



A Guide to 6th Grade at **Burbank**

2024 -25
School Year

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



Table of Contents

Introducing LILA Burbank.....	3
Our Campus.....	3
Campus Map.....	4
Driving on Campus.....	5
We're Here to Help.....	5
The Daily 6th Grade Schedule.....	7
Our 7-period Day.....	7
Wednesday Afternoons.....	8
Getting Settled.....	9
Boot Camp.....	9
Homeroom Program.....	9
Lockers and Backpacks.....	9
Lunch, Snacks, and Water Bottles.....	10
Birthdays.....	10
P.E. Uniforms and Dress Code.....	10
Health, Hygiene, and Absences.....	11
Field Trips, Overnights, and Dances.....	12
A Parent's Role on Campus.....	13
Steps Toward Autonomy at School.....	13
Opportunities for Parents and Grandparents on Campus.....	14
Contacting Administrators and Teachers.....	14
Homework.....	14
Advocating for Your Child.....	15
Computers, Phones, Social Media, and Video Games.....	15
Technology at School and at Home.....	15
Academic Calendar.....	16
Grades and Grading.....	17
Student-led Conferences.....	18
Conseil de classe.....	18
Student Council, Service Clubs, and Student-led Activities.....	19
Lost and Found.....	19
Valuables.....	20
If Your Child Lives in Two Households.....	20
Help Us Stay Up to Date.....	20



Introducing LILA Burbank

Welcome to LILA Burbank! This is an informal document intended to provide brief answers to questions you may have as your family joins us at the Burbank campus. This document is being continually updated and does not take the place of our official Parent & Student Handbook or of your individual enrollment contract. If you need copies of those documents, please contact Burbank Assistant Campus Director - Middle School, Emily Noble, at emily.noble@lilaschool.com.

Although this guide is addressed to you, the parent, it is easily digestible, and we invite you to read it with your new 6th grader.

Our Campus

We have a large, beautiful campus with ample play space and parking. Our campus has been in the process of improvement and beautification since its opening in 2013. Recent upgrades include the multipurpose field with a padded track for soccer and other sports, the planting and cultivation of many trees, and a shade structure in the 6th grade outdoor area.

Our 6th grade is based in “The Village,” a collection of comfortable classrooms connected by a large outdoor pavilion where picnic tables and lockers are situated. Burbank 6th graders will go to the main building for art, music, and lab classes, to attend assemblies, and sometimes to eat lunch. Bathrooms and water fountains are located in the main building and on the grounds.

The Burbank campus is located in the heart of the Equestrian District. Our students are delighted to see horses and ponies on the streets regularly. The streets are also full of bicyclists and children walking to our school and other neighborhood schools. Please drive carefully and respect our neighbors by “passing wide” around horses and bicycles and by refraining from honking.

Campus Map





Driving on Campus

6th Grade drop-off and pick-up are through our Pickwick entrance. There is signage on the street indicating the Pickwick entrance. Follow the lane all the way to the back of the lot and take the loop around. A member of staff will be waiting at the pedestrian entrance to the campus to welcome you and your child on campus safely. Continue the loop to make your way back to the street the same way you came in.

If you drive directly onto the Burbank campus, you will find two lanes slightly to your right. The lane farthest to the right (closest to the bollards) is for you to park in momentarily while your child exits the car. The lane to the near right is for cars driving straight through to the parking lot without stopping to let passengers out. Please be extremely careful when driving and parking on campus. If you want to park, follow the near right lane around and make a U-turn into the parking lot (that was on your left as you entered campus).

If your child travels on the bus from another campus, there will be an adult on hand to welcome them upon arrival. Buses normally arrive on time. In the event that a bus arrives late, your child will not be marked “tardy.”

We’re Here to Help

Your 6th grader is taking an important step toward growing up and is entering the first year of secondary school. Your child will be attending classes on campus with students in 6th-12th grade. That can be an exciting – and sometimes scary – concept for both children and their parents.

There are many adults ready to help your child – and you – acclimate to the structure of secondary school. At our Burbank campus, students are divided into 3-4 grade-level classes designated A, B, C. The class composition is heterogeneous, meaning that children are not ability- or achievement-grouped, although ELL (ESL) students are placed in the 6A class so that they can receive English support as a group. Your child may hope to be placed with their closest friends from elementary school, but this is not necessarily advantageous. Students matriculating from a given campus are assigned to different classes when possible, to broaden their social horizons. We consult with elementary colleagues during this process and take many factors into account. Students from different A, B, C classes have many opportunities to socialize throughout the school year.

