents/Guardians

Unless the child is enrolled in afterschool daycare, the child is expected to be picked up shortly after the end of school. Parents/guardians must use the sign-out sheets in designated areas for pickup and let the responsible supervisor know.

See Appendix for detailed pickup procedure

Parents/guardians are not permitted to enter the playground areas or classrooms. Once the parents/guardians have completed the sign-out sheet and have picked up their children, they are completely responsible for them and must exit the campus.

While we understand parents' desire to take advantage of the drop-off and pickup times to interact with other parents, doing so around the pickup areas interferes with our duty to provide a safe environment for your children. We therefore ask that you sign out and pick up your child and leave the area. If you need to meet with other parents, we respectfully ask that you do so away from the playgrounds and other pickup areas.

Please note that there are dedicated adult restrooms adjacent to the Multi-Purpose Room. All other restrooms on campus are for children only.

Pickup by Someone Other than Parents/Guardians

Only parents/guardians' representatives as authorized during online registration on InfoSnap are allowed to pick up the children after completing the regular sign-out process. If your authorized representative is not the regular person who picks up your child and is not known to the supervisors, he or she may be required to present a valid ID.



One-off/Temporary Pickup by Someone Other than Parents/Guardians

To add a person to the pickup list temporarily, parents/guardians must submit a request in writing in advance indicating the level and period of authority given. This request can be made by email. Any such person picking up must show valid proof of identification to staff if asked.

This procedure is mandatory. No child will be released to someone whose name is not on the authorized list online, or for whom written authorization has not been given to the campus office.

Transportation – School Buses

LILA provides subsidized transportation between its elementary campuses (except the Orange County campus) and Burbank, its secondary campus. You were given an opportunity during online registration to enroll for the bus service. If you missed that opportunity and wish to enroll, please see your campus business manager for the costs and refer to the Appendices in this handbook for the daily schedule.

- Parents should review the bus rules of conduct with their children.
- Students should be prepared to board the bus at least five minutes before their scheduled pickup time.
- To assure the safety of their children, parents or an authorized person should be at the bus drop-off point when their child is dropped off. This is especially true for any student using the late bus.



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LILA Transportation Safety Plan

Please review the [LILA Transportation Safety Plan](#)

The parents of the students using any school bus service and/or a school transportation service for afterschool activities and field trips will make themselves and the student familiar with the requirements of this plan as applicable to their use of school transportation.



After-School Activities, Day-Camps & Summer Camps

LILA provides parents with a list of after-school activities throughout the school year. These activities are optional, fee-based and designed with specific grade levels in mind with limited class sizes to ensure optimal instructor/student ratios. All school rules apply to these activities. Proper behavior is expected from the students. See the LILA after-school activities site (LILA Extra) for information: <http://lilaextra.com/>

These activities can vary from one semester to another based on the availability of instructors and/or due to new offerings. Enrollment is only finalized upon payment through SchoolCashOnline.

In addition, during school breaks, students may attend camps hosted by LILA. Camp activities are not offered during the winter break or the month of August.

Please contact the following people for all after-school related matters:

Morgan Pladys, Activities Coordinator: morgan.pladys@lilaschool.com

Patrice Filin, Athletics Coordinator: patrice.filin@lilaschool.com



Athletics

The mission of the LILA Athletics Department is to provide student-athletes with an opportunity to compete successfully in an elementary, middle school, or high school program that is an integral part of their educational experience. We strive to create excellence by developing a coherent sports curriculum. It starts with sports activities for K through 3rd grade and transitions into our athletics for teams in the 4th through 12th grades. Students must attend tryouts and be selected to represent the school. Being a student-athlete is a privilege, not a right. If selected, the students will have practices after school on their campus or at outside facilities with qualified coaches. They will participate in clubs, recreational leagues, and scrimmages against other schools. All necessary information, as well as team updates and results will be posted on our website at www.LILAextra.com.



Field Trips

Field trips are planned by teachers and are designed to enrich the curriculum and to provide students with experiences outside their everyday activities. Information will be sent to parents in advance of any field trip and will include details such as cost, place, departure time, duration, dress, etc.

Depending on the nature of the trip, a permission slip, which must be signed, may also be sent in advance. This will be in addition to any overall field trip permission and release of liability given online during registration, which will continue to apply to all field trips and the associated transportation. The School Cash Online confirmation number must be written on any field trip form, and all the forms must be returned to the child's teacher. Please be sure to return all permission slips on time to enable teachers to focus on the content and safety of each trip.

In order to help the teachers and the school to implement a successful field trip with reduced risk, parents:

- Understand that children will be expected to abide by LILA's rules and expectations for appropriate student conduct at all times.
- Understand that a LILA T-shirt is mandatory for all field trips.
- Understand that inappropriate behavior may result in risk and the students being sent home from the trip at parents' expense.
- Agree that field trip supervisors will make decisions regarding the well-being and educational experiences of their child while on this trip.
- Agree to pay any expenses for emergencies for their child. This includes phone calls, extra transportation cost including taxis, legal fees, and medical fees, should the student be sent home before the rest of the group for medical or behavioral reasons.
- Agree to provide any up-to-date medical information and medicine needs of their child that the school must be aware of to the teacher organizing the trip. This is in addition to the medical information provided as part of online registration, which will continue to apply in the absence of any further information.



Communication

General Sources of Communication

- **LILA website:** www.internationalschool.la
- **LILA Parent Dashboard:** <http://www.internationalschool.la/parent-dashboard/>

A weekly campus **newsletter** called **Mosaïque Los Feliz** is emailed to you with important dates, school updates, upcoming events, articles of interest, and other information.

A quarterly e-magazine, **Globetrotter**, is emailed to you and will be available online on the school's website with school-wide information, news from the community, thought leadership articles, and articles of interest.

Each teacher will establish his/her own homeroom communication system.

All LILA employees have a LILA email address following the **firstname.lastname@lilaschool.com** format.

LILA works diligently to keep you informed of school life in various ways. It is your responsibility to be aware of the resources available to you, and to regularly peruse them in order to stay apprised of classroom communication, updates, and events. All pertinent announcements, upcoming events, and important information will generally be sent by email. It is important that you advise your campus business manager promptly on any change of email address following online registration.

You should also check your child(ren)'s *cahier de texte*, as homework and other information is written in this notebook. Emails will be used for meeting requests and to follow up on implemented plans.

In order to facilitate communication, please copy the Campus Director on all correspondence regarding policy questions, behavioral issues, overarching academic concerns, and requests for special arrangements of any kind.



Parent Dashboard

Parent Dashboard is a source of valuable information and resources.

