

PARENT-STUDENT HANDBOOK  
AND  
CODE OF CONDUCT  
2011-12



INTERNATIONAL  
SCHOOL OF LOUISIANA

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[www.isl-edu.org](http://www.isl-edu.org)

*The mission of the  
**International School of Louisiana**  
is to provide a challenging education emphasizing  
French or Spanish language immersion,  
international awareness, the celebration of diversity and  
community responsibility.*

*This handbook is intended to provide information about the International School of Louisiana (ISL). It represents a summary of the policies relevant to families and students at ISL. Throughout the school year this handbook may be amended as necessary. For additional information or clarification, please contact the Head of School or school office staff.*

## FROM THE HEAD OF SCHOOL

The International School of Louisiana is a very special place. Each day I see the partnership between students, parents and teachers and the commitment to the core values of our school - academic rigor and language immersion - demonstrated throughout our inclusive community. Through the academic offering at ISL students develop character, passion for life-long learning, community responsibility, global awareness, and the celebration of diversity.

As we look forward to the next 10 years and the continued growth of our academic and language immersion programs, we can appreciate the work and the people who have gone before us, bringing us to where we are today.

Our commitment to providing a quality education remains unwavering. An education at ISL is personal, seeking to encourage and challenge all children to realize their full potential. The integration of new technology with traditional education and respect for cultural and social values, help to provide the necessary foundation for developing our community's future leaders and leading students to success in every aspect of their lives.

It is an honor and a privilege to serve the students, parents, faculty and staff of the International School of Louisiana community. The last 10 years have been wonderful and the best years are yet to come.

In service,



Sean Wilson  
Executive Director/Head of School

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*The International School of Louisiana is a non-profit 501(c)3 organization operating a Type 2 charter school subject to the regulation of the Louisiana Board of Elementary and Secondary Education. A copy of the organization’s Charter, By-laws and Articles of Incorporation and other public records are available for review on-line at the school’s web-site ([www.isl-edu.org](http://www.isl-edu.org)) or by making a request in writing to the school’s main office. The school will respond to all written requests within five (5) business days; there is a fee of \$.25 per page for processing. Disclosure may be denied in such cases where the disclosure would violate state or federal law, would violate personal privacy, are proprietary, are law enforcement records, would endanger the life or safety of any person, where the records are computer access codes or are purely internal material. Parents have a right to appeal a denial decision to the charter school board, which must respond in writing within 10 days.*

## **SCHOOL HOURS**

**EARLY BIRD:** 7:15am - 7:45am

**MORNING ACTIVITIES BEGIN:** 7:45am

**CLASSROOM INSTRUCTION BEGINS:** 8:00am

**CLASSROOM INSTRUCTION ENDS FOR ALL STUDENTS:**

3:30pm on Mon, Tues, Thur, Fri and 2:30pm on Wed

Students are dismissed following the end of instruction.

**AFTER SCHOOL PROGRAMS :** Dismissal - 5:30pm

## ABOUT ISL...



The International School of Louisiana (ISL) was founded in 2000 as a public charter school open to any child in the State of Louisiana. The only school of its kind in the state, ISL embraces the culture of New Orleans through a language immersion program that values the ethnic diversity of this historically significant region. Like the city itself, ISL blends traditions of both the French and the Spanish to create an incomparable educational experience.

Dedicated to cultural diversity and global awareness, ISL is the first and only multi-language immersion school chartered by the State of Louisiana. From their first day of school, students are taught core academic subjects in either French or Spanish. At ISL children learn a second language naturally, through everyday conversation and classroom instruction.

Language immersion, however, is only one aspect of education at ISL. Multilingualism is merely the first step to acquiring an education that is global. ISL is committed to breaking down barriers in public education by teaching children to embrace diversity in their community. ISL is dedicated to providing all of its students with a unique and high-quality education and to helping young people develop not only as students, but also as community leaders and global citizens.

## ACADEMICS/CURRICULUM

The International School of Louisiana is a LANGUAGE IMMERSION public charter school. **Language immersion** is a method of academic instruction that uses a foreign language as a teaching tool, surrounding or "immersing" students in the second language. In-class activities and instruction are conducted in the target language. At ISL, we follow the same curricula, and in some instances, use the same materials (translated into the target language) as those used in non-immersion schools throughout the state.

ISL is a FULL IMMERSION PROGRAM. In our full immersion program, there is no formal English language instruction in Kindergarten and 1<sup>st</sup> grade. In Grades 2, 3, and 4 teachers introduce English Language Arts and reading for one period per day and gradually move toward an even distribution of English and the immersion language by grade 6.

Our school's curriculum is based on the State of Louisiana's Comprehensive Curriculum and student progress is measured using the state's Grade Level Expectations. It is a broad-based curriculum, reflecting an interest in the academic, social, emotional, artistic and physical development of children. Integrated, multi-disciplinary units are key elements of the program, making learning skills and factual information relevant to each student's experience.

## AFTER SCHOOL PROGRAMS

There are two after school programs in operation at ISL. For full-time (5 days/week) after school care students can be enrolled in our 21<sup>st</sup> Century Community Learning Center program. Fees for 21<sup>st</sup> Century are sliding scale based on free and reduced lunch eligibility. Part-time care is provided through the Prime Time program. The Prime Time fee is \$10 per day or any portion

thereof. Registration is required for both after school programs; forms can be found in the school lobby.

**For unscheduled after school care**, a drop-in service is available for students who are not registered in either after school program. Drop-in fees are \$25/day, or any portion thereof, that your child is in attendance. *Students who remain on campus more than 15 minutes after dismissal and who are not registered in either after school program will automatically be checked into drop-in and charged \$25. Dismissal is at 3:30pm on Monday, Tuesday, Thursday & Friday and 2:30pm on Wednesday.* Pre-registration is not required for drop-in care, however, if a family needs drop-in service more than twice yearly, it is strongly recommended that they register for Prime Time.

Child Care Assistance Program (CCAP) funds can be applied to the 21<sup>st</sup> CCLC program fees, as well as Prime Time and Early Bird. Please see ISL's Finance Department for a CCAP application.

All after school programs will operate from dismissal to 5:30pm. *Late fees of \$5 for the first minute and \$1 per minute thereafter will be charged for any child not picked-up by 5:30pm; repeated late pick-up (3 times) will result in dismissal from a program.*

## **ANIMALS ON CAMPUS**

Pets are **NOT** allowed on campus at any time; service animals are permitted in accordance with the ADA.

## **ANTI-DISCRIMINATION**

ISL does not discriminate against students on the basis of race, color, national origin, gender, disability, family situation, intellectual or athletic ability, status as a handicapped person, or any other basis that would be illegal if used by a district board of education. ISL complies with all applicable Louisiana statutes concerning public schools.

## **ARRIVAL AND DISMISSAL (EASTBANK)**

Students attending Early Bird are to enter school through the doors on Terpsichore Street. At 7:45am this entrance is closed.

Students being dropped off between 7:45 and 8:00am are welcomed to school through the playground gate on Magazine Street or the pedestrian gate on Camp Street. ***Students should proceed directly to their classrooms.***

After 8:00am students must enter the building through the front door on Camp Street. The Camp Street door is the only open entrance to the building during school hours.

