

Family Engagement Policy
rev. September, 2019

International School of Louisiana (ISL), jointly developed this family engagement policy in consultation with school personnel, community members, and families, and adopted it on March 23, 2018. This policy was distributed to families of participating children and to the extent practicable, provided in languages the families understand. This policy will be made available to the local community via the school website and in hard copy upon request. This family engagement plan will be updated annually to meet the changing needs of families, students, and the school.

Part 1. POLICY INVOLVEMENT

International School of Louisiana will:

1. Hold an annual meeting in August to which all families of participating children shall be invited and encouraged to attend. The goals of this meeting will be to inform families of their school's participation in Title I, to explain the requirements of Title I, and to inform families of their right to be involved in planning for the use of Title 1 funds;
2. Offer a flexible number of Family Engagement events. A schedule of this year's events can be found in Appendix B;
3. Involve families - in an organized, ongoing, timely way, via group meetings, individual meetings, and surveys - in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school family engagement policy and the joint development of the targeted assistance program plan (if applicable);
4. Provide families/guardians of participating children:
 - a. timely information about Title I programs;
 - b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - c. if requested by families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible; and

5. If the targeted assistance program is not satisfactory to the families of participating children, submit any parent comments on the plan when the school makes the plan available to the State. (if applicable)

Part 2. FAMILY-SCHOOL COMPACT

International School of Louisiana, and the families of the students participating in activities, services, and programs funded by Title I, Part A, of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how families, school staff, and students will share responsibility for improved student academic achievement. The compact describes specific activities each party will take to build a partnership that will help children achieve Louisiana's high standards.

This school-parent compact is in effect during school year 2019-20.

Teachers, Administrators, and Staff will:

- Provide a challenging education emphasizing language immersion, international awareness, the celebration of diversity and community responsibility.
 - We will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Louisiana's academic standards. We will strive to:
 - Build positive, caring relationships with ISL students.
 - Provide appropriate interventions, remediation, and enrichment options.
 - Provide a supportive and safe environment conducive to learning.
 - We will empower teachers by providing them with resources and materials, professional development and training opportunities, and the support they need to meet their goals and objectives in the classroom.
 - We will regularly assess the effectiveness of our work, using student data to identify areas of strength and weakness, and adjust our efforts accordingly.
- Establish and maintain effective communication with families.

- We will hold progress report conferences with families during which teachers and families will discuss student learning and growth. Specifically, those conferences will be held:
 - Twice a year, at mid-semester or at another mutually agreed upon time, and
 - At other times throughout the year as requested by families, students, teachers, or administrators.

- We will provide families/guardians with regular reports on their children's progress. Specifically, the school will provide reports as follows:
 - Quarterly Progress Reports
 - Parent Alert Reports (for students who are struggling academically)
 - Semester Report Cards
 - Standardized Assessment Results
 - Teacher Phone Calls/Letters/E-mails (as needed)
 - Home-School Connection Folders and Google Classroom with student work

- We will provide families opportunities to meet with staff. Specifically, staff will be available for consultation with families as follows:
 - Our staff will be available for scheduled meetings with families as requested.
 - Our staff will be available through e-mails and phone calls, and all attempts will be made to respond to messages within 48 hours.
 - *(Please remember that campus employees are typically unavailable during school hours because they are teaching, planning, or otherwise working with students.)*

- We will provide families with opportunities to learn about ISL's unique program, how to actively support their student's learning, and ways to be involved at school. ISL will:
 - Inform families of volunteer opportunities through our website, email communications, Home/School Communication (letters and flyers), and social media; we will provide families with the training required to volunteer.
 - Work with families to arrange classroom observations, when requested.

- Share campus events and activities via weekly newsletter and official ISL social media pages.
- Inform families of opportunities to attend and/or volunteer at our Mardi Gras Parade, International Day Parade, Class Assemblies, Field Trips, Family Fun Night, Science Night, and other events.
- Develop, with family and teacher input, Family Engagement events that provide opportunities for families and staff to learn together and build relationships.
- Share online resources families can use to engage in fun, positive, and educational activities with their children outside of school hours; we will include similar activities in weekly Tidbits or other communications to families.

Family Responsibilities

Our family is a part of the ISL community and is responsible for following school rules and supporting our children’s learning.

- **An ISL Family is respectful.**
 - Communicate with school staff, other families, and students in a respectful way at all times. If our children have conflicts at school, or if we have conflicts with other families, we will address those conflicts with the help of school staff.
 - Refrain from yelling, cursing, name-calling, and intimidating others.
- **An ISL Family is responsible.**
 - Make sure our students get to school on time every day.
 - Let children know that schoolwork is important to us and we expect them to do their best at school. (Remember, every child’s best is a little different!)
 - Check bookbags, Google Classroom, and other communication platforms daily; sign and return requested paperwork.