Calendar Parents Students Staff

About Academics Activities Admissions Get Involved

Connecting parents to our community

Student

- [Student info \(MyLILA\)](#)
- [PowerSchool](#)

Campus

- [MyLILA Burbank](#)
- [MyLILA Los Feliz](#)
- [MyLILA Orange County](#)
- [MyLILA Pasadena](#)
- [MyLILA West Valley](#)

Finance

- [Smart tuition](#)
- [School Cash Online](#)
- [Annual Fund](#)
- [Capital Campaign](#)

Communications

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [Le Journal – Current Issue](#)
- [Live Stream](#)

It gives you access to financial pages that you may need such as SMART Tuition and SchoolCashOnline for purchases throughout the year such as payment for field trips, athletics, etc.

Online Communications- Social Media Responsibilities

A successful school is a collaborative school. Everyone who is involved in the school is working together to ensure the success of the students. This involves the faculty, the students, the administration, the parents, and anyone else connected to the school whether formally or informally (board members, neighbors, outside benefactors, etc.).

By the fact that you have enrolled your child at LILA, we hope and expect that you will support the school in its vision, its mission, and its values, and will respect its policies and procedures. A parent may have private reservations about some ways the school functions or the conduct of another parent, and we encourage you to contact your Campus Director in the first instance. In public situations, including online blogs and social media, your words and actions are expected to be measured and appropriate as they not only affect you and your child but also the entire school community.

We encourage parents to participate in the official Social Media activities of the School by sharing photos and reviews on our Yelp! pages; following, sharing and commenting on our posts on our official Facebook page and LinkedIn page; and retweeting and favoriting our tweets on our Twitter page.



These resources can be found at the following URLs:

Yelp! Los Feliz Campus page: <https://www.yelp.com/biz/international-school-los-angeles-lycée-international-los-angeles>

Facebook page: <https://www.facebook.com/LyceeeInternationalDeLosAngeles>

LinkedIn page: <https://www.linkedin.com/company/lycee-international-de-los-angeles>

Twitter page: <https://twitter.com/LILASchoolLA>

Classroom Interruptions and Message Relay

In order to protect the children and our campus safety, classroom interruptions will be kept to a minimum. All arrangements should be made before the child leaves home in the morning. Therefore, unless there is a dire emergency, the office will NOT relay a message to your child. Please plan ahead and let your child know of your after-school plans. Take time now with your child to go over alternate plans that you have made in case you do not show up on time. Also, if your child is to go home with other adults, please discuss in detail with your child exactly when he/she would be permitted to do so and let him/her know which of your authorized people will pick him/her up.

Parent/Teacher Conferences

In order to inform parents about their child(ren)'s academic situation(s), every trimester LILA invites parents to attend a formal Parent/Teacher conference with their child's French and English teaching team. Additionally, LILA prepares a report card for each student which includes the teachers' comments from the staff meeting (*Conseil de classe*). This will typically be sent either by mail or email to parents after the conferences.



Health, Immunization, and Hygiene

Among the documents parents complete each year online, one is called **Health Information**. This document must contain all medical and allergy information as well as the health insurance provider details, which is especially important to know during field trips. It is imperative that parents inform the school regarding allergies that may affect their child's health, particularly food allergies. The school must be informed immediately in writing of any need to update the health information, with full details of the change.

Health Insurance

The parents are fully responsible for ensuring that their child(ren) have adequate health insurance whether in the school or out of the school. During field trips or sporting activities, parents are fully responsible for all health provision costs that may arise. The school liability insurance is a limited secondary student insurance and may only cover out of pocket expenses such as co-pay not covered by the student's own primary health coverage in the event of an accident on school grounds or during field trips. Any claim must first be made through your own insurance policy.

Illness or Accident

A student returning to school following a serious or prolonged illness, injury, or hospitalization must have written permission from a licensed physician to attend school, including any recommendations regarding physical activity.

A student returning to school with any form of stitches, casts, splints, crutches, or a wheelchair must have a licensed physician's written permission to return to school, including any recommendation on physical activity.

LILA staff members have attended basic CPR and First Aid training. Whenever students are sick or are involved in an accident, they are taken care of by the trained staff. If deemed necessary though the school does not retain a qualified nurse in the campus:

The school may ask the parents to pick up their child so that the student can receive full attention and professional medical care.

Students who show symptoms of contagious illness should be kept at home until well or cleared by a doctor.

In case of serious injuries or health concerns, the school will call 911, emergency services to treat the child. The student will be taken to a hospital as deemed necessary by the emergency services personnel. The school cannot delay the departure of emergency vehicles for the arrival of a parent or a guardian, as this may put the safety of the child at risk.

Medication

If a child must receive medication or medical treatment during school hours:



- ***The parents must provide a written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the type, method, amount, and time schedules by which such medication is to be taken. The parents must provide the necessary medication in its original container to the Main Office or First Aid Center (not to the child's teacher) with a copy of the doctor's prescription, if the treatment requires one.***
- ***In addition, the parents must complete and sign the Consent for Administration of Medication Form stating that the school is authorized to give it to the child as directed (with exact dosage and schedule). The supervisors will pay close attention to the directions given by the doctor and the parents. This form can be obtained from your campus business manager or downloaded at:***
 - [Preschool-Pre-K Form](#)
 - [Kindergarten-5th Grade Form](#)
- ***Students are not authorized to carry prescription, over-the-counter, or homeopathic medication of any kind unless negotiated and agreed upon in writing with the administration. This may be the case for inhaled asthma medication or auto-injectable epinephrine medication.***
- ***A written statement from the parent or guardian of the student consenting to the self-administration (as appropriate depending on the student's age) is required. This must include consent for the school to consult with the physician regarding such self-administered medication (as appropriate depending on the student's age). It must also release the school and its personnel from liability in the case of adverse reaction or failure to take such medication. Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school depending on the age group. The [Self-Carried Medication Authorization form](#) must be filled out and submitted to the School.***

Immunization and Communicable Disease Prevention

All students must meet the immunization and health check requirements of the State of California for preschool to school age children. For class attendance the only exemption still accepted in California is medical exemption. A student who has a letter or affidavit on file stating beliefs opposed to immunization dated, prior to January 1, 2016, may also be conditionally allowed to enroll but only until the student moves into the next “**grade span**,” as defined below. This may now only cover students in 2nd through 6th grades.

“**Grade Span**” is defined as:

1. **Birth to preschool** (interpreted as daycare age, i.e. preschool and Pre-K)
2. **Kindergarten and grades 1 to 6, including transitional kindergarten** (as defined by Education Code)
3. **Grades 7 to 12**



Example 1: if a child is starting Kindergarten in the fall of 2018 with an existing Personal Belief Exemption (PBE) regardless of its date, this PBE is no longer considered valid, and all the required vaccines must be up-to-date prior to the start of the school, as the child will be entering a new grade span.

