

# FAMILY-STUDENT HANDBOOK

**2018-2019**



## INTERNATIONAL SCHOOL OF LOUISIANA

**Melanie Tennyson, Head of School**

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

*The mission of the International School of Louisiana is to provide a challenging education emphasizing 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 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.

The International School of Louisiana is a non-profit 501(c)3 organization operating a Type 2 charter school by authorization of the Louisiana Board of Elementary and Secondary Education. A copy of the organization's Charter, By-laws, Articles of Incorporation and other public records are available for review by making a request in writing to the Head of School's Office. The school will respond to all written requests within five (5) business days; there is a fee of \$.25 per page for processing. Requestors have a right to appeal a denial decision to the Board of Trustees, which must respond in writing within 10 days.

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## **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. ISL embraces the culture of New Orleans through a language immersion program that values the ethnic diversity of this historically significant region. ISL blends the traditions of New Orleans, the United States, and the world's many French- and Spanish-speaking cultures, creating 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. ISL students do not receive instruction in English Language Arts until second grade.

ISL's unique mission continues beyond language immersion. Multilingualism is the first step toward acquiring a global education. ISL is committed to breaking down barriers in public education by teaching children to appreciate and embrace diversity in their communities and beyond. Our goal is to provide all of our students with a unique and high-quality education and to help young people develop not only as students, but also as community members and global citizens.

## **SCHOOL HOURS**

### **DIXON and WESTBANK CAMPUSES**

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

**GATES OPEN/MORNING ACTIVITIES BEGIN:** 7:45 AM

**CLASSROOM INSTRUCTION BEGINS:** 8:00 AM

**CLASSROOM INSTRUCTION ENDS:**

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

2:30 PM on Wednesday

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

### **UPTOWN CAMPUS**

**EARLY BIRD:** 7:15 AM - 8:15 AM

**GATES OPEN/MORNING ACTIVITIES BEGIN:** 8:15 AM

**CLASSROOM INSTRUCTION BEGINS:** 8:30 AM

**CLASSROOM INSTRUCTION ENDS:**

4:00 PM on Monday, Tuesday, Thursday and Friday

3:00 PM on Wednesday

**AFTER SCHOOL PROGRAMS:** Dismissal – 6:00 PM

### **PARKING (ALL CAMPUSES)**

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, loading zones, or bike lanes. Tickets can be issued if a car is parked in these areas. Cell phone use is not permitted while driving in school zones and on campus grounds.

## **ACADEMICS/CURRICULUM**

At ISL, we believe that people are not defined by the circumstances of their birth, but rather by the choices they make to cross borders: geographic, cultural, linguistic, racial, ethnic, religious, economic, and cognitive. In doing so, children and adults have the opportunity to create an alternative way of living in the world.

We believe that speaking multiple languages allows one to exist in multiple worlds, privileging multiple perspectives over a singular reality, developing the flexible and responsive cognition that allows one to make sense of the world in meaningful ways, synthesizing information and giving rise to new ways of thinking.

## **A CHALLENGING EDUCATION**

It is the goal of ISL to provide teachers with the materials that they need in order to successfully 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. ISL teachers work together across campuses to create instructional units and meaningful ways of engaging our young people in order for them to learn and discover. Teachers and campus leaders meet together throughout the year to review and revise our curriculum in relation to our students' learning.

## **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 the 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 to [Frequently Asked Questions about Immersion](http://www.carla.umn.edu/immersion/FAQs.html). [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 of multiple cultures.

You could think of immersion education as being like attending school in France or Mexico: the teachers speak French or Spanish, and they speak to the children in French or Spanish.

## **ISL'S IMMERSION PROGRESSION**

In **Kindergarten and 1<sup>st</sup> 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 **grades 6-8**, 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. 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](http://HomeworkLA.org) for more information.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

### **EARLY BIRD AND PRIME TIME PROGRAMS**

Before and after school care is available full- and part-time. For unscheduled after school care, a drop-in service is also available for students. Speak to your Family Liaison to enroll.

### **FEES**

Families who are registered are charged a daily fee of \$10 for Prime Time (after school), to a maximum monthly charge of \$150, and a daily fee of \$4 for Early Bird (before school), up to a maximum of \$36/month. All students must be registered in advance for child care; registration forms are available from your campus Family Liaison. A non-refundable registration fee of \$25 is due with the registration form.

