The La Entrada staff welcomes you to a new school year. La Entrada is an inclusive community of dedicated staff, students, and parents engaged in maximizing the academic, social, ethical and physical growth of every student. Our collaborative community embraces the ideals of critical thinking, life-long learning, and global responsibility in a safe and respectful environment. This handbook provides information about our operations and practices and is in place for all students and staff to have a productive and rewarding year. Thank you for reading the handbook with your children and for supporting our La Entrada community!

School Hours: Arrival and Departure Times
The school office is open from 7:45am-3:45pm daily. Students may not arrive prior to 8:10am nor remain on campus after 3:25pm unless involved in a teacher directed activity. The school does not provide general supervision of children before 8:10am or after 3:25pm. The school is not responsible for, and cannot guarantee the safety or well-being of your child outside regular school hours and school programs.

Daily Bell Schedules: Monday – Friday
8:30am-3:00pm: 4/5 Start and Dismissal Times
8:30am-3:15pm: 6-8 Start and Dismissal Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Time</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>8:30 – 9:15</td>
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<td>8:30 - 9:29</td>
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<td>7</td>
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<td>9:19 -10:00</td>
<td>2</td>
<td>9:33 - 10:29</td>
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<td>8</td>
<td>6</td>
<td>4</td>
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<tr>
<td>10:04 - 10:45</td>
<td>3</td>
<td>10:29 - 10:38</td>
<td>Brunch</td>
<td>Brunch</td>
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<td>Brunch</td>
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<tr>
<td>10:45 - 10:54</td>
<td>Brunch</td>
<td>10:42 - 11:38</td>
<td>3</td>
<td>1</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>11:43 – 12:24</td>
<td>5</td>
<td>12:38 - 1:15</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>12:28-1:09</td>
<td>6</td>
<td>1:19 - 2:15</td>
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<td>3</td>
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<td>1:09 - 1:45</td>
<td>Lunch</td>
<td>2:19 - 3:15</td>
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</table>

Minimum Day Schedules (No Recess or Lunch):

<table>
<thead>
<tr>
<th>Period</th>
<th>Regular 8 period Minimum Day</th>
<th>4 Period Minimum Day</th>
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<tbody>
<tr>
<td>1/8</td>
<td>8:30-9:00 (KPAW)</td>
<td>1/5 8:30-9:30 (KPAW)</td>
</tr>
<tr>
<td>2/7</td>
<td>9:03-9:30</td>
<td>2/6 9:33-10:30</td>
</tr>
<tr>
<td>3/6</td>
<td>9:33-10:00</td>
<td>3/7 10:33-11:30</td>
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<td>4/5</td>
<td>10:03-10:30</td>
<td>4/8 11:33-12:30</td>
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<tr>
<td>5/4</td>
<td>10:33-11:00</td>
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<tr>
<td>6/3</td>
<td>11:03-11:30</td>
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<tr>
<td>7/2</td>
<td>11:33-12:00</td>
<td></td>
</tr>
<tr>
<td>8/1</td>
<td>12:03-12:30</td>
<td></td>
</tr>
</tbody>
</table>
Absences: Fourth and fifth graders have recess from 9:50-10:10am daily. Playground equipment is available. Students are to remain in the designated play areas until the bell rings. Students are to respect classes in session when walking back and forth to the restrooms.

Brunch: Sixth through Eighth graders have a daily morning “Brunch”. Students may eat a mid-morning snack, visit their lockers and use the restroom. Students are to remain in the designated areas until the bell rings. At that time, they are to go to their next class. Students are to respect classes in session when walking back and forth to the restrooms.

There is no Brunch on Minimum Days.

Grade Level Programs

Students in Grades 4 and 5 learn primarily in a self-contained classroom, with varying degrees of team teaching taking place between teachers at each level, and enriched by specialists providing instruction in Music, Art, Physical Education and Computers. Fifth grade classes experience the San Mateo County’s Outdoor Education Program during the year. (http://www.smcoe.k12.ca.us/outdoored/index.html) A fee is charged for this trip with Outreach available, as needed.

Students in Grade 6 learn in a semi-departmentalized program. Three of eight periods are spent in a Core Class which includes two periods of English/Language Arts and one period of Social Studies. Single subject teachers provide instruction for Math, Science and Physical Education. All students take some combination of elective classes, which include Art/Drama, Band/A, tech/A, French, Latin, Spanish, Mandarin, and support classes.

Students in Grade 7 also learn in a semi-departmentalized program including a three period Core class with one teacher and single subject teachers for Math, Science, Physical Education and two elective classes.

Students in Grade 8 take one period each of English/Language Arts, Algebra, Social Studies, Science and Physical Education. Geometry is offered to qualified students. In addition, eighth graders have up to three periods for electives and/or support classes.


General School Business A-Z

Absences - Excused:

Please call the school attendance line by 9:00am with the student’s name, grade and reason. If parents do not call, the absence will be recorded as unexcused, “U”, in PowerSchool.

Valid Reasons for Absences (as determined by California Education Code): Absences to 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 valid reasons, such as attending a funeral, shadowing at a school, or for a court appearance.