Example 2: if a child is starting Preschool, pre-K, or 1st grade in the fall of 2018 with a valid PBE (dated prior to Jan 1 2016), no further vaccines or no other exemption will be required by law in the same school for that year. However, when this child enters Kindergarten, all the required vaccines must be up-to-date, as the child will be entering a new grade span.

Example 3: if a child is starting in any grade between 2-6 in the fall of 2018 with a valid PBE (dated prior to Jan 1 2016), no further vaccines or no other exemption will be required by law in the same school until 7th grade. However, when this child enters 7th grade, all the required vaccines must be up-to-date, as the child will be entering the “grades 7 to 12” grade span.

The school will maintain an up-to-date list of students with lawful exemptions until they enter the next “**grade span**,” as defined above, and these students will be excluded from school immediately if an outbreak occurs. The students who are not immunized will be excluded in line with guidelines set forth by the state Department of Health and Department of Education, as well as by the Center for Disease Control and Prevention and national standards.

Upon entering school for the first time, entering the next “**grade span**,” or progressing to 7th grade after July 1, 2016, all students must be fully immunized in line with CA law before they will be admitted to the school.

Temporary exclusion of a student from school may also occur for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (pink eye), skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease and its risk to other students.

Any student excluded from school with flu-like symptoms and/or a fever of 100 °F (37.8 °C) or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

An effort will be made to notify parents/guardians about school exposure to any communicable disease that poses a risk to students. The parent/guardian of a student for whom any communicable diseases presents a particular hazard should contact the campus business manager and state the medical reasons in writing.

Pediculosis and Lice Treatment

Pediculosis (lice infestation) is a common problem in all school-age children, especially young children. Random checks may be done, especially after long breaks, but checks will not be scheduled or systematic, unless the administration deems it necessary for the health and well-being of the school community. Teachers and other staff will be vigilant for signs of a potential outbreak and will request a head-check.



At any time, if a student is found with lice, the main office will notify the parents and ask them to pick up their child. Upon the student's return to school, he/she must go to the main office for a final checkup before going back to class. If the student is still found with as much as one nit, he/she will not be able to attend school until the matter is resolved.

On discovery of a lice infestation, parents in all concerned classes will be notified (the identity of affected students will be kept in strict confidentiality). It is the parents' responsibility to perform regular lice checks at home and manage treatment. Parents are expected to notify the administration as a courtesy if lice are found so that the spread of lice can be minimized.

Health Check

All students entering the **first grade** require a comprehensive physical health examination under CA state law, which may be done by a private health care provider. This can be completed any time between 18 months before first grade entry and 90 days after entry into first grade. We strongly recommend that this takes place while the students is in Kindergarten. You can download [Form PM 171a- Report of Health Examination for School](#) by clicking on this link or ask for a copy from your campus business manager.



Discipline: Remediation and Educational Sanctions

Prohibition of Discrimination

LILA is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. In compliance with Federal and State law LILA does not discriminate against any student on the basis of disability, religion, race, color, or national origin, actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition).

Student Code of Conduct

LILA believes each student has the right to learn in a comfortable environment that is happy, safe, and secure. The best educational opportunities exist when an appropriate school environment is maintained. The staff at LILA recognizes the need to uphold consistent expectations and procedures throughout the school.

Part of a healthy environment is the freedom to openly discuss issues. This imposes a responsibility to resolve disagreements with respect for the rights and opinions of others without resorting to bullying.

These procedures are in place to guide students toward taking a more responsible and self-disciplined role in our school environment. **The Student Code of Conduct includes but is not limited to:**

- We help keep our classrooms, lunch area, and playground safe, neat, and orderly.
- We make decisions that have positive results.
- We keep hands, feet, and objects to ourselves at all times.
- We do not use inappropriate language or swear words.
- We follow directions from all LILA staff.
- Any student who engages in bullying as defined above may be subject to disciplinary action up to and including suspension and expulsion.
- Students are to resolve their disputes without resorting to physical or verbal violence.
- Students who may have the mediatory skills and wish to do so can help fellow students discuss and resolve problems peacefully.
- Students needing help in resolving a disagreement may contact the Campus Director, their teachers, and the supervisors.
- Students can rely on LILA staff to intervene in any dispute likely to result in violence.
- Students involved in a dispute may be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. LILA staff and mediators will keep the discussions confidential.



- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.
- Students are expected to immediately report incidents of bullying to LILA staff.
- LILA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

LILA expects its Student Code of Conduct to be followed by every LILA student while on school grounds, or when traveling to and from school or a school-sponsored activity, while in school-provided transport and during lunch period and recesses, whether on or off campus.

Bullying (hazing, teasing, intimidation), Cyber Bullying, Other Forms of Harassment

There are many ways that students may bully each other including online, even when they may not realize it. LILA does not tolerate bullying. Bullying is a form of violence and will be treated and responded to as such. It can be physical, verbal, psychological, sexual or through passive aggressive behavior against someone or a specific protected group.

Some examples of bullying include but are not limited to:

- **Physical:** punching, hitting, kicking, spitting, shoving, and other acts that hurt people physically
- **Verbal:** teasing people in a hurtful way, threatening, name-calling
- **Psychological:** spreading rumors or gossip about people, excluding certain people from a group with bad intentions, intimidating, getting friends to “gang up” on others
- **Sexual:** touching, assault, exhibitionism
- **Cyber bullying:** bullying may also occur through the internet or other forms of technology. It is saying, sending or posting hurtful material through phones, cell phones, texting, pictures, video, emails, or social media of any kind.
- **Civil rights violations:** the following are protected groups under California law, where bullying and harassment under any of these categories is considered a violation of someone’s civil rights:
 - Disability
 - Gender
 - Nationality
 - Race or ethnicity
 - Religion
 - Sexual orientation



LILA and its wider parent, student and staff community have an obligation to promote mutual respect, tolerance, and acceptance. The Campus Director and his team will investigate all allegations of bullying and decide on the most appropriate course of action to resolve the incident.

LILA will inform parents of any type of bullying or any other form of harassing behavior that it becomes aware of and will take appropriate action. Any form of aggressive behavior that makes the person being bullied feel afraid or uncomfortable or affects his/her civil rights under California and Federal law will be investigated. Possible consequences for bullying may include mandatory parental meetings, required counseling and/or mediation, restorative consequences, suspension or expulsion.

