

A Guide to 6th Grade at **Burbank**

2020-21
School Year

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



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Introducing LILA Burbank

Welcome to LILA Burbank! This is an informal document intended to provide brief answers to questions you may have as your family joins us at the Burbank campus. This document is being continually updated and does not take the place of our official Parent & Student Handbook or of your individual enrollment contract. If you need copies of those documents, please contact Mathieu Mondange, Middle School Principal & Representative for French Affairs, at mathieu.mondange@lilaschool.com.

Although this guide is addressed to you, the parent, it is easily digestible, and we invite you to read it with your new 6th grader.

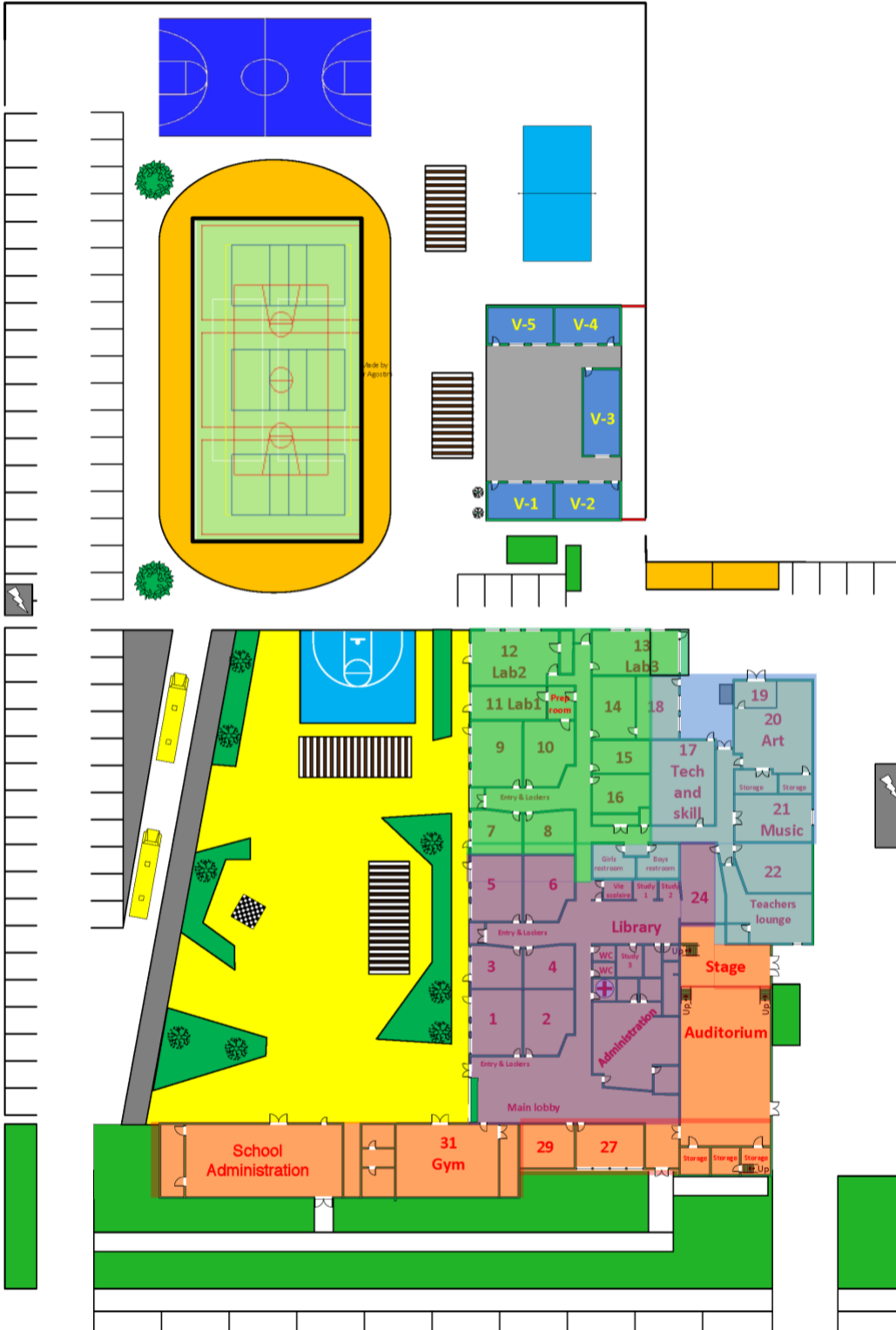
Our Campus

We have a large, beautiful campus with ample play space and parking. Our campus has been in the process of improvement and beautification since its opening in 2013. More recent upgrades include the multipurpose field with a padded track for soccer and other sports, the planting and cultivation of many trees, and a shade structure in the 6th grade outdoor area.