In the afternoon, students are dismissed from the Camp Street school yard. Parents should park and walk into the yard to pick up their child. In the event of inclement weather, children will remain in their classrooms and be dismissed from there.

### **Early Pick-Up**

If a child is to be picked up before dismissal, ISL requests that parents/guardians send a note to the child's teacher *in advance* informing the teacher of the date, time and reason that the child will be picked up early. This communication can be phoned or faxed in to the front desk, sent via email or in the child's home-school connection or P&T book. ISL encourages families to schedule

appointments outside of school hours whenever possible, as the early removal of a child from the classroom is disruptive to the learning environment for all students.

*Students may not be picked up early after 3:00 pm on Mondays, Tuesdays, Thursdays and Fridays, and may not be picked up early after 2:00 pm on Wednesdays.*

## **ARRIVAL AND DISMISSAL (WESTBANK)**

Students attending Early Bird are to enter school through the doors on Olivier Street. At 7:45am this entrance is closed.

Students being dropped off between 7:45 and 8:00am are welcomed to school through the doors on Eliza Street or the gate on Vallette Street. Students should proceed directly to their classrooms. At 8:00am these entrances are closed.

After 8:00am students must enter the building through the front door on Olivier Street. The Olivier Street door is the only entrance to the building during school hours.

In the afternoon, students are dismissed from the Vallette Street and Elisa Street school yard gates. Parents should park and walk into the yard to pick up their child. In the event of inclement weather, children will remain in their classrooms and be dismissed from there.

## **ATTENDANCE**

In compliance with the Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law.

### **ATTENDANCE POLICY FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS**

Students must be present a minimum of 167 days per school year to be eligible for promotion.

### **EXCEPTIONS**

Children are required to attend school each day scheduled by the International School of Louisiana, except for excused absences listed below. Absences are “temporarily” unexcused until the school is able to verify a note from the parent/guardian or doctor explaining the absence. The principal or his/her designee\* shall contact parent/guardian to ascertain reasons for absences.

Temporarily excused absences can be made for the following reasons:

1. Personal illness
2. Death in family (not to exceed one week)
3. Natural catastrophe and/or disaster
4. Participation in school-approved activity which necessitates student being away from school (These activities will be reviewed by personnel for educational appropriateness)
5. Absence for the observance of recognized holidays of the child’s own faith
6. Any of the extenuating circumstances listed below:
  - Extended personal illness of a child whose attendance in school would endanger his/her own health or that of his/her classmates, as verified by a physician, dentist, or nurse practitioner licensed to practice in Louisiana

- Extended hospital stay as verified by a physician or dentist licensed to practice in Louisiana
- Extended recuperation from an accident as verified by a physician or dentist licensed to practice in Louisiana
- Extended contagious disease within the family as verified by a physician or dentist licensed to practice in Louisiana
- Children exempt by R.S. 17:226
- Other extenuating circumstances approved by the Supervisor of Child Welfare and Attendance (i.e. School Counselor) in consultation with the principal or his/her designee

For any other extenuating circumstances parent/guardian must make a formal appeal by communicating with the Principal or his/her designee and requesting that an absence be excused. In all cases, a written note from the parent/guardian or doctor must be presented upon the student's return to school.

When such requests are considered, the following shall apply:

- Parents/guardians should submit a written request to the Principal in advance of the absence.
- The principal will discuss the matter with the division level assistant principal and teachers to determine the student's academic status and possible effects the request might have on school work.
- The school will assume no responsibility for lost school time, work missed or make-up time.

#### MAKE-UP WORK

When a student returns to school after an excused absence, the student shall have the opportunity to complete missed assignments. Make-up work shall be permitted only when written excuses from parent/guardian have been received in accordance with this policy.

A student who is absent five (5) or more days in any nine-week grading period must make up missed work before the end of the grading period or the student shall receive an incomplete grade. The student can make up work during the next nine-week grading period, but if he/she fails to do so, the incomplete grade automatically becomes a failing grade. It shall be the responsibility of the teacher to inform the student of the deadline for any make-up work.

Students missing school as a result of any suspension shall be counted as absent, are considered unexcused and shall be given failing grades for work missed. (State Statute Bulletin #741) If a suspension is modified or reversed through the suspension appeal process, related absences will be excused and the students will receive make-up work for those excused days. For any other extenuating circumstances, parent/guardian shall have the right to appeal the denial of promotion to the Principal.

#### TARDINESS

School hours begin at 7:45am; a child not in class by 8:00am is considered tardy. A student arriving after 8:00 am must be issued a late slip from the front desk to be admitted to class.

Dismissal is at 3:30pm on Monday, Tuesday, Thursday, Friday and 2:30pm for all students on Wednesday; a child checked out of school unexcused before dismissal is considered tardy.

## **BEHAVIOR EXPECTATIONS**

ISL faculty and staff maintain high standards of behavior in the classroom, in the hallways, in the lunchroom and on school premises and throughout all school-sponsored activities by reinforcing and teaching the following:

- respect for one's education and the education of others,
- development of self-esteem,
- respect and consideration for others (the rights of others including teachers, staff, peers and all students within the school),
- respect for one's own property, other student's property and the school's property,
- development of a safe, clean, & caring environment in each classroom and the school

## **HARASSMENT**

Harassment is verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship status, marital status, gender, sexual orientation or any other characteristic protected by law. Harassment is prohibited in all relationships at the school and is considered a level 2-3 infraction in the Student Code of Conduct. A student who believes he/she is a victim of harassment should report the offending behavior to a teacher, the school nurse, counselor, assistant principal, principal or other trusted adult. All reports of harassment are confidential, except as required by law.

## **RESPECT FOR SCHOOL PROPERTY**

All desks, books, cubbies and other school materials are the property of the school. Students should be respectful of all school property and may not deface school furniture, walls, ceilings, floors or equipment. Students may not tamper with fire alarms, fire extinguishers or any electrical systems. The willful destruction, damage or defacement of school property is grounds for disciplinary action. Students and their parents/guardians will be required to pay for the repair or replacement of any school property that is lost, damaged or defaced as a result of the student's actions or neglect.

## **BICYCLE PARKING**

ISL encourages students to walk and ride bicycles to school as part of our Safe Routes to School grant program. Bicycle racks are provided in the school courtyard for parking during the school day. *Bicycles should not be parked in front of the school building*; bikes left in front of the building for more than 15 minutes will be removed.

## **BOARD OF TRUSTEES**

As a Type 2 public charter school, the ISL is its own public school district (Local Education Agency or LEA) that reports directly to the Board of Elementary and Secondary Education for the State of Louisiana.