### **DROP-IN CARE**

Students who have not been picked up 15 minutes after dismissal will join the Prime Time group until a caretaker arrives to pick them up. Families who have not registered for child care in advance will be charged \$25. Payment is due when the student is picked up.

Late fees of \$5 for the first minute and \$1.00 per minute thereafter apply for any child not picked up by 5:30pm (6:00pm at Uptown Campus). **Late fees are due at pickup**; repeated late pickup (3 times) will result in dismissal from the program.

ISL families who qualify for Child Care Assistance Program (CCAP) funds may be able to apply those funds to their before and after school care fees.

### **COMMUNITY WORKS**

Community Works of Louisiana will again offer after-school programming Monday through Friday during the 2018-19 school year. The CWLA program is completely independent of ISL, and all registration, programming and financial questions, concerns, etc. should be directed to Community Works. The appropriate contact information is listed on the Community Works website: [www.communityworks.org](http://www.communityworks.org)

## **ANIMALS ON CAMPUS**

Pets are not allowed on campus at any time, including at dismissal 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.

## **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) or who have been absent from school for 10 or more days 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, 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.

The primary responsibility of the Board of Trustees is the governance of ISL - to establish policy that defines the school's organizational purpose; to ensure fiduciary responsibility and accountability; and 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 2018-19**

Howard Rodgers, President  
Larissa Muetzel, Vice President  
Yelena Zaitseva McCloskey, Treasurer  
Freda Smith, Secretary  
Chantell Reed, Member  
Brenda Richard-Montgomery, Member  
Freda Smith, Member  
Heather Kirk, Member  
Marcus Alexander, Member  
Grant Ligon, Member  
Chad Rice, Member

Board members can be contacted at [trustees@isl-edu.org](mailto:trustees@isl-edu.org). 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, SMART WATCHES, AND ELECTRONIC DEVICES**

Students are discouraged from bringing cell phones, smart watches, and other electronic devices to school. Cell phones and smart watches must be turned off and secured inside school bags before entering the gate. A cellphone or smart watch 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 or smart watch 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.)

## **CLASSROOM CELEBRATIONS**

ISL campuses observe traditions that are a part of our unique school culture. Among these are Dr. Seuss Day, when our staff members read aloud to our students in several world languages. We also celebrate the 100th Day of School and special subject-specific weeks (Language Week, Math Week, Science Week, and International Week). An important highlight of our year is the International Day parade that takes place at each campus on the last day of instruction.

## **RELIGIOUS HOLIDAYS**

The United States Supreme Court has ruled that public schools may not sponsor religious practices, but may teach about religion. At ISL, the historical and contemporary significance of religion and religious holidays may be included in the curriculum when such study serves the academic goals of educating students about history and cultures and when it is presented in an unbiased and objective manner. Students may ask to be excused from classroom discussions or activities related to particular holidays, even when these are treated from an academic perspective.

Students may be excused from school to observe a religious holiday within their tradition without penalty on scholastic attendance records. A parent/guardian should give written notice to the principal five school days before the student's anticipated absence. Students are allowed a reasonable number of excused absences. Students may be asked to complete makeup assignments or examinations relating to these absences.

In accordance with the Supreme Court, ISL will not host classroom holiday parties specific to one religion. Parents are encouraged to check with their child's classroom teacher as to ways in which they may appropriately share their family's traditions of celebration with their child's class. Questions or concerns should be referred to the Principal. We want ISL students to explore and experience the rich cultural traditions of all peoples around the world. We encourage teachers to include celebrations as a part of the curriculum with appropriate lesson plans approved by the Principal.

## **BIRTHDAYS**

We ask that parents request in advance (36 hours) if they would like to celebrate a child's birthday in the classroom. It is important that families honor this request, as it allows for the classroom teacher to plan time for a celebration as well as to ensure that all children are able to participate. The teacher will know if any child in a class has allergies or dietary restrictions and can contact that child's family for an alternative treat. Some families prefer a child not participate in birthday celebrations, and advance notice is required in order for the school to accommodate families.

## **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 or 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 email 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 Assistant Principal or Principal within five (5) business days. If necessary, an appointment will be made.

Please keep in mind that our teachers and Principals are typically unavailable by phone during school hours, as they are with students.

