

**Burbank**  
**Parent Handbook**

2019-20  
School Year

**International  
School**  
Los Angeles  
**Lycée  
International**



**International  
School**  
Los Angeles  
**Lycée  
International**

Dear LILA Parents and Guardians,

Thank you for entrusting us with the education of your child.

At LILA Burbank we are committed to providing an academic program of excellence. Our parent-school partnership aims to promote a quality educational program, build a safe environment, and deepen respect and concern for the unique value of each person. We invite you to share your gifts of wisdom, talent and time with us. Together, we can cultivate the knowledge, skills, and attitudes students will need to adapt to the challenges ahead of them in life.

**Campuses**

Burbank  
Los Feliz  
Orange County  
Pasadena  
West Valley

**Corporate Office**

Burbank

We hold high expectations for success and achievement for all students. Therefore, we have established guidelines and policies to help make our goals a reality. You will find them outlined in this Parent & Student Handbook. As this Handbook represents the understanding of both parent and school, attendance at school is therefore to be viewed as assent to the terms and conditions stated in this document.

**Anneli Harvey**  
Campus Director





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## About Us

The International School of Los Angeles (LILA) was established in 1978 as a non-profit organization by visionaries of varied cultural backgrounds who felt that the Los Angeles community needed a school which would prepare children for life in an increasingly international environment. LILA is now recognized as one of the most academically challenging private high schools in the United States and continues its long commitment to academic excellence.

At LILA we adopt ways of thinking and expression that reflect an appreciation for cultural differences and multiple world views. Diverse groups learn more from each other when exchanging different points of view, introducing new pieces of information, and confronting alternative ideas. LILA's small and nurturing classes facilitate the sharing of different viewpoints.

Being immersed in a truly multicultural environment helps develop the ability to better understand one's own culture - what makes it different, but also in which ways it is similar. This, in turn, helps maintain a strong sense of one's own background. Teachers, staff and students come from all over the world, each bringing their own experiences and perspectives. Our students study and live in a world community every day.

LILA is fully accredited by the Western Association of Schools and Colleges (WASC), the International Baccalaureate Organization in Geneva and the French Ministry of Education. LILA also belongs to the *Agence pour l'enseignement français à l'étranger* (AEFE) and *Mission laïque française* (MLF) networks of schools.

## Vision

To be the premier international school in Los Angeles.

## Mission

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment.

**Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world.**

We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

## Values

As a school, LILA is committed to the following three core values:

- **Excellence**
- **Diversity**
- **Respect**



## Expected School-Wide Learning Results (ESLR)

Upon graduation, LILA students will be:

### Academic Achievers who:

- meet or exceed the established LILA standards in English, French, mathematics, sciences, history and other subjects

### Effective Communicators who:

- use spoken and written communication in both French and English to express their ideas
- master the languages so that they can succeed academically
- listen to others, interpret and respond constructively
- demonstrate writing skills through reports, letters, essays, and creative writing assignments

### Active Learners who:

- show a positive attitude towards learning
- use criticism in a creative and positive way
- use new technology and computer resources
- want to learn and show curiosity
- understand and follow directions
- make good use of time and complete assignments
- exhibit good study and work habits that include regular attendance, punctuality and effective time management

### Literate Individuals who:

- gather, process, and communicate information through reading and through written and oral expression, actively listening in both French and English
- concentrate, listen and memorize
- situate themselves in the world that surrounds them
- show interest and sensitivity for different artistic fields

### Active Problem Solvers who:

- use several different types of knowledge in increasingly complex situations
- formulate questions and propose solutions taken from observation, measurement, and data comparison
- transfer learned skills to new situations



**Productive Individuals who:**

- are able to work individually and in groups
- know how to structure and present their work
- can work autonomously towards goals they have set
- demonstrate self-confidence and initiative

**Involved Citizens who:**

- develop a sense of human values such as democracy, respect for others, justice, etc.
- respect others and understand different cultural values
- use cultural differences to enrich personal development
- show self-esteem, are conscious of their rights and responsibilities
- exhibit good manners
- appreciate working for others
- have a feel for their role as human beings and as citizens of the world



## Les attentes du LILA au terme des apprentissages scolaires

Au terme de leur scolarité, les étudiants du LILA seront:

### Des étudiants performants qui:

- atteignent ou dépassent les objectifs établis par le LILA en Anglais, en Français, en mathématiques, en sciences, en histoire ainsi que dans les autres domaines

### Des interlocuteurs compétents qui:

- utilisent la communication verbale et écrite en français et en anglais pour exprimer leurs idées
- maîtrisent les langues afin de réussir leur scolarité
- écoutent les autres, interprètent et répondent de manière constructive
- font preuve de compétences à l'écrit dans la rédaction de rapports, de lettres, d'essais et d'autres types d'écrits créatifs

### Des apprenants impliqués qui:

- font preuve d'un comportement positif au regard des apprentissages
- ont un esprit critique positif et constructif
- se servent des nouvelles technologies et des ressources informatiques
- ont un désir d'apprendre et font preuve de curiosité
- comprennent et savent suivre des consignes
- savent gérer leur temps et achever une tâche requise
- font preuve de bonnes habitudes de travail et d'étude qui incluent l'assiduité, la ponctualité et la gestion efficace du temps

### Des individus cultivés qui:

- Sont capables de recueillir, traiter et communiquer une information par la lecture et par l'expression écrite et orale, l'écoute active, en français et en anglais
- Sont capables de se concentrer, d'écouter et de mémoriser
- Sont capables de trouver leur place dans le monde qui les entoure
- Sont capables de montrer de l'intérêt et de la sensibilité dans différents domaines artistiques

### Des individus capables de résoudre des problèmes qui:

- demandent d'utiliser différents types de savoirs au sein de situations de plus en plus complexes
- demandent de formuler des questions et proposent des solutions tirées de



l'observation, de la mesure et de la comparaison de données

- demandent de transférer des compétences acquises au sein de situations nouvelles

**Des individus productifs qui:**

- sont capables de travailler individuellement et en groupe
- savent structurer et présenter leur travail

*peuvent travailler en autonomie afin d'atteindre leurs objectifs*

- font preuve de confiance en soi et d'initiative

**Des citoyens impliqués qui:**

- développent un sens des valeurs humaines telles que la démocratie, le respect d'autrui, la justice, etc
- respectent autrui et comprennent la valeur de chaque culture
- utilisent les différences culturelles pour enrichir leur développement personnel
- font preuve de confiance en soi, sont conscients de leurs droits et de leurs devoirs
- font preuve de savoir vivre
- apprécient de travailler pour autrui
- ont conscience de leur rôle d'être humain et de citoyen du monde



# LILA as a Learning Community – Expectations and Procedures

## Burbank Code of Conduct

All members of the school community are expected to:

- **Demonstrate honesty and integrity**
- **Respect the rights of others, treating one another with dignity and respect at all times**
- **Show proper care and regard for school property and the property of others**
- **Take appropriate measures to help those in need**
- **Demonstrate best effort during all school-based activities**

LILA seeks to provide a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship, and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The expectations outlined apply to **ALL** members of the school community, including students, parents and guardians, school staff, volunteers, and visitors when:

- on school property
- traveling on a school bus
- participating in after-school activities
- participating in off- site school-sponsored activities
- engaging in an activity which will have an impact on the school climate

## Accountability

**ALL** members of the school community must take responsibility for their behavior and will be held accountable for their actions.