Each A, B, C class is assigned to a Teacher Advisor who will coordinate activities throughout the year. Known as the *professeur principal* in France, and similar to a homeroom teacher in an American school, the Teacher Advisor coordinates homeroom curriculum with the grade level team, including speakers, service learning projects, and community celebrations. They also supervise field trips and assemblies and are your contact person to disseminate information such as a child’s illness, special circumstances at home, learning challenges, and so forth. The



Teacher Advisor role serves a pastoral function and helps students with conflict resolution, special academic needs, social support, and so on. The Teacher Advisor works with subject teachers to write your child's report cards and supervises the *conseil de classe* (see "Conseil de Classe" section for details). Teacher Advisors work closely with each other and with the Deans of Students and Assistant Campus Director - Middle School on all issues affecting the academic, social, and physical well-being of students.

Mylène Bram is our Dean of Campus Life. Mylène oversees the student delegates (see "Conseil de Classe" section for details) and is in charge of *vie scolaire* / student life. Mylène manages student attendance, runs Peer Mediation and Peer Mentoring programs, and monitors student well-being outside the classroom. Although administrators and teachers at the Burbank campus are addressed by honorifics (Mr., Ms., Dr., etc.), students may and do address Mylène by her first name. Mylène is supported by a team of Campus Assistants who work directly with students outside of and within the classrooms.

Tyrek Laing is our Dean of Students for 6th - 12th grade. His focus is on the social, emotional, and behavioral aspects of student life. Mr. Laing is available to assist families and teachers with any student issues, including behavior, attitude, social adjustment, health, and so on. He ensures that every student is equipped to succeed within the best learning environment possible.

Assistant Campus Director - Middle School, Emily Noble, assists in the day-to-day student life of 6th-8th grade. She takes an active role with students and works closely with parents, teachers, Teacher Advisors, and the Dean of Students to resolve conflicts, solve problems, and celebrate student achievement.

Mathieu Mondange, Campus Director, oversees all campus operations, supported by the Campus Administration team and the administrative staff. M. Mondange works closely with the Head of School, Michael Maniska.

The Daily 6th Grade Schedule

	6B				
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:25-9:15	Sciences 6 Bamouh Touria Marie Tharp - 13	Art 6 Corral Megan Marie Tharp - 13	English 6 Pierre Stephan Village 1	English 6 Pierre Stephan Village 1	French 6 Esmiol Olivier Village 4
Period 2 9:20-10:10	Spanish 6 Comasolivas Silvia Village 3	Homeroom 6 Esmiol Olivier, Leveque Stephanie, Noble Emily, Pierre Stephan Village 1, Village 4, Village 3, Village 5	Sciences 6 Bamouh Touria Marie Tharp - 13	HG 6 Lafont Jerome Village 3	French 6 Esmiol Olivier Village 4
Period 3 10:30-11:20	Math 6 Khuat Charlotte Village 5	French 6 Esmiol Olivier Village 4	Spanish 6 Comasolivas Silvia Village 3	Math 6 Khuat Charlotte Village 5	English 6 Pierre Stephan Village 1
Period 4 11:25-12:15 PM	English 6 Pierre Stephan Village 1	French 6 Esmiol Olivier Village 4	French 6 Esmiol Olivier Village 4	Math 6 Khuat Charlotte Village 5	HG 6 Lafont Jerome Village 3
Lunch 12:20 PM-1:05 PM					
Period 5 1:10 PM-2:00 PM	History/Geo 6 Leveque Stephanie Village 2	English 6 Pierre Stephan Village 1	US Math 6 Terzyan Courtney Village 5	History/Geo 6 Leveque Stephanie Village 2	Homeroom 6 Esmiol Olivier, Leveque Stephanie, Noble Emily, Pierre Stephan Village 1, Village 2, Village 4
Period 6 2:05 PM-2:55 PM	Music 6 Brodie Emma Room 21 Music	English 6 Pierre Stephan Village 1		US Math 6 Terzyan Courtney Village 5	PE 6 Baccou Caroline
Period 7 3:10 PM-4:00 PM	French 6 Esmiol Olivier Village 4	Sciences 6 Bamouh Touria Marie Tharp - 13		PE 6 Baccou Caroline	PE 6 Baccou Caroline
Period 8 4:05 PM-4:55 PM					

Our 7-period Day

The school day begins at 8:25am every day and ends at 4:00pm four days a week, except Wednesdays (see “Wednesday afternoons” section for details). The day is divided into seven periods, plus a morning break, a lunch hour, and an afternoon break. Your child will receive two copies of their daily schedule during back-to-school days. Please keep one of them handy at home. The other is for your child to keep in their agenda or locker. If your child lives in two households, please request an additional copy of the schedule from their Teacher Advisor.

