

# FAMILY-STUDENT HANDBOOK



## INTERNATIONAL SCHOOL OF LOUISIANA

**Melanie Tennyson, Head of School**

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*The mission of the International School of Louisiana is to provide a challenging education emphasizing language immersion, international awareness, the celebration of diversity and community responsibility.*

This handbook is intended to provide information about the International School of Louisiana (ISL). It represents a summary of policies relevant to families and students at ISL. Throughout the school year this handbook may be amended as necessary. For additional information or clarification, please contact the main office at any of our campuses.

The International School of Louisiana is a non-profit 501(c)3 organization operating a Type 2 charter school by authorization of the Louisiana Board of Elementary and Secondary Education.

ISL will make all reasonable efforts to respond to requests for access to public records within a reasonable time and in accordance with the provisions of the Public Records Law, La. R.S. 44:1 et seq. Some requests will take longer to collect and process because all requests must be reviewed for exceptions to the Public Records Law before they can be inspected, copied, and/or reproduced. Notice will be provided in all instances where the public nature of the records is in question.

Pursuant to La. R.S. 44:32(C)(1)(a), ISL collects fees for the copying and production of public records. Prior to copying and production, ISL will provide an estimate of the costs of the production to the requester. ISL will produce the records only upon complete payment of the required fees. The base fees are as follows:

\$0.25 per page for paper copies. Two-sided documents are considered two pages.

\$0.25 per page for PDF documents, PowerPoint presentations, and Word documents.

\$10.00 for any other electronic documents that must be provided on a thumb drive or other device.

Additional service fees may apply depending on the scope of the request. Requestors have a right to appeal a denial decision to the Board of Trustees.

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## ABOUT ISL

The International School of Louisiana (ISL) was founded in 2000 as a Type 2 public charter school open to any child in the State of Louisiana. ISL embraces the culture of New Orleans through a language immersion program that values the ethnic diversity of this historically significant region. ISL blends the traditions of New Orleans, the United States, and the world's many French- and Spanish-speaking cultures, creating an incomparable educational experience.

Dedicated to cultural diversity and global awareness, ISL is the first and only multi-language immersion school chartered by the State of Louisiana. From their first day of school, students are taught core academic subjects in either French or Spanish. At ISL, children learn a second language naturally, through everyday conversation and classroom instruction. ISL students do not receive instruction in English Language Arts until second grade.

ISL's unique mission continues beyond language immersion. Multilingualism is the first step toward acquiring a global education. ISL is committed to breaking down barriers in public education by teaching children to appreciate and embrace diversity in their communities and beyond. Our goals are to provide all of our students with a unique and high-quality education and to help young people develop not only as students, but also as community members and global citizens.

## **SCHOOL HOURS**

### **ST. ROCH and WESTBANK CAMPUSES**

**EARLY BIRD:** 7:15 AM - 7:45 AM

**GATES OPEN/MORNING ACTIVITIES BEGIN:** 7:45 AM

**CLASSROOM INSTRUCTION BEGINS:** 8:00 AM

**CLASSROOM INSTRUCTION ENDS:**

3:30 PM on Monday, Tuesday, Thursday, and Friday

2:30 PM on Wednesday

**AFTER SCHOOL PROGRAMS:** Dismissal - 5:30 PM

### **UPTOWN CAMPUS**

**EARLY BIRD:** 7:15 AM - 8:15 AM

**GATES OPEN/MORNING ACTIVITIES BEGIN:** 8:15 AM

**CLASSROOM INSTRUCTION BEGINS:** 8:30 AM

**CLASSROOM INSTRUCTION ENDS:**

4:00 PM on Monday, Tuesday, Thursday and Friday

3:00 PM on Wednesday

**AFTER SCHOOL PROGRAMS:** Dismissal – 5:30 PM

### **PARKING (ALL CAMPUSES)**

Out of consideration for our neighbors and the safety of our students, please park legally when dropping off and picking up your children. Please do not block driveways, fire hydrants, loading zones, or bike lanes. Tickets can be issued if a car is parked in these areas. Cell phone use is not permitted while driving in school zones and on campus grounds.

## **ACADEMICS/CURRICULUM**

### **LANGUAGE IMMERSION**

Immersion is a method of instruction in which the school curriculum is taught in a language (the Target Language - French or Spanish at ISL) other than the dominant

or native language of most students and/or the community (English, in our case). The Target Language is the vehicle for content instruction; it is not the subject of instruction. ISL's immersion program aims to provide educational experiences, beginning in Kindergarten, that support academic and linguistic development in two languages, and that develop students' awareness of multiple cultures.

You could think of immersion education as being similar to attending school in France or Mexico: the teachers speak French or Spanish, and they speak to the children in French or Spanish.

Follow this link for answers to Frequently Asked Questions about Immersion.  
[www.carla.umn.edu/immersion/FAQs.html](http://www.carla.umn.edu/immersion/FAQs.html)

## **ISL'S IMMERSION PROGRESSION**

In Kindergarten and 1<sup>st</sup> grade, students spend approximately 90% of daily instruction in the Target Language (only enrichment activities such as P.E., art, and music may take place in English. When possible these classes are conducted in the Target Language).

In grades 2-5, students spend approximately 80% of their daily instructional time in the target language. Math, Science, and Social Studies, are all taught in the Target Language, as well as Target Language Arts. English Language Arts is added for 60 minutes a day.

In grades 6-8, approximately 25% of a student's time is spent in the immersion language. ISL increases the amount of time students spend in English as the students enter higher grades. English is the language of instruction for Social Studies and Science. This is a shift from Lower School. Mathematics remains a subject taught in the Target Language (French or Spanish). Students take both Target Language Arts and English Language Arts in equal amounts.

HomeworkLouisiana is a program of the Louisiana State Library that offers free online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device. Visit [HomeworkLA.org](http://HomeworkLA.org) for more information.

Parents and legal guardians of ISL students may request to review non-secure instructional materials used by their child. Parents/legal guardians have the right to review non-academic surveys before they are administered or distributed to their student(s). To review these materials, legal guardians should contact their campus Principal or their designee to arrange a mutually agreeable time and date within regular school hours during which to review materials in person. Parents/legal guardians may request physical copies of instructional materials; if a legal guardian requests a paper copy of material that can be readily copied using school equipment, copies will be provided for a fee of \$.25 per page. In responding to such requests, ISL will comply with all applicable laws, including LA RS 17:355 and the Parents' Bill of Rights for Public Schools.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

### **EARLY BIRD AND PRIME TIME PROGRAMS**

Before and after school care is available full-time and part-time. For unscheduled after school care, a drop-in service is also available for students. Speak to your Family Liaison or Childcare Coordinator to enroll.

Anyone picking up a child who is not on the child's pick-up authorization list will need to be approved through written authorization, via email, or a direct phone call from the parent/guardian before the child may leave school grounds.

Permanent changes to the pick-up list can be made by submitting an Update Contact Form to your Campus front office. By State Law, children under the age of 16 may not pick-up other children. Everyone picking up a student must be prepared to show picture identification.

#### **Daily Fee/Late Fee**

- Family accounts are charged \$10.00 per day per child (up to \$150 per month per student) if registered.
- A late fee of \$5 for the first minute and \$1 per minute thereafter is due for any child not picked-up by 5:30pm at St. Roch, Uptown and Westbank campus.
- Late fees will be billed to your Kids Care account; repeated late pick-up will result in dismissal from the program.
- Students who remain on campus more than 15 minutes after dismissal and who are not registered in the after school program will automatically be checked into drop-in and charged \$20.
- Repeated late pick-up and non payment of fees will result in dismissal from the program.

### **Drop-In Service**

- ***For unscheduled PRIME TIME (After School Child Care)*** , a drop-in service is available for students who are not registered in an after school program.
- Drop in fees are \$20 per day, or any portion thereof, if your child is in attendance.
- Pre-registration is not required for drop-in care, however, if you believe you will need drop-in service more than twice yearly, it is strongly recommended that you register your child.
- If a student is returned to the Uptown campus by a van/bus service due to no one being present at their designated stop, a \$20 drop-in fee will be charged and added to your Kids Care account. If no account exists, one will be created and login information will be emailed to the parent/guardian.

For complete information regarding ISL's child care programs, please see the [Childcare](#) section of the ISL web site.

ISL families who qualify for Child Care Assistance Program (CCAP) funds may be able to apply those funds to their before and after school care fees.

### **COMMUNITY WORKS**

Community Works of Louisiana offers after-school programming at ISL Monday through Friday, except on days immediately prior to school breaks. The CWLA program is completely independent of ISL, and all registration, programming and financial questions, concerns, etc. should be directed to Community Works. The appropriate contact information is listed on the Community Works website:

[www.communityworksla.org](http://www.communityworksla.org)

### **ANIMALS ON CAMPUS**

Pets are not allowed on campus at any time, including at dismissal time; service animals are permitted in accordance with the ADA. In situations where it is not obvious that an animal is a service animal, staff may ask whether the animal is a service animal required because of a disability, and what work or task the animal has been trained to perform.

### **ANTI-DISCRIMINATION**

ISL does not discriminate against students on the basis of race, religion, color, national origin, gender, disability, family situation, intellectual or athletic ability, sexual orientation, gender identity or expression, natural, protective, or cultural hairstyles, or any other basis that would be illegal if used by a district board of

education. ISL complies with all applicable Louisiana statutes concerning public schools.