## Expectations

In order to create the excellent learning climate we believe our students deserve, we have established a school-wide policy regarding expectations.

Each teacher establishes classroom expectations as well as a reward-consequence system for his or her individual classroom based on positive reinforcement techniques. If a student chooses to disturb the learning environment, he or she will experience consequences.

A possible consequence for three classroom infractions is "lunch detention" or community service. Students serve 30 minutes. Five lunch detentions per semester will earn a



Disciplinary Referral from the Dean of Students. Disciplinary Referrals become part of the student's cumulative file.

Lunch detentions are given for minor infractions. Teachers and staff place the student on the daily follow-up (monitored by the Dean of Students). After 3 infractions, the Dean of Students will contact the family.

Reasons for lunch detentions are listed below:

- Disruptive behavior/disrespect toward authority
- Eating and drinking
- Cell phone use (please refer to the cell phone policy on page 15)
- Inappropriate language
- Being late for class
- Not having school supplies
- Homework not completed
- Other minor infraction

### **Immediate Disciplinary Referrals**

The following infractions are considered major violations of the LILA code of conduct and will warrant immediate consequences. A Disciplinary Referral will be issued. If the situation is judged to be of a more serious nature by the Dean of Students, Assistant Campus Director, and the Campus Director, the student will be suspended internally or externally for a period of one to five days.

- Leaving school grounds without permission
- Aggressive behavior, both physical and verbal
- Projecting any object in an unsafe manner
- Disrespectful conduct toward adults
- Dishonesty, cheating, or plagiarism
- Repeated disruptive or disobedient behavior
- Physical, verbal, or written harassment of another student, parent, teacher, or staff member
- Fighting, provoking a fight between other individuals, or participating in activities that conclude in physical violence to any person
- Theft of or damage to property of the school, another student, visitors, or school personnel
- Failure to return to class at scheduled time
- Habitual truancy



- Actions gravely detrimental to the moral and spiritual welfare of other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Possession of a knife, gun, or dangerous object or weapon that could cause damage to an individual (actual or toy facsimile)
- Disrespect, defamation, or disparagement of members of the community or of the school itself
- Defacing or destroying school or individual property
- Bullying, Cyberbullying, hazing, or harassment
- Unkind, cruel, or disparaging behavior
- Using language that is aggressive, profane, or discriminatory
- Physical violence or the threat thereof
- Use, possession, or distribution of alcohol, tobacco, vaping devices, and other drugs while at school or at a school-sponsored event

Whenever a student receives a Disciplinary Referral, parents are asked to sign the copy within two days, and return it to the Dean of Students. A parent signature signifies that the parent has received the notification. This copy will be placed in the student's folder. If a student is given an in or out of school suspension, the parents receive an in or out of school suspension form detailing the offense from the Campus Director or his/her delegate. If two suspensions are received within one year, the student will be placed on a performance contract. Upon receipt of the third suspension the student may be asked to withdraw from school.

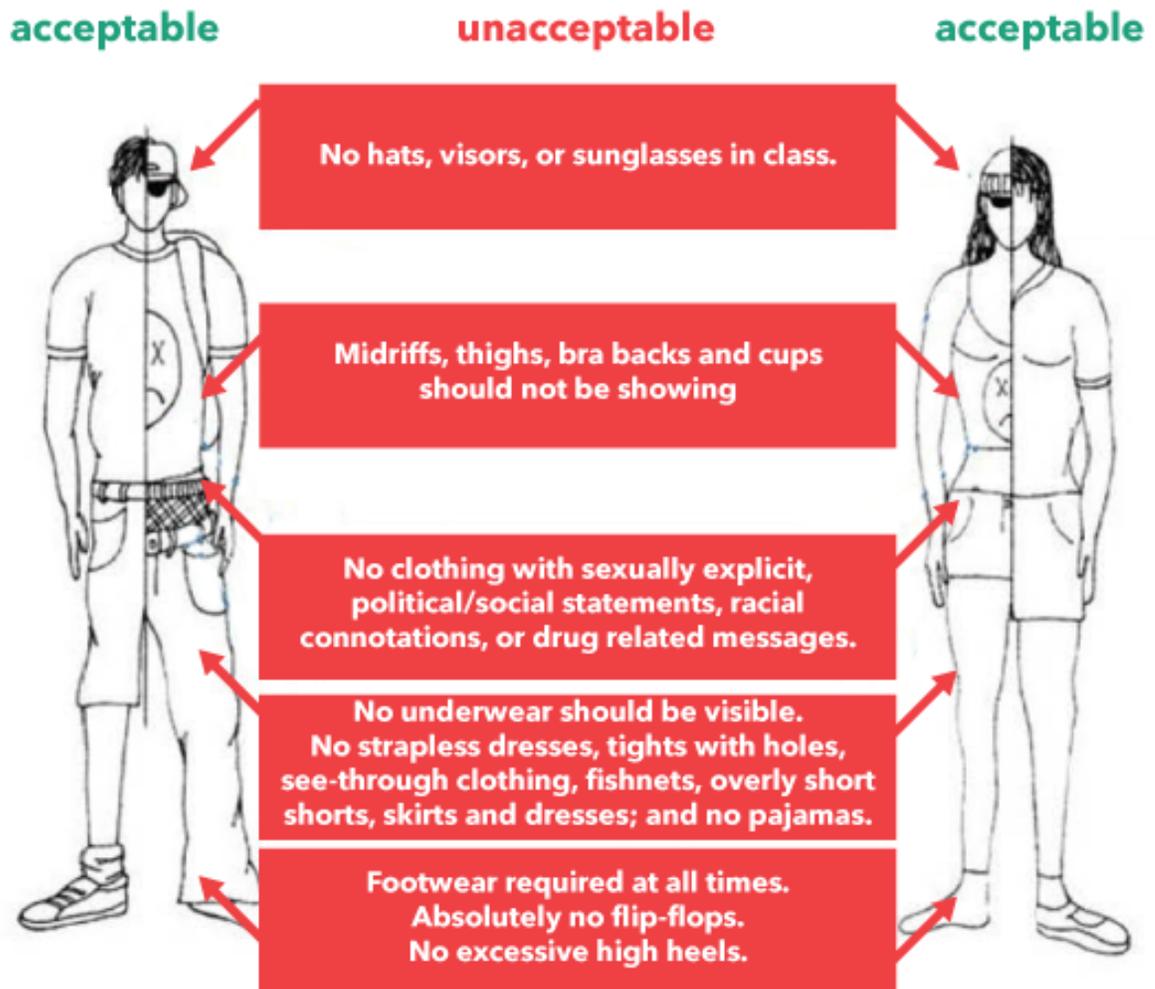
In all cases of disciplinary action, except in the case of egregious misconduct, the student's viewpoint and explanation will always be heard.

All final decisions will be made by the Head of School.



## Dress Code

Students are expected to come to school dressed in an appropriate manner. They should consider that they are coming to “work.” The current guidelines were elaborated with the student council and should help students make the proper choices when deciding what to wear.



- Clothes must be clean and tidy.
- Proper sports attire is required for P.E. (no jeans).
- Discreet make-up is allowed.
- Beards and moustaches must be neatly trimmed.

LILA reserves the right to prevent a student from entering the classroom if that student is not following the dress code. The School will loan a school-branded outfit to allow students



to return to class. Students must return the clothing to the School properly washed within two days. Any student not following the dress code will be held accountable. If a student repeatedly refuses to follow the dress code of the school, the administration will meet with the parents and the student.