Our 6th grade is based in “The Village,” a collection of comfortable classrooms connected by a large outdoor pavilion where picnic tables and lockers are situated. Burbank 6th graders will go to the main building for art, music, and lab classes, to attend assemblies, and sometimes to eat lunch. Bathrooms and water fountains are located in the main building and on the grounds.

The campus is located in the heart of the Burbank Equestrian District. Our students are delighted to see horses and ponies on the streets regularly. The streets are also full of bicyclists and children walking to our school and other neighborhood schools. Please drive carefully and respect our neighbors by “passing wide” around horses and bicycles and by refraining from honking.

Campus Map





Driving on Campus

As you drive onto campus, you will find two lanes slightly to your right. The lane farthest to the right (closest to the bollards) is for you to park in momentarily while your child exits the car. The lane to the near right is for cars driving straight through to the parking lot without stopping to let passengers out. Please be extremely careful when driving and parking on campus. If you want to park, follow the near right lane around and make a U-turn into the parking lot (that was on your left as you entered campus).

If your child travels on the bus from another campus, there will be an adult on hand to welcome him or her upon arrival. Buses normally arrive on time. In the event that a bus arrives late, your child will not be marked “tardy.”

We’re Here to Help

Your 6th grader is taking an important step toward growing up and is entering the first year of secondary school. Your child will be attending classes on campus with students in 6th-12th grade. That can be an exciting – and sometimes scary – concept for both children and their parents.

There are many adults ready to help your child – and you – acclimate to the structure of secondary school. At our Burbank campus, students are divided into 3-4 grade-level classes designated A, B, C. The class composition is heterogeneous, meaning that children are not ability- or achievement-grouped, although ELL (ESL) students are placed in the 6A class so that they can receive English support as a group. Your child may hope to be placed with his or her closest friends from elementary school, but this is not necessarily advantageous. Students matriculating from a given campus are assigned to different classes when possible, to broaden their social horizons. We consult with elementary colleagues during this process and take many factors into account. Students from different A, B, C classes have many opportunities to socialize throughout the school year.

Each A, B, C class is assigned to a Teacher Advisor who will coordinate activities throughout the year. Known as the *professeur principal* in France, and similar to a homeroom teacher in an American school, the Teacher Advisor supervises field trips and assemblies, and may be your contact person to disseminate information such as a child’s illness, special circumstances at home, learning challenges, and so forth. The Teacher Advisor works with subject teachers to write your child’s report cards and supervises the *conseil de classe* (see “Conseil de Classe” section for details).

Chelley Quiambao serves as the 6th grade Year Advisor. In that capacity she plans homeroom curriculum including speakers, service learning projects, and community celebrations. Year Advisors oversee all students at their grade level, serving a pastoral function and helping students with conflict resolution, special academic needs, social support, and so on. Teacher Advisors and Year Advisors work closely with each other and with the Dean of Students and Middle School Principal on all issues affecting the academic, social, and physical well-being of students. Teacher Advisors typically change from year to year, with the Year Advisor also serving as Teacher Advisor for one class.



Mylène Bram is our Dean of Students. Mylène oversees the student delegates (see “Conseil de Classe” section for details) and is in charge of *vie scolaire* (student life). Mylène ensures that every student is equipped to succeed within the best learning environment possible. She is available to assist families and teachers with any student issues, including behavior, attendance, attitude, social adjustment, health, and so on. Students may visit Mylène’s office independently to seek help with various issues. Although administrators and teachers at the Burbank campus are addressed by honorifics (Mr., Ms., Dr., etc.), students may and do address Mylène by her first name. Mylène is supported by a team of Campus Assistants who work directly with students outside of and within the classrooms.

Middle School Principal Mathieu Mondange leads the day-to-day operations of 6th-8th grade. Along with organizing logistics for special activities and events, field trips, and the like, Mr. Mondange takes a very active role with students and works closely with teachers, Year Advisors, and the Dean of Students to resolve conflicts, solve problems, and to celebrate student achievement. Campus Director Anneli Harvey oversees all campus operations, supported by Mr. Mondange and the campus team. Ms. Harvey works closely with Head of School Michael Maniska.

Your child will also get to know Esmeralda Barraza (Business Office Manager), Marilyn Dubón (Business Operations Manager), and Malak Mikasa (Administrative Office Manager).

The Daily 6th Grade Schedule

Final 2017/18 - 6A					
	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 8:25-9:15	English Village 1 Bette Innes	Mathématiques / US math Village 5 Jaquez Merlens	ESL Room 08 Tan	English Village 1 Bette	Mathématiques Village 5 Merlens
Period 2 9:20-10:10	ESL Room 19 Tan	English Village 1 Bette	ESL Room 19 Tan	English Village 1 Bette	ESL Room 19 Tan
Period 3 10:20-11:20	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan
Period 4 11:25-12:15	Mathématiques Village 5 Merlens	Mathématiques Village 5 Merlens	Mathématiques Village 5 Merlens	Mathématiques Village 5 Merlens	Mathématiques Village 5 Merlens
Lunch period	---	---	---	---	---
Period 5 1:10-2:00	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan
Period 6 2:05-2:55	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan
Period 7 3:10-4:00	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan	ESL Room 19 Tan
After school 4:05-5:05	Study Hall Room 18	Study Hall Room 18	Study Hall Room 18	Study Hall Room 18	Study Hall Room 14

Our 7-period Day

The school day begins at 8:25am every day and ends at 4:00pm four days a week (see “Wednesday afternoons” section for details). The day is divided into seven periods, plus a morning break, a lunch hour, and an afternoon break. Your child will receive two copies of his or



her daily schedule during back-to-school days. Please keep one of them handy at home. The other is for your child to keep in his or her agenda. If your child lives in two households, please request an additional copy of the schedule from the campus office.

Our campus opens at 7:30am. Please do not drop off students until 7:30am, when there will be an adult on duty to welcome students. If you arrive early, you may park on campus and stay with your child until a campus assistant goes on duty at 7:30am.

If you drive your child to school, please arrive no later than 8:15am. Arriving at 8:00am or 8:10am is better because it allows students time to go to their lockers, unpack, and prepare for 1st and 2nd period classes. Then they may play or socialize until the first bell rings at 8:20am. Classes begin at 8:25am; students are expected to be seated and ready to work at that time.

Students may return to their lockers at morning break to get a snack or water bottle and to prepare for 3rd and 4th period classes. The morning break is 15 minutes long, time enough for a quick snack or conversation and a bit of fresh air. This is the time to use the bathroom, go to the water fountain, or to the campus assistants' office for a Band-Aid.

Most days, students will have lunch from 12:15pm to 1:05pm. This is a great time for students to socialize with their friends from other A, B, C classes.

The afternoon program is similar to the morning, with just three class periods instead of four. Students should plan to go to their lockers at lunch and during the afternoon break only. Students are only permitted to visit their lockers before and after school and during lunch and breaks. Therefore, students must prepare for two classes at a time.

The school day ends at 4:00pm four days a week. Parents may pick up students at 4:05pm or leave them in after-school care until 5:45pm. There is no charge for after-school care before 5:45pm. Parents who arrive after 5:45pm will incur a charge. Parents who arrive habitually late will be charged and will further be asked to confer with Mylène Bram or Mr. Mondange to find a solution. Parents who want their child(ren) to be released to the care of an older sibling or any other person, including grandparents, friends, carpool drivers, and so on, must complete appropriate paperwork ahead of time. Please see Mylène Bram.

Students taking the bus to and from another campus are supervised on the bus. Campus rules apply on the bus, with one exception: students may use headphones to listen to music.

We discourage parents from requesting that 6th graders be allowed to leave campus alone after school. If you find this necessary, please contact Mr. Mondange or Mylène Bram for instructions and to make arrangements.

Wednesday Afternoons

On Wednesdays, students in 6th-8th grade are released after 5th period, at 2:00pm. Some students leave campus, some participate in an extracurricular activity, and others are enrolled in study hall. The Writing Center is available to middle school students on Wednesdays, from 2:00pm-4:00pm. Study hall and The Writing Center are provided to students at no charge. At 4:00pm, students may leave study hall and play on the grounds until 5:45pm. Another option is the third session of study hall, from 4:00pm-5:00pm, for which there is a charge.



Getting Settled

Boot Camp

The first week of 6th grade is devoted to “boot camp,” during which regular classes are suspended. Ms. Quiambao and the Teacher Advisors will lead students in a variety of educational and team-building activities designed to help them become comfortable, familiar with their surroundings, and accustomed to the secondary school routine. Everything in this manual will be reviewed with your child in detail. There will be lots of opportunity for him or her to ask questions.

Students will learn to read their schedules and will organize their lockers. They will review school rules and procedures and will discuss LILA’s ESLRs (Expected School-wide Learning Results). They will practice accessing the homework calendar and PowerSchool (where grades are posted). They will walk the campus in groups, finding the bathrooms and auditorium together. They will meet teachers and be welcomed to classes on a staggered basis – in other words, they won’t attend seven new classes on the first day of school!

Homeroom Program

Homeroom meets just once a week, but the curriculum informs our activities and choices throughout the year. The 6th grade well-being program focuses on “making informed choices,” interpreted in a variety of ways. Students will hear guest speakers, will participate in service learning projects and team-building activities, and will practice organizational exercises designed to improve their “executive functioning” (decision-making) skills.

Lockers and Backpacks

Although a locker is provided for each 6th grader, many prefer to carry most of their books and belongings with them in backpacks. For this reason, wheeled backpacks (“wheelies”) are strongly encouraged. Ten- and eleven-year-old students should not be carrying heavy backpacks around throughout the day. Whichever style you choose, the backpack must be clearly labeled on the outside with your child’s name. If the backpack is a dark color, please use a luggage tag. Swim bags, P.E. bags, musical instrument cases, tennis racquets, and the like must also be clearly labeled on the outside with your child’s name. Ms. Quiambao will help your child find a place to store his or her gear during the day, if necessary.

Students are required to use a school-provided padlock on their locker. Students are not permitted to go into each other’s lockers for any reason; a student may not give permission for someone else to access his or her locker. The exception is older siblings or parents when a child is out sick.

Lunch, Snacks, and Water Bottles

Lunch may be brought from home or purchased through the PA (Parents’ Association) program. You will receive information about the menu, and how to purchase, separately. All students, even those purchasing lunch, need a lunchbox as every student should bring a healthy snack to school each day. Burbank is moving toward becoming a no-waste campus, and disposable water bottles are not allowed. Every child needs a reusable water bottle clearly labeled with his or her name. On P.E. days, or if your child is involved in our athletics program, you may want to



provide two water bottles. In addition to several drinking fountains around campus, there is a water bottle refill station in The Village.

Please send healthy food to school. Gum is not permitted. Candy and cookies should be occasional treats, not part of the daily lunch or snack. Students are asked to refrain from sharing food. A student who forgets his or her lunch may request a “cup of noodles” from a campus assistant. If this happens more than very occasionally, parents will be contacted and asked to subscribe to the PA lunch program. There is a microwave available to students; however, it’s preferable that students bring a cold lunch. Waiting in line to microwave food takes away from time when your child can be playing, socializing, or relaxing. During the day, students will keep their lunchboxes in their homeroom classroom on designated shelves.

If your child stays at school after 4:00pm, it is very likely he or she will need an additional snack. It is very common for 6th graders experiencing a growth spurt to end the day hungry and out of sorts. Please send sufficient nutritious snacks.

Birthdays

If your child wants to bring a treat to school to celebrate his or her birthday or another special occasion, a parent should contact the Teacher Advisor at least one week in advance, copying the Year Advisor, to make arrangements. Simple, easy-to-serve treats are best. Think cookies or small, individually packaged candies, not cake. Please provide napkins with your treats. In most cases, treats will be served at morning or afternoon break with the Teacher Advisor’s help. Please do not arrive at a classroom, unexpected, with a box of doughnuts or cupcakes. Your child’s teachers have worked hard to make lesson plans that will be disrupted by the distribution of treats.

Lab Coats, P.E. Uniforms, and Dress Code

Every Burbank student needs a lab coat. The coat must be clearly labeled with the student’s name. Please purchase a lab coat for your child, label it clearly on the breast pocket with a Sharpie, and be sure it comes home regularly for laundering. Hand-me-downs are fine. Put the current owner’s name clearly on the front of the coat. P.E. uniforms are issued by Esmeralda Barraza in the front office. Please label every part of the uniform clearly with your child’s name and be sure it comes home weekly for laundering. Your child needs a small bag in which to carry his or her P.E. items. Label the bag clearly. He or she will need a bathing suit, towel, and goggles for swimming. The P.E. teacher will keep you informed.

A dress code is provided in the official Parent & Student Handbook. In short, clothing should be comfortable and appropriate to a school environment. Clothing should be clean, free of logos or slogans that could reasonably offend another, and appropriate to the season. Common sense applies. Students in 6th grade need to run and play; dress shoes and high heels are appropriate only for very special occasions such as school dances. Hair should be clean and combed. Girls and boys with long hair should wear or carry a “scrunchie” to tie the hair back for sports, labs, and art classes. Students should dress in layers. Please send your child to school with a sweater or sweatshirt, as classrooms are air-conditioned and can grow chilly. Hats and sunglasses are recommended on the playground but are not permitted in classrooms or in the auditorium.



Health, Hygiene, and Absences

Hygiene is important to a 6th grader's social acceptance by his or her peers. We find that some 6th graders need a parent's reminder to practice good dental hygiene at home before school. Many need a daily shower and deodorant. Some 6th graders are still years from puberty, while others have begun to menstruate or have new mustaches. A continuum of development is completely normal, and our homeroom program provides some guidance and reassurance. Of course, most parents want to provide a foundation of information about puberty, sexuality, and hygiene at home; 6th grade is not too early to provide this information to your child.

Please keep your child home when he or she is ill. Children are most contagious when they are first coming down with a virus. A child with a fever should stay at home for 24 hours after the fever abates, untreated. Please do not medicate your child with Tylenol or other cold medicine and send him or her to school. We can and do send sick children home; in the meantime, he or she will likely infect others. Children who are feverish, listless, or who have diarrhea or vomiting will be sent home. If your child is not old enough to stay home alone when ill, please make contingency plans in advance, before the need arises.

If your child is out sick for more than three days, you may be asked to provide a doctor's note confirming that he or she is well enough to attend school. If your child returns to school after one or two days of illness, he or she should be able to work with each subject teacher to make up missed work. For longer absences, he or she should ask the Year Advisor for help, and you – the parent – may want to get in touch by email, as well. Your child should check the homework calendar when home sick; if he or she is well enough, some or all homework can be completed. If your child is out sick for three or more days, it is reasonable to expect that some teachers may be able to "exempt" some assignments. This means that your child will not have to complete the assignment and will not earn a grade for it. Extensions may be offered on other assignments to give your child time to recover and to make up work. Work with the subject teachers and your Year Advisor to coordinate a plan.

All absences should be reported to Jamila Springs by email at absent-bur@lilaschool.com. Please copy Mylène Bram and the Teacher Advisor on your email.

If you want medicine administered to your child during school hours, please deliver it to Mylène's office personally, along with written instructions.

If your child has a serious chronic illness please be sure that Mr. Mondange, Mylène Bram, the Year Advisor, and the Teacher Advisor are all aware of his or her condition, special needs, medications, and so on. Please provide information in writing and copy all of the above. The same is true for serious acute injuries such as broken limbs and sprains. Please provide a doctor's note with full instructions about any accommodations your child may need.

If your family has suffered a serious loss – a death, job loss, illness of a family member, a divorce, and so on – please consider informing all involved parties as noted above. They can be sure that teachers are sensitive to your child's feelings and that he or she seems comfortable and happy at school. We will be circumspect and mindful of your privacy.

Absences that are not illness-related should also be reported to Jamila Springs as detailed above. Please coordinate doctors' visit, orthodontic visits, and so forth judiciously. Consult your child's schedule so that he or she does not miss the same class for every appointment. Please be aware that taking extra days of vacation before and after school breaks is discouraged.



Field Trips, Overnights, and Dances

Field trips are an exciting enhancement to the curriculum; your 6th grader will enjoy several over the course of the year. Attendance on field trips is mandatory in that they include planned educational activities and take place during normal school hours. Missing a field trip is both educationally disadvantageous and socially isolating.

Please communicate with us about any reservations you have. It is unlikely that your concern is one we have not encountered before, whether it is medication related (diabetes, asthma), anxiety related (separation anxiety, uncertainty about safety procedures and supervision), cultural, or of a personal nature (bed-wetting, falling out of bed, sleepwalking, special dietary needs, a girl who has just begun menstruating). We welcome the chance to talk over the problem in complete confidentiality to come up with a solution. Please contact Mylène Bram, Mathieu Mondange, or a Year Advisor or Teacher Advisor with whom you feel comfortable.

Dances are planned by the ASB (Associated Student Body) and are held three times a year, timed to celebrate Halloween, Valentine's Day, and spring. All grades are invited. (There is also a prom held off-campus for juniors and seniors; younger students have no involvement.) Dances are well-supervised by administrators, campus assistants, and teachers who volunteer their time. There are adults on duty in the parking lot, in the hallways, and in the auditorium, where the dance is held. Students are not permitted to roam the campus during dances, and of course all normal school rules concerning drugs, alcohol, smoking, vaping, and behavior apply and are strictly enforced. Dancing is age-appropriate and typically, for 6th and 7th graders, involves a large group of boys and girls dancing together. Dress is fancy for the February and spring dances. Guidelines for Halloween are common-sense, with no offensive costumes and no realistic guns or other weapons permitted. One school rule is suspended during dances; students may have their cell phones in order to communicate with parents.

Tickets are sold in advance and include snacks. No meal is provided; students must leave school, eat at home, and return for the dance, which typically starts at 7:00pm. Many 6th and 7th graders are picked up at 10:00pm., but they may stay until the dance ends for everyone at 11:00pm. We remind parents that attendance at the secondary school dance is a rite of passage for 6th graders; although you are welcome to volunteer to supervise the parking lot, front door, or bathrooms, we request that you respect your child's privacy and refrain from entering the auditorium for any reason.

A Parent's Role on Campus

Steps Toward Autonomy at School

In elementary school, you were on campus on a regular basis, supporting and encouraging your child toward success. You still play a vital role in your child's school life, as he or she assumes increasing independence. Your child needs you to provide the structure that allows for success: regular on-time attendance, regular meals, daily conversation, a quiet time and place for homework, and regular bedtimes. Your child wants and needs you to set limits regarding access to electronics and social media. You can help prepare for success by sending him or her to school with all required supplies. You may supervise homework completion.

PowerSchool provides a tool for you to track your child's progress in every class. You will receive a password and instructions from Marilyn Dubón in the early days of school. Many



teachers post grades weekly or even more often. If several weeks pass with no grade posted in a particular subject, you are entitled to ask why. Contact the subject teacher directly to inquire.

It may be tempting to linger on campus, especially during those critical first few days, to check on your child, to reassure him or her, and to help with organization. Please don't! Students want and need to stretch their wings – under the watchful eye of the teachers, administrators, and campus assistants who will be supporting and encouraging them in these early days. Rest assured that we have, collectively, many years' experience guiding pre-teens toward independence at school. Many of us are parents, and some of us are even LILA parents!

Please deliver your child to school – or to the school bus – and then go about your day. We will contact you immediately in the very unlikely event that you are needed before the end of the school day. Meanwhile, your child will come home bubbling with stories about new and exciting challenges and experiences. Please expect your child to come home tired the first few days of school. Quiet evenings at home are the very best option. Leave a little extra time to set out clothes at night and to eat a solid breakfast in the morning. Help your child pack his or her lunch and/or snack. Provide a quiet place for homework, and time in which to complete it. You may want to look at your child's agenda and the homework calendar online. It's a great idea to go through the backpack together those first few days. What is or isn't really needed? What should be left at school or can be kept at home?

Opportunities for Parents and Grandparents on Campus

We hope to see you at back-to-school days and at monthly Parents' Association (PA) meetings. Throughout the year, there will be PA-sponsored events such as parties and bazaars. You will be invited to attend Thanksgiving lunch with your child's class, and there will be various events on campus – talent shows, exhibitions, *Francophonie*, and the like – to which parents are invited. There will be informational sessions in the fall, and a State of the School event in the spring. Fall parent-teacher conferences are followed by student-led conferences in the spring. If you would like to take an even more active role at school, consider volunteering as your child's room parent, or by helping out at a school dance.

Contacting Administrators and Teachers

All teachers and administrators at LILA welcome emails and use the same email address template: firstname.lastname@lilaschool.com. For example, Mathieu Mondange's email address is mathieu.mondange@lilaschool.com. Note that "lilalions" addresses belong to students. If you are using a "lilalions" address, you are not emailing an adult.

Homework

Your child will almost certainly have more homework than he or she was accustomed to in elementary school. Most nights, there will be reading in English and French, along with written work or study in other subjects. Balancing the homework load can present a challenge for students, teachers, and parents. Teachers welcome your feedback – after an initial "getting used to the routine" period of three to four weeks. Your child can expect to be given time in every class to write down assignments. Assignments are posted on the homework calendar. Approximately 60 minutes of homework each night – plus reading – is the norm for 6th grade. If you find that your child is spending a great deal more time than that, please keep a written log for one week, writing down the start and finish time for each assignment, by subject, each night. Then speak with individual teachers, or, if appropriate, with the Year Advisor or Mr. Mondange.



If your 6th grader is very mature, he or she may be able to track and complete all homework assignments independently. Other students need a parent to review assignments and to be sure that work is completed each night, at least for the first quarter of the year.

Your child should acquire the habit of checking the homework calendar and his or her LILA's email nightly. Teachers may make last minute changes to assignments or may provide extra study material or instructions for students. Student delegates frequently email students with reminders about upcoming events.

Advocating for Your Child

Years of experience tell us that middle schoolers long for a “listening ear” who will listen without judgment, consider carefully, and even offer advice, without necessarily springing into action. Allow your child room and space to grow. If your child experiences a problem or challenge, encourage him or her to find a resolution independently, using these steps as a guide:

Small problems, such as confusion about the schedule, lost locker combos, or uncertainty about which restroom to use, are best handled by the child directly. Remind your child that other kids may have the same questions or concerns. In fact, they probably do. Your child can ask Ms. Quiambao, the Teacher Advisor, or any campus assistant – indeed, any friendly face – for directions and instructions.

For questions about a specific class, or concerns about a specific teacher, encourage your child to approach the teacher directly, either before class or by email. This is a great opportunity to let your child practice explaining the problem, and then report his or her successful resolution back to you. If the problem is not resolved, your child can then ask his or her Teacher Advisor, Year Advisor, or Mylène Bram for help. If you, as parent, need to become involved, please model courtesy and respect for your child's teacher by approaching him or her with the problem directly, whether by email or in a meeting, before contacting an administrator. In most cases, problems are easily resolved to everyone's satisfaction.

Difficulty accessing the homework calendar or PowerSchool (where grades are posted) are best routed through Ms. Quiambao. She can ascertain whether your child needs help utilizing the technology or whether there is a glitch on our end. For lost passwords, please use the following link to request a reset: <https://www.internationalschool.la/passwordhelp/>.