Our campus opens at 7:30am. Please do not drop off students until 7:30am, when there will be an adult on duty to welcome students. If you arrive early, park on campus and stay with your child until a supervisor goes on duty at 7:30am.

If you drive your child to school, please arrive no later than 8:15am. Arriving at 8:00am or 8:10am is better because it allows students time to go to their lockers, unpack, and prepare for



1st and 2nd period classes. Then they may play or socialize until the first bell rings at 8:20am. Classes begin at 8:25am; students are expected to be seated and ready to work at that time.

Students may return to their lockers in the morning break to get a snack or water bottle and to prepare for 3rd and 4th period classes. The morning break is 15 minutes long, time enough for a quick snack or conversation and a bit of fresh air. This is the time to use the bathroom, go to the water fountain, or to the First Aid office for a Band-Aid.

Students will have lunch from 12:15pm to 1:05pm. This is a great time for students to socialize with their friends from other A, B, and C classes. The afternoon program is similar to the morning, with just three class periods instead of four.

Students should plan to go to their lockers at lunch and during the afternoon break only. Students are only permitted to visit their lockers before and after school and during lunch and breaks. Therefore, students must prepare for two classes at a time.

The school day ends at 4:00pm four days a week. Parents may pick students up at 4:05pm or leave them in after-school care until 5:45pm. There is no charge for after-school care before 5:45pm. Parents who arrive after 5:45pm will incur a charge. Parents who arrive habitually late will be charged and will further be asked to confer with Mylène Bram or Ms. Noble to find a solution. Parents who want their child(ren) to be released to the care of an older sibling or any other person, including grandparents, friends, carpool drivers, and so on, must complete appropriate paperwork ahead of time. Please see Mylène Bram.

Students taking the bus to and from another campus are supervised on the bus. Campus rules apply on the bus, with one exception: students may use headphones to listen to music.

We discourage parents from requesting that 6th graders be allowed to leave campus alone after school. If you find this arrangement necessary, please contact Mylène Bram or Ms. Noble for instructions and to make arrangements.

Wednesday Afternoons

On Wednesdays, students in 6th-8th grade are released after 5th period, at 2:00pm. Some students leave campus, some participate in extracurricular activities, such as fiber arts, pottery, figure skating, chess, Italian, and more, and others are enrolled in study hall. Study hall is provided to students at no charge. At 4:00pm, students may leave study hall and play on the grounds until 5:45pm.



Getting Settled

Boot Camp

The first week of 6th grade is devoted to “boot camp,” during which most regular classes are suspended. The Teacher Advisors will lead students in a variety of educational and team-building activities designed to help them become comfortable, familiar with their surroundings, and accustomed to the secondary school routine. Everything in this manual will be reviewed with your child in detail. There will be lots of opportunities for them to ask questions.

Students will learn to read their schedules and will organize their lockers. They will review school rules and procedures and will discuss LILA’s ESLRs (Expected School-wide Learning Results). They will practice accessing the homework calendar and Google Classroom. They will walk the campus in groups, finding the bathrooms and auditorium together. They will meet teachers and be welcomed to classes on a staggered basis – in other words, they won’t attend seven new classes on the first day of school!

Homeroom Program

Homeroom is twice a week in 6th grade. The 6th grade Homeroom well-being program focuses on “making informed choices,” interpreted in a variety of ways. Students will hear guest speakers, participate in service learning projects and team-building activities, and practice organizational exercises designed to improve their “executive functioning” (decision-making) skills.