Violation of Dress Code	
First offense:	Student must change into provided school-branded clothing & Dress Code Violation Form is sent home for signature
Second offense:	Parent conference with Dean of Students



## Conseil de Discipline

On a case-by-case basis, the school can decide to place a student on probation (typically for a short period, but also sometimes for the entire year). This is extremely serious. *L'équipe éducative* (parents, Dean of Students, Campus Director, Academic Director, Teacher Advisor) will then meet in order to specify the precise behavioral changes that are expected of the student. A follow-up is set in order to evaluate progress. Where the expected objectives regarding the student are not met by the end of the school year, the student will eventually be denied education at LILA and will be considered expelled from the school.

The *conseil de discipline* is composed of a combination of:

- Campus Director
- Assistant Campus Director
- Dean of Students
- Academic Director
- Teacher Advisor
- A representative of the cultural services of the French Embassy for students with the Bourse
- A student representative and other students
- The student concerned and his/her parents

## Academic Saturday Detentions

In exceptional circumstances (e.g. missed tests, work outstanding), a high school student may be required to serve a Saturday detention. Parents will be notified in advance.



## Electronic Equipment

Students are encouraged to interact socially when at school. Game playing on any device is not permitted from 8:25am-4:00pm. Students who disregard this procedure may find their devices confiscated and may be placed in detention. Use of electronic equipment in classrooms requires permission from the teacher.

### Cell Phones

#### *Middle School Students (6<sup>th</sup>-8<sup>th</sup> grade)*

During school hours, on school grounds, middle school students are not permitted to use cell phones for any purpose until 4:00pm. Students who need to contact parents during the school day may use the phone in the Dean of Students' office. Parents who need to contact students may call the school and leave a message with the main office. If a parent feels that a student must have a cell phone, then the student must keep the cell phone turned off and stowed away in their locker only.

Cell phones that are visible and/or heard will be confiscated and parents will be contacted. Devices will only be returned to the parents. The student will also serve a lunch detention.

We realize that having to pick up a student's phone may be inconvenient. We recommend that parents discuss this policy with their children in order to avoid this problem. Confiscated phones will be kept in the Dean of Students' office until it is retrieved by the parents.

Cell phones may be used responsibly after school only. Students who abuse this privilege will experience consequences, which may include confiscation of their phone and detention.

#### *High School Students (9<sup>th</sup>-12<sup>th</sup> grade)*

High school students may use their phones responsibly before school, during recess and lunchtime, and in any lessons in which cell phone use is required by the teacher as part of the learning process. Cell phone conversations must be conducted in the main lobby, or, for 10<sup>th</sup>-12<sup>th</sup> grade, in the designated lunch area adjacent to the west gate. Students who abuse this privilege will experience consequences, which may include confiscation of their phone and detention.

LILA reserves the right to inspect any student's computers, cell phones, and any other electronic equipment at any time with or without prior notice or cause.



## After-school Activities

LILA provides parents with a list of after-school activities throughout the school year. They are optional and fee-based activities. These activities follow a calendar, which is revised every semester. During most school breaks, students may attend camps offered by LILA. Camp activities are not offered during the December break.

### Wednesday Afternoon Activities for Middle School

Students in 6<sup>th</sup> through 8<sup>th</sup> grade have access to extra-curricular activities on Wednesday afternoon during periods 6 and 7 (2:00 to 4:00pm). Parents have the option of picking up their children earlier on this day should students not want to participate in these optional, fee-based classes or activities. Students who do not participate and are not picked up early will be placed in free study hall.

#### *Clubs*

Students are encouraged to form student-led clubs at lunchtime or after school. Students who wish to set up clubs should consult with the campus director or the assistant campus director.



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## Athletics

The mission of the LILA Athletics Department is to provide student-athletes with an opportunity to compete successfully in an elementary, middle school, or high school program that is an integral part of their educational experience. We strive to create excellence by developing a coherent sports curriculum. It starts with sports activities for K through 3rd grade and transitions into our athletics for teams in the 4<sup>th</sup> through 12<sup>th</sup> grades. Students must attend tryouts and be selected to represent the school. Being a student-athlete is a privilege, not a right. If selected, the students will have practices after school on their campus or at outside facilities with qualified coaches. They will participate in clubs, recreational leagues, and scrimmages against other schools. All necessary information, as well as team updates and results will be posted on our website at [www.LILAextra.com](http://www.LILAextra.com).





## Field Trips

LILA encourages learning experiences outside of the classroom. Students can expect to participate in several field trips during the course of the year, some of these even being mandated by the curriculum. Participation in day trips is mandatory, even if a fee is incurred. When on a field trip off campus, school rules apply to students.

Depending on the nature of the trip, a permission slip, which must be signed, may also be sent in advance. This will be in addition to any overall field trip permission and release of liability given online during registration, which will continue to apply to all field trips and the associated transportation. The School Cash Online confirmation number must be written on any field trip form, and all the forms must be returned to the student's teacher. Please be sure to return all permission slips on time to enable teachers to focus on the content and safety of each trip.

**In order to help the teachers and the school to implement a successful field trip with reduced risk, parents:**

- *Understand that students will be expected to abide by LILA's rules and expectations for appropriate student conduct at all times.*
- *Understand that inappropriate behavior may result in risk and the students being sent home from the trip at parents' expense.*
- *Agree that field trip supervisors will make decisions regarding the well-being and educational experiences of their child while on this trip.*
- *Agree to pay any expenses for emergencies for their child. This includes phone calls, extra transportation cost including taxis, legal fees, and medical fees, should the student be sent home before the rest of the group for medical or behavioral reasons.*
- *Agree to provide any up-to-date medical information and medicine needs of their child that the school must be aware of to the teacher organizing the trip. This is in addition to the medical information provided as part of online registration, which will continue to apply in the absence of any further information.*



## Attendance Expectations

LILA students are active learners who exhibit good study and work habits that include regular attendance, punctuality, and effective time management.

Attendance in class is vital for academic success and for the development of a positive school ethos. All students must be present and accounted for throughout the school day. Attendance is taken at the beginning of each class.

LILA expects all students to be actively and productively involved in school life. If a student is absent for **six days** in one semester, he/she will meet with the Dean of Students and his/her parents will be notified. Students who are absent with or without an excuse more than **ten periods** per semester may be denied credit in any course.

## Homework Assignments

The purpose of homework is to extend learning beyond the classroom and to reinforce work covered in class. It also helps students develop habits of self-discipline, organization, and develop autonomy in learning. All students can expect to receive homework on a regular basis. Teachers are conscious though that LILA students have long weeks of class, and are engaged in an array of activities beyond school. They take these considerations into account when designing and attributing homework assignment. Homework expectations are typically lighter in middle school than in high school.

Homework recording is the responsibility of the students to record homework on their agendas whenever possible. Teachers will give homework at the beginning of a class, and ensure that homework expectations are written on the board for all students to copy. Teachers are also required to record homework in the class google calendar on the day it is given.

No homework will be given to middle school students (6-8<sup>th</sup> grade) over the breaks, except for reading assignments in literature classes. No test should take place on the first period of any given course after a break.

## Makeups

- Students should assume that all work or tests missed must be made up.
- Students should contact teachers for assignments or class work.
- Teachers may use their discretion in adapting assignments to meet the students' individual needs.
- In the case of prolonged excused absence, the family should contact the Dean of Students (*CPE*) for help with the collection of assignments.

