



Las Lomitas Elementary School **2025-2026 Family-Student Handbook**



Welcome to Las Lomitas Elementary School! We focus on providing an inclusive and foundational education for students. We offer a balanced program, integrating and emphasizing 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 an inclusive community to reach our vision of meeting the academic and social-emotional needs of each individual student. It is our belief that every school community member contributes to our school environment where all may thrive and succeed.

Las Lomitas Mission

Las Lomitas is a diverse and collaborative community that nurtures and inspires a sense of belonging and love of learning, where each child is known and valued for who they are and what they bring.

Vision

Las Lomitas, where every child matters, every child belongs,
and every child thrives.

Core Values

Kindness- *Compassion, care, concern, and empathy for others*

Curiosity- *Interest, engagement, desire to learn and discover*

Critical Thinking- *Reflection, problem solving, perseverance*

Whole Child- *Academic, social, emotional, and physical well-being*

This handbook is designed to welcome and invite you to partner with us to create a safe place for all students, families, and staff. Thank you for reading our school handbook and collaborating with us.

The handbook is divided into sections:

- School Schedule, Arrival, and Dismissal (Page 1)
- Enrollment Process (Page 5)
- The A-Z's of Las Lomitas (Page 5)
- Student Assistance Programs (Page 16)

- Student Behavior Expectations (Page 17)
- Family Programs – Opportunities for Participation, PTA (Page 20)

School Information

Address: 299 Alameda de las Pulgas, Atherton, CA 94027

Office Phone/Email: (650) 854-5900 dcelis@llesd.org, fgordils@llesd.org

Website: <https://ll.llesd.org/>

Principal: Alain Camou acamou@lles.org

Assistant Principal: Heather Smith hsmith@llesd.org

Calendar: [2025-2026 Academic Calendar](#)

Schedule, Arrival, and Dismissal

Office Hours

The school office is open from 8:00 am to 4:00 pm, Monday through Friday. Students may be dropped off at school beginning at 7:55 am and, if not traveling by school bus, should be picked up at the end of the school day.

Daily Schedule

| Transitional Kindergarten-Grade 3 | |
|-----------------------------------|--|
| 7:55-8:15 | Arrival and morning recess/breakfast |
| 8:15-10:00 | Block 1 (105 minutes) |
| 10:00-10:20 | Morning Recess (20 minutes)/brunch |
| 10:20-12:05 | Block 2 (105 minutes) |
| 12:05-12:50 | Lunch/Recess (45 minutes) |
| 12:50-1:30 | TK/ K Block 4 (40 minutes) |
| 1:30 | TK/K Dismissal and Grades 1-3 Wednesday Dismissal |
| Grades 1-3 | |
| 12:50-2:20 | Grades 1-3 Block 4 (90 minutes) |
| 2:20 | Grades 1-3 Dismissal Mon, Tues, Thurs, and Fri. |

Minimum Days

On Minimum Days, all students are dismissed at 11:40 am. Minimum days include days during Parent/Guardian-Teacher conference weeks, the last day of school before the winter break and the last day of school for the year.

- November 10, 12-14, 2025
- December 19, 2025
- March 16-19, 2026
- June 11, 2026

Arrival Times

Students may arrive at or after 7:55 am. Please note there is no designated student supervision before 7:55 nor after dismissal (times vary). The school 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 who arrive at school after 8:15 will receive a tardy slip and will be marked tardy. If arriving after 8:30, parents should sign the student in with the school office and the student will get a tardy slip before proceeding to the classroom. See Also: ATTENDANCE

