



## Parent Handbook 2023-2024

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

Dear LILA Parents and Guardians,

I am pleased to welcome you to the Los Feliz campus Early Learning Center. I am looking forward to meeting new LILA families and welcoming back returning families. Please be sure to read all the information in this message to stay informed about the new school 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.

Sincerely,

Rebecca Wilkins  
Early Learning Center (ELC) Manager





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## 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**



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### 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



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### 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



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### Admission

Upon Enrollment at this school is an integral part of and will potentially be leading to enrollment at the International school of Los Angeles, Los Feliz campus at Kindergarten. Any references to “school”, “center”, or “facility” in this handbook are references to the International School of Los Angeles child care center facility. The International School of Los Angeles early learning center admits students of any race, color, gender, national and ethnic origin and does not discriminate on the basis of race, color, gender, national origin and ethnic origin in administration of its care and educational policies, admissions policies, scholarships and financial assistance programs and any other school administered program.

**The school calendar for 2023-2024 is as follows:**

**Start: Wednesday, August 23, 2023**

**Finish: Wednesday, June 12, 2024**

For details see <http://www.internationalschool.la/calendar/>

The application deadline for enrollment at this facility/school is November 30. Interviews are held in January. Once an offer of a place is made, an invitation to enroll and pay online through the facility’s online enrollment facility through Infosnap/Powerschool Technology Platform will be sent to the parents. The online enrollment is your formal agreement with the facility as part of your child’s enrollment. Optional services such as after hour childcare are shown in the enrollment application and can be signed on at enrollment or at any time after the start at the facility.

Age is determined by the cut-off date of December 31. This means that children applying to:

- Preschool/Petite Section must be three years old by December 31 of the year of entry.
- Pre-K/Moyenne Section must be four years old by December 31 of the year of entry.

***\*Please note: Any child entering our preschool facilities should be fully toilet-trained.***

Entering the program at preschool age does not require any existing dual language skills. Through the facility’s unique program our children begin their long journey in becoming bilingual and bicultural, exploring concepts and learning to transfer skills with ease in French and English at school and on graduation. We invite all interested families who wish to know more about the International School of Los Angeles to [browse our viewbook](#) for a comprehensive overview of the School.

For detailed financial information about preschool and pre-k fees, please click here; [Tuition & Fees](#) or visit our overall school website at <http://www.internationalschool.la> under Admissions. Notice, termination and refund policies are subject to the provisions of the signed Enrollment Agreement except that in the event of the death of the child, no liability or debt will accrue after the date of death.

Field trip fees depend on the type of event and are due before the date of the trip.





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### **Rights of the Licensing Agency:**

The licensing agency has the authority to interview children or staff and to inspect and audit the child or the facility records, without prior consent. It also has the authority to observe the physical condition of the children, including those that could indicate abuse, neglect or inappropriate placement and therefore to require the facility to obtain a current written medical assessment.

### **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.

### **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.



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### Excused Absenses:

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 need to email [absent-1f@lilaschool.com](mailto:absent-1f@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.***



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### 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.

### 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 in front of their child's classroom. 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.

### 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.



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### 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 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



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### Drop-off & Pickup Policy

#### Arrivals on Campus:

All children must be dropped off at the designated drop-off points in sufficient time to be at their classes. There is a period of greeting from 8:30am to 9:00am. This gives your child(ren) a reasonable transition time before we begin our morning “Circle Time”. Parents need to park in designated spaces in the main parking lot and escort their child(ren) to daycare play areas. A supervisor will be present to let the child in and complete the sign-in. The children will be transferred from the play area to their respective classroom by the teachers.

**See Appendix for Details**

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](mailto:emergency.pickup@lilaschool.com) for emergency pickup.

For preschoolers and Pre-Kindergartners, parents need to park in designated spaces, where provided, and escort their child(ren) to daycare play areas. A supervisor will be present to let the child in and complete the sign-in. Preschoolers and Pre-Kindergartners will be transferred from the play area to their respective classroom by the teachers.

**See Appendix for Details**

Parents who have enrolled their children in daycare (for an additional fee) have the option to drop off their children when the campus officially opens.

**See Appendix for extended daycare and detailed drop-off procedure**

#### Pickup by Parents / Guardians:

Unless the child is enrolled in afterschool 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.

**See Appendix for detailed pickup procedure**

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.



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### **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.

### **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;
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.



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### 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 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.



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### 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.). 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. **Make sure to read Mosaïque (the weekly newsletter) carefully to receive information about enrollment periods, make-up classes, etc.** Enrollment information 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.

In addition, during school breaks, students may attend camps hosted by the facility. Camp activities are not offered during the winter break or the month of August.

#### 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! 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 & 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](mailto:afterschool-activities@lilaschool.com).





