



Important Information

Burbank Campus

Immunizations

All students must meet the immunization and health check requirements of the State of California for preschool and school age children.

A new Senate Bill SB 277 was signed into law on June 30, 2015, and went into effect on January 1, 2016. This removes all personal belief exemptions (PBE). For class attendance the only exemption still accepted in California is medical exemption.

A personal belief exemption (PBE) was still valid until January 1, 2016 (i.e. the law would allow a student who, prior to January 1, 2016, has a letter or affidavit on file stating beliefs opposed to immunization to be enrolled until the student moves into the next **“grade span,”** as defined below). This phase-in period ended on July 1, 2016, after which time schools may no longer unconditionally admit for the first time or advance any student to 7th grade without the immunizations required for his or her age.

“Grade Span” is defined as:

1. **Birth to preschool** (interpreted as daycare age, i.e. preschool and Pre-K)
2. **Kindergarten and 1st-6th grade, including transitional kindergarten** (as defined by Education Code)
3. **7th-12th grade**

The School will maintain an up-to-date list of students with lawful exemptions until they enter the next **“grade span,”** as defined above, and these students will be excluded from school immediately if an outbreak occurs. The students who are not immunized will be excluded in line with guidelines set forth by the state Department of Health and Department of Education, as well as by the Center for Disease Control and Prevention and national standards.

Upon entering school for the first time, entering the next **“grade span,”** or progressing to 7th grade after July 1, 2016, all students must be fully immunized in line with CA law before they will be admitted to the School.

Drop-off & Pickup

The campus traffic pattern must safely accommodate students, their families, and our neighbors. The drop-off and pickup program has been designed to create a safe and efficient campus traffic circulation. Everyone, including staff, parents, grandparents, nannies and visitors are expected to respect basic traffic rules. Families dropping off and/or picking up their children by car will enter LILA Burbank from Riverside Drive via the west entrance gate. They will be fed into the drop-off/pickup loop and are asked to drop off and pick up quickly and efficiently. If cars back up, they will be directed into the north car park loop.

LILA is required by the terms of our Administrative Use Permit (AUP) issued by the City of Burbank to implement an aggressive traffic management policy. At least 50% of our students



must be bussed in. Families may not use Mariposa as a shortcut. We ask that parents respect the terms of our AUP.

Drop-off

The Burbank campus is open from **7:30am** until **6:00pm**.

Classes begin at **8:25am** and end at **4:00pm**.

Pickup

Classes end at **4:00pm**. The last bus is at **5:45pm**. The campus closes at **6:00pm**. Parents must pick up their children at the end of the School day.

Parents of 6th-9th graders may sign an additional authorization form allowing their child to leave when school ends at 4:00pm. Students in 10th-12th grade may leave school premises at 4:00pm if the appropriate paperwork is in place. Once a 6th-9th grade student leaves the campus, they may NOT return to the premises.

Parents picking up their child **before the end of the school day** must complete a sign-out sheet at the *Bureau Vie Scolaire*.

The **after-hours phone number** is: 818-859-7355.

Absences & Tardiness

Please inform the office of all absences by sending an email to absent-bur@lilaschool.com.

Explanation for Absence

LILA requests that parents explain a student's absence either in advance of an absence or on the morning of the student's return. Parents may communicate this message by phone or via email.

If a written notification is not received by the end of the second day following the absence, the absence will be treated as unexcused.

The School requires a doctor's note after an absence of four days or longer.

Consequences of Excessive Absences

After 3 unexcused days of absence in a marking period (7-week session) or an accumulation of more than 6 days in the year-to-date, a student will receive a deficiency notice, which will remain in the student file.

NOTE: California Law requires that students attend school on a regular basis. Excessive tardies and/or absences beyond 20 days in a school year are deemed unacceptable and will result in the student's file being sent to a central commission. This may lead to the possible repetition of class or grade level or exclusion from LILA.

Tardiness

Students are expected to take responsibility for their learning and to arrive on time for their classes. A student who arrives late must seek a tardy slip from the *Bureau vie scolaire* before entering his/her classroom.

If a student is late to class two times in one week, he/she will serve a lunchtime detention with the Dean of Students. For high school students, privileges may be withdrawn.



After 5 tardies in any marking period (7-week session) or an accumulation of more than 10 in the year-to-date, a student will receive a disciplinary referral, which will remain in the student file.

Please refer to the Parent & Student Handbook for details regarding absences and tardiness.

Medication

If your child must take medicine of any kind during the school day, please **complete and sign the Consent for Administration of Medication Form** which can be obtained from your campus business manager or downloaded at <http://www.cdss.ca.gov/cdssweb/entres/forms/english/lic9221.pdf>.

Please refer to the Parent & Student Handbook for details regarding medication consent.

Communications

Mosaïque – Don't miss out on important info!

International School of Los Angeles

Mosaïque

Week of April 23, 2018
Pasadena

Mosaïque is the School's weekly newsletter which contains all of the pertinent information for the week ahead. Each campus has its own Mosaïque and they are all sent out on Friday: the Burbank Mosaïque is sent at 6:00pm. Expect important dates, reminders, photos, and more.

Globetrotter – Be in the know! Get all of the insider info!

[\(http://www.internationalschool.la/globetrotter/\)](http://www.internationalschool.la/globetrotter/)

International School of Los Angeles

Globetrotter

Globetrotter is the School's quarterly school-wide e-magazine. Globetrotter showcases a feature video and article on amazing happenings at the School. It also features thought leadership pieces, campus, academic, athletics and extracurricular updates.

Official Social Media Accounts

 Facebook – [@LyceelInternationaldeLosAngeles](https://www.facebook.com/LyceelInternationaldeLosAngeles)

The School's Facebook page is THE most widely used of the School's social media platforms. Like, follow, and "See First" to keep up with school news, events, and happenings.

 Twitter – [@LILAschoolLA](https://twitter.com/LILAschoolLA)

Follow us on Twitter and get the latest updates.



 LinkedIn – <https://www.linkedin.com/company/lycee-international-de-los-angeles/>

Our LinkedIn page is followed by many of our faculty and staff members, parents, and community members at large. Follow us and you'll get some additional insight and thought leadership pieces.

Yelp!

Share your experience with us on Yelp! It helps other families like yours find us and become part of our community.

Eventbrite & Paperless Post

Be sure to add Eventbrite (invite@eventbrite.com) and Paperless Post (paperlesspost@accounts.paperlesspost.com & paperlesspost@paperlesspost.com) as safe senders in your email clients. We send most of our event invitations through these platforms.