- Pay for child care meals promptly. Contact the school if we need help.
- Look at our kids' school work and ask about what they are learning.
- Offer children opportunities for positive activities outside of school. Ideas: read with our child every day or require them to read every day, make math part of housework, watch educational movies or TV, talk about how the body works when we play ball, volunteer together, etc...
- **An ISL Family is safe.**
 - Update the school if our address, phone number, or email address changes. Make sure our child's teacher knows if anything unusual happens that might affect how our child is learning or behaving at school.
 - Refrain from taking pictures or videos at school or on field trips. Never post pictures of students online.
 - Check in at the front office when we visit campus.
- **An ISL Family are problem solvers.**
 - Email our child's teacher when we have questions about school.
 - Check the school website, Family-Student Handbook, and Code of Conduct for information about ISL rules and procedures.
 - If we have a disagreement with someone at school, follow these steps:
 - Schedule a meeting with teachers.
 - Schedule a meeting with Assistant Principal or Principal.
 - If our conflict still isn't resolved, ask for a meeting or appeal with the Head of School.
 - As often as possible, be involved in our student's education by volunteering, reading and responding to school emails, and participating in family engagement activities when asked.
 - Ask for help when we need it.
- **An ISL Family follows directions.**
 - Follow school drop-off and dismissal procedures; follow traffic laws

and parking restrictions around the school.

- Make sure our child has a complete uniform and follows uniform rules every day. Know the school's dress code for free dress days and require our student to follow the rules.

Student Responsibilities

ISL Students are active members of the ISL community. I will share responsibility for my learning and growth.

- **An ISL Student is respectful.**
 - I will treat students and adults with courtesy and kindness.
- **An ISL Student is responsible.**
 - I will do my best work every day.
 - I will talk to my family about the things I'm learning in school.
 - I will read at least 20 minutes every day outside of school time, alone or with a family member.
- **An ISL Student is safe.**
 - I will tell an adult if I know about something unsafe.
- **An ISL Student is a problem solver.**
 - I will ask for help when I need it.
- **An ISL Student follows directions.**
 - I will follow school rules and listen to instructions.

Part 3. BUILDING CAPACITY FOR INVOLVEMENT

To ensure effective involvement of families and to support a partnership among the school, families, and the community to improve student academic achievement, International School of Louisiana:

- (1) shall provide assistance to families of children served by ISL, as appropriate, in understanding such topics as Louisiana's academic standards and achievement standards, LEAP

- assessments;
- (2) shall provide materials and training to help families work with their children to improve individual achievement. These may include: literacy and math training and using technology, as appropriate, to foster family engagement;
 - (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of families, in the value and utility of contributions of families; how to communicate and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school;
 - (4) shall, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with public preschool and other programs; conduct other activities such as partnering with parent resource centers and community organizations that encourage and support families in more fully participating in the education of their children;
 - (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the families of participating children in a format that is practicable and in a language that families can understand;
 - (6) shall provide such other reasonable support for family engagement activities under this section as families may request.

Part 4. ACCESSIBILITY

International School of Louisiana, to the extent practicable, shall provide full opportunities for the participation of families with limited English proficiency, families with disabilities, and families of migratory children, in a format that is practicable and in a language that families can understand.

Appendix A

Family Engagement Advisory Group

Annette Basile, Parent - Dixon Campus
Karen Alice Clanton, Teacher/MTSS Coordinator - Westbank Campus
Susan Chapman, Chief of Staff/Parent - Westbank Campus
Jonique Hall, Parent - Westbank Campus
Katy Heeren-Mueller, Parent - Dixon and Uptown Campuses
Lisa Kennedy, Parent - Dixon Campus
Leah Martin, Speech Therapist/Parent - Westbank Campus
Carol McCarthy, Parent - Dixon Campus
Molly McDonald, Parent - Dixon Campus
Geromy Moore, Parent - Dixon Campus
Ilyssa Parker, Parent - Westbank Campus
Victoria Recht, Teacher - Uptown Campus
Meret Ryhiner, Circus Arts Coordinator

ISL Academic Leadership Team

Melanie Tennyson, Head of School
Laura Adelman-Cannon, Principal - Uptown Campus
Rosa Alvarado, Principal - Dixon Campus
Susan Chapman, Chief of Staff
Brandon Ferguson, Associate Principal - Dixon Campus
Lucia Hammer, Target Language Materials and Assessments Coordinator

Appendix B

Family Engagement Events 2019-20

Grade Level Meet and Greet (Uptown Campus Kindergarten Meet and Greet (Dixon and Westbank)	August 7-9, 2019 August 12, 2019
Welcome Back to School/Title One Meeting	August 2019
Back to School Week (Bring your parent to school day)	September 10-12, 2019
Family Science Night	October 2019
Progress Reports Parent- Teacher conferences	October 31, 2019
Special Populations Resource Night	November 2019
Open House and Q & A	November 9, 2019
Transition to High School	December 2019
Facebook Live Video Tours and Q & A	January-February 2020
Report Cards	January 2020
Eureka Math Night	January 2020
Teens, Sex and the Law	February 2020
ESSA: Family Engagement, SPS, and PPP	March 2020
Progress Reports and Parent-Teacher conferences	March 16, 2020
Understanding State-Wide Testing	April 2020
Transitioning to Middle School	May 2020

Ongoing class led assemblies from November- May

Quarterly “Special Week” class presentations