

Las Lomas Elementary School

2020-2021 Parent-Student Handbook

Welcome to Las Lomas Elementary School! We focus on providing a foundational education, with an emphasis on math and literacy that enables all students to strive toward academic excellence and become independent lifelong learners and positive, contributing members of society. We function as a community to reach our vision of meeting the needs of each individual student. Each community member contributes to an environment where all may succeed.

This handbook is designed to provide you with information to help you understand what we believe should be in place for all students and staff. Thank you for reading the handbook and supporting our efforts!

*Please note that this handbook outlines school operations as they would occur during a traditional school year. Many of the details still apply this year as we navigate through virtual school and pandemic recovery. Two stars (**) indicate any information that does not apply this year. Please see the appendix to this handbook, [Virtual Classroom Learning Agreements](#), for current information regarding Virtual Classrooms. Changes to this information will be communicated to families and school staff by site and district administration.*

The handbook is divided into sections:

- The Comings and Goings
- Enrollment Process
- The A-Z's of Las Lomas
- Student Assistance Programs at Las Lomas School and District
- Student Behavior Expectations
- Parent Programs - Opportunities for Parent Participation ☐ Las Lomas Parent Teacher Association

Comings and Goings

Office Hours

The school office is open from 7:45 am to 4:00 pm, Monday through Friday. Students may be dropped off at school beginning at 7:45 am and should be picked up within 10 minutes of the end of the school day each day.

Daily Schedule**

Throughout the 2020-2021 school year, our daily schedule may change according to the demands for Virtual Classrooms.

During a traditional school year, the daily schedule is as follows:

Activity	Time
Arrival for All Grades	7:45-8:10
Classes Begin for All Grades	8:10 (arrivals after 8:10 must check in at the office)
Morning Recess for All Grades	10:00-10:20
Lunch and Recess for All Grades	11:35-12:20
Kindergarten Dismissal Every Day	1:35
Recess for Grades 1-3 on M, T, Th and F	1:35-1:45
Dismissal for Grades 1-3 on M, T, Th and F	2:25
Dismissal for Grades 1-3 on Wednesdays	1:35 pm (same as Kindergarten)

Minimum Days**

On “Minimum Days,” all students dismiss at 11:30 am. Minimum days include days during parent-teacher conference weeks, the last day of school before the winter break and the last day of school for the year.

- November 16-20, 2020
- December 18, 2020
- March 8-11, 2021
- June 9, 2021

Arrival Times**

Students may arrive at or after 7:45 am. Please note there is no designated student supervision before 7:45 nor after dismissal (times vary). The school is not responsible for and cannot guarantee the safety or well-being of your child outside regular school hours and school programs. If you need to arrange for care for your child outside school hours, please contact the on-site child care provider, Champions, at 650-250-3658.

Late Arrival**

All students arriving late should report to the school office to check in and get a tardy slip before proceeding to the classroom. This saves the teacher from stopping the teaching process to ask your child why he/she is late and sending the student back to the office to get marked present.

See Also: ATTENDANCE

Drop off and Pick up of Children by Car

The delivery or pick up of children by adults in private cars is to be made in the front of the school, by the new administrative office. For safety reasons, do not ask your child to cross a parking lot or street to reach your car. If you wish to leave your car to drop off or pick up your child, please park in a designated parking space, but not a school staff parking space, and walk

to the designated pedestrian pick up/drop off areas near the new flag pole, in front of the new administrative office.

When pulling up to the administrative office to drop off or pick up your child, please follow these procedures:

1. Enter the campus on Camino al Lago and proceed through the parking lot (west), towards Alameda.
2. Yield to busses in the parking lot on Camino al Lago.
3. Turn right so you are parallel to Alameda.
4. Come to a full stop in front of the administrative office, where children will be allowed to exit/enter cars.
5. **Do not leave your car.** Have children exit from the curbside door of your car.
6. For pick-ups, have a sign in the front or right side window displaying your child's name (using large printed letters) so we can assist you more efficiently.
7. Staff will release your child when you have pulled up directly in front of the administrative office by calling his/her name as read from the car windows.
8. Please remind your child to listen for his/her name to be called.

Pedestrians, please meet students by the flag pole next to the new administrative office at the end of the school day. Do not proceed to your child's classroom. Enter and exit the campus via Alameda de las Pulgas.

You must be prompt when picking up students, as we do not have personnel assigned to watch children after dismissal. Please call the office if you must be late.

Please be a good neighbor! Parking is not allowed across the street on Camino al Lago between the hours of 7am and 6pm.

Early Dismissal

Requests for early dismissal are discouraged. In the event it is necessary, **please send a note to the teacher stating the details.** Children may not wait in the front office until a parent arrives. Children must be called by administrative office staff and signed out at the school office. Regular early dismissal for out-of-school activities is not allowed. If early dismissal is necessary for an unforeseen event and you do not notify the teacher in advance, please do not send an email or leave a voice message about dismissal as it may not be received in time. Instead, call the office directly.