## Parent Handbook 2023-2024

### Field Trips

Age-appropriate 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 children 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 their child while on this trip.
- Agree to pay any expenses for emergencies for their child. This includes phone calls, extra transportation cost including taxis, legal fees, and medical fees, 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 their child that the school must be aware of to the teacher organizing the trip. This is in addition to the medical information provided as part of the online registration, which will continue to apply in the absence of any further information.



## Parent Handbook 2023-2024

### Communication

#### General Sources of Communication:

- **LILA Website:** [www.internationalschool.la](http://www.internationalschool.la)
- **LILA Parent Dashboard:** <http://www.internationalschool.la/parent-dashboard/>
- **LILA App Notifications**
- **Mosaique** (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](mailto: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 Access to Financial Pages:

Parents will be given access to financial pages that you may need such as SMART Tuition and [SchoolCash Online \(SCO\)](#) for purchases throughout the year such as payment for field trips, after school care, etc.



**Parent Handbook 2023-2024**

International School of Los Angeles  
**Mosaïque**  
Los Feliz  
Week of June 5 - June 9, 2023

**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!

**Globetrotter**  
2022-2023 School Year Vol 7, Issue 1  
Message from our Head of School  
More Languages at LILA  
Refreshing and Maintaining Campuses  
School Trips are Back!  
Campus Updates  
School Spirit in Action

**Globetrotter: Get all of the insider info!**  
([www.internationalschool.la/globetrotter/](http://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.

Home screen shows: Welcome to the LILA App, Remember to use the Calendar, Groups, and Notifications tabs to access helpful resources and reminders, Search resources..., International School of Los Angeles speak & think globally Back-to-School 2023-24 (Webpage), Academic, and LILA.

Notifications screen shows: Roadwork Postponed today, Tuesday, June 6. Today at 7:30pm Sent to Parents and Faculty/Staff subscribed to Los Feliz; Mosaïque Burbank #40: Check out all you need to know for the week ahead! Last Friday at 6:30pm Sent to Parents, Faculty/Staff, and Students subscribed to Burbank; Mosaïque Los Feliz #40: Check out all you need to know for the week ahead! Last Friday at 6:30pm Sent to Parents and Faculty/Staff subscribed to Los Feliz; Mosaïque Pasadena #40: Check out all you need to know for the week ahead! Last Friday at 6:30pm Sent to Parents and Faculty/Staff subscribed to Pasadena.

**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.

International School of Los Angeles  
About Academics Activities Admissions Get Involved Shop  
**Connecting parents to our community**  
**Connexion des parents à notre communauté**

**Student**  
PowerSchool  
Back-to-School Page  
COVID-19 School Response  
Daily Student Health Screening

**Finance**  
Smart Tuition  
School Cash Online  
Annual Fund  
Capital Campaign

**Communications**  
Facebook  
Instagram  
Twitter  
LinkedIn  
LILA Family Business Directory  
Globetrotter - Current Issue  
Live Stream

**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 for purchases.



## 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> <b>Facebook:</b> <a href="#">@LyceeInternationaldeLosAngeles</a> – Like, follow, and “See First” to keep up with school news, events, and happenings.</p>	<p> <b>LinkedIn:</b> <a href="https://www.linkedin.com/company/lycee-international-de-los-angeles/">https://www.linkedin.com/company/lycee-international-de-los-angeles/</a> – 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> <b>Instagram:</b> <a href="#">@LILASchoolLA</a> – Follow us on Instagram and see what’s happening on our campuses.</p>	<p> <b>YouTube:</b> <a href="https://www.youtube.com/channel/UCqXZrDWTFgmJvShcuL4Wbkw">https://www.youtube.com/channel/UCqXZrDWTFgmJvShcuL4Wbkw</a> – Subscribe to our YouTube channel for great school videos, occasional live streams, and more.</p>
<p> <b>Twitter:</b> <a href="#">@LILASchoolLA</a> – Follow us on Twitter and get the latest updates.</p>	<p> <b>Yelp!</b> Share your experience with us on Yelp! It helps other families like yours find us and become part of our community. <a href="https://www.yelp.com/biz/international-school-los-angeles-lyc%C3%A9e-international-los-angeles-2">https://www.yelp.com/biz/international-school-los-angeles-lyc%C3%A9e-international-los-angeles-2</a></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 co-pay not covered by the student's own primary health coverage in the event of an accident on school grounds or during field trips. Any claim must first be made through your own insurance policy.

#### 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 or downloaded at: <https://www.cdss.ca.gov/cdssweb/entres/forms/english/lic9221.pdf>***
- ***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***



## Parent Handbook 2023-2024

***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 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 COVID-19 related issues, which are addressed in ongoing communication from the campus team and School Administration, as well as in the School's COVID-19 Safety Plan (CSP). Where there is discrepancy between the requirements of this section and the COVID-19 policies, the current COVID-19 policy requirements shall take precedence.

