

2020-2021



200 Santa Helena
San Bruno, CA 94066
Phone: (650) 588-5852
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Office

Mrs. Christina Spicker, Principal
Mrs. Tina Mondani, Secretary

Classroom Teachers

Grade

Room letter

Mrs. Kristi Warner	TK	I
Mrs. Carolina Orlando	K	K
Mr. Richard Greeno	K	A
Mrs. Alexia Azucena	1 st	B
Ms. Susan Black	1 st	C
Mrs. Courtney Medrano	2 nd	J
Ms. Tagreed Shamieh	2 nd	H
Mrs. Maria Berry	3 rd	G
Ms. Jessica Gonzalez	3 rd	E
Mrs. Kelly Ozorio	4 th	N
Mrs. Debra Bennett	4 th	M
Ms. Callie Weigel	5 th	Q
Mrs. Kathy Zavaleta	5 th	R

Instructional Assistants

Mrs. Sandra Esquivias	ELD Tutor
Ms. Anna Lemus	SCIA
Ms. Tinita Coleman	SCIA
Mrs. Barbara Forner	Instructional Aide
Mrs. Stefanie Digre	Title I Aide

Support Personnel

Ms. Becky Rogers	Resource Specialist Teacher
Ms. Tiffany Meissen	Psychologist
Ms. Elaine Yau	Speech/Language Teacher
Dr. Myra Gamble	Title 1 Reading Teacher
Mrs. Claudia Laderman	Reading Teacher
Ms. Kayla Smith	Music
Mr. Ola Dean	Physical Education
Mrs. Adriana Gomez	Noon Time Aide
Mr. Chris Renteria	Custodian
Mr. Wilson Yeung	Night Custodian
Ms. Brittney Egan	Mid-Peninsula Boys and Girls Club

CLASS SCHEDULES

The school does not provide adult supervision for students before 8:05 a.m. Therefore, no student should be dropped off on the play-ground before 8:05 a.m. Adult supervision is not provided after school hours.

Additionally, there is no adult supervision for students off the school grounds. There is no adult supervision for students coming to or going home from school.

Students must go home immediately when excused after school by the most direct route.

Transitional Kindergarten

Monday through Friday: 8:15 – 1:15

Kindergarten

Monday, Tuesday, Thursday, Friday: 8:15 – 1:45

Wednesday: 8:15-1:15

Grades 1, 2, 3, 4 and 5

Monday, Tuesday, Thursday, Friday 8:15-2:30

Wednesday 8:15-1:15

******* Each Wednesday is a shortened day for the teachers' team planning to improve the quality of instruction. TK – 5th Grades are dismissed at 1:15 every Wednesday*******

1:15 p.m. Dismissals : Every Wednesday
Parent Conferences

12:15 p.m. Dismissals:

- First Day of School (8/22)
- Second Day of School (8/23)
- Day before Spring Recess (4/3)
- Friday after Open House (5/22)
- Last Day of School (6/5)



SCHOOL MISSION AND VISION

In keeping with the mission statement of the Millbrae School District, Lomita Park's mission is to prepare all students for responsible citizenship and to promote intellectual, physical, social and cultural development. We are committed to develop a love of learning, inspire academic excellence, provide a safe environment, respect diversity, advocate broader community participation and to support our top quality staff.

Our vision includes eight essential outcomes. Students, through their efforts and with support of the whole school community, will become:

- Problem solvers
- Critical, reflective, creative thinkers
- Collaborative contributors
- Effective communicators
- Ethical community members
- Self-directed, enthusiastic, caring citizens
- Intelligent innovators
- Dependable members of their profession

PARENT INVOLVEMENT

We know that parents play a crucial role in their child's education. Our school aims to provide guidance to parents on ways to best help their child succeed. Parents are invited to attend Parent Education workshops which cover topics like "Helping with Homework" and "Summer Strategies for Success." Lomita Park encourages parent participation in the classroom and on committees such as the Title I Advisory Committee, English Language Advisory Committee (ELAC), School Site Council (SSC) and the Parent Teacher Association (PTA).

