

**2024-2025**

**Loma Portal Elementary**

**School**

**Family Handbook**



NOTE: Revisions will be ongoing. Please check back periodically for the most recent information.

## Contents:

1. [Important Information](#)
2. [Health and Safety Procedures](#)
3. [Emergency Procedures](#)
4. [Schedules](#)
5. [Volunteers](#)
6. [What Your Child Needs to Bring to School Every Day](#)
7. [Classroom Placement Policy](#)
8. [Student Cell Phone Policy](#)
9. [Entry/ Exit Procedure](#)
10. [Lunch/Recess Procedure](#)
11. [Loma Portal Food Policy](#)
12. [Student Attendance Policy](#)
13. [Social and Emotional Well Being Resources](#)
14. [How Can I Prepare My Child for Returning to School?](#)
15. [Tech Resources](#)
16. [Miscellaneous](#)

## **Important Information**

- [LPE Website](#)
- [SDUSD Website](#)
- [San Diego County NewsCenter](#)
- [SDUSD Facts for Parents](#)
- [LPE Parent School Compact](#)
- [LPE Parent/Family Engagement Policy](#)
- [CA Dashboard](#)

## **Health and Safety Procedures**

- *If your child tests positive for COVID, please notify our Health Office as soon as possible at (619) 860-5600 x3050.*
- COVID Information
  - Positive individuals with symptoms: individuals may return to work or school when they start to feel better, their symptoms are mild and improving, and they have not had a fever for 24 hours without fever reducing medications. There is no longer a “5 day” rule to stay home if feeling better.
  - Positive individuals with NO symptoms may stay at school or work.
  - People who have been exposed do not need to test unless they have symptoms or are at high risk for severe illness or have contact with people who are at risk for severe illness. In these situations, test within 5 days from the last date of exposure.
- [Information from our Health Office](#)
- [Visitor/Volunteer Emergency Procedures](#)
- Mask Requirements
  - There is no mask requirement at this time.
- If your child has a preexisting or recurring medical condition (i.e.allergies, etc.), please notify our School Nurse, Amy Elkind, at [aelkind@sandi.net](mailto:aelkind@sandi.net).
- Restroom Policy
  - All restrooms will have a maximum of 4 students at a time and will be cleaned regularly to mitigate the spread of germs.
- When should you send your child to school if they have been ill? Click [HERE](#).
- [COVID 19 Health and Safety Guidelines](#)

## **Emergency Procedures/Campus Security**

- [Emergency Procedure](#)
- Gates will be locked daily at 8:30am and 3pm (1pm on Thurs)
- Officer Halo (SDUSD PD) is stationed across the street at PLHS
- During the school day, our only entryway is through the Main Office which was just updated with cameras and monitors. The Main Office door will be locked throughout the day. Visitors need to ring the bell for service.
- Our campus fences were recently raised, reaching 10ft campus-wide.
- LPE administrative and custodial staff do regular walkthroughs of the campus to maintain campus security.

## Schedules

- [2024-2025 Bell Schedule](#)
- [2024-2025 Academic Calendar](#)
- School Day Hours
  - 8:15am-2:40pm Mon, Tues, Wed, Fri
  - 8:15am-12:35pm Thurs
  - This includes a 15-20 minute recess, and a 35 minute lunch daily.
- Main Office (619) 860-5600
  - Hours of Operation
    - 8:00am-3:00pm Mon, Tues, Wed, Fri
    - 8:00am-1:00pm Thurs
- **New for 2024-2025** - During the week of 8/12-8/16, all UTK and Kindergarten students will be dismissed at 12:35pm DAILY (Mon-Fri).
- Weekly STEAM Time
  - All students will take part in STEAM education with Ms. Choukri once weekly for 45 minutes (funded by our **Foundation!**)
- Weekly Music Time
  - All students will take part in Music education with the Center for World Music once weekly for 50 minutes (funded by our **Foundation!**)
- Weekly Library Time
  - All students will take part in Library time with the Mrs. Hutchinson once weekly for 50 minutes (funded by our **Foundation!**)
- Weekly PE time
  - PE (led by Coach Wolfgaard) will occur once weekly for 45 minutes and will be OUTDOORS.

## Volunteers

- Volunteers will be permitted to be on campus as they have been in the past. *All volunteers and visitors are required to sign in/out at our front desk.* Please work directly with your child's teacher if you are interested in volunteering on campus. If you are interested in being cleared for volunteer opportunities (including attending field trips), contact Tauni in our Main Office ([tcobb-aikin@sandi.net](mailto:tcobb-aikin@sandi.net)). Click [HERE](#) for more info.
- [Volunteer Emergency Procedures](#)

### What Your Child Needs to Bring to School Every Day

- FULLY CHARGED computer and charger (Grades 2-4 only)
- Headphones (Grades 2-4 only)
- Paper
- Pencils
- Book to read
- A snack (I recommend 2 snacks for UTK and Kinder students)
- A water bottle (these can be refilled throughout the day)
- Any other items requested by the classroom teacher (suggested donations [HERE](#))

### Classroom Placement Policy

- Classroom rosters are put together annually each summer for the upcoming school year. Our school takes this task very seriously. Our teachers work together with administration to make sure our classrooms are balanced, taking into account several factors. Due to this, our school policy states that we **do not** make any classroom changes once the school year begins. Mid-year classroom changes are very difficult for our students emotionally, create learning distractions, and would create issues with classroom balance.