LILA Anti-Bullying and Conflict Resolution Policy

- All staff, students and their parents will have received this policy prohibiting intimidation and bullying at the beginning of the school year, as part of this handbook and/or information packet, as part of new student orientation, and/or as part of the school system's notification to parents.
- Each complaint of bullying will be promptly investigated.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the person being bullied or the witnesses in any way.
- LILA incorporates conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing better ways of communicating, understanding, and accepting each other's values and cultures within the school community.
- LILA provides training to develop the knowledge, attitudes, and skills students need to choose alternatives to violent and aggressive behavior and resolve interpersonal disagreements.
- LILA's Student Code of Conduct must be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, in school-provided transport and during lunch period and recesses, whether on or off campus. Any misconduct will be disciplined.
- LILA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation whether in person or online.
- To ensure bullying does not occur on school campuses, LILA will provide staff development training in bullying prevention and cultivate acceptance and



understanding in all students and staff to build LILA's capacity to maintain a safe and healthy learning environment.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Discipline and Misconduct

In order to support learning, emotional and social growth, a high standard of appropriate behavior and safe school climate is emphasized and expected at LILA. In the event of any discipline-related issues, parents may be contacted by phone and/or sent an Official Behavior Incident Report.

The goal of discipline is to help children develop caring and respect for self and others by establishing conflict resolution and problem solving abilities. The school staff will adopt remediation techniques that are appropriate to the gravity of the incident. Any form of corporal punishment or humiliation is not permitted by the school and is considered unlawful.

Students are taught to resolve conflicts and overcome problems and to take responsibility for their actions and words. Possible consequences of minor inappropriate behavior include but are not limited to – a letter of apology, problem solving during recess, a lunch break or after-school restriction, behavior contracts, a note from the Campus Director, and/or a call home. Our desire is to work in partnership with parents to resolve behavioral problems.

In the event of a more serious problem, parents will receive an Official Behavior Incident Report and will be contacted by the Campus Director. Once the student accumulates three Official Behavior Incident Reports, parents must schedule a meeting with the Campus Director and the teacher, if applicable. Warnings will be given as follows:

- A first warning is given to the student along with the sanctions related to the offense.
- With a second warning, the student will face stronger sanctions, including the risk of being temporarily suspended from school.
- With a third warning, the school may choose to expel the student. Such situations will be managed on a case-by-case basis.

If a student purposely causes a serious physical injury to another student or staff member, he/she will be suspended immediately pending formal evaluation of the incident. The student will be taken to the main office, where he/she will wait for his/her parent to pick him/her up immediately. The student will not be permitted to return to school until a formal inquiry of the incident has taken place by the school and the parents are advised in writing. Depending on the nature and outcome of the incident, this may result in expulsion from school.

Students and parents can rely on the school to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant student or his/her parent feels that appropriate resolution of the investigation or complaint has not been reached, the student or parent should contact the Campus Director.



In order to solve complex issues which go beyond the educational field, the school and/or the parents may work alongside social workers or medical professionals.

Parent Responsibility and Expectations

Our goal at LILA is to assure that each student achieves success to his/her highest potential. We believe that you, as parents, play an important role in helping your child achieve our LILA expectations, both academic and behavioral. With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

We believe each student has the ultimate responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors, and on some occasions, join his/her teachers and/or an administrator for a meeting.

We ask that all parents follow a similar code of conduct to our students and our staff. The following is a list of parent-specific expectations that will support your child's learning:

- Ensure that your child arrives at school each day on time and ready to learn.
- Set an appointment with staff when needing to discuss your child.
- Use respectful words and actions with your child and staff.
- Refrain from disciplining children that are not your own.
- Stay informed by promptly, reading all notices including Mosaïque, emails, weekly newsletters, etc.
- Review papers and information from school, and, if required, return them in a timely manner.
- Review the Parent Handbook and refer to it for pertinent information about policies, procedures, and daily campus life.
- Sign up for and attend Parent/Teacher Conferences.
- Show good sportsmanship when attending athletic events.
- Represent the school when chaperoning field trips.
- Obey the traffic and parking rules on campus.
- Review homework assignments and offer assistance when needed.
- Ensure that your child is appropriately dressed for school each day.
- Reinforce appropriate school behavior, including any character education program used on campus.
- Alert the school to any absences, changes in pickup arrangements, etc.
- Alert the school to any personal data changes such as home address, emails, phone numbers, etc.



- Alert the school to any changing health and medical requirements of your child.
- Ensure you meet the State's immunization requirements.
- Respect the lunch and food policies.

Parent Complaints

Parents have the right to file complaints regarding any school/campus policy and procedures affecting rights of privacy, child safety and security or accuracy of student records. All such complaints should be made to the Campus Director in the first instance.



Code of Conduct

Dress Code

- **The dress code requires that students wear clean clothes in good condition and of the appropriate size, which are suitable for school life.**
- All presence of slogans or pictures promoting violence, racism, discrimination, obscenities, drugs, or alcohol is prohibited on clothes.
- **Excessively revealing shirts, shorts and skirts, thin or spaghetti straps, midriff tops, makeup, flip flops, and shoes with heels are prohibited.**
- Hats and visors are not permitted in class.
- **LILA T-shirt is mandatory on school field trips. If a student is dropped off at school for a field trip without a LILA T-shirt, they will be issued a new one and parents will be invoiced on School Cash Online.**
- Final decisions regarding appropriateness of dress or appearance rest with the Campus Director, and parents will be contacted when attire is found to be inappropriate.

Electronic Devices, Computers, Phones, Toys, and Games

- LILA does not encourage bringing electronic items of value to the campus such as laptops, tablets, cell phones, iPods, cameras, electronic games, music players, etc., since these may be subject to loss, theft, or damage. Students are not allowed to use audio or electronic devices on campus unless expressly authorized beforehand by teaching staff or administration for specific events. Example: students may be allowed to use personal electronic devices to take pictures during a field trip.
- Laptops, tablets, cell phones, and e-readers have to be turned off and must remain in the students' backpacks or lockers where provided during school hours. If students do not comply with this rule, the items will be confiscated and returned to the parents. Habitual offenders will be barred from bringing such personal equipment to school.
- No voice or video recording is permitted in classrooms or administrative areas of the school unless sanctioned by the teacher/administrator on a case-by-case basis as part of the educational needs.
- All costly personal objects, toys and jewelry are banned.
- No toys from home are allowed, especially those involving violence and/or inappropriate behavior.
- LILA will not be held responsible for any lost or stolen toys and other valuable belonging. LILA insurance does not cover personal belongings of students, parents, or staff.