**ISL Board of Trustees**

**2010-11**

Andrew Yon, President  
Matthew Amoss, Vice President  
Charles Hadley, Treasurer  
Barbara Griffin, Secretary

Stephanie Davis  
Duane Drucker  
Mike Lappa  
David Napoleon  
John Wettermark

Members of the Board can be contacted via e-mail at [trustees@isl-edu.org](mailto:trustees@isl-edu.org)

**All Board of Trustees Meetings, including committee meetings, are open to the public. Board of Trustees meeting notices are posted in the Camp Street Lobby.**

**Monthly board meetings are held on the fourth Wednesday of every month at 6:00 p.m.**

The ISL Board of Trustees functions as the school board of the school, however they are not responsible for the daily operations of the school. ***Day-to-day management of the school is the responsibility of the Head of School and the Principal.*** Parents, teachers, staff and community members are invited to attend Board meetings. The agenda provides time for public comment when citizens may address the Board. Requests to address the Board by way of public dialogue may be made by submitting not less than 72 hours prior to the board meeting a request to address the board. The request must be submitted either in writing addressed to the ISL Board of Trustees or by e-mail addressed to the ISL Board President. The Board President may choose not to address the request on the board agenda (BPM 3.7.5.4)

**Requests to address the board must be mailed or delivered to:**

Board of Trustees  
The International School of Louisiana  
1400 Camp St.  
New Orleans, LA 70130

## **CELL PHONES/ELECTRONIC DEVICES**

The use of cell phones, iPhones, pagers or other electronic communication devices by students during the school day is not allowed; these devices must be turned off during the school day and must remain out-of-sight in a backpack or book bag. If a device is seen during the day, it will be assumed that the device is being used and will be taken from the student and given to the principal's office. For the first offense, the student may pick-up the electronic device from the principal at the end of the school day. *For a second or subsequent offense*, the device will be returned only to the student's parent/guardian. As with other personal property brought into our school, ISL is not responsible for lost, stolen or broken electronics. (See page 24/25 - **ITEMS NOT ALLOWED IN SCHOOL**)

## **COMMUNICATION**

ISL regards the educational process as a partnership between the students, their families and the ISL faculty, staff and administration. Effective communication is essential for success.

### **ACADEMIC AND/OR SOCIAL CONCERNS**

When parents/guardians have a question, want more information, or need clarification of a situation concerning classroom matters, academic or social concerns, their child's classroom/homeroom teacher should be the first point of contact. To see a particular teacher, **make an appointment** so the teacher can bring any necessary materials and arrange for time to

adequately discuss the matter. The most efficient way to make an appointment with a teacher is to email the teacher directly. A list of all faculty and staff contact information, including e-mail addresses, can be found on the ISL website under the Academics tab. A parent/guardian may request that the Family Liaison be present at the meeting to facilitate communication between languages.

After the meeting, if concerns remain or the situation persists, an appointment should be made with the teacher **and** the appropriate assistant principal. If this meeting does not resolve the matter, an appointment with all parties and the Principal may be required.

#### SCHOOL OPERATIONS AND PROCEDURES

Concerns over school operations or anything one believes to be a concern of the school *as a whole* should be addressed with the CEO/Head of School. Concerns should be submitted in writing. Depending on the urgency of the situation, the Head of School will respond within five (5) business days.

#### **Matters Not Resolved by the Above**

The Board of Trustees functions as ISL's School Board. Any matters not resolved through the process described above may be directed to the Board of Trustees.

- a. Requests for Board consideration must be submitted in writing at least 72 hours prior to the meeting in which the requested item is to be heard.
- b. Requests for Board consideration must be mailed or delivered to: Board of Trustees, The International School of Louisiana, 1400 Camp St., New Orleans, LA 70130. **The Board of Trustees does not accept letters of grievance via e-mail.**

#### QUESTIONS REGARDING FINANCIAL MATTERS

Questions regarding payments of fees, lunch, and any other billing matters should be directed to the Director of Finance. The Director of Institutional Advancement will answer Annual Fund and fundraising questions. The Executive CEO/Head of School is responsible for overall school finances.

### **COUNSELING PROGRAM**

The school counselor works in tandem with the faculty to implement a fair and consistent school wide conduct/behavior program. The counselor works directly with students who have either expressed or demonstrated a need for counseling services. The counselor will recommend services for those students whose needs are beyond the scope of her practice.

### **DIRECTORY INFORMATION**

ISL distributes a per class directory of student contact information. A family may elect not to have contact information published in the directory; an information release form will be sent home prior to publication.

### **EARLY BIRD (BEFORE SCHOOL CARE)**

The *Early Bird* program operates from 7:15 a.m. until 7:45 a.m. Students are signed in at the cafeteria. **Registration is required for a child to participate in Early Bird.** Full-time Early Bird fees are \$35 per month; part-time is \$4 per day, or any portion thereof and requires a \$20 deposit. Students not registered for Early Bird will not be allowed into the cafeteria unless they are eating breakfast. Breakfast hours are 7:30-7:55am.

## **EARLY DISMISSAL & PROFESSIONAL DEVELOPMENT DAYS**

School dismisses at 2:30 p.m. on Wednesdays. This time, along with scheduled Professional Development Days, is used for staff to participate in professional growth activities, meet with grade-level colleagues and other staff regarding division level or school wide curriculum issues.

## **EDUCATIONAL SERVICES**

Under Section 504 of the Rehabilitation Act of 1973, the school has a duty to identify, refer and evaluate students with disabilities. A parent may contact ISL's Education Services Coordinator if he/she is concerned that his/her child has a disability, wishes to learn more or would like to request an evaluation.

- Parents may request an evaluation at any time during the school year.
- If an evaluation is needed, the school will notify parents and obtain parental consent. The school has sixty (60) days from the date of consent to conduct the evaluation and provide parents with a copy of the evaluation report
- If an evaluation is not needed, the school will notify the parents, explain why the evaluation is not needed and provide notice of a right to appeal.

## **EMERGENCY CONTACT INFORMATION**

The school maintains a file of emergency contact information for students at ISL. Emergency situations may arise involving the welfare of a student when a parent is not available. The telephone number of a friend, a neighbor or a family member who will be able to take over care and responsibility for the child should be noted in the emergency information. **The data office should be notified immediately of any changes to emergency information.** Parents may obtain an Update Contact Information form from the documents board in the school lobby.

## **EMERGENCY SCHOOL CLOSINGS**

The Head of School may close school because of inclement weather, contagious disease or other emergencies. ISL utilizes **SCHOOL REACH**, a broadcast telephone message service, to notify parents of school-related emergencies or special announcements. School closings will also be announced on WWL 870 AM Radio and on WWL Channel 4 television.

## **FACILITY USAGE**

School facilities are available after school hours for use by school approved groups such as scout troops. All after school functions, including regular meetings, must have written approval from the Facilities Department. *A Room Usage Request form must be completed 2 weeks prior to the event date.* An hourly fee will apply to events that last beyond 5:30pm. Room usage request forms can be found in the Camp Street Lobby.

## **FAMILY ANNUAL FUND**

As a Type 2 charter school, ISL does not receive state funding for facility operations or district-level services such as a nurse, counselor or education services coordinator. Donations to the *FAMILY ANNUAL FUND* bridge the gap between public funding and the actual cost of operating our comprehensive charter school program.

