

STUDENT-FAMILY HANDBOOK

2015-16



INTERNATIONAL SCHOOL OF LOUISIANA

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The mission of the International School of Louisiana is to provide a challenging education emphasizing 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 school office staff.

FROM THE HEAD OF SCHOOL

Dear ISL families,

As Head of School it is my pleasure to welcome you to the 2015-2016 school year. Faculty and staff are eagerly awaiting the arrival of the students. I want to extend a special welcome to the newest members of the ISL community, our kindergarten families. Over this past summer our facilities department and administration have worked tirelessly to prepare for the first day of school. The building has been cleaned, some teacher classrooms have been moved, and teaching materials have been ordered. As a result of all of our efforts this summer, we are looking forward to a smooth opening to the school year.

The opening of school each year is exciting and busy. There is much to share with the students and their families as well as many details to work through. We hope to see all of our parents at the Title One meetings and Back to School events.

Prior to the start of school please read and go over this handbook and the school's Code of Conduct with your child. On the evening of August 17th/20th take the time to ask your child about the day, read materials sent home, and begin a yearlong discussion about school and learning with your student. That level of communication will help to make the year successful for all. We look forward to working with you and your child throughout the school year. Please do not hesitate contacting us if you have any concerns. We value your involvement in our school community.

Sincerely yours,

Melanie Tennyson, Head of School

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The International School of Louisiana is a non-profit 501(c)3 organization operating Type 1 and Type 2 charter schools by authorization of the Louisiana Board of Elementary and Secondary Education and the Jefferson Parish Public School System Board. 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) 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 Board of Trustees, which must respond in writing within 10 days.

ABOUT ISL

The International School of Louisiana (ISL) was founded in 2000 as a Type 2 public charter school open to any child in the State of Louisiana. The organization expanded into Jefferson Parish in August 2012 with a Type 1 charter serving Jefferson Parish residents. 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 French and Spanish cultures 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 is only one aspect of education at ISL. ISL is committed to breaking down barriers in public education by teaching children to embrace diversity in their community. Multilingualism is merely the first step to acquiring an education that is global. 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.

SCHOOL HOURS

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

*Other than Early Bird, only students eating breakfast are allowed to enter the cafeteria at 7:30 AM

MORNING ACTIVITIES BEGIN: 7:45 AM

CLASSROOM INSTRUCTION BEGINS: 8:00 AM

CLASSROOM INSTRUCTION ENDS FOR ALL STUDENTS:

Students are dismissed following the end of instruction

3:30 PM on Monday, Tuesday, Thursday and Friday

2:30 PM on Wednesday

AFTER SCHOOL PROGRAMS: Dismissal - 5:30 PM

ACADEMICS/CURRICULUM

The Immersive Experiential Curriculum¹ of International School of Louisiana (ISL) uses the [Common Core State Standards](#) (Mathematics and Language Arts) and the State of Louisiana Grade Level Expectations (Social Studies and Science) as a framework around which to build experiences for students to demonstrate mastery of skills.

Providing a challenging education

It is the goal of ISL to provide teachers with the materials that they need in order successfully to construct opportunities for students to master the standards. This includes manipulatives, material for science experiments, textbooks, as well as authentic literature and non-fiction material published all over the world. Where it is appropriate, ISL uses the scope and sequence and example units provided by the state as a resource. ISL is fortunate to have distinctive groups of educators with enormous talent and creativity. Using the Standards, ISL trusts in the capacity of its teachers to create meaningful ways of engaging our young people in order for them to learn and discover.

Language Immersion

Immersion is defined as a method of instruction in which the school curriculum is taught through the medium of a language (often called a Target Language or L2) other than the dominant or native language (often referred to as L1, in this case, English) of students and/or community. The Target Language (L2) is the vehicle for content instruction; it is not the subject of instruction. Children learn the Target Language (L2) naturally, through everyday conversation and classroom instruction. Follow this link to answers about [Frequently Asked Questions about Immersion](http://www.carla.umn.edu/immersion/FAQs.html) (<http://www.carla.umn.edu/immersion/FAQs.html>).

ISL's immersion program aims to provide educational experiences, beginning in kindergarten, that support academic and linguistic development in two languages and that develop students' awareness culture.

¹ An Immersive Experiential Curriculum is the extension of language immersion pedagogy into all educational experiences (regardless of language), preferencing the creation of "hands-on" or investigative learning opportunities over other forms of instruction.

ISL's Immersion Progression:

- In kindergarten and 1st grade, students spend approximately 90% of daily instruction in the Target Language (only enrichment activities such as P.E., art, and music may take place in English. When possible these classes are conducted in the Target Language).
- In grades 2-5, students spend approximately 80% of their daily instructional time in the target language. Math, Science, and Social Studies, are all taught in the Target Language, as well as Target Language Arts. English Language Arts is added for 60 minutes a day.
- In middle School, approximately 25% of a student's time is spent in the immersion language. ISL increases the amount of time students spend in English as the students enter higher grades. Thus English is the language of instruction for Social Studies and Science. This is a shift from Lower School. Mathematics remains a subject taught in the Target Language (French or Spanish). Students take both Target Language Arts and English Language Arts in equal amounts.

HomeworkLouisiana is a program of the Louisiana State Library that offers free online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device. Visit HomeworkLA.org for more information.