Absence on the day a major assignment is due: it is the student's responsibility to email his/her teacher to explain the situation. Where possible, the student should email the assignment in question.



Absence on the day of a test or quiz: a student who is absent on the day of a test or quiz is required to take the test/quiz on the day he/she returns at a time designated by the teacher.

## Absences

Please inform the office of all absences by sending an email to [absent-bur@lilaschool.com](mailto: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.

### *Excused and Unexcused Absences*

Excused absences are those resulting from: illness, injury, medical appointments that cannot be scheduled outside of school hours, family emergencies, school team sports competitions, religious commitments.

Unexcused absences result from: truancy, skipping class, early departure for or late returns from vacations, official school suspensions, participation in athletic competitions not sponsored by the school, missing school to work professionally.

### *P.E. Release/Excuse*

Exemption from Physical Education class must be requested by a parent in writing and be given to the Dean of Students no later than the first day that the excuse will take effect. Any excuse for an absence that exceeds one week in length must be substantiated by a physician's note. All students excused will be obliged to take part in the P.E. class. No student will be authorized to leave the campus during the time when the P.E. class is in session.

### *Parental Absence*

If parents are away from home, they should notify the Dean of Students (CPE) and provide the name and contact details of the guardian in their absence.

### *Family Trips*

We strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and disadvantage the student whose work is interrupted.

**Even if the school has been notified in advance of an absence for a family trip, the days missed are unexcused.**



### ***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.



## Health, Immunization, and Communicable Disease Prevention

Among the documents parents complete each year online, one is called **Health Information**. This document must contain all medical and allergy information as well as the health insurance provider details, which is especially important to know during field trips. It is imperative that parents inform the school regarding allergies that may affect their child's health, particularly food allergies. The school must be informed immediately in writing of any need to update the health information, with full details of the change.

### Health Insurance

The parents are fully responsible for ensuring that their child(ren) have adequate health insurance whether in the school or out of the school. During field trips or sporting activities, parents are fully responsible for all health provision costs that may arise. The school liability insurance is a limited secondary student insurance and may only cover out of pocket expenses such as co-pay not covered by the student's own primary health coverage in the event of an accident on school grounds or during field trips. Any claim must first be made through your own insurance policy.

### Illness or Accident

A student returning to school following a serious or prolonged illness, injury, or hospitalization must have written permission from a licensed physician to attend school, including any recommendations regarding physical activity.

A student returning to school with any form of stitches, casts, splints, crutches, or a wheelchair must have a licensed physician's written permission to return to school, including any recommendation on physical activity.

### Emergency Medical Attention

The school has an emergency medical kit for minor wounds or injuries. In the case of an emergency, all classroom personnel have updated CPR cards. The classroom supervisors are not authorized to administer treatment or give injections. If a grave incident arises, parents will be informed immediately by telephone and 911 will be called if needed. Medication cards must be filled out at the beginning of the school year and kept up to date for each LILA student. No medication can be administered without this information. Parents will be contacted in person for permission, prior to giving medication to any student. Any student who is ill or wounded will not be allowed to leave the school on his/her own, except with written authorization from his/her parents who have discharged the school of all responsibility.

**Whenever students are sick or are involved in an accident, they are taken care of by reasonably trained staff, though the school does not retain a qualified nurse on campus. If deemed necessary:**



- *The School may ask the parents to pick up their child so that the student can receive full attention and professional medical care.*
- *Students who show symptoms of contagious illness should be kept at home until well or cleared by a doctor.*
- *In case of serious injuries or health concerns, the school will call 911, emergency services to treat the child. The student will be taken to a hospital as deemed necessary by the emergency services personnel. The school cannot delay the departure of emergency vehicles for the arrival of a parent or a guardian, as this may put the safety of the child at risk.*

## Medication

### If a student must receive medical treatment during school hours:

- ***The parents must provide a written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the type, method, amount, and time schedules by which such medication is to be taken. The parents must provide the necessary treatment in its original container to the Main Office or First Aid Center (not to the child's teacher) with a copy of the doctor's prescription, if the treatment requires one.***
- ***In addition, the parents must complete and sign the Consent for Administration of Medication Form stating that the school is authorized to give it to the child as directed (with exact dosage and schedule). The supervisors will pay close attention to the directions given by the doctor and the parents. This form can be obtained from your campus business manager or [downloaded here](#).***
- ***Students are not authorized to carry prescription, over-the-counter, or homeopathic medication of any kind unless negotiated and agreed upon in writing with the administration. This may be the case for inhaled asthma medication or auto-injectable epinephrine medication.***
- ***A written statement from the parent or guardian of the student consenting to the self-administration is required. This must include consent for the school to consult with the physician regarding such self-administered medication. It must also release the school and its personnel from liability in the case of adverse reaction. Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school depending on the age group. This form can be obtained from your campus business manager or [downloaded here](#).***

## Immunization and Communicable Disease Prevention

All pupils must meet the immunization and health check requirements of the State of California for preschool to school age children for enrollment at the school (LILA). Any guidance and references given below are for convenience only and the ultimate responsibility to meet the state of CA immunization laws remains with the parents and their CA health professional.



Effective from July 1, 2019 and starting in the 2019-2020 school year, the current changes to CA immunization laws and additional requirements to the existing laws include, but are not limited to:

- Requiring 2 (rather than 1) doses of chickenpox (varicella) vaccine at:
  - Kindergarten entry
  - 7th grade advancement
  - K-12 admission or transfer
- Requiring 2 MMR doses across all grades
- Requiring 3 Hepatitis B vaccine doses at admission or transfer more uniformly throughout K-12 (age restrictions are removed)
- Medical exemptions for new admissions may be signed only by a California-licensed MD/DO
- Each temporary medical exemption may be issued for no more than 12 months.

Any pupil entering school for the first time in the fall of 2019 must be fully immunized in line with CA law before they will be admitted to the school. All returning students must review their existing immunization status with their CA licensed medical professional and meet the new and additional immunization requirements as highlighted above and in line with CA law before they will be admitted to the school.

Any pupil including preschool and pre-k pupil seeking admission to the school who lacks documentation of having received all the required vaccine doses for the pupil's age or grade as specified in Table A or B of section 6025 of California Code of Regulations Title 17 (Division 1, Chapter 4), and has not obtained an exemption in accordance with section 6051 of Title 17 and Health and Safety Code sections 120335 and 120370, may be admitted conditionally only if:

- The pupil has commenced receiving doses of all vaccines required for the pupil's age or grade in accordance with Table C or D of section 6035 of Title 17 and is not currently due for any doses at the time of admission. The parents must submit a schedule of vaccination signed by a CA medical professional for the completion of all the remaining doses in accordance with Table C or D of section 6035 of title 17. Any failure to meet this agreed schedule is a cause for exclusion from the school until the completion of all outstanding immunizations. Submissions from non-CA licensed physicians are not acceptable and must be verified by a CA licensed physician.
- For a pupil transferring into the school from another school in the United States at kindergarten through 12th grade whose immunization record, as specified in section 6065 or 6070, the school has not been received by the school at the time of admission, the school may admit the pupil for up to 30 school days. If the school admits the pupil for up to 30 school days and the pupil's immunization record has not been received at the end of this period, the school shall exclude the pupil from further attendance until the parent or guardian provides documentation of compliance with the immunization requirements specified in Title 17 and sections 6025 and 6040(a). Documentation of compliance from the parent or guardian must be provided as specified in sections 6050, 6051, and 6065, as applicable.