The Family Annual Fund has two main goals - to raise a budgeted dollar amount and **to have 100% of the ISL community participate in the fund drive.** *Participation from families, faculty and staff makes a statement to the various foundations and corporations that we ask to support our school with*

*grants and donations.* Annual Fund contributions may be given at any time during the school year -- **all gifts are 100% tax deductible.**

## **FAMILY INVOLVEMENT: THE ISL-PTO**

When schools and families work together to support learning, children do better in school. At ISL, it is our goal to ensure that each student reaches their personal best level of achievement. The ISL-PTO (Parent-Teacher Organization) plays a key role in our success by connecting the vast energy, knowledge and resources of our student's families with the needs of our school. Every parent/guardian, faculty and staff person at ISL is a member of the ISL-PTO; no dues are required for membership. Contact the PTO via e-mail at [pto@isl-edu.org](mailto:pto@isl-edu.org) or for the Eastbank campus and [ptowest@isl-edu.org](mailto:ptowest@isl-edu.org) for the Westbank campus or speak with one of our Family Liaison for more information.

## **FAMILY LIAISON**

ISL's Family Liaison works to bridge communication between home and school. The Family Liaison helps parents get the information and support needed to ensure their child's academic and social success. The Family Liaison assists families in understanding how to get involved and help their children to do their best at ISL.

The Family Liaison coordinates the school's volunteer needs, writes the TIDBITS electronic newsletter and works to insure that ISL families are kept informed through regular e-mail and home-school connection notices. Our Liaison also maintains a Family Resource Center in the lobby, which includes a computer for access to ISL related web-sites and e-mail.

## **FEES**

### **ENRICHMENT FEE**

Families are encouraged to pay an enrichment fee each year. This fee funds materials for ISL's multi-disciplinary arts programs, library services, and classroom manipulatives, as well as services such as the SCHOOL REACH system, POLYGLOT newsletter and school ID badges.

### **SCHOOL SUPPLY FEE**

Students are assessed a Supply Fee each year. This fee funds the purchase of school classroom materials- writing utensils, notebooks, paper, crayons, etc. and school ID badges. This fee eliminates parent visits to congested department stores.

## **FIELD TRIPS**

A variety of field trips are planned throughout the year. Each student must have a completed Universal Field Trip Permission Slip on file before they are allowed to participate in off-campus activities. Parents will be notified of the date and place of a field trip. Parent volunteers are welcome, but numbers may be limited due to space constraints. Volunteers/chaperones must follow school rules and abide by teacher guidelines when on field trips. Parents may not purchase outside food or gifts for students without approval from the designated school authority (teacher, Assistant Principal, Principal). Unless otherwise noted, siblings or accompanying guests may not be brought along on field trips. Most field trips require a cost.

## **FOOD SERVICES**

The goal of the ISL food service department is to promote student wellness through nutrition education that will result in a healthy lifestyle. We encourage students to eat healthy snacks and nutritious meals.

The ISL food service department is a federally assisted meal program. We participate in the National School Breakfast and Lunch Program. We provide nutritionally balanced breakfast and lunch to students each school day.

Our café operates using “Offer vs. Serve” for grades K thru 8. “Offer vs. Serve” allows students to make healthy choices. The student can choose three or more of the five food items offered which are determined by the USDA guidelines.

### **MEAL PRICES**

Student Meal Prices are \$0.30 (reduced) and \$1.50 (full) for breakfast. Lunch is \$0.40 (reduced) and \$2.10 (full). Parent/Guest meals are \$3.00 for breakfast and \$4.50 for lunch. Milk/Bottled Water is \$1.00 and yogurt is \$0.75.

### **FREE/REDUCED PRICE MEALS**

Each school year an application must be completed to be considered for free or reduced priced meals. Applications for free and reduced price meals are distributed to students at the beginning of the school year. All families are encouraged to complete an application. Complete only ONE APPLICATION PER HOUSEHOLD and return to ISL’s FOOD SERVICES DEPARTMENT. Parents will be notified of the eligibility determination within 10 operating days after receipt of the application.

The free/reduced application must be correctly completed and signed by an adult household member. Failure to return a correctly completed application can result in the denial of free or reduced price meals to the student. If a new application is not submitted and approved, the parent/guardian will be responsible for paying the full price for school meals.

**Parents seeking free/reduced price meal benefits are responsible for all meal payments until the application is approved.**

### **PRE-PAYMENT PROCEDURES**

Meals must be paid in advance. Meal charges **will not** be accepted. This applies to both students and visitors. All visitors, including parents/guardians, must pay for meals in cash at time of service.

To ensure that meal payments are posted in a timely manner, please submit a completed Meal Pre-payment form with your payment. If you are paying on accounts for more than one child, please specify the amount to be credited on each account. Checks, money orders, credit/debit cards are accepted methods of payment. **Payments should be submitted directly to the business office or lobby payment box; credit card payments may be done in person, by telephone or on-line. Payments sent through a child’s Home-School Connection are not secured and, therefore, are discouraged.**

The ISL Food Service Department desires to serve nutritious meals to all of its students, but it is the parent’s responsibility to provide payment and/or to complete a free/reduced meal application in a timely manner. **Meals may not be provided to those students whose parents have neglected**

**to pay or complete an application.** Parents who continue to neglect to pay or send meals from home or complete a free/reduced meal application may be referred to the Orleans Parish Child Welfare and Attendance Department.

### SPECIAL DIET REQUEST

Special Diet Request forms are available from the Food Service Department. Special diet request forms must be supported by a statement signed by a physician licensed by the state. Meal substitutions or modifications will only be served to students with documented medical or special dietary needs. Vegetarian options are specifically prepared for students who are vegetarians. It is the parent's responsibility to notify the Food Services Department of special diet requests.

### COMPETITIVE FOODS

The ISL Café strives to promote a healthy lifestyle for our students with an emphasis on healthy eating. Therefore, competitive food items from outside restaurants are **NOT** allowed in the cafeteria. Carbonated beverages are not allowed in the cafeteria. These policies apply to students, parents, visitors, staff and faculty.

### MEAL TIMES: Eastbank

|                       |                   |   |
|-----------------------|-------------------|---|
| Breakfast             | 7:15 - 7:55am     | Early Bird Breakfast  |
|                       | 7:30 - 7:55am     | Breakfast, All Participants   |
| 1 <sup>st</sup> lunch | 10:45 - 11:15am   | 2 <sup>nd</sup> Grade (2 classes)                                     |
|                       | 11:00 - 11:30am   | 1 <sup>st</sup> Grade   |
| 2 <sup>nd</sup> lunch | 11:40am - 12:10pm | Kindergarten & 2 <sup>nd</sup> Grade (2)                              |
| 3 <sup>rd</sup> lunch | 12:15 - 12:45pm   | 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> |
| 4 <sup>th</sup> lunch | 12:50 - 1:20pm    | 3 <sup>rd</sup> & 4 <sup>th</sup>                                     |

### MEAL TIMES: Westbank

|                       |                 |                             |
|-----------------------|-----------------|-----------------------------|
| Breakfast             | 7:15 - 7:55am   | Early Bird Breakfast        |
|                       | 7:30 - 7:55am   | Breakfast, All Participants |
| 1 <sup>st</sup> lunch | 11:30 - 12:00pm | Kindergarten                |

If you have any questions concerning the International School of Louisiana Food Service Department, please contact Melissa Boudreaux, Director of Food Service at 504-274-4593.