PARENT TEACHER ASSOCIATION (PTA)

The PTA has bi-monthly evening meetings in the school library. Dates and times will be posted on the electronic sign at the front of the school as well as the school newsletter. Parents are welcome to attend all meetings and are encouraged to participate in this vital organization. The PTA is dedicated to the welfare of our students and has supported field trips, classroom materials, school community events, student assemblies, fifth grade promotion, use of technology and many other school activities.

VOLUNTEERS

Lomita Park's volunteer program provides valuable assistance to the children and the staff. Parents are encouraged to volunteer as much as is comfortable and reasonable for them. In accordance with the Millbrae School District's policy, all volunteers must be fingerprint cleared. Volunteers perform a variety of tasks by helping in the office, in the classroom, on field trips, participating on committees and reading on our reading program days. Consult with your child's teacher if you would like to volunteer in the class or at home. We are also fortunate to have volunteers from the Jewish Coalition for Literacy to help with literacy skills.

SCHOOL SITE COUNCIL (SSC)

The School Site Council, which meets 3 – 4 times a year, is composed of interested parents and staff members. The major function of the committee is to advise the school staff in their implementation of the School-Based Coordinated Program, the ELD program and the Title I Program. Parents interested in participating or learning more about the committee should contact the principal.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The school's English Language Advisory Committee, (ELAC), which meets 3 – 4 times a year is composed of interested parents and staff members. The committee is a resource to advise the school staff and the larger school community in implementing the English Language Development (ELD) Program. Your participation is encouraged and appreciated.



SCHOOL & DISTRICT POLICIES

SCHOOL OFFICE

The school office is the center of communication for the school. If you visit the school, you **must first check-in at the office**. This is to protect the children from unauthorized visitors and to avoid unnecessary interruptions in the classroom. If you have any questions, do not hesitate to call. Office hours are 8:00 a.m. to 3:30 p.m.

The school office does not provide supervision before 8:05 am and after school hours. No students should be on campus before 8:05 am. Consequently, supervision off campus, coming to or going home from school is unavailable. Students must go home immediately when excused after school by the most direct route (Ed Code #44807, #44808 - CA Code of Regulation #5552)

In case of an emergency, it is necessary for the school to have your correct telephone number. **Please update your contact information in Parent Vue and notify the school of any change.**

ATTENDANCE

Prompt, regular attendance is necessary for success in school.

Whenever a student is absent 5 days or more due to being out of town or illness, parents are encouraged to request an Independent Study Contract.

The State of California only funds the days covered by the **Independent Study Contracts.**



Poor attendance means a loss of learning time and the school gets less funding from the State as well. Many parents in neighboring schools give donations to offset the financial loss when children miss school for absences other than illness.

Notes are also required in case of the late arrival at school or if a child is to be excused during the regular school day for a doctor or dentist appointment.

PLEASE NOTE

State law requires your child to attend school each day unless ill. We also expect all students to arrive promptly for class each morning. Serious attendance problems will be referred to the San Mateo County School Attendance and Behavior Review Board for action.

TARDINESS

Arrival on time is an important life skill – one that is established early in life. A student is **tardy** if he/she is not lined up with his/her class at 8:15 a.m. A warning bell rings at 8:12 a.m. Tardies are part of a student's permanent record file.

Students who are late for school should report to the office for a pass before going to class. Parents will be contacted if there is habitual tardiness.

ABSENCE

School Districts do not receive funding for pupils who are absent from school for a full day. If it is necessary to keep your child out of school for reasons other than illness, we encourage you to send your child to school for at least **part** of the day.

It would be very helpful for parents to **call the school** when a student will be absent. When your child returns to school following an absence, he/she **must bring a note** explaining the reason for the absence. State law requires written documentation for all absences. If absent five days or more, your child will be assigned an Independent Study Contract to complete.

RAINY DAYS

During rainy weather, students are to report the library (TK/Kindergarten) and the M.U.R. (1st-5th grades) no earlier than 8:05 a.m. The school will operate on a normal schedule and recesses will be held indoors.

PERMISSION TO LEAVE SCHOOL

Permits to leave school for medical and dental appointments are issued by the office upon presentation of a note signed by a parent. Children must be signed out in the office before leaving school. Permits to leave school in case of illness are issued only after clearance with the office. Parents are always called in case of serious illness or injury.