## **ATTENDANCE**

In compliance with the Compulsory School Attendance Law (R.S. 17:221), children are required to attend a public or private day school unless the child graduates from high school prior to their eighteenth birthday.

Students must be present a minimum of 167 days per school year to be eligible for promotion. Students who have not met the minimum number of attendance days (167) or who have been absent from school for 10 or more days may be retained at the discretion of the principal.

The guardians of students who have more than three unexcused absences will be asked to meet with school administrators. Students with more than five unexcused absences or tardies (including early check-outs) may be reported to the appropriate Truancy Office.

## **HOMELESS STUDENTS**

Children whose families who live in a shelter, car, park, public place, or abandoned building, or who live in a hotel or motel, or are doubled up with another family due to loss of housing or income may qualify for services and assistance under the federal McKinney-Vento Homeless Assistance Act. For more information, please contact your campus Social Worker. Students/families who are determined to be ineligible for services under the McKinney-Vento Homeless Assistance Act or are not satisfied with the services provided to them have the right to file an appeal with the Head of School; to do so, please contact Susan Chapman, Chief of Operations, [schapman@isl-edu.org](mailto:schapman@isl-edu.org), 504-654-1088.

## **BEHAVIOR EXPECTATIONS**

ISL faculty and staff maintain high standards of behavior in the classroom, in the hallways, in the lunchroom, on school premises, and throughout all school-sponsored activities by reinforcing and teaching the following:

- respect for one's education and for the education of others

- development of self-esteem
  - respect and consideration for others (and the rights of others, including teachers, staff, peers and all students within the school)
  - respect for one's own property, other students' property, and the school's property
- 
- development of a safe, clean, and caring environment in each classroom and throughout the school

For complete information regarding expectations for student behavior and ISL discipline, please see the **ISL Code of Conduct (Addendum A)**. ISL's policies and procedures regarding student seclusion and restraint are described in the **International School of Louisiana Seclusion/Restraint Policies and Procedures Manual (Addendum B)**.

## **SUSPENSION AND EXPULSION**

Student suspensions are handled at the school level; a description of procedures and policies regarding suspensions begins on page 16 of the **ISL Code of Conduct (Addendum A)**, at the end of this document).

Student expulsion hearings are handled by the NOLA Public Schools Student Hearing Office; the Student Hearing Office Manual can be found on the NOLA Public Schools website at this address:

<https://nolapublicschools.com/documents/school/school-leadership-resources/student-support-and-attendance/school-leader-forms/student-hearing-office-information/student-hearing-office-disciplinary-manual-2024-2025>

## **BULLYING**

Bullying is when an individual or group of people/students, who have more power at the time, deliberately upset or hurt another person, their property, reputation, or social acceptance on more than one occasion. Bullying may include direct physical contact (such as hitting, tripping, pushing), direct verbal contact (such as name-calling, insults, homophobic or racist remarks, verbal abuse), or indirect contact (such as lying and spreading rumors - including on social media - playing nasty jokes designed to embarrass or humiliate, or encouraging others to socially exclude someone).

Many distressing behaviors are not examples of bullying even though they are unpleasant and often require adult intervention and management. Mutual conflict, social rejection or dislike, single-episode acts of nastiness or meanness, or random acts of aggression or intimidation are socially unpleasant situations that are often confused with bullying. **For a more detailed definition or explanation of procedures related to bullying please see the ISL Code of Conduct (Addendum A).**

## **HARASSMENT**

Harassment is hostile or denigrating verbal, non-verbal, or physical conduct directed toward an individual because of their race, color, religion, national origin, age, disability, citizenship status, marital status, gender, sexual orientation, gender identity or expression, or any other characteristic protected by law. Harassment is prohibited in all relationships at the school and is considered a level 2 or 3 infraction in the Student Code of Conduct. A student who believes they are a victim of harassment should report the offending behavior to a teacher, the school nurse, counselor, assistant principal, principal, or other trusted adult. All reports of harassment are confidential, except as required by law.

## **TITLE IX**

### **Title IX Policy**

ISL does not discriminate on the basis of sex in any educational programs or activities. Title IX of the Education Amendments Act of 1972 specifically prohibits discrimination on the basis of sex and requires Federally-funded schools to investigate claims of discrimination or harassment based on sex. Any student, employee, or family member who believes an ISL student has been the victim of discrimination, harassment, abuse, or assault on the basis of the student's sex can file a complaint with their campus Title IX Coordinator. Retaliation against those who file complaints is prohibited. This policy and the procedures below apply to complaints against employees, students, or third parties. *Interpreters are available and can be requested by contacting your campus Title IX Coordinator. Si desea una traducción de esta información, no dude en ponerse en contacto con el Title IX Coordinator de la escuela. Tendrá mucho gusto en proporcionarle un traductor.*

**Complaint Process** (Don't turn this page in; keep it for reference.)

To file your complaint, submit this form to the Title IX coordinator for your campus. The form may be submitted by U.S. mail, to your campus Front Office, in person, or by email.

St. Roch Campus  
Brandon Ferguson, Principal  
2518 Arts Street  
New Orleans, LA 70117  
[bferguson@isl-edu.org](mailto:bferguson@isl-edu.org)  
504-934-4875

Uptown Campus  
Laura Adelman-Cannon, Principal  
1400 Camp Street  
New Orleans, LA 70130  
[ladelmancannon@isl-edu.org](mailto:ladelmancannon@isl-edu.org)  
504-654-1088

Westbank Campus  
Brandon Ferguson, Principal  
502 Olivier Street  
New Orleans, LA 70114  
[bferguson@isl-edu.org](mailto:bferguson@isl-edu.org)  
504-274-4571

## **Complaint Procedures**

After a complaint has been filed, the Title IX Coordinator will provide written notification of the complaint, a summary of the allegations, and a description of ISL's grievance process to the parents or legal guardians of all parties involved within 2 school days. The Coordinator will notify the school's designated investigator.

The investigator will conduct an adequate and impartial investigation of the allegations contained in the complaint, beginning their investigation with a presumption of non-responsibility for the respondent. The complainant and respondent have the right to an advisor of their choice, who can be, but is not required to be, an attorney. The investigator will gather information from anyone who was involved in the situation or who may have information about it and produce a thorough written report of all relevant information. The complainant and respondent will have access to this report and the opportunity to respond to it in writing. Each party will have the opportunity to submit questions they would like to have asked of any other involved party. These questions must be submitted in writing and relevant to the complaint. Each party will receive the answers to these questions and have the opportunity to ask a limited number of follow-up questions. Parties will be given up to

ten days to submit their written responses and questions during each of these response periods.

The complainant and respondent are not barred from discussing the Title IX complaint, but the investigator's report is confidential and may not be distributed, shared, or copied by either party.

Within 10 full school days after completing the investigation and report process, the investigator will submit their report to ISL's designated decision-maker for Title IX complaints, who will review the information and seek a preponderance of evidence upon which to make their determination. When a final determination has been made, the decision-maker will provide a written determination to all parties. The written determination will include a clear statement of responsibility for the allegations, a summary of the facts that support the findings, any disciplinary actions or remedies that result, and information regarding the appeal process.

If a Title IX violation is found to have occurred, the school will take actions to prevent future recurrences and address any discriminatory effects of the violation. A variety of disciplinary actions and remedies may be used in the resolution of Title IX complaints, including any of the strategies outlined in ISL's Code of Conduct. For students, this may include referral to the Student Hearing Office for an expulsion hearing. For adults, this may include a recommendation for termination of employment. Remedies may include stay-away agreements, placement of students in separate classes, counseling services, or other strategies to ensure equal access to ISL's education program.

### **Training and Conflicts of Interest**

Employees who handle Title IX complaints will be trained annually. Training materials will be free of gender stereotypes and available for review on ISL's website. If a campus Coordinator has a conflict of interest regarding any party in a complaint, the Title IX Coordinator from another campus will serve in their place. If a conflict of interest arises regarding the appointed decision-maker, another qualified individual from ISL's administrative staff will be appointed to this role by the Head of School. Only trained employees will respond to Title IX complaints.

### **Right to Appeal**

Parties to a Title IX complaint are entitled to an appeal of a written determination or dismissal of a complaint under the following circumstances:

- procedural irregularity that affected the outcome of the matter,
- newly discovered evidence that could affect the outcome of the matter, and/or

- one or more Title IX personnel had a conflict of interest or bias that affected the outcome of the matter

In these cases, parties may file an appeal with the Head of School. To file an appeal, contact Melanie Tennyson, Head of School, [mtennyson@isl-edu.org](mailto:mtennyson@isl-edu.org), 504-654-1088.

## **Records**

Records related to Title IX complaints and training materials for employees who handle Title IX complaints will be maintained by the Head of School's Office and kept on file for seven years.

## **RESPECT FOR SCHOOL PROPERTY**

All desks, books, cubbies, and other school materials are the property of the school. Students should be respectful of all school property and may not deface school furniture, walls, ceilings, floors, or equipment. Students may not tamper with fire alarms, fire extinguishers, or any electrical systems. The willful destruction, damage, or defacement of school property is grounds for disciplinary action. Students and their parents/guardians will be required to pay for the repair or replacement of any school property that is lost, damaged, or defaced as a result of the student's actions or neglect.