AFTER SCHOOL PROGRAMS**Prime Time Program**

After school care is available full and part time. For unscheduled after school care, a drop-in service is also available for students. Forms can be found in the school lobby.

Registered Students

Registered students pay a daily fee of \$10

Unregistered Students

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.

Drop-In Care

Pre-registration is not required for drop-in/part time 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 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 \$1.00 per minute thereafter will be charged for any child not picked up by 5:30pm; repeated late pickup (3 times) will result in dismissal from the program.

21st Century Learning Center Program (Camp & Olivier St. only)

Community Works of Louisiana will again offer afterschool-programming Monday through Friday from 3:30-5:30 PM during the 2015-2016 school year. The CCLC program is completely independent of ISL, and all registration, programming & financial questions, concerns, etc. need to be directed to Community Works. The appropriate contact information is listed on the Community Works website: www.communityworks.org

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 (BUNCHE)

Students attending Early Bird (7:15-7:45) are to enter the campus through the Simon Street entrance and park near the cafeteria. Students are to be escorted to the cafeteria and signed in each day. Exit the campus via the Macon Street gate.

Students being dropped off between 7:45 and 8:00 AM are to enter the campus through the Simon Street entrance and follow the carpool lane. "Greeters" will open the car door, help your child out of the car, and assist your child to the gathering area. Students must proceed directly to their classrooms. After 8:00 AM students must enter the campus through the front office on Simon Street. The Simon Street entrance is the only open entrance and exit during school hours.

In the afternoon, students are dismissed from the basketball courts. Parents should enter the carpool lane via Simon Street and your child will be brought to your car.

Parents/Guardians must present their "pickup tag" for the child to be released to them. Any parents, guardian without the "pickup tag" must go to the front office to receive a temporary tag to present to staff.

Drop Off and Pick Up Zones

For carpool, to ensure safety and ease of traffic, please drive through the Simon Street gate, turn right, and proceed toward the rear of the campus to the drop off zone. “Greeters” will open the car door, help your child out of the car, and assist your child to the gathering area. Please be sure your child is ready to leave the vehicle before pulling up at the drop off zone. If your child is not ready to leave the vehicle, you will be asked to move on in order to keep traffic flowing. If you are tardy (after 8:00 am) please drive through the Simon Street gate and park in the front lot as the entrance to the rear of the campus will be closed. You must sign your child in at the front office after 8:00 am.

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 also be faxed in to the front desk, sent via email, or placed in the child’s home-school connection folder. ISL encourages families to schedule appointments outside of school hours whenever possible, as the early removal of a child from the classroom can be disruptive to the learning environment for all students. Early pickup is not permitted during the last 30 minutes of each school day -- Monday, Tuesday, Thursday, and Friday beginning at 3:00 pm and Wednesday beginning at 2:00 pm.

Out of consideration for our neighbors and the safety of our students, please park legally when dropping off and picking up your children. Please do not block driveways, the bus zone, or loading zones. Tickets can be issued if a car is parked in these areas. The speed limit in the Bunche Village neighborhood is 20 mph. The speed limit on the Bunch campus is 5 mph. Cell phone use is not permitted while driving in school zones and on campus grounds.

ARRIVAL AND DISMISSAL (CAMP STREET)

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 8:00 AM are welcomed to school through the gate on Magazine Street or the pedestrian gate on Camp Street. Students should proceed directly to their classrooms. After 8:00 AM 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 schoolyard. 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 placed in the child’s home-school connection folder or Agenda. ISL encourages families to schedule appointments outside of school hours whenever possible, as the early removal of a child from the classroom can be 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.

Out of consideration for our neighbors and the safety of our students, please park legally when dropping off and picking up your children. Please do not block driveways or loading zones. Tickets can be issued if a car is parked in these areas. Parents are asked not to use cell phones while in the carpool line while dropping off children upon arrival.

ARRIVAL AND DISMISSAL (OLIVIER STREET)

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 8:00 AM are welcomed to school through the gate on Eliza Street or the gate on Vallette Street. Students should proceed directly to their classrooms. At 8:00AM these entrances are closed.

After 8:00 AM 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 Elia Street schoolyard 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.

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 placed in the child's home-school connection folder. ISL encourages families to schedule appointments outside of school hours whenever possible, as the early removal of a child from the classroom can be 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.

Out of consideration for our neighbors and the safety of our students, please park legally when dropping off and picking up your children. Please do not block driveways or loading zones. Tickets can be issued if a car is parked in these areas. Parents are asked not to use cell phones while in the carpool line while dropping off children upon arrival.

ATTENDANCE

In compliance with the Compulsory School Attendance Law (R.S. 17:221), children are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday.

Students must be present a minimum of 167 days per school year to be eligible for promotion. Students who have not met the minimum number of attendance days (167) may be retained at the discretion of the principal.

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

For further information, please see the ISL Code of Conduct.

Bullying

Bullying is when someone, or a group of people/ students, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. Bullying may include direct physical contact (such as hitting, tripping, pushing), direct verbal contact (such as name calling, insults, homophobic or racist remarks, verbal abuse), or indirect contact (such as lying and spreading rumors-including on social media, playing nasty jokes designed to embarrass or humiliate, or encouraging others to socially exclude someone).