Lockers and Backpacks

Although a locker is provided for each 6th grader, many prefer to carry most of their books and belongings with them in backpacks. For this reason, wheeled backpacks (“wheelies”) are strongly encouraged. Ten and eleven-year-old students should not be carrying heavy backpacks around throughout the day. Whichever style you choose, the backpack must be clearly labeled on the outside with your child’s name. If the backpack is a dark color, please use a luggage tag. Swim bags, P.E. bags, musical instrument cases, tennis racquets, and the like must be clearly labeled on the outside with your child’s name. Mylène Bram will help your child find a place to store their gear during the day, if necessary.

Students are required to use a padlock on their locker. Students are not permitted to go into each other’s lockers for any reason; a student may not give permission for someone else to access their locker. The exception is older siblings or parents when a child is out sick.



Lunch, Snacks, and Water Bottles

Lunch may be brought from home or purchased through the P.A. (Parents Association) program. You will receive information about the menu, and how to purchase, separately. Every child, even those purchasing lunch, needs a lunchbox as every child should bring a healthy snack to school each day. LILA is moving toward becoming a no-waste campus, and disposable water bottles are not allowed. Every child needs a reusable water bottle clearly labeled with their name. In addition to several drinking fountains around campus, there is a water bottle refill station in The Village.

Please send healthy food to school. Gum is not permitted. Candy and cookies should be occasional treats, not part of the daily lunch or snack. Students are asked to refrain from sharing food. A student who forgets their lunch may request a “cup of noodles” from a campus assistant. If this happens more than very occasionally, parents will be contacted and asked to subscribe to the P.A. lunch program. There is a microwave available to students on The Village deck. During the day, students will keep their lunchboxes in their homeroom classroom on designated shelves.

If your child stays at school after 4:00pm, it is very likely they will need an additional snack. It is very common for 6th graders experiencing a growth spurt to end the day hungry and out of sorts. Please send sufficient nutritious snacks.

Birthdays

If your child wants to bring a treat to school to celebrate their birthday or another special occasion, a parent should contact the Teacher Advisor at least one week in advance, to make arrangements. Simple, easy-to-serve treats are best. Think cookies, doughnuts, or small, individually packaged candies, not cake. Please provide napkins with your treats. In most cases, treats will be served in the morning or afternoon break with the Teacher Advisor’s help. Please do not arrive at a classroom, unexpectedly, with a box of doughnuts or cupcakes. Your child’s teachers have worked hard to make lesson plans that will be disrupted by the distribution of treats.

P.E. Uniforms and Dress Code

P.E. uniforms are issued in the front office. Please label every part of the uniform clearly with your child’s name, and be sure it comes home weekly for laundering. Your child needs a small bag to carry their P.E. things in. Label the bag clearly. They will need a bathing suit, towel, and goggles for swimming. The P.E. teacher will keep you informed.



A dress code is provided in the official Parent & Student Handbook. In short, clothing should be comfortable and appropriate for a school environment. Clothing should be clean, free of logos or slogans that could reasonably offend another, and appropriate to the season. Common sense applies. Students in 6th grade need to run and play; dress shoes and high heels are appropriate only for very special occasions such as school dances. Hair should be clean and combed. Girls and boys with long hair should wear or carry a “scrunchie” to tie the hair back for sports, labs, and art classes. Students should dress in layers. Please send your child to school with a sweater or sweatshirt, as classrooms are air-conditioned and can grow chilly. Hats and sunglasses are recommended on the playground but are not permitted in classrooms or the auditorium.

Health, Hygiene, and Absences

Hygiene is important to a 6th grader’s social acceptance by their peers. We find that some 6th graders need a parent’s reminder to practice good dental hygiene at home before school. Many need a daily shower and deodorant. Some 6th graders are still years from puberty, while others have begun to menstruate or have new mustaches. A continuum of development is completely normal, and our homeroom program provides some guidance and reassurance. Of course, most parents want to provide a foundation of information about puberty, sexuality, and hygiene at home; 6th grade is not too early to provide this information to your child.

Please keep your child home when they are ill. Children are most contagious when they are first coming down with a virus. A child with a fever should stay at home for 24 hours after the fever abates, untreated. Please do not medicate your child with Tylenol or other cold medicine and send him or her to school. We can and do send sick children home; in the meantime, they will infect others. Children who are feverish, listless, or who have diarrhea or vomiting will be sent home. If your child is not old enough to stay home alone when ill, please make contingency plans in advance before the need arises.