## **BICYCLE PARKING**

ISL encourages students to walk and ride bicycles to school. Bicycle racks are provided for parking during the school day. Bicycles should not be parked in front of school buildings; bikes left in front of the building for more than 15 minutes will be removed. Please reach out to campus administration for more specific information at your campus.

## **BOARD OF TRUSTEES**

The International School of Louisiana is its own public school district (Local Education Agency or LEA) and reports directly to the Board of Elementary and Secondary Education for the State of Louisiana.

The primary responsibility of the Board of Trustees is the governance of ISL - to establish policies that define the school's organizational purpose; to ensure

fiduciary responsibility and accountability; and to raise funds and public awareness in support of the institution. The ISL Board of Trustees functions as the school board of the school; however, **day-to-day operation of the school is the responsibility of the school principal.**

Board meeting dates, times, and meeting minutes can be found on the ISL website.

A current list of the full Board of Trustees and officers can be found on the [Board section](#) of the ISL website.

Board members can be contacted at [trustees@isl-edu.org](mailto:trustees@isl-edu.org). Parents, teachers, staff, and community members are encouraged to attend Board meetings. The agenda provides time for public comment when audience members may address the Board. Commenters are asked to limit themselves to one comment of two minutes or less per agenda item or comment period. Comments that violate the privacy of students or staff are prohibited.

## **CELL PHONES, SMART WATCHES, AND ELECTRONIC DEVICES**

Students **MAY NOT** bring cell phones, smart watches, or other electronic devices to school.

A cellphone or smartwatch found in a student's possession (for example in their pocket, in their backpack, in a purse) without permission will be confiscated. The device will be returned only to the student's parent/guardian. **For a third offense, electronic devices will be confiscated and not returned for one week, and then only to the student's parent or guardian.** Students who disregard this policy will suffer disciplinary action.

As with other personal property brought into our school, ISL is not responsible for lost, stolen, or broken electronics. (For further information, please see the ISL Code of Conduct.) Audio and video recording devices are not allowed on campus. Students who disregard this policy will suffer disciplinary action.

If a student uses a cell phone or smart watch during testing, they will receive a zero for the test.

We understand that there may be occasional situations in which a family needs an exception to this policy. For example, an exemption might be granted for a student who travels between two homes and needs a device over the weekend or a child who takes public transportation. Families who need an exemption to this policy must request one in writing. Students with an exemption to the device policy must turn in their device as soon as they enter campus; the device will be held in a safe location until the end of the school day. If a student violates this procedure, their exemption will be revoked.

**A child who walks off campus every day for dismissal and waits to be picked up in the park (or a local coffee house) will not be granted an exemption.**

## **CIRCUS ARTS**

ISL's Beaucoup Circus Troupe performs at events throughout the school year, including Mardi Gras parades. To be eligible for participation in parades, students must be twelve years old on or before the day of the parade, complete the required number of practices prior to the event (number determined by the Circus Arts Coordinator), and have an adult who can accompany them throughout the parade. For their safety, all students must complete the entire event and may only be picked up from the designated dismissal location at the end of the parade route.

Former ISL students may be eligible to perform at events with current students if they completed the 8th grade at ISL. Former students will only fill spots that remain open after all eligible current students have been given the opportunity to participate in a performance.

## **CLASSROOM CELEBRATIONS**

ISL campuses observe traditions that are a part of our unique school culture. Among these are the 100th Day of School, Lunar New Year, and special subject-specific weeks (Language Week, Math Week, Science Week, and International Week). An important highlight of our year is the International Day parade that takes place at each campus on the last day of instruction.

## **RELIGIOUS HOLIDAYS**

The United States Supreme Court has ruled that public schools may not sponsor religious practices, but may teach about religion. At ISL, the historical and contemporary significance of religion and religious holidays may be included in the curriculum when such study serves the academic goals of educating students about history and cultures and when it is presented in an unbiased and objective manner. Students may ask to be excused from classroom discussions or activities related to particular holidays, even when these are treated from an academic perspective.

Students may be excused from school to observe a religious holiday within their tradition without penalty on scholastic attendance records. A parent/guardian should give written notice to the principal five school days before the student's anticipated absence. Students are allowed a reasonable number of excused absences. Students may be asked to complete makeup assignments or examinations relating to these absences.

In accordance with the Supreme Court, ISL will not host classroom parties for holidays that are specific to one religion. Parents are encouraged to check with their child's classroom teacher about ways they may appropriately share their family's traditions of celebration with their child's class. Questions or concerns should be referred to the Principal. We want ISL students to explore and experience the rich cultural traditions of all peoples around the world. We encourage teachers to include celebrations as a part of the curriculum with appropriate lesson plans approved by the Principal.

## **BIRTHDAYS**

We ask that parents request in advance (36 hours) if they would like to celebrate a child's birthday in the classroom. It is important that families honor this request, as it allows for the classroom teacher to plan time for a celebration as well as to ensure that all children are able to participate. The teacher will know if any child in a class has allergies or dietary restrictions and can contact that child's family for an alternative treat. Some students do not participate in birthday celebrations, and advance notice is required in order for the school to accommodate all families.

## **COMMUNICATION**

ISL regards the educational process as a partnership between students, families,

and the ISL faculty, staff and administration. Effective communication is essential for success.

## **CONCERNS**

When parents/guardians have a question, want more information, or need clarification of a situation concerning classroom matters or academic/social concerns, their child's classroom/homeroom teacher should be the first point of contact. To see or speak with a particular teacher, make an appointment so the teacher can bring any necessary materials and arrange for time to adequately discuss the matter. The most efficient way to make an appointment with a teacher is to email the teacher directly. Please allow 48 hours for a response. A list of all faculty and staff contact information, including email addresses, can be found on the ISL website the applicable Campus section or the About ISL section. A parent/guardian may request that the Family Liaison or a translator is present at meetings to facilitate communication.

After meeting with your student's teacher, if concerns remain or the situation persists, contact the Assistant Principal or Principal by phone or email within five business days. If necessary, an appointment will be made.

Please keep in mind that our teachers and Principals are typically unavailable by phone during school hours because they are with students.

## **GRIEVANCES**

If, after having formal meetings with their student's teacher and Principal, a parent/guardian believes that Federal or State laws, Department of Education requirements, ISL's school policies, or another applicable rule are not being implemented in a fair or correct manner, they may file a formal grievance with the Head of School's office. Grievances should be submitted in writing by completing the Formal Grievance Form (available on the ISL webpage or by emailing [headofschool@isl-edu.org](mailto:headofschool@isl-edu.org)). Parents/guardians may submit their grievances via email to [headofschool@isl-edu.org](mailto:headofschool@isl-edu.org) or in hard copy at their campus front office. The Head of School will evaluate the written material submitted; if necessary, a meeting will be scheduled. After all materials have been submitted or the grievance meeting is held, whichever is later, the Head of School will make a determination for resolution within 10 school days.

After their grievance determination from the Head of School, if a parent/guardian is not satisfied or believes the school's policies have been applied improperly or violate State or Federal requirements, they may formally appeal the Head of School's decision by submitting a second Formal Grievance Form to the ISL Board of Trustees. This form can be submitted by email to Chief of Operations Susan Chapman ([schapman@isl-edu.org](mailto:schapman@isl-edu.org)) or directly to the Board of Trustees ([trustees@isl-edu.org](mailto:trustees@isl-edu.org)) or it can be turned in to your campus front office, addressed to the Board of Trustees. The Board of Trustees will evaluate the written material submitted; if necessary, a meeting will be scheduled. After all materials have been submitted or the grievance meeting is held, whichever is later, the Board will make a determination for resolution within 20 school days.

The hierarchy for conflict resolution/grievances at ISL is as follows:  
Teacher/Employee ---> Assistant/Associate Principal or Principal ---> Head of School (Formal Grievance) ---> Board of Trustees. The Board of Trustees is the final authority for grievance appeals.

## **EARLY DISMISSAL & PROFESSIONAL DEVELOPMENT DAYS**

Students at our St. Roch and Westbank campuses are dismissed at 2:30 p.m. on Wednesdays; students at our Uptown campus are dismissed at 3:00 p.m. on Wednesdays. This time, along with scheduled Professional Development Days, is set aside for our staff to participate in professional growth activities and meet with their colleagues regarding grade level or school-wide curriculum issues. These activities are an important part of our students' continued academic success.

## **EDUCATION SERVICES**

### **SPECIAL EDUCATION**

ISL welcomes students with disabilities. Our school uses an inclusion model for special education. We have full-time special education teachers at each of our campuses and a variety of related service providers on our staff. We work with outside agencies to meet other student needs when necessary. IEPs are developed and revised by a team from the student's campus.

Questions and/or concerns about evaluations, remediation, social work/counseling

services, speech language therapy, health services (nurse), and special education should be directed to your campus Principal. Families who suspect their student may have a disability should speak to their Assistant Principal or Principal about their concerns and whether an evaluation might be appropriate for their child. Important resources and information are available on the [Education Services](#) page in the Academics section of the school website ([www.isl-edu.org](http://www.isl-edu.org)).