Many distressing behaviors are not examples of bullying even though they are unpleasant and often require adult intervention and management. Mutual conflict, social rejection or dislike, single-episode acts of nastiness or meanness, or random acts of aggression or intimidation are socially unpleasant situations that are often confused with bullying. For a more detailed definition or explanation of procedures related to bullying please see the ISL Code of Conduct.

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 or 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. Bicycle racks are provided 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

The International School of Louisiana 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. Additionally, the International School of Louisiana has a charter contract with Jefferson Parish School System.

The primary responsibility of the Board of Trustees is the governance of ISL - to establish policy that defines the organizational purpose; to ensure fiduciary responsibility and accountability; to raise funds and public awareness in support of the institution. The ISL Board of Trustees functions as the school board of the school; however, **day-to-day operation of the school is the responsibility of the school principal.**

ISL Board of Trustees 2015-16

Dominique Wilson, President
Mike Lappa, Vice President
Duane Drucker, Treasurer
Barbara Griffin, Secretary
David Bordson-Bozzo, Member
John Wettermark, Member
Chantell Reed, Member
Brenda Richard-Montgomery, Member
Vanessa Diaz, Member
Michael Pedalino, Member
Howard Rodgers, Member

Board members can be contacted at trustees@isl-edu.org

Board of Trustees Meetings are normally held on the fourth Wednesday of every month at 6:00 p.m. in the ISL Camp St. Cafeteria. Location may change periodically. Check the ISL website for up-to-date information.

Parents, teachers, staff and community members are encouraged to attend Board meetings. The agenda provides time for public comment when citizens may address the Board. Requests to address the Board during a public comment period must be submitted to the Board President prior to the beginning of the relevant Board meeting. Attendees may fill out comment request cards at the meeting location prior to the beginning of each meeting.

CELL PHONES/ELECTRONIC DEVICES

Students are discouraged from bringing cell phones and other electronic devices to school. Cell phones must be turned off and secured inside school bags before entering the gate. A cell phone used on campus without permission will be confiscated. The device will be returned only to the student's parent/guardian. If a student uses a cell phone during testing, he/she will receive a zero for the test. Students who disregard this policy may suffer disciplinary action. As with other personal property brought into our school, ISL is not responsible for lost, stolen or broken electronics. *(For further information, please see the ISL Code of Conduct.)*

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.

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/speak with 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. Please allow 48 hours for a response. 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.

After the meeting, if concerns remain or the situation persists, contact the Assoc./Asst. Principal within five (5) business days. If needed an appointment will be made. If this meeting does not resolve the matter, the Principal should be contacted within five (5) business days. If needed, an appointment will be scheduled.

HEAD OF SCHOOL OFFICE

If parents/guardians are unable to resolve their concerns after meeting with their student's teacher and Principal, they may file a grievance with the Head of School's office. Grievances should be submitted in writing. The Head of School will evaluate the grievance and make a determination for resolution. Depending on the urgency of the situation, the Head of School will respond within two weeks.

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.

EDUCATION SERVICES

Questions and/or concerns about testing, remediation, social work/counseling services, speech language therapy, health services (nurse), and special education should be directed to the school principal.

Remediation

ISL provides reading remediation in English beginning in 2nd grade for those students who are below benchmark on the DIBELS (Dynamic Indicators of Basic Early Literacy Skills), which is administered to 2nd and 3rd graders in the beginning of the school year. Students in need of remediation are identified and receive individual or small group intervention at least twice a week. ISL provides a minimum of 40 hours of remediation during school hours to 4th and 8th graders who did not score at the Basic or Approaching Basic level on the previous year's iLEAP, as is recommended by the Louisiana Department of Education.

Section 504

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

An individual with disabilities is the same as "a person with disabilities" defined in 34 CFR 104.3(j). That definition is as follows: (j)"Person with disabilities." (1) "Persons with a disability" means any person who (i) has a physical or mental impairment which **substantially limits** one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

Students who meet the qualifications for a Section 504 plan may be in need of certain accommodations and/or modifications.

EMERGENCY CONTACT INFORMATION

The school maintains a file of emergency contact information for each student 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 school should be notified immediately of any changes to emergency information. Parents may obtain an *Update Contact Information* form from their campus Family Liaison, front office staff, or online in the Resources & Forms section of your campus web page.

EMERGENCY SCHOOL CLOSINGS

The Head of School may close school because of inclement weather, contagious disease, or other emergencies. ISL utilizes the organization web site, www.isl-edu.org, as the official communication portal. In the event of an emergency a message will be listed on your campus home page. The web site will also be used as the official communication portal to notify parents of school-related emergencies or special announcements and provide specific contact information for the campus in the event of an emergency. We will utilize other forms of communication to ensure reach. However, you should refer to the web site first and link to your campus home page by selecting your campus.

Other forms of communication include, but are not limited to:

- Broadcast telephone message service
- Social Media Pages
- Email distribution system
- Letter via student communication folder

Camp Street and Olivier Street schools will be closed whenever the Orleans Parish/ Recovery School District Schools are closed; Bunche will be closed whenever the Jefferson Parish Schools are closed. ISL schools may be closed at other times as well.

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. 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. The principal's office should be contacted in order to obtain the appropriate forms and approval.