HEALTH

Pupils attending school shall be in good physical health. Their condition shall be such that it will not endanger the health of other pupils.

If your child has an above-normal temperature in the morning, please do not send him/her to school. If a child has a communicable disease, the school should be notified immediately.

If a pupil becomes sick or injured during the school day, the teacher will send the child to the office. Parents may be called to take their child home. A temperature of 99 or higher will result in a call home.



School personnel cannot diagnose or treat illnesses or previous injuries. Only first aid can be administered at school. When a sick or injured student is brought to the office, the school secretary will administer first aid and notify parents for more serious problems.

IMMUNIZATIONS

In order to attend a California Public School, all students must have on file at school adequate proof of the following immunizations



Polio
Diphtheria, Tetanus, Pertussis
Measles, Mumps, Rubella (MMR)
Hepatitis B
Varicella
Tuberculosis (T.B.)

A letter from a doctor claiming a medical exemption or an affidavit signed by the parent or guardian claiming a personal belief exemption must be on file if appropriate.

DENTAL EXAMINATION

California law, *Education Code Section 49452.8*, now requires that your child have an oral health assessment (dental check-up) by May 31 in Kindergarten or first grade, whichever is his or her first year in public school. The law specifies that the assessment must be performed by a licensed dentist or other licensed or registered dental health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement. If you cannot take your child for this assessment, you may be excused from this requirement by filling out Section 3 of the Oral Health Assessment form.

STUDENT MEDICATION AT SCHOOL

Provisions for storage of medication must be made with the school secretary. The requirements for dispensing student medication in the Millbrae School District are as follows:

- Medication **must** be brought to the school office by the parent or guardian and registered with the Principal or Secretary.
- A Student Medication Form must be completed by the parent or guardian and the child's physician. This form is available in the school office.
- The school must have the medication in the original prescription container, listing the date, the name of the physician, the name of the student, and the instructions for administering the medication.
- Medication should **never** be sent to school in a baggie, a tissue or any other wrapping that does not identify the medication.
- Students may **not** be administered non-prescription medication (over-the-counter drugs) of any kind at school. This includes cough drops, aspirin, cold tablets, allergy pills, eye drops, etc. If a student requires such medication, the family physician must direct the pharmacy to place such medication in a prescription container, listing the date, the name of the physician, the name of the students, and the instructions for administering the medication.

- If the medication is to be given three times a day, it is recommended that a dose be given at home before school, a dose upon arriving home, and a dose at bedtime, providing this meets with the physician's approval.
- All medications are to be taken in the school office, administered and recorded by the school personnel.

If it is necessary to take medication during school hours, written notification of this must be on file in the Office.

HEARING & VISION TESTING

Hearing tests are given once a year to all new students and students in Kindergarten, second, and fifth grade or to any child referred by parent or faculty. Vision tests are given once a year to all new students, students in Kindergarten, first, and third grade and to all students referred.

SCHOOL MEALS & NUTRITION

BREAKFAST PROGRAM

The Food Services Department offers all Lomita Park students breakfast. Breakfast will be served every day from 9:20 am – 9:40 am for TK/K students and from 9:45 am- 10:05am for students in Grades 1-5.

Breakfast may be purchased every day Monday-Friday for \$1.75 per day.

LUNCH PROGRAM

Children have the option of purchasing lunch in the cafeteria or eating a home-packed cold lunch at school. The cost of a hot lunch is \$3.25 per day.

Millbrae School District has implemented the My Nutri Kids Program. Take advantage of your ability to make prepayments online. It is an easy and convenient process. Log onto MySchoolbucks.com. There is a convenient fee that will be charged. You may also make prepayments at your school any day of the week by placing a check in an envelope with your child's name and teacher on it and placing it in the Food Service mailbox in the school office.

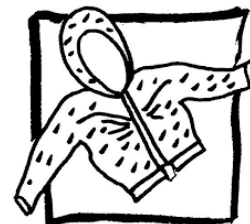
A free and reduced lunch program is available for qualifying families. Applications are in the school office or online at www.millbraeschooldistrict.org.

