



From Ms. Gigi's office at

INTERNATIONAL SCHOOL OF LOUISIANA
18 AÑOS DE TRAYECTORIA ~ UN PROJET DE 18 ANS

Dear Dixon Campus families,

At ISL, the safety of our students and staff is top priority. In an ongoing effort to keep our students and staff safe, we are regularly reviewing our procedures and updating with any necessary changes, when needed. I wanted to inform you of some of the changes we have implemented to improve the safety in our campus building.

- Between the hours of **8:00 AM and 3:00 PM** (during our regular office hours), all families must enter and exit the Dixon Campus building through the Eagle Street gate.
 - Front Office is closed daily from 3:00 PM - 3:30 PM.
- **Eagle Street gate** will be locked daily at 4:00 PM.
 - Please note: After 4:00 PM there is no one at the front office to buzz you back into the building, please be mindful of this when exiting the Eagle Street Gate after 4:00 PM.
- After Care Programs (Community Works and Primetime) will share the **Marks Street gate** during After Care pick up.
 - Please note: There are two entrance gates on Marks Street. Effective immediately, the gate closest to the Modular buildings (that was used for Primetime dismissal) will be **locked at 3:45pm**. Only one gate will remain open. The gate leading to the building (Early Bird Gate) will remain open **until 5:30pm** for After School program dismissal.
- **Effective Immediately**- ALL parents and/or individuals authorized to pick up students from After Care (Community Works and Primetime) will be **REQUIRED** to present ID daily in order to be admitted to the building for pick up. Please be prepared with your **state issued identification** effective Monday, February 26, 2018.

Finally, I would like to remind all families to respect traffic laws in our neighborhood. We continue to observe areas of concern and need each individual's assistance in order to keep our students, staff, and community safe in and around our campus building.

- Always follow the flow of traffic to avoid any obstructions and for the safety of our campus community.
 - In particular, please note that Eagle Street and Marks Street are both two-way streets. Each morning, at 8:00 AM, families who stop or park against the flow of traffic to drop off students who are arriving late, block the flow of traffic and negatively affect our neighbors. The same is true during dismissal time when families stop or park against the flow of traffic on Marks Street. This negatively affects our campus community, neighborhood, and the safety of our students.
- Please be aware that NOPD presence has been requested and drivers will be held accountable for any violation of the traffic laws around our campus.

I am available should you have any questions or concerns. Please don't hesitate to reach out to me personally at 934.4875 or 671.0806 or schedule a meeting by contacting the front office.

Thank you for working with us to maintain the safety of our students and community.