FAMILY ANNUAL FUND & OTHER FUNDRAISING ACTIVITIES

FALL

Refrigerator Art Auction & Gala

Since 2004, ISL has hosted the Refrigerator Art Auction and Gala, a benefit event that is as unique as the school itself. This event, named after a child's first canvas... the refrigerator, brings together local artists, musicians, and more than 300 guests for an evening of local cuisine, libations, eclectic auction items and special musical performances by our students. Proceeds from the Refrigerator Art Auction & Gala support ISL's Enrichment Programs. At ISL, Enrichment offerings vary from campus to campus. ISL employs 21 full time Enrichment Teachers and 1 part time Enrichment assistant and offers the following programs as part of our curriculum: Circus Arts, Dance, Library, Martial Arts, Music, Physical Education, Theater, and Visual Arts. Our Enrichment programs provide each student with over 5 hours and 15 minutes of Enrichment Instruction per week at each campus. That's an average of at least 1.05 hours per day, per student!

Enrichment programs play an important role in providing a well-rounded education for our students, and help develop skills that enable students to perform at a higher level in other core subjects.

Annual Fund Campaign

The Annual Fund is made up of unrestricted gifts from individuals, foundations, and businesses. Although ISL receives state and federal support as a public charter school, this support does not cover facility expenses, enrichment programs, and academic programs and services essential to providing a high quality learning environment. Consistent giving is the cornerstone of the Annual Fund's success. Donations to the Annual Fund can be made

SPRING

ISL 5K – Spring Shuffle

With your support, our Spring Shuffle has hosted over 300 runners and many more in attendance, featuring a 5k and 1 mile run, and a race day of fun activities to promote health awareness, and celebrate community. Proceeds from our Annual ISL 5k-Spring Shuffle help underwrite our Physical Education and Food Services programs.

ISL Global Appeal Pledge Drive

ISL relies on private fundraising to fill the budget gap per student. Our pledge drive is a way for parents to contribute by raising the money together to fill the gap per child. It is also the way that your compassionate and generous gift can help other families at ISL who may not be able to give as much. Requested donation: \$500 per child/annually.

For additional information about, log on to www.isl-edu.org/support-isl or email the Department of Institutional Development at development@isl-edu.org.

ISL BRANDING/LOGO

The “International School of Louisiana” name and logo are registered Trademarks. The use of the name and logo require Head of School approval via the Department of Institutional Development. This includes the use of the name and/or logo on promotional items, printed material, marketing material, social media pages; for personal or commercial use.

To submit a request for approval to use the ISL trademark (name and/or logo) please submit your request in writing to:

Director of Development
Department of Institutional Development
1400 Camp St.
New Orleans, LA 70130
development@isl-edu.org

Please allow 30 days to process your request.

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 his or her 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 students’ 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_camp@isl-edu.org for the Camp St. campus, pto_olivier@isl-edu.org for the Olivier St. campus or pto_bunche@isl-edu.org for the Bunche campus.

You can speak with one of our Family Liaisons 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 and assists families in understanding how to get involved and how to help their children to do their best at ISL.

FEES

Enrichment

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.

School Supply Fee K-2

Because a large number of consumable items are used by students in the early grades, families of K-2 children are assessed a Supply Fee each year. This fee funds the purchase of classroom materials such as writing utensils, notebooks, paper, crayons, facial tissues, hand sanitizer, etc. and school ID badges.

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, place, and cost 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.

FOOD SERVICES

The goal of the Food Services Department of the International School of Louisiana is to provide nutrient dense school meals and to motivate students to make healthy food choices as part of a healthy lifestyle. The ISL Café provides a nutritionally balanced breakfast and lunch to students each school day. In addition, complete meals offered to students are planned to meet the nutritional standards in the National School Lunch and Breakfast Programs.

OFFER VS. SERVE

Lunch

Each school offers 5 required food components in at least the minimum required amounts. The components at lunch are: meat/meat alternates, grains, fruits, vegetables, and fluid milk. Under Offer vs. Serve, a student must take at least three components in the required serving sizes. One selection must be at least ½ cup each of either a fruit or vegetable. Students must select the other food component in the quantities planned.

Breakfast

Each school offers all 3 food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed), juice/fruit/vegetable, and fluid milk. Under Offer vs. Serve, a student must be offered at least four items and must select at least three food items. One selection must be the fruit or vegetable component. Students must select the other food components in the quantities planned.

Meal Prices

Student Meal Prices:

	Reduced Price	Full Price	Guest/Visitor
BREAKFAST	\$0.30	\$1.50	\$3.00
LUNCH	\$0.40	\$2.75	\$4.50

Milk/Bottled Water \$.50 Soy Milk \$1.00

Free/Reduced Price Meals

Applications for reduced price and free meals benefits are sent home at the beginning of the school year. All families are encouraged to complete an application. However, only ONE APPLICATION PER HOUSEHOLD should be completed.

Parents will be notified of the eligibility determination within 10 operating days after receipt of the application. Completed applications may be returned to any school or to the Food Services Department at 1400 Camp Street, New Orleans, LA 70130 Attn: Melissa Boudreaux, Food Services Director.

The free/reduced application must be completed and signed by an adult household member. Failure to return a completed application can result in the denial of meal benefits.

Parents/Guardians are responsible for payment of all meals received prior to submission of free/reduced meal benefits application.