Children who bring cold lunches to school may purchase milk for 50 cents.

DRESS CODE OF THE MILLBRAE SCHOOL DISTRICT

In order to create a productive educational environment for all students, it is important that student dress be suitable for school attendance.

Good grooming, cleanliness, and appropriate dress are necessary to reduce distraction and promote student health. Extremes in dress and personal appearance, which tend to cause distractions or possess health problems, are never appropriate at school.



Listed below is the dress code for all K-8 students in the Millbrae School District. Students who are not dressed appropriately for school will be sent home and not readmitted until suitably dressed.

1. Clothing must not advertise, promote, or encourage the use of alcohol, drugs, tobacco, sex, violence, or political affiliation, nor have markings or language that is offensive, obscene, suggestive or promote disruptive or illegal activity.
2. Clothing that is “gang-like” is never acceptable: beanies, marked baseball caps, sagging pants, chains, bandanas, hiked-up pant legs, or other gang-related items.
3. No tank, halter, or crop tops, spaghetti straps, or garments that reveal underwear, cleavage, or stomachs are allowed.
4. No revealing shirts, skirts or shorts can be worn.
5. Make-up is not appropriate in grades K-5.
6. Athletic shoes and socks are required for participation in P.E. and are necessary for play equipment safety (K-5).

Thank you for helping to create the safest and best educational environment for all students.

LOST AND FOUND

Personal belongings brought to school by the students for use in class should be marked and are the student’s responsibility. ***Labels with your child’s name should be secured to all coats, sweaters and lunch boxes.** Articles not claimed at the start of Winter Break, Spring Break, and at the end of the school year are donated to a local shelter.

EMERGENCY PROCEDURES

Each year we review and update our Emergency Operations plan. We also urge you to review your emergency plan and preparedness with your family.

IN CASE OF A DISASTER OCCURRING WHILE YOUR CHILD IS AT SCHOOL, YOUR CHILD WILL BE KEPT AT SCHOOL UNTIL YOU OR YOUR AUTHORIZED DESIGNEE COMES FOR HIM/HER.

In such an event, persons should enter the school **only through the front office**. It is imperative that we have an accurate count of all children in our care during such an emergency, and that they be released only to authorized persons in an orderly manner. Your cooperation will make this possible and will assist us in preventing panic or unnecessary confusion.

If your child is on his/her way home when a disaster occurs, he/she has been instructed to continue home if possible. It is imperative that your child has an agreed alternate destination if you are not at home at the time. Please be sure your child knows where he/she is to go before an emergency even occurs. These arrangements need to be made now, since phone service will probably be disrupted in an emergency.

In the event that Lomita Park School is unsafe and evacuation is required, the staff will take the children to the closest and safest school site (Green Hills, Spring Valley, Taylor, Meadows, or St. Dunstan Schools). A notice will be posted on the front door of the school for parents to know where the children have gone.

Hopefully, such a disaster will never occur; however, we will all feel better knowing we are prepared.

FIRE/EARTHQUAKE/DISASTER DRILLS

Once a month a fire, earthquake or disaster drill is held at school. These drills are carried out for the safety of the children in case of an emergency.

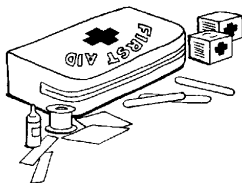
SECURE THE BUILDING DRILLS

Several times throughout the school year, drills to secure (or lock) the building will be conducted. These drills are carried out for the safety of the children in case of an emergency.

EMERGENCY FORMS

Every student **must** have accurate emergency contact information on file with the school. This information should be brought up-to-date every year. You can update information through our ParentVue portal. If later, your address or telephone number is changed, please see that the proper corrections are made on your account through the office.

In case of an emergency, it is very important that the office have on file current telephone numbers for the home, parents' work phone, and a friend or neighbor who would be willing to care for your child in your absence.