### FREE DRESS

Weekly, middle school students may earn the privilege of wearing “free dress” on Fridays. Additionally, there are times that the principal may declare a “free dress day” for any or all students. The following guidelines for free dress must be followed or a student **will be sent home** and lose the privilege to participate in free dress.

- Modes of dress or appearance disruptive to the progress of the educational program are not allowed.
- Skirts and shorts should be at the knee.
- Tops with spaghetti straps need to have a shirt worn over them and the abdomen needs to be covered.
- Jeans and other pants need to be pulled up on the hip, with no undergarment showing.
- Modes of dress advertising illegal substances and/or paraphernalia, tobacco and violence are not allowed.

- Modes of dress that display obscenities or other expressions either harmful to the normal development of the younger and less mature students or offensive to the reasonable sensibilities of students, faculty or other personnel are not allowed.

In general, students should dress appropriately for school and the weather conditions. Hats, caps, coats and gloves are not to be worn in the classrooms. Reasonable standards of cleanliness and decency are expected. Protective, closed toe footwear must be worn at all times (no sandals, flip flops or Heelys).

The principal or assistant principal is the final authority for judging the appropriateness of a student's appearance.

## **GANG ACTIVITY PROHIBITED**

Students are prohibited from engaging in any gang activity. A gang is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity including, but not limited to:

1. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item that may show membership or affiliation in any gang,
2. Committing any act, using any speech, either verbal or non-verbal (such as handshakes and gestures) showing membership or affiliation in a gang and,
3. Using any speech or committing any act in furtherance of the interests of any gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policies, (d) inciting other students to act with physical violence upon any other person. Students engaging in any gang-related activity will be subject to one or more of the following actions: removal from extracurricular activities, conference with parents/guardians, referral to Orleans Parish Police Department, suspension for up to 10 days or expulsion not to exceed 2 calendar years.

## **GRADING, REPORT CARDS AND PROMOTION**

In Kindergarten through 4<sup>th</sup> grade, teachers do not use letter grades to evaluate student progress. Instead, the symbols: "+, √+, √, √-, -" are used along with narrative comments. This focuses attention on the acquisition of skills and knowledge; these symbols are also used on the quarterly report card. Fifth grade students are assessed using the Middle School Grading System ("3, 2, 1, N").

Beginning in 5<sup>th</sup> grade, letter grades are introduced on the quarterly report card. Grades on the quarterly report cards for 5<sup>th</sup> grade students are expressed using the Middle School system (below).

In Middle School, teachers use the "3, 2, 1, N" grading system, instead of letter grades, to indicate a student's level of mastery on assessments, daily work, and homework. (Note that the level number is not indicative of a percentage or equivalent to a letter grade. Rather, an "N" indicates "Not Demonstrated", a "1" indicates that a student is beginning to learn the skill, a "2" shows that they have begun to apply the skill correctly and a "3" denotes mastery.) On the quarterly report card, the teacher will translate the student's achievements into an appropriate letter grade.

Midway through each quarter, teachers will send a report for all students not meeting the  $\sqrt{}$  (Basic) standard through a Parent Alert Report (PAR) midway through the quarter where a child has a C or below in a class. Reports will also be sent home any time a student experiences a significant drop in academic performance.

### REPORT CARDS

Report Cards are issued quarterly. At the end of each quarter families receive a narrative report card with detailed skill sheets and grades for their child/ren. The ISL Data Department keeps an official transcript of quarterly grades (only) in each student's file. The school does not maintain copies of the skill sheets. It is a parent's responsibility to keep the quarterly skill sheets for their personal records, if they so choose. **A transcript is the official record of a student's report card and is the only document required in response to a request for academic records;** the narrative list of skills and sub-skills is not provided by the school. Transcripts are provided upon request in accordance with ISL's Records Request Policy found on page 29.

### PROMOTION

In Lower School, promotion to the next grade may occur provided that a student passes ( $\sqrt{}$ ) Language Arts (both in English and in Target Language) and Mathematics and is socially and emotionally ready to move to the next grade. Fourth (4<sup>th</sup>) grade students are also subject to the high stakes promotional criteria of the LEAP. Specific criteria related to LEAP and promotion can be found in the ISL Pupil Progression Plan.

In Middle School, promotion may occur provided that a student passes Language Arts (2) (both in English and in Target Language), Mathematics, Science, and is socially and emotionally ready to move to the next grade. Eighth (8<sup>th</sup>) grade students are also subject to the high stakes promotional criteria of the LEAP.

Students who have not met the minimum number of attendance days (167) may be withheld at the discretion of the principal.

For a more detailed analysis of grading & promotion and an overview of due process, see the *ISL Pupil Progression Plan*, found on the school's website ([www.isl-edu.org](http://www.isl-edu.org)) or available by request from the school office.

## HEALTH GUIDELINES

ISL employs a school nurse who attends to the well-being of students, faculty and staff. The school nurse provides care for illness or injury, educates students on health care and developmental concerns, and is the liaison between home, school and health care providers. The nurse's office is located on the 1st floor, Room 103.

### IMMUNIZATIONS

All students entering school in Louisiana must provide vaccination records. Each school year the nurse reviews vaccination records for all students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database to track immunization information for each child. Parents should update immunization records as needed. Parents/guardians may request an exemption from immunization requirements. Please see the school nurse for exemption procedures.

## MEDICATION ADMINISTRATION

Parents must make every effort to schedule the administration of medications outside of school hours. If necessary, parents who wish the nurse to administer treatments or medications (including over the counter medications) must submit a MEDICATION ADMINISTRATION ORDER FORM signed by their Louisiana licensed physician. The medication administration order form is available from the school nurse.

- **Medicine to be administered must be in its original container and properly labeled with the student's name, the name of the medication, the dosage and the time to be administered.**
- Medications will be stored in a central, secure location, except for inhalers and epi pens which students may keep on their persons. **ALL MEDICATION IN A STUDENT'S POSSESSION MUST HAVE THE APPROPRIATE MEDICATION FORMS ON-FILE IN THE NURSE'S OFFICE.**
- ISL is not responsible for a student's reaction to medication when it is given in accordance with the prescriber's directions.

## ILLNESS/INJURY

Parents will be contacted immediately for any child who exhibits:

|          |                                |
|----------|--------------------------------|
| fever    | sores                          |
| vomiting | pinkeye                        |
| diarrhea | head lice                      |
| asthma   | symptoms of infectious disease |
| ringworm | moderate trauma                |
| rashes   |                                |

*Scrapes and minor bruises will be attended to at school and child will be returned to class*

**Children with the above symptoms must be picked up from school immediately. Return to school will require a physician's release.**

Students seen by the nurse during the school day will have an assessment or referral note sent home. The nurse will call parents as deemed necessary.

## CHRONIC ILLNESS/ALLERGIES

All students with chronic conditions such as: asthma, allergic reaction, diabetes, respiratory distress or seizure disorder must meet with the nurse at the beginning of the school year to develop an emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The nurse will communicate with school administration as necessary to implement the emergency plan. The director of food services will be notified in writing of any students with food allergies or intolerance.