Bus Service

Bus transportation is available without charge to students who do not live within walking distance of school. The stops are predetermined by the California Highway Patrol and cannot be readily changed. Copies of the bus schedule are available in the school office. It is

important that every child know his or her bus stop number. Please mark this number on lunch **boxes** and/or backpacks.

** For the 20-21 school year, bus service will be limited to students living in the East Palo Alto, East Menlo Park and Ladera communities once in-person learning resumes. Site and district administration will communicate details about this with the community once plans are in place.

Going Home with Others

**During the 20-21 school year, children will not be permitted to ride buses home with classmates unless they regularly take that bus.

A child must have *written* permission (signed and dated) change his/her normal pattern of going home. This is especially important if your child rides the bus and wants to get off at a different stop. If your child attends Champions, please notify them too as the office staff are not responsible for communicating changes to Champions. If you need to change your child's dismissal plans, notify the office prior to 1:00 p.m. **Last-minute changes should be for emergencies only.**

Enrollment Process

General Enrollment

Please note the traditional process noted below has temporarily changed to make registration during school closures and Distance Learning more feasible. Please visit <https://ll-llesdca.schoolloop.com/> or contact our Office Manager, Deanna Celis or Office Assistant, Flora Gordlis (Spanish speaking) at dcelis@llesd.org and fgordils@llesd.org.

Traditional Enrollment Process

Any student residing within district boundaries is eligible to attend our school. Registration information is available online at <https://ll-llesd-ca.schoolloop.com/>. To initiate the registration process, you must come to the school office and provide *two* proofs of residency documents: a current rental property contract or lease, mortgage paperwork, the current year property tax bill, OR notarized affidavit from property owner of Parent/Student residency AND two original utility bills from different companies (i.e. power and water). Additionally, you will need to provide an original birth certificate or passport and immunization records. At that time, the office managers will provide you with an access code to complete the online registration process.

Kindergarten Enrollment

Kindergarten enrollment for the 2021-2022 school year is scheduled started in January of 2021. Information about the process will be available online at <http://ll-llesd-ca.schoolloop.com>.

Tours for New Families**

Monthly and/or bi-weekly tours for incoming kindergarten parents is anticipated to begin in December 2020. Tours for new families entering grades 1st-3rd are anticipated to begin in March 2021. These tours will likely be virtual and details will be on the school website once related plans are formed. Please call the office **to reserve a space** on a tour. These tours are for adults only. Please make any necessary childcare arrangements prior to your scheduled tour.

Withdrawal from School

If you plan to move from the district, please notify the office managers as well as the classroom teacher as soon as possible. You will also need to obtain and fill out a district leave form. This allows us to prepare necessary documents and say farewell to you and your children.

The A-Z's of Las Lomas

Absences/Attendance

Regular and prompt attendance is essential to your child's educational program. Should your child be absent, please call the school office (650-854-5900) before 9:00 a.m. and leave a message indicating your child's name, teacher, and reason for absence. If a weekend has elapsed, call again on Monday. You may always leave a voice message. If parents do not call, the absence will be recorded as unexcused.

Las Lomas offers a rich, hands-on classroom experience, providing students breadth and depth. Please keep in mind that this cannot be duplicated through an independent study plan. In order to help your child fully benefit from this, he/she needs to be present and participating in the classroom. **We strongly urge families to plan trips during the regularly scheduled school breaks.**

Valid Reasons for Absences (as determined by California Education Code)

Absences from school are excused for a number of reasons. The most common reasons students are excused for being absent are as follows:

1. Illness or medical/dental procedures
2. Religious observance
3. Other reasons: attending a funeral, shadowing at a school, court appearance

The school may request proof of absences for any circumstances. Trips or vacations are not considered valid reasons for excusing an absence. If a student is absent, but not for a valid reason, the student will be marked as unexcused. Students may only have two (2) unexcused absences within a given school year. Upon the third unexcused absence of the year, students are considered *truant*. Truancy is a technical term that means a student has missed too much school. If a student is chronically truant, the student and parent may need to have a truancy conference with school officials, and possibly local law enforcement. Administration reviews attendance of all students periodically and will notify families when students have two or more unexcused absences upon **review**.

Absence - Unexcused or planned

Please contact the office at least one week in advance if you know your child will be missing school. You are encouraged to work with your child's teacher to arrange plans for missing class work while absent.

See also: TARDIES, ILLNESS

Accident Insurance

The Las Lomas School District does not carry insurance to cover medical and dental expenses when pupils are injured on school premises or through school activities. Since some parents may not have accident insurance coverage for their children, the District has arranged for insurance which you are invited to consider through The Myers-Stevens & Toohey Company. Additional information about this insurance is available on InfoSnap. Parents will see this information when completing the on-line portion of the registration process.

Assessments

A variety of assessments are used throughout the year on an individual and group basis to best meet students' varying needs. Teachers monitor children's achievement by observation as well as application of self-made and publisher's assessments. One of the ways the District evaluates its programs is through standardized tests at third grade, generally administered in April and May of each school year. (Note, these tests were cancelled in 2020.)