## **REMEDIATION (MTSS)**

Multi-Tiered System of Support (MTSS), is the process of providing high quality instructional support and interventions to meet the needs of all students, including struggling International School of Louisiana learners and/or students with challenging behaviors, at increasing levels of intensity. MTSS is a general education initiative that provides support to students in general education settings with the goal of students achieving success in those settings.

MTSS is available to all International School of Louisiana students. Any student who has an academic, behavior, social, or speech concern is eligible to participate in the MTSS process. Students may receive individual or small group support. Referrals can be submitted by the general education teacher, parent, or school administrator. For additional information, please see ISL's Pupil Progression Plan, available on the school website ([www.isl-edu.org](http://www.isl-edu.org)) or at any campus.

## **SECTION 504**

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of their non-disabled peers are met. An individual with disabilities is the same as "a person with disabilities" defined in 34 CFR 104.3(j). That definition is as follows: (j)"Person with disabilities." (1) "Persons with a disability" means any person who (i) has a physical or mental impairment which **substantially limits** one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

Students who meet the qualifications for a Section 504 plan may be in need of certain accommodations and/or modifications.

## **EMERGENCY CONTACT INFORMATION**

The school maintains emergency contact information for each student at ISL. Emergency situations may arise involving the welfare of a student when a parent or guardian is not available. The telephone number of a friend, a neighbor, or a family member who will be able to take over care and responsibility for the child should be noted in the emergency information. The school should be notified immediately of any changes to emergency information. Parents/guardians may update this information online once each year via the ISL information update portal. Parents or guardians who do not have access to a computer or the internet are invited to use one of the school's computers for this purpose. Please speak to your campus Family Liaison to do so. Changes to the parents or legal guardians listed in a student's file must be made by completing the appropriate form from their campus Family Liaison, front office staff, or online in the Resources & Forms section of your campus web page.

## **EMERGENCY SCHOOL CLOSINGS**

The Head of School may close school buildings because of inclement weather, contagious disease, pandemic, or other emergencies. **ISL uses the organization website, [www.isl-edu.org](http://www.isl-edu.org), as the official communication portal.** In the event of an emergency, a message will be posted on the ISL home page. For campus-specific details, refer to your Campus Community Page. The web site will also be used as the official communication portal to notify parents of special announcements and provide specific contact information for the campus in the event of an emergency or closure. At times we may utilize other forms of communication. However, you should refer to the web site first; for information specific to your campus, select your campus page from the ISL home page.

*Other forms* of communication may include, but are not limited to:

- Broadcast message service (Telephone and/or Email)
  - All emergency messages are sent by PowerAlert (email, voice, and/or text message). The individual listed as Primary Contact in our database will receive any PowerAlert messages sent by ISL.
  - These PowerAlert messages and all important updates will be posted on the web site ([www.isl-edu.org](http://www.isl-edu.org)) under "Important Information" on the homepage, as well as under the "Head of School Corner".
- Social Media
- Letter to families

As a Type 2 school, in all emergency situations, ISL will follow the guidelines of the state of Louisiana and Orleans parish. ISL school buildings generally close whenever all NOLA Public Schools (Orleans Parish School District schools) are closed, however there may be times when ISL remains open. ISL schools may be closed at other times as well.

At times, ISL school buildings may be closed while instruction continues virtually via our Instructional Continuity Plan (ICP). It is possible that we would have short notice prior to school closure.

**Official announcements regarding school closure will be posted on the ISL web site ([www.isl-edu.org](http://www.isl-edu.org)).**

## **FACILITY USAGE**

School facilities are available after school hours for use by school-approved groups such as scout troops. All after-school functions, including regular meetings, must have written approval. A Room Usage Request form must be completed 2 weeks prior to the event date. An hourly fee will apply to events that last beyond 5:30pm. The principal's office should be contacted in order to obtain the appropriate forms and approval.

## **FAMILY ENGAGEMENT**

When schools and families work together to support learning, children do better in school. At ISL, it is our goal to ensure that each student reaches his or her personal best level of achievement. Research has shown that the most beneficial things families do to help their children learn are things they do outside of school: making sure children attend school regularly and arrive on time, asking your children about school, expressing high expectations for school work, reading with each other, and engaging in educational activities together. As a part of our Family Engagement Plan, ISL hosts a series of events each year that are designed to support families in doing the things that are most likely to help their children succeed.

Each ISL campus has a Family Liaison who can help parents find ways to participate in the school community. The Community Support Coordinator facilitates

schoolwide engagement opportunities and provides volunteer training. More information about volunteering at school is included under the Volunteer Opportunities section of this handbook.

Campus-specific and schoolwide events and activities are shared in the weekly Tidbits and posted on the Campus Community pages of the ISL website.

## **FAMILY LIAISON**

ISL's Family Liaison works to bridge communication between home and school. The Family Liaison helps parents get the information and support needed to ensure their child's academic and social success, and assists families in understanding how to get involved and how to help their children to do their best at ISL.

## **FEES**

### **Authorized Fees:** none

The International School of Louisiana does not require the payment of any fees in order for students to enroll, to receive their records, or to participate in curricular or co-curricular activities. No fees that are not authorized by this policy will be assessed.

Each year, recommended student supply lists will be published on the ISL web site; these lists are approved by the campus Principal. The supplies listed are not required, and the total cost per child will not exceed \$200 per year.

Because ISL does not collect any fees, there is no process for requesting an economic hardship waiver, nor are there waiver criteria or an appeals process for waiver decisions. Questions about this policy may be directed to Chief of Operations Susan Chapman, [schapman@isl-edu.org](mailto:schapman@isl-edu.org).

Families who have the means to do so are invited to make an annual contribution toward our enrichment programs (music, visual arts, and circus arts). Families may be asked to send money to school with their student on occasion to cover the cost of field trips, if they have the ability to do so; these contributions are not mandatory and no student will be prohibited from attending field trips on the basis of

non-payment of field trip costs.

Books and instructional materials are free of charge.

## **FIELD TRIPS**

A variety of field trips are planned throughout the year; field trips are a part of the school curriculum and are treated as a regular school day. Each student must have a completed *Universal Field Trip Permission Slip* on file before they are allowed to participate in off-campus activities; this form is completed online as part of the student registration process. Parents/guardians will be notified of the date and place of a field trip. If there is a cost associated with the trip (ticket, entry fee, etc.) families are not required to pay these costs. Some families may opt to do so, but no student will be prohibited from participating in a field trip for opting not to do so. Teachers will notify parents if volunteers are needed to assist with the field trip.

Volunteers/chaperones must follow school rules and abide by teacher guidelines when on field trips. Parents may not purchase outside food or gifts for students without approval from the designated school authority (teacher, Assistant Principal, Principal). Unless otherwise noted, siblings or accompanying guests may not be brought along on field trips. All campus volunteers will be screened through the National Sex Offender Registry prior to volunteering.

Volunteer chaperones are mandatory reporters under Louisiana law and must be trained annually on their obligation to report child abuse and neglect. Further information on this topic is available under the Health Guidelines and Volunteer Opportunities sections of this handbook.

## **FOOD SERVICES**

The food service department of the International School of Louisiana aims to provide nutritious school meals and encourage students to make healthy food choices as part of a healthy lifestyle. Each school day, the ISL food Service department offers nutritionally balanced breakfast and lunch meals.

The menus are designed to meet the United States Department of Agriculture

(USDA) dietary guidelines for schools participating in the National School Breakfast and lunch program. Our menus offer a variety of fruit, vegetables, whole grains, reduced fat entrees and low fat or skim milk choices.

## **BREAKFAST & LUNCH MEALS**

Students are offered a minimum of five menu items for lunch and a minimum of four items for breakfast. Students must select a minimum of three items. One of the selections must be ½ cup of fruit or vegetable as mandated by USDA to encourage students to eat more fruits and vegetables.

## **MEAL PRICES**

International School of Louisiana will be participating in the Community Eligibility Provision (CEP) for the 2025 - 2026 school year. All students enrolled in any of the International School of Louisiana schools are eligible to receive one breakfast and one lunch at school each day at **no cost** for the 2025 - 2026 school year. This applies to all students enrolled at ISL St. Roch, ISL Uptown and ISL Westbank campuses.

No further action is required of you. Students will be able to participate in these meal programs without having to pay a fee or submit a meal benefits application.

<b>Meal Service</b>	<b>Student</b>	<b>Visitors</b>
Breakfast	\$0.00	\$3.50
Lunch	\$0.00	\$5.50
<b>Extra sales:</b> Water/Milk	\$0.50	\$0.50

## **MEAL BENEFITS**

### **Do I need to complete an application for the 2025 - 2026 school year?**

**No.** International School of Louisiana will be participating in the Community Eligibility Provision (CEP) for the 2025 - 2026 school year. All students enrolled in any of the International School of Louisiana schools are eligible to receive one breakfast and

one lunch at school each day at **no cost** for the 2025 - 2026 school year.