### **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 6<sup>th</sup> 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 7<sup>th</sup> 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,





## Parent Handbook 2023-2024

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.

### **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



## **Parent Handbook 2023-2024**

compliance from the parent or guardian must be provided as specified in sections 6050, 6051, and 6065, as applicable.

### **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).

### **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.



## **Parent Handbook 2023-2024**

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**

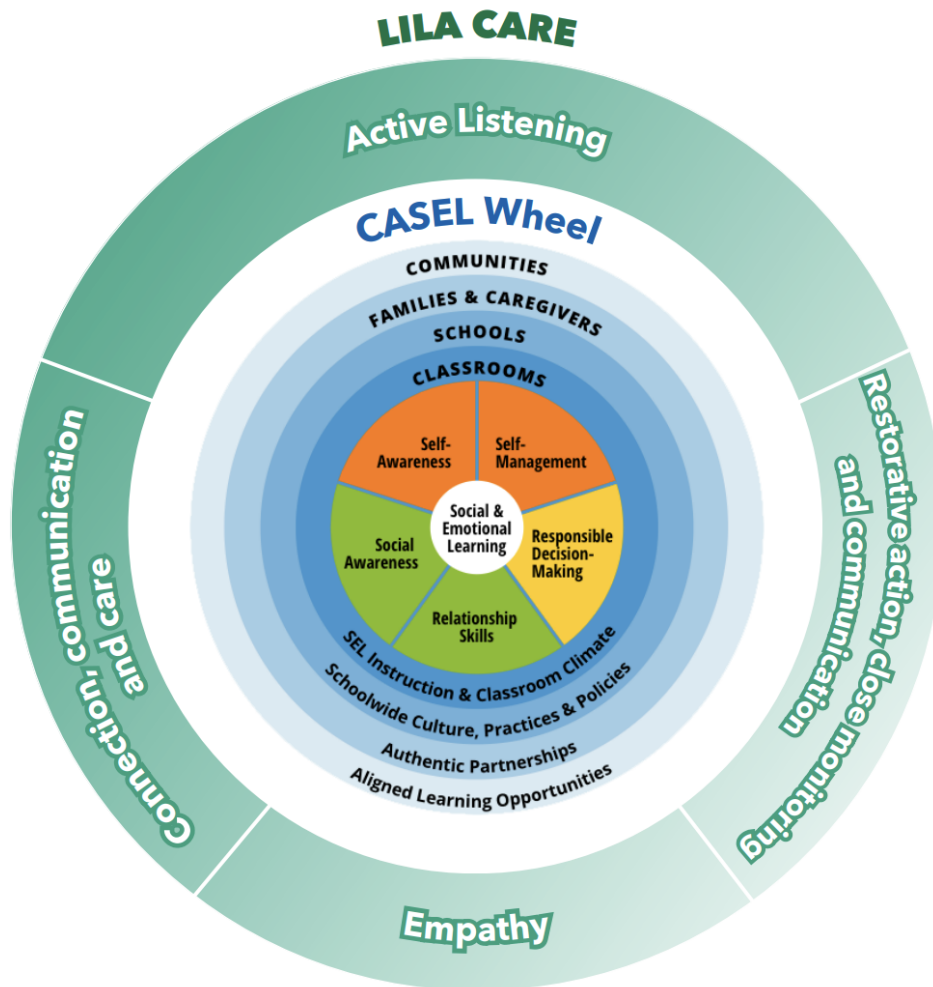
At LILA, students' wellbeing, safety and sense of belonging are uppermost in our minds. We have designed two visuals to make our processes transparent for all stakeholders. LILA CARE is an acronym we have developed, which situates our approach in the highly regarded CASEL core social-emotional competencies, 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