## EMERGENCY PROCEDURES—SEVERE INJURY POLICY

A student sustaining severe or life threatening injury or illness at school will be triaged by the nurse and transported to an appropriate medical facility. Children's Hospital emergency room is the nearest level 2 trauma center to the Eastbank campus and is considered the most qualified provider for respiratory, cardiac or traumatic injury. Students on the Westbank campus will be transported to either Children's Hospital or Tulane Hospital. Parents will be notified prior to transfer and the student will be accompanied by trained school personnel.

## INCIDENTS/INJURIES

Incident reports are generated for all accident injuries that occur on school property. A copy of the incident report goes home with the student. All accidents involving disciplinary measures are addressed by the Principal, or designee.

## LICE

Any student suspected of having head lice is excluded from school until satisfactory treatment has been given and lice and/or nits are no longer present. Discretion is used to check other students in classes where there is a head lice outbreak. Written notification will be sent home regarding head lice outbreaks.

## MANDATORY ABUSE REPORTING

Teachers and other school staff are required by law to report suspected child abuse or neglect when they have reasonable cause to believe such abuse, neglect or crime has occurred or is occurring. Abuse is the non-accidental physical, sexual or emotional injury to a child; neglect is the failure to fulfill a child's physical or emotional needs.

## HOME-SCHOOL COMMUNICATION

ISL recognizes the importance of open and informative communication with students, staff, parents and community members. Parents receive information about their child's progress and other school-related information in a variety of ways.

*Whenever possible e-mail will be used to communicate school information of general interest; families without an e-mail account or internet access may use the Family Guest computer located in the main lobby (contact the Family Liaison for assistance in using the computer).*

Flyers, bulletins and the ISL newsletter regularly communicate information to parents. ISL's web page, [www.isl-edu.org](http://www.isl-edu.org), is updated regularly and should be the primary source of school information.

Parent-teacher conferences are held in the 1st and 3rd quarters of the school year. These conferences provide an opportunity to share information related to the academic, social, emotional and personal growth of each student. When appropriate, students may be included in a parent-teacher conference. Parents or teachers may also request additional conferences when needed.

Questions regarding assignments, students' progress or other academic-related issues should be directed to the classroom teacher or advisor, who is the primary source of information. Contact can be made by letter, e-mail or telephone; parents may leave a message for staff throughout the day and after school hours. Teachers will not interrupt class to take phone calls unless there is an emergency. Teachers are encouraged to check for messages several times throughout the day; a response will be provided within 72 hours.

Each student in grades Kindergarten through 5<sup>th</sup> will have a Home-School Connection folder to facilitate communication between parents and teachers. Homework, notifications, messages or other communications should be placed in this folder. In grades 6 - 8, students will have an ISL family e-mail account which should be checked regularly. Additionally, the ISL Middle School has its own web-page within the ISL website with links to teachers' web pages, class assignments and schedules.

## **HOMEWORK**

Homework is an integral part of the instructional program at ISL. It helps students learn through reinforcement and practice, develops study skills and habits essential in academic learning and improves responsibility, self-direction and enhances independent learning.

Students are held accountable for homework assignments. Each teacher provides a means of evaluating assigned work. In some cases students may receive grades, while in others their work may receive a check mark. Incomplete, late or missed homework may require a student to work before or after school or during recess. In some cases, missing homework may affect a student's grade or progress report.

### **To help children with homework success, parents are encouraged to:**

- Notify the teacher if their child is unable to complete assignments within a reasonable length of time. If a child consistently needs much more time to complete their daily homework, a conference with the teacher may be needed to ensure that the student's academic needs are met.
- Help children to schedule time on a daily or weekly basis for homework or study and to provide a suitable place and quiet atmosphere.
- Provide necessary materials (e.g. notebook, ruler, paper, pens, and pencils).
- Allow children to do their own work. Assist only when asked specific questions.
- Read regularly to and with their children. Listen to their children read aloud.
- Recognize that children need to become more independent in completing homework and returning it to school as they mature. This includes completing work missed when absent.

### **NO HOMEWORK NIGHTS**

At times circumstances may dictate that “*No Homework Nights*” are recommended by the administration for the entire school or by grade level. Notification of these nights will be made through the classroom teachers. Some circumstances that cause a recommendation would include:

- school-wide holidays
- school-sponsored special events
- state mandated standardized testing

## **ITEMS NOT ALLOWED IN SCHOOL**

Children should not bring iPods, personal music players, electronic devices, toys, games, skateboards or other personal items to school unless requested in writing by a teacher. Unauthorized items will be taken from the student and given to the principal's office. For the first offense, the student may pick-up the electronic device from the principal at the end of the school day. *For a second or subsequent offense*, the device will be returned only to the student's parent/guardian. ISL is not responsible for lost, stolen or broken items.

Students are FORBIDDEN to bring to school any weapon, replica of a weapon or any object which may be used to cause bodily harm. Appropriate disciplinary action will be taken, up to and including expulsion from school. Notification to the Orleans Parish Police Department may also occur. State and Federal laws require that a student who is determined to have brought a weapon (as defined in Title 18, Section 921 of the United States Code) to school shall be expelled for a period of not less than one year.

The possession, use or distribution of, or any attempt to use or distribute any illegal or controlled substance, including alcohol or drugs, is prohibited on school grounds before, during and after school or at any school-related activity. Appropriate disciplinary action will be taken for such gross disobedience or misconduct, up to and including expulsion from school. Notification to the Orleans Parish Police Department may also occur.

Student's desks, cubbies or other school property can be searched at any time and for any reason, with or without notice. A student or his/her possessions may be searched if there is a reasonable suspicion that that specific student has violated the law or school rules. School administrators or faculty may seize any contraband items that is illegal or violates school rules. Parents will be notified of any searches & seizures. At all times, searches will be conducted by no less than two (2) school staff members, including at least one administrator. Whenever possible, searches will take place out of sight of other students and the results of all searches will remain confidential, except to report illegal activity to the proper authorities.

## **LIBRARY**

The Library supports the students of the International School of Louisiana by providing access to materials that meet their educational and informational needs. Currently the library's collection consists of multi-lingual books, periodicals, videos, DVDs, CDs, audiocassettes and databases available via the State of Louisiana. Students are allowed to check out books and materials during regularly scheduled library hours.

*On most school days the library is open until 5:30pm. Parents are welcome and encouraged to accompany their children to the library after school.*

OVERDUE OR LOST MATERIALS - It is the responsibility of the borrower to return materials by the due date. Borrowed materials should be returned to the library during regular library hours. Overdue materials are fined 25¢ per school day.

All library users are expected to pay for lost or damaged books and audiovisual materials. Such materials will also be assessed a processing fee of \$25/per item plus replacement cost.

*All family accounts must be current for your child to be eligible for all programs including checking books and materials out of the library.*

## **LOST-AND-FOUND**

ISL maintains a lost-and-found area in the school lobby. Parents and students are encouraged to check this area as soon as they notice an item missing. Due to the large number of items that accumulate throughout the year, it is necessary to periodically clear unclaimed items. Parents are notified of these dates in advance; unclaimed items are donated to charity.