If, after having formal meetings with their student's teacher and Principal, a parent/guardian believes that ISL's school policies are not being implemented in a fair or correct manner, 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**

Students at our Dixon and Westbank campuses are dismissed at 2:30 p.m. on Wednesdays; students at our Uptown campus are dismissed at 3:00 p.m. on Wednesdays. This time, along with scheduled Professional Development Days, is set aside for our staff to participate in professional growth activities and meet with their colleagues regarding division-level or school-wide curriculum issues. These activities are an important part of ISL's continued academic success.

## **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 **your campus** 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 at 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 LEAP, 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 their non-disabled peers 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.

For additional information about Education Services at ISL, please contact Tiffany Willis, Education Services Coordinator, [twillis@isl-edu.org](mailto:twillis@isl-edu.org).

## **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 update this information online each year via the ISL information update portal. Parents or guardians who do not have access to a computer or the internet are invited to use one of the school's computers for this purpose. Please speak to your campus Family Liaison to do so. Changes to the parents or legal guardians listed in a student's file must be made by completing 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](http://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. At times we may utilize other forms of communication. 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

ISL schools will be closed whenever the Orleans Parish School District Schools are closed. ISL schools may be closed at other times as well.

**Official announcements regarding school closure will be posted on the ISL web site ([www.isl-edu.org](http://www.isl-edu.org)).**

## **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 INVOLVEMENT**

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.

Each ISL campus has a Family Liaison who can help parents find ways to participate in the school community.

## **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**

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.

## **FIELD TRIPS**

A variety of field trips are planned throughout the year; field trips are a part of the school curriculum and are treated as a regular school day. Each student must have a completed *Universal Field Trip Permission Slip* on file before they are allowed to participate in off-campus activities; this form is completed online as part of the student registration process. Parents will be notified of the date, place, and cost of a field trip. Teachers will notify parents if volunteers are needed to assist with the field trip.

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 cafeteria 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.

**ISL OUTSIDE DINING**

The Uptown campus has an outside dining area in addition to indoor cafeteria space. The outside café is shared by grades 4 thru 8. During inclement weather conditions, students will have lunch in their respective classrooms.

**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

**FREE/REDUCED PRICE MEALS**

Applications for reduced price and free meal 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. An online application is available.

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 the free/reduced meal benefits application.

### **PRIOR SCHOOL YEAR FREE/REDUCED PRICE MEALS**

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.

### **SPECIAL DIET REQUESTS**

#### **DISABILITY SPECIAL DIET REQUESTS**

Federal and state regulations require a completed and current diet prescription form for any student with a special diet request. Special diet request forms are available on the school's website, directly from the Food Services Department or school nurse. Special diet requests will not be processed without a 2018-19 form on file. 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.

Students who cannot have milk due to a medical condition must have a current diet prescription form on file, which must include the milk substitute prescribed by the physician. The following milk substitutions are available: 8 oz. water, 4 oz. juice, 8 oz. lactaid.

#### **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.

### **MEAL PAYMENT PROCEDURES**

#### **PREPAYMENT PROCEDURE**

The procedure for paying for meals is to PRE-PAY by the day, week, month, or year. A check, cash, or money order should be sent in a sealed envelope with the student's first and last name including the amount enclosed and school campus written on the outside of the envelope. Meal payment forms are located in the front office or online at [www.isl-edu.org/menu](http://www.isl-edu.org/menu).

Money must be in the meal account or paid at the time of service before a meal is received.

This policy includes everyone: students, staff, and visitors. Money remaining in the account at the end of the school year will carry over to the following school year.

### **ONLINE MEAL PAYMENTS**

Online meal payments are available at [www.myschoolbucks.com](http://www.myschoolbucks.com) for your convenience. Households that would like to utilize online payments must register with My School Bucks. Your child's student number will be required when registering. This number (POS ID) can be found on the negative meal balance statements that are received monthly.

There are no fees and the website is safe and secure for credit/debit card payments. The online payment system allows parents/guardians to track and pay for meals, view balances and schedule advance or recurring payments

### **DELINQUENT MEAL PAYMENTS AND ALTERNATIVE MEALS**

#### **BILLING PROCEDURES**

Meal account balance due statements will be sent monthly for students with negative balances. Email messages and/or phone calls will be sent weekly to parents for students with negative balances exceeding \$50.00.