Prior School Year Free/Reduced Price Meals Benefits

A new application must be submitted each school year regardless of whether a student was receiving free or reduced price meals from the previous school year. *To ensure that a student's meal benefits are up to date, a new application should be completed immediately upon receipt and returned to the school office or to the Food Service Director no later than September 15th.* The application approval process takes up to 10 operating days. Parents are responsible for all meal payments until the application is approved.

Meal Payments

Student meals must be paid in advance. The procedure for paying for student meals is to PRE-PAY daily, weekly, monthly or yearly.

Online meal payments are available at myschoolbucks.com. Families who want to utilize the online payment system must register with My School Bucks. There are no fees and the website is safe and secure for credit/debit card payments.

Information needed to register:

- Student name
- Address
- Date of birth
- School name
- Student ID number

This online payment system allows parents to:

- Track and pay for meals
- View balances
- Schedule advance or recurring payments

To save time, monthly or yearly payments are preferred. Families may also pay by check, cash or money order if they wish; these payments should be sent to school in a sealed envelope labeled with the student's first and last name, "for meals," and the amount written on the outside of the envelope.

All visitors, including parents/guardians, must pay for meals at the time of service.

The ISL Food Service Department desires to serve nutritious meals to all ISL students, but it is the parent's responsibility to provide payment and/or to complete a free/reduced meals application in a timely manner. Scheduled meals may not be provided to those students whose parents have neglected to pay or to complete an application. The Food Services Department will provide a written notice to parents/guardians on each occurrence. According to Act 737, upon the third scheduled meal denial within a single school year, the school governing authority shall contact the office of community services, Department of Social Services.

Special Diet Requests

Disability – Documented Special Diet Requests

Special diet request forms are available from the Food Services Department or school nurse. Special diet request form(s) must be supported by a signed statement by a physician licensed by the state. Menu substitutions will only be served to students with a documented medical dietary need.

Non-Disability Special Diet Requests

Special diet requests (i.e., ethnic or religious) without a recognized medical disability may be accommodated at the discretion of the Food Services Director. The ISL Food Services Department is not required to make substitutions for non-medical reasons. However, students are allowed to refuse food items within the guidelines of offer vs. serve.

ISL Outside Café - Camp Street

International School of Louisiana Camp Street has an outside café. The outside café will be shared by grades 4 thru 8. During inclement weather conditions, students will have lunch in their respective classrooms.

Competitive Foods

The ISL Food Services Department 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 during student meal times.

Carbonated beverages are **NOT ALLOWED** in the cafeteria during student meal times. Only milk, water, and 100% juice products may be allowed in meal service areas during student meal times for all grade levels.

Parents are encouraged to limit the frequency of cakes, cookies, cupcakes, candy and other high sugar, high fat foods and to increase the number of whole grains and fresh fruits provided in lunch bags and snacks from home.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or all toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

MEAL TIMES

	Bunche	Camp	Olivier
Breakfast	7:15 – 7:55	Breakfast - Early Bird	
	7:30 – 7:55	Breakfast-All Participants	
 Lunch			
	Kindergarten (10:45)	Kindergarten (10:45)	Kindergarten (10:45)
	1st Grade (11:20)	1st Grade (11:00)	4th Grade (11:00)
	2nd Grade (11:45)	4th/5th Grades (11:15)	1st Grade (11:20)
	4th - 5th Grades (12:15)	3rd Grade (11:30)	2nd Grade (12:00)
	4th - 5th Grades (12:15)	2nd Grade (11:45)	3rd Grade (12:35)
		6th Grade (12:00)	
		7th/8th Grades (12:30)	

If there are any questions regarding the International School of Louisiana Food Services Department, you may contact Melissa Boudreaux, Director of Food Services, at (504) 274-4593 or mboudreaux@isl-edu.org.

FREE DRESS

There are times that the principal may declare a “free dress day” for any or all students. Middle School students may earn the privilege of wearing “free dress” on Fridays by wearing their uniform correctly Monday through Thursday. The specific details of the Middle School “Free Dress” Fridays are campus specific. Each campus will outline their guidelines for free dress. These guidelines 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.

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

The Principal or Dean of Students 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, and referral to New Orleans Police Department or Jefferson Parish Sheriff’s Office, suspension for up to 10 days, or expulsion not to exceed 2 calendar years.

GRADING AND PROMOTION

Report Cards

Report Cards are issued at the end of each semester (January and June). At the mid-point of each semester, families will be invited to review their student’s progress in a conference with the teacher. A written report of progress will also be provided. The ISL Data Department keeps an official

transcript of grades in each student's file. The school does not maintain copies of progress reports or skill sheets. It is a parent's responsibility to keep this information for their personal records, if they so choose. Transcripts are provided upon request in accordance with ISL's Records Request Policy. The Records Request Form is available on the ISL website as well as at each school site at the front desk.

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) 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, provides health screenings, and is the liaison between home, school and health care providers.

Immunizations

All students entering school in Louisiana must show proof of all required age-appropriate vaccinations. 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 are encouraged to schedule administration of student medication so that medication is given at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. No medication may be administered to, or self-administered by, any student without a MEDICATION ADMINISTRATION ORDER FORM signed by their Louisiana licensed physician, and an authorization form signed the student's parent or guardian. The MEDICATION ADMINISTRATION ORDER FORM is available from the school nurse.
2. Only oral, pre-measured aerosol for inhalation, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed trained personnel who are under the supervision of the school nurse.
3. No medication may be administered to, or self-administered by, any student unless the medication is provided to the school in a container that meets acceptable pharmacy standards.
4. Only medication that cannot be administered before or after school may be administered.
5. The parent or his/her designated adult is held responsible for delivering medication to the school and to the school employee designated to receive it. The parent or designated adult is also responsible for retrieving unused medication from the school.