If a student is absent for any of the above reasons, their PowerSchool attendance code for that day will be an “X,” meaning an excused absence. 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’s PowerSchool attendance code for that day will be a “U,” meaning an unexcused absence. 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 excessively truant, the student and parent may need to have a truancy conference with school officials, and possibly local law enforcement. Students in grades 6-8 who have excessive absences will be asked to attend an Attendance Meeting with school district administration and restricted from attending school dances. Parents can only excuse a student up to fourteen (14) days within a given school year. After the 14th excused absence, students must get a doctor’s note to excuse them, otherwise the absence will be coded a “U”, unexcused.

Absence - Unexcused or planned: Please contact the office at least one week in advance if you know your child will be missing school. This is for attendance purposes only. You are encouraged to work with your child’s teacher to arrange plans for missing class work and homework while the student is gone. An extra day is provided to submit missed work for each day absent. After that, partial/no credit will be assigned according to the individual classroom teacher’s policy. Independent Study may only be possible after a meeting with parents and teacher(s) where an agreement is made detailing the Independent Study Assignment.
A Healthy Resolution:
La Entrada believes that food allergies and healthy nutrition are important to take into consideration when planning any sort of classroom celebration. We support non-food birthday celebrations such as donating a book in the name of the birthday student to the classroom or library, fun pencils or a guided art lesson to celebrate. The administration has the authority to authorize up to four times during the school year when special food exceptions will be allowed. Check with your classroom teacher if you have any questions about this healthy resolution. Sweets such as cupcakes, cookies, or sodas are not appropriate for school celebrations and should not be dropped off in the office for students to pick up. Parents are asked to please respect this healthy resolution.

Communication

Communication School to Home:
For general school communication, refer to “The Spot”, the PTA weekly e-newsletter emailed out to parents every Sunday afternoon, SchoolLoop email messages, teacher websites, letters sent home with students, emails to families, and scheduled meetings. Individual classroom teachers often communicate through classroom newsletters, classroom email, phone calls home, and parent/teacher conferences. Each staff member has an email account and a voicemail account. Site administrators and the academic guidance counselors at La Entrada have “open door policies”. Please feel free to call upon any of us if you have any questions or are in need of assistance.

Typical Communication Procedures: La Entrada Staff may have different preferred methods of communication, please check teacher websites for this information. Regardless of this, our protocol is to return phone calls or emails within 24 school-day hours. As an example, a message left on Monday will be returned no later than Tuesday and a Friday message will be returned no later than the following Monday. Below are La Entrada’s guiding principles on communication:

1. Teachers/Staff are here to help; we have your child’s best interest in mind. We are willing to hear your concerns just as we hope you are willing to hear our perspective.
2. If your child can solve the issue on his/her own, please encourage him/her to try; it’s a valuable learning experience. Considering how you and your child can be a part of whatever solutions you seek will go a long way.
3. Focusing any concerns on solutions more so than on problems leads to positive compromise. Beginning with positive presupposition is a great starting place.

Please consider the following process should you find yourself wishing to address a specific concern regarding your individual student:

| Step 1: Parent contacts teacher first to resolve issue/get clarification. |
| Step 2: If the parent feels further support is necessary, he/she may contact the counselor, Assistant Principal or Principal for academic, emotional, behavioral, or safety issues to arrange a collaborative meeting with the teacher and parent. If you need to set up an appointment our front office staff can do so for you. |
| Step 3: Should you find yourself wishing to address a more global issue, one that affects many students, you are welcome to contact the school office. Our school office staff will ask you a few questions and either schedule an appointment with the principal or direct you to the appropriate individual. |

Dances (open to grades 6, 7, & 8):
La Entrada dances are school events, and therefore all school rules apply at dances. We find that students tend to test the dress code (see below) by wearing outfits that are inappropriate for a school setting. If your child plans to attend dances, make sure their attire meets our criteria. Gum chewing at dances is not allowed. We also expect our students to dance appropriately and refrain from “freaking,” “twerking,” or other suggestive dance moves. Dances are privileges at La Entrada; we hope that all students meet dance expectations so that they can continue to enjoy them. A student who has been suspended may not attend the scheduled school dance held during the school quarter of their suspension. Our Middle School Dances are held quarterly and tickets are on sale by the Associated Student Body leaders during lunch time the week of the dance. Students must present a signed permission slip in order to be able to purchase a ticket. A copy of the permission slip can be downloaded from our website under “Student Life”. No dance tickets will be sold at the door.
If your child did purchase a ticket for the dance but changes their mind about attending, please email one of the Assistant Principals or Principal to ensure that all chaperones will know not to expect your child at the dance.

**Dance Behavior Expectations**
- Good manners used at all times; “thank you”, “please”, or even “you look nice tonight!”
- No running allowed and shoes must stay on during the whole night.
- La Entrada Dress Code is to be followed at every dance.
- No cell phone usage during the dance.
- Students are to remain for the duration of the dance (7:00pm – 9:30pm), unless special arrangements have been made through the office ahead of time.
- If a student has decided to not attend the dance after purchasing their ticket, a parent must inform one of the Assistant Principals or the school office so we do not worry about “no shows”.

**Boundaries**
- Students may be in the main hallway from Jensen Hall entrance up to the food table.
- Students may use the middle school restrooms.
- Students are encouraged to hang out in the MUR if they want a break from the dance music.
- Areas Off Limit: lockers, other hallways, blacktop, parking lot
- No student may leave the campus at any time without being signed out.

**Food**
- Food/drink only in the hallway – no food/drink in Jensen Hall
- Food/drink is meant as a snack and not a meal.