#### **PROCEDURES FOR PROVIDING ALTERNATIVE MEALS**

When an account is negative \$50.00 or more, the parent/guardian will be contacted by someone from the Food Service Department to inform them that the student's account is overdrawn and that money must be placed in the student's account immediately or a substitute breakfast and/or lunch will be offered to the student beginning Monday of the following week.

If payment has not been received within two days of the call or by a time agreed upon by the manager and the parent/guardian, the delinquent meal account will be referred to the principal. At such time, the student may be served an alternative meal until payment is received.

Upon the third instance during a single school year of an elementary or middle school student being denied a regular meal during school hours, the Food Service Department shall contact the Office of Community Services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

#### **NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who

are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (Rev: Oct 2015)

## **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.

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) 444-2696 or [mboudreaux@isl-edu.org](mailto:mboudreaux@isl-edu.org).

## **FREE DRESS**

There are times when the principal may declare a “free dress day” for any or all students. The specific details of "free dress" days 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 appropriateness are expected. Protective, closed-toe footwear must be worn at all times (no sandals, flip flops, or wheels).

The Principal or Assistant Principal is the final authority for judging the appropriateness of a student’s appearance.

## **GANG ACTIVITY PROHIBITED**

Students are prohibited from engaging in any gang activity. A gang is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall

engage in any gang activity including, but not limited to:

1. Wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other item that may show membership or affiliation in any gang;
2. Committing any act, using any speech, either verbal or non-verbal (such as handshakes and gestures) showing membership or affiliation in a gang and;
3. Using any speech or committing any act in furtherance of the interests of any gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following actions: removal from extracurricular activities, conference with parents/guardians, and referral to New Orleans Police Department, 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 midpoint 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 and Admissions 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 and promotion and an overview of due process, see the ISL Pupil Progression Plan, found on the school's website ([www.isl-edu.org](http://www.isl-edu.org)) or available by request from the school office

## **HEALTH GUIDELINES**

ISL employs school nurses who attend 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 by 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 re-admitted 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. Dixon and Uptown students who require hospital treatment will be transported to Children's Hospital. Students at the Westbank campus will be transported to either Children's Hospital or Tulane Hospital. Parents will be notified prior to transfer and trained school personnel will accompany the student.

## **EPIPENS**

In accordance to the state legislation of Act 624; as defined in R.S. 17:436.1, to ensure the health and safety of all students with allergies both known or unknown, a school nurse or trained school employee may administer auto-injectable epinephrine (epipen) to any student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether or not such student has a prescription for epinephrine.

At least one employee at each school campus will receive training from a registered nurse or a licensed medical physician on proper administration of an auto-injectable epinephrine.

Annual training will include:

- Proper procedures for administration of epinephrine
- Storage and disposal of medications

- Appropriate and correct record keeping or documentation
- Appropriate actions when unusual circumstances or medication reactions occur
- Appropriate use of resources

All International School of Louisiana campuses will maintain their own supply of auto-injectable epinephrine in a secure, locked and easily accessible location. A licensed physician may prescribe epinephrine auto-injectors in the name of the school. The auto-injectors (epipens) will be maintained for use when deemed medically necessary in accordance with this policy.

## **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 no physical injury; and indication of sexual abuse, sexual assault, or child molestation.

## **HOME - 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](http://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 will have a Home–School Connection folder. Each student in Grades 6-8 will have an advisor to facilitate communications between parents and teachers.

## **HOMEWORK**

At ISL we do not assign homework to our students. ISL defines homework as work that is completed at home, that “counts” for a grade, or that needs to be completed at home in order for a student to pass an assessment. Independent practice is different from homework. We do encourage students to practice the skills they are learning independently at home. At times students may be assigned projects that require work at home, but regular daily homework is not a part of our academic program.

## **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 stored in the school office. For the first offense, the student may collect the item from the office at the end of the school day. For a second or subsequent offense, the item 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 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, distribution of, or 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 misconduct, up to and including expulsion from school. Notification of the New Orleans Police Department 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 and seizures. At all times, searches will be conducted by no less than two school staff members, including at least one administrator.

## **LIBRARY**

Students at the Westbank campus take regular walking trips to the C.D. Hubble branch of the New Orleans Public Library in Algiers Point. Borrowing from the Hubble Library is subject to all policies and procedures of the New Orleans Public Library System.

The on-site libraries at the Uptown and Dixon campuses support the students and faculty of the International School of Louisiana by providing access to materials that meet their educational and informational needs.