***No further action is required.***

## **SPECIAL DIET REQUESTS**

### **DISABILITY SPECIAL DIET REQUESTS**

Federal and state regulations require a completed and current diet prescription form for any student with a special diet request. Special diet request forms are available on the school's website, directly from the Food Services Department or school nurse. Special diet requests will not be processed without a current school year form on file. Special diet request form(s) must be supported by a signed statement by a licensed medical authority by the state. Menu substitutions will only be served to students with a documented medical dietary need.

Students who cannot have milk due to a medical condition must have a current school year diet prescription form on file, which must include the milk substitute prescribed by the physician.

### **NON-DISABILITY SPECIAL DIET REQUESTS**

Special diet requests for personal reasons (i.e., ethnic or religious) without a recognized medical disability may be accommodated at the discretion of the Food Services Director. The personal preference dietary form must be completed and sent to the food service office. ISL Food Services Department is not required to make substitutions for non-medical reasons.

## **MEAL PAYMENT PROCEDURES**

### **PREPAYMENT PROCEDURE**

The procedure for paying for extra meal items such as water or milk is to **PRE-PAY** at [MYSCHOOLBUCKS.COM](https://myschoolbucks.com). A check, cash, or money order should be sent in a

sealed envelope with the student's first and last name including the amount enclosed and the school campus written on the outside of the envelope. **CASH PAYMENTS ARE HIGHLY DISCOURAGED AND THE BURDEN OF PROOF IS ON THE PAYER IF THEY CHOOSE TO USE CASH FOR PAYMENT.** There is a \$35 NSF fee for each returned check.

Money **MUST** be available in the meal account or paid at the point of service. This policy includes everyone: students, staff, and visitors. Money remaining in the account at the end of the school year will carry over to the following school year.

Student food service account funds cannot be used to pay for guest meals which include parent/guardian meals.

### **ONLINE PAYMENTS for EXTRA SALES**

Bottled water and extra milk sales are available at each school. Online payments for extra items are available at [www.myschoolbucks.com](http://www.myschoolbucks.com) for your convenience. Households that would like to utilize online payments must register with My School Bucks. Your child's school student number will be required when registering.

There are no fees and the website is safe and secure for credit/debit card payments. The online payment system allows parents/guardians to track and pay for extra items, view balances and schedule advance or recurring payments

### **NON-DISCRIMINATION STATEMENT**

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than

English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*USDA is an equal opportunity provider, employer, and lender.*

## **COMPETITIVE FOODS**

ISL Food Services Department strives to promote a healthy lifestyle for our students with an emphasis on healthy eating. Therefore, competitive food items from outside restaurants are not allowed in the cafeteria during student meal times. Carbonated beverages are not allowed in the cafeteria during student meal times. Only milk, water, and 100% juice products may be allowed in meal service areas during student meal times for all grade levels.

The Food Services Department is the only authorized vendor for food or drinks at ISL. No other sales are permitted on school grounds, including the surrounding sidewalks, adjacent public areas when they are used for school activities, and field trip locations, from 30 minutes prior to the start of the normal school day through 30 minutes after the normal school day. Students, staff or any other vendor may not buy or sell food items. Any staff member who sees buying and or selling food/snacks/drinks on school grounds (as defined above) and during school hours may confiscate both the food items and the money being exchanged.

Parents are encouraged to limit the frequency of cakes, cookies, cupcakes, candy and other high sugar, high fat foods and to increase the number of whole grains and fresh fruits provided in lunch bags, for class celebrations, and snacks from home.

If there are any questions regarding the International School of Louisiana Food Services Department, you may contact Melissa Boudreaux, Director of Food Services, at (504) 444-2696 or [mboudreaux@isl-edu.org](mailto:mboudreaux@isl-edu.org).

## **FREE DRESS**

There are times when the principal may declare a “free dress day” for any or all students. The specific details of “free dress” days are campus specific. Each campus will outline their guidelines for free dress. These guidelines must be followed or a student will be sent home and lose the privilege to participate in free dress. Modes of dress or appearance disruptive to the progress of the educational program are not allowed.

In general, students should dress appropriately for school and the weather conditions. Hats, caps, coats and gloves are not to be worn in the building. Reasonable standards of cleanliness and appropriateness are expected. Protective, closed-toe footwear must be worn at all times (no sandals, flip flops, or wheels).

The Principal or Assistant Principal is the final authority for judging the appropriateness of a student’s appearance.

## **GRADING AND PROMOTION**

### **REPORT CARDS**

Report Cards are issued at the end of each semester. At the midpoint of each semester, families will be invited to review their student’s progress in a conference with the teacher. A written report of progress will also be provided. The ISL Data and Admissions Department keeps an official record of grades in each student’s file. The school does not maintain copies of progress reports or skill sheets. It is a parent’s responsibility to keep this information for their personal records, if they so choose. Transcripts are provided upon request in accordance with ISL’s Records Request Policy. The Records Request Form is available on the ISL website as well as at each school site at the front desk; please note that it may take up to 10 days for your records request to be fulfilled.

For more detailed information about grading and promotion and an overview of due process, see the ISL Pupil Progression Plan, found on the school’s website ([www.isl-edu.org](http://www.isl-edu.org)) or available by request from the school office.

## **HEALTH GUIDELINES**

ISL employs school nurses who attend to the well-being of students, faculty, and staff. The school nurse provides care for illness or injury, educates students on health care and developmental concerns, provides health screenings, and is the liaison between home, school, and health care providers.

### **IMMUNIZATIONS**

All students entering school in Louisiana must show proof of all required age-appropriate vaccinations. Each school year, the nurse reviews vaccination records for all students. The nurse works closely with the State Department of Health, utilizing the Louisiana Immunization Network for Kids Statewide (LINKS) database to track immunization information for each child. Parents should update immunization records as needed. Parents/guardians may request an exemption from immunization requirements. Please see the school nurse for exemption procedures.

No student seeking to enter any public school in St. Tammany Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations. *(La. R.S. 17:170)*

### **MEDICATION ADMINISTRATION**

Parents are encouraged to schedule administration of student medication so that medication is given at home whenever possible. In cases where medication must be administered at school the following procedures apply:

1. No medication may be administered to, or self-administered by, any student without a MEDICATION ADMINISTRATION ORDER FORM signed by their Louisiana licensed physician, and an authorization form signed by the student's parent or guardian. The MEDICATION ADMINISTRATION ORDER FORM is available from the school nurse.
2. Only oral, pre-measured aerosol for inhalation, topical ointment for diaper rash, and emergency medications may be administered at school by

unlicensed trained personnel who are under the supervision of the school nurse.

3. No medication may be administered to, or self-administered by, any student unless the medication is provided to the school in a container that meets acceptable pharmacy standards.
4. Only medication that cannot be administered before or after school may be administered.
5. The parent or their designated adult is held responsible for delivering medication to the school and to the school employee designated to receive it. The parent or designated adult is also responsible for retrieving unused medication from the school.
6. All medication not retrieved by the parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification of the parent.
7. A student may be allowed to self-administer medication such as an asthma inhaler, if their physician indicates it on the medication order. Self-administration of medication will be allowed if the school nurse verifies that the student uses proper procedure and technique.
8. Over-the-counter medications (non-prescription) are handled in the same manner as prescription medications. An order form from the physician and authorization from the parent/guardian are required. The medication must be brought to school in a container that meets acceptable pharmacy standards.
9. The initial dose of medication must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer medication.

ISL is not responsible for a student's reaction to medication when it is given in accordance with the prescriber's directions.

## **ILLNESS/INJURY**

The nurse provides assessment and gives first aid. The nurse does not diagnose illnesses, but will take note of symptoms and notify parents of observations. If a child becomes ill or is injured at school, they will be given first aid and the parents

will be notified if the severity of the illness or injury warrants such action. Minor scrapes and bruises will be attended to at school and the child will be returned to class. Families are asked to keep students at home when they are sick. Students should not return to school until they have a normal temperature (less than 100 degrees Fahrenheit without the assistance of fever reducing medication) for 24 hours before. Students recovering from communicable diseases and/or missing 5 or more consecutive days of school must report to the nurse or principal, with a physician's note clearing return to school, prior to being re-admitted to class.

## **CHRONIC ILLNESS/ALLERGIES**

The parents or guardians of all students with chronic conditions, such as asthma, allergic reactions, diabetes, respiratory distress, or seizure disorder, must meet with the nurse at the beginning of the school year to develop an emergency care plan which must accompany orders signed by the child's physician for medication or treatment in school. The nurse will communicate with school administration as necessary to implement the emergency plan. The director of food services will be notified in writing of any students with food allergies or intolerance.

## **EMERGENCY PROCEDURES—SEVERE INJURY POLICY**

A student sustaining severe or life threatening injury or illness at school will be triaged by the nurse and transported to an appropriate medical facility. St. Roch and Uptown students who require hospital treatment will be transported to Children's Hospital. Students at the Westbank campus will be transported to either Children's Hospital or Tulane Hospital. Parents will be notified prior to transfer and trained school personnel will accompany the student.

## **EPIPENS**

In accordance to the state legislation of Act 624; as defined in R.S. 17:436.1, to ensure the health and safety of all students with allergies both known or unknown, a school nurse or trained school employee may administer auto-injectable epinephrine (epipen) to any student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether or not such student has a prescription for epinephrine.