6. All medication not retrieved by the parent or designated adult will be destroyed one week after expiration date or at the end of the school year, following notification of the parent.
7. A student may be allowed to self-administer medication such as an asthma inhaler, if his /her physician indicates it on the medication order. Self-administration of medication will be allowed if the school nurse verifies that the student uses proper procedure and technique.
8. Over-the-counter medications (non-prescription) are handled in the same manner as prescription medications. An order form from the physician and authorization from the parent/guardian are required. The medication must be brought to school in a container that meets acceptable pharmacy standards.
9. The initial dose of medication must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer medication.

ISL is not responsible for a student's reaction to medication when it is given in accordance with the prescriber's directions.

Illness/Injury

The nurse provides assessment and gives first aid. The nurse does not diagnose illness, but will take note of symptoms and notify parents of observations. If a child becomes ill or is injured at school he/she will be given first aid and the parents will be notified if the severity of the illness or injury warrants such action. Minor scrapes and bruises will be attended to at school and the child will be returned to class. It is asked that students be kept home when ill and that they have a normal temperature (less than 100 degrees Fahrenheit without the assistance of fever reducing medications) for 24 hours before returning to school. Students recovering from communicable diseases and/or missing 5 or more consecutive days of school must report to the nurse or principal, with a physician's note clearing return to school, prior to being readmitted to class.

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. Camp Street students who require hospital treatment will be transported to Children's Hospital. Students on the Olivier Street campus will be transported to either Children's Hospital or Tulane Hospital. Students on the ISL-JP campus (Bunche) will be transported to Ochsner Medical Center on Jefferson Highway. Parents will be notified prior to transfer and trained school personnel will accompany the student.

Lice

Any student suspected of having head lice will be 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

All teachers, counselors, coaches, aides and administrators who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to the child protective agency immediately in accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A, RS 14:403). *Any failure to report any suspicion of abuse may result in felony charges being brought against school employees.*

Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even when there is not physical injury; and indication of sexual abuse, sexual assault, or child molestation.

HOME to SCHOOL COMMUNICATION

ISL recognizes the importance of open and informative communication between students, staff, and parents. 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 Internet access may use the Family Guest computer located at each campus (contact the Family Liaison for assistance in using the computer).

Flyers, bulletins and the ISL newsletter regularly communicate information to parents. The weekly "Tidbits" contains the latest campus specific news. ISL's web page, www.isl-edu.org, is updated regularly and should be the primary source of school information.

Parent-teacher conferences are held twice a 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 during after-school hours. Teachers will not interrupt class to take phone calls unless there is an emergency. Teachers are encouraged to check for messages at the end of the school day; a response will be provided within 48 hours.

Each student in grades Kindergarten-5 will have a Home–School Connection folder. Each student in Grades 6-8 will have an advisor to facilitate communications between parents and teachers.

HOMWORK

Homework is assigned at the discretion of the teacher. Teachers will provide a means of evaluating assigned work. In some cases students may receive grades, while in other cases work may receive a check mark. In addition, at times circumstances may dictate that “No Homework Nights” are recommended by the administration for the entire school or by grade level. Some circumstances that might cause such a recommendation include:

- school-sponsored special events
- School wide holidays/vacations
- state mandated standardized testing

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 longer than expected 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.

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 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 of the New Orleans Police Department or Jefferson Parish Sheriff's Office may also occur. State and Federal laws require that a student in grades six and up 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 of the New Orleans Police Department or Jefferson Parish Sheriff's Office may also occur.

Students' 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 are illegal or that violate school rules. Parents will be notified of any searches & seizures. At all times, searches will be conducted by no less than two school staff members, including at least one administrator.

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 only ISL Camp has a full library program. Libraries at Olivier and Bunche are under development at different stages. Currently the library's (Camp) 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 Camp Street library is open until 4:00 pm. Parents are welcome and encouraged to accompany their children to the library after school. The Bunche library is not open 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 each school. 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

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents/legal guardians are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, any parent or legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent) during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders.

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; and profanity or fighting will not be tolerated. ISL reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment. ISL may take additional legal action if necessary.

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. Other more detailed information about placement can be found in the **Pupil Progression Plan** (available on the ISL website).

PLAYGROUND RULES

When students are on the playground, they should maintain appropriate behavior and demonstrate good sportsmanship. Excessively rough play is 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 before school, at lunch recess, during 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 designated ball monitors for each class.
- 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 in their designated play area 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

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. Faculty and staff will take reasonable steps to protect students from any injury that the faculty/staff should have reasonably foreseen.

If a student is injured at school, or during a school-organized activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

SCHOOL IDENTIFICATION CARDS

Each student has an official photo ID with school and emergency contact information, chronic illnesses, and medication information if applicable. All Middle School students are required to wear their IDs daily. **A middle school 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.

STUDENT BILLING

Check or money order payments may be submitted directly to the business office or mailed to school; credit card and checking account debit payments may be made using MySchoolBucks.com. Checks and money orders may be sent to school in a sealed envelope; they must be clearly labeled with the child's name and the purpose of the payment.