LOMITA PARK SCHOOL RULES

In order to maintain positive school and classroom behavior, each child is to **Be a BEAR**. There are 4 basic school rules:

- 1. Be Responsible**
- 2. Everyone Matters**
- 3. Always be Safe**
- 4. Respect Everyone**

These rules are detailed under specific headings and will be sent home to be reviewed, signed, and returned to the school office.

CELL PHONES – ‘Electronic Signaling Device’

Possession of Electronic Signaling Devices: Students may possess electronic signaling devices, provided such device is stowed away, not visible and not used during the school day (Once on campus until 2:30 pm)

Use of Electronic Signaling Device is prohibited during the official instructional day, including all instructional time, recess and lunch regardless of whether a student is on campus or at an off-campus curriculum-related school sponsored activity.

- The device must be in the ‘off’ position and stored securely in a student’s belongings at all times during the school day. Silent or vibrate mode is unacceptable.
- The device may be used off campus prior to the start of the instructional day and/or after the conclusion of the day
- A student shall obtain the permission of an administrator or staff designee prior to using an electronic signaling device in the event of an emergency or justifiable circumstance.
- A student who needs to possess and/or use a device for essential health purposes shall furnish to the administrator/staff designee a written determination by a licensed physician that the possession and limited use of the device is essential to the health of the student.

Liability:

- Electronic signaling devices brought to school by students will be done so at their own risk.
- The school will not be responsible or liable for the loss of or damage to a device or for the unauthorized use of any such device regardless of whether the device is in the possession of a student or a school official upon confiscation.

Enforcement Parameters:

- Electronic signaling devices that are used in violation of the school rules may be confiscated by school personnel and either returned at the end of the school day or held until school personnel have consulted with a parent/guardian.
- After a second offense, the student may no longer be allowed to possess a device during the official instructional day for the remainder of the school year, except as required for health purposes pursuant to the section ‘Use of Electronic Signaling Devices’

HOMEWORK

DISTRICT POLICY 6130.4 HOMEWORK: Homework properly designed, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children’s education progress. All homework assignments shall be for sound educational purposes.

Assignments shall take into consideration:

- The individual differences of pupils
- The need for pupils to carry on independent work
- The need to help pupils develop effective home study habits and responsibilities
- The need for children to build meaningful concepts
- The need for pupils to become resourceful in the application of skills and subject matter
- The need to develop an interrelatedness between home and school activities

Any homework assignments made should be clearly understood by the pupil so that they can be accomplished after instruction has been given at school. When children do independent work of any type outside of school, the teacher shall see that the results are promptly checked, shared with the class, put to use and re-taught as necessary.

At the elementary level, assignment of homework shall be planned for and with pupils in terms of their needs for independent or remedial work.

Parents who have concerns about their child’s homework assignments should make an appointment with the teacher to determine if there is a need for modification or extra review. It is important to our staff that each and every child be successful in learning the required academic standards.

LOMITA PARK SCHOOL HOMEWORK GUIDE

Philosophy: The staff at Lomita Park School believes that homework and home study are an important extension of classroom learning.

Homework assignments and home study encourage responsibility by providing activities the child can successfully perform independently or with the parent outside the school setting. Homework completes the circle of communication between the child, parent and teacher.

Purpose: Whenever homework exists in our school, it should supplement, complement, extend and reinforce classroom teaching and learning. Homework/home study assignments will be based on one or more of the following purposes:

- A. Practice
Assignments involving practice to help students master specific skills. These practice assignments strengthen skills introduced in the classroom.
- B. Preparation
Helps students gain maximum benefit from future lessons. Participation in research activities, locating facts and data prior to class discussion, provides a greater challenge and offers much more stimulation.
- C. Extension
Determines whether students can transfer specific skills or concepts to new situations. Extension assignments attempt to take the student beyond the work begun in class and to encourage individualized and often creative and imaginative pursuit of learning.
- D. Enrichment
Reading for pleasure and enjoyment often involves enrichment of the student's classroom repertoire. Enrichment activities may be short-term or long-term.

Students' Homework Responsibilities

- Ask questions in class so his/her homework assignment is clearly understood.
- Have necessary materials to complete assignments.
- Care for and return books and materials taken home to complete homework.
- Follow structure and design of work assignments set by the classroom teacher (proper heading, problems numbered, etc.)
- Complete and return assignments on time. Strive for work quality equal to the best of their ability.
- Begin work promptly at home.