## **NON-CUSTODIAL PARENTS**

Unless prohibited by a court order to the contrary, ISL will, upon the request of either parent of a student whose parents are separated or divorced, provide the requesting parent with copies of any documents relating to: the student's academic progress, the student's emotional and/or physical health, notices of school-initiated parent-teacher conferences; notices of major school-sponsored events which involve parent-student interaction and the school calendar. In the event the right of

one parent to visit or have contact with a child has been prohibited by court order, it is the responsibility of the custodial parent to provide the school principal with a copy of this court order and to ensure that the order is kept current. This is required to provide school personnel with a legal basis for restricting contact of a non-custodial parent in the school setting. If a court order has expired and a subsequent order prohibiting contact has been entered, the custodial parent must provide the principal with a copy of the new order.

## **PARENTAL BEHAVIOR**

Because family involvement is encouraged at ISL, it is the policy of the school to expect parents and family members of students to act respectfully and responsibly while on school grounds or at school-sponsored events. Behavior such as verbal abuse directed toward faculty, staff or students, sexual harassment directed toward faculty, staff or students, profanity or fighting will be grounds for legal action, such as restraining orders, to be put into motion.

## **PLACEMENT INFORMATION**

Student class placement is based on academic, social and personal needs and is designed to create balanced classrooms. Parents are asked to refrain from making requests for specific teachers. If there is information that should influence class assignment, it must be communicated, in writing, to the principal by the first Friday in April prior to the end of a school year.

## **PLAYGROUND RULES**

When students are on the playground, they should maintain appropriate behavior and demonstrate good sportsmanship. Excessively rough play and contact sports are prohibited. To ensure that students remain safe, those students who cannot maintain appropriate behavior may lose their recess privileges. Parents will be notified of significant problems that occur on the playground. This applies to before school, at lunch recess, class recess time and after school.

**Please review the following playground rules with your child:**

- Balls, jump ropes and miscellaneous playground equipment are to be taken out to the playground by staff only. Students are to leave personal toys at home.
- Stones, sticks and other such objects are not toys and should be left on the ground.
- Students are to remain on their designated playground during recess.

### SLIDES

- Students should sit down, feet first before sliding.
- One person slides down at a time.
- Students should wait until the previous child is off the slide before sliding down.
- Students should slide down immediately and not sit at the top of the slide for extended periods.
- Students should refrain from climbing UP a slide.

### CLIMBING EQUIPMENT

- Students should climb and hang by their hands only.
- Students are to refrain from standing on the top of the climbing equipment.

## **SAFETY**

Fire, disaster and lockdown drills are conducted throughout the school year. Emergency exit

information is posted in each classroom and staff members review procedures on an annual basis. The school maintains a crisis management plan on file with the Head of School's office.

## **SCHOOL IDS**

Each student has an official photo ID with school and emergency contact information, chronic illnesses and medication information if applicable.

All students are required to wear their IDs daily. A student without an ID is considered out-of-uniform.

**There is a \$10.00 replacement fee for lost IDs.**

## **SMOKE FREE ENVIRONMENT**

The use of tobacco on school property is prohibited for all students, school personnel and visitors at all times.

## **STANDARDIZED TESTING**

ISL administers standardized tests for several purposes, such as program evaluation. These tests reflect many of the state's curriculum goals in specific subject areas. The composite test results of a grade level provide an objective measure of how well subject matter is being learned.

ISL students participate in all testing required by the Louisiana Department of Education. The Louisiana Educational Assessment Program (LEAP) and iLEAP tests are administered in the spring. Students in grades 3 - 8 are tested in all subjects. For students in grades 4 and 8 the test is "high stakes"; in order to be promoted to the 5th and 9th grade, students must pass these tests at a level determined by the state.

## **STUDENT BILLING**

All payments are to be submitted directly to the office or mailed to school; credit card payments may be submitted via fax, by phone or on-line. Payments sent through a child's Home-School Connection folder are not secured and, therefore, are strongly discouraged.

Payments may be made by check, money order, or debit/credit card. **CASH PAYMENTS ARE HIGHLY DISCOURAGED AND THE BURDEN OF PROOF IS ON THE PAYER IF HE/SHE CHOOSES TO USE CASH FOR PAYMENT.** There is a **\$32 NSF fee** for each returned check.

Delinquent accounts may be charged monthly a **\$25 late fee OR 5% of the outstanding balance**, whichever is more. All overdue accounts not paid in full may be subject to a 1% monthly interest charge, totaling 12% annual percentage rate.

Student bills are sent out monthly. Payments for full-time before & after school programs are due on the 5<sup>th</sup> of each month. Payments for part-time before & after school care, after school drop-in service, library fines, administrative processing fees or other miscellaneous fees are due in full on the 15<sup>th</sup> of each month. Meals must be paid prior to consumption; a balance of \$10 should be maintained on each child's food services account.

## **STUDENT RECORDS**

ISL recognizes that the collection, maintenance, inspection and dissemination of relevant student

educational records are important to the proper operation of the school community. ISL complies with the Family Educational Rights and Privacy Act of 1974 and all pertinent regulations, the Individuals with Disabilities Education Act and the rules of the Louisiana State Department of Education. All student educational records are collected, maintained, inspected, disseminated and destroyed pursuant to these federal and state regulations.

ISL is required by the State to maintain the following information on each student:

|  |  |
|--|--|
| Birth Certificate ( <i>COPY</i> )              | Medical Form for Chronic Illnesses       |
| Social Security Card ( <i>COPY</i> )           | Free & Reduced Price Meal Application    |
| Insurance Card ( <i>COPY</i> )                 | Student Cumulative Records               |
| Proof of Address Documentation ( <i>COPY</i> ) | Student Grades                           |
| Vaccination Records ( <i>COPY</i> )            | Attendance Records                       |
| End of Year Transcript ( <i>COPY</i> )         | Results of Vision and Hearing Screenings |
| Discipline Records                             | Health History                           |
| Emergency Consent Form                         | Scores & Individual Student Reports for  |
| Declaration of Domicile                        | LEAP 21                                  |

In addition, ISL requires that the following forms be on file:

- Current Year School Registration Form
- Emergency Contact and Pick-up Information Form
- Authorization to Use Materials/Photographs/Images
- Emergency Consent Form
- Universal Field Trip Permission Form
- Attendance and Truancy Policy Agreement
- Late Pick-up Policy Agreement
- Declaration of Domicile for Multi-Parish
- Consent of Unique Environment Form

**All forms must be completed using the child's given name as registered on their birth certificate.**

In the event that a birth name has been legally changed, a copy of the court order certifying the change must accompany the copy of the child's birth certificate.

Louisiana Public Schools are required to have a physical address on record for each student. Please alert the Data Department if your family has a mailing address (such as a PO Box) different from the physical address provided.

**Any change in student information should be transmitted as soon as possible to ISL's Data Department.**

**FERPA**, the Family Educational Rights and Privacy Act, is a federal law that gives parents and students certain rights with respect to a student's educational records. These rights include the right to access, inspect and request correction of those records. If the school decides not to make a requested change, the parent or student has the right to a formal hearing before the charter school board. Every school has a duty to ensure that these rights are protected (see <http://www.doe.state.la.us/lde/uploads/3312.pdf>).

Copies of students' records can be obtained by submitting a *Records Request Form* (available in the school lobby). The first copy is free; all subsequent copies are \$25 per set. Please allow ten (10) business days for processing.