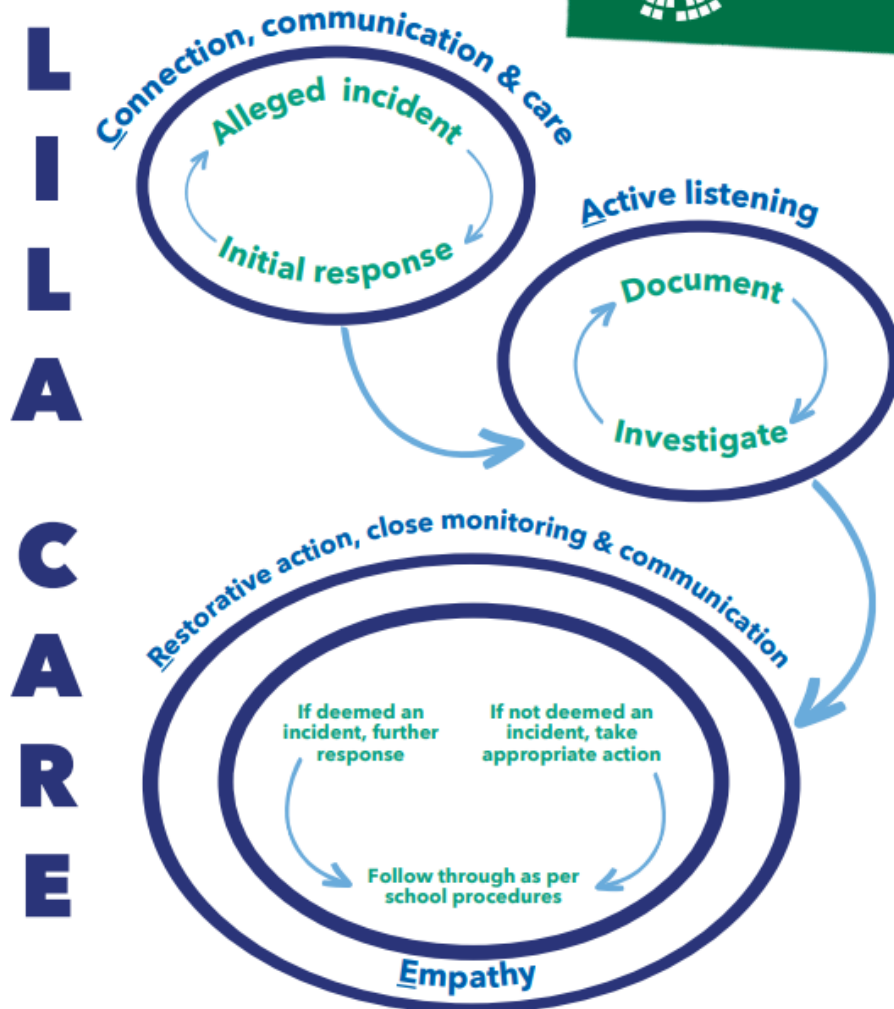
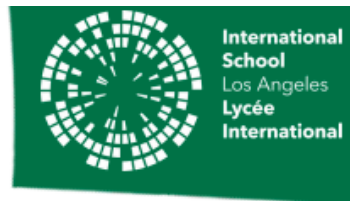
## Parent Handbook 2023-2024

### 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



## Parent Handbook 2023-2024

### **\*All members of the school community are expected to:**

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

For general guidelines please see below:

- **The dress code requires that students wear clean clothes in good condition and of the appropriate size, which are suitable for school life.**
- **Field trip T-shirt is mandatory on school field trips. If a student is dropped off at school for a field trip without a field trip T-shirt, they will be issued a new one and parents will be invoiced on SchoolCash Online (SCO).**
- Hats and visors are not permitted in class.
- All presence of slogans or pictures promoting violence, racism, discrimination, obscenities, drugs, or alcohol is prohibited on clothes.
- Excessively revealing shirts, shorts and skirts, thin or spaghetti straps, midriff tops, make-up, flip flops, and shoes with heels are prohibited.



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Final decisions regarding the appropriateness of dress or appearance rest with the Campus Director, and parents will be contacted when attire is found to be inappropriate.

### Electronic Devices, Internet, & Email

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

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 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.

#### **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](http://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](mailto: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. 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.





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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 e-mail account by the administration prior to the start of the school year. All parents/guardians of student users who access the Internet from any LILA campus using LILA computers or from a remote location connecting with any LILA facility or use LILA email services are deemed to have consented to the use of such facilities by the students.

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



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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.

### Social-Emotional Well-Being:

Children are learners in the social world, and the role of early childhood educators at LILA is to provide regular, positive support, and guidance to help each child learn how to learn and to participate successfully within the context of the group. Before they start school, children are accustomed to living in a family environment, not co-existing with many same-age children. Therefore, a whole new set of social skills and behaviors must be learned when the child begins school.

### 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).



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### **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](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.

### **Hitting, Biting, and Other Forms of Physical Contact:**

Words don't always come quick enough for young children to express their feelings, and they can get overwhelmed by their feelings. It is important to try and identify the reason or feeling that led a child to exhibit a physical behavior, otherwise the children will not learn from the behavior. Biting is an impulsive act, but at around three years old, many children gain enough self-control to refrain from biting.

When a child bites/hits/etc. another, both the parents of the biter/hitter/etc. and the parents of the bitten/hit/etc. are notified. Per school policy, the school will not disclose to the parents of the bitten/hit/etc. child who the biter/hitter/etc. and vice versa. If a child has exhibited a pattern of behavior, the parents and teacher will meet to identify the root cause of the behavior and/or to determine if intervention is needed.