We are fortunate to have several faculty members who assist teachers by providing informal screenings or classroom observations in order to plan instruction. Specialists who provide support in the areas of reading, English language development, math, and student social/emotional behavior, continuously administer a variety of informal assessments throughout the course of the year.

In addition, formal testing by any specialist may be conducted at the request of teachers, school administration or parents. Before any student is formally tested, parents are notified and permission is received.

Behavior Expectations/Rules

Students of all grade levels are expected to adhere to Las Lomas Elementary School's three school-wide rules:

- Be Responsible
- Be Safe
- Be Respectful

Staff will guide students on how to show these behaviors in the classroom and in other school settings throughout the year. Support processes are also in place to help students when they do not behave appropriately.

The following two matrices are used as guides for ways students can follow these rules at school and in Virtual Classrooms. Please review them with your children at the beginning of the school year and periodically throughout the year as needed:

[Las Lomas Virtual Classroom Behavior Matrix](#)

[Las Lomas Behavior Matrix](#)

See also: STUDENT BEHAVIOR/BEHAVIOR EXPECTATIONS under STUDENT ASSISTANCE PROGRAM

Bicycle Riding

Whether or not a child should ride a bike to school is a parental decision. If you choose to allow this, a written notice must be given to your child(ren)'s teacher with date(s). Because of ongoing construction and limited space on the road, Alameda de las Pulgas may be hazardous for bike riding. Bicycles should never be ridden in the school corridors. Students are asked to walk their bikes once they are on campus and lock them in the bike rack next to Room 22 or by the playground off Camino al Lago. Children who violate the school rules for approaching and leaving the school grounds will have the privilege of riding to school denied.

To comply with the California Bicycle Helmet Law (Article 4, California Vehicle Code) and reduce the number of bicycle-related head injuries, all students are required to wear a bicycle helmet while riding to and from school and when riding on school property.

Birthdays

Parents or guardians should contact the classroom teacher regarding birthday celebrations at school. **Invitations to birthday parties may not be distributed at school.** We do not permit deliveries of balloons, gifts or flowers either.

Channels of Communication

At Las Lomas, we use a variety of channels to communicate with families. Our weekly communication is through the *Lion's Roar*, an online newsletter published by the PTA. This newsletter has weekly updates from the principal, assistant principal, PTA, Las Lomas League, and other personnel. Teachers also share classroom newsletters that inform you of activities and learning. We also have a school website, <https://ll-llesd-ca.schoolloop.com/> that includes standing information, a school calendar and periodic updates from the principal and assistant principal.

At various points in the school year you may need to communicate with school personnel. If your questions concern the classroom, please contact the teacher first. The teacher will know your student and the situation best and can probably answer your questions most easily. If you have concerns about your child's social/emotional well-being, please contact their teacher or the school counselor. If your questions are about the school as a whole, or if you still have questions after talking to the classroom teacher and/or counselor, then please call the principal or assistant principal. All personnel can be reached at 650-854-5900.

We encourage you to participate in these channels of communication in a timely manner. It is our philosophy that open communication between parents, teachers and administration allows us to best meet students' needs.

Day Care Center

For the 2020-2021 school year, the privately run Champions program is located in (portable) Buildings 1, 2, and 3 on the Las Lomas School site. Pre-school, before school and after school services are available. We recommend registering your child as early as possible to ensure he/she secures a spot. If you have questions, please call 650-250-3658.

Dogs & Pets on Campus

For health and safety reasons, dogs and other pets are not allowed on campus during school hours unless prior arrangements have been made with staff - this includes dismissal time. All animals or pets that are brought to school for instructional purposes must be on leash or in closed carriers. If you are on campus after school hours, we ask that you clean up animal waste, as it presents a health concern for children playing in the grass.

Dogs at a bus stop can also be a safety hazard—their behavior can be unpredictable around groups of small children, they often don't get along with each other, and some students are

afraid of them. Please consider the safety of all the children at your bus stop when you think about bringing your dog to the bus stop.

Dress Code

Appropriate dress is necessary for all students in order to learn. Students should not wear clothing that advertises drugs, alcohol or tobacco products nor should clothing show suggestive or vulgar language or gestures. Informality is acceptable, but immodesty is not. Short shorts, miniskirts, or very short tee shirts are not advisable. At least a 4" inseam on shorts should be the guide. The wearing of pants below the waistline is also not acceptable. In addition, no gang related clothing may be worn at school. Hats and caps are encouraged for sun protections, but are not to be worn inside buildings. All shoes, sandals etc. must have a strap or come up past the heel (no flip-flops or shoes with wheels). Straps prevent shoes from falling off children's feet during all playtime and P.E. classes.

Emergency/Safety Drills

We participate in the county wide safe school initiative called The Big Five Protocol. You can access county information [here](#).

Students practice emergency drills including evacuation, drop, cover and hold on, and shelter-in-place on a monthly basis. Drills take approximately ten minutes with the exception of a more comprehensive emergency drill that takes place in the spring and lasts approximately forty-five minutes.