At least one employee at each school campus will receive training from a registered nurse or a licensed medical physician on proper administration of an auto-injectable epinephrine. Annual training will include:

- Proper procedures for administration of epinephrine
- Storage and disposal of medications
- Appropriate and correct record keeping or documentation
- Appropriate actions when unusual circumstances or medication reactions occur
- Appropriate use of resources

All International School of Louisiana campuses will maintain their own supply of auto-injectable epinephrine in a secure, locked and easily accessible location. A licensed physician may prescribe epinephrine auto-injectors in the name of the school. The auto-injectors (epipens) will be maintained for use when deemed medically necessary in accordance with this policy.

### **CLASSROOM EPINEPHRINE SUPPLY**

Students who are at high risk for anaphylaxis and are not able to self-administer auto-injectable epinephrine may have a supply of auto-injectable epinephrine stored securely in their classroom(s), to be administered by a school employee, if necessary.

The parents/legal guardians of a student who meets these requirements and requests to store medication in their child's classroom must submit to the school nurse 1) written certification from the student's health care provider documenting that the student meets the criteria above, 2) written authorization for the medication to be administered, 3) a written treatment plan from the student's physician (or other authorized prescriber) for managing anaphylactic episodes, and 4) a supply of the medication. Documentation must be resubmitted annually. The school nurse will retain this documentation and provide training to each teacher who serves students in a classroom where auto-injectable epinephrine is stored. Neither ISL nor individual school employees will incur liability as a result of any injury to the student resulting from the good-faith administration of this medication; parents/legal guardians must sign a statement to this effect prior to the placement of auto-injectable epinephrine in their student's classroom.

### **LICE**

Any student suspected of having head lice will be excluded from school until satisfactory treatment has been given and lice and/or nits are no longer present. Discretion is used to check other students in classes where there is a head lice outbreak. Written notification will be sent home regarding head lice outbreaks.

## **MANDATORY ABUSE REPORTING**

All teachers, counselors, coaches, aides, administrators, other school employees, and school volunteer, who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to the child protective agency immediately, in accordance with the Louisiana Child Abuse or Neglect Reporting Law (L.S.A, RS 14:403). *Any failure to report any suspicion of abuse may result in felony charges being brought against school employees.*

Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; and indication of sexual abuse, sexual assault, or child molestation. School employees and volunteers receive annual training on recognizing signs of abuse and their reporting obligations.

## **HOME - SCHOOL COMMUNICATION**

ISL recognizes the importance of open and informative communication between students, staff, and parents. Parents/guardians receive information about their child's progress and other school-related information in a variety of ways. Whenever possible, email will be used to communicate school information of general interest.

Families without Internet access may use the family computer located at each campus (contact the Family Liaison for assistance in using the computer).

Flyers, bulletins, and the ISL newsletter regularly communicate information to parents. The weekly "Tidbits" contains the latest campus-specific news. ISL's web page, [www.isl-edu.org](http://www.isl-edu.org), is updated regularly and is the primary source of school information.

Parent-teacher conferences are held twice a year. These conferences provide an opportunity to share information related to the academic, social, emotional, and personal growth of each student. When appropriate, students may be included in a parent-teacher conference. Parents or teachers may request additional conferences

when needed.

Questions regarding assignments, students' progress or other academic-related issues should be directed first to the classroom teacher or krewe leader, who is the primary source of information. Contact can be made by letter, email, or telephone; parents may leave a message for staff throughout the day and during after-school hours. Teachers will not interrupt class to take phone calls unless there is an emergency. Teachers are encouraged to check for messages at the end of the school day; a response will be provided within 48 hours.

Each student will have a Home–School Connection folder. Each student in Grades 6-8 will have a krewe leader to facilitate communication between parents and teachers.

## **HOMEWORK**

At ISL we do not assign homework to our students. ISL defines homework as work that is completed at home, that “counts” for a grade, or that needs to be completed at home in order for a student to pass an assessment. Independent practice is different from homework. We do encourage students to practice their skills independently at home. At times students may be assigned projects that require work at home, but regular daily homework is not a part of our academic program.

## **ITEMS NOT ALLOWED IN SCHOOL**

Children should not bring electronic devices, toys, games, skateboards, or other personal items to school unless requested in writing by a teacher. Audio or video recording devices are not allowed on campus.

Unauthorized items will be taken from the student and stored in the school office. For the first offense, the student may collect the item from the office at the end of the school day. For a second or subsequent offense, the item will be returned only to the student's parent/guardian. For a third offense, items that are confiscated in violation of school rules will be retained in a secure location at the school for one week before being returned to the student's parent/guardian. ISL is not responsible for lost, stolen, or broken items.

Students are FORBIDDEN to bring to school any weapon, replica of a weapon, or any object which may be used to cause bodily harm. Appropriate disciplinary action

will be taken, up to and including expulsion from school. Notification of the New Orleans Police Department may also occur. State and Federal laws require that a student in grades six and up who is determined to have brought a weapon (as defined in Title 18, Section 921 of the United States Code) to school shall be expelled for a period of not less than one year. The possession, use, distribution of, or attempt to use or distribute any illegal or controlled substance, including alcohol or drugs, is prohibited on school grounds before, during and after school or at any school-related activity. Appropriate disciplinary action will be taken for such misconduct, up to and including expulsion from school. Notification of the New Orleans Police Department may also occur.

Students' desks, cubbies or other school property can be searched at any time and for any reason, with or without notice. A student or their possessions may be searched if there is a reasonable suspicion that that specific student has violated the law or school rules.

School administrators or faculty may seize any contraband items that are illegal or that violate school rules. Parents will be notified of any searches and seizures. At all times, searches will be conducted by no less than two school staff members, including at least one administrator.

For additional information, please see ISL's *Code of Conduct*.

## **LIBRARY**

Students at the Westbank campus take regular walking trips to the C.D. Hubble branch of the New Orleans Public Library in Algiers Point. Borrowing from the Hubble Library is subject to all policies and procedures of the New Orleans Public Library System.

The on-site library at our Uptown campus supports the students and faculty of the International School of Louisiana by providing access to materials that meet their educational and informational needs.

The library collections consist of multilingual materials including books, periodicals, and ebooks. The ISL libraries are open when classes are in session.

## **OVERDUE OR LOST MATERIALS**

It is the responsibility of the borrower to return materials by the due date. Borrowed

materials should be returned to the library during regular library hours. If a student does not return materials in a timely fashion, he or she may be barred from checking-out additional materials.

All library users are expected to replace or pay for materials that are lost or damaged when borrowed under their name, regardless of who damages or loses the materials. We strongly discourage “borrowing for a friend” or other sharing of checked-out materials.

All family accounts must be current for a student to be eligible for all programs, including checking books and materials out of the library.

## **LOST-AND-FOUND**

ISL maintains a lost-and-found area in each school. Parents and students are encouraged to check this area as soon as they notice an item missing. Due to the large number of items that accumulate throughout the year, it is necessary to periodically clear unclaimed items. Parents are notified of these dates in advance, via the Tidbits, our weekly campus email newsletters. Unclaimed items are donated to charity.

## **NON-CUSTODIAL PARENTS**

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Parents/legal guardians are strongly encouraged to stay involved with their student’s academic progress. Unless a court order decrees otherwise, any parent or legal guardian may view education records and attend school functions or school meetings regarding the student. It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court orders to the school.

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody (domiciliary parent, if one has been appointed), or to the primary address on file for the student during the school year. Parents/guardians are responsible for communicating with one another about their student’s education. Child visitation and exchange of custody should not take place during

school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders.

## **PARENTAL BEHAVIOR**

Because family involvement is encouraged at ISL, it is the policy of the school to expect parents and family members of students to act respectfully and responsibly while on school grounds or at school-sponsored events. Behavior such as verbal abuse directed toward faculty, staff, other families, or students; sexual harassment directed toward faculty, staff, or students; and profanity or fighting will not be tolerated. Family members are asked to model respect for their child's teachers, Principal, campus staff, and students while visiting ISL, and to support the school by following ISL procedures and rules while on campus. ISL reserves the right to prohibit parents or legal guardians from entering the school grounds if their conduct becomes disruptive to the school environment. ISL may take additional legal action if necessary.

## **PHOTOGRAPHY AND VIDEO ON CAMPUS**

To protect our students' identities, honor parents' photo consent requests, and ensure our students' and campus safety, PHOTOGRAPHY AND VIDEO ARE NOT ALLOWED ON CAMPUS, without expressed written approval. Mobile phone usage is not allowed as an approved photo/video device for a Visitor/Volunteer Photo Pass. Audio and video recording devices of any kind are not allowed on campus without expressed written approval. An approved ISL device must be used to photograph or video on campus. To request a photo pass from your family liaison, complete a Photo Pass Permission Request Form at least 72 hours prior to the event. **A limited number of passes will be granted** to individuals photographing in representation of a class/campus/organization/club and for inclusion in an official ISL communications portal (email, newsletter, website, official Facebook or Instagram page).

From time to time, you may see adults taking photographs or video. Only adults who have an approved Photo Pass and expressed written approval may do so. Please help us create a respectful and safe community by following these guidelines.