- Notwithstanding the above paragraph, a pupil transferring into the school from another school in the United States on the first day of seventh grade, who has not provided documentation that the pertussis requirement has been met to the school by the time of admission, shall not be admitted by the school.

For class attendance the only exemption still accepted in California is medical exemption signed by a CA licensed medical professional. Additionally, any returning 3<sup>rd</sup> to 6<sup>th</sup> grade student re-enrolling in the fall of 2019, who has a letter or affidavit on file stating beliefs opposed to immunization dated, prior to January 1, 2016, may also be conditionally allowed to continue to be enrolled but only until the student moves into 7<sup>th</sup> grade.

*i.e. : if an existing student is starting in any grade between 3-6 in the fall of 2019 with a valid PBE (dated prior to Jan 1 2016), no further vaccines or no other exemption will be required by law in the same school until 7<sup>th</sup> grade. However, when this student enters 7<sup>th</sup> grade, all the required vaccines must be up-to-date.*

The school will maintain an up-to-date list of students with lawful exemptions 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.

Temporary exclusion of a student from school may also occur for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (pink eye), skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease and its risk to other students.

Any student excluded from school with flu-like symptoms and/or a fever of 100 F (37.8 °C) or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

An effort will be made to notify parents/guardians about school exposure to any communicable disease that poses a risk to students. The parent/guardian of a student for whom any communicable diseases presents a particular hazard should contact the campus business manager and state the medical reasons in writing.



## Daily Life

### Drop Off

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

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

Elementary students (1<sup>st</sup> grade and up) riding the bus from Burbank to Los Feliz should be dropped off at the back entrance where a supervisor will be stationed.

**Elementary students requiring daycare must complete daycare at Los Feliz. Daycare for elementary students is NOT available on the Burbank campus.**

### Lunchtime Procedure

Lunch is an important part of the day and provides an opportunity for students to socialize and interact meaningfully. Students in 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade are welcome to eat in the auditorium but may, if they prefer, eat at the designated tables in the school yard.

Students are responsible for cleaning up after themselves.

Students in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade are welcome to eat in the auditorium but may also, if they prefer, eat at the designated tables in the schoolyard. Those students whose paperwork is complete and who choose to leave the premises at lunchtime must sign out with a supervisor at the main entrance. This privilege may be withdrawn at any time.

**No food may be consumed in the main building other than in the auditorium at lunchtime. Students may NOT cross Riverside Drive.**

### Pickup

Classes end at **4:00pm**. The last bus leaves the campus at **5:40 pm**. The campus closes at **6:00pm**. Parents must pick up their children at the end of the school day.

Parents of 6<sup>th</sup>-8<sup>th</sup> graders may sign an additional authorization form allowing their child to leave when school ends at 4:00pm. 9<sup>th</sup>-12<sup>th</sup> graders may leave school premises at 4:00pm if the appropriate paperwork is in place. Once a 6<sup>th</sup>-8<sup>th</sup> grade student leaves the campus, they may NOT return to the premises.

### After-hours Telephone Number

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

### Pickup Before the End of the School Day

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

Families dropping their children off by car will enter LILA Burbank from Riverside Drive via the west entrance gate. They will be fed into the drop-off loop and are asked to drop off quickly and efficiently.



Parents are welcome on campus and may enter and exit via the visitor entrance on Riverside Drive or via the main school entrance off the schoolyard. All parents must request a visitor badge at reception.

## Traffic Flow

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:

- Drive slowly: 5 mph maximum.
- Adhere to directions from parking staff.
- Follow signs and arrows. Do not go against traffic.
- Cell phone use is not permitted while driving on campus.
- Always yield to foot traffic and stop for pedestrians.
- Check for small children who may dart between parked vehicles.
- Respect disabled parking spaces under all circumstances unless you have an appropriate disabled person parking permit.

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

## Parking

In accordance with our AUP, LILA's Burbank Campus has twenty parking spaces for student use. Students wishing to drive to school must fill out the appropriate form. If the number of students wishing to drive exceeds twenty, the administration will hold a lottery. Our AUP prohibits student and parent parking on neighborhood streets. Students driving to school may not drive off the premises during lunch break.

## Walking/Bicycling

If a student wishes, he/she may walk or cycle to school. Bicycle racks will be provided. We encourage parents to ensure that students wear protective helmets.

## Lost and Found

At the end of the day, lost and found clothing and items are collected and stored in a specific place. All items will be kept up until the last day preceding every school break. Any remaining items will be gathered and given to charity.



## Library Books

Your child will have the opportunity to check out library books. Please be sure to return borrowed books to the school in good condition and in a timely manner. If a book is damaged or is not returned by the final due date at the end of the school year, you will be invoiced for the price of the book (plus applicable sales tax and shipping fees) on School Cash Online.

You may also choose to replace the book with one of the exact same title, format (paperback vs. hardcover), and language yourself.

## Rainy Day Procedures

On rainy days, students should enter the building.  
Students in 6<sup>th</sup>-8<sup>th</sup> grade may congregate in the auditorium and the lobby.

## Lockers

Teacher advisors issue each student with a padlock for their locker. Students are responsible for keeping their lockers clean and tidy at all times. Tampering with other students' lockers is considered a serious infraction. Lost locks will be billed at \$10.



## Student Body Representation

Within LILA, students have the right to elect their representatives. These elections are divided into two categories:

1. Student president, vice president, secretary, treasurer, and student council coordinator are elected by a secret ballot general election. Four students, elected from among their peers (10<sup>th</sup> grade and up) must represent their fellow colleagues in front of the school council and at other times as necessary. Election is held in June for the following school year.
2. Class delegates are elected by secret ballot in each class. These students will represent their class not only at the *Conseil de classe*, but also when mediation between the class and the administration and/or the teachers is necessary. Election held in fall for current school year.

The delegates and the representatives of the student body are elected and revocable representatives whose duty it is to defend the best interests of their colleagues.

In order to best exercise their rights of representation, the students and their representatives must attend various meetings over the course of the year.



# Communication

## General Sources of Communication

- **LILA website:** [www.internationalschool.la](http://www.internationalschool.la)
- **LILA Parent Dashboard:** <http://www.internationalschool.la/parent-dashboard/>
- **Google Calendar:** Teachers use Google Calendar to assign homework.
- A weekly campus **newsletter** called **Mosaïque Burbank** is emailed to you with important dates, school updates, upcoming events, articles of interest, and other information.
- A quarterly e-magazine, **Globetrotter**, is emailed to you and will be available online on the school's website with school-wide information, news from the community, thought leadership articles, and articles of interest.
- Each teacher will establish his/her own homeroom communication system.
- All LILA employees have a LILA email address following the **firstname.lastname@lilaschool.com** format.

LILA works diligently to keep you informed of school life in various ways. It is your responsibility to be aware of the resources available to you, and to regularly peruse them in order to stay apprised of classroom communication, updates, and events. All pertinent announcements, upcoming events, and important information will generally be sent by email. It is important that you advise your campus business manager promptly on any change of email address following online registration.

You should also check your child(ren)'s agenda, as homework and other information is written in this notebook. Emails will be used for meeting requests and to follow up on implemented plans.

In order to facilitate communication, please copy the Campus Director on all correspondence regarding policy questions, behavioral issues, overarching academic concerns, and requests for special arrangements of any kind.