First Aid

First aid treatment at school does not include medication (prescription and over-the-counter medications). Parents will be notified of any treatment requiring more than "cleaning and covering" or any serious injury. If a child must take medication during the school day, a medication consent form (obtained in the administrative office) must be on completed and submitted. All medication must be stored in the nurse's office.

Gifts to Staff

The law discourages the giving of "substantial" gifts to staff members. Personally made tokens or notes are acceptable and appreciated.

Homework (Board Policy Statement)

The Board recognizes that good study skills and diligence in the accomplishment of work assignments are essential to success by students in school. To this end, students will be required to fulfill assignments and may be required to do school work at home. In assigning homework, school personnel shall take into consideration the ability and maturity of the students involved. Teachers assign homework based on how long they believe it might take, but not two children are alike. If the amount of homework is a struggle or burden for your

child(ren), then communicating this to the teacher is important. Homework assignments shall be planned with definite objectives for the students and align to classroom instruction. The teachers and staff at Las Lomitas are committed to raising our students' level of literacy. We value the time children spend reading and the time parents and guardians read to children. Our board policy has set the following guidelines for homework:

- K-1: No more than 30 minutes per night, including reading
- 2-3: No more than 45 minutes per night, including reading

The Board of Trustees also recognizes holidays, scheduled vacation as per the school calendar and weekends as "homework free."

Illnesses

Please keep students who are ill home from school. Do not hesitate to call the office if you are unsure if your child should attend school. Some questions to keep in mind are:

- Does the illness prevent my child from participating comfortably in activities?
- Does the illness result in a need for care that is greater than the staff can provide without compromising the health and safety of other children?
- Does the illness pose the risk of spread of disease to others?

If the answer to any of these questions is "yes", then your child should stay home from school until he/she is well.

A child must be fever free without the use of fever reducing medications like Advil and Tylenol for 24 hours before returning to school after an illness.

Labels

All personal items such as clothing, lunch boxes and notebooks, which may get lost, should be labeled with the child's name.

Las Lomitas League

Las Lomitas League (LLL) After school enrichment classes and sports are offered through this parent volunteer organization. Please see our website to access LLL information, registration forms and payment options.

Library

Located in Room 33, the school library is open from 8:15 am to 2:25 p.m. The library has children's books, and a parents' section containing books on child development and parenting. Books and other materials may be checked out by both children and parents. Parents and

guardians are encouraged to use the library. Each class visits the library once a week. Books, authors and illustrators are introduced to the children and library lessons are given. Parents and guardians are invited to volunteer their time in the library.

Lost and Found

Please periodically check for your child's lost items in the office. We will notify families in the *Lion's Roar* when we are donating left articles for charitable purposes seasonally.

Lunch and Snacks

Lunch bags/boxes should be clearly marked with your child's name and room number. Lunches delivered to school must be taken to the school office for pick up by the student.

Our PTA provides a special lunch program, Choice Lunch, Monday through Friday for all students. To order and pay for lunch, families must register at www.choicelunch.com. Registration is free. Once an account is created and funds are in the account, lunch orders may be made through the Choice Lunch website or smartphone app.

Students who qualify for free or reduced lunch receive lunch each day, including minimum days. If parents feel they may qualify for free or reduced lunch, they may access the application forms for this program on the district website.

Parents are encouraged to send nutritious snacks for mid-morning consumption.

Meeting Individual Learning Needs

Children's basic abilities, talents, aptitudes, interests, learning styles and rates of learning vary greatly. The classroom teacher has the responsibility for implementing and adapting the basic K-3 curriculum to your child's learning needs. The teacher has various resources and support personnel available to assist in the task. Parents may learn about and help plan their child's program during teacher conferences.

See also: CHANNELS OF COMMUNICATION

Monday Envelopes

Most Mondays you can expect your child to bring home a large white Tyvek envelope with school information and/or homework. Please review the contents, and then have your child return the empty envelope to school. The first envelope is complementary; replacement cost 50 cents.

See also: CHANNELS OF COMMUNICATION

Newsletters

The *Lion's Roar* newsletter is distributed via e-mail at the beginning of every week. To subscribe, visit the Las Lomas PTA website at <https://laslomaspta.org/> and click on the side bar on the right. This will send you to the directory page. Follow the directions under, "Go to the Portal," to sign up for the newsletter. This PTA school newsletter contains news and announcements from the school, the District, the PTA and non-profit community groups providing services for children. To get an article approved for publication by the principal, assistant principal or PTA President, it must be e-mailed to them by 12:00 pm the Wednesday before desired publication.

See Also: CHANNELS OF COMMUNICATION

Outreach Program

All students and families have an opportunity to participate fully in school activities and programs. Financial assistance for many programs is available through the Outreach Program. Please contact assistant principal Kristen Fielding at 650-854-5900 or kfielding@llesd.org for additional information.

Parties

Classes may have parties during the year. Teachers and room-parents plan these together.