If your child is out sick for more than three days, you may be asked to provide a doctor’s note confirming that they are well enough to attend school. If your child returns to school after one or two days of illness, they should be able to work with each subject teacher to make up missed work. For longer absences, they should ask their Teacher Advisor or Class Delegates for help, and you – the parent - may want to get in touch by email, as well.

Your child should check the homework calendar when home sick; if they are well enough, some or all homework can be completed. If your child is out sick for three or more days, it is reasonable to expect that some teachers may be able to “exempt” some assignments. This means that your child will not have to complete the assignment and will not earn a grade for it. Extensions may be offered on other assignments to give your child time to recover and to make up work. Work with the subject teachers and your Teacher Advisor to coordinate a plan.



All absences should be reported by email at absent-bur@lilaschool.com. Please copy Mylène Bram and the Teacher Advisor on your email.

If you want medicine administered to your child during school hours, please deliver it to Mylène's office personally, along with written instructions.

If your child has a serious chronic illness please be sure that Ms. Noble, Tyrek Laing, Mylène Bram, and the Teacher Advisor are all aware of their condition, special needs, medications, and so on. Please provide information in writing and copy all of the above. The same is true for serious acute injuries such as broken limbs and sprains. Please provide a doctor's note with full instructions about any accommodations your child may need.

If your family has suffered a serious loss – a death, job loss, illness of a family member, a divorce, and so on - please consider informing all involved parties as noted above. They can be sure that teachers are sensitive to the child's feelings and that they seem comfortable and happy at school. We will be circumspect and mindful of your privacy.

Absences that are not illness-related should also be reported as detailed above. Please coordinate doctors' visits, orthodontic visits, and so forth judiciously. Consult your child's schedule so that they do not miss the same class for every appointment. Please be aware that taking extra days of vacation before and after school breaks is discouraged.

Field Trips, Overnights, and Dances

Field trips are an exciting enhancement to the curriculum; your 6th grader will enjoy several over the course of the year. Attendance on field trips is mandatory in that they include planned educational activities and take place during normal school hours. Missing a field trip is both educationally disadvantageous and socially isolating.

Please communicate with us about any reservations you have. It is unlikely that your concern is one we have not encountered before, whether it is medication-related (diabetes, asthma), anxiety-related (separation anxiety, uncertainty about safety procedures and supervision), cultural, or of a personal nature (bed-wetting, falling out of bed, sleepwalking, special food needs, a girl who has just begun menstruating). We welcome the chance to discuss the problem in complete confidentiality to come up with a solution. Please contact Mylene Bram, Emily Noble, or the Teacher Advisor with whom you feel comfortable.

Dances are planned by the ASB (Associated Student Body) and are held three times a year, timed to celebrate Halloween, Valentine's Day, and spring. All grades are invited. (There is also a prom held off-campus for juniors and seniors; younger students have no involvement.)



Dances are well-supervised by administrators, supervisors, and teachers who volunteer their time. There are adults on duty in the parking lot, in the hallways, and in the auditorium, where the dance is held. Students are not permitted to roam the campus during dances, and of course, all normal school rules concerning drugs, alcohol, smoking, vaping, and behavior apply and are strictly enforced. Dancing is age-appropriate and typically, for 6th and 7th graders, involves a large group of boys and girls dancing together. Dress is fancy for the February and spring dances. Guidelines for Halloween are common-sense, with no offensive costumes and no realistic guns or other weapons permitted. One school rule is suspended during dances; students may have their cell phones in order to communicate with parents.

Tickets are sold in advance and include snacks. No meal is provided; students must leave school, eat at home, and return for the dance, which typically starts at 7:00pm. Many 6th and 7th graders are picked up at 10:00pm, but they may stay until the dance ends for everyone at eleven. We remind parents that attendance at the secondary school dance is a rite of passage for 6th graders; although you are welcome to volunteer to supervise the parking lot, front door, or bathrooms, we request that you respect your child's privacy and refrain from entering the auditorium for any reason.

A Parent's Role on Campus

Steps Toward Autonomy at School

In elementary school, you were there on campus on a regular basis, supporting and encouraging your child toward success. You still play a vital role in your child's school life, as they assume increasing independence. Your child needs you to provide the structure that allows for success: regular on-time attendance, regular meals, daily conversation, a quiet time and place for homework, and regular bedtimes. Your child wants and needs you to set limits regarding access to electronics and social media. You can help prepare for success by sending them to school with all the required supplies. You may supervise homework completion.