## **PLACEMENT INFORMATION**

Student class placement is based on academic, social, and personal needs, and is

designed to create balanced classrooms. Parents are asked to refrain from making requests for specific teachers. If there is information that should influence class assignment, it must be communicated, in writing, to the principal by the first Friday in April prior to the end of a school year. Other more detailed information about placement can be found in the **Pupil Progression Plan** (available on the ISL website <https://isl-edu.org> ).

## **RECESS**

When students are at recess, they should maintain appropriate behavior and demonstrate good sportsmanship. Excessively rough play is prohibited. To ensure that students remain safe, those students who cannot maintain appropriate behavior may lose their recess privileges. Parents will be notified of significant problems that occur on the playground. This applies before school, at lunch recess, during class recess time, and after school.

### **RECESS RULES**

Please review these rules with your child.

- Balls, jump ropes and miscellaneous playground equipment are to be taken out to the playground by designated ball monitors for each class.
- Students are to leave personal toys at home.
- Stones, sticks and other such objects are not toys and should be left on the ground.
- Students are to remain in their designated play area during recess.

### **SLIDES**

- Students should sit down, feet first, before sliding.
- One person slides down at a time.
- Students should wait until the previous child is off the slide before sliding down.
- Students should slide down immediately and not sit at the top of the slide for extended periods.
- Students should refrain from climbing UP a slide.

### **CLIMBING EQUIPMENT**

- Students should climb and hang by their hands only.
- Students are to refrain from standing on the top of the climbing equipment.

## **SAFETY**

Drills are conducted throughout the school year. Emergency exit information is posted in each classroom and staff members review procedures on an annual basis. The school maintains a crisis management plan on file with the Head of School's office. Faculty and staff will take reasonable steps to protect students from any injury that the faculty/staff should have reasonably foreseen.

If a student is injured at school, or during a school-organized activity, the student's parent/guardian is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

ISL's Asbestos Management Plan is available for review in the front office of each campus.

## **SCHOOL IDENTIFICATION CARDS**

Some ISL students are issued a student ID. **There is a \$10.00 replacement cost for lost IDs.** Your campus Family Liaison can provide you with complete information about whether your student will be issued an ID.

## **SMOKE & VAPE FREE ENVIRONMENT**

The use of all tobacco/vape products on school property is prohibited by law for all students, school personnel, and visitors at all times.

## **STANDARDIZED TESTING**

ISL administers standardized tests for several purposes, including program evaluation. These tests reflect many of the state's curriculum goals in specific subject areas. The composite test results of a grade level provide an objective measure of how well subject matter is being learned.

ISL students participate in all testing required by the Louisiana Department of Education. Louisiana law and Department of Education policy do not provide a process for families to have their children officially "opt out" of State testing. Students who do not complete the State-required annual test receive no score; a score of 0 is recorded for that student for the purposes of calculating schoolwide student performance.

## **STUDENT BILLING**

Student bills are sent out monthly. Meals must be paid for prior to consumption; a balance of \$10 should be maintained on each child's food services account.

Check or money order payments may be submitted directly to the business office or mailed to school; credit card and checking account debit payments may be made using MySchoolBucks.com (\$10 minimum). Checks and money orders may be sent to school in a sealed envelope; they must be clearly labeled with the child's name and the purpose of the payment.

CASH PAYMENTS ARE HIGHLY DISCOURAGED AND THE BURDEN OF PROOF IS ON THE PAYER IF THEY CHOOSE TO USE CASH FOR PAYMENT. Cash payments will be taken at the school's front office.

\* There is a \$35 NSF fee for each returned check.\*

## **STUDENT RECORDS**

ISL recognizes that the collection, maintenance, inspection, and dissemination of relevant student educational records is important to the proper operation of the school community. ISL complies with the Family Educational Rights and Privacy Act of 1974 and all pertinent regulations, the Individuals with Disabilities Education Act, Louisiana Acts 837 and 677, and the rules of the Louisiana State Department of Education. All student educational records are collected, maintained, inspected, disseminated, and destroyed pursuant to these federal and state regulations.

ISL requires that the following forms be on file:

- Emergency Contact and Pick-up Information Form
- Authorization to Use Materials/Photographs/Images
- Emergency Consent Form
- Universal Field Trip Permission Form
- Attendance and Truancy Policy Agreement
- Late Pick-up Policy Agreement
- Transportation Acceptance Form (K-5 Orleans Parish)

All forms must be completed using the child's legal ***given*** name as registered on their birth certificate. In the event that a birth name has been legally changed, a copy of the court order certifying the change must accompany the copy of the child's birth certificate. Students who use a different name in daily life can have that name added to their student record by informing our Admissions office or their campus Family Liaison.

Louisiana Public Schools are required to have a physical address on record for each student. Please alert your Family Liaison if your family has a mailing address (such as a P.O. Box) different from the physical address provided.

Any change in student information should be updated as soon as possible. Families may update information once per year through ISL's online student registration process. Parents or guardians who do not have access to a computer or the internet are invited to use one of the school's computers for this purpose. Please speak to your campus Family Liaison to do so. Changes to student information may be made throughout the year by completing an *Update Contact Information* form, available from your campus Family Liaison, front office staff, or online in the Resources & Forms section of your campus web page.

FERPA, the Family Educational Rights and Privacy Act, is a federal law that gives parents/guardians and students certain rights with respect to a student's educational records. These rights include the right to access, inspect, and request correction of those records. If the school decides not to make a requested change, the parent/guardian or student has the right to a formal hearing before the charter school board. Every school has a duty to ensure that these rights are protected (see <https://doe.louisiana.gov/school-system-leaders/school-policies/protecting-student-privacy>).

Copies of students' records can be obtained by submitting a *Records Request Form* (available from your Family Liaison or the Resources & Forms section of your campus web page). The first copy is free; all subsequent copies are \$25 per set. Record requests are filled in the order they are received. **Please allow ten business days for processing.**

FERPA also states that certain types of information (such as information that may appear in a school directory, participation in sports or activities, dates of attendance

at school, degrees or awards received, or most recent previous school attended) may be disclosed without the expressed consent of a parent/guardian.

Parents/guardians may require the school not release any information without expressed written consent by writing a letter to the school data department, by selecting the appropriate (NO) option on the School Directory Information section of the annual online information update form, or by submitting an updated School Directory Information Form (available from your campus front office).

## **TECHNOLOGY**

The International School of Louisiana strongly believes in the educational value of electronic services and recognizes the potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible through the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the main objective of ISL is to use electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

We take the steps necessary to share the responsibility to teach appropriate computer use with a focus on digital citizenship. The use of the Internet is an integral part of learning and teaching. It is important that students know where and how to find content relative to their needs and gain skills for collaboratively constructing, using, and communicating knowledge.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for their actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers

to see.

In compliance with the Children's Internet Protection Act, the International School of Louisiana shall use technology monitoring and protection measures that monitor, block and/or filter Internet access to prevent access to Internet sites that are obscene, harmful and/or violate copyright laws.

### **Student Policies and Guidelines**

Students' use of ISL network resources (computers, hotspots, etc) and the Internet on-campus and off is for educational purposes. Adherence to the following policies and guidelines in addition to the student code of conduct is required for continued access to technological resources. All repercussions of failure to follow the ISL acceptable use policy are subject to school leadership review.

### **Online Safety Instruction**

All students will be educated about appropriate online behavior, including interactions with other individuals on social network websites and in chat rooms, and cyber-bullying awareness and response.

### **Student Safety Monitoring**

Mental health has become a growing concern among teachers and parents/guardians. As such, ISL has implemented a safety monitoring feature of our content filtering system. Social workers are alerted when a student types or searches for content related to self-harm, cyberbullying, or violence. Please note that the safety monitoring filter is only active during school hours/days.

### **Email and Telecommunications**

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to policies in the Family-Student Handbook and Student Code of Conduct as well as any other applicable policy, and local, state and federal law.

Students Shall:

1. login and use network resources only with their student account.

2. handle equipment with the utmost care and respect.
3. logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
4. not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the principal and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, bullying, cyber-bullying, or any form of terrorizing language which shall apply to all forms of electronic communications.
5. not distribute private information about themselves or others.
6. not send spam, chain letters, or other mass unsolicited mailings.
7. not view, use, or copy passwords to which they are not authorized.
8. use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
9. observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
10. not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
11. not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors. All forms of cyberbullying are strictly prohibited.
12. not attempt to gain unauthorized access, including so-called “hacking” or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
13. not use, download and/or install any file sharing program or anonymous proxy programs or websites that bypass the district filtering systems.
14. not use technology resources to further other acts that are illegal or violate the school or district code of conduct.
15. not make any purchase on the Internet while using school equipment or Internet service.
16. **Privacy**—Network storage areas, including Google Drive, may be treated like school lockers. Network administrators may review communications to

maintain system integrity to ensure that students are using the system responsibly. The system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of ISL may request the system administrator to deny, revoke, or suspend specific user accounts.

17. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. The ISL Code of Student Conduct addresses the consequences for violations.

## **TRANSPORTATION**

Students who are ten (10) years of age or younger and who reside in Orleans Parish are eligible for school-provided transportation (yellow bus transportation) if they reside more than one (1) mile from the campus they attend. Kindergarten through 5th grade students are eligible for this yellow bus transportation, whereas 6th through 8th grade students are eligible to request RTA passes, but only if they reside more than one (1) mile from the campus they attend and they reside in Orleans Parish. You must review and accept the **Transportation Handbook** (Addendum C) which can be found on the transportation section of our website at <https://www.isl-edu.org/transportation>.