Teachers and staff members spend time each day on social-emotional wellbeing and development. Circle time and weekly bilingual hours are great opportunities to talk about respecting bodies and feelings and using words. Reading books targeted at feelings, how we treat friends, and reasons we don't bite/hit/push is a great way to reinforce and guide behavior. Teachers must also ensure that rules and behavior expectations are age-appropriate and consistent. We also teach and model acceptable ways to express strong feelings and help children learn to communicate their wants and needs ("H, tell Q you were still playing with the doll.").



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### Support Techniques:

- Provide choices: "I see that you like to draw. We cannot draw on the floor. Would you like to clean it with a sponge or an eraser? After that, you can draw on paper or a whiteboard."
- Natural consequences: "You threw your snack on the floor. Now it's all gone."
- Sportscasting: "I see that C took the truck you were playing with."
- Active listening (for older kids): "So you're saying that A took the ball. I see that you're frustrated because you had it first. Let's talk about some solutions together."
- Verbal/physical limits: "B, you may not push Z. We are gentle with our friends. I'd like you to come with me so we can find another activity."
- Focus on solutions: "Look, S is hurt. What are some things you could do to help him? Yes, you can get him an ice pack."
- Repair mistakes: "T, the book ripped when you pulled too hard. How will you fix it? Yes, you're right, you can get some tape and I will help you repair it."

### Techniques for De-Escalation and Redirection:

At times a child will get overstimulated, overwhelmed, or simply need a break. Some techniques used are:

- Drinking water
- Breathing exercises
- Stretching
- Taking a walk
- Playing music
- Directing attention to a new activity
- Physically moving to a calm space to re-center and regulate

### Bullying, Peer Conflicts, and Teasing:

LILA strives to develop a school environment where all students are valued and safe. As a school community, staff teach children how to advocate for themselves and to advocate for others. They also incorporate lessons and programs to promote acceptance of all people, and encourage using kind words.

However, there will be times when incidents of peer conflicts, teasing, and bullying arise, and it is therefore important to understand and differentiate the types of behavior children engage in at school. There are three main categories of bullying types of behavior: peer conflicts, teasing, and bullying. Below are a few examples of these behaviors:

- Bullying: Every morning before circle time R sits on the rug to play with the toy dinosaurs. Whenever D sees R playing with the dinosaurs, she grabs them from her and says she cannot play with them, and if she tries to play with them again she will hit her. This behavior pattern occurs regularly in many different classroom situations.
- Peer Conflicts: Two students have a disagreement on the playground about which one will be the first one in line.
- Teasing: A student says that another cannot play a game with her because 'he is a baby'



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Peer Conflicts	Teasing	Bullying
Equal power	Unequal power	Imbalance of power
Occurs occasionally	Sensitive topic	Occurs repeatedly
Accidental	Purpose is to upset	Intentional and serious
Negotiations and option	Excludes	Seeks to gain power
Withdrawing an option	Sarcastic	Victim is vulnerable
Effort to resolve	No remorse	No effort to resolve

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

Bullying is very serious, and is treated as such. Any behavior determined not to be bullying, but inappropriate, for school will be handled accordingly. LILA uses the following 3 questions as guidance to determine when a behavior constitutes bullying:

1. Were the alleged bullying behaviors repeated and deliberate?
2. Did the alleged bullying behaviors inflict harm or suffering?
3. Is there an imbalance of real or perceived power between the alleged victim and alleged author of the behavior?

If the behavior is determined to be bullying by LILA staff, immediate action is taken. Parents are notified and a meeting is arranged. Depending on the specifics of the incident(s), further action will be taken by the administration, such as calling upon specialists, conducting classroom observations, and recommending outside interventionists. 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



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- **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 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



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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.

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.



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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.

### **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 Mosaïque (weekly newsletter), emails, etc.





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- Review papers and information from school, and, if required, return them in a timely manner.
- Review the Parent Handbook and refer to it for pertinent information about policies, procedures, and daily campus life.
- Sign up for and attend Parent/Teacher Conferences.
- Show good sportsmanship when attending athletic events.
- Represent the school when chaperoning field trips.
- Obey the traffic 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.

## Life at the Early Learning Center (ELC)

### What to Bring to School:

- nap mat or cot cover
- extra change of clothes
- water bottle
- comfort item
- sunscreen (with medication form completed)
- lunch and two snacks (see childcare center food provision)

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

### Lost and Found:

Please label outer clothing and lunch boxes with your child's first name and last initial so that lost items can be returned to the child.