Photos

Photos of students other than your own child, may not be posted online without written permission of all parents of students in the photos. This includes videos of class/school performances. Photos must be compliant to Children's Internet Protection Act (CIPA) protecting children's privacy.

Progress Reports/Parent-Teacher Conferences

Early in the school year, parents are given an outline of the curriculum and concepts covered for the year. Parent Information Night (PIN) is an opportunity to learn about the teacher's means of implementing the curriculum. Attendance is strongly encouraged.

Parent-teacher conferences are held for each student in November to discuss the student's progress. A second conference may be held at the teacher or parent's request in March. Written progress reports are provided each trimester (Kindergarten winter and spring only), with the final report mailed to parents in June. One conference appointment is allotted per student. Either parents or teachers may initiate additional conferences throughout the school year.

Support Services

The following public agencies provide support services for parents in working with their children:

Family and Children's Services	650-326-6576
Sequoia YMCA	650-368-4168
Mental Research Institute Clinic	650-321-3055
Children's Health Council	650-326-5530
The Reikes Center	650-364-2509

If you need assistance deciding which agency to call, contact the Community Information Program at <https://www.smc-connect.org/>.

Student Restrooms

No adults are to use the student's restrooms. If you need to use a restroom, please use the one located in the school office.

Tardies

There are very few reasons a child can be excused for being late to school. Those reasons are:

- The student was sick the day before, and then felt well enough to come to school (keep in mind that students who vomit, have had a fever or have had diarrhea should wait 24 hours from that time before returning to school)
- The student has a medical or dental appointment
- The student rides the bus to school and the bus was late

Students are tardy if not in their designated classrooms when school begins. When a child accumulates more than 3 unexcused tardies per year, parents will be notified in writing as the child is considered truant. If tardy problems persist, a parent conference will be scheduled.

Toys/Electronic Devices

Children come to school to learn. Teachers have created learning environments that minimize distractions. In keeping with this practice, toys are not allowed at school, as they are distractions. Please monitor your child's backpack to make sure that all personal items stay at home. If your child must carry a cellphone or SMART watch for emergency purposes, please notify the teacher in writing. Cell Phones and any other communication device must be kept turned off and in backpacks during school hours including bus rides to and from school.

See Also: CHANNELS OF COMMUNICATION

Use of School Facilities

The playground is reserved for school use during school hours. Non-profit organizations may use the public rooms and the playground during non-school hours by completing an application in the school office. The playground is open for public use at 4:00 p.m. No supervision is provided after school.

Student Assistance Programs at Las Lomas School

These are comprehensive and integrated joint school-community programs providing assistance for students and families.

Buddy Program

This is a supervised linking of third grade and kindergarten students. This program provides a regular positive interaction in a variety of activities such as visiting the library, joint art projects and others. The building of self-esteem and a positive school transition are goals of such a program.

**Please note this program will be modified to fit health/safety requirements of students during the 20-21 school year.

Counseling Services

These are provided by the school counselor. The Las Lomas counseling program is designed to support the school mission and enhance student learning. Our counselor meets with teachers, students and parents to provide support and suggest possible resources. Small group counseling meetings are held and led by the counselor for students on a variety of topics including self-esteem, changing families, anger management and social skills/friendship. In addition, the counselor assists individual students who need immediate assistance/support. The counselor is on campus Monday through Thursday, and can be reached at x267.

Green Folder Initiative

Schools in the Sequoia Healthcare District have enacted the Green Folder Initiative, which consists of a list of symptoms of distress, resources and protocols for teachers and staff to follow. As part of this initiative, Sequoia Healthcare District has compiled information for parents and families to help recognize and support children who show signs of mental distress. Additional information for the 2020-2021 school year will be posted in this handbook and/or on the school website when it's available.

Outreach

This is a Las Lomas community effort designed to promote participation in school activities by all the district's students and their families. If your child or family is interested in assistance through Outreach, please contact the assistant principal, Kristen Fielding at kfielding@llesd.org. All requests for Outreach assistance are kept confidential.

Parent Education Programs**

These are held at the school sites during the school year. These programs are designed to help the current parents or guardians support their students socially, emotionally and academically.

Recycle Teams at Las Lomas

Each third grade class helps with recycling for four to six consecutive weeks throughout the school year. They are trained, wear special orange vests, and use special bins to collect paper from each classroom that is to be recycled.

** This program is suspended for the 20-21 school year to comply with health and safety guidelines. Custodians will collect recycling from classrooms each week instead.

Social Emotional Learning (SEL)

SEL programs are designed to teach students how to recognize and work through difficult feelings and situations. They help the students resolve disputes here at school. SEL programs taught are Rainbow Kids (in Kindergarten) and Second Step (grades K-3).

Student Success Team (SST)

This is an effort that may be initiated by any staff member or parent who has an academic, social, behavioral and/or emotional concern of any regular education student. It is a process of reviewing individual student circumstances and planning alternate instructional strategies.