Internet Access and LILA Student Email Address

LILA provides access to the Internet and a student email address for educational use only through LILA's computer network. LILA's website is www.internationalschool.la. All student emails follow the format firstname.lastname@lilalions.com. The email account will continue to be available to the student even after graduation for as long as feasible at the sole discretion of LILA.

All uses of LILA's computers and networks are regulated by LILA's Web Use Policy and intended for educational purposes. A copy of this policy is made available to you when you sign on to LILA networks. You may also request a copy from your campus business manager at any time.

Access and use of LILA internet, including email accounts, are privileges, not rights and no user of a LILA-provided email account should have an expectation of privacy. LILA system operators have access to all user accounts and the data which they contain. LILA has no responsibility to backup these student email accounts. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives and policies of LILA. Access to the email account is free to actively enrolled students.

The purpose of providing access to the Internet and LILA email account is for information sharing between the school and parents, and for instructional activity as part of necessary LILA educational programs and teacher-student communication. Students will automatically be provided a LILA e-mail account by the administration prior to the start of the school year. All parents/guardians of student users who access the Internet from any LILA campus using LILA computers or from a remote location connecting with any LILA facility or use LILA email services are deemed to have consented to the use of such facilities by the students.

Any parent/guardian who has objections or concerns must bring these to the attention of the Campus Director.

LILA uses available technology which is compliant with the Federal Children's Internet Protection Act (CIPA) to block access to Internet sites that are:

- Obscene, contain child pornography, or harmful to minors. The parents acknowledge that the blocking technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting to the Internet from school or home. For all elementary students, only LILA computers are to be used under the supervision of the teachers at school.
- Student users must not use LILA student email accounts for unlawful purposes or for purposes against the ethos of the school and its expectations from the students, or to threaten, demean, defame others on the basis of race, religion, creed, color, national origin, ancestry, disability, gender, sex and sexual orientation or other reason. Further, access to the LILA's network, including the internet and email, shall not be used for bullying or other such activity for the purpose of harming another student.
- Personal downloads, particularly if they are of copyright protected materials in violation of LILA's Acceptable Use Policy are forbidden and students are subject to discipline for unapproved and/or unlawful downloading activities.



- Any unauthorized access/hacking into LILA's website and network services or student records in violation of LILA's Acceptable Use Policy can lead to loss of Internet/email privileges, and further disciplinary and/or legal action may also be taken.
- Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of LILA.

Conduct on School Buses

In line with Title V, California Code of Regulations section 14103 students transported in a school bus or in a school vehicle shall be under the authority of, and responsible directly to, the driver of the bus. The driver is responsible for the orderly conduct of the students while they are on the bus or if being escorted across a street, highway, or road.

- The same campus rules of conduct and behavior apply to any ride on school buses. Any student who engages in disruptive or unsafe conduct during school bus travel, whether between campuses or during a field trip, or disrespects the school bus driver is subject to disciplinary action, including suspension or removal from the bus transportation program.



Education, Records and Campus Life

Homework

The purpose of assigning homework is to give students the opportunity to practice skills, engage in critical thinking, build autonomy, and develop good work habits. Assignments are designed to help your child get the most out of his/her education and meet his/her needs. Homework is a collaborative effort between home and school and provides an opportunity to establish essential study habits for long-term learning.

Homework includes out-of-class tasks assigned to students as a follow-up or extension of classroom work. To that point, memorization and review of lessons studied in class are key to solidifying learning in Cycles 2 and 3.

Work should be completed by the student him/herself. However, during this important time of autonomous study, it is highly recommended for parents to take an active interest by providing an appropriate place to do homework and by giving encouragement throughout the process.

Your child's teachers work in coordination to balance homework/tests/projects assigned in each language weekly. The amount of time spent on homework will vary for each child. If your child needs accommodations or is consistently spending excessive time on homework, please confer with the teachers.

Reading Requirements

In addition to assigned homework, students are expected to read daily outside of the school day. In our bilingual curriculum, free reading each week in both French and English is essential for building vocabulary and strengthening spelling skills. Children who cannot read independently should be read to or read with daily.

- In Cycle 1 (PS-PK-K) you are encouraged to read to your child nightly for at least 10 minutes in whichever language(s) you are able.
- In Cycle 2 (1st-2nd-3rd) students should read at least 1 hour in French as well as 1 hour in English weekly.
- In Cycle 3 (4th-5th) students should read at least 1.5 hours per week in each language.

You may wish to read a book alongside your child to encourage the love of reading.

*Note : Other than reading, homework will not be given over school breaks, and no test will be given on the day following a break.

School Supplies

- Students must be responsible for their belongings as well as for school property, particularly the textbooks.



- If students return damaged textbooks at the end of the school year, families will be asked to reimburse the cost.
- If a textbook is lost, the student must inform the campus librarian and pay for the replacement of the lost book before a new one will be issued.
- All textbooks must be covered and have the name and the class / grade of the student.

Transcripts

LILA does not provide academic transcripts at the elementary level. Parents may request official copies of report cards, standardized test scores, and health records by submitting the official Records Request Form. Please allow 7-10 business days after receipt to process records requests. In order to be considered “official,” school records must be sent directly from LILA to another institution. Records given to parents are considered “unofficial.” Expedited service is not available.

Library Books

Your child’s class will have the opportunity to visit the school library to check out library books. Please be sure to return borrowed books to the school in good condition and in a timely manner.

If a book is damaged or is not returned by the final due date at the end of the school year, you will be invoiced for the price of the book (plus applicable sales tax and shipping fees) on School Cash Online.

You may also choose to replace the book with one of the exact same title, format (paperback vs. hardcover), and language yourself.

Lost and Found

Please label outer clothing and lunch boxes with your child’s first name and last initial so that lost items can be returned to the child.

By the end of the day, lost and found clothes as well as personal belongings are collected and stored in a specific place on campus.

All items will be kept up to the last day preceding every school break. Unclaimed lost and found items will be gathered and given to charity.

Snack Time

Between meals, snacks shall be made available for all children daily unless the food a child may eat is limited by dietary restrictions prescribed by a physician. Each snack shall include at least one serving from each of two or more of the four major food groups.

- Full-day programs- A mid-morning and a mid-afternoon snack.
- Full-day programs shall ensure that each child has a lunch.



- Half-day programs- A mid-morning or mid-afternoon snack.

The child's authorized representative must send meals and/or snacks for the child.

For Preschool and Pre-K legislative provisions and nutrition requirements see the **CHILDCARE CENTER FOOD PROVISION– SNACK SECTION in the Appendices.**

For General nutrition guidance for all age groups refer to the Food and Nutrition Services (FNS) guidance material.