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. Cash payments will NOT be taken at the school's front office, only at the business office.**

There is a \$35 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 5th 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 15th 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, Louisiana Acts 837 and 677, 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 (*COPY*)
- Medical Form for Chronic Illnesses Social Security Card (*COPY*)
- Free & Reduced Price Meal Application Proof of Address Documentation (*COPY*)
- Student Cumulative Records Vaccination Records (*COPY*)
- Student Grades End of Year Transcript (*COPY*), Discipline Records, Emergency Consent Form, Declaration of Domicile
- Attendance Records, Results of Vision and Hearing Screenings, Health History Scores & Individual Student Reports for 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 your Family Liaison if your family has a mailing address (such as a P.O. Box) different from the physical address provided.

Any change in student information should be transmitted as soon as possible to Family Liaison, who will share this information with 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/1de/uploads/3312.pdf>).

Copies of students' records can be obtained by submitting a *Records Request Form* (available from your Family Liaison or the Resources & Forms section of your campus web page). 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.
- Individuals designated by lawful subpoena or judicial order.

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

TECHNOLOGY

ISL network access is a privilege, not a right: any violation of the following will result in forfeiture of permission to use the Internet and 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 should 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 and use their school email account.
- Respect for the school's physical equipment, electronic files, network, classmates, faculty and staff is a condition for use of a computer. This includes cyber bullying. Also, students who deliberately damage equipment will be responsible for the cost or replacement of said damaged equipment.
- 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 online. 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.
- Students are not to visit or download files from File Sharing or Social Media (Twitter, Facebook, etc.) sites on the Internet.
- The school may filter Internet content and monitor student access as deemed necessary and appropriate.

ISL utilizes Google Apps for Education, which allows teachers to communicate with families via email, shared Google Documents, and individually customized websites. In accordance with the Children's Internet Protection Act, ISL maintains an Internet filter on the school network.

TRANSPORTATION

TRANSPORTATION-Camp and Olivier Street Campuses

As a Type 2 charter school, transportation to and from school is not provided.

TRANSPORTATION-Bunche Campus

As a Type 1 charter school under the Jefferson Parish School Board, ISL-Bunche is required to provide transportation to and from school. There are designated pick-up and drop-off locations. It may require that students walk/travel a short distance from/to home. The locations of the transportation hubs and the window of time that students will be picked up and dropped off are determined by the bus company before the 1st day of school. Information about bus schedules and collection points can be found online at: <http://isl-edu.org/bunche/transportation>.

Students Riding School Buses

"Safety Guidelines for Students Riding School Buses" in Jefferson Parish are listed below. These Guidelines are designed to create a safe environment for school bus students.

Please Note the safety guidelines below may not indicate all possible situations. Therefore, other situations will be evaluated on an individual case basis.

Safety Guidelines for Students Riding School Buses

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The school bus driver must observe constantly what is taking place outside the school bus and inside the school bus. Anticipating the movement of other vehicles and pedestrians, listening for sounds that may signal mechanical problems with the school bus, and protecting all passengers from danger caused by improper behavior on the school bus are part of the school bus drivers' daily responsibilities. As a trained professional, the school bus driver is the person in charge of the students he/she transports and is responsible for taking appropriate action to protect persons and property from injury and damage.

Parents/legal guardians can assist the school bus driver by periodically reviewing with their children behavior and safety standards, by supporting the school bus driver when a child misbehaves, by helping keep the neighborhood safe for school buses, and by supervising children at school bus stops. Parents/legal guardians should take the time to check their children's clothing to make sure it is SAFE. Certain types of clothing can create a hazard as children get off the school bus. Especially dangerous are: long dangling jackets, sweatshirt drawstring, long backpack straps, long scarves, or other loose clothing. Such clothing can be caught in the school bus handrail, door, or other equipment as children get off the school bus.

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards.

The following guidelines, if followed by everyone, will make the daily school bus ride both safe and enjoyable:

1. Remain at home when you or any member of your family has a contagious disease.
2. Leave home at a time appropriate for arriving no more than fifteen (15) minutes and no less than ten (10) minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.
4. Proceed to the assigned school bus stop.
5. Stand off the road at least ten (10) feet when waiting for the school bus.
6. While at the school bus stop, do not play, run, or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safeguarding against injury to yourself and others.
7. If necessary to wait across the street from the school bus stop, await the school bus drivers' signal before crossing, and cross only in front of the school bus.
8. Board the school bus only when the school bus driver is seated at the controls.
9. Board the school bus in single file and promptly proceed to the assigned seat.
10. Store band instruments and school bags under the seat or where designated by the school bus driver, but never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the school bus is in motion. This will minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity, loud talking and shouting may distract the school bus driver.
15. Avoid unnecessary conversations with the school bus driver.
16. Abstain from eating, drinking, or smoking on the school bus.
17. Keep arms and head inside the school bus window at all times.
18. Refrain from using profanity.
19. Avoid littering at the school bus stop and/or in the school bus and never throw objects inside or outside the school bus.
20. Respect pedestrians and other motorists at all times.
21. Report to the school bus driver as you leave the school bus any damage you notice, because

parents/legal guardians shall be required to pay for damages caused by students.

22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures practiced once each semester as explained by the school bus driver.