Transportation to and from School

Bus Service

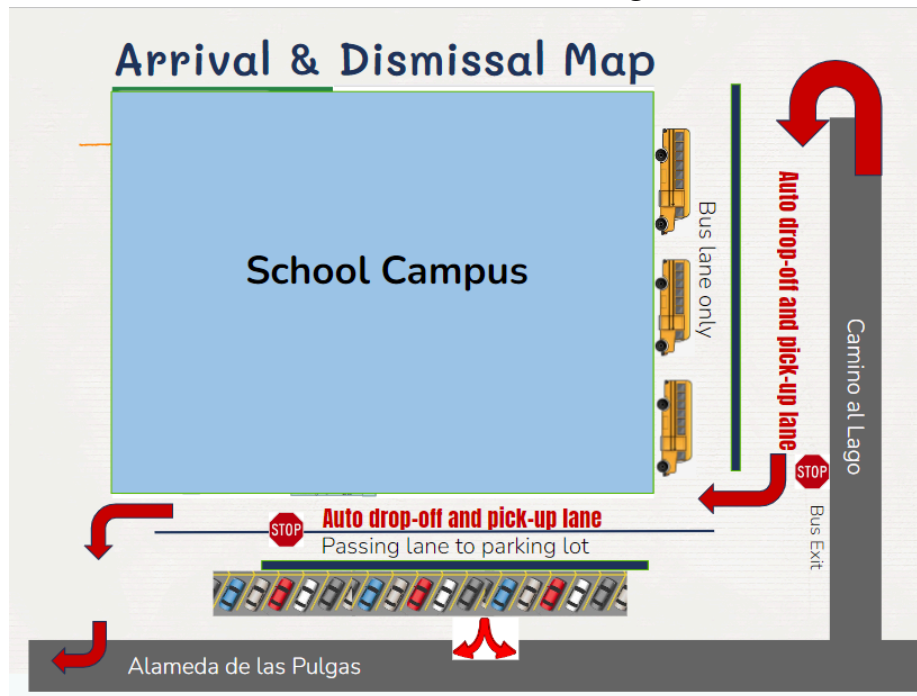
Home to school transportation is available without charge to students who do not live within walking distance of school. Copies of the bus schedule are available in the school office. It is important that every child know their bus **stop number**. Please mark this number on lunch boxes and/or backpacks. Please note that the school bus stops are predetermined by the California Highway Patrol and cannot be readily changed.

Walking/Biking To School

Families who live within walking or biking distance to school are encouraged to choose this method of transportation. Las Lomitas provides a crossing guard at the intersection of Alameda de las Pulgas and Camino al Lago for safe crossing. Bike racks are available near the playground off Camino al Lago (See “Bicycle Riding” section for more information). We partner with the city of Menlo Park to provide safety tips and routes to support safe travel to and from school. Please see [Las-Lomitas-Elementary-Safe Routes](#) for more information.

Drop off and Pick-up of Children by Car

The location for drop-off or pick-up of children by adults in private cars and by foot is in the front of the school, by the office. For safety reasons, please do not ask your child to cross a parking lot or street to reach the school or your car. If you wish to leave your car to drop off or pick up your child, please park in a designated parking space, and walk to the designated pedestrian pick-up/drop-off area at the front of the school. Please note: Parking is not allowed across the street on Camino al Lago.



When pulling up 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 buses 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 exit/enter cars.
5. **Please stay in 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 school 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 building adjacent to the front office plaza. Do not proceed to your child's classroom. Enter and exit the campus via Alameda de las Pulgas where a crossing guard is stationed to ensure safety.

Please be prompt when picking up students, as we do not have personnel assigned to supervise children after dismissal. If you must be late, please notify the office.

Early Dismissal

Please do your best to schedule appointments outside of the school day. In the event it is necessary to pick up your child during school hours, please notify the teacher stating the details. **Note (and avoid) recess and lunch times to pick up your child as it is difficult to find them during these times: 10:00-10:20 and 12:05-12:50.** Children may not wait in the front office until a Parent/Guardian 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 strongly discouraged. If early dismissal is necessary for an unforeseen event and you do not notify the teacher in advance, please call the office directly so we can ensure the message is received.

Going Home with Others

In order to ensure the safe dismissal of our students as communicated by Parent/Guardians, children must have **written permission (signed and dated)** for any change in dismissal plan. 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 12:00 p.m. **Last-minute changes should be for emergencies only.**

Enrollment Process

Enrollment Process

Any student residing within district boundaries is eligible to attend our school. Registration information is available online at <https://l.llesd.org/>. 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/Guardian/Student residency AND an original utility bill (i.e. power or water). Additionally, you will need to provide an original birth certificate or passport and immunization records. After all documents are received, the office managers will email you with an access code to complete the online registration process. If you have any questions, you may contact our Administrative Assistant, Deanna Celis or Office Assistant, Flora Gordlis (Spanish speaking) at dcelis@llesd.org and fgordlis@llesd.org.