Student Behavior/Behavior Expectations

In the first weeks of school, the principal and assistant principal hold assemblies to discuss the [student behavior matrix](#) with each grade level. It is our goal to maintain a positive and safe school environment of all students and staff members. To further this goal, we have developed the following behavior expectations for students. These expectations/rules for students are built around three overarching principles that we foster at school:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Our school behavior matrix, which is shared with students at the beginning of the school year, outlines various areas of the school, and what these three school expectations look like in each area. This helps students understand what they can do rather than focus on what they cannot do. Additionally, specific classrooms procedures and expectations are taught by teachers.

While most students obey these rules once they are understood, consequences for infractions may include loss of privileges, written letters of apology, removal from the classroom by the teacher and referral to the principal or assistant principal. When students have a discipline meeting with the principal or assistant principal, a discipline report is completed and sent to the teacher, and a copy is kept with the principal or assistant principal. Parents may also be contacted by phone or be asked to conference at school regarding the problem.

Rule infractions include:

- Fighting
- Restroom violations
- Throwing food
- Playing after the bell
- Swearing or name calling
- Misuse of equipment
- Damaging school property
- Endangering safety of others
- Unnecessary rough play
- Littering
- Not listening to adult/talking back
- Excluding others from games/play
- Ethnic/racial name calling

More serious incidents or persistent problems may result in:

- Referral to the principal or assistant principal
- Parent conference with teachers and/or principal or assistant principal
- Referral to outside authorities
- Student contract
- Suspension
- Referral to the Board of Trustees for expulsion

As a general rule, more serious consequences are used only when other methods have failed to bring about a change, except in those instances where the behavior itself was serious enough to warrant suspension on a first offense.

Bullying/Harassment

We want Las Lomitas to be a place that is kind, friendly, well organized, and conducive to learning; where people respect and care for one another and for the learning process. Age appropriate positive behaviors and attitudes are expected of students at all times, in all school settings as well as on field trips and riding the bus to and from school.

A student is being bullied when he/she is exposed repeatedly and over time to negative actions on the part of one or more students. Bullying is not allowed anytime or anywhere on the campus or while traveling to and/or from the campus.

Consequences for bullying range from time-outs, loss of privileges and parent contact to suspensions. Students should report problematic incidents immediately to a teacher, counselor, or administrator. These complaints will be dealt with in a timely manner as soon as they are reported and the process will be communicated to involved families.

Due Process

All students are entitled to due process. These procedures are contained in Board Policy. If suspension or expulsion is being considered, both the student and his/her parent(s) may be given a copy of these policies at that time. Suspension will be assigned according to district policy and process, which includes a parent conference by phone or in person. After suspension, the student and parent must return to school for an administrative conference before being allowed to return to class. Following a suspension, the student may be excluded from the next upcoming activity/school event. Whenever possible and when appropriate, restorative practices will be used when addressing disciplinary issues.

Pertinent Laws

"Any persons observed trespassing on the school roof will be charged a minimum damage fee of \$25.00" or more. Under the law, parents are responsible for damages caused by their children. Ed. Code No. EC 10606."CVC No. 21113A - 21113B and H.P. 8.38.130, 18.17, 18.18 The above codes prohibit the following activities on school grounds: Golfing, horseback riding, the driving of any motorized vehicles or the flying of model airplanes. We request owners walking their dogs on our campus when school is not in session "scoop poop" and adhere to town codes regarding leashes (Atherton Code of Ordinance 6.04.060)

Parent Programs -- Opportunities for Parent Participation

The mission of Las Lomas School is to provide a foundation with an emphasis on math and literacy for all students to achieve their maximum potential in order to become independent lifelong learners and positive contributing members of society.

School Organizations

Parents and community members may contribute to the success of this mission by offering their expertise and their time in the following ways:

Las Lomas School District Board Membership: The Board establishes policies and manages the budget for the District.

Las Lomas Education Foundation (LLEF) Foundation Membership: The Foundation raises money that supports District and school site programs.

Las Lomas League (LLL): A non-profit that provides enrichment activities for LLESD students and other children who live within our district.

PTA Membership: The PTA schedules programs and activities that directly serve Las Lomas students. Committees are many and range from Box Top collection to helping serve on a weekly Hot Food Day. (See below for more detailed information.)

School Site Council Membership: The Council oversees a budget that supports the Las Lomas curriculum. The name School Site Council (SSC) comes from Assembly Bill 65. The Council consists of ten voting members, with parents and staff equally represented. The purpose of the School Site Council is to provide a method for collaborative decision making among representatives of those involved in and affected by the school program. SSC members are responsible for developing a School Site Plan, continuously reviewing the implementation of the plan, assessing the effectiveness of the school program, reviewing and updating the school improvement plan and establishing the annual school improvement budget. Meeting dates and times appear in the Lion's Roar and Las Lomas website. School Site Council meetings are open to the public. If anyone wishes to have a particular issue addressed, please contact the Principal, Alain Camou (650-854-5900), at least one week prior to the meeting.

