



INTERNATIONAL SCHOOL OF LOUISIANA

COMMUNICATIONS BRIEF SEPTEMBER 20, 2017

GENERAL INFORMATION

- **Official Notification**
 - ISL web site (www.isl-edu.org)
 - Dixon Campus Web Page [/dixon-campus](#)
 - Uptown Campus Web Page [/uptown-campus](#)
 - Westbank Campus Web Page [/westbank-campus](#)
 - HOS, Admissions, Development (Support ISL)
- **Reminders (any combination of the following)**
 - Weekly Newsletter: Tid Bits (email from your Family Liaison)
 - Special Email (sent by Campus, Department, Development)
 - School Alert (sent by Campus)
- **Courtesy Messages:**
 - Social Media (posted by Development or Campus)
 - Flyer (from Front Office, Principal's Office, Classroom, Dev)
 - Marketing Material (Development)
 - Person-to-Person (Meeting)
 - **School-Wide:** Home Page (Banner or Latest News)

EMERGENCY/WEATHER ALERT

- **Official Notification**
 - ISL web site*
 - Media (local stations/newspapers)
- **Reminders from your campus**
 - School Alert
 - Social media to reach as many families, as quickly as possible remotely

* In rare occasions, weather conditions **do not permit posting to the ISL web site** (For example- tornado causing down power lines in the area). In this case, official notification will be sent via official ISL Facebook Page (public status- works as web site). You do not need to have a Facebook account to access.

www.facebook.com/InternationalSchoolOfLouisiana. In this case, ISL will use any other form of communication available to staff. **In the event of an **isolated incident or drill** where measures were taken by staff or local authorities for the protection of students during the school day, information will not be publicized and notification may not be posted. Release of information is at the discretion of the Campus Principal and/or Head of School to ensure privacy and students/staff/campus protection. In the event of a **Non-Emergency**, we may post courtesy messages on social media to alert families of campus activity/status.

SCHEDULED SCHOOL CLOSURES/EARLY DISMISSAL

- **Official Notification:**
- **Posted all school year**
 - Web site: Year-At-A-Glance
- **Reminders of positing annually:**
 - ISL and Campus Newsletters (Mid Summer/Back to School)
- **Courtesy Messages:**
 - Orientation Meeting/Material
 - School Alert
 - Tid-Bits/Email
 - Flyers/Signs
 - Social Media

Types of Emergency and Weather Alerts:

- Hurricane Preparedness-School Closure
- Severe Weather- School Closure
- Water Boil/Flood Alert
- Fire
- Tornado Warning

Samples of Non-Emergency**:

- Weather Watch
- Weather Advisory
- Drill

Samples of Isolated Incident**:

- Student Health Emergency
- Equipment Malfunction



Web Site Map

HOME PAGE

- **Latest News on Home Page:** School-Wide and Campus-Specific spotlights

ABOUT ISL

- **Board of Trustees:** Meetings, Minutes, Bios
- **Administrative Staff (CMO)**
 - **Head of School Office** (Contact Person: Susan Chapman)
 - To reach HoS office, information about BOT
- **Head of School Corner on Website** (Contact Person: Karla Marie Corner)
 - Message from Head of School
 - Press Release
 - Media Release/Coverage
 - Newsletters

Campus Web Page (Campus Family Liaison)

- Campus Community
 - Important Dates and Reminders
 - *Campus Newsletter*
 - Activities and Announcements
 - Volunteer Opportunities/Parent Involvement
- Campus Procedures
 - Drop off/Pick Up
 - Birthdays
 - Lunch on Campus
 - No Photo and Video on Campus
- Faculty & Staff
 - Administration
 - Support Services
 - Teachers
 - Assistants
 - Facilities
 - Food Services
- *Resources & Forms*
 - Supplies
 - Before/After School Program Information & Forms
 - Consent Forms
 - Handbook & Policies
 - Year At a Glance
 - School-Wide Calendar
 - Free/Reduced Lunch Applications
- My School Bucks
- Menu

Support ISL:

- Donation or Pledge
- Purchases

ISL Family (From Home Page):

- ISL Spirit Store
- School-Wide Event: Crescent City Fall Classic (November 4)
- Social Media



Campus Facebook Groups will be LIVE soon!
An email with instructions on how to join will be sent to ISL Families. Please review the Social Media/Facebook Acceptable Use Policy in the email for more information about the Facebook Groups.

Data/Admissions:

- InfoSnap Emergency Contact Information & Documents, Consent Form (requires Student-Specific Code)

Interested in moderating your ISL Campus Facebook Group?
If you are interested, email your family liaison



ABOUT EMAILING INFO@ISL-EDU.ORG

Thank you for contacting the International School of Louisiana (ISL). ISL serves over 1400 students from over 7 Louisiana parishes at three campuses. 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. ISL is a tuition-free, public charter school located in Orleans Parish.

This email address is not actively monitored.

For a complete email contact list, we invite you to visit our website at www.isl-edu.org or our [Contact Us](#) Page.

For inquiries regarding the following, please contact the number below:

Dixon Campus (Kindergarten-2nd Grade)

French & Spanish Immersion

4040 Eagle Street, New Orleans, LA 70118

- Main Office: [504.934.4875](tel:504.934.4875)
- Family Liaison: Catalian Colbert (ccolbert@isl-edu.org)

Uptown Campus (3rd-8th Grade)

French & Spanish Immersion

1400 Camp Street, New Orleans, LA 70130

- Main Office: [504.654.1088](tel:504.654.1088)
- Family Liaison: Martha Peña (mpena@isl-edu.org)

Westbank Campus (Kindergarten-5th Grade)

Spanish Immersion

502 Olivier Street, New Orleans, LA 70114

- Main Office: [504.274.4571](tel:504.274.4571)
- Family Liaison: Kristen Jensen (kiensen@isl-edu.org)

For other departments and inquiries:

- Supply/Enrichment Fee: [\(504\) 229-4378](tel:504.229.4378)
- Admissions: [\(504\) 229-4391](tel:504.229.4391) or email admissions@isl-edu.org
- ISL Spirit Store: [\(504\) 229-4375](tel:504.229.4375)
- Early Bird/Prime Time Payments: [\(504\) 229-4378](tel:504.229.4378)
- Cafeteria Payments: [\(504\) 229-4378](tel:504.229.4378)
- Record Request: [Click here](#) for the Records Request form
- MySchoolBucks: [\(504\) 229-4378](tel:504.229.4378)
- Education Services: [\(504\) 648-2766](tel:504.648.2766)
- Human Resources: Annette Morell, Human Resources Manager amorell@isl-edu.org
- Media Inquiries/Donations: Karla Marie Cochran, Director of Communications & Development development@isl-edu.org
- Public records requests: Susan D. Chapman, Chief of Staff schapman@isl-edu.org

TIPS

Mail Chimp (Email/Tid Bits)

1. Check Primary Email on File
2. SPAM- Add to contacts
3. Subscribe
4. Past Issues (top left of link)
 - a. Access ALL campus emails sent to your account this year!

***Did You know?
There is a COMPUTER
available at the
Front Office?***