**Chaperones are mandatory at all dances**
- Parents and staff chaperones are very important and make dances feasible.
- Chaperones are to sign up with our ASB Teacher, Mrs. Webster (twebster@llesd.org) and asked to sign-in upon arrival in the Chaperone Binder located in the MUR. Each dance has two shifts; 7-8pm and 8pm-9:30pm. Chaperone duties are outlined in the Chaperone Binder.
- Adult restrooms are located in the main office; feel free to walk through Mrs. Dineen’s office to access the restroom.
- **Chaperones are asked to pay close attention to our boundaries, the food tables (no over-eating), remind students there is no running and coverage of the game room in the MUR.**

**Digital 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.

**Emergency Plan:**
La Entrada takes safety seriously. Each year our Safety Plan is revised, in cooperation with the district office and local law enforcement. School staff is trained about our procedures. We also prepare our students so that they know how to respond in the case of an emergency. The policy of the Las Lomitas School District is to retain students until officially released to parents or authorized persons during a disaster situation. In the event of a disaster, the school campus will be secured so that all students can be accounted for and released to parents in the prescribed manner. We utilize School Messenger and will send out updates in the event of an emergency.

**Forgotten Homework or Lunches:**
Please leave forgotten homework and lunches in the office. In order to minimize disruptions and respect valuable class time, secretaries will not call classrooms for students to come and pick up forgotten homework or lunches. Students picking up lunches should come to the office at the beginning of lunch.

**Grades Reporting, Progress and Homework:**

**Grading:** Parent-Teacher Conference days are scheduled in November and March; however, feel free to call or email the teacher to request a conference at other times as necessary. For grades 6-8, SchoolLoop grades are updated weekly, allowing parents to preview grades and progress throughout the year. Report cards are mailed home quarterly for grades 6-8 and three times a year for grades 4 & 5.
For Progress Reports in grades 6th-8th, parents will be reminded to check their child’s academic grades on SchoolLoop midway through the Semester. Grades of C- or below warrants a written notice sent home asking for a parent/teacher conference. Conference space priority will be given to those earning a C- or below.
**Homework Plan**
La Entrada adheres to the Board Policy 6154 and Instruction AR 6154.

**Instruction BP 6154**
The Board of Trustees believes that homework can contribute to life-long learning habits. The Board of Trustees believes that K-8 students should participate in homework that is meaningful, engaging, purposeful and developmentally appropriate. The Board of Trustees defines homework as any activity or assignment directed by the teachers to be performed outside the classroom; this may include practicing skills learned in class, reading, studying, projects, or completion of assignments.

The Board of Trustees expects that homework assignments shall:
- be connected to a learning objective
- extend students’ learning or skills
- foster independence
- include options and choice of assignments, when possible

The Board of Trustees expects that the principal and staff at each school shall develop and regularly review a school-site homework plan.

The Board of Trustees believes that the following guidelines for homework are reasonable:
- K-1: No more than 30 minutes per night, including reading
- 2-3: No more than 45 minutes per night, including reading
- 4-5: No more than 60 minutes per night, including reading
- 6: No more than 90 minutes per night, including reading
- 7-8: No more than 120 minutes per night, including reading

The Board of Trustees recognizes holidays, vacations and weekends as “homework free” time; however, we strongly believe in promoting literacy throughout all grade levels and encourage students to continue to read during “homework free” times. Assignments will be structured so that students are not required or expected to do homework during these times. Long term projects may need to span over a weekend, but must have minimum of five regular school days included in the time to complete such a project.

In grades 6-8, a reasonable amount of homework may be assigned on Fridays or over weekends if needed to prepare for class the following week, due to the rotating schedule.

The Board of Trustees expects the following regarding Make-up work:
- The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Students will have a minimum of 2 days for every 1 day of absence to make up assignments.
- No student may have his/her grade reduced or lose academic credit for the inability to participate in an activity. Once a note from a parent/guardian or doctor is provided to the school, a teacher must find a reasonable alternative assignment for the student to make up the activity. Such notification shall include the full text of Education Code 48205 Absence for personal reasons (education Code 48980) (cf.5121-Grades/Evaluation of Student Achievement) (cf. 5145.6 – Parental Notifications)
- The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension, but are not required to do so. (Education Code 48913) (cf. 5144.1 – Suspension and Expulsion/Due Process)

**Legal Reference**
Education Code
- 48205 Absences for personal reasons
- 48913 Completion of work missed by suspended student
- 48980 Parental Notification

Reviewed by the Governing Board: 6/17/15 Updated: 6/24/15
Instruction AR 6154

**Grade Level Homework Guidelines**
The grade level guidelines of BP 6154 are based on the needs of the average student. The amount of time a student spends on assigned homework depends on factors such as the student’s needs, learning ability, subject, school schedule, choice of electives, and assigned homework due to dates. Time spent on homework should be balanced with the importance of personal and family well-being, and the wide array of family obligations experienced in our society today.

Reading is an integral part of learning. These guidelines include practicing skills learned in class, reading, studying, projects, or completion of assignments and represent the maximum amount of time to be spent on required homework assignments.
- K-1: No more than 30 minutes per night, including reading
• 2-3: No more than 45 minutes per night, including reading
• 4-5: No more than 60 minutes per night, including reading
• 6: No more than 90 minutes per night, including reading
• 7-8: No more than 120 minutes per night, including reading

Holidays, vacations and weekends are to be considered as “homework free” time; however, we strongly believe in promoting literacy throughout all grade levels and encourage students to continue to read during “homework free” times. Assignments will be structured so that students are not required or expected to do homework during these times. Long term projects may need to span over a weekend, but must have minimum of five regular school days included in the time to complete such a project.