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***\*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.***

### **Snacktime:**

Between meals, snacks shall be made available for all children daily unless the food a child may eat is limited by dietary restrictions prescribed by a physician. Each snack shall include at least one serving from two or more of the four major food groups.

Full-day programs shall ensure:

- mid-morning and a mid-afternoon snack
- that each child has a lunch

### **Lunchtime:**

Leaving the campus at lunchtime is not permitted. Lunchtime is an important part of school life and the students must not be taken off campus by parents/guardians at lunchtime. The supervisors maintain an educational attitude towards the importance of lunchtime:

- After washing their hands, students sit and have lunch with their classmates.
- Before lining up for class, children are encouraged to help gather and put away playground equipment and to pick up their belongings.

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 a 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.
- **For child care center legislative provisions and nutrition requirements see the CHILDCARE CENTER FOOD PROVISION – SNACK SECTION in the Appendices.**
- **For General nutrition guidance refer to the Food and Nutrition Services (FNS) guidance material.**



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### **Nap Time:**

There is a daily nap time between 12:45pm and 1:45pm. Children will be offered a rest area and the child will be asked to rest. If a child hasn't fallen asleep within a reasonable amount of time, staff can give the child a book or another quiet activity at the rest area for the remainder of nap time. The child should not disturb the other children sleeping and they are already at their rest spot if they decide later that they would like to sleep. Children will not be woken up from a nap, and so their nap might extend past 1:45pm. Parents should provide a clean nap mat or cover for the nap cot. Students may bring a comfort item such as a stuffed animal or blanket, but all other personal items such as toys and jewelry should stay home.

### **Recess:**

The time allotted for recess is for relaxation and for children to organize their own activities and games. The playground is a place to learn about social life. The supervisors look out for the security of the children and ensure that the games do not involve elements of physical danger. They also make sure that children who leave the playground alone (to go to the bathroom, for example) come back in a timely matter. Once recess is over, the children must line up calmly and return to class to continue their academic activities.

### **Playground:**

- Play should take place in designated playground areas and not in front of the school, in bathrooms, in hallways, or around buildings.
- Careful running is only permitted in the playground. No running in the lunch areas.
- Students need approval from the yard supervisor when leaving the playground during recess.
- Students may not be excluded from participating in a game; games may not be "locked". Students may not take a ball away from a game after it has started.
- Bicycles, rollerblades or skates, skateboards, and scooters may not be ridden on campus.



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### 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 pickup 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.



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### General Evacuation Drills:

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

### Fire Drills:

When the fire alarm rings:

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

### Earthquake “Drop/Cover/Hold” Drill:

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

Inside classroom:

- Upon command of “drop,” drop to knees, facing away from windows.
- Take cover by getting body under/below furniture (desk, chair, table, etc.).
- Tightly grasp furniture (table legs, etc.) with hands.
- Wait quietly for further instructions.
- On school grounds but outside of classrooms:
- Stay clear of buildings, power lines, light poles, etc.
- Drop to ground, cover head if possible, and hold onto a stable object if possible.



### Lockdown Drill:

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

- A lockdown procedure is indicated with the following statement by intercom or megaphone: “The campus is now in a lockdown. All students should report to the nearest classroom immediately.”
- Students outside of their classroom should be directed into the nearest classroom and then adults should lock all doors and close the window blinds. All individuals should seek immediate cover under tables or desks and remain low to the ground away from windows and doors. Teachers will take roll and communicate this information to the main office. Teachers will wait for an “all clear” signal before releasing anyone from the room.



## **Parent Handbook 2023-2024**

- During the drill, teachers explain what the students should do in an actual lockdown and practice these procedures. In an actual lockdown we would expect that the classes are quiet, and the students are not moving around.
- No one (including parents and staff) will be allowed to enter or leave the building during a lockdown. Parents may not pick up or drop off their children until the lockdown has been lifted.
- When the lockdown is over, staff will hear an announcement over the intercom system or receive instructions from a school administrator, police, or fire official. Students will not be released until this time.

### **What Can Parents Do During an Emergency?:**

- Parents need to be familiar with the School's emergency procedures. Questions about your campus emergency plan should be directed to your campus director.
- You must know where to go to pick up your child and when you may do so.
- Emergency procedures in place are there to protect the students, and the school and the parents must respect and follow these procedures during an emergency.
- Parents should be sources of guidance and support to the 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 acknowledgment 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): \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