It may be tempting to linger on campus, especially during those critical first few days, to check on your child, to reassure him or her, and to help with organization. Please don't! Students want and need to stretch their wings – under the watchful eye of the teachers, administrators, and supervisors who will be supporting and encouraging them in these early days. Rest assured that we have, collectively, many years of experience guiding pre-teens toward independence at school. Many of us are parents, and some of us are even LILA parents!

Please deliver your child to school – or to the school bus – and then go about your day. We will contact you immediately in the very unlikely event that you are needed before the end of the school day. Meanwhile, your child will come home bubbling with stories about new and exciting challenges and experiences. Please expect your child to come home tired the first few days of



school. Quiet evenings at home are the very best option. Leave a little extra time to set out clothes at night and to eat a solid breakfast in the morning. Help your child pack their lunch or snack. Provide a quiet place for homework and time in which to complete it. You may want to look at your child's homework calendar online and Google Classrooms. It's a great idea to go through the backpack together those first few days. What is or isn't really needed? What should be left at school in lockers, and what can be kept at home?

Opportunities for Parents and Grandparents on Campus

We hope to see you on back-to-school days and at monthly Parents Association (P.A.) coffees. Throughout the year, there will be P.A.-sponsored events such as parties and bazaars. You will be invited to attend Thanksgiving lunch with your child's class, and there will be various events on campus – talent shows, exhibitions, Francophonie, and the like – to which parents are invited. There will be informational sessions in the fall and a "State of the School" event in the spring. Fall parent-teacher conferences are followed by student-led conferences in the spring. If you would like to take an even more active role at school, consider volunteering as your child's room parent, or by helping out at a school dance.

Contacting Administrators and Teachers

All teachers and administrators at LILA welcome emails and use the same e-mail template: firstname.lastname@lilaschool.com. For example, Mathieu Mondange's email address is mathieu.mondange@lilaschool.com. Note that "lilalions" addresses belong to students. If you are using a "lilalions" address, you are not emailing an adult.

Homework

Your child will almost certainly have more homework than they were accustomed to in elementary school. Most nights, there will be reading in English and French, along with written work or study in other subjects. Balancing the homework load can present a challenge for students, teachers, and parents. Teachers welcome your feedback – after an initial "getting used to the routine" period of three to four weeks. Your child can expect to be given time in every class to understand homework assignments. Assignments are posted on Google Classroom. 60 minutes of homework each night – plus reading – is the norm for 6th grade. If you find that your child is spending a great deal more time than that, please keep a written log for one week, writing down the start and finish time for each assignment, by subject, each night. Then speak with individual teachers, or, if appropriate, with the Teacher Advisor or Ms. Noble.

If your 6th grader is very mature, they may be able to track and complete all homework assignments independently. Other students need a parent to review assignments and to be sure



that work is completed each night, at least for the first quarter of the year.

Your child should acquire the habit of checking Google Classrooms for homework assignments and their parents email nightly. Teachers may make last-minute changes to assignments or may provide extra study material or instructions for students. Student delegates frequently email students with reminders about upcoming events.

Advocating for Your Child

Years of experience tell us that middle schoolers long for a “listening ear” who will listen without judgment, consider carefully, and even offer advice, without necessarily springing into action. Allow your child room and space to grow. If your child experiences a problem or challenge, encourage them to find a resolution independently, using these steps as a guide:

Small problems, such as confusion about the schedule, lost locker combos, or uncertainty about which restroom to use, are best handled by the child directly. Remind your child that other kids may have the same questions or concerns. In fact, they probably do. Your child can ask their Teacher Advisor, or any Campus Assistant – indeed, any friendly face – for directions and instructions.

For questions about a specific class, or concerns about a specific teacher, encourage your child to approach the teacher directly, either before class or by email. This is a great opportunity to let your child practice self-advocacy; explaining the problem, and then reporting their successful resolution back to you. If the problem is not resolved, your child can then ask their Teacher Advisor, Ms. Noble, or Mylène Bram for help. If you, as parent, need to become involved, please model courtesy and respect for your child’s teacher by approaching them with the problem directly, whether by email or in a meeting, before contacting an administrator. In most cases, problems are easily resolved to everyone’s satisfaction.