Transitional Kindergarten and Kindergarten Enrollment

Transitional kindergarten and kindergarten enrollment for the 2025-2026 school year is opened, usually by February. Information about the process will be available online at <https://ll.llesd.org/>

Tours for New Families**

Monthly tours for incoming Transitional Kindergarten and Kindergarten families generally begin in December. Tours for new families entering grades 1st-3rd begin in March. These tours will be scheduled and communicated to parents/guardians. 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, or need to take your child out of school for longer than 14 consecutive school days, 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 Lomitas

Absences/Attendance/Appointments

Las Lomitas offers a rich, hands-on classroom experience, providing students breadth and depth. In order to help your child fully benefit from this, they need to be present and participating in the classroom. This rich classroom experience cannot be duplicated through an independent study plan. Regular and prompt attendance is essential to your child's educational program.

Should your child be absent, please call the school office at (650) 854-5900 before 8:15 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/guardians do not call, the absence will be recorded as unexcused.

We strongly urge families to plan trips during the regularly scheduled school breaks and not during scheduled instructional days/times.

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. 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/Guardian/guardian may be asked to attend a truancy conference with school officials. 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 two weeks in advance if you know your child will be missing school. Family trips will result in Unexcused absences unless you plan in advance and enter into a Short Independent Study agreement with the school. Please contact the Assistant Principal and your child's teacher for more information. Board Policy on Independent study can be found here: [Board Policy 6158](#) Please keep in mind that Independent Study cannot replace the valuable instructional experience in class. See also: Short Independent Study, Tardies, Illness

Accident Insurance

The Las Lomitas 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 families 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/Guardians 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 in third grade, generally administered in May of each school year.

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/guardians. Before any student is formally tested, parents/guardians are notified and permission is received.

Behavior Expectations/Rules

Students of all grade levels are expected to adhere to Las Lomitas 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 matrix is used as a guide for ways students can follow these rules at school. Please review them with your children at the beginning of the school year and periodically throughout the year as needed: [Behavior Matrix.pdf](#)

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

Bicycle Riding

Whether or not a child should ride a bike to school is a family's decision. If you choose to allow this, a written notice must be given to your child(ren)'s teacher. Because of ongoing construction and limited space on the road, Alameda de las Pulgas may be hazardous for bike riding. Bicycles, scooters, and skateboards 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 near the corner of Alameda de las Pulgas and Camino al Lago or by the playground off Camino al Lago. Children are expected to follow the school rules for approaching and leaving the school grounds in order to use this option of transportation to and from school.

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. As stated earlier, Las Lomitas partners with the city of Menlo Park to provide safety tips and routes to support safe travel to and from school. Please see [Las-Lomitas-Elementary-Safe Routes](#) for more information.

Birthdays

In an effort to honor and celebrate all students equally, and since many students have birthdays outside of the school year calendar, Las Lomitas does not celebrate birthday parties at school. In our efforts toward equity and inclusivity, parents or guardians should contact the classroom teacher regarding honoring birthdays at school. Invitations to birthday parties outside of school may not be distributed at school. We do

not permit deliveries of balloons, gifts or flowers. Due to allergy and health restrictions, families are asked not to send birthday treats with their child.

Channels of Communication

At Las Lomitas, we use a variety of channels to communicate with families. Our primary weekly communication is through the *Lion's Roar*, an online newsletter published by the PTA. This newsletter includes regular updates from the principal, assistant principal, PTA, Las Lomitas League, and other school personnel. (See Also: Newsletters)

In addition, the principal shares a monthly newsletter—sometimes more frequently when needed—with school-wide updates, highlights, and important information. Teachers also provide classroom newsletters to keep families informed about activities and learning. Our school website, <https://ll.llesd.org/>, 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 by email. Teachers are unable to answer phone calls during the school day. 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 front office staff or principal/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/guardians, teachers and administration allows us to best meet students' needs.

Day Care Center

The privately run Champions program is located on the Las Lomitas 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, or see their website at <https://www.discoverchampions.com/our-locations/atherton/ca/000679>

Directory

Connect with families in your class, grade, or district to carpool, play and come together. Families can choose which contact info to share in the District Directory when enrolling their students. Access via website (<https://laslomitaselemsd.membershiptoolkit.com/>) or download the mobile app from [iTunes](#) or [Google Play](#)

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 arrival and dismissal times. 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

To the best of your ability, please send your children to school with clothing and shoes and socks that allow them to participate in all school activities, including Physical Education and recess. Please avoid open-toed shoes if possible, and consider hats and sunscreen on warm days and layers of clothing on cold days.

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. School staff participate in staff-only drills, meetings and scenario planning to prepare for emergencies.

First Aid

First aid treatment at school does not include medication (prescription and over-the-counter medications). Parents/Guardians 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 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. Contributions to group gifts through the Foundation, PTA and/or individual gifts for staff members are completely voluntary.

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 no 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 Lomas are committed to raising our students' level of literacy. We value the time children spend reading and the time families read with/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." If your family observes a religious or cultural holiday that falls on a school day(s), please contact your child's teacher to excuse them from homework for the duration of the holiday.

Illnesses

If your child is ill, please keep them 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 first and last name. Unclaimed items from our Lost & Found are donated every few months throughout the school year.

Las Lomas League

Las Lomas League (LLL) After school enrichment classes and team sports (3rd grade school basketball teams) are offered through this volunteer organization. Please see our <https://www.laslomasleague.com/> to access LLL information, registration forms and payment options.

See also: OUTREACH PROGRAM

Library

The library has children's books, as well as a family section containing books on child development and child rearing. Books and other materials may be checked out by both children and families. Parents/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 may be invited to volunteer their time in the library. (The librarian will communicate the procedure for this).

Lost and Found

Please periodically check for your child's lost items in the Lost and Found near the front gates of the school. We will notify families in the *Lion's Roar* when we are donating left articles for charitable purposes seasonally.

Lunch and Snacks

Breakfast/brunch and lunch will be provided free of charge to all California public school students as part of the Universal Meals Program. As always, families may continue to send meals and snacks with their students. Participation in the Universal Meals Program is not mandatory.

Since the Universal Meals Program is a supplemental program to the National School Lunch Program and School Breakfast Program, we encourage families who may qualify for the Federal "free or reduced lunch" meal programs to continue applying in order to qualify for other types of support programs available to the families as well as targeted Federal grants for the District. The Federal Free and Reduced Lunch application form is available on the district website and school offices.

If your child brings brunch or lunch to school, please clearly mark your child's lunch bags/boxes with their name and room number. Please plan to send lunch with your child in the morning to avoid disrupting class for delivery. In cases when a lunch must be delivered to school during the school day, it will be kept in the office for pick up by the student.

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 of 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/Guardians may learn about and give input on 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 and school work. Please review the contents, and then have your child return the empty envelope to school. The first envelope is complementary; replacement cost is \$1.00

See also: CHANNELS OF COMMUNICATION

Newsletters

The *Lion's Roar* newsletter is distributed via e-mail at the beginning of every week. Families are automatically subscribed to the *Lion's Roar*, and can opt out when enrolling their students. To subscribe, visit the [Las Lomas PTA website](#). 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, it must be e-mailed to lionsroar@llpta.org by 12:00 pm the Wednesday before desired publication.

See Also: CHANNELS OF COMMUNICATION

Outreach Program

Inclusivity is a priority at Las Lomas. We want to ensure all students and families have an opportunity to participate fully in school activities and programs. Financial assistance for programs is available through the Outreach Program for families who request assistance. Families may donate to support the Outreach program when enrolling their students. Please contact assistant principal Heather Smith at 650-854-5900 or hSmith@llesd.org for additional information.

Parties

Classes may have celebrations during the year. The two PTA-sponsored parties are Halloween and Valentine's Day. Teachers and room-Parent/Guardians plan these together.

Personal Electronics

Las Lomas follows La Entrada practice regarding personal electronics. We encourage parents/guardians to be mindful of the learning environment and refrain from sending personal electronics to school if/when at all possible. We ask that you avoid engaging in text conversations with students. Our front office staff will be able to provide assistance if something is urgent and needs to be communicated to a student.

Cell phones and Smartwatches: If brought to school, all cell phones/Smart watches must be kept in backpacks and **turned off during school hours, including school bus rides to and from school**. If on or used during school hours, a device will be taken to the office and the student can pick it up after school. On a second offense, the device will be returned to a parent or guardian. After 3 or more times, a conference will be scheduled. If a student needs to make an emergency call during the school day, they are to come to the office.

Photos

Photos of students other than your own child, may not be posted online without written permission of all Parent/Guardians 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/Guardian-Teacher Conferences

Early in the school year, families are given an outline of the curriculum and concepts covered for the year. Family intake conferences and/or Back To School Night are opportunities to connect with your student's teacher at the beginning of the school year and prepare for the year ahead. Attendance is strongly encouraged.

Parent/Guardian-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/Guardian's request in March. Written progress reports are provided each trimester (transitional kindergarten and kindergarten winter and spring only), with the final report mailed to Parent/Guardians in June. One conference appointment is allotted per student. Families or teachers may initiate additional conferences throughout the school year. Families are encouraged to meet with specialists (math, reading, speech, etc.) during conference weeks as well.

Short Term Independent Study Protocols

Short-term Independent Study (SIS) is a short-term (3-14 days) agreement between a student's parents/guardians and teacher(s) for asynchronous work while the student is absent due to unavoidable obligations, or vacation/travel. [Board Policy 6158](#) indicates this may be enacted for students out for 3 to 14 consecutive school days up to one time per school year. Parents who enter into SIS should notify the school and their student's teacher(s) two weeks prior to the start date of the Independent Study.

Components of SIS:

- 1) Parent/Guardian agreement/contract (via Google Form) agreeing to oversee the student's work for the duration of SIS term
- 2) Teacher assigned work for completion during absence.

*To initiate a Short Independent Study request, reach out to your child's teacher and Assistant Principal Heather Smith to submit your request at least two weeks prior to your planned trip.

Support Services

The following public agencies provide support services for families:

| | |
|--------------------------------|--------------|
| 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 Riekes 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 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 greater than 30 minutes in a school year, families will be notified in writing as the child is considered truant. If tardy problems persist, a parent/guardian 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 and trading cards 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, especially those of value. 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: PERSONAL ELECTRONICS

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 and on weekends. No supervision is provided outside of school hours.

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 cross grade level pairing of third grade and kindergarten students. This program provides a regular positive interaction in a variety of activities such as visiting the library, and joint art projects and activities.

Counseling Services

Counseling services are provided by our school counselor, Heather Ryan, as well as two on-site ACS (Adolescent Counseling Services) interns. The Las Lomas counseling program focuses on services that address the academic and personal/social development of our students. Our counselor serves ALL students at school to help them become their best selves. Examples of support the counselor offers to students include building self esteem, managing strong feelings, conflict resolution and building coping skills. Small counseling groups are facilitated by the counselor for students on a variety of topics throughout the year. Some of the topics include changing families, anger management and social skills/friendship. Mrs. Ryan is on campus Monday through Friday, and can be reached at 650-854-5900 x267.

For all 1st-3rd grade students that are new to the school, WELCOME! Your child is invited to join weekly lunch group meetings for the first month of school. These meetings include ice breaker activities and other games to provide an opportunity for students new to the school get to know one another

Souper Friends is another lunch group that all students are welcome to join, which provides opportunities for students to come together, participate in fun activities and develop new friendships.

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 Parent/Guardians and families to help recognize and support children who show signs of mental distress. Information about the Sequoia Healthcare District and Parent/Guardian resources are available on their website: <https://seqhd.org/>. Additional information for the 2023-2024 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 inclusivity and opportunities for participation in school activities by all the district's students and their families. If your child or family is interested in financial assistance through Outreach, please contact the assistant principal, Heather Smith at hSmith@llesd.org. All requests for Outreach assistance are kept confidential.