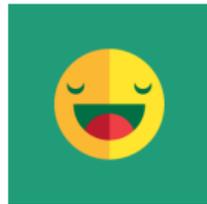


## Parent Dashboard

Parent Dashboard is a source of valuable information and resources.



**Connecting parents  
to our community**  
**Connexion des  
parents à notre  
communauté**



### Student

[PowerSchool](#)



### Finance

[Smart Tuition](#)  
[School Cash Online](#)  
[Annual Fund](#)  
[Capital Campaign](#)



### Communications

[Facebook](#)  
[Twitter](#)  
[LinkedIn](#)  
[Globetrotter – Current Issue](#)  
[Live Stream](#)

- PowerSchool gives you access to your child’s grades and class activities. This is a password-protected area. If you do not have your login information, please contact your campus office.
- It gives you access to financial pages that you may need such as SMART Tuition and School Cash Online for purchases throughout the year such as payment for field trips, athletics, etc.



## Online Communications - Social Media Responsibilities

A successful school is a collaborative school. Everyone who is involved in the school is working together to ensure the success of the students. This involves the faculty, the students, the administration, the parents, and anyone else connected to the school whether formally or informally (board members, neighbors, outside benefactors, etc.).

By the fact that you have enrolled your child at LILA, we hope and expect that you will support the school in its vision, its mission, and its values, and will respect its policies and procedures. A parent may have private reservations about some ways the school functions or the conduct of another parent, and we encourage you to contact your Campus Director in the first instance. In public situations, including online blogs and social media, your words and actions are expected to be measured and appropriate as they not only affect you and your child but also the entire school community.

We encourage parents to participate in the official Social Media activities of the School by sharing photos and reviews on our Yelp! pages; following, sharing and commenting on our posts on our official Facebook page and LinkedIn page; and retweeting and favoriting our tweets on our Twitter page.

These resources can be found at the following URLs:

**Yelp! Burbank Campus page:** <https://www.yelp.com/biz/international-school-los-angeles-lycée-international-burbank>

**Facebook page:** <https://www.facebook.com/LyceeeInternationalDeLosAngeles>

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

**Twitter page:** <https://twitter.com/LILASchoolLA>

**Instagram:** <https://www.instagram.com/LILASchoolLA>

**Youtube:** <https://www.youtube.com/channel/UCqXZrDWTFgmJvShcuL4Wbkw>



## Schedule

Typical Burbank Schedule			
Period 1	8:25	9:15	50 minutes
Lesson changeover			
Period 2	9:20	10:10	50 minutes
Recess	10:10	10:25	15 minutes
Period 3	10:30	11:20	50 minutes
Lesson changeover			
Period 4	11:25	12:15	50 minutes
Lunch	12:15	13:10	55 minutes
Period 5	13:10	14:00	50 minutes
Lesson changeover			
Period 6	14:05	14:55	50 minutes
Recess	14:55	15:10	15 minutes
Period 7	15:10	16:00	50 minutes
Study Hall	16:05	17:05	60 minutes



# Disciplinary Remediation and Educational Sanctions

## Peer Mediation

Peer mediation is both a program and a process where students of the same age-group facilitate resolving disputes between two people or small groups. This process has proven effective in schools around the United States, changing the way students understand and resolve conflict in their lives. Changes include improved self-esteem, listening and critical thinking skills, and school climate for learning, as well as reduced disciplinary actions. The process is voluntary for both sides and remains confidential.

Peer mediators do not "make decisions" but rather work towards a win-win resolution for both sides in order to avoid further trouble. The process is facilitated by an adult advisor present (Dean of Students).

### *Types of problems dealt with include:*

- Social media improprieties
- Relationship difficulties/harassment
- Rumor and gossip
- Cheating and stealing
- Racial and cultural confrontations
- Vandalism
- Bullying
- Minor assaults

## Prohibition of Discrimination

LILA is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. In compliance with Federal and State law LILA does not discriminate against any student on the basis of disability, religion, race, color, or national origin, actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition).

### *Student Code of Conduct*

LILA believes each student has the right to learn in a comfortable environment that is happy, safe, and secure. The best educational opportunities exist when an appropriate school environment is maintained. The staff at LILA recognizes the need to uphold consistent expectations and procedures throughout the school.



Part of a healthy environment is the freedom to openly discuss issues. This imposes a responsibility to resolve disagreements with respect for the rights and opinions of others without resorting to bullying.

These procedures are in place to guide students toward taking a more responsible and self-disciplined role in our school environment. **The Student Code of Conduct includes but is not limited to:**

- We help keep our classrooms, lunch area, and playground safe, neat, and orderly.
- We make decisions that have positive results.
- We keep hands, feet, and objects to ourselves at all times.
- We do not use inappropriate language or swear words.
- We follow directions from all LILA staff.
- Any student who engages in bullying may be subject to disciplinary action up to and including suspension and expulsion.
- Students are to resolve their disputes without resorting to physical or verbal violence.
- Students who may have the mediatory skills and wish to do so can help fellow students discuss and resolve problems peacefully.
- Students needing help in resolving a disagreement may contact the Campus Director, the Assistant Campus Director, the Dean of Students, their teachers, and the supervisors.
- Students can rely on LILA staff to intervene in any dispute likely to result in violence.
- Students involved in a dispute may be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. LILA staff and mediators will keep the discussions confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.
- Students are expected to report incidents of bullying to LILA staff.
- LILA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

LILA expects its Student Code of Conduct to be followed by every LILA student while on school grounds, or when traveling to and from school or a school-sponsored activity, while in school-provided transport and during lunch period and recesses, whether on or off campus.



### ***Bullying (hazing, teasing, intimidation), Cyber Bullying, Other Forms of Harassment***

There are many ways that students may bully each other including online, even when they may not realize it. LILA does not tolerate bullying. Bullying is a form of violence and will be treated and responded to as such. It can be physical, verbal, psychological, sexual or through passive aggressive behavior against someone or a specific protected group. Some examples of bullying include but are not limited to:

- **Physical:** punching, hitting, kicking, spitting, shoving, and other acts that hurt people physically
- **Verbal:** teasing people in a hurtful way, threatening, name-calling
- **Psychological:** spreading rumors or gossip about people, excluding certain people from a group with bad intentions, intimidating, getting friends to “gang up” on others
- **Sexual:** touching, assault, exhibitionism
- **Cyber bullying:** bullying may also occur through the internet or other forms of technology. It is saying, sending or posting hurtful material through phones, cell phones, texting, pictures, video, emails, or social media of any kind.
- **Civil rights violations:** the following are protected groups under California law, where bullying and harassment under any of these categories is considered a violation of someone’s civil rights:
  - Disability
  - Gender
  - Nationality
  - Race or ethnicity
  - Religion
  - Sexual orientation

LILA and its wider parent, student and staff community have an obligation to promote mutual respect, tolerance, and acceptance. The school will investigate all allegations of bullying and decide on the most appropriate course of action to resolve the incident.

**LILA will inform parents of any type of bullying or any other form of harassing behavior that it becomes aware of and will take appropriate action.** Any form of aggressive behavior that makes the person being bullied feel afraid or uncomfortable or affects his/her civil rights under California and Federal law will be investigated. Possible consequences for bullying may include mandatory parental meetings, required counseling and/or mediation, restorative consequences, suspension or expulsion.

### **LILA Anti-Bullying and Conflict Resolution Policy**

- All staff, students and their parents will have received this policy prohibiting intimidation and bullying at the beginning of the school year, as part of this



handbook and/or information packet, as part of new student orientation, and/or as part of the school system's notification to parents.