In grades 6-8, a reasonable amount of homework may be assigned on Fridays or over weekends if needed to prepare for class the following week, due to the rotating schedule.

Communication is integral to the partnership between home and school. Teachers and parents are expected to communicate with each other through email, SchoolLoop, or by phone call at the earliest possible opportunity once a student has demonstrated consistent inability to complete homework assignments and to discuss possible solutions.

Students who demonstrate quality effort and spend sufficient time attempting to complete homework should be stopped when a parent observes that continuing would be detrimental to the child’s well-being. In such cases, parent/guardians should note the amount of time spent on the assignment and sign the paper. If this happens repeatedly, the parent should contact the teacher directly to devise a plan to help the student be successful.

Responsibilities
Students have a responsibility to understand assignments and communicate with their teacher(s), including:
• Ensuring that they understand the homework and ask for clarification or help when needed
• Completing assigned homework in a timely manner
• Managing time by staying focused, on task, and planning effectively for long term projects
• Bringing all necessary materials to/from school
• Putting forth their best effort to produce quality work
• Completing or making-up all assignments and tests when absent or suspended from school if required by the teacher

Parents have a responsibility to:
• Be supportive of his/her child, while encouraging the child to advocate for himself/herself
• Communicate directly with the teacher if a student consistently experiences difficulty completing homework assignments in the given time, or if there are questions about assignments
• Encourage reading at all grade levels
• Provide an appropriate environment for homework to be done and establish a family homework routine
• Provide a healthy balance between homework, extra and co-curricular activities, and family commitments
• Check SchoolLoop regularly (for grades 6-8)
• Be informed of student workload/expectations when students are enrolled in a world language class, band and advanced mathematics class (for grades 6-8)

Teachers have a responsibility to:
• Assign homework that is developmentally appropriate and differentiated when possible
• Help students understand the purpose and value of homework by assigning homework that connects to classroom instruction
• Use homework for tasks that cannot be completed in class
• Provide students options for assignments when possible
• Provide feedback on homework assignments given
• Provide a minimum of five regular school days for long-term projects that may need to span over a weekend
• Coordinate homework assignments so that students have a balanced amount of homework and that assignments do not exceed the maximum number of minutes per grade level.

Principals have the responsibility to:
• Develop a Site Homework Plan that includes the following:
• Provide every parent/family in the school a paper copy of the district homework policy
• The method in which students will be taught homework study skills needed in order to complete homework assignments successfully
• Guidelines/practices that address late work, grading, homework-free nights, homework passes, communication with parents regarding long-term assignments, etc.
• Information about the role parents/guardians play in the homework process through printed information and regular communication from teachers
How the Homework Policy will be enforced
Enforce the Homework Policy set forth in BP 6154

The Superintendent (or designee) has the responsibility to:
• Ensure that Principals develop a Site Homework Plan
• Ensure that Principals enforce the Homework Policy set forth in BP 6154

Updated: July 22, 2015

Requesting Homework Procedures: When a student is absent due to illness, it is best to focus on resting and getting well. After three days of excused absences, parents may request homework from the front office if the following methods are not sufficient:

• Check SchoolLoop for homework assignments and due dates. Check resources such as weekly or monthly assignment sheets or websites or call a friend in class to find out what work was assigned
• Call or email our front office staff by 9am on the day you wish to pick up missed homework. Requests made after 9am will not be available on the same day.
  • Phone number: 854-3962, ext# 0
  • Email our front office staff: zahmad@llesd.org or mstosz@llesd.org

Any work provided by a teacher will be in the homework cubby box in the office after 3:00pm. If someone other than a parent or sibling is going to pick up the homework, please let Ms. Ahmad or Mrs. Stosz know when the request for homework is made so they can be helpful.

Preferred Practice: Get make-up work from teachers upon return to school. Students are allowed two days to make up homework for each excused absence day.

Tips for Homework Success
This list is based on educational research, our experience as teachers and parents, and input from the La Entrada teaching staff.

• Show an active interest in your child’s education.
• Keep the “big picture” in mind when dealing with homework. An occasional missed or poorly done homework assignment will not make or break a child’s future.
• Let children make mistakes and fail, especially when the stakes are relatively low with elementary and middle school homework. Life’s best lessons and “teachable moments” come from mistakes and failures. When we rescue our children, we deny them the opportunity to develop resilience as they struggle with challenges.
• Communicate and collaborate with the school and teacher. Know the school’s and each teacher’s expectations about homework. If your child is struggling with a homework assignment, let the teacher know.
• Teach your child how to advocate for them self. To the extent possible, support your child’s effort to interface with the teacher them self when there’s a homework challenge. Learning how to advocate for oneself is a life skill children need to develop and this is a great opportunity to do so.
• Encourage self-selected reading and discourage excessive screen time. Research shows those who read more tend to do better in school; conversely, excessive screen time has a host of negative effects, both academically and physically.
• Recognize that “one size does not fit all” when dealing with homework issues. Even among siblings, what works for one child may not work for the other child. You know your children’s needs best, so adjust strategies for managing homework issues according to the unique needs of each child.
• Recognize the importance of playtime, downtime or unscheduled time and family time. Try to strike a balance between extracurricular activities, homework and unstructured time. Children at this age need time to do their own thing or simply relax.