FERPA also states that certain types of information (such as information that may appear in a school directory, participation in sports or activities, dates of attendance at school, degrees or awards received, or most recent previous school attended) may be disclosed without the expressed consent of a parent/guardian. Parents/guardians may require the school not release **any** information without expressed written consent by writing a letter to the school data department or marking the appropriate (NO) box on the *School Directory Information Form* or *Re-enrollment Form*.

It is the policy of the International School of Louisiana, that no identifying information on a student is disclosed without written consent from a parent/guardian. However, please note that, under FERPA, the school may disclose information to certain parties without the parent/guardian's consent. The following are exempt from FERPA:

- School officials and teachers with legitimate educational interests
- Officials and teachers of other schools to which the student is transferring
- Authorized governmental representatives as required by law
- Financial aid agencies to which the student/family has applied
- Organizations conducting educational studies
- In an emergency, appropriate health & safety officials so they can protect the health or safety of the student or others
- To individuals designated by lawful subpoena or judicial order

All other personally identifiable information may not be disclosed without parents' written permission that specifically states the records to be released, the reasons for release and the person/organization to whom the records should be released.

## **TECHNOLOGY**

ISL participates in the Google Education Initiative which allows our teachers to share information with their students via individualized web pages. Additionally, ISL maintains an appropriately protected computer lab and classroom computer network.

ISL network access is a privilege, not a right; *any violation of the following will result in forfeiture of permission to use the Internet & school network and appropriate disciplinary action:*

- All hardware and software used in the school is the property of the school, not the student. As such, students have no reasonable expectation of privacy to any information saved on or transmitted through any part of the school's network.
- All students must have a signed permission slip from their parents that authorizes them to access the internet.
- Respect for the school's equipment and network is a condition for use of a computer. Students may not deliberately damage the network or any part of the network's system.
- Students are to notify their teacher immediately of any disturbing material they may encounter on-line. Students may not view, download or transmit any offensive, inappropriate or illegal material.
- Students may not gamble on the network or use the network for commercial purposes, lobbying or advertisement.
- Students are never to give out or publish personal information over the internet.
- Students may not share passwords or allow other students to use their school account to access the Internet or school network.
- The school may filter internet content and monitor student access as deemed necessary

and appropriate.

## TELEPHONE CALLS

Only emergency telephone calls will be relayed immediately to teachers and students.

## TUTORING

If you have made arrangements for a tutor, please be advised that:

- tutoring may not take place during the school day
- fee-based tutoring may not take place on the ISL campus
- under no circumstances, may an ISL teacher or assistant teacher tutor his/her own student for pay

## UNIFORM

All students must adhere to the school uniform daily, except when “free dress” is permitted (see School Uniform Expectations in the STUDENT CODE OF CONDUCT).

### ISL UNIFORM CODE

| <u>GIRLS K – 8<sup>TH</sup> GRADE</u>   | <u>BOYS K- 8<sup>TH</sup> GRADE</u>   |
|---|---|
| School Plaid Bottoms<br>Skirts, Pants, Shorts or Skorts<br>White Blouse w/ ISL Logo<br>Navy Polo Shirt w/ ISL logo<br>White Polo Shirt w/ ISL logo<br>Socks: White only<br>Black Shoes (No Designs) | Navy Bottoms: Pants or Shorts<br>White dress shirt w/ ISL Logo<br>Light Blue or White Polo w/ ISL Logo<br>Socks: White only<br>Black Shoes (No Designs)                       |
| PE:<br>Polo Shirt w/ logo<br>ISL or White T-shirt (middle school)<br>Solid Navy P.E. Shorts (logo optional)<br>Navy Sweats (logo optional)<br>Black Tennis Shoes (No Designs)                       | PE:<br>Polo Shirt w/ logo<br>ISL or White T-shirt (middle school)<br>Solid Navy P.E. Shorts (logo optional)<br>Navy Sweats (logo optional)<br>Black Tennis Shoes (No Designs) |
| <b>Additional:</b><br>Navy Tights<br>School Plaid Jumper (Grades K - 4 only)<br>Navy Cardigan (solid color)<br>Navy Sweat Shirt (solid color)<br>Navy Jacket (solid color)                          | <b>Additional:</b><br>Navy Cardigan (solid color)<br>Navy Sweat Shirt (solid color)<br>Navy Jacket (solid color)  |

## VISITING ISL

For the safety of students, employees and guests, all visitors during regular school hours, including parents, must be identified, accounted for and easily recognized. All visitors to campus must enter through the Camp Street door at the Eastbank campus and the Olivier door on the Westbank campus. Visitors must immediately sign in with the front desk. All visitors will be asked to

present a **photo ID** and must wear a visitor's badge while on campus. Employees will stop any visitor in the building without a badge and ask them to immediately report to the lobby to sign in. At the end of the visit, the visitor must sign-out with the front desk to retrieve ID. Once a visitor has signed out, he/she should promptly leave the school campus. Loitering on school property will not be allowed.

In order to minimize interruptions in the learning process, parents should refrain from delivering items directly to their child's classroom after the start of the school day. Items should be taken to and left with the front desk for delivery.

Parents who wish to visit their child's classroom may do so. We request 24-hours advance notice to ensure that a visit does not interfere with classroom activities. All such visits must be approved by the Principal or Assistant Principal and may not exceed one hour in length.

## **VISITING STUDENTS**

Requests for students not enrolled in ISL to visit during school hours must be made in writing to the Principal and approved by the Head of School; this includes request for ISL to host exchange students. These requests should be made at least five (5) business days in advance and approval is at the discretion of the Principal. While on campus visiting students must adhere to the rules & behavioral expectations of regularly enrolled students as defined in the ISL Student Code of Conduct. Visiting students are invited guests on the ISL campus and, as such, may be "uninvited" for any infraction of established rules, procedures or expected behaviors.

## **VOLUNTEER OPPORTUNITIES**

ISL believes that every child's education is the joint responsibility of the school, the student, their family and the community. By volunteering in the school, parents and community members create a valued resource for students by sharing expertise and demonstrating support of the educational process. This support may be assisting in the library or computer lab, serving as a special speaker, making instructional materials, accompanying field trips or any number of other activities.

Upcoming volunteer opportunities for ISL parents/guardians will be posted regularly and updated frequently in the following locations: the "Get Involved at ISL" bulletin board in the front lobby; the "Volunteer Corner" section of each weekly ISL Times "Tidbits" email blast; and the "Volunteer Opportunities" page under the "Get Involved! ISL-PTO" tab of the ISL website ([www.isl-edu.org](http://www.isl-edu.org)).

ISL's Family Liaison is the primary contact for volunteer opportunities at ISL. In order to ensure that volunteers' efforts are coordinated efficiently and effectively, all volunteers are asked to complete a "Getting to Know You" interest form. These forms will be used to match volunteers with faculty and school needs as appropriate.

Volunteers are asked to sign in & out at the front desk and are required to wear a volunteer badge when on school grounds. Volunteers are asked to log their hours with the Family Liaison.

\* The principal may assign a designee as deemed necessary or appropriate.

NOTES: