



Burbank Parent Handbook

2023-2024
School Year

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



Parent Handbook 2023-2024

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Dear LILA Parents and Guardians,

We are pleased to send you information regarding the 2023-2024 school year. Please explore the [back-to-school webpage](#) and access important documents and information for the next academic year.

The purpose of this parent handbook is to provide useful information that will enable you to take full advantage of the many resources and special opportunities we have on our campus. These school resources and the expected standards of conduct are published in this handbook, and it is important for students and families to read these and become familiar with the school's rules and policies and the unique features that characterize our academic programs and school life.

Whether you are new to LILA this year or returning to our school, you are required to read this document carefully and adhere to all school policies. We expect each member of the community to embrace the spirit of goodwill and good faith as a basis of our relationship and your relationship with each other.

We look forward to meeting with you at the end of August. Please do not hesitate to contact us with any questions: burbank@lilaschool.com.

Have a wonderful summer,

Mathieu Mondange
Campus Director



Parent Handbook 2023-2024

Table of Contents:

About Us	5
• Vision	5
• Mission	5
• Values	5
Expected School-Wide Learning Results (ESLR)	6
Attendance Policy	8
• Expectations	8
• Tardiness	8
• Excused Absences	8
• Unexcused Absences	9
• Reporting and Explanation for Absence	9
• Late Arrival or Early Departure	10
• Family Trips	10
• P.E. Release / Excuse	10
• Consequences of Excessive Absences	11
• Parent Absence	11
Classroom Parties, Presentations, and Cultural Celebrations	12
• Classroom Parties and Birthdays	12
• Parent Presentations	12
• Cultural Celebrations Policy	12
Drop off & Pickup Policy	12
• Drop off and Pickup Policy	12
• Arrivals on Campus	12
• Pickup by Parents / Guardians	13
• Pickup by Someone Other than Parents / Guardians	13
• One-off / Temporary Pickup by Someone Other than Parents / Guardians	13
• Pickup Before the End of Day	13
• Failure to Pickup at Campus Closure Time	13
• Traffic Flow	14
• Parking, Walking, Biking	14
• Transportation - School Buses	15
LILA Transportation Safety Plan	15
After-School Activities & Vacation Camps	15
• After-School Activities	15
• Vacation Camps	16



Parent Handbook 2023-2024

• Contact	16
Athletics	16
Field Trips	17
Communication	18
• General Sources of Communication	18
• Mosaïque, Globetrotter, LILA App, Parent Dashboard	19
• Online Communications - Social Media Responsibilities	20
• Photographs, Videos, and Other Recordings Taken by Parents	21
• Use of LILA Family Directory - Restrictions	21
• Classroom Interruptions and Message Relay	21
• Parent/Teacher Conferences	21
Health, Immunization, and Hygiene	22
• Health Insurance	22
• Health Check	22
• Records	22
• Illness or Accident	22
• Emergency Medical Attention	23
• Medication	23
• Immunization and Communicable Disease Prevention	24
• Temporary Exclusions from the School	25
• Pediculosis and Lice Treatment	26
LILA Care	
• Introduction to LILA Care	27
• LILA CARE - CASEL Wheel	28
• LILA CARE - Dealing with an Incident	29
Code of Conduct	30
• Student Code of Conduct	30
• Student Code of Conduct Expectations	30
• Conduct on School Buses	31
• Dress Code	31
Electronic Devices, Internet, & Email	32
• Electronic Devices, Computers, Phones, Toys, and Games	32
• Internet Access and LILA Student Email Address	33



Parent Handbook 2023-2024

Discipline: Remediation and Interventions	34
• The Positive Discipline Framework.....	34
• Peer Mediation.....	35
• Prohibition of Discrimination.....	35
• Diversity, Equity and Inclusion.....	35
• Bullying (<i>Hazing, Teasing, Intimidation</i>), Cyber Bullying, Other Forms of Harassment....	35
• LILA Anti-Bullying and Conflict Resolution Policy.....	37
• Reporting an Incident.....	38
• Misconduct and Consequences.....	39
• Teachers’ Response to Student Behavior.....	39
• Immediate Disciplinary Referrals.....	39
• Conseil de discipline, Detention.....	40
• Parent Responsibility and Expectations.....	40
• Parent Complaints and Concerns.....	41
Education, Records and Campus Life	41
• Homework.....	41
• Reading Requirements.....	42
• School Supplies.....	42
• Student Body Representation.....	42
• Transcripts, Library Books, Lockers, Rainy Days, Forgotten Materials.....	43
• Missing Homework, Makeups.....	43
• Lost and Found.....	44
• Lunchtime.....	44
Security and Emergency Procedures	45
• Visitors.....	45
• Accidents and Natural Disasters.....	46
• Weapons, Dangerous Products, Objects, and Games.....	47
• Student Searches.....	47
• Reasonable Suspicion.....	47
• General Evacuation Drills.....	47
• Fire Drills.....	48
• Earthquake “Drop/Cover/Hold” Drill.....	48
• Lockdown Drill.....	48
• What Can Parents Do During an Emergency?.....	49
Parent Acknowledgment	50
Appendices	51
• Important Campus Information and Contacts.....	51
• California Code of Regulations.....	52
• Daily Campus / Class Schedule.....	53



Parent Handbook 2023-2024

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 that 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® in Geneva, the French Ministry of Education and the California Association of Independent Schools (CAIS). 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**



Parent Handbook 2023-2024

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



Parent Handbook 2023-2024

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



Parent Handbook 2023-2024

Attendance Policy

Students are required to attend school on time and regularly. Student attendance will be kept in a register, which will clearly indicate every absence of half a day or more as part of the State reporting requirement.

Through the daily routine, we encourage students to make responsible decisions about their use of time. Students are expected to arrive on time for all classes, assemblies, class meetings, and individual appointments with faculty.

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 ethics. All students must be present and accounted for through 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 (6) 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 (10) periods** per semester may be denied credit in any course.

Tardiness:

In the interest of both the individual child and his/her classmates' academic and pedagogical growth, arriving on time is imperative. Students from Kindergarten to 5th grade who arrive 5 minutes or more after the start of the school must check in with the attendance supervisor before being allowed to join their classrooms. If arriving more than 15 minutes after the start of class, parents must check in their child(ren) in the main office. It is the parents' responsibility to inform the attendance supervisor or the administrator at the main office of the reason for the tardiness.

The administration will inform parents if a child is frequently tardy. Parents must make efforts to resolve the problem. Excessive tardiness will be noted on a child's report card and may result in disciplinary action.

Excused Absences:

Excused absences are those resulting from:

- illness
- injury
- family emergencies
- school team sports competitions
- medical, dental, optometric, or chiropractic appointments that cannot be scheduled outside of school hours

Excuses are also usually granted for justifiable personal reasons when the student's absence has been requested in writing by the parent and approved by the Campus Director. Parents will



Parent Handbook 2023-2024

need to email absent-bur@lilaschool.com and cc their child(ren's) teachers. Absences that fall into this category include, but are not limited to:

- observance of a religious holiday or ceremony
- attendance at a funeral service

If an absence is verified to have occurred due to one of the reasons listed above, the school will consider the absence to be excused. A student with an excused absence shall be allowed to complete all assignments and tests missed during the absence as long as it is reasonably feasible. The absent student's teacher shall determine what *assignments the student shall make up and in what period of time*. The tests and assignments shall be reasonably equivalent, but may not necessarily be identical, to the tests and assignments that the student may have missed during the absence.

Unexcused Absences:

Any absence for reasons other than those listed above as *excused absences* are deemed unexcused. The parent or the guardian of the absent student will be required to provide written explanation regarding all absences within two (2) days. Adequate verbal justification may be accepted until the parent or guardian is able to provide a written note.

Unexcused absences may result from:

- truancy
- early departure for or late returns from vacations
- official school suspensions
- missing school for any other reason
- participation in athletic or other sporting events/competitions not sponsored by the school

****Note: Academic programs for each grade level are organized to be covered in one school year. Therefore, it is important to limit, as much as possible, the number of absences in order for the children to acquire the required knowledge and skills.***

Excessive absences can have a negative impact on a child's academic progress. Tardiness and absences will be reported on students' report cards.

Reporting and Explanation for Absence:

- LILA requires parents to inform the campus office of all absences, no matter the length, by email or in person. In order to maintain effective communication, the child's teachers should be cc'd on the email.
- LILA requests that parents explain a student's absence either in advance of an absence or the morning of the student's return. Parents may communicate with their campus business manager.
- If a written or adequate verbal justification 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 three days or longer due to sickness before permitting the child to re-enter his or her classroom.



Parent Handbook 2023-2024

Late Arrival or Early Departure:

The school's expectation is that students are on campus at all times during the school day.

- If a student is scheduled to arrive late or leave early, parents must notify the main office at least 24 hours in advance.
- Parents who come to pick up their child(ren) before the end of the school day, must sign the sign-out sheet at the main office. Only a supervisor is authorized to retrieve students from their classrooms.
- To minimize class absences, elective medical and dental appointments should be scheduled outside the school day whenever possible.
- The LILA program is a demanding one, and we view class attendance as crucial to a student's success. Early departure should be avoided as much as possible so as to not compromise the student's learning.

Family Trips:

The school calendar provides a generous vacation schedule. Therefore, 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.

P.E. Release / Excuse:

Any temporary excuse from Physical Education class must be requested by the parent in writing and be given to the campus office no later than the first day that the excuse will take effect. An 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 stay on school grounds to assist in the P.E. class or, pursuant to an agreement with the P.E. teacher may visit the library. No student will be authorized to leave campus while P.E. class is in session.

Home Assignments and Make-ups:

In the case of any absence:

- Students should assume that any and all missed work must be made up.
- Students should contact other class members or teachers for assignments or class work.
- In the case of prolonged excused absence, the family should contact the Campus Director for help with the collection of assignments, giving at least two weeks' notice when possible.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.



Parent Handbook 2023-2024

Consequences of Excessive Absences:

Regular school attendance is essential for a student to make the most of his or her education and excessive absences will have a negative impact on a child's academic progress. Absences from class may result in serious disruption of a student's mastery of the instructional goals; therefore, the student and parent should make every effort to avoid unnecessary absences.

To put any absence in perspective relative to public schools, California Law defines truancy (which is a juvenile offense that can lead to various consequences for the juvenile as well as his/her parents or legal guardian) as:

- absence from school without a valid excuse three full days in one school year,
- tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof.

****Note: Tardiness and absences will be reported on students' report cards. At the end of each marking period, families will receive a report listing all absences and tardies to date. If a student accumulates excessive absences or tardies during a school year, the school reserves the right to test the child before considering advancing the student to the next grade level and may recommend the repetition of a grade level. It may also lead to exclusion from LILA.***

Parent Absence:

If parents will be away from home, they should notify the campus business manager via email and provide the name of the guardian left in charge and leave phone numbers where the guardian can be reached.

Classroom Parties and Parent Presentations

Classroom Parties and Birthdays:

Each teacher has the right to establish his/her own rules regarding all class parties, including birthdays, in accordance with classroom life. Before planning any sort of celebration at school, be sure to check with the teacher(s) involved.

Parent Presentations:

LILA being an international school, teachers may invite parents or family members to present their own culture or country to the class. However, LILA offers a completely secular education. Therefore, presentations made by parents must remain free of religious bias.

Cultural Celebrations Policy (school-wide):

As a French accredited school and like most schools in France, the International School of Los Angeles is guided by the Charte de la laïcité. This lays out the French directive that ethnic background, overt religious affiliation and religious practice belongs to the private sphere and should be avoided in a public setting, including or particularly in schools. It does not however



Parent Handbook 2023-2024

preclude exposure to, in an educational context, religions, their history, evolution or the understanding of how religions fit into the cultural life of different communities.

Approved by the Board of Trustees, the School’s Diversity, Equity, and Inclusion (DEI) Charter was published and rolled out to the community in early 2021. The International School of Los Angeles is proud to hold diversity, respect and excellence as its core values and recognizes that an intentional celebration of the key cultural moments can be seen as the very basis of creating inclusion and honoring the different groups from within a school community. It is important to respect the principle that instruction should not spill into religious indoctrination or proselytizing, these cultural celebrations should be encouraged and can only benefit our diverse communities and the whole of the school population in general.

Given the diversity of our community, our multiple campus structure, and our focus on student learning, cultural celebrations will respect the following principles:

- Be planned collaboratively by our campus directors
- Be distributed across campuses so as to maximize the celebration of diversity
- Be planned a year in advance and communicated at the start of each academic year
- Take place in the context of student assemblies on each campus
- Where capacity permits, parents and caregivers will be invited to attend cultural celebrations

Drop off & Pickup Policy

Drop off:	Pickup:
LILA Burbank is open from 7:30am until 6:00pm . Classes begin at 8:25am and end at 4:00pm .	Classes end at 4:00pm . The last bus leaves the campus at 5:40pm . The campus closes at 6:00pm . Parents must pick up their children at the end of the school day.

Arrivals on Campus:

Attendance is taken at the beginning of every class, so it is important that all students are present. ***Note: All students must be dropped off at the designated drop-off points in sufficient time to be at their classes. It is recommended that students arrive 20 to 30 minutes before class starts in order to allow time for play and socialization.** Please contact emergency.pickup@lilaschool.com for emergency pickup.

Pickup by Parents / Guardians:

Unless the child is enrolled in after-school daycare, the child is expected to be picked up shortly after the end of school. Parents/guardians must use the sign-out sheets in designated areas for pickup and let the responsible supervisor know.



Parent Handbook 2023-2024

Parents/guardians are not permitted to enter the playground areas or classrooms. Once the parents/guardians have completed the sign-out sheet and have picked up their children, they are completely responsible for them and must exit the campus.

While we understand parents' desire to take advantage of the drop-off and pickup times to interact with other parents, doing so around the pickup areas interferes with our duty to provide a safe environment for your children. We therefore ask that you sign out and pick up your child and leave the area. If you need to meet with other parents, we respectfully ask that you do so away from the playgrounds and other pickup areas. We also gently remind all adults that the restrooms on campus are for children only. Adults' restrooms are located in the main office for your use.

Pickup by Someone Other than Parents / Guardians:

Only parents/guardians' representatives as authorized during online registration on Powerschool are allowed to pick up the children after completing the regular sign-out process. If your authorized representative is not the regular person who picks up your child and is not known to the supervisors, he or she may be required to present a valid ID.

One-off / Temporary Pickup by Someone Other than Parents / Guardians:

To add a person to the pickup list temporarily, parents/guardians must submit a request in writing in advance indicating the level and period of authority given. This request can be made by email. Any such person picking up must show valid proof of identification to staff if asked. **This procedure is mandatory.** No child will be released to someone whose name is not on the authorized list online, or for whom written authorization has not been given to the campus office.

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 in the main office and email absent-bur@lilaschool.com.

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.

Failure to Pickup at Campus Closure Time:

In the event that the parent fails to pick up the child and fails to authorize someone else to pick up the child beyond the campus closure hours without any prior arrangements for late pickup, the school will implement the following procedures in the order presented:

1. The school will attempt to communicate with the parents, and if no success;
2. The school will then attempt to communicate with the authorized pickup persons on record in the order they are noted at enrollment, and if no success;



Parent Handbook 2023-2024

3. If all attempted communications with the parents and the authorized pickup persons fail and/or does not result in the student pickup within 1 hour after the campus closure hours noted in this handbook, the school may take the following further actions:
 - a. Call the local police and ensure a supervisor stays with the child until their arrival;
 - b. Report to the Child Protective Services

Notwithstanding the above policy, if a parent regularly (i.e. not on exceptional basis) does not pick up their child at dismissal time, does not make arrangements for child care or pay the fee for child care and late pickup, meaning they are not doing anything at all other than leaving their child at school after hours, then a report to Child Protective Services may be made.

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. Pedestrians are strictly forbidden to enter via the front gate which is reserved for vehicles.



Parent Handbook 2023-2024

Transportation – School Buses:

LILA provides subsidized transportation between its elementary campuses and Burbank, its secondary campus. You were given an opportunity during online registration to enroll for the bus service. If you missed that opportunity and wish to enroll, please see your campus business manager for the costs and refer to the Appendices in this handbook for the daily schedule.

- Parents should review the bus rules of conduct with their children.
- Students should be prepared to board the bus at least five minutes before their scheduled pickup time.
- To assure the safety of their children, parents or an authorized person should be at the bus drop-off point when their child is dropped off. This is especially true for any student using the late bus.

After-hours Telephone Number:

The after-hours telephone number is (818) 859-7355.

LILA Transportation Safety Plan

Please review the [LILA Transportation Safety Plan](#).

The parents of the students using any school bus service and/or a school transportation service for afterschool activities and field trips will make themselves and the student familiar with the requirements of this plan as applicable to their use of school transportation.

After-School Activities & Vacation Camps

After-School Activities:

The after-school program at LILA offers a safe and nurturing environment designed to allow students to pursue their innate curiosity and enthusiasm through creative, intellectual, and social pursuits. Under the supervision of a combination of LILA faculty and staff as well as a curated list of outside specialists and teaching artists, we provide a diverse range of hands-on activities that are sure to engage, excite, and intrigue young minds beyond the hours of the traditional school day. After-school activities are an integral part of the educational experience, providing opportunities for students to explore new areas, develop their talents, and become acquainted with those in classes other than their own.

The after-school program is divided into two semesters: fall and winter/spring. These age-appropriate enrichment courses will be available Monday through Friday on each campus. There are no after-school activities when school is not in session (e.g., holidays, vacation days, in-service days, etc.).



Parent Handbook 2023-2024

Exact dates, timing, offerings, and pricing can be found on the LILA after-school activities site (LILA Extra): <https://lilaextra.com/>.

Activities typically vary from one semester to another based on the availability of instructors and/or due to new offerings. Enrollment information for the optional, fee-based activities will be provided on LILA Extra and will only be finalized upon payment through SchoolCash Online.

All school rules and protocols apply to these activities and after-school staff will be in touch with both caregivers and students' regular teachers, in regards to their behavior during after-school sessions.

Vacation Camps:

During school breaks, students may attend fun vacation camps hosted by LILA. Camps will take place during October, February, April, and summer breaks. Although there may not be a camp offered on each campus during each break, students may enroll in daycare and vacation camps on campuses other than their own. These exciting week-long programs range in themes. Some past camps have included Circus, Soccer, Fine & Performing Arts, Science, STEM, and more.

Students in 6th through 8th grade have access to extracurricular activities on Wednesday afternoons during periods 6 and 7 (**2:00pm - 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 a free study hall.

Activities are custom tailored every semester based on feedback from the student body in order to allow students to further pursue their passions, interests and curiosities outside the scope of the traditional school day.

All school rules and protocols apply to these activities and after-school staff will be in touch with both caregivers and your child's regular teachers, in regards to their behavior during after-school sessions.

Exact dates, timing, offerings, and pricing can be found on the LILA after-school activities site (LILA Extra): <https://lilaextra.com/>.

Contact:

Our After-School Activities and Vacation Camps Manager is pleased to be in touch with the community. Please reach out to introduce yourself or to facilitate any matters regarding after-school activities and/or camps at afterschool-activities@lilaschool.com.

Athletics

The Athletics Department will provide a variety of athletic opportunities that will aid in the overall development of our students' well-being and educational experience. Participation in an athletics program provides students a significant opportunity to build bonds with other students and their coaches.



Parent Handbook 2023-2024

The Athletics Department's philosophy states: We believe that a dynamic athletics program is significant to students' educational development, as it provides a variety of experiences to aid in the development of favorable habits and attitudes that prepares students for adult life. Strong athletic programs play an equally important role in student well-being.

Families whose children participate in a LILA athletics program will be asked to read and acknowledge a more detailed Student-Athlete Handbook. Information about teams, schedules, and more can be found at <https://lilaextra.com/>. Please direct all inquiries to Andrew Sobol, Athletics Manager: andrew.sobol@lilaschool.com.

All regular off campus afterschool sport activities' transportation provided by the school will be drop off at the venue only and parents would be expected to pick up their children after the activity. To ensure that the students have maximum activity time, they will not be brought back to the campus and will not be able to use the late bus service which will continue to operate as normal.

Students participating in school athletic events will not be exempt from homework or classwork. Students are responsible for completing any missing assignments, quizzes, and exams. Lastly, students who are not members of athletic teams are not permitted to miss class to attend athletic events without both parent and teacher permission. Failure to obtain both will result in an unexcused absence. Parent consent must be emailed to: absent-bur@lilaschool.com.

Field Trips

Field trips are planned by teachers and are designed to enrich the curriculum and to provide students with experiences outside their everyday activities. Information will be sent to parents in advance of any field trip and will include details such as cost, place, departure time, duration, dress, etc.

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 child'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 a LILA T-shirt is mandatory for all field trips.
- 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 the students while on this trip.



Parent Handbook 2023-2024

- Agree to pay any expenses for emergencies for the student. This includes phone calls, extra transportation cost including taxis, legal fees, and medical fees, etc., 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 the student 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 the online registration, which will continue to apply in the absence of any further information.

Communication

General Sources of Communication:

- **LILA Website:** www.internationalschool.la
- **LILA Parent Dashboard:** <http://www.internationalschool.la/parent-dashboard/>
- **LILA App Notifications**
- **Mosaïque** (weekly newsletter)
- **Globetrotter** (e-magazine) <http://www.internationalschool.la/globetrotter/>
- **Email:** Each teacher will establish his/her own homeroom communication system. All LILA employees have a LILA email address following the format below:
firstname.lastname@lilaschool.com.


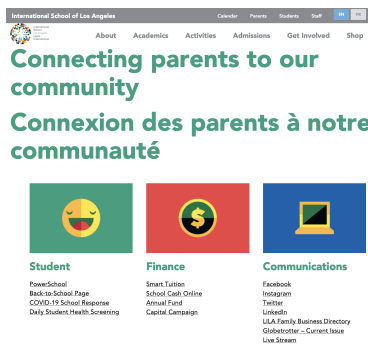
***Note:** LILA works diligently to keep you informed of school life in various ways. It is your responsibility to be aware of the resources available to you, and to regularly peruse them in order to stay apprised of classroom communication, updates, and events. **All pertinent announcements, upcoming 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 *cahier de texte*, 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 Handbook 2023-2024

	<p>Mosaïque: Don't miss out on important info! Mosaïque is the School's weekly newsletter which contains all of the pertinent information for the week ahead. Each campus has its own Mosaïque and they are all sent out on Friday: Los Feliz, Pasadena, and West Valley are sent at 5:00pm; and Burbank is sent at 6:00pm. Expect important dates, reminders, photos, and more!</p>
	<p>Globetrotter: Get all of the insider info! (www.internationalschool.la/globetrotter/) Globetrotter is the School's bi-annual e-magazine! Globetrotter showcases a featured video and article on amazing happenings at the School. It also features thought leadership pieces, as well as campus, academics, athletics, and extracurricular updates.</p>
	<p>LILA App Notifications: This handy app can be downloaded on the Apple App Store and the Google Play Store. Simply search for "International School of LA." The app will enable you to keep track of all LILA-wide and campus happenings via the in-app dedicated calendars and a whole host of school-related resources, and receive important notifications. Be sure to join the schoolwide and campus groups in addition to those for your child(ren)'s grade(s) and homeroom(s), and remember to enable push notifications.</p>
	<p>Parent Dashboard: Parent Dashboard is a source of valuable information and resources. It gives you access to financial pages that you may need such as SMART Tuition and SchoolCash Online (SCO) for purchases.</p>



Parent Handbook 2023-2024







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, Instagram profile, and LinkedIn page; and retweeting and favoriting our tweets on our Twitter page.

These resources can be found at the following URLs:

<p> Facebook: @LyceeInternationaldeLosAngeles – Like, follow, and “See First” to keep up with school news, events, and happenings.</p>	<p> LinkedIn: https://www.linkedin.com/company/lycee-international-de-los-angeles/ – Our LinkedIn page is followed by many of our faculty and staff members, parents, and community members at large. Follow us for additional insight and thought leadership pieces.</p>
<p> Instagram: @LILASchoolLA – Follow us on Instagram and see what’s happening on our campuses.</p>	<p> YouTube: https://www.youtube.com/channel/UCqXZrDWTFgmJvShcuL4Wbkw – Subscribe to our YouTube channel for great school videos, occasional live streams, and more.</p>
<p> Twitter: @LILASchoolLA – Follow us on Twitter and get the latest updates.</p>	<p> Yelp! Share your experience with us on Yelp! It helps other families like yours find us and become part of our community. https://www.yelp.com/biz/international-school-los-angeles-lyc%C3%A9e-international-burbank-2</p>



Parent Handbook 2023-2024

Photographs, Videos, and Other Recordings Taken by Parents:

Parents are welcome to take pictures, videos, and other recordings of their own children while on campus. If other children are present included in the recording, parents must not share, post, or otherwise publish them without first obtaining express written permission from the other children's parents/guardians. The School will not be held responsible for non-compliance or misuse of such pictures, videos, and other recordings by other parents.

Use of LILA Family Directory - Restrictions:

A family directory is for the personal use of LILA families and should be used exclusively to contact each other for organizing study groups, classroom activities, and social interaction. Information contained in the LILA directory may not be disseminated to third parties and may not be used for any purpose unrelated to LILA educational activities, including but not limited to commercial, charity, or religious purposes.

The LILA family directory is not intended to, and **must not**, be used for mass distribution of general information and sharing of public news, attaching articles, or dissemination of website and social media links. If you become aware of an issue that you believe the school and the parents need to be aware of, we respectfully request that you bring it to your Campus Director who can then share the information with the wider school community as appropriate.

Classroom Interruptions and Message Relay:

In order to protect the children and our campus safety, classroom interruptions will be kept to a minimum. All arrangements should be made before the child leaves home in the morning. Therefore, unless there is a dire emergency, the office will NOT relay a message to your child. Please plan ahead and let your child know of your after-school plans. Take time now with your child to go over alternate plans that you have made in case you do not show up on time. Also, if your child is to go home with other adults, please discuss in detail with your child exactly when he/she would be permitted to do so and let him/her know which of your authorized people will pick him/her up.

Parent / Teacher Conferences:

In order to inform parents about their child(ren)'s academic situation(s), every trimester LILA invites parents to attend a formal Parent/Teacher conference with their child's French and English teaching team. Additionally, LILA prepares a report card for each student which includes the teachers' comments from the staff meeting (*Conseil de classe*). This will typically be sent either by mail or email to parents after the conferences.



Parent Handbook 2023-2024

Health, Immunization, and Hygiene

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 copay 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.

Health Check:

All students entering the **first grade** require a comprehensive physical health examination under CA state law, which may be done by a private health care provider. This can be completed any time between 18 months before first grade entry and 90 days after entry into first grade. We strongly recommend that this takes place while the students is in Kindergarten. You can download [Form PM 171a- Report of Health Examination for School](#) by clicking on this link or ask for a copy from your campus business manager.

Records:

The school shall record each student's immunizations in the California School Immunization Record form and retain it as part of the student's mandatory permanent student record. The school shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with the requirements of the law. (Health and Safety Code 120375, 120440; 17 CCR6070)

Illness or Accident:

Students who show symptoms of contagious illness should be kept at home until well or cleared by a doctor. The school may ask the parents to pick up their child so that the student can receive full attention and professional medical care.

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.



Parent Handbook 2023-2024

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.

LILA staff members have attended basic CPR and First Aid training. Whenever students are sick or are involved in an accident, they are taken care of by the First Aid trained staff, if deemed appropriate in the first instance, though the school does not retain a qualified nurse in the campus.

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 child must receive medication or 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 medication 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.***
- ***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 (as appropriate depending on the student's age) is required. This must include consent for the school to consult with the physician regarding such self-administered medication (as appropriate depending on the student's age). It must also release the school and its personnel from liability in the case of adverse reaction or failure to take such medication. Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at***



Parent Handbook 2023-2024

school depending on the age group. The [Self-Carried Medication Authorization form](#) must be filled out and submitted to the School.

Immunization and Communicable Disease Prevention:

All pupils must meet the immunization and health check requirements of the State of California for preschool (pre- Kindergarten) to school age children (K-12) 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 California immunization laws remains with the parents and their CA licensed health professional. Where there are any discrepancies between these guidelines and the requirements of the state of California, the immunization laws of the state of California shall take precedence.

This section currently does not address any continued COVID-19 related issues, which will be addressed in ongoing communication from the campus team and School Administration, as they arise.

Please be aware that:

- Medical exemptions may be signed only by a California Licensed Physician. This means an individual either holding a “physician’s and surgeon’s certificate” issued by the Medical Board of California or “osteopathic physician’s and surgeon’s certificate” issued by the Osteopathic Medical Board of California to practice medicine in California.
- Each temporary medical exemption may be issued for no more than 12 months.
- All medical exemptions must be submitted electronically directly into the California Immunization Registry (CAIR) utilizing a standard form which will be the only documentation of a medical exemption that the school may accept through the state of California.
- The parents of students with existing medical exemptions will need to submit a new exemption when the student begins a new “grade span” In school year 2023-2402 . The three grade spans are: A) birth to preschool, B) kindergarten (including transitional kindergarten) to 6th grade, and C) grades 7-12. For existing students, this means any existing medical exemptions will not be accepted for the 2023-2024 school year if your child starts a new grade span, i.e. starts in Kindergarten or 7th grade.
- Medical exemptions issued prior to January 1, 2020 could be revoked by the state if they were written by a doctor subject to disciplinary action by the Medical Board or the Osteopathic Medical Board of California.
- Parents or guardians wishing to retain their child’s existing medical exemptions issued prior to January 1, 2021, must submit to the California Immunization Registry (CAIR) a copy of the medical exemption granted prior to that date for inclusion in a state database in order for the medical exemption to remain valid beyond January 1, 2021.
(2) Commencing January 1, 2021, an exemption issued before January 1, 2021, pursuant to this subdivision is also valid only if the parent or guardian has complied with paragraph (2) of subdivision (c) of Section 120372 which requires a statement certifying that the physician and surgeon has conducted a physical examination and evaluation of the child consistent with the relevant standard of care and complied with all applicable requirements of this section.



Parent Handbook 2023-2024

- California law requires that all students entering 7th grade receive a Tdap booster shot and two chickenpox (varicella) shots.

Unconditional Admission:

Any pupil entering school for the first time in the fall of 2023 must be fully immunized in line with CA law before they will be unconditionally admitted to the school. All returning students must review their existing immunization status with their CA licensed medical professional and meet the current immunization requirements in line with CA law before they will be unconditionally admitted to the school.

For unconditional class attendance the only exemption still accepted in California is a medical exemption signed by a CA Licensed Physician and in compliance with Senate Bill 276 and submitted electronically directly into the California Immunization Registry (CAIR). Additionally, Personal beliefs exemptions (PBEs) filed at a California school or child-care facility before January 1, 2016, will now have no validity. Any such document issued after 2016 has no legal validity as this option was withdrawn.

Conditional Admission:

Any pupil including preschool/pre-k and K-12 pupil seeking admission to the school who lack the documentations 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 or as amended in line with SB 276, may be admitted conditionally only if:

- The pupil has commenced receiving doses of all the 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 California Licensed Physician 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.



Parent Handbook 2023-2024

****Notwithstanding the above conditional admission provision:***

- a pupil transferring into the school from another school in the United States on the first day of 7th grade or is an existing student advancing to 7th grade, who has not provided to the school, documentation that the pertussis requirement including all pertussis boosters as appropriate for the pupil's age has been met by the time of admission, shall not be admitted by the school.
- full immunization against hepatitis B shall not be a condition by which the school shall admit or advance any pupil to the 7th grade level.
- Except as noted above for 7th grade entry for a pupil transferring from another school in the United States whose immunization record has not been received by LILA at the time of admission, may only be conditionally admitted for up to 30 school days. As required by CA immunization law if the immunization record has not been received at the end of this period, LILA shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.

Temporary Exclusions from the School:

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 fully 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.

Exclusion Due to Exposure to Disease:

If the school has good cause to believe that a student has been exposed to a disease which is part of CA "Required Immunizations" and his/her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the local health officer informs the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370).



Parent Handbook 2023-2024

Pediculosis and Lice Treatment:

Pediculosis (lice infestation) is a common problem in all school-age children, especially young children. Random checks may be done, especially after long breaks, but checks will not be scheduled or systematic, unless the administration deems it necessary for the health and well-being of the school community. Teachers and other staff will be vigilant for signs of a potential outbreak and will request a head-check.

At any time, if a student is found with lice, the main office will notify the parents and ask them to pick up their child. Upon the student's return to school, he/she must go to the main office for a final checkup before going back to class. If the student is still found with as much as one nit, he/she will not be able to attend school until the matter is resolved.

On discovery of a lice infestation, parents in all concerned classes will be notified (the identity of affected students will be kept in strict confidentiality). It is the parents' responsibility to perform regular lice checks at home and manage treatment. Parents are expected to notify the administration as a courtesy if lice are found so that the spread of lice can be minimized.

LILA Care

Introducing LILA CARE

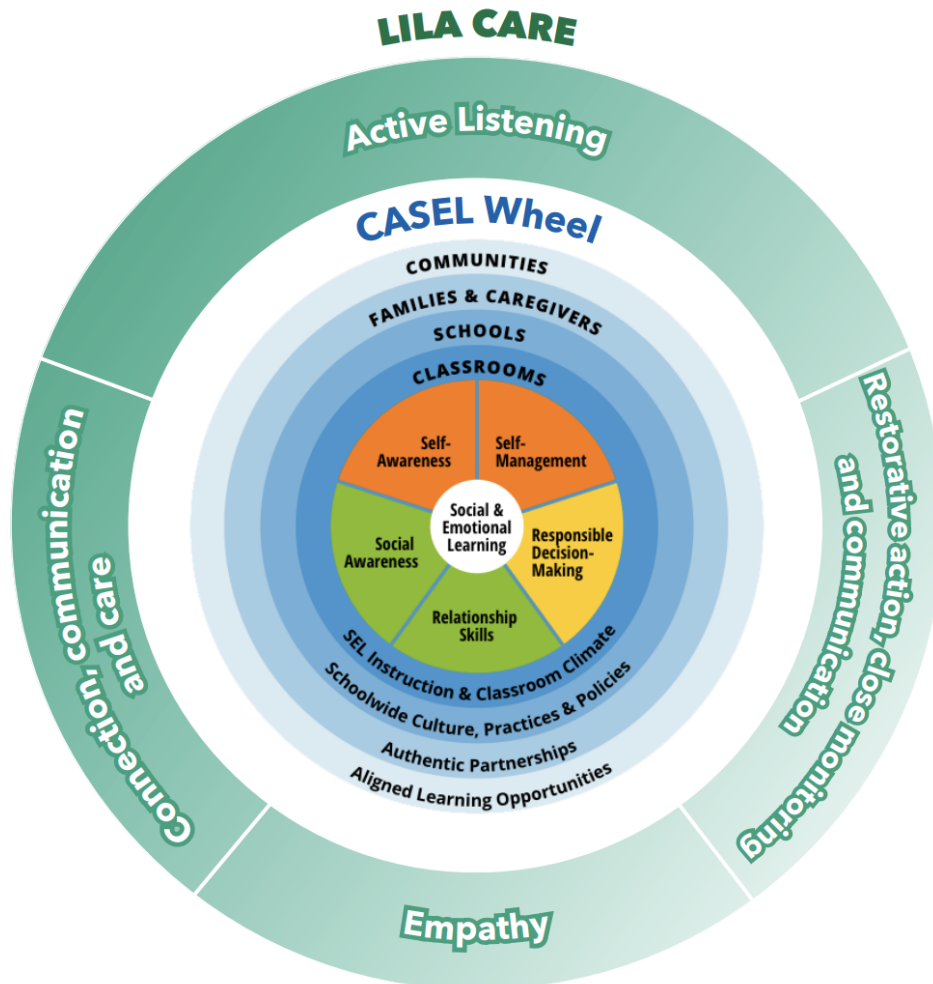
At LILA, students' wellbeing, safety and sense of belonging are uppermost in our minds. We have designed two visuals to make our processes transparent for all stakeholders. LILA CARE is an acronym we have developed, which situates our approach in the highly regarded CASEL core social-emotional competencies, and underpins our social emotional learning framework and the Positive Discipline philosophy we have adopted school-wide. The 'Dealing with an incident' document sets out an overview of the actions we take across our campuses.



Parent Handbook 2023-2024

LILA CARE - CASEL Wheel

Positive discipline teaches the five core social emotional competencies identified by the Collaborative for Academic Social and Emotional Learning (CASEL).



LILA

Connection, communication and care
Active listening
Restorative action, close monitoring and communication
Empathy



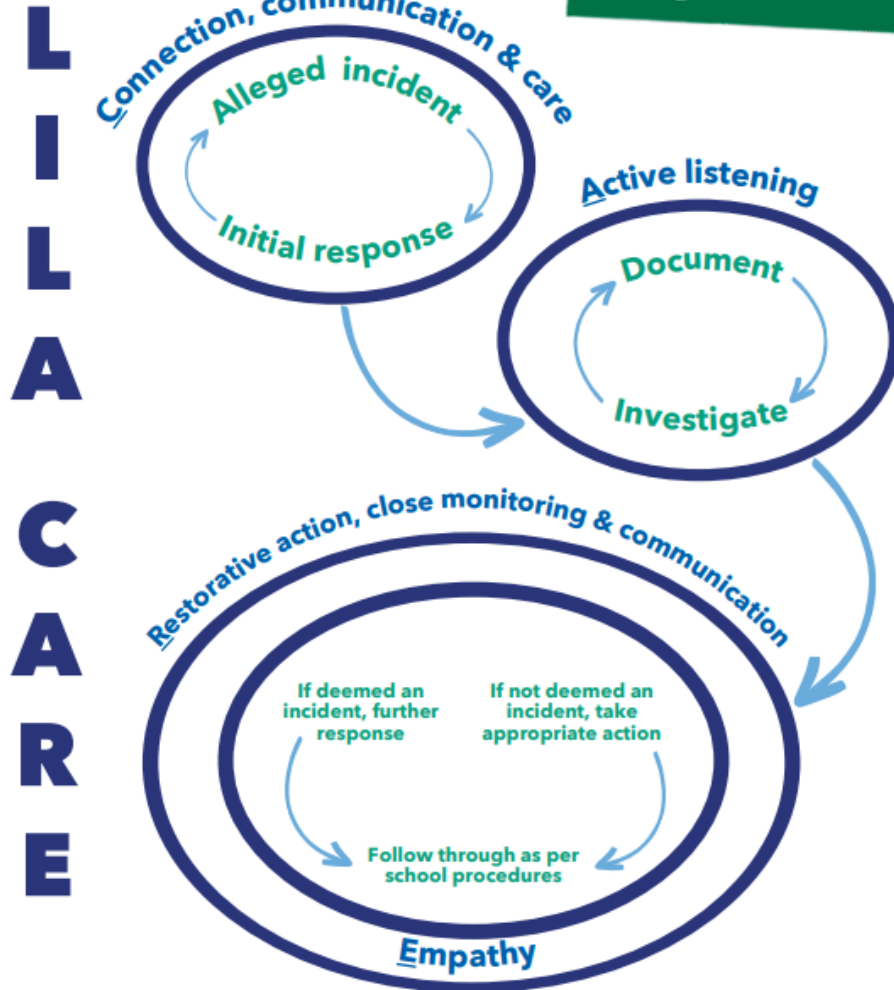
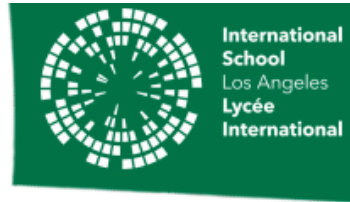
Parent Handbook 2023-2024

LILA CARE - Dealing with an Incident:

Overview of actions taken by LILA include:

- Connection, communication, and care
- Active listening
- Restorative action, close monitoring, and communication
- Empathy

Dealing with an Incident: Overview of actions taken by LILA





Parent Handbook 2023-2024

Code of Conduct

Student Code of Conduct:

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.

LILA believes each student has the right to learn in a comfortable environment that is inclusive and safe. The best educational opportunities exist when an appropriate school environment is maintained. The faculty and 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 and conflicts as they arise. This imposes a responsibility to resolve disagreements with respect for the rights and opinions of others while providing a space for people to be heard. These procedures are in place to guide students toward taking a more responsible and self-regulatory posture in our school environment.

The Student Code of Conduct includes the following 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 a lunchtime intervention or community service. Students serve 30 minutes. Three lunch interventions per semester will earn a disciplinary referral or internal suspension from the Dean of Students. Disciplinary referrals become part of the student's cumulative file.

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

***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

Burbank Campus

1105 W Riverside Dr, Burbank, CA 91506

tel 818-900-1895, fax 818-859-7355, www.internationalschool.la



Parent Handbook 2023-2024

- Take appropriate measures to help those in need
- Demonstrate best effort during all school-based activities
- Help keep our school safe, neat, and orderly
- Use appropriate and respectful language, mindful of the audience.
- Follow directions of all LILA faculty and staff; interact with them in a respectful manner
- Resolve disputes respectfully, without resorting to physical or verbal violence
- Seek the help of a faculty member, staff member, or administrator when we need help resolving a disagreement

*****Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.*****

*****LILA prohibits retaliatory behavior against any complainant or any participant in the complaint process.*****

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 being 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.

Dress Code:

At LILA, we ask students to come to school dressed to learn. They are expected to dress in a manner that demonstrates respect for the school environment and the LILA community. These guidelines are designed to help students make good choices about what to wear to school.

- Clothing must be clean and tidy.
- Clothing must be sufficient to conceal undergarments at all times.
- Clothing must cover the chest, stomach, sides, back, and buttocks completely at all times.
- Hats, visors, and hoods are not permitted in class or assemblies.
- Headphones and earpods are not permitted to be worn in class or assemblies.
- Footwear is required at all times.



Parent Handbook 2023-2024

The following are not permitted:

- any clothing that is too short or too revealing, as determined by the school, including, but not limited to, mesh/sheer/see-through materials.
- pajamas
- clothing with printing determined by the school to be offensive

***Note:** If your athletic uniform does not meet the dress code, you may not wear it during the school day.

Students have the right to dress in accordance with their gender identity, within the constraints of the dress code. The school has sole discretion to determine if a student's attire adheres to the dress code. Those who are not dressed in accordance with the dress code will be asked to change clothes.

Violation of Dress Code

First offense: Student must change into provided school-branded clothing and Dress Code Violation Form is sent home for guardian signature.

Second offense: Parent/Guardian conference with the Dean of Students.

Third offense: Disciplinary Referral from the Dean of Students and Parent/Guardian conference with the Campus Director.

***Note:** Parents may be notified of dress code violations depend on it's severity. A violation may result in further disciplinary action, as determined by the school.

Electronic Devices, Internet, & Email

Electronic Devices, Computers, Phones, Toys, and Games:

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 and may receive a disciplinary referral or lunch intervention. Use of electronic equipment in classrooms requires permission from the teacher.

- LILA discourages bringing electronic items of value to the campus such as laptops, tablets, cell phones, iPods, cameras, electronic games, music players, etc., since these may be subject to loss, theft, or damage. Students are not allowed to use audio or electronic devices on campus unless expressly authorized beforehand by teaching staff or administration for specific events. Example: students may be allowed to use personal electronic devices to take pictures during a field trip.
- Laptops, tablets, cell phones, and e-readers have to be turned off and must remain in the students' backpacks or lockers where provided during school hours unless the use of laptops and tablets are part of the student's normal learning processes permitted by the teacher relevant to the grade of the student. If students do not comply with this rule, the



Parent Handbook 2023-2024

items will be confiscated and returned to the parents. Habitual offenders will be barred from bringing such personal equipment to school.

- No voice or video recording is permitted in classrooms or administrative areas of the school unless sanctioned by the teacher/administrator on a case-by-case basis as part of the educational needs.
- All costly personal objects, toys and jewelry are banned.
- No toys from home are allowed, especially those involving violence and/or inappropriate behavior.
- LILA will not be held responsible for any lost or stolen toys and other valuable belonging. LILA insurance does not cover personal belongings of students, parents, or staff for any damage or loss.

Cell Phones:

Middle School Students (6th-8th grade):	High School Students (9th-12th grade):
<p>During school hours, on school grounds, middle school students are not permitted to use cellphones 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.</p> <p>Cell phones that are visible and/or heard will be confiscated and parents will be contacted. 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 community service.</p>	<p>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, in the designated lunch area adjacent to the west gate. Students who abuse this privilege will experience consequences, which may include confiscations of their phone and community service.</p> <p>LILA reserves the right to inspect any students computers, cellphone, and any other electronic equipment at any time with or without prior notice or cause.</p>

Internet Access and LILA Student Email Address:

LILA provides access to the Internet for educational use only through LILA's computer network. LILA's website is www.internationalschool.la.

Starting in first grade LILA provides students a Google for Education account. All student emails follow the format firstname.lastname@lilalions.com. The Google account will continue to be available to the student for a period of one year after leaving LILA, unless parents/guardians request that the account be suspended sooner.



Parent Handbook 2023-2024

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. Starting in first grade, students will automatically be provided a LILA email 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.

In addition to a Google for Education account, LILA may provide other online accounts to students for educational purposes.

****Note: By receiving this handbook, parents/guardians consent to LILA to create the above-mentioned accounts for their child. The list of those online resources can be requested by parent/guardian from the LILA IT Team.***

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 are risks online for children being able to access harmful sites despite the use of blocking technology, and there is no technical substitute for adequate supervision of a child connecting to the Internet from school or home. For all elementary students, only LILA computers are to be used under the supervision of the teachers at school.
- 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, physical handicap, 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



Parent Handbook 2023-2024

unapproved and/or unlawful downloading activities and the parents will be liable for any financial implications of downloading copyright protected material.

- 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 such as expulsion 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.

Discipline: Remediation and Interventions

The Positive Discipline Framework:

The International School of Los Angeles has adopted a "Positive Discipline" framework, based on the work of Jane Nelsen and Lynn Lott, who revolutionized behavior management in schools with their Positive Discipline guide in 1992. In the positive discipline approach, educators model respect, dignity, and friendliness towards each child. Within this approach, educators place an emphasis on socio-emotional skills in conjunction with academics to result in a well-rounded and holistic education. As part of our goals as educators to prepare students for their life after LILA, we focus on skill building, mediation, self-regulation, and logical consequences to solve problems and direct our disciplinary actions.

Following the global COVID-19 pandemic which began in 2020, trauma-informed practices such as the Positive Discipline approach are crucial for navigating the long-term effects of the last several years. As such, the Positive Discipline model helps students and educators understand how the brain adapts to stress and how people can learn to overcome these stressful moments while self-regulating, gaining awareness, and practicing resilience. This pivot towards Positive Discipline will strengthen our LILA community while supporting our students as they learn the importance of empathy, social awareness, and decision making.

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). Peer mediation is used only in appropriate situations when the concerned students and staff agree that it is fitting to the situation.



Parent Handbook 2023-2024

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 assault

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).

Diversity, Equity and Inclusion

Any behavior that directly or indirectly attacks a student or students on the basis of their identity is prohibited, and will be considered a violation of our Diversity, Equity and Inclusion charter which can be accessed here:

https://www.internationalschool.la/wp-content/uploads/2021/03/LILA-DEI-Charter-English-French_2021.pdf

Respect for identity being integral to belonging, safety and wellbeing, sanctions applied for DEI-related offenses include mandatory counseling and education, a formal warning, suspensions and, in certain cases, expulsion. Racist behaviors in particular will be subject to harsher sanctions.

If a student-perpetrated DEI incident is reported, campus administration will notify the parents of both the alleged victim and the alleged perpetrator about the allegations and the investigation process. Consistent with school policy, sanctions relating to DEI offenses will be communicated only to the parents of the student who committed the offense; however, all families involved in the incident will be notified when an investigation opens and closes.

Bullying (*Hazing, Teasing, Intimidation*), Cyber Bullying, Other Forms of Harassment:

Bullying Defined:

Bullying is a repeated aggressive behavior where one person (or group of people) in a position of power deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical or verbal. Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between conflict and bullying. Incidents of bullying must include all three of these characteristics:

1. Intentional: the behavior was aggressive and a deliberate attempt to hurt another person



Parent Handbook 2023-2024

2. Repeated: these aggressive actions occur repeatedly over time to the same person or group of people
3. Power imbalance: the person bullying has more physical or social power than the person or group of people being bullied

In the elementary grades, the director will also consider if the conflict has taken place across grades where age-appropriate behavior may differ. 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 examples of the protected classes under California law, where bullying and harassment under any of these categories is also considered a violation of someone’s civil rights:
 - *Age (over 40)*
 - *Ancestry*
 - *Color*
 - *Disability (Mental and Physical) and Medical Condition*
 - *Gender including Gender identity, Gender expression*
 - *Marital status*
 - *National Origin*
 - *Race and Ethnicity*
 - *Religion*
 - *Sex including Sexual orientation*

All persons have the right to be free from any violence, or intimidation by threat of violence, committed against their persons or property because of political affiliation, or on account of any characteristic listed above or because another person perceives them to have one or more of those characteristics.

All persons within the jurisdiction of this state are free and equal, and no matter what their sex, race, color, religion, ancestry, national origin, disability, medical condition, genetic information, marital status, sexual orientation, citizenship, primary language, or immigration status are entitled to the full and equal accommodations, advantages, facilities, privileges, or services in all business establishments of every kind whatsoever.

Any behavior determined not to be bullying but inappropriate for school will be handled accordingly at the discretion of the school

LILA Anti-Bullying and Conflict Resolution Policy:

- All faculty and 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



Parent Handbook 2023-2024

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.
- Faculty and 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.
- Where appropriate, LILA provides opportunities 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 faculty and staff development training in bullying prevention and cultivate acceptance and understanding in all students and faculty and staff to build LILA's capacity to maintain a safe and healthy learning environment.

Reporting an Incident:

- All incidents of bullying or any other behavior that is reported as harassment or discrimination should be reported to the Campus Director in writing. The Dean of Students and/or campus team should be in copy of the communication sent to the Campus Director.
- The School will acknowledge the incident within 24 hours (or the next school day). In the School's acknowledgement of the incident, the Campus Director will determine the nature of the incident e.g. bullying or age-based conflict.
- All incidents reported will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate an incident.
- The Campus Director / campus team will investigate all claims made and decide on the most appropriate course of action to resolve the incident.
- The Campus Director / delegate 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.
- The School will provide regular updates to all parties when an investigation is necessary.



Parent Handbook 2023-2024

The campus team will communicate the broad findings to the parents of all children directly involved in the incident when the investigation is completed. However for privacy reasons, any sanctions are communicated only to the family of the student receiving consequences.

Misconduct and Consequences:

In order to support learning, emotional and social growth, a high standard of appropriate behavior and safe school climate is emphasized and expected at LILA. In the event of any conduct-related issues, parents may be contacted by phone and/or email, or issued an Official Behavior Incident Report.

The goal of the Positive Discipline framework adopted by LILA is to help children develop caring and respect for self and others by establishing conflict resolution and problem-solving abilities. The school staff will adopt remediation techniques that are appropriate to the gravity of the incident. Our disciplinary responses generally take into account a variety of factors, including the nature of what occurred, the ages of the students, and whether there was a history of prior incidents.

Because we are a learning community, we believe it is incumbent upon us to respond to behaviors that are inconsistent with our Code of Conduct as opportunities for both growth and accountability. In these circumstances, it is our philosophy that the student must acknowledge and understand the impact of their actions. Students are taught to resolve conflicts and overcome problems and to take responsibility for their actions and words. Possible consequences of minor inappropriate behavior include but are not limited to – a letter of apology, problem solving during recess, a lunch break or after-school restriction, behavior contracts, a note from the Campus Director, and/or a call home. Our desire is to work in partnership with parents to resolve behavioral problems.

In the event of a more serious problem, parents of the student receiving consequences will receive an Official Behavior Incident Report and will be contacted by the Campus Director. If the student accumulates multiple Official Behavior Incident Reports, parents must attend a meeting with the Campus Director (and faculty/staff, if applicable). Possible consequences of more serious incidents could range from counseling, education related to the sanction, formal warning, suspension and expulsion, as noted below. For privacy reasons, any consequences and sanctions are communicated only to the family of the student receiving them.

In the event of a more serious problem, parents will receive an Official Behavior Incident Report and will be contacted by the Campus Director. If the student accumulates multiple Official Behavior Incident Reports, parents must attend a meeting with the Campus Director (and faculty/staff, if applicable).

In order to solve complex issues which go beyond the educational field, the school and/or the parents may work alongside social workers or medical professionals.

Teachers' Response to Student Behavior

When a student behaves inappropriately teachers will follow this procedure:



Parent Handbook 2023-2024

1. Give a verbal reminder (this could simply be “Max, reminder”)
2. Give a verbal warning (again, this could be, “Max, this is your warning!”)
3. Logical consequence (ex: For littering in class, students might clean up 10 pieces of litter on campus)
4. Log Entry
5. After (3) log entries - Parent Email
6. Disciplinary Referral and Parent Meeting

Intermediate 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 Campus Director, the student will be suspended internally or externally for a period of one to five days pending further review and actions.

- Leaving or attempting to leave the school grounds
- 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 by the student or the parents.
- 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 or 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 Campus Director. 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



Parent Handbook 2023-2024

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.

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
- Middle School Principal
- 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

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 collaborate with the school in order to provide consistency in expected behaviors.

We ask that all parents follow a similar code of conduct to our students and our faculty and 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 faculty and staff when needing to discuss your child.
- Behave respectfully to faculty, staff, other parents and members of the LILA community
- Refrain from disciplining children that are not your own.
- Stay informed by promptly reading all notices including Mosaique (weekly newsletter), emails, etc.
- Review papers and information from school, and, if required, return them in a timely manner.



Parent Handbook 2023-2024

- 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 requirements and parking rules on campus and in neighboring streets.
- Review homework assignments and offer assistance when needed.
- Ensure that your child is appropriately dressed for school each day.
- Reinforce appropriate school behavior expectations.
- 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, marital status, etc.
- Alert the school to any changing health and medical requirements of your child.
- Alert the school to any major family challenges at home.
- Ensure your child meets the State's immunization requirements.
- Respect the lunch and food policies.

Parent Complaints and Concerns:

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. All such complaints should be made to the Campus Director in the first instance who will act as the coordinator. LILA will not retaliate against, nor tolerate any retaliation against, any individual who makes a complaint or who participates in the investigation of a complaint.

Education, Records and Campus Life

Homework:

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 that all LILA students have long weeks of class and are engaged in an array of activities beyond the school. They take these considerations into account when designing and attributing homework assignments. 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 (6th-8th grade) over the breaks, except for reading assignments in literature classes. No test should take place in the first period of any given course after a break.



Parent Handbook 2023-2024

Reading Requirements:

In addition to assigned homework, students are expected to read daily outside of the school day. In our bilingual curriculum, free reading each week in both French and English is essential for building vocabulary and strengthening spelling skills. Students who cannot read independently should be read to or read with daily.

***Note:** Other than reading, homework will not be given over school breaks, and no test will be given on the day following a break.

School Supplies:

- Students must be responsible for their belongings as well as for school property, particularly the textbooks.
- If students return damaged textbooks at the end of the school year, families will be asked to reimburse the cost.
- If a textbook is lost, the student must inform the campus librarian and pay for the replacement of the lost book before a new one will be issued.
- All textbooks must be covered and have the name and the class / grade of the student.

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 (10th 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 the 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.

Transcripts:

LILA does not provide academic transcripts at the elementary level. Parents may request official copies of report cards, standardized test scores, and health records by submitting the official Records Request Form. Please allow 7-10 business days after receipt to process records requests. In order to be considered “official,” school records must be sent directly from LILA to another institution. Records given to parents are considered “unofficial.” Expedited service is not available.



Parent Handbook 2023-2024

Library Books:

Your child's class will have the opportunity to visit the school library 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 SchoolCash Online (SCO). You may also choose to replace the book with one of the exact same title, format (paperback vs. hardcover), and language yourself.

Lockers:

The Dean of Campus Life will issue each student an assigned locker. Students are responsible for keeping their lockers clean and tidy at all times. Tampering with other students' lockers is considered a serious infraction and will result in an immediate disciplinary referral.

Rainy Day Procedures:

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

Forgotten Materials:

If students forget to bring their materials to class, 6th grade has an "Organization Intervention" document. When a student forgets a material three times, they will receive a lunchtime intervention to help them with organization.

Missing Homework:

Whenever a student forgets ANY homework, teachers send an email to their parents immediately. Email Template below:

Dear Parents,

I am emailing you to inform you that your child did not complete and turn in their assigned homework for my class today. It is very important that all assigned work be completed in the time allotted. Please discuss this issue with your child so that we can avoid this happening again in the future.

Best,

Makeups:

In the case of any absence:

- Students should assume that any and all missed work must be made up.
- Students should contact other class members or teachers for assignments or class work.
- In the case of prolonged excused absence, the family should contact the appropriate year advisor or homeroom teacher for help with the collection of assignments, giving at least two weeks' notice when possible.
- Upon returning from an absence, students must make specific arrangements with each teacher to complete required class work.



Parent Handbook 2023-2024

***Note: 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 students should email the assignment in question.

Lost and Found:

Please have students label outer clothing and lunch boxes with first name and last initial so that lost items can be returned to the student.

****Note: By the end of the day, lost and found clothes as well as personal belongings are collected and stored in a specific place on campus. All items will be kept up to the last day preceding every school break. Unclaimed lost and found items will be gathered and given to charity.***

Lunchtime:

Lunch is an important part of the day and provides an opportunity for students to socialize and interact meaningfully. Students in 6th, 7th, and 8th 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 9th, 10th, 11th, and 12th 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.

Students may bring their lunch to school (except frozen food). It is important to your child's growth and development to eat a nutritious lunch. Please do not include candy or soft drinks in your child's lunch, as they are not permitted on campus. Chips and other fatty items should also be omitted. The good eating habits your child develops now will remain with him/her for the rest of their lives.

- Each student is responsible for cleaning up his or her own trash at school, especially after lunch and snack time.
- The use of Thermos is encouraged in order to avoid on-site re-heating.
- Lunch must be placed in a glass or a plastic container (such as a Tupperware with a ventilated lid). Only those will be warmed up using microwaves at school.
- Candy, sodas, and energy drinks are not allowed.
- If a student does not have lunch, the school will call the parents. Arrangements will be made with the parents.
- Parents are encouraged to put the child's name on lunch boxes and other containers. Parents should provide enough nutritious snacks, meals, and beverages for the school day.



Parent Handbook 2023-2024

Security and Emergency Procedures

We are committed to maintaining a school that is as safe and secure for our students as reasonable and practical. Considerable time, expertise, and funds goes into strengthening and maintaining 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.

The school may implement an electronic or a manual process to identify the cars at drop off and pick up for added campus access security. Implementation of any such plan will be advised by your campus at anytime during the year if needed.

Visitors:

Entering and departing campus during school time is strictly controlled. Any adult who enters the campus outside the drop-off and pick up periods must check in with the main office to be signed in and given a visitor badge. Parents and/or visitors must wear their visitor badge at all times. For safety reasons, the campus administration needs to be aware of all individuals present in our facilities at any given time. We are accountable for keeping track of who is on campus at all times.

We do understand that you may, on occasion, need to bring a snack or something for your child during recess; however, we do not allow parents to stay on the playground during recess time. Parents' presence can make LILA staff supervision more difficult as children tend to ignore supervisors' directives when they are with their parents. It is in the interest of the children's safety that we ask parents to limit their time on the playground during drop off, pickup, recess, lunchtime, and after school.

****Note: Pets are not allowed on campus.***

Accidents and Natural Disasters:

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

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 your 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.



Parent Handbook 2023-2024

Weapons, Dangerous Products, Objects, and Games:

The introduction or possession of any weapons, dangerous products and objects, regardless of their nature or use intent, 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, and will also lead to severe sanctions by LILA 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 4th 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 the 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.
- 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).

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.



Parent Handbook 2023-2024

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 your 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.



Parent Handbook 2023-2024

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 children 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.
- For security and safety reasons the school's Emergency Action Plan (EPA) can not be directly shared with the students and parents in its entirety. However those parts of the EPA where it expects an action or behavior from the students and parents are shared or will be shared as part of this handbook and future communications in an emergency.



Parent Handbook 2023-2024

Parent Acknowledgment

The LILA Parent Handbook (including its Appendices) **2023-2024** has been written to help your child(ren) gain the greatest possible benefit from his/her 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 acknowledgement form and return it to the main office within the first two weeks of school.

Signatures of the parents/guardians acknowledge receipt of a copy of the Handbook and signify that they have reviewed the rules and responsibilities set forth within it with their child(ren).

Notwithstanding the signature requirement, this document is available in the back to school package for your review which you have been given access to and you are deemed to have studied and familiarized yourselves and the student with this Parent & Student Handbook and its requirements which forms part of the enrollment documents.

Name of Student(s): _____

Grade(s)/Class(es): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



Parent Handbook 2023-2024

Appendices

Important Campus Information and Contacts:

Burbank Campus:

Address:

1105 W. Riverside Dr.
Burbank, CA 91506

Telephone: (818) 900-1895
Fax: (818) 859-7355

Email: burbank@lilaschool.com



Websites:

School Website: <http://www.internationalschool.la>

Parent Dashboard: <http://www.internationalschool.la/parent-dashboard/>

Campus Contact Details:

Campus Director

Mathieu Mondange
mathieu.mondange@lilaschool.com

Reporting Absence

absent-bur@lilaschool.com

Emergency Pickup

emergency.pickup@lilaschool.com



Parent Handbook 2023-2024

CALIFORNIA CODE OF REGULATIONS - TITLE 22 Section 101227 for Childcare Centers

The Parent / Guardian must make arrangements to ensure availability of daily lunch and snacks, as part of the child's admission agreement. They may bring lunch or use food from one of the independent third-party providers serving the facility after evaluating their nutritional value. Families will provide additional snacks for their child(ren) if desired.

Menus:

Menus shall be in writing and shall be posted at least one week in advance in an area accessible for review by the child's authorized representative. Copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the child's authorized representative and the Department upon request.

Modified diets prescribed by a child's physician as a medical necessity shall be provided.

- (A)** The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.
- (B)** A child shall not be served any food to which the child's record indicates he/she has an allergy.



Parent Handbook 2023-2024

Daily Campus / Class Schedule:

The Burbank campus has a school day that is from **8:25am - 4:00pm**. ***Please note:** this schedule may be revised for the 2023-24 school year. For immediate questions, please [contact Camila Green, Administrative Assistant](#).

Middle School Schedule:		High School Schedule:	
Period 1	8:25am - 9:15am	Period 1	8:25am - 9:15am
Period 2	9:20am - 10:10am	Period 2	9:20am - 10:10am
Recess	10:10am - 10:25am	Recess	10:10am - 10:25am
Period 3	10:30am - 11:20am	Period 3	10:30am - 11:20am
Period 4	11:25am - 12:15pm	Period 4	11:25am - 12:15pm
Lunch	12:20pm - 1:10pm	Lunch	12:20pm - 1:10pm
Period 5	1:10pm - 2:00pm	Period 5	1:10pm - 2:00pm
Period 6	2:05pm - 2:55pm	Period 6	2:05pm - 2:55pm
Period 7	3:10pm - 4:00pm	Period 7	3:10pm - 4:00pm
Study Hall	4:05pm - 5:05pm	Study Hall	4:05pm - 5:05pm