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

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



## Parent Handbook 2023-2024

### Appendices

#### Early Learning Center: ELC Important Campus Information and Contacts:

##### Los Feliz Campus: ELC

**Address:**  
2714 St George Street  
Los Angeles, CA 90027

**Telephone:** (323) 522-3848  
**Fax:** (323) 522-3847

**Email:** [losfeliz@lilaschool.com](mailto:losfeliz@lilaschool.com)  
**Website:** <http://www.internationalschool.la>

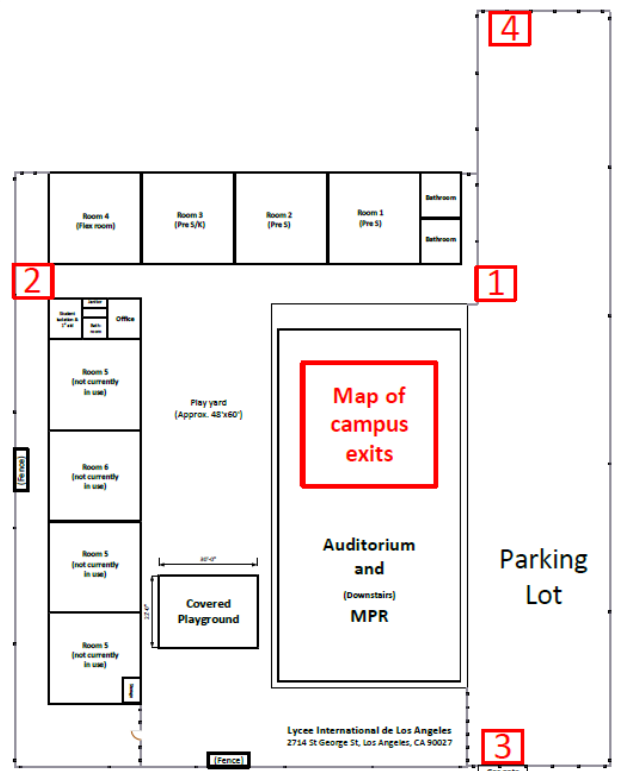


##### Campus Contact Details:

Early Learning Center Director,  
Rebecca Wilkins:  
[rebecca.wilkins@lilaschool.com](mailto:rebecca.wilkins@lilaschool.com)

Reporting Absence:  
[absent-lf@lilaschool.com](mailto:absent-lf@lilaschool.com)

Emergency Pickup:  
[emergency.pickup@lilaschool.com](mailto:emergency.pickup@lilaschool.com)







## Parent Handbook 2023-2024

### CHILDCARE CENTER FOOD PROVISION – FOOD SECTION

#### **CALIFORNIA CODE OF REGULATIONS – TITLE 22 Section 101227 for Childcare Centers:**

The Parent/Guardian must make arrangements to ensure availability of a daily food intake, meeting the requirements of Section 101227 (a) (1) below for their child as part of the child's admission agreement.

### CHILDCARE CENTER FOOD PROVISION – SNACK SECTION

There are two periods of snack time, one in the morning before lunch and one period after lunch before the end of the school.

**\*Please note:** Caution should be used with foods that can cause choking in young children and infants. Such foods include, but are not limited to, nuts, e.g., peanuts; popcorn; large pieces of raw vegetables; large grapes. Caution also should be exercised in relation to foods that can cause allergic reactions. Such foods include, but are not limited to peanuts, avocados, etc.



## Parent Handbook 2023-2024

### Daily Campus / Class Schedule:

#### Class Schedule:

Our campus has a school day that is from 8:55am - 3:45pm with 4 periods before lunch, including a morning recess, and 2 periods after lunch. ***\*Please note: the schedule below may be subject to change for the 2023-24 school year.***

<b>Preschool Schedule: ***Subject to revision for the 2023-24 school year</b>		
<b>Period 1</b>	9:00am - 9:50am	Welcome, Circle Time...
<b>Period 2</b>	9:50am - 10:40am	Whole & Small-Group Lessons
<b>Recess</b>	10:40am - 11:00am	Collation / Snack
<b>Period 3</b>	11:00am - 11:40am	Phonemic Swareness Activities
<b>Lunch</b>	11:40am - 12:30pm	Lunchtime
<b>Nap Time</b>	12:30pm - 1:30pm	Sieste
<b>Period 4</b>	1:30pm - 2:20pm	Physical Education Activities
<b>Recess</b>	2:20pm - 2:40pm	Collation / Snack
<b>Period 5</b>	2:40pm - 3:10pm	Story time
<b>Transition</b>	3:10pm - 3:45pm	Exit

#### Lunchtime:

Lunchtime is from 12:30pm - 1:40pm for elementary grades and 11:50am - 12:35pm for preschool and Pre-K classes.

#### Recess:

A first recess, before class, is from 8:45am - 8:55am, and a second recess takes place from 10:40am - 11:00am. Pickup time allows room for recess from 2:20pm - 2:40pm.