Lunchtime

Leaving the campus at lunchtime is not permitted. Lunchtime is an important part of school life and the students must not be taken off campus by parents/guardians at lunchtime. The supervisors maintain an educational attitude towards the importance of lunchtime:

- After washing their hands, students sit and have lunch with their classmates.
- Before lining up for class, children are encouraged to help gather and put away playground equipment and to pick up their belongings.

Students may bring their lunch to school (except frozen food) or purchase a lunch via a third-party provider. It is important to your child's growth and development to eat a nutritious lunch. Please do not include candy or soft drinks in your child's lunch, as they are not permitted on campus. Chips and other fatty items should also be omitted. The good eating habits your child develops now will remain with him/her for the rest of their lives.

- Each student is responsible for cleaning up his or her own trash at school, especially after lunch and snack time.
- Lunches should NOT include glass containers or metal containers (non-microwave friendly).
- Lunch must be placed in a plastic container (such as a Tupperware with a ventilated lid). Only those will be warmed up using microwaves at school.
- Candy, sodas, and energy drinks are not allowed.
- A catering service specific to your campus will provide daily lunches to students. All orders have to be made through the catering service provider's web page (see Appendix for details). The catering service provider is considered child-friendly and has school-oriented programs that focuses on wholesome, nutritious food made with real ingredients from local sources. It is understood by parents that this is a third-party vendor and LILA offers no guarantee of the accuracy of the company's statements or the quality or suitability of the third party catering service products and strongly recommends that the parents raise any queries with the company as well as notify the school of any concerns.
- If a student does not have a lunch, the school will call the parents. The parents will then have the option to quickly bring a lunch to school or to order a meal from the catering service. For the latter, parents will be invoiced.



- Parents are encouraged to put the child's name on lunch boxes and other containers. Parents should provide enough nutritious snacks, meals, and beverages for the school day.

Recess

The time allotted for recess is for relaxation and for children to organize their own activities and games. The playground is a place to learn about social life. The supervisors look out for the security of the children and ensure that the games do not involve elements of physical danger. They also make sure that children who leave the playground alone (to go to the bathroom, for example) come back in a timely matter. Once recess is over, the children must line up calmly and return to class to continue their academic activities.

Playground

Play should take place in designated playground areas and not in front of the school, in bathrooms, in hallways, or around buildings.

- Careful running is only permitted in the playground. No running in the lunch areas.
- Students need approval from the yard supervisor when leaving the playground during recess.
- Students may not be excluded from participating in a game. Games may not be “locked” even if the ball was brought from home. Students may not take a ball away from a game after it has started.
- Bicycles, rollerblades or skates, skateboards, and scooters may not be ridden on campus.



Security and Emergency Procedures

We are committed to maintaining a school that is safe and secure for our students. Considerable time, expertise, and funds have gone into strengthening safety and security measures on our campus. Keeping our school safe is everyone's responsibility. Parents are also an important part of our safety and security plan. They can help by emphasizing to their children the importance of following school rules.

Visitors

Entering and departing campus during school time is strictly controlled. Any adult who enters the campus outside the drop-off and pickup periods must check in with the main office to be signed in and given a visitor badge. Parents and/or visitors must wear their visitor badge at all times.

For safety reasons, the campus administration needs to be aware of all individuals present in our facilities at any given time. We are accountable for keeping track of who is on campus at all times.

We do understand that you may, on occasion, need to bring a snack or something for your child during recess; however, we do not allow parents to stay on the playground during recess time. Parents' presence can make LILA staff supervision more difficult as children tend to ignore supervisors' directives when they are with their parents. It is in the interest of the children's safety that we ask parents to limit their time on the playground during drop off, pickup, recess, lunchtime, and after school.

Traffic on Campus

The campus traffic pattern must safely accommodate students, their families, and our neighbors. The drop-off and pickup program has been designed to create a safe and efficient campus traffic circulation. Everyone, including staff, parents, grandparents, nannies and visitors are expected to respect basic traffic rules:

- Drive slowly: 5 mph maximum.
- Adhere to directions from parking staff.
- Follow signs and arrows. Do not go against traffic.
- Cell phone use is not permitted while driving on campus.
- Always yield to foot traffic and stop for pedestrians.
- Check for small children who may dart between parked vehicles.
- Respect disabled parking spaces under all circumstances unless you have an appropriate disabled person parking permit.

Accidents and Natural Disasters

LILA regularly carries out evacuation exercises in case of a fire, and self-protection drills in case of an earthquake.



In case of a natural or civil disaster, students are not authorized to leave the campus but must remain at school under the supervision of LILA staff members who are responsible for them until their parents can be contacted and it is deemed safe for them to be picked up. A copy of your campus emergency procedures manual is available for your review in the main office.

In the event of an emergency, or as a precautionary warning, parents will receive automated messages detailing the situation via email, voicemail, and text message. The administration will be responsible for keeping parents informed as much as possible during an emergency, so parents should refrain from calling the office in order to allow staff to manage urgent matters.

Weapons, Dangerous Products, Objects, and Games

The introduction or possession of any weapons, dangerous products and objects, regardless of their nature, is strictly prohibited. Possession includes, but is not limited to, on person, storage in lockers, purses, backpacks, or automobiles.

All violations of this rule will be punished according to the norms of the laws of California, will lead to severe sanctions and can result in temporary or permanent expulsion from school. For safety reasons, it is equally forbidden to bring skateboards, roller skates, or other games that present uncertain physical risks.

Student Searches

The United States Constitution's 4th Amendment, though in general protects individuals from unlawful searches, allows school officials to conduct searches of students under certain limited situations.

Reasonable Suspicion

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime, or has violated school rules or federal or state laws, the administrator may conduct a search of that student, subject to the following criteria:

- Must clearly state the reason for suspicion and the circumstances surrounding a specific incident.
- Must be able to reasonably show the connection of the student to a specific incident or misconduct.
- There is credible information from personal knowledge and/or eyewitnesses.
- A search based on reasonable suspicion must be appropriate to student's age and gender and the nature of the offense and must not be excessive.
- Under no conditions may a body or strip search be conducted.
- Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary.



- Only school officials of the same sex as the student being searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator and a designated witness, also of the same sex who must be present).

General Evacuation Drills

All individuals present on campus, including parents and guardians, are expected to follow evacuation and emergency procedures. Drills may be scheduled at drop-off or pickup time. LILA will supervise the students until they are officially signed out by a parent/guardian. Attendance will be taken once everyone has reached the safe areas. Release and sign out of students will follow the regular protocol.