Supporting Individual Classrooms: Teachers may make specific requests for support. This may be in your child's or any other classroom. Examples may be: clerical support, support during an activity such as a school play, support with activities occurring in the classroom, etc.

Volunteer in the School Setting: Each volunteer position has its own tasks and requirements and each organization and/or staff member will work with individuals to ensure their contribution is both successful and meaningful.

Parents and guardians are encouraged to be active participants in their child's education at Las Lomas School. If you wish to visit your child's classroom, please schedule an appointment with the teacher directly or by calling the school office. The making of prior arrangements assures the visitor that the class will be present and engaged in the activity the visitor wishes to observe.

Several school wide programs at Las Lomas School are dependent on your participation and provide rewarding experiences with children. Here is a partial list of ways in which you may volunteer in the school setting:

- Assisting the teacher with materials preparation and projects
- Assisting in classrooms on a regular basis
- Attending special events
- Chaperoning field trips
- Working as a library assistant
- Computer lab assistant

Las Lomas Parent Teacher Association

The PTA is an organization of parents and teachers committed to providing enrichment programs for Las Lomas students and varied opportunities for parent and community participation in all areas of school life. Parent and community volunteers working together with our teachers and administrators can help create sustain and stimulate a learning and caring school environment of which we can be proud. Some of the activities with which the PTA is involved are:

- Assemblies (review and recommend assembly programs)
- Legislative (keeping informed regarding current legislation)
- Library Volunteer Coordinator
- Annual events including pancake breakfast and holiday workshop
- Room Parent Coordinator
- Hot Food Lunches/ChoiceLunch
- Book Fair Read-a-Thon

PTA Executive Board Meetings are held once a month. General PTA meetings are held two to three times a year. Check the *Lion's Roar* for dates and times. All parents are encouraged to attend the general meetings. Any questions or concerns about the PTA may be directed to the PTA President at president@llpta.org.

Disclaimer: As with any handbook, we try to be as comprehensive as possible, but in practicality we cannot include every detail. Common sense, Las Lomas School District Board Policy and the California Education Code will apply where our guidelines do not. The administration will make the final determination when necessary.

Las Lomas Elementary School 2020-2021 Virtual Classroom Learning Agreement

For Students:

It is a student's responsibility to keep a focused approach to learning. This includes:

Workspace

- Students should be provided with a place to work at home that is away from noise and other distractions (TV, siblings). Each student should have a desk or table, chair, light, school supplies and access to electrical outlets. Materials distributed for virtual classrooms should be kept in this area and only used for virtual learning. These materials are instrumental to make learning as streamlined as possible for students.

Virtual Classroom Learning Expectations

- **PLEASE NOTE:** The below procedures will be gradually taught to your children by the teacher. Some of the expectations below will develop through the course of the year and as the behaviors become more developmentally appropriate.
- Prior to and periodically during Virtual Classroom learning, please review this [matrix](#) as it provides a detailed outline of all Virtual Classroom behavior expectations.
- Students will log into Clever or Google Classroom each day.
- It is important to log into the first virtual instruction meeting of the day on time as teachers will take attendance then.
- Students should join virtual classrooms dressed and ready to learn as if they were going to an in-person classroom.
- When in synchronous (Zoom or video) class sessions, video is to be on with microphone muted. The teacher will guide microphone usage.
- Do not use a background during your Zoom meetings.
- Only use the Chat function to ask questions and provide responses that are appropriate to the class.
- Students are to disconnect promptly when a video meeting ends. If an individual is unaware of their camera or microphone being on, teachers may let them know.
- Students are to do their best to stay on their class schedules. This includes:
 - Completing independent work when not in class and attending small group or individual meetings
 - Joining class, small group and one-on-one meetings on time
 - *Turning in work so teachers can see how students are doing. Remember, this does not have to be perfect. Your teacher needs to see what you know and with what you may need help*
- Contact your teacher, Mr. Camou or Mrs. Fielding as soon as possible if you have a concern or question.

General Behavior Expectations

As done during in-person learning at Las Lomas, all students are expected to behave in manners that show respect, responsibility and safety. Please review the following [behavior matrix](#) for an outline of expectations.

If you have a concern or question for the teacher, use the virtual classroom, email or chat to ask. Students who do not follow school rules, including online classroom rules, are subject to progressive and restorative discipline per the LLESD discipline policy. Possible consequences for violating this agreement may include but are not limited to: telephone or video conference with parents/guardians, limited access to online tools, temporary removal from the classroom, or placement in an alternative classroom. Please note that these are progressive consequences and staff will do their best to address issues before implementing them.

For Parents:

Responsibilities/expectations:

- Provide your child with a quiet workspace as described above.
- As necessary - younger students may need more help with this than older students - ensure students are logged on and ready to work as they would in an in-person classroom by 9:00 am each school day.
- Allow your students to have downtime during their scheduled breaks. This is not a time for chores or additional school work.
- Provide your students with autonomy during their class, small group and individual meetings. Building your child's agency is key.
- Encourage your students to reach out to their teachers if they do not understand a concept, learning tool or any other aspect of the virtual classroom.
- If you have a concern or question, consult first and foremost with your child's teacher. Mr. Camou and Mrs. Fielding are also available to support all partners - students, staff, and parents - in this process.