## **TRUANCY POLICY**

Under Louisiana's Compulsory Attendance Law, students are not allowed to have more than 10 unexcused absences in a school year. If a student accumulates 11 or more unexcused absences, they may be retained in their current grade. To stay enrolled at ISL, students must comply with this policy.

Additionally, students with five or more unexcused tardies or absences (including early check-outs) within a month will be marked as truant. Parents or guardians of students who have three or more unexcused absences or tardies will be required to meet with school administrators.

Under Louisiana Truancy Law (R.S. 17:233), cases of habitual absence or tardiness are referred to juvenile or family court. A student is considered habitually absent or tardy if they have five or more unexcused absences or tardies in a month, or if a pattern of five unexcused absences is established.

If the principal, teacher, and social worker make reasonable efforts to correct the situation but are unsuccessful, the student and their family will be referred to the appropriate authorities, such as juvenile or family court, for further action.

## **EXCUSED ABSENCE OR TARDY**

An absence, tardy, or early departure may be excused for reasons such as personal illness, death in the immediate family, impassable roads due to weather, religious observance, quarantine, required court appearance, or an approved field trip. To be excused, proper documentation and approval from the principal are required. Proper documentation includes a note from a parent for an illness of up to 2 days; 3 or more require a note from your healthcare provider. Health care provider notes must be submitted within five days. Proper documentation must include:

- Date of the absence
- Reason for the absence
- Parent/Caregiver's full name (printed and signed)
- Health care provider notes

\*See above for State truancy law guidance.

## **UNEXCUSED ABSENCE OR TARDY**

Writing a note does NOT mean that an absence is automatically excused. An absence, tardiness or early departure is considered unexcused if the reason for lack of attendance does not fall into the above categories.

The following are considered unexcused absences:

- personal illness without a note,
- suspension,
- lack of required documentation.

\*See above for State truancy law guidance.

## **TUTORING**

If you have made arrangements for a tutor, please be advised that:

- tutoring may not take place during the school day
- fee-based tutoring may not take place on the ISL campus
- under no circumstances may an ISL teacher or assistant teacher tutor their own student for pay

## **UNIFORM**

All students must adhere to the school uniform daily, except when [free dress](#) is permitted (see School Uniform Expectations in the STUDENT CODE OF CONDUCT)

### **Bottoms**

- Plaid 3/4 pants, shorts, skirt, jumper, or skort
- Solid Navy Blue pants, shorts, skirt, jumper, or skort

### **Tops**

- White Dress shirt with ISL Logo
- White Blouse with ISL Logo
- White, Navy, or Light Blue Polo Shirt with ISL Logo

### **Footwear:**

Socks - White or Navy Blue

Shoes - Solid Black, no designs or colored trim (a white sole is not considered colored trim). Boots are not allowed inside the building.

Additional Approved Apparel: Navy or Black Tights, Navy or Black Cardigan, Sweater, Sweatshirt or Jacket (solid color only, ISL logo optional).

Logo Color Specifications:

White Shirt or Light Blue Shirt - Navy Blue Logo

Navy Blue Shirt - White Logo

All shirts are embroidered on the left chest

Shorts/Skirts/Jumpers/Skorts, including shorts for PE, shall be worn no shorter than mid-thigh. Mid-thigh is determined by extending the arm to the sides of the body and finding the tip of the longest finger using normal posture.

Clothing must be the appropriate size, not be oversized or undersized, baggy or skintight. The garment shall be worn so that the waistband is worn at the waist and not below the waist. Shirts/blouses/dress must cover the midriff, back and sides at all times and should be fastened with no visible undergarments or cleavage.

Outerwear not worn in the building, such as raincoats or winter jackets, can be any color.

We ask that students not bring or wear valuable items of jewelry. ISL is not responsible for the loss or damage of these items. Jewelry should not be a distraction or pose a safety hazard.

Families who would like to request financial assistance with uniforms should contact their campus Family Liaison or Social Worker:

St. Roch Campus: Ivy Fitzgerald, Social Worker, [ifitzgerald@isl-edu.org](mailto:ifitzgerald@isl-edu.org)

Uptown Campus: Martha Pena, Family Liaison, [mpena@isl-edu.org](mailto:mpena@isl-edu.org)

Westbank Campus: Nikia Magee, Social Worker, [nmagee@isl-edu.org](mailto:nmagee@isl-edu.org)

Some students who qualify for free or reduced lunch, and all students who meet the definition of “homeless” under the McKinney-Vento Act also qualify for assistance with uniforms. Other students may qualify as well; the school also hosts uniform swaps throughout the year for families who wish to trade uniform items.

## **PHYSICAL EDUCATION UNIFORM**

Students at ISL are not required to change for P.E.

## **ISL BRANDING/LOGO**

The “International School of Louisiana” name and logo are registered Trademarks. The use of the name, ISL, ISL globe, and logo require Head of School approval via the Department of Communications & Development. This includes the use of the name and/or logo on promotional items, printed material, marketing material, social media pages; for personal or commercial use.

To submit a request for approval to use the ISL trademark/brand (name and/or logo) please submit your request in writing to:

Director Communications & Development

1400 Camp St.

New Orleans, LA 70130

[development@isl-edu.org](mailto:development@isl-edu.org)

**Please allow 30 days to process your request.**

## **VISITING ISL**

For the safety of students, employees and guests, all visitors during regular school hours, including parents, must be identified, accounted for, and easily recognized. All visitors to campus must enter through the main entrance. Visitors must immediately sign in with the front desk. All visitors will be asked to present a photo ID and must wear a visitor's badge while on campus. Employees will stop any visitor in the building without a badge and ask that they immediately report to the lobby to sign in. At the end of the visit, the visitor must sign-out with the front desk to retrieve ID. Once a visitor has signed out, they should promptly leave the school campus. Loitering on school property will not be allowed.

In order to minimize interruptions in the learning process, parents should refrain from delivering items directly to their child's classroom after the start of the school day. Items should be taken to and left with the front desk for delivery.

Parents who wish to visit their child's classroom may do so. We request 24-hours advance notice to ensure that a visit does not interfere with classroom activities. All such visits must be approved by the Principal or Assistant Principal and may not exceed one hour in length.

For the safety of our students, and to protect their right to privacy, visitors to campus are not allowed to use cameras, cell phones, or other devices to take pictures or video. Audio and video recording devices are not allowed on campus.

## **VISITING STUDENTS**

Requests for students not enrolled in ISL to visit during school hours must be made in writing to the Principal/Assistant Principal; this includes requests for ISL to host exchange students. Requests should be made at least five (5) business days in advance and approval is at the discretion of the Principal/Assistant Principal. While on campus, visiting students must adhere to the rules and behavioral expectations of regularly enrolled students as defined in the ISL Student Code of Conduct. Visiting students are invited guests on the ISL campus and, as such, may be "uninvited" for any infraction of established rules, procedures or expected behaviors.

## **VOLUNTEER OPPORTUNITIES**

ISL believes that every child's education is the joint responsibility of the school, the student, their family, and the community. By volunteering in the school, parents, and community members create a valued resource for students by sharing expertise and demonstrating support of the educational process. This support may be assisting in the library, presenting as a special speaker, accompanying field trips, serving in advisory groups, or any number of other activities. Volunteering at school is optional.

The weekly Tidbits email is the primary source of information regarding volunteering at ISL. Upcoming volunteer opportunities for ISL parents/guardians will be posted in the school offices and in the campus Tidbits. Your student's teacher or Principal may also contact you regarding volunteer opportunities.

ISL's Family Liaisons are the primary contacts for volunteer opportunities at ISL. Volunteers must sign in and out at the front desk and are required to wear a volunteer badge when on school grounds. Volunteers are asked to log their hours with the Family Liaison.

### **VISITOR SCREENING**

ISL has implemented a Visitor Screening and Volunteer Application Process for the safety of the students and staff. The Visitor Screening is completed through the National Sex Offender Registry for all visitors and is the first step in the Volunteer Application Process. If you are interested in visiting the campus and have not completed the Visitor Screening, don't hesitate to contact your Campus Family Liaison.

### **VOLUNTEER APPLICATION PROCESS**

Volunteers may be required to complete the entire Volunteer Application Process, including the Mandated Reporter Training and a Background Check. These two additional steps must be completed by any volunteer who chaperones field trips, are regular classroom and campus visitors and volunteers, or otherwise supervise children, as they are Mandated Reporters of suspected child abuse or neglect and are in direct contact with students and require a Background Check. If you are interested in volunteering, the first step is to contact your Family Liaisons at your campus for details regarding the Volunteer Application process and to determine if your volunteer interests require a Visitor Screening or completing the Volunteer Application Process. If you must complete the Mandated Reporter Training and the Background Check, you will be directed to the contact for Community Engagement, who guides families through this process during the fall semester each school year.

**Addendum A: [ISL Code of Conduct](#)**

**Addendum B: [International School of Louisiana Seclusion/Restraint Policies and Procedures Manual](#)**

**Addendum C: [ISL Transportation Handbook](#)**