Fire Drills

When the fire alarm rings:

- Students will evacuate to designated areas in a quiet, safe, and expeditious manner.
- Teachers will take their attendance sheets and account for all students. Students and teachers will wait quietly in their designated areas for instructions.
- Desks, chairs, or any other obstructions should never block doors.

Earthquake “Drop/Cover/Hold” Drill

The “Drop/Cover/Hold” procedure affords more suitable protection for students and staff during an earthquake.

Inside classroom:

- Upon command of “drop,” drop to knees, facing away from windows.
- Take cover by getting body under/below furniture (desk, chair, table, etc.).
- Tightly grasp furniture (table legs, etc.) with hands.
- Wait quietly for further instructions.



On school grounds but outside of classrooms:

- Stay clear of buildings, power lines, light poles, etc.
- Drop to ground, cover head if possible, and hold onto a stable object if possible.



Lockdown Drill

The primary goal in a lockdown situation is to ensure that all students are in a secured, safe place and accounted for. To accomplish this goal, the following procedures are to be followed:

- A lockdown procedure is indicated with the following statement by intercom or megaphone: "The campus is now in a lockdown. All students should report to the nearest classroom immediately."
- Students outside of their classroom should be directed into the nearest classroom and then adults should lock all doors and close the window blinds. All individuals should seek immediate cover under tables or desks and remain low to the ground away from windows and doors. Teachers will take roll and communicate this information to the main office. Teachers will wait for an "all clear" signal before releasing anyone from the room.
- During the drill, teachers explain what the students should do in an actual lockdown and practice these procedures. In an actual lockdown we would expect that the classes are quiet and the students are not moving around.
- No one (including parents and staff) will be allowed to enter or leave the building during a lockdown. Parents may not pick up or drop off their children until the lockdown has been lifted.
- When the lockdown is over, staff will hear an announcement over the intercom system or receive instructions from a school administrator, police, or fire official. Students will not be released until this time.

What Can Parents Do During an Emergency?

- Parents need to be familiar with the School's emergency procedures. Questions about your campus emergency plan should be directed to your campus director.
- You must know where to go to pick up your child and when you may do so.
- Emergency procedures in place are there to protect the students, and the school and the parents must respect and follow these procedures during an emergency.
- Parents should be sources of guidance and support to the children during an emergency; parents who are calm can help the children be the same. This will go a long way to promote quick recovery from any emergency situation.



Parent Acknowledgment

The LILA Parent Handbook (including its Appendices) **2018-19** has been written to help your child(ren) gain the greatest possible benefit from his/her school experience. Please refer to it often to guide your understanding of important school policies and procedures and any specific information specific to your campus such as scheduling, transportation, daycare, etc.

It is important that every student also understands the rights and responsibilities that apply to him/her. Please read and discuss the relevant parts of the handbook with your child. Once you have done so, you must sign this acknowledgment form and return it to the main office within the first two weeks of school.

Signatures of the parents/guardians acknowledge receipt of a copy of the Handbook and signify that they have reviewed the rules and responsibilities set forth within it with their child(ren).

Notwithstanding the signature requirement, this document is available in the back to school package for your review which you have been given access to and you are deemed to have studied and familiarized yourselves and the student with this Parent & Student Handbook and its requirements.

Name of Student(s): _____

Grade(s)/Class(es): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



International
School
Los Angeles
Lycée
International

Appendices

Los Feliz: Important Campus Information and Contacts

Los Feliz Campus

4155 Russell Ave
Los Angeles, CA 90027

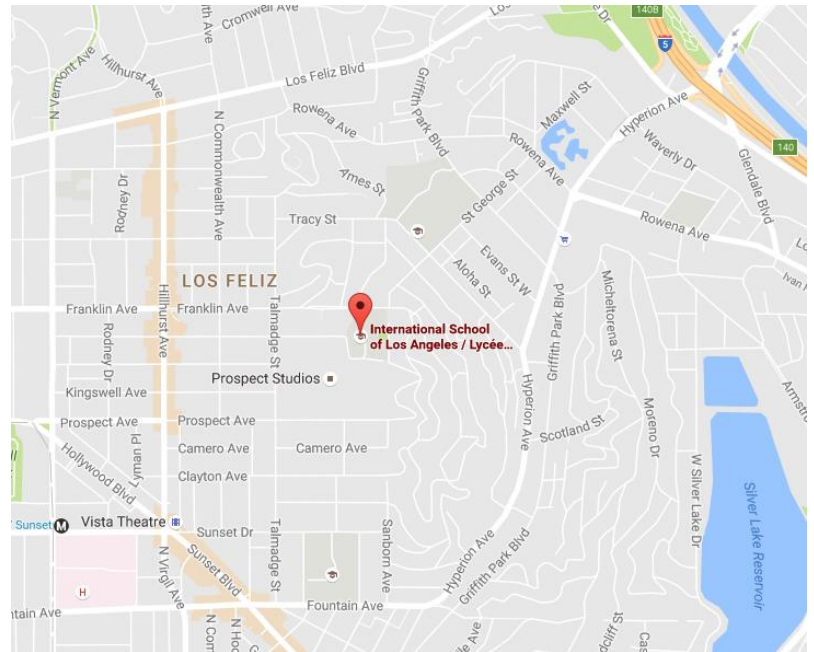
323-665-4526 - Telephone

323-665-2607 - Fax

losfeliz@lilaschool.com - Email

Early Learning Center

2714 St George Street
Los Angeles, CA 90027
323-522-3848 - Telephone



Websites:

School Website: <http://www.internationalschool.la>

Parent Dashboard: <http://www.internationalschool.la/parent-dashboard/>

Campus Contact Details

Campus Director

Nordine Bouriche
nordine.bouriche@lilaschool.com

France.nguyen-vincent@lilaschool.com

Associate Campus Director, Early Learning Center

Sarah Koa
sarah.koa@lilaschool.com

Dean of Students

Nadjiba Medjaoui
nadjiba.medjaoui@lilaschool.com

Campus Administrator

France Nguyen Vincent

**Business Manager**

Jeffrey Bresyn

jeffrey.bresyn@lilaschool.com

Reporting Absence

absent-lf@lilaschool.com

Emergency Pickup

emergency.pickup@lilaschool.com

Lunch Service Provider

<http://www.totpot.com/>

Childcare Center Food Provision – Food Section

Preschool and Pre-K students only

As part of the Admission's Agreement and as a condition of enrollment, the Parents/Guardians are fully responsible for the provision of lunch and the appropriate other nutrition during the school day.

Snacks

There are two periods of snack time one in the morning before lunch and one period after lunch before the end of the school. Children must have access to healthy, balanced food throughout the day. Food served must include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. These meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input.