- Each complaint of bullying will be promptly investigated.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the person being bullied or the witnesses in any way.
- LILA incorporates conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing better ways of communicating, understanding, and accepting each other's values and cultures within the school community.
- LILA provides training to develop the knowledge, attitudes, and skills students need to choose alternatives to violent and aggressive behavior and resolve interpersonal disagreements.
- LILA's Student Code of Conduct must be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, in school-provided transport and during lunch period and recesses, whether on or off campus. Any misconduct will be disciplined.
- LILA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation whether in person or online.
- To ensure bullying does not occur on school campuses, LILA will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build LILA's capacity to maintain a safe and healthy learning environment.
- Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

## Parent Responsibility and Expectations

Our goal at LILA is to assure that each student achieves success to his/her highest potential. We believe that you, as parents, play an important role in helping your child achieve our LILA expectations, both academic and behavioral. With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.



We believe each student has the ultimate responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors, and on some occasions, join his/her teachers and/or an administrator for a meeting.

We ask that all parents follow a similar code of conduct to our students and our staff. The following is a list of parent-specific expectations that will support your child's learning:

- Ensure that your child arrives at school each day on time and ready to learn.
- Set an appointment with staff when needing to discuss your child.
- Use respectful words and actions with your child and staff.
- Refrain from disciplining children that are not your own.
- Stay informed by reading all notices including Mosaïque, emails, weekly newsletters, etc.
- Review papers and information from school, and, if required, return them in a timely manner.
- Review the Parent Handbook and refer to it for pertinent information about policies, procedures, and daily campus life.
- Sign up for and attend Parent/Teacher Conferences.
- Show good sportsmanship when attending athletic events.
- Represent the school when chaperoning field trips.
- Obey the traffic and parking rules on campus.
- Review homework assignments and offer assistance when needed.
- Ensure that your child is appropriately dressed for school each day.
- Reinforce appropriate school behavior, including any character education program used on campus.
- Alert the school to any absences, changes in pickup arrangements, etc.
- Alert the school to any personal data changes such as home address, emails, phone numbers, etc.
- Alert the school to any changing health and medical requirements of your child.
- Ensure you meet the State's immunization requirements.
- Respect the lunch and food policies.

## Parent Complaints

Parents have the right to file complaints regarding any school/campus policy and procedures affecting rights of privacy, child safety and security or accuracy of student records, etc. All such complaints should be made to the Campus Director in the first instance.



## Internet Access and LILA Student Email Address

LILA provides access to the Internet and a student email address for educational use only through LILA's computer network. LILA's website is [www.lilaschool.com](http://www.lilaschool.com). All student emails follow the format [firstname.lastname@lilalions.com](mailto:firstname.lastname@lilalions.com). The email account will continue to be available to the student even after graduation for as long as feasible at the sole discretion of LILA.

All uses of LILA's computers and networks are regulated by LILA's Web Use Policy and intended for educational purposes. A copy of this policy is made available to you when you sign on to LILA networks. You may also request a copy from your campus business manager at any time.

Access and use of LILA internet, including email accounts, are privileges, not rights and no user of a LILA-provided email account should have an expectation of privacy. LILA system operators have access to all user accounts and the data which they contain. LILA has no responsibility to backup these student email accounts. It is the user's responsibility not to initiate access to material that is inconsistent with the goals, objectives and policies of LILA. Access to the email account is free to actively enrolled students.

The purpose of providing access to the Internet and LILA email account is for information sharing between the school and parents, and for instructional activity as part of necessary LILA educational programs and teacher-student communication. Students will automatically be provided a LILA e-mail account by the administration prior to the start of the school year. All parents/guardians of student users who access the Internet from any LILA campus using LILA computers or from a remote location connecting with any LILA facility or use LILA email services are deemed to have consented to the use of such facilities by the students.

Any parent/guardian who has objections or concerns must bring these to the attention of the Campus Director.

LILA uses available technology which is compliant with the Federal Children's Internet Protection Act (CIPA) to block access to Internet sites that are:

- Obscene, contain child pornography, or harmful to minors. The parents acknowledge that the blocking technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting to the Internet from school or home.
- Student users must not use LILA student email accounts for unlawful purposes or for purposes against the ethos of the school and its expectations from the students, or to threaten, demean, defame others on the basis of race, religion, creed, color, national origin, ancestry, disability, gender, sex and sexual orientation or other reason. Further, access to the LILA's network, including the internet and email, shall not be used for bullying or other such activity for the purpose of harming another student.
- Personal downloads, particularly if they are of copyright protected materials in violation of LILA's Acceptable Use Policy are forbidden and students are subject to



discipline for unapproved and/or unlawful downloading activities and responsible for any subsequent costs that may result.

- Any unauthorized access/hacking into LILA's website and network services or student records in violation of LILA's Acceptable Use Policy can lead to loss of Internet/email privileges, and further disciplinary and/or legal action may also be taken.
- Any statement of personal belief in email or other posted material is understood to be the author's individual point of view and not that of LILA.

## Conduct on School Buses

In line with Title V, California Code of Regulations section 14103, students transported in a school bus or in a school vehicle shall be under the authority of, and responsible directly to, the driver of the bus. The driver is responsible for the orderly conduct of the students while they are on the bus or if escorted across a street, highway, or road.

The same campus rules of conduct and behavior apply to any ride on school buses. Any student who engages in disruptive or unsafe conduct during school bus travel, whether between campuses or during a field trip, or disrespects the school bus driver is subject to disciplinary action, including suspension or removal from the bus transportation program.



## Security and Emergency Procedures

We are committed to maintaining a school that is safe and secure for our students. Considerable time, expertise, and funds have gone into strengthening safety and security measures on our campus. Keeping our school safe is everyone's responsibility. Parents are also an important part of our safety and security plan. They can help by emphasizing to their children the importance of following school rules.

### *Visitors*

All individuals entering LILA Burbank must enter via the visitor entrance on Riverside Drive and should obtain a visitor's pass from the main office. We ask all visitors not to cross the schoolyard, but to walk next to the buildings on the south side. No one may be on campus (beyond the yellow bollards) or in the building unless they have obtained authorization from the office.

For security reasons, parents are not allowed to visit the classrooms unless they have received a visitor's pass from the school office. If a parent is volunteering, arrangements must be made with the classroom teacher or campus director at least 24 hours in advance. The office must be notified to expect your arrival.

All volunteers and/or guests must wear a visitor's pass. It is important that we have an accurate record of people on the school campus at all times, and equally important that we can immediately identify strangers on the grounds.

Pets are not allowed on campus.

### *IDs*

Faculty, staff, and students must wear their IDs at all times.

## Weapons, Dangerous Products, Objects, and Games

The introduction or consumption of any intoxicant (alcohol, drugs, etc.) and the use of tobacco and any vaping device – including but not limited to e-cigarettes (electronic cigarettes), vape pens, and nicotine vaporizers of any kind – is strictly prohibited. This includes school grounds, areas in or around the boundaries of the school, as well as any location visited during school outings and out-of-state and out-of-country field trips.

The introduction or possession of any weapons, dangerous products and objects, regardless of their nature, is strictly prohibited. Possession includes, but is not limited to, on person, storage in lockers, purses, backpacks, or automobiles.

All violations of this rule will be punished according to the norms of the laws of California, as well as in accordance with the school rules, and will lead to severe sanctions, and can result in temporary or permanent expulsion from school. For safety reasons, it is equally forbidden to bring skateboards, roller skates, or other games that present uncertain physical risks.