### Student Cell Phone Policy

- Students MAY bring cell phones to school but they must be TURNED OFF from 8:00am until the end of the school day. ***This includes smart watches and Fitbits.*** Students should communicate with their teacher or other staff members if they need to call home for any reason during the school day.

### Trading Cards Policy

- Pokemon cards or other trading cards are not permitted to be on campus at any time. These cards become a distraction in class and seem to be lost frequently, creating major distractions for our students.

### Entry and Exit Procedure

- Click [HERE](#) for our procedure
- On rainy day mornings, students should proceed directly to their classrooms when they enter campus.
- Students in Grades 3 and 4 may ride their bike/scooter to school. Our bike rack is located inside our gate near our parking lot. Students may enter at one of our gates and walk their bike to the bike rack. Please remind your

child to walk his/her bike when on campus.

- “Run for Life” will begin on (date TBD). This is our daily before school run/walk program. This is a free program. Interested students simply need to check in at our Run for Life table (near the green play structure on the blacktop) to get their lanyard and run/walk laps 8-8:15am.

### **Recess/Lunch Procedure**

- Daily Bell Schedule [HERE](#)
- Students will have a daily 15-20 minute recess time each morning (except Thursdays) and a 35 minute lunch time daily.
- Students should bring a snack and water daily. Students may eat their snack during recess time. Water bottles may be refilled at water bottle filling stations and filtered water fountains will be available.
- For lunch, students may bring a lunch from home or receive a school lunch **free of charge**.
  - [Breakfast/Lunch Menu](#)
  - Families do not need to sign up for free lunch. These will be available to ALL students. No PIN necessary.
- At lunch, students will have assigned seats by class.

### **Loma Portal Food Policy**

LPE does not permit outside food or snacks to be shared on campus. This includes birthday treats and snacks for holiday celebrations. Your child may bring food to eat during snack/lunch time but please do not send in any snacks/treats to share with other students. We have found that bringing in treats and sweets for students to eat during the school day makes it more difficult for students to remain focused and creates a distraction on campus. In addition, we have many students with various allergies who are unable to eat certain food items. Non-food items and activities have proven to be more effective and are more “exciting” for students. Please click [HERE](#) for a list of alternatives to food for celebrations or rewards.

- SDUSD Nutrition Education Resources [HERE](#)
- SDUSD Menus and Nutrition Info [HERE](#)

\*In addition, please refrain from sending your child to school with candy or any other high sugar snacks/drinks for them to have during snack/lunch. **Students ARE NOT permitted to eat candy or drink soda during the school day.**

### **Student Attendance**

- Attendance will be taken daily. Good attendance is critical in order for students to master grade level standards. That being said, students should not be sent to school if they are ill. Click [HERE](#) for some information about when you should/ should not send your child to school.
- Families must notify the attendance office when their child is not able to attend school on any given school day. Our office number is (619) 860-5600.
  - If your child is not present by 9:30am and our office was not notified of an absence, auto-calls are sent out to alert families that their child was marked absent for that day.
- This year, there will be no “online” or “Zoom” option for students who miss school. Parents of students who are absent from school will need to contact their classroom teacher to gather necessary school work and materials.

### **Social and Emotional Well Being Resources**

- At Loma Portal Elementary School, we take the social/emotional health of our students and families very seriously. We fund a full time Guidance Assistant (Mrs. Cannon) to support our students and we have a School Counselor (Mrs. Burton) on campus 4 days per week. To report any issues with your child’s social/emotional well being, please contact Principal Morici at [mmorici@sandi.net](mailto:mmorici@sandi.net) or our Guidance Assistant, Mrs. Cannon at [mcannon@sandi.net](mailto:mcannon@sandi.net). We are also a “Leader in Me” school, focusing on cultivating leadership and a sense of belonging in ALL of our students. Click [HERE](#) for more information.

More Resources:

- [SDUSD Mental Health Resources](#)
- [“Stress..Know the Signs”](#)
- [California Parent and Youth Helpline](#)
- [LPE Character Education website](#)

## **How Can I Prepare My Child for Returning to School?**

1. Start Adjusting Your Child's Sleep Schedule
2. Practice the New Morning Routine
3. Practice Pick Up and Drop Off
4. Shop for School Supplies
5. Act It Out - If your child loves to pretend play, this is the perfect opportunity to act out a typical day at school.
6. Make Friends Before School - If you see neighbors with kids around your child's age, chances are the kids will be going to the same school. Introduce yourself and your child and set up a playdate.
7. Tour the School
8. Read Books about the First Day of School
9. Prepare the Night Before
  - Lay out the first day of school outfit
  - Pack the backpack with school supplies
  - Prepare as much for breakfast and lunch as possible
10. Talk to Your Child - When all is said and done, what really matters is how your child feels about the first day of school. Talk to your child about his/her feelings about going to school. Ask him/her what questions he/she has about starting at a new school and meeting new friends.

## **Tech Resources**

- [Tech Support for Families](#)
- [Chromebook Tips](#)

## **Miscellaneous**

- [California Parent and Youth Helpline](#)
- [San Diego County Office of Education Parent Resources](#)
- [San Diego Unified School District Family Engagement Dept](#)