Tips on Homework Resources:
La Entrada’s Homework Center in our Library/Computer Lab is free and open to students on Mondays, Tuesdays and Thursdays from 2:50pm-3:45pm. Students may take a “late bus” upon dismissal from the Homework Center.

Online homework help can be found at: Tutor.com. This website connects students to tutors in math, science, social studies and English via the Internet. The Menlo Park Library’s Web site, menloparklibrary.org, offers homework help when you enter “Live Homework Help” in their search box. Spanish speaking tutors are available for math/ science on Live Homework Help, as well.
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.

Late Buses:
A late bus picks up students at 3:40pm on Mondays, Tuesdays and Thursdays. Students must have a note from the Homework Center, class instructor or teacher they were working with in order to board the Late Bus.

Library/Media/Computer Lab:
Library/media hours are 7:45am to 3:45pm Mondays, Tuesdays, and Thursdays, and 7:45am to 3:15pm on Wednesdays, and Fridays. The computer lab is open after school from 3:00pm to 3:45pm on Mondays, Tuesdays, and Thursdays. Both the library and computer lab are open at lunch times unless there is a scheduled class lesson or an activity at that time. The library has books, books on CDs, and a parent section containing books on child development and parenting. (More resources on these topics are also available in the counseling office, room 7.) The library is used for research, class lessons, studying and reading. Consequences for overdue books may be assigned, including “dusting detention” or no new check-outs of books. Year-end report cards and Yearbooks are withheld until all library books are returned or fines are paid.

Lockers:
Lockers are available to students in grades 6-8. They are district property and are on loan to the students as a privilege for personal use. The school will not accept any responsibility for items damaged in or stolen from lockers. Lockers are to be kept clean and used only at proper times: before school, Brunch, passing period after lunch recess and after school. School lockers are not to be decorated on the outside for any reason. Any locker problems should be reported to the school secretary. Students will be assigned a lock combination that should not be shared with friends. Students who misuse lockers will lose the privilege of having a locker. If a student has forgotten their locker combination, they may request their combo from either the office secretaries or one of our counselors.

Lunchtime:
Grades 4 & 5 have separate lunch times from grades 6-8. Parents who would like to order “hot lunch” may do so online at: http://www.choicelunch.com/how-it-works/#sthash.Z5a0nopu.dpuf Our school code is “Atherton”. Parent volunteers distribute lunches daily. PTA recruits the volunteers annually. Students are asked not to bring any glass containers to school for lunch time. Energy drinks are not permitted on campus.

Varied activities and opportunities are available during lunch recess time. A “Leopard Faire” held at the start of school will provide time at lunch to sign up for intramurals and Lunchtime Enrichment (a Kent Award recipient) opportunities. Intramurals are played two to three times a week. Students may serve on the sports committee or sign up at lunch time to play, officiate or keep score. Students new to La Entrada may join the “Leopard’s Lunch” activity and lunch together monthly in the MUR with the Counselors to learn all about the nuts and bolts of La Entrada and to interact with one another.

Leopard’s Lounge: This is a social skills group open during lunch recess as an alternative to recess play on the blacktop or the playground. The school’s Speech Therapist and District Behaviorist oversee this program.

Medical Appointments:
When a student has a medical appointment during the school day, s/he should bring a parent signed note to the office before school. The office staff will write a pass to excuse the student from class at the necessary time. The student will take the pass and hand it to the teacher at the designated time. Parents need to meet students in the office and sign them out (students can sign themselves back in, parent not required) on the sheets provided.

Office Hours:
Office Hours are from 7:45am to 3:45pm. Students may come to the office to see an administrator, to seek first aid, to call home or for help with an emergency. In order to minimize disruptions and respect valuable class time, secretaries will not call classrooms for students to come and pick up forgotten homework or lunches. Students picking up lunches should come to the office at the beginning of lunch. Please leave forgotten homework and lunches in the office.
Outreach Program:
All students and families have an opportunity to participate fully in school activities and programs. Financial assistance, transportation, tutoring, and translation services are available through the Outreach Program. Please contact Mrs. Montalvo or Mrs. Tavernakis, our Academic Counselors, at 650-854-3962 x218 or x215 respectively or email them at: jmontalvo@llesd.org or vtavernakis@llesd.org. All inquiries will be kept confidential.

Parent Education Meetings:
Sponsored by PTA, these meetings provide an opportunity for parents to discuss some of the joys and challenges of parenting middle school children and working as partners with the school. Dates and times of the meetings are published in the school newsletter, “The Spot”, as well as the school’s online calendar.

Personal Electronics:
Cell phones and Smartwatches: All cell phones/Smart watches must be kept in backpacks or lockers and turned off during school hours, including school bus rides to and from school. If on or used during school hours, it will be taken to the office and the student can pick it up after school. On a second offense, the cell phone will only be returned to a parent or guardian. After multiple infractions (3 or more) phones will be returned only after a parent/student/administrator conference and must then not be brought to school. Students are to use the phone in the office in an emergency during the school day.

iPods, Game Boys, other personal electronic devices are not allowed to be used or out during the school day, which includes school bus rides both to and from school. If a device is needed for a class assignment, it must be used only in the classroom with teacher permission.

Project Cornerstone:
Sponsored by the PTA, this campus climate program focuses on adults building connections with young people to promote assets that boost achievement in students. Parent volunteers organize and run the ABC Reader Program in grades 4-6 and work with teachers on the school’s Asset Teams. Our student committee, Expect Kindness, works on campus climate initiatives annually. Periodic Parenting classes called “Take it Personally” are offered. Contact sdineen@llesd.org to learn more about the classes or to register. To learn more about Project Cornerstone and the Developmental Assets please visit their website: http://www.projectcornerstone.org

School Site Council (SSC):
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. The School Site Council is responsible for developing a School Site Plan, reviewing the implementation of the plan, the Safety Plan and ensuring the School Site Plan is in alignment with the district’s Strategic Plan. The SSC consists of twelve elected voting members, three parents, four teachers, three students, a classified representative from the staff and the site Principal.

Student Council, also known as Associated Student Body (ASB):
The ASB meets monthly and affords elected students at all grade levels the opportunity to learn and practice leadership skills. Student body officers and grade level reps are elected for grades 5-8 in the spring and incoming 4th graders have an election for their grade level rep in the fall. Each Core class also elects a student council representative in the fall. Student Council Reps and Officers help plan school activities, promote Spirit Days & Events, are La Entrada Ambassadors, run and organize The New Student Orientation in August, special thematic events. They serve the school through volunteering, community service, helping at lunch, and planning events such as middle school dances, annual fundraising opportunities such as Penny Week and the Holiday Toy and Canned Food Drives. A faculty member serves as the moderator for Student Council and teaches the Leadership Semester Elective open to 7th and 8th graders.

Student Support
Student Study Team (SST): The SST process may be initiated when a student is struggling and common classroom accommodations have not been successful in providing change. Any staff member or parent who has an academic, social, behavioral, and/or emotional concern for any student may request a SST. The SST team is comprised of teachers, parents, the counselor, administrator, and psychologist. The team will meet and review
individual student strengths and concerns and brainstorm helpful strategies. Visit our website, “Student Resources” – “Counselors” for more details. Our Counselors or Assistant Principals can also help with further information.

**Student Assistance Programs:** Students may need assistance from time to time, and there are a variety of programs to provide the help that they need. The La Entrada counselors offer individuals and groups both academic and behavioral counseling. Class discussion groups are provided from time to time to focus on positive peer relationships, character education, problem solving, and communication. In addition, La Entrada has Adolescent Counseling Service (ACS) interns on site to work with students.

**Homework Center “La Salida”:** Monday, Tuesday, & Thursday from 2:50pm-3:45pm in the LE Library. The study center is supervised and provides a quiet study and homework time for students. Late buses provide transportation home for kids attending the study center. Students must have a signed bus pass from a staff member in order to board the late bus.

**Tardies - Valid Reasons for “Tardies” to School:**
There are very few reasons a student can be excused for being late to school. It’s a short list:
1. A student was sick the day before, and then they felt well enough to come to school (keep in mind that students who vomit or have a fever or diarrhea should wait 24 hours from that time before returning to school)
2. The student has a medical or dental appointment
3. The student rides the bus to school and the bus was late

Students are tardy if not in their designated classrooms when the period begins. Teachers will inform classes of individual tardy policies. On the 3rd unexcused tardy, parents will be notified. When a student accumulates more than **5 unexcused tardies per semester**, a tardy detention will be assigned. If tardy problems persist, a parent conference with the Assistant Principal will be scheduled, as well as possible additional detentions, loss of privileges such as dance participation and special events.

**Transportation to and from School:**
Students may ride their bikes, scooters, or skateboards to school. All bikes must be locked and kept in the bike racks provided and not be ridden on school grounds. All skateboards are to be locked in the skateboard lockers located across from the front office. Be sure your children know and observe all safety regulations and know the Rules of the Road. Wearing a bicycle helmet is the law and an important safety precaution. Bikes/skateboards will be confiscated if the rider has no helmet and kept in the office until the student returns with a helmet. Scooters, skateboards, roller blades and shoes with wheels may not be ridden anywhere on campus, including at evening events such as The Family Picnic, PIN Night and Open House. Students using them for transportation to school must pick them up at the school border and carry them to the lockers.

**Visiting Students:**
Prior to the visit, the host La Entrada student completes a Visitor’s Form from the office, which must be signed by the host parent and all teachers of classes that will be visited. A completed form and administrative approval is required at least two days before the visit. Visits are restricted to one day only. No students are allowed to visit during the last week of school.

**Website:**
La Entrada’s website can be found at [http://le-llsd-ca.schoolloop.com](http://le-llsd-ca.schoolloop.com). Please refer to it to learn about upcoming events, get helpful information about our staff and school, and access teacher web pages.

**Withdrawals:**
Please notify the office if you have plans to withdraw your child in order to complete necessary forms and procedures. A district leave form needs to be completed.

**Yearbook Sales:**
Yearbook sales are done through the front office. The front office will assist students and parents with pricing and payment options. Due to the high price of the middle school yearbook, scholarships are only offered to qualifying 8th grade students.
**School Behavior Expectations and Rules:**
We want La Entrada 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. We promote integrity, respect and compassion in our middle school students. High expectations and rules are necessary for us to function in a positive and successful school environment. Age appropriate positive behaviors and attitudes are expected of students at all times, including during class, in the library, during lunch and recess, at school activities, during dances, assemblies, field trips, riding the bus to and from school and before/after school.

Bullying/Harassment (including cyberbullying) is not allowed on our campus. 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 including classrooms, hallways, restrooms, playground areas, buses, or any other areas on the campus or while traveling to and/or from the campus.