Please read the Mosaïque newsletter in its entirety on a weekly basis. It is the best way to stay up to date with our campus activities and upcoming events. A quick way to display the entire message via email is by clicking the red link at the very top that says, “If this e-mail does not display correctly, please click here to view in a browser.” or the blue link at the bottom that reads “View Entire Message”.

Computers, Phones, Social Media, and Video Games

Technology at School and at Home

We embrace technology at LILA, using smartboards and laptop computers in most classes. Many teachers use Google Classroom, Google Docs, and other applications for classwork and



homework.

All 6th graders will be provided with a school-issued Chromebook that will serve them until they complete 9th grade. Students are expected to bring their fully-charged Chromebook to school everyday. If there are technical issues with the laptop, students can visit IT on the Burbank campus at recess or lunch. Students will be required to work on their Chromebook during the school day and at home so this computer should be brought to school and home daily.

Our Chromebooks are protected to allow limited access to the internet. We encourage families to consider their children's use of cell phones, video games, and access to social media. It is our experience that many or most students who complain of "too much homework" and/or social isolation are spending a great deal of time – in some cases hours each day – playing video games. You may hear your child claim that "everyone" does it. Not so. It is our experience that the majority of top students and well-adjusted, happy middle schoolers have very limited access to social media and video games. Their access to the internet is supervised by parents and limited by filters.

LILA encourages students to interact with each other on campus. If you insist that your child bring their cell phone to school, it must be turned off (not "silent") and stored in the locker (not the backpack) for the entire day. Phones that are visible – on or off - will be confiscated.

Students in 6th grade may not use their phones for any purpose between drop-off (even before school begins) and 4:00pm. After 4:00pm, students may use the cell phone to contact parents or a pick-up person only. Playing games on phones is forbidden at all times on campus for 6th graders. Please consult the Parent & Student Handbook for more information.

Students who need to reach a parent during school hours may go to Mylene Bram's office or the front office to call.

Occasionally, a parent will instruct a child to go to the restroom to text him or her upon arrival at school, upon arrival on a field trip, to report the results of a test, and so on. Please be aware that this instruction puts children in a very stressful position. If you feel unable to accept our cell phone policy, you are invited to discuss the matter with Mr. Mondange.

Academic Calendar

As a convenience to families with children at two campuses, all LILA campuses follow the same calendar. In France, schools typically have a break of at least one week, and often more, every six or seven weeks. We strive to respect that tradition by observing an October break and a February break in addition to spring and winter breaks, and "long weekend holidays" such as Thanksgiving. For that reason, our school year ends in late June and begins in mid-August.



Please consult the calendar before booking tickets for travel.

Students will report to school for the 2024-25 academic year on Wednesday, August 28th. However, students and families are invited to a school on Monday, August 26th to meet their teachers, collect their supplies, and learn about their class groups. You can download a copy of the school calendar at www.internationalschool.la/calendar.

Grades and Grading

LILA Burbank students receive two report cards each year. Report cards are emailed to parents. The 6th grade report card is a communication tool between you and the school about the academic progress of your child. The four mastery levels (see below) represent student performance of knowledge, skills, and understandings related to course objectives. The teacher bases levels of proficiency on a variety of formal and informal student products and assessments.

6th graders at LILA Burbank will also receive a mid-semester progress report in semesters 1 and 2. This will be a simplified version of the report card, with general information about how your child is doing in each class.

Throughout each semester, the teacher keeps a record of your child's progress over time through a combination of formative and summative assessments as well as observation. Each mastery level marked reflects what the student knows and is able to do in relation to the portion of the skill that was taught during (or up to the end of) the grading period.

For instance, if your child thoroughly demonstrates evidence of grade-level and cycle objectives for the first semester, they will earn a "3" indicating their mastery of the skill. As the year progresses, your child will continue to develop this skill which may result in a "4" grade on the end-of-year report card indicating they have surpassed grade level expectations for this skill.

MASTERY LEVELS

- 4 - The skill is mastered and above grade level
- 3 - The skill is acquired for the grade level
- 2 - The skill is developing
- 1 - The skill is not acquired
- NG - The skill is not assessed

French language (63%)	English language (31%)
Français (French) (6h)	English Language Arts (6h)
Mathématiques (Math) (3h)	US Math (2h)
Histoire-géographie (2h)	History-geography (2h)
Sciences (Bio – Physics – Chemistry) (3h)	Music (1h)
Spanish (6%) (2h)	Homeroom (2h)
EPS (PE) (3h)	
Art (Visual arts) (1h)	

Student-led Conferences

Late in the year, every LILA student will prepare a Google Slides (PowerPoint) presentation summarizing their academic, social, and personal growth. The student will present the slideshow to their parents and one teacher at a private conference, led by the student. You will receive information on scheduling later in the year. In Middle School, students are guided through the process by Teacher Advisors in homeroom.