Additional Information

Materials

- Please reach out to teachers if you are in need of additional materials.
- Materials that have been distributed for the virtual classroom are school property. Please take care of all supplies accordingly. If/when we return to in-person learning, materials will need to be returned to the school. Any materials that are damaged beyond use will need to be replaced.
- When no longer utilizing online learning, students will return all technology and other materials to the school in a timely manner. The process for this will be communicated later.

- If you decline a district-issued device from Las Lomas Elementary School District (LLESD), you are still responsible for following all online classroom expectations. LLESD provides no warranty nor will we service any private devices. LLESD does not guarantee that private technology will allow full access to district software.

Digital Privacy and the Right to Privacy

- Without express and written permission from the principal, users (including students) may *not* record, screenshot, share, repost, or otherwise capture or disseminate digital content created via any of our virtual learning platforms.
- Students may not manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.
- Unless specifically called for by the teacher, siblings and/or parents should not participate in the online classroom.

Sample Virtual Classroom School - Day Schedule

Dear Parents and Guardians,

The goal of this sample schedule is to provide suggestions for families on how to set up routines and expectations at home during Virtual Classroom sessions. Setting up routines helps to provide a sense of security and comfort in knowing the expectations. We hope this guide is helpful. Please reach out to your child’s teacher or Mrs. Fielding if you have any questions.

Time	Activity	Notes
7:45am	Time to wake up	
8:00am	Shower/Get Dressed <i>Remember, students will be attending virtual classes and are not to come to class in their pajamas.</i>	
8:30am	Breakfast	Students should eat before their first instructional period of the day as they should not eat while in virtual classrooms.
8:45am	Boot up computer/chrome and check in on Google Classroom or Clever Landing Page; set up supplies you will need for your first instructional period of the day (pencils, paper, books etc).	
9:00-10:25	First live instructional session	When not online with your

	of the day <ul style="list-style-type: none"> - Whole group instructional session is usually followed by independent work time. - Students may have additional small group or individual check-ins 	teacher, students are expected to work independently. They should write down any questions for teachers and ask them as soon as possible. They can also email your teachers or make comments in SeeSaw.
10:25-10:45	Recess - get a snack, use the restroom, stretch, go outside for a short play time A few minutes before 10:45, get materials ready for your second live instructional session of the day.	As it is during in-person learning, it is important that students take breaks when they can from their virtual classrooms.
10:45 - 12:00	Second live instructional session of the day <ul style="list-style-type: none"> - Whole group instructional session is usually followed by independent work time. - Students may have additional small group or individual check-ins 	When not online with your teacher, you are expected to work independently. Please note any questions for teachers and ask them as soon as possible. You can also email your teachers or make comments in SeeSaw.
12:00-12:35	Lunch for Grades 1-3 12:30 - clean up and log onto your third instructional session of the day/ Third live instructional session for Kindergarten (12:00-12:35)	Use extra time to play inside or outside. Limit screen time and enjoy a yummy lunch!
12:35 - 2:00 1st-3rd grade*	Third live instructional session of the day <ul style="list-style-type: none"> - Whole group session - Students may have additional small group or individual check-ins 	When not online with your teacher, you are expected to work independently. Please note any questions for teachers and ask them as soon as possible. You can also email your teachers or make comments in SeeSaw.
1:15 - 4:00 <i>Kindergarten</i>	Learning activity time	A good time do complete optional class activities, read, draw, do PE activities, or explore and play outside

2:05pm - 2:45pm	Break - eat a snack, exercise for a bit and get yourself prepared for homework time.	
2:45pm- up to 3:30 pm (depending on the grade level) Our District's Board Policy on Homework is as follows: <u>Instruction BP 6154</u> The Board of Trustees believes that the following guidelines for homework are reasonable: <ul style="list-style-type: none"> • K-1: No more than 30 minutes per night including assigned reading • 2-3: No more than 45 minutes per night including assigned reading 	Homework time You may work solo to complete your homework or choose to work with peers at this time. It is important that you complete your own work when you collaborate so you learn the academic content. You may also need to email your teachers and request a meeting to discuss any questions you may have about the assignment. <i>(this is something we need teacher input on as to when they prefer to handle student emails/questions)</i>	Look at what homework you need to complete and plan ahead so your homework due for the next day is completed. Wear your headphones, if this helps you focus and create a quiet environment where you can focus on your academics.
7:30pm	Plug in computers/chrome books/iPads to charge. Do not use any more today.	This may be a good time for family read-alouds.
8:00 pm (varies)	Bedtime	It is important that students have time off line and get plenty of sleep.

* Classes end at 1:00 pm on Fridays for grades K-3, 12:35 for Kindergarten. This schedule may be adjusted so that each learning period is more equal in length on Fridays.

Updated: 8/30/2020