Parents' Homework Responsibilities

- Provide a consistent, quiet place for homework and study activities.
- Initially review assignment with child and review finished product.
- Encourage children to work independently on assignments.
- Minimize delays and interruptions once work is begun.
- Insist upon quality-completed work.
- Demonstrate enthusiasm over work completed to expectation.

Time: The amount of time needed to complete an average homework or home study assignment will vary with each child and his/her ability level. The following times are used as guidelines only.

Kindergarten	approximately 5 minutes
1 st grade	5-10 minutes
2 nd grade	10-15 minutes
3 rd grade	15-30 minutes
4 th grade	30-45 minutes
5 th grade	45-60 minutes

Students who have **not** completed assignments in class may have additional work to complete at home. All students, grades K-5, should include pleasure reading in their daily home study. This should include being read to by an adult or older sibling or reading aloud to an adult or sibling.

Feedback: Students will be given regular and specific feedback on their homework assignments. Each teacher will establish procedures for distributing and collecting homework on a daily or weekly basis in a manner that is appropriate for their individual classroom.

Absences: Homework assignments for students who are absent will be given the day the student **returns** to school. Ample time will be given for students to make up work. Please do not request homework assignments to be sent with siblings or other students. If the student is too ill to come to school he/she needs to rest, not feel pressured to do school work while recuperating.

Assignments for extended illnesses (beyond 5 days) or trips should be arranged through the teacher.

Summary: Our goal is to make homework and home study an integral part of our balanced curriculum as well as foster communication between the parent, child and teacher.



GENERAL INFORMATION

SCHOOL VISITORS

All visitors to Lomita Park, including parents, must first go to the office to sign-in and to obtain a Visitor's Badge. Please do not disturb classroom instruction to drop off lunches, etc. Please do not enter the building through the classrooms.

STUDENT BILLS

Students are charged with the responsibility for school materials. Students will be billed for all lost textbooks, library books and all willful destruction of school property. Students must pay for lost or damaged books before a new book will be reissued.

TEACHER PLANNING TIME

Wednesdays are shortened days when students have early dismissal. The teachers need planning time to meet with their grade-level team to assess data, develop plans to improve instruction and to coordinate with specialists and tutors.

CLASS PARTIES/SPECIAL ACTIVITIES

Class parties/special activities are held at Halloween, before winter break, and on Valentine's Day. Room parents will be arranged by your child's classroom teacher at the beginning of each year to help coordinate these events.

BICYCLES

Bicycles may be ridden to school by all 3-5 graders. Traffic is often busy on streets near the school, and younger children often are not skilled enough riders to travel these streets independently. We urge children to bring a lock to secure their bikes and have them registered at the police department. Helmets are required.

Bicycles may not be ridden on the playground or asphalt area at any time. Bicycles are to be walked, not ridden, to and from the bike cage before and after school.

AFTER SCHOOL SPORTS PROGRAM

An after school sport program is offered by the Millbrae Recreation Department for 4th and 5th grade students and will be announced throughout the school year.

Registration is handled by the Millbrae Recreation Department. Parents may call the Millbrae Recreation Department at (650) 259-2360 or talk to the coaches after school on the playground. The after-school sports program will begin in late September.



PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held twice during the school year. To ensure communication and provide academic progress for students, it is extremely important that parents attend these conferences. We hope these conferences will assist your child to experience greater success at school.

TITLE I READING PROGRAM

The Lomita Park Title I Program addresses the development of literacy skills. The focus is on prevention and remedial instruction. This valuable support service to the core program expands and improves the educational opportunity for “at-risk students”. The school’s Title I Advisory Committee is a resource to advise the school staff in the implementation of the program.

Parents are notified if their child has qualified for the Title I Program. As part of the Title I program, Lomita Park works together with parents and students to meet standards and goals. A school-parent contract will be used that describes how parents, school staff, and students will share responsibility for improved student achievement. Parent meetings and helpful workshops are offered.