Conseil de classe

Conseil de classe is a meeting held twice yearly just before report cards go home. The purpose of the meeting is for teachers and administrators to discuss the progress of students individually and of each class as a whole. Before the meeting, Teacher Advisors will consult with student delegates to gather the class's self-assessments and feedback from the semester, as well as reach out to Homeroom parents who will have gathered feedback from the rest of the classroom parents. Teachers will discuss the progress of each student individually and provide a holistic report card for each student.



Student delegates represent their classmates at the Conseil de classe and are elected at the beginning of the year, along with two alternates. The Dean of Students, as head of “Vie Scolaire,” supervises the delegates and their election.

Student Council, Service Clubs, and Student-led Activities

There’s a lot going on at LILA in addition to academics! The Student Council consists of a group of student volunteers who initiate and participate in various civic and school-related activities. Student Council representatives are not elected but are self-selected.

Service organizations on campus vary from year to year but usually include Girl Up!, UNICEF, an animal protection club, and many more. Arts groups include a chorus and band, a theater group, and a poetry club. There are many opportunities for after-school sports, including boys’ and girls’ basketball and soccer, and co-ed volleyball. Middle schoolers may also be involved with the debate team or the Model United Nations.

Behavioral Expectations, Infractions, and Consequences

Most 6th graders arrive ready for secondary school and eager to understand and comply with new rules and increased expectations. For that reason, some behavioral infractions – specifically, physical or verbal abuse of another child or of an adult, behavior that endangers the self or others, and possession of weapons of any kind or of drugs including alcohol, tobacco, and “vape” smokers – carry a very serious consequence.

Behavioral standards and expectations will be made very clear to your child and are explored in more detail in the official Parent & Student Handbook. You will also become familiar with our LILA code of conduct, posted in classrooms and presented at back-to-school. We rely on your support, and you can expect us to be forthright in our communications to you about any behavioral infractions.

Lost and Found

Throughout this document, we have noted several times that you should label backpacks, lunch boxes, thermoses, P.E. gear, and so forth with your child’s name. The same is true of truces (pencil bags), sweaters, sweatshirts, and anything else your child brings to school. A secondary campus is a busy place, and it’s easy for your child to misplace their things. Supervisors and teachers spend a lot of time trying to track down the owners of lost items – Many of these items end up going to charity after sitting unclaimed for an entire semester. Please be sure to label your child’s belongings with a Sharpie.



Teacher Advisors will show students the Lost and Found during “boot camp.” Before every school break, tables of lost and found articles will be on display in the parking lot, near drop-off.

Valuables

Students bring valuables – expensive clothing, phones, computers, sports equipment – to campus at their own risk. Burbank 6th graders are not allowed to use cell phones on campus; if brought to campus they should be turned off (not “silent”) and stored in the student’s locker for the day. Personal computers and tablets are not needed; Mylène Bram allows students to stash sports equipment and other valuables in her office, and we have not experienced any problems with items left there. Nonetheless, LILA is not responsible for valuables brought to school.

Students do not need money on campus. Our 6th graders may carry five dollars or less for use at the vending machines or to purchase something at a fundraising bake sale.

If Your Child Lives in Two Households

Many children split their time between two households. If this is the case for your family, let the Teacher Advisor know. They can help in various ways, ensuring that your child receives two copies of permission slips and other handouts to go home, by allowing your child to stash overnight gear in a private corner when transitioning between homes, and so forth. Children who live in two homes may experience difficulty in staying organized, and we are ready and willing to work in partnership with you to ease their way.

Help Us Stay Up to Date

Our intention is that you and your child feel welcomed, comfortable, and confident on our campus. Please feel invited to contact Mr. Mondange or Ms. Noble with suggestions or questions regarding this guide and the 6th grade experience in general. If you are more comfortable reading in French, please contact Mr. Mondange, who will be happy to meet with you to translate and review any portion of this document.

Welcome to LILA Burbank!