## Student Searches

The United States Constitution's 4<sup>th</sup> Amendment, though in general protects individuals from unlawful searches, allows school officials to conduct searches of students under certain limited situations.

### *Reasonable Suspicion*

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime, or has violated school rules or federal or state laws, the administrator may conduct a search of that student, subject to the following criteria:

- Must clearly state the reason for suspicion and the circumstances surrounding a specific incident.
- Must be able to reasonably show the connection of the student to a specific incident or misconduct.
- There is credible information from personal knowledge and/or eyewitnesses.
- A search based on reasonable suspicion must be appropriate to student's age and gender and the nature of the offense and must not be excessive.
- Under no conditions may a body or strip search be conducted.
- Jackets, purses, pockets, backpacks, bags, and containers in the student's possession may be searched to the extent reasonably necessary.
- Only school officials of the same sex as the student being searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator and a designated witness, also of the same sex who must be present).

## Accidents and Natural Disasters

LILA regularly carries out evacuation exercises in case of a fire, and self-protection drills in case of an earthquake.

A plan for disaster can be found in each classroom and in the learning center. In case of a natural or civil disaster, students are not authorized to leave the campus but must remain at school under the supervision of LILA staff members who are responsible for them until their parents can be contacted and it is deemed safe for them to be picked up. A copy of our campus emergency procedures manual is available for your review in the main office.

In the event of an emergency, or as a precautionary warning, parents will receive automated messages detailing the situation via email, voicemail, and text message. The administration will be responsible for keeping parents informed as much as possible during



an emergency, so parents should refrain from calling the office in order to allow staff to manage urgent matters.

We maintain sufficient quantities of emergency supplies to cover three days at all times. Please do not rush to the school in the event of an emergency; for the safety of all, we will be in lock-down mode and will not be able to release your child.

## General Evacuation Drills

All individuals present on campus, including parents and guardians, are expected to follow evacuation and emergency procedures. Drills may be scheduled at drop-off or pickup time. LILA will supervise the students until they are officially signed out by a parent/guardian. Attendance will be taken once everyone has reached the safe areas. Release and sign out of students will follow the regular protocol.

## Fire Drills

When the fire alarm rings:

- Students will evacuate to designated areas in a quiet, safe, and expeditious manner.
- Teachers will take their attendance sheets and account for all students. Students and teachers will wait quietly in their designated areas for instructions.
- Desks, chairs, or any other obstructions should never block doors.

## Earthquake “Drop/Cover/Hold” Drill

The “Drop/Cover/Hold” procedure affords more suitable protection for students and staff during an earthquake.

*Inside classroom:*

- Upon command of “drop,” drop to knees, facing away from windows.
- Take cover by getting body under/below furniture (desk, chair, table, etc.).
- Tightly grasp furniture (table legs, etc.) with hands.
- Wait quietly for further instructions.



*On school grounds but outside of classrooms:*

- Stay clear of buildings, power lines, light poles, etc.



- Drop to ground, cover head if possible, and hold onto a stable object if possible.

## Lockdown Drill

The primary goal in a lockdown situation is to ensure that all students are in a secured, safe place and accounted for. To accomplish this goal, the following procedures are to be followed:

- A lockdown procedure is indicated with the following statement by intercom or megaphone: “The campus is now in a lockdown. All students should report to the nearest classroom immediately.”
- Students outside of their classroom should be directed into the nearest classroom and then adults should lock all doors and close the window blinds. All individuals should seek immediate cover under tables or desks and remain low to the ground away from windows and doors. Teachers will take roll and communicate this information to the main office. Teachers will wait for an “all clear” signal before releasing anyone from the room.
- During the drill, teachers explain what the students should do in an actual lockdown and practice these procedures. In an actual lockdown we would expect that the classes are quiet and the students are not moving around.
- No one (including parents and staff) will be allowed to enter or leave the building during a lockdown. Parents may not pick up or drop off their children until the lockdown has been lifted.
- When the lockdown is over, staff will hear an announcement over the intercom system or receive instructions from a school administrator, police, or fire official. Students will not be released until this time.

## What Can Parents Do During an Emergency?

- Parents need to be familiar with the school’s emergency procedures. Questions about your campus emergency plan should be directed to your campus director.
- You must know where to go to pick up your child and when you may do so.
- Emergency procedures in place are there to protect the students, and the school and the parents must respect and follow these procedures during an emergency.
- Parents should be sources of guidance and support to the students during an emergency; parents who are calm can help the children be the same. This will go a long way to promote quick recovery from any emergency situation.



## Parent & Student Acknowledgment

The LILA Parent & Student Handbook (including its Appendices) **2019-20** has been written to help our students gain the greatest possible benefit from their school experience. Please refer to it often to guide your understanding of important school policies and procedures and any specific information specific to your campus such as scheduling, transportation, daycare, etc.

It is important that every student also understands the rights and responsibilities that apply to him/her. Please read and discuss the relevant parts of the handbook with your child. Once you have done so, you must sign this acknowledgment form and return it to the Dean of Students within the first two weeks of school.

Signatures of the students & parents/guardians acknowledge receipt of a copy of the Handbook and signify that they have reviewed the rules and responsibilities set forth within it.

Notwithstanding the signature requirement, this document is available on the back-to-school page, to which you have been given access, for your review and you are deemed to have studied and familiarized yourselves and the student(s) with this Parent & Student Handbook and its requirements.

Name of Student(s): \_\_\_\_\_

Grade(s)/Class(es): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

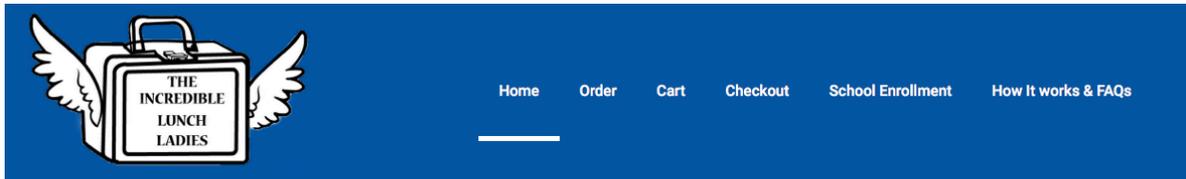
Parent/Guardian/Adult Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Adult Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix - Lunch Provider

<https://www.incrediblelunchladies.com>



The Incredible Lunch Ladies have great taste!

We deliver the Highest Quality lunches to your students, at school, so they can do what they are there to do: grow and LEARN!

**And now we are adding breakfast on Tuesdays and Thursdays!!!**

As an added bonus, The Incredible Lunch Ladies bring in fresh fruit EVERY week, for ALL students and staff to enjoy, regardless of participation in the program.

Plus, we donate back to your school! Last year 100% of the profits went to various programs for the school. Scroll down for more details.

### Putting the YUMMY BEST in their incredible lunch!

Ordering Re-Opened for Two Weeks!

**DISCLAIMER:** Please note that Incredible Lunch Ladies is an independent third-party food service provider, which is not connected to LILA, and is facilitated by the school for the convenience of the students and parents. LILA does not guarantee the quality, safety, and suitability of its food products or its services. Parents must educate themselves about the company, the service, and the food provided. By the use of the service the parents/guardians and the students solely accept all the associated risks such as, but not limited to, any allergic reaction to food or the risk of food poisoning.