ADDITIONAL SCHOOL PROGRAMS

The Accelerated Reader program is used to increase reading proficiency. Students read books and take computerized quizzes to improve comprehension and critical thinking skills and to build an intrinsic love of reading.

ENGLISH LANGUAGE DEVELOPMENT (ELD)

The English Language Development Program includes students who need assistance in the acquisition of the English language. An ELD tutor is available to help the teachers support our students. The focus is to develop English fluency as effectively and efficiently as possible and to provide equal opportunity for academic achievement. The school’s English Language Advisory Committee (ELAC) is a resource to advise the school staff in their implementation of the program. The staff works together with parents and students to meet standards and goals. Parent meetings and workshops are offered.

STUDENT SUCCESS TEAM (SST)

The Student Success Team (SST) provides assistance to the classroom teachers in their attempts to structure a successful program for our students. Children are referred to the SST Team by the teacher or any staff member. A parent may also request that his/her child be referred to the team.

The SST Team meets to assess student school performance concerns and to recommend possible solutions. Follow-up meetings are scheduled to evaluate the effectiveness of the recommendations and to explore further alternatives, if necessary.

The SST may be composed of the classroom teacher, the parent, principal and other specialists who work with the student or have expertise which may offer possible support and/or interventions for students. Parents are informed by letter of the date and time of the SST meeting regarding their child and are encouraged to attend.

RETENTION POLICY

In compliance with Education Code 48070.5 and board Policy 5510, parents are notified if their child is: 1) at risk of retention when he/she is not meeting the district's minimum grade-level standards or 2) will be retained in his/her present grade for the next school year because he/she has not met the minimum grade-level standards required for promotion.

PSYCHOLOGICAL SERVICES

The district school psychologist works at several schools in the district to meet the needs of our students.

Parental permission is obtained before the psychologist works with a child. Duties include consulting with the staff and parents, testing students, interpreting tests to parents, certifying and evaluating special education children and seeking other programs and outside placements for children when necessary.

LEARNING CENTER RESOURCE SPECIALIST PROGRAM (Learning Center/RSP)

The Resource Specialist Program provides an individual or small group learning environment and instruction for identified youngsters.

The Learning Center teacher and the instructional assistants work with small groups of children in the Learning Center. The children are also mainstreamed to receive instruction in the regular classroom.

There are legal guidelines for entry into this program since it is supported by state and federal funds. Students are referred for an assessment if classroom modifications do not meet their needs. Parent permission is required before this testing will take place.

Annual evaluation meetings are scheduled with the parents of Learning Center youngsters to evaluate the child's progress.

DESIGNATED INSTRUCTIONAL SERVICES (D.I.S.)

A Speech and Language Pathologist works with children who have challenges with speech and expressive/receptive language skills.

There are legal guidelines for entry into this program since it is supported by state and federal funds. Students are referred for an assessment by the school staff.

Annual evaluation meetings are scheduled with the parents of youngsters in speech and/or language to evaluate the child's progress.

DEDICATED TUTORS

Dedicated parents, tutors and all staff members are trained to provide tutorial assistance. In addition to our staff and teachers, invaluable volunteer assistance is provided by members of the Jewish Coalition for Literacy, members of the greater Millbrae community, and our wonderful Lomita Park Families.

Mid-Peninsula Boys and Girls Club (LOMITA PARK'S AFTER SCHOOL PROGRAM)

The Lomita Park's After School Program's goal is to assist every child to be successful academically, socially, and emotionally by providing an academically enriched program supported by a professional and caring team of staff members. It is a creative, well-structured program designed to enhance each child's learning experience through the exploration of art, music, and physical education with a strong commitment to literacy, good study skills, and academic progress. The Lomita Park After School Program is a partnership that includes the school district, parents, and the community and is made available through an ASES grant.

The Lomita Park After School Program is available by application to Kindergarten through 5th grade students. It is open Monday through Friday until 6:00p.m. The program commences immediately upon the conclusion of the school day beginning at 2:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays and 1:15 p.m. on Wednesdays. The ASES grant requires that all participants are present for a minimum of 3 hours per day. It is expected that students and families follow the requirements set forth by the grant.