Consequences for bullying range from detentions, loss of activities, privileges, suspension, and/or police involvement. Students should report incidents immediately to a teacher, counselor, or administrator.

**Bullying complaints will be dealt with in a timely manner as soon as they are reported:**
1. Report made to school official will begin the investigation process
2. Investigation process to include interviews, statements from bystanders and participants, observations
3. Disciplinary action to follow per investigation
4. Parents and victim kept informed throughout the process (it is important to remember that specifics involved in disciplinary actions are confidential and all details may not be shared with all the parties)
5. Follow-up check-ins with the victim conducted to ensure a safe environment is re-established for the student(s) involved.

**Students who do not follow the school rules may expect any of the consequences outlined below:**

Classroom level discipline can include:
- A teacher conference with the student
- A teacher call/email to the parent
- A parent/student/teacher conference
- Classroom detention (if after school, parent will be notified)
- Loss of privileges such as dances and special events

Serious and/or persistent problems referred to an Assistant Principal may result in:
- Student conference with administration
- Parent Conference with student and administration
- Administrative Detention at Lunch (advance notice not given)
- Administrative Detention after school (parent will be contacted)
- School Service/Campus Beautification
- Parent Escort in class or at an activity
- Student Contract
- Loss of Privileges/Activities
- Suspension/Referral to outside Authorities
- Referral to the Board of Trustees for Expulsion

**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.
**Respecting Other People and Respecting Property of the School and Others**

**Textbooks** are the students’ responsibility. Students are responsible for the care and maintenance of school textbooks and library materials. Textbooks must be covered. Any damage to school books will result in a fine or the cost of replacing the damaged book(s). Report cards and/or yearbooks will not be distributed to any student owing a textbook or library fine.

**Clean Campus:** Gum is not allowed on campus. Litter and garbage should be disposed of in trash cans that are placed in strategic areas around campus. Bins with colored tops are placed in the lunch area for lunch time composting and recycling. Students and adults work hard to maintain a clean campus and we all need to work together to keep our campus clean.

**Property Damage:** Stealing or disrespecting the property of others will result in restitution as well as appropriate consequences which can include suspension and/or loss of an activity.

**Promoting Learning**

**Distracting Items** which have no relevance to education should be left at home. Radios, shocker pens, sports equipment, spray cans, toys, water balloons, water/squirt guns, and wallet chains are not allowed at school at any time. If brought to school, they will be confiscated and disciplinary action such as teacher or administrative detention, or loss of activities may follow. The school is not responsible for loss of these items if brought to school. To minimize distractions, unauthorized visitors, balloons, pizza delivery, and singing telegrams are not permitted. Party Invitations are not to be delivered at school.

**Laser pens/ pointers** are illegal and against the Ed Code. Any student in possession of any kind of laser device will be suspended for a day. If the pen or pointer is actually used, a longer suspension may be assigned.

**Dress Code:** Students are expected to dress in a manner that …

1) allows participation in the learning environment
2) is not a distraction to the learning environment
3) does not pose a health or safety risk to the student or others
4) promotes a positive self-image

Informality is acceptable, but immodesty is not. (A good test is that the midriff should remain covered when a student is raising up her/his hands.) Tops with shoulder straps less than one inch wide are not allowed, nor are any kind of spaghetti straps. Underwear should not be visible at any time. **Shorts/skirts must provide full coverage when engaged in regular school activities.** “Bermuda” style shorts are the best choice when choosing school appropriate shorts. Hats/caps are not to be worn while indoors.

**The following clothes are not allowed:**

- Halter tops, crop tops, off the shoulders tops or clothing that reveals midriff or undergarments
- Distracting clothing and accessories
- Pants worn below the waistline, also known as “sagging”
- Clothing that advertises drugs, alcohol, sexual or violent themes or derogatory messages. This also applies to backpacks, binders, jewelry, etc.
- Gang related clothing
- No pajamas or men’s underwear t-shirts are allowed
- Micro-mini skirts or short-shorts allowed

**DRESS CODE INFRACTIONS:** Students in violation of our dress code will be:

1st Offense: sent to the office to put on “lender” clothes available in the office.
2nd Offense: sent to the office to call home for appropriate clothing to be brought to the school. The student will then also serve a lunch detention.
3rd Offense: sent to the office to call home for appropriate clothing to be brought to the school. The student will serve a detention and a parent meeting will be scheduled with the Assistant Principal. Possible loss of dance privileges.
4th Offense: sent to the office. The student will serve a detention. A meeting with parents and Assistant Principal/Principal to address continual infractions and a Behavior Contract established. Loss of dance privileges.
**8th Grade Promotion Dress Code:** Students are to dress appropriately for this milestone event. Boys are to wear slacks, collared shirt (tie optional), sweater/jacket and dress shoes encouraged. Girls are to wear a festive dress (spaghetti straps/one shoulder are allowed for this event but a strapless dress is not) or dress pants and blouse with shoes that have heels that will allow for safely walking up and down the steps. Shrugs are encouraged for the Promotion Ceremony but are not necessary for the party. Flats/flip-flops recommended for the dance party.