The library collections consist of multilingual materials including books, periodicals, videos, DVDs, CDs, audio cassettes, and databases available via the State of Louisiana.

The ISL libraries are open whenever classes are in session.

## **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. If a student does not return materials in a timely fashion, he or she may be barred from checking-out additional materials.

All library users are expected to replace or pay for materials that are lost or damaged when borrowed under their name, regardless of who damages or loses the materials. We strongly discourage “borrowing for a friend” or other sharing of checked-out materials.

All family accounts must be current for a student 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, via the Tidbits, our weekly campus email newsletters. 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, other families, or students; sexual harassment directed toward faculty, staff, or students; and profanity or fighting will not be tolerated. Family members are asked to model respect for their child's teachers, Principal, campus staff, and students while visiting ISL, and to support the school by following ISL procedures and rules while on campus. 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.

## **PHOTOGRAPHY AND VIDEO ON CAMPUS**

To protect our students' identities, honor parents' photo consent requests, and ensure our students' and campus safety, **PHOTOGRAPHY AND VIDEO ARE NOT ALLOWED ON CAMPUS**. If you would like to take video or photos in the building, you may request a photo pass from your family liaison by completing a Photo Pass Permission Request Form. **A limited number of passes will be granted** to individuals photographing in representation of the class/campus/organization/club and for inclusion in an official ISL communications portal (email, newsletter, website, official Facebook page).

From time to time, you may see adults taking photographs or video. The only adults who should do so are ISL employees and visitors who have a Photo Pass. Please help us create a respectful and safe community by following these guidelines.

## **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 <https://isl-edu.org> ).

## **RECESS**

When students are at recess, 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.

## **RECESS RULES**

Please review these 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.

ISL's Asbestos Management Plan is available for review in the front office of each campus.

### **SCHOOL IDENTIFICATION CARDS**

Each student has an official photo ID. **There is a \$10.00 replacement fee for lost IDs.**

### **SMOKE FREE ENVIRONMENT**

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

### **STANDARDIZED TESTING**

ISL administers standardized tests for several purposes, including 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**

Student bills are sent out monthly. Meals must be paid for prior to consumption; a balance of \$10 should be maintained on each child's food services account. Families with delinquent accounts may be barred from participating in before- and after-school programs.

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 (\$10 minimum). 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.

**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 be taken at the school's front office.

\* There is a \$35 NSF fee for each returned check.\*

## **STUDENT RECORDS**

ISL recognizes that the collection, maintenance, inspection and dissemination of relevant student educational records is 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:

- 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
- Transportation Acceptance Form (K-5 Orleans Parish)

All forms must be completed using the child's legal *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 updated as soon as possible via your account on the ISL online student information portal. If you cannot access your portal account, please contact our Data and Admissions Department at [admissions@isl-edu.org](mailto:admissions@isl-edu.org).

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

Copies of students' records can be obtained by submitting a *Records Request Form* (available 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 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.

## **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.

- 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 will 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**

Students who are ten (10) years of age or younger and who reside in Orleans Parish are eligible for school-provided transportation (yellow bus transportation) if they reside more than three (3) miles from the campus they attend. Kindergarten through 5th grade students are eligible for this yellow bus transportation, whereas 6th through 8th grade students are eligible to request RTA tokens, but only if they reside more than three (3) miles from the campus they attend. You must review and accept the Transportation Handbook which can be found on the transportation section of our website at <https://isl-edu.org/transportation>.

## **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 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. Notes from your health care provider must be submitted within five days of the absence.

## **UNEXCUSED ABSENCE OR TARDY**

Writing a 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**

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**

- Plaid 3/4 skirt, jumper, skort, pants, or shorts
- Solid Navy Blue pants or shorts

### **Tops**

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

### **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).

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

Shorts/Skirts/Jumpers/Skortts, 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 UNIFORM**

Students at ISL are not required to change for P.E.

## **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

1400 Camp St.

New Orleans, LA 70130

development@isl-edu.org

Please allow 30 days to process your request.

## **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 they 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.

For the safety of our students, and to protect their right to privacy, visitors to campus are not allowed to use cameras, cell phones, or other devices to take pictures or video.

### **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 and 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 in the school offices, on the campus sections of the school [website](#), and in the campus Tidbits.

ISL's Family Liaisons are the primary contacts 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 and 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.