23. Never ask the school bus driver to permit you to get off at any stop other than your designated stop. (Note: Parents/legal guardians must send written requests in advance to the school principal, who then may authorize the school bus driver to pick up or discharge students at an alternate stop.)

24. Any student who must cross the street after exiting from the school bus should wait for the school bus driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the school bus, never behind it.

25. Students should go home immediately after reaching the "home school bus stop" location after school.

26. All pencils, pens, and/or any other sharp objects shall be stored in the student's books or school book bag while riding on the school bus.

27. Any student sustaining an injury while riding on the school bus should report this injury to the school bus driver immediately.

28. The following items are not allowed on the school bus: tobacco, alcohol, drugs, pets, glass objects (except eyeglasses), weapons of any kind, and objects too large to be held in the student's lap or placed under a seat.

29. Students with temporary disabilities or pregnant students must present an initial letter from the attending physician confirming the disability/condition and stating the student's physical capabilities and limitations as far as riding the school bus is concerned. A monthly report from the physician must be submitted certifying the student's ability to continue to ride on the school bus.

30. Report to the school bus driver anyone who is sleeping or is sick on the school bus.

31. Once the child has boarded the school bus and has left the school bus stop in the A.M., a parent/legal guardian cannot remove the child from the school bus. (The parent/legal guardian must go to school to formally check the child out of school.) In the P.M., the parent/legal guardian must wait until the child reaches the regular school bus stop.

32. If a child is late and missed the school bus in the A.M. at the regular stop, the school bus driver will not allow the child to board the school bus at another school bus stop.

ay care center, it is the parent's/legal guardian's responsibility to notify the school's administrator if the day care center will not be able to accept the child that day.

TRUANCY POLICY

The State of Louisiana Compulsory Attendance Law mandates that students cannot be absent more than 10 unexcused days for an academic year. Any student with more than 11 or more unexcused days can be retained. Continued attendance at ISL requires compliance with this policy. Students with five or more unexcused tardies or absences within a month will be reported as truant.

Louisiana Truancy Law R.S. 17:233

Cases of habitual absence and or tardiness are referred to juvenile or family court. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused tardy within any month or a pattern of five absences is established. After the teacher, principal and social worker have made efforts to assist the family in getting the student to school on time, the student and family will be referred to the appropriate authorities.

Excused Absence or Tardy

An absence, tardy or early departure may be excused if due to personal illness with a note, death in the immediate family, impassable roads due to inclement weather, religious observance and education, quarantine, required court appearance, or approved field trip. To be considered excused, all of the above must have the appropriate documentation and principal's approval.

Unexcused Absence or Tardy

Writing note does NOT mean that an absence is automatically excused. An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories. The following are considered unexcused absences: personal illness without a note, suspension, lack of required documentation.

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

ISL Uniform Policy

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)

Bottoms:

School Plaid Bottoms-Plaid 37
Skirt, Jumper, Skort, pants, shorts
or
Solid Navy Blue
Pants, Shorts

Tops:

White Dress shirt with ISL Logo
White Blouse with ISL Logo
White, Navy or Light Blue Polo Shirt with ISL Logo

Logo Color Specifications:

White Shirt or Light Blue Shirt-Navy Blue Logo
Navy Blue Shirt-White Logo
All shirts are embroidered on the left chest

Footwear:

Socks-White or Navy Blue
Shoes-Solid Black, no designs or colored trim (a white sole is not considered colored trim).
Boots are not allowed inside the building

Additional Approved Apparel: Navy or Black Tights, Navy or Black Cardigan, Sweater, Sweatshirt or Jacket (solid color only, ISL logo optional).

Shorts/Skirts/Jumpers/Skorts, including shorts for PE, shall be worn no shorter than mid-thigh. Mid-thigh is determined by extending the arm to the sides of the body and finding the tip of the longest finger using normal posture.

Clothing must be the appropriate size, not be oversized or undersized, baggy or skintight. The garment shall be worn so that the waistband is worn at the waist and not below the waist. Shirts/blouses/dress must cover the midriff, back and sides at all times and should be fastened with no visible undergarments or cleavage. Outerwear, not worn in the building, such as raincoats or winter jackets, can be any color.

We ask that students not bring or wear valuable items of jewelry. ISL is not responsible for the loss or damage of these items. Jewelry should not be a distraction or a pose a safety hazard.

Physical Education

The Physical Education uniform is navy solid blue shorts or sweatpants, and a solid white, gray, or navy blue tee shirt. Any ISL event shirt such as Circus Arts, Spring Shuffle, etc may also be worn. In warm weather, students are permitted to wear their ISL polos to PE. Black sneakers with either shoelaces or velcro are also required, and may be worn daily to school and PE.

In the Lower School grades (K-5) students may wear their shorts or sweatpants to school along with their ISL polo shirts. In the Middle School grades (6-8) students are required to change prior to PE class and change back into uniform afterwards. All 6th-8th grade students are expected to change in the appropriate restroom. If a Middle School student has PE first period, then they may wear their PE clothes to school and change after class back into uniform.

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 main entrance. 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 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/Assistant Principal; this includes request for ISL to host exchange students. Requests should be made at least five (5) business days in advance and approval is at the discretion of the Principal/ Assistant 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, assisting with fundraising activities, 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 PTO" tab of the ISL website (www.isl-edu.norg).

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.