**Safety**

**Drop Off and Pick Up:** We encourage you to use the bus, to carpool and to review safe bicycle and pedestrian routes with your student. Drivers must keep the middle lane clear at all times to promote flow of traffic during the bus times in the parking lot. Drivers are never to leave their car unattended in the Pick Up/Drop Off lanes. We highly encourage parents arrange for students to meet them on Altschul Ave. for a more convenient Drop off and Pick up. **Please allow for extra drive time,** especially during rainy days.

*La Entrada Parking Lot Procedures*

- Crosswalk in the parking lot allows parents & students to cross the parking lot safely.
- Yellow striping in parking lot “Drop off/Pick Up Zone” is for cars to use as a guide. Middle lane is for through traffic. Cars waiting for students are asked to park as close to the parked cars as possible and keep the center lane open. **Remain in your car and wait for your child to find you.**
- **RED lines** mark the last car to queue up inside the parking lot “Drop off/Pick Up Zone” in order to provide school bus access. **You must continue through the parking lot and try again to queue up.**
- No pedestrians are to exit the parking lot via the entrance driveway.
- No Parking or stopping on Altschul Ave. across the street from the school in front of the homes.
- Drop off/Pick up is on Altschul Ave. on the sidewalk side only.
- Cars waiting to pick up students are to keep moving forward while queuing up by the sidewalk on Altschul.
- Bike riders are encouraged to use the bike lane next to the tennis courts.
- Scooters/Skateboarders to walk on the sidewalk on Altschul Ave. up to the District Office parking lot entrance.
- Drivers exiting the school’s parking lot during Drop Off/Pick Up times are **required to make ONLY a right turn onto Sharon Road.** This helps in keeping the flow of traffic in the school’s parking lot. Drivers are also asked not to make a U-Turn after exiting the parking lot and turning right. This can be dangerous for students and impede the flow of traffic on Sharon Road.
- Menlo Park police will also be enforcing the parking restrictions.
- Our primary goal is to ensure a safe environment for our students and a respectful environment for our neighbors.

**Drugs, alcohol and tobacco** are forbidden at any time during school, at school activities or on the way to or from school. Bringing these items to school will result in suspension and possible expulsion.

**Weapons, look alike weapons, explosives, firearms, firecrackers or knives, laser devices and other dangerous objects** are forbidden at any time during school, at school activities or on the way to or from school. Bringing these items to school will result in suspension and possible expulsion.

**Rough Housing** in the halls, eating areas, and playground threatens the safety of others and is not permitted. Throwing of tan bark, sticks, and rocks is not allowed. Any kind of play-fighting, grabbing, neck locks, or headlocks, “dead arming” or punching is also prohibited. Tackling, tripping and piling on during games is quite dangerous and is not allowed. Causing or threatening to cause physical injury to another student is forbidden.

**Safety Drills** are held monthly during school hours. All students and school personnel participate in a monthly evacuation drill.

**Suspension and Expulsion**

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.

La Entrada HONOR CODE
Academic Honesty is the foundation of personal honor and integrity. It is doing what is right, both on and off campus; cheating is unethical and wrong.

Students who cheat are:
• Not taking responsibility for their grades or conduct
• Taking credit for something they did not earn
• Devaluing the hard work of other students who earn their grades

Plagiarism is the using of the words or ideas of another person as one’s own, including:
  o The use of another person’s work, in part or in full. This includes copying homework.
  o Using another person’s words without giving credit through clear citations.

Cheating is dishonest conduct, including:
• The use of another person’s test/answers either before or during an assessment.
• The use or possession of notes, answers, cheat sheets, electronic devices, or other sources not approved by the teacher during an assessment.
• The taking/receiving of assessment papers prior to the assessment.
• Discussing an assessment with someone who has not yet taken it.
• Marking/changing answers after an assessment is over.
• Marking/changing answers during the correction of an assessment.
• Permitting someone to copy your work.
• Forging a parent’s/guardian’s signature.

Group Work/Cooperative Learning
Group work/cooperative learning occur when students work together, sharing ideas and information to complete an assignment.
• All assignments are assumed to be individual work unless the teacher clearly states otherwise.
• Students who wish to work together on an assignment that the teacher has not designated as a group assignment, must obtain prior permission from the teacher to work as a group.
• All participants must be listed on all work submitted.

Consequences for violating the academic honesty standards are:

1st Offense
• Teacher will confer with student and contact parents.
• Teacher will inform administration.
• Student will be counseled.
• Student will receive no credit on the assignment or assessment.

2nd Offense
• All consequences generated by the first offense.
• Student will meet with the Assistant Principal and parents.
• Student will be subject to a 1-day in-house suspension and loss of a school privilege, as determined by administration.
• Student will be removed from membership in leadership organizations.
• Counselors and teachers reserve the right to rescind letters of recommendation.

3rd Offense
● All consequences generated by the first and second offenses.
● Student and parents meet with site administration at a specially convened SST.
● Student will be suspended from school for two days, followed by five days of administrative lunchtime office detention. Completion of a reflection essay will be required prior to being admitted to class.
● Student and parents will be notified in writing that the student’s next school of attendance will be informed of this third offense violating the La Entrada Academic Integrity Policy.

Disclaimer
As with any handbook, we try to be as comprehensive as possible, but in practicality we cannot include every little detail. Common sense, Las Lomitas 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.

I, ____________________________, have read through the La Entrada Student and Parent Handbook with my parent.

Student Name – Print

_____________________________  _______________________________
Student Signature                        Date

I have reviewed the La Entrada Student and Parent Handbook with my child.

_____________________________  _______________________________
Parent Signature                        Date