Snacks shall contain two of the following four components:

1. Fluid milk as a beverage, or on cereal, or used in part for each purpose;
2. Meat or meat alternate. Nuts and seeds and their butters listed in program guidance are nutritionally comparable to meat or other meat alternates based on available nutritional data. Acorns, chestnuts, and coconuts are excluded and shall not be used as meat alternates due to their low protein content. Nut or seed meals or flours shall not be used as a meat alternate except as defined in this part under Appendix A: Alternate Foods for Meals;
3. Vegetable(s) or fruit(s) or full strength vegetable or fruit juice, or any combination of these foods. For children, juice may not be served when milk is served as the only other component;
4. Whole-grain or enriched bread; or cornbread, biscuits, rolls, muffins, etc., made with whole-grain or enriched meal or flour; or cooked whole-grain or enriched pasta or noodle products such as macaroni, or cereal grains such as rice, bulgar, or corn grits; or any combination of these foods.

Los Feliz: Daily Campus/Class Schedule

Kindergarten – 5th Grade Schedule

First Period	8:50-9:40am
Second Period	9:40-10:30am
Recess	10:30-10:50am
Third Period	10:50-11:40am
Fourth Period	11:40-12:30pm
Lunch	12:30-1:30pm
Fifth Period	1:30-2:20pm
Sixth Period	2:20-3:10pm
Study Hall	3:25-4:25pm

Pre-K Schedule

First Period	9:00-9:50am
Second Period	9:50-10:40am
Recess	10:40-11:00am
Third Period	11:00-11:50am
Lunch	11:50-12:40pm
Nap	12:40-1:30pm
Fourth Period	1:30-2:20pm
Fifth Period	2:20-3:10pm

Normal Drop-off/Pickup times

Welcoming Time	8:20-8:45am
Pickup Time	3:10-4:15pm

****Parents who have enrolled their children in daycare have the option to drop off/pick up their children from 7:30am-8:20am, and from 4:15-6:00pm. Please refer to the Extended Daycare section below for more information**

Lunchtime

Lunchtime is from 11:50am to 12:40pm for the Pre-K students, and from 12:30pm to 1:30pm for K-5th grade students.



Los Feliz: Daily Bus Transportation Schedule

Morning Services

From	To	Departs	Expected Arrival By
Los Feliz	Burbank	7:45am	8:15am
Burbank	Los Feliz	8:15am	8:45am

Afternoon Services

From	To	Departs	Expected Arrival By
Los Feliz	Burbank	3:45pm	4:15pm
Burbank	Los Feliz	4:15pm	4:45pm

Late Bus Services

From	To	Departs	Expected Arrival By
Burbank	Los Feliz	5:40pm	6:00pm

- Parents should review the bus rules of conduct with their children.
- Students should be prepared to board the bus at least five minutes before their scheduled pickup time.
- To assure the safety of their children, parents or an authorized person should be at the bus drop-off point when their child is dropped off. This is especially true for any student using the late bus.

The parents of the students using any school bus service and/or a school transportation service for afterschool activities and field trips will make themselves and the student familiar with the requirements of the School Transportation Safety Plan as a condition of their use of any school transportation.



Los Feliz: Extended Daycare/Study Hall Schedule

Service Option	Pre-K &K Students	1 st -5 th Grade Students
Morning Daycare	Morning supervision anytime from 7:30-8:20am	Morning supervision anytime from 7:30-8:20am
Afternoon Daycare	Afternoon supervision anytime between 4:15-6:00pm	Afternoon supervision anytime between 4:15-6:00pm
Morning & Afternoon Daycare	Supervision anytime between 7:30-8:20am and 4:15-6:00pm	Supervision anytime between 7:30-8:20am and 4:15-6:00pm
Combo Daycare/Study Hall		Morning and afternoon daycare, including Study Hall between 3:25-4:15pm

Extended Daycare

In case parents are going to arrive after 6:00pm for pickup, they must contact the school as soon as possible, by calling the **emergency phone at 323-665-2977**. They must also provide an approximate time of arrival.

The fee for late pick up after 6:00pm is an additional \$1.00 per minute.

Unless they are enrolled in daycare, children should arrive after 8:20am. Children arriving at this time must stay under the supervision of a daycare supervisor, and not enter their classroom.



Los Feliz: Detailed Drop Off and Pick Up Procedure

Drop Off

Pre-K

- Class begins at 8:50am. There is a period of greeting from 8:50am to 9:00am. Children cannot arrive later than 9:00am.
- For attendance purposes, an authorized staff member must receive each Pre-K child directly from the parent with the understanding that the child is in good health.
- Parents who have children in Pre-K must sign in daily by writing their child's full name, their own full name and complete signature, as well as noting their arrival time where indicated. **This is a California state law.**
- If your child is reintegrating after an absence due to sickness, you must let the teacher or the teacher's aide know your child has recovered. You are welcome to give them a phone number in case we need to follow up for any reason.
- Parents have the option (for an additional fee) to drop off their children when the campus opens (please read the Extended Daycare section above).

Elementary

- Classes begin at 8:50am and end at 3:10pm.
- Elementary students are not required to sign in, but they are asked to arrive at least five minutes prior to the start of the school day.
- Parents have the option (for an additional fee) to drop off their children when the campus opens (please read the Extended Daycare section above).
- Students from Kindergarten to 5th Grade who arrive late must get a tardy slip from the *Bureau Vie Scolaire* before entering their classroom accompanied by a supervisor (not a parent).

Absence

LILA requires parents to inform the campus office of all absences, no matter the length, by sending an email to absent-lf@lilaschool.com. In order to maintain effective communication, the child's teacher(s) should be cc'd on the email.

Pickup

- Parents are only authorized to pick up their children after they have signed the sign-out sheet.
- Pre-K parents will sign at the Pre-K playground gate. For safety reasons, parents should not enter the Pre-K playground.
- Elementary parents must sign the sign-out sheet at the school entrance and will receive a pickup pass from the staff on duty, and then proceed to the appropriate yard to retrieve their children. Once the parents have signed the sign-out sheet and have their children, they are completely responsible for them and are encouraged to exit the campus.



International
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Lycée
International

Los Feliz: Third Party Food Services

www.totpot.com

844-4TOTPOT

info@totpot.com



DISCLAIMER: Please note that TOTPOT is an independent third-party food service provider, which is not connected to LILA, and is facilitated by the school for the convenience of the students and parents. LILA does not guarantee the quality, safety, and suitability of its food products or its services. Parents must educate themselves about the company, the service, and the food provided. By the use of the service the parents/guardians and the students solely accept all the associated risks such as, but not limited to, any allergic reaction to food or the risk of food poisoning.