Parent/Guardian Education Programs

These are held at the school sites and/or on Zoom throughout the school year. These programs are designed to help the current Parent/Guardians or guardians support their children socially, emotionally and academically.

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 transitional kindergarten and kindergarten) and Second Step (grades K-3). The district has also partnered with the Institute For Social-Emotional Health to provide training and resources for teachers.

Student Success Team (SST)

This is an effort that may be initiated by any staff member or parent/guardian who has an academic, social, behavioral and/or emotional concern of any regular education student. The SST process can be initiated after the teacher has implemented in class strategies, discussed areas of growth and strategies by consulting colleagues, and would like support in working with a team to brainstorm and implement strategies to address the student's needs. The SST is a process of reviewing individual student circumstances and planning alternate instructional, behavioral, and/or social-emotional strategies with the goal of providing what the student needs to succeed.

Student Behavior/Behavior Expectations

In the first weeks of school, the principal and assistant principal hold assemblies to discuss the [Behavior Matrix.pdf](#) with each grade level. It is our goal to maintain a positive and safe school environment for 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 classroom procedures and expectations are taught by teachers.

Restorative Practices

Las Lomitas uses Restorative Practices, which is an approach that seeks to strengthen relationships between individuals and build social connections within communities. The use of Restorative Practices results in students and staff feeling a greater sense of safety and belonging and includes the following components:


- Work *with*, rather than *to* or *for* students

- Use “Fair Process” which includes engagement, explanation, and expectation (clarity)
- Consequences still occur... they just happen in a restorative way. There is an opportunity to have conversations about what the consequences are and why.
- Expresses disapproval but does not push the offender out of the community... rejects the act, but not the person. Allows the student to reintegrate into the community.

Behavior Infractions

The Restorative response to wrongdoing is one in which those in authority exercise control and refuse to accept inappropriate behavior but do so in a caring and supportive way. They couple high levels of nurturing and support with high levels of expectation and accountability.

Restorative Questions

| When Challenging Behavior |  | To Help Those Affected |
|--|---|--|
| <ol style="list-style-type: none"> 1. What happened? 2. What were you thinking at the time? 3. What have you thought about since? 4. Who has been affected by what you have done? In what way? 5. What do you think needs to happen to make things right? | | <ol style="list-style-type: none"> 1. What did you think when you realized what had happened? 2. What impact has this incident had on you and others? 3. What has been the hardest thing for you? 4. What do you think needs to happen to make things right? |

Restorative questions seek to resolve conflict **with** students. They allow staff and students to revise their thinking so that conflict is seen as an opportunity to foster learning and build relationships, while building community and ensuring belonging.

In solving conflicts or behavior infractions, various consequences may result. The goal is to include the students in the process and seek to restore and heal. When students are working to resolve a more serious issue, student agreements and/or consequences are recorded and Parent/Guardians will be contacted so they can further support the plan and further the learning at home.

Restorative Circles

Restorative circles is another opportunity for people in positions of power to engage with rather than to students. At Las Lomitas, these circles can be used for check-in,

check-out, sharing feelings, problem solving, community building, and/or conflict resolution.

Response to More Serious Behavior

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 immediate and swift response on a first offense. Responses to more serious infractions may include removing a student for safety reasons, calling parent/guardians, consultation with the school behaviorist, and behavior contracts. Las Lomitas staff work together with students and families to ensure the student is able to reintegrate safely to their classroom and other school activities.

Bullying/Harassment

Las Lomitas prides itself in providing an environment that is welcoming, inclusive, kind, 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, parent/guardian contact to suspensions. Students should report problematic incidents immediately to a teacher, yard supervisor, 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

While these instances rarely occur at Las Lomitas, Per California Education Code, the following offenses can result in suspension or expulsion.

- Causing, attempting to cause, and threatening to cause physical injury to another person.
- Possessing, using, selling or furnishing any drug paraphernalia, knife, explosive, fire arm, laser pen/pointer, or other dangerous object.
- Offering, arranging or negotiating to sell or deliver any controlled substance or alcohol or being under the influence of a controlled substance or alcohol.
- Committing or attempting to commit robbery or extortion or knowingly receiving stolen school or private property.
- Caused or attempted to cause damage or stealing or attempting to steal or stealing school or private property.
- Possessing or using matches, tobacco or nicotine products or imitation firearms.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Disrupting school activities or willfully defying school authorities.
- Committing or attempting to commit a sexual assault.
- Harassing, threatening, or intimidating a student who is a complaining witness in a school disciplinary proceeding.
- Offering, arranging, negotiating, or selling drugs.
- Engaging or attempting to engage in hazing.
- Committing sexual harassment, causing, attempting to cause, threatening to cause or participating

- in an act of hate violence.
- Creating an intimidating or hostile educational environment.
- Making terrorist threats against school officials or school.

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/guardian 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/guardian conference by phone or in person. After suspension, the student and parent/guardian 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

Please read the section below for information on activities prohibited on school grounds: "Any persons observed trespassing on the school roof will be charged a minimum damage fee of \$25.00" or more. Under the law, Parent/Guardians 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/Guardian Programs -- Opportunities for Parent/Guardian Participation

School Organizations

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

District Committees: The Las Lomas School District values parent/guardian involvement and participation in various committees, including Diversity, Equity, Inclusion, Access & Belonging (DEIAB), and Wellness.

Las Lomas School District Board: The Board establishes policies and manages the budget for the District. <https://www.llesd.org/Board>

Las Lomas Education Foundation (LLEF) Foundation: The Foundation raises money that supports District and school site programs. <https://www.llef.org/>

Las Lomas League (LLL): A non-profit that provides enrichment activities for LLESB students and other children who live within our district, including after school classes and school team sports. <https://www.laslomasleague.com/>

Parent/Guardian Teacher Association (PTA): The PTA organizes programs and activities that directly serve Las Lomas students by fostering student development, promoting family engagement and supporting our school. There are many ways to get involved (See LAS LOMITAS PTA 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/guardians 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/Guardians should sign in at the front office when arriving to volunteer at school. We welcome family members to be active participants in their child's education. If you wish to visit your student's classroom, please schedule an appointment with the teacher directly or by calling the school office. 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
- Classroom assistant (upon teacher request)
- Meal Service support

You may find more information here: [LL Volunteer Guidelines 2022-23](#)

Las Lomas PTA

The Las Lomas PTA is a non-profit membership organization composed of Las Lomas parent/guardian and teacher volunteers. LL PTA is committed to providing enrichment programs for Las Lomas students and families during and outside of school hours. PTA volunteers work together with our teachers and administrators to help create, sustain and stimulate a learning and caring school environment of which we all can be proud. The LL PTA supports:

Student Activities to enhance classroom learning:

- Art Notecards
- Assemblies
- Book Fair
- Winter Craft Workshop
- Read-A-Thon
- Science Wonders Fair
- Wellness
- Class Parties

Family Engagement to build an inclusive and kind community:

- Fun Fridays
- Fun Run
- New Families Welcome
- PTA Playdates
- Third Grade Field Day

School Support to support the Las Lomas staff and campus

- Art Exhibition
- Campus Beautification
- Kindergarten Round-Up
- Memory Book
- Spirit Wear
- Staff Appreciation & Hospitality

PTA Executive Board Meetings are held once a month. General PTA meetings are held three times a year. Check the Lion's Roar for dates and times. *If you have any questions about the PTA, or would like to volunteer your time, please email the PTA President at president@llpta.org or learn more at <https://www.laslomaspta.org/>.*

Disclaimer: As with any handbook, we try to be as comprehensive as possible, but in practicality we cannot include every detail. We invite families to reach out to school teachers and/or administration with questions or requests regarding specific issues not covered by our Handbook. Las Lomas School District Board Policy and the California Education Code will apply where our guidelines do not, and administration will make the final determination when necessary, using empathy .