Please read Mosaïque (sent every Friday at 6:00pm) on a weekly basis. It is the best way to stay up to date with our campus activities and other important information.

Computers, Phones, Social Media, and Video Games

Technology at School and at Home

We embrace technology at LILA, using SMART Boards and laptop computers in most classes. Many teachers use Google classroom, Google docs, and other applications for classwork and homework.

Most 6th graders have access to a computer and working printer at home. If this is financially feasible for your family, please provide it; it is advantageous in 6th grade, and essential by 7th. If this presents a problem, please discuss the matter with Ms. Quiambao, who can help you reach a solution.



Our Chromebooks are protected to allow limited access to the internet. We encourage families to consider their children’s use of cell phones, video games, and access to social media. It is our experience that many or most students who complain of “too much homework” and/or social isolation are spending a great deal of time – in some cases hours each day – playing video games. You may hear your child claim that “everyone” does it. Not so. It is our experience that the majority of top students and well-adjusted, happy middle schoolers have very limited access to social media and video games. Their access to the internet is supervised by parents and limited by filters. Campus Director Anneli Harvey, who is the parent of two LILA teens (and one graduate), stays abreast of the current research regarding children and technology, and is very happy to meet with parents who experience challenges in this regard.

Cell Phones

LILA encourages students to interact with each other on campus. If you insist that your child bring his or her cell phone to school, it must be turned off (not “silent”) and stored in the locker (not the backpack) for the entire day. Phones that are visible – on or off – will be confiscated.

Students in 6th grade may not use their phones for any purpose between drop-off (even before school begins) and 4:00pm. After 4:00pm, students may use the cell phone to contact parents or a pickup person only. Playing games on phones is forbidden at all times on campus for 6th graders. Please consult the Parent & Student Handbook for more information.

Students who need to reach a parent during school hours may go to Mylène Bram’s office or the front office to call.

Occasionally, a parent will instruct a child to go to the restroom to text him or her upon arrival at school, upon arrival on a field trip, to report the results of a test, and so on. Please be aware that this instruction puts children in a very stressful position. If you feel unable to accept our cell phone policy, you are invited to discuss the matter with Mr. Mondange.

Academic Calendar

As a convenience to families with children at two campuses, all LILA campuses follow the same calendar. In France, schools typically have a break of at least one week, and often more, every six or seven weeks. We strive to respect that tradition by observing an October break and a February break in addition to spring and winter breaks, and “long weekend holidays” such as Thanksgiving. For that reason, our school year begins in mid-August and ends in mid-June. Please consult the calendar before booking tickets for travel.

The first day of school for the 2020-21 academic year is **Wednesday, August 26**.

You can download a copy of the school calendar at www.internationalschool.la/calendar.



Grades and Grading

Burbank students receive two report cards each year. Report cards are mailed to parents in hard copy.

Parents can track their child’s progress at any time by [logging in to the PowerSchool Parent Portal](#). Students can also view their grades at any time using their own login.

Please refer to the S1 and S2 columns for Semester 1 and Semester 2 grades. If you have questions regarding a specific grade, please email the teacher directly.

For assistance with login, please send an email to powerschool@lilaschool.com (personalized access codes will be sent to all parents at the beginning of the school year).

For more information on how to use the PowerSchool Parent Portal, please [watch this video](#).

Most subjects are taught in French and are graded on the 20-point European scale. English, music, and half of the history-geography curriculum are taught in English and are graded on the 100-point American scale.

French language (63%)	English language (31%)
Français (French) (5h)	English Language Arts (6h)
Mathématiques (Math) (4h)	US Math (1h)
Histoire-géographie (2h)	History-geography (2h)
Sciences (Bio – Physics – Chemistry) (3h)	Music (1h)
Technology (Tech and skills) (1h)	
EPS (PE) (2h)	
Art (Visual arts) (1h)	
Homeroom (2h)	
Spanish (6%) (2h)	

It's important to understand that the American and European scales are not intuitively convertible. For example, a 13/20 on the French scale is equivalent to a grade of B+ or A-, while a 65/100 in the American scale is a D. Consult the Parent & Student Handbook for details.

Letter grade	American 100-point scale	French 20-point scale
A+	96.8 - 100.0	16.3 - 20.0
A	92.8 - 96.7	14.8 - 16.2
A -	89.8 - 92.7	13.8 - 14.7
B+	86.8 - 89.7	12.8 - 13.7
B	82.8 - 86.7	11.8 - 12.7
B -	79.8 - 82.7	10.8 - 11.7
C+	76.8 - 79.7	9.8 - 10.7
C	72.8 - 76.7	8.8 - 9.7
C -	69.8 - 72.7	7.8 - 8.7
D+	66.8 - 69.7	6.8 - 7.7
D	62.8 - 66.7	5.8 - 6.7
D -	59.8 - 62.7	4.8 - 5.7
F	0.0 - 59.7	0.0 - 4.7



Student-led Conferences

Late in the year, every Burbank student will prepare a Google slides (PowerPoint) presentation that will summarize his or her academic, social, and personal growth. The student will present the slideshow to his or her parents and one teacher at a private conference, led by the student. You will receive information on scheduling later in the year.