## Parent Handbook 2023-2024

### General Transportation Policy

It is the intention of the International School of Los Angeles that all children participating in afterschool activities outside the facility such as field trips are transported safely using 'school buses' as defined by safety standards of National Highway Traffic Safety Administration (NHTSA) or School Pupil Activity Bus (SPAB). LILA's 10 seat vans (purpose built for 1 driver +9 passengers) or LILA leased cars purpose built for maximum 10 people may be used when the number of students is small. Any parent giving rides to other students to such events must be with full knowledge and written consent of the parents of the other students concerned. Parents may be required to transport their own children.

Any transportation by LILA is subject to authorization given by the parents in their enrollment application for the current school year. Any change in such permission from the current year during enrollment for the subsequent year will not be effective until the start of school for that year unless a written request is put in for the amendment of the current school year permissions.

### Field Trips / Afterschool Activities Transportation:

The school van must be driven with due care by an experienced LILA staff only. Parents will not be permitted to drive LILA vehicles. The driver must be over the age of 25 with a valid California license or over 21 who has held a valid California license for at least 5 years.

### Procedure & Guidelines:

- The parents will be required to supply a Child Safety Restraint System (CSRS) for their child that meets the applicable Federal Motor Vehicle Safety Standards (FMVSSs) specification.
- The supplied child seats to be tagged with the child's name and child should be properly secured in the actual Child Safety Restraint System supplied by the parent.
- The Child Safety Restraint System should be properly secured to the school bus or other authorized bus or van/car seat anchorages system.
- The personnel involved in direct transportation of preschool age children must be trained staff who normally deal with the physical day-to-day handling of these young children.



**Parent Handbook 2023-2024**

**Extended Daycare/Study Hall Schedule:**

**Daycare Options:**

Care Options: Mon - Fri	Service	PS & PK	Payment Option 1: Yearly if enrolled now	Payment Option 2: Monthly payment via SCO (before the start of a given month)
Option 1	Morning Daycare	Morning supervision anytime from: 7:30am - 8:30am*	\$1,100	\$185
Option 2	Afternoon Daycare	Afternoon supervision anytime from: 3:45pm - 5:30pm*	\$1,100	\$185
Option 3	Combo Daycare	Morning and afternoon supervision from: 7:30am - 8:30am & 3:45pm - 5:30pm*	\$1,700	\$265

**Extended Daycare:**

In case parents are exceptionally going to arrive after 5:30pm for extended daycare pickup, they must contact the school as soon as possible, by calling the **ELC campus at (323) 665-2607 or at the main campus at (323) 665-4526**. They must also provide an approximate time of arrival.

Additional fees may be imposed for late pickup after the extended daycare hour of 5:30pm or daycare provision terminated at the school's discretion for continuous late pickups beyond 5:30pm. The fee for late pick up after 5:30pm is \$30 no matter how late the child is picked up. After 6:00pm, the fee is an additional \$1.00 per minute.

Unless they are enrolled in daycare, students should arrive after 8:30am. Students arriving at this time must stay under the supervision of a daycare supervisor, and not enter their classroom. A student not being picked up after the 3:45pm bell will automatically attend daycare.

All students not enrolled in daycare will be invoiced the \$30 per child emergency daycare fee if checked in before 8:30am or checked out after 3:45pm.

**If you did not register your student for annual daycare during the enrollment process you may still do so by using the form on the next page before Friday, September 15, 2023.**



## Parent Handbook 2023-2024

### Detailed Drop Off and Pick Up Procedures:

#### Drop Off:

- The school day begins at 9:00am. There is a period of greeting from 8:20am to 9:00am. **Children should not arrive later than 9:00am.**
- For attendance purposes, an authorized staff member must receive each child directly from the parent with the understanding that the child is in good health.
- **Parents must sign in daily by writing their child's full name, their own full name and complete signature, as well as noting their arrival time where indicated. This is a California state law.**
- If your child is reintegrating after an absence due to sickness, you must let the teacher or the teacher's aide know your child has recovered. You are welcome to give them a phone number in case we need to follow up for any reason.
- Parents have the option (for an additional fee) to drop off their children when the campus opens to students at 7:30am (please read the Extended Daycare section above).

#### Pick Up:

- **Parents are only authorized to pick up their children after they have signed the sign-out sheet.**
- Parents will sign at the playground gate. For safety reasons, parents should not enter the playground.

#### Absence:

LILA requires parents to inform the facility office of all absences, no matter the length, by sending an email to [absent-lf@lilaschool.com](mailto:absent-lf@lilaschool.com). In order to maintain effective communication, the child's teacher(s) should be cc'd on the email.

#### Third Party Food Services:

Hero Eats LA provides lunches to preschool throughout the greater Los Angeles and the school has made provisions for them to service our facility and meet the parents' needs if required. Please visit [www.HeroEats.boonli.com](http://www.HeroEats.boonli.com).

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