In 6th grade, students are guided through the process by Teacher Advisors in homeroom. In 7th grade and beyond, students are expected to prepare the presentation independently at home with minimal support at school.

Conseil de classe

Conseil de classe is a meeting held twice yearly just before report cards go home. The purpose of the meeting is for teachers and administrators to discuss the progress of students individually, and of each class as a whole. During the first portion of the meeting, two parent representatives and two student delegates are present. They share comments about their class as a whole to the group. Parents are not involved in the *conseil de classe* unless serving as a parent representative (room parent).

Student delegates represent their classmates at the *conseil de classe* and are elected at the beginning of the year, along with two alternates. The Dean of Students, as head of *Vie Scolaire*, supervises the delegates and their election.

Student Council, Service Clubs, and Student-led Activities

There's a lot going on at LILA in addition to academics!

The Student Council consists of a group of student volunteers who initiate and participate in various civic and school-related activities. Student Council representatives are not elected but are self-selected, and report to Ms. Harvey.

Service organizations on campus vary from year to year but usually include Girl Up, UNICEF, and an animal protection club. Art groups include choir and band, a theater group, and a poetry club. There are many opportunities for participation in our athletics program, including boys' and girls' basketball and soccer, and co-ed volleyball. Middle schoolers may also be involved with the debate team or the Model United Nations. Special elective classes are offered from 2:00pm-4:00pm on Wednesdays and usually include robotics, fiber arts, and Chinese. The Writing Center is open from 2:00pm-4:00pm on Wednesdays, and study hall is available after school every day. Information about all of these, and more, will be provided to your child in the early days of school.

Behavioral Expectations, Infractions, and Consequences

Most 6th graders arrive ready for secondary school, and eager to understand and comply with new rules and increased expectations. For that reason, some behavioral infractions – specifically, physical or verbal abuse of another child or of an adult, behavior that endangers the self or others, and possession of weapons of any kind or of drugs including alcohol, tobacco, and “vape” smokers – carry a very serious consequence.



Behavioral standards and expectations will be made very clear to your child and are explored in more detail in the official Parent & Student Handbook. You will also become familiar with our LILA code of conduct, posted in classrooms and presented at back-to-school days. We rely on your support, and you can expect us to be forthright in our communications to you about any behavioral infractions.

Lost and Found

Throughout this document, we have noted several times that you should label backpacks, lunch boxes, thermoses, P.E. gear, lab coats, and so forth with your child's name. The same is true of *trousses* (pencil cases), sweaters, sweatshirts, and anything else your child brings to school. A secondary campus is a busy place, and it's easy for your child to misplace his or her things. Campus assistants and teachers spend a lot of time trying to track down the owners of lost items. Many of these items end up going to charity after sitting unclaimed for an entire semester. Please label your child's belongings with a Sharpie.

Teacher Advisors will show students the Lost and Found during "boot camp." Before every school break, tables of lost and found articles will be on display in the parking lot, near drop-off.

Valuables

Students bring valuables – expensive clothing, phones, computers, sports equipment – to campus at their own risk. Burbank 6th graders are not allowed to use cell phones on campus; if brought to campus they should be turned off (not "silent") and stored in the student's locker for the day. Computers and tablets are not needed; Mylène Bram allows students to stash sports equipment and other valuables in her office and we have not experienced any problems with items left there. Nonetheless, LILA is not responsible for valuables brought to school.

Students do not need money on campus. Our 6th graders may carry \$5 or less for use at the vending machines or to purchase something at a fundraising bake sale.

If Your Child Lives in Two Households

Many children split their time between two households. If this is the case for your family, let Ms. Quiambao, Mr. Mondange, and Mylène Bram know. They can help in various ways, ensuring that your child receives two copies of permission slips and other handouts to go home, by allowing your child to stash overnight gear in a private corner when transitioning between homes, and so forth. Children who live in two homes may experience difficulty in staying organized, and we are ready and willing to work in partnership with you to ease their way.

Help Us Stay Up to Date

Our intention is that you and your child feel welcomed, comfortable, and confident on our campus. Please feel invited to contact Mr. Mondange or Ms. Harvey with suggestions or questions regarding this guide and the 6th grade experience in general. If you are more comfortable reading in French, please contact Mr. Mondange, who will be happy to meet with you to translate and review any portion of this document.

Welcome to LILA Burbank!