

lunches. Parents may purchase cold packs at the grocery store to put inside their child's lunchbox to keep food fresh.

#### **16. Is there someone at school that speaks my language?**

Both schools have staff members that are bilingual in Spanish. Call the school and listen for the extension to dial for assistance in Spanish. We also have Bilingual Buddy programs that will try to match those who speak other languages with another parent who speaks your language. Contact the English Language Development teacher at either school, and they will assist you.

#### **17. We do not speak English at home. Does the school approve or should we start speaking English at home to help our child learn faster?**

Research shows that students who have a strong primary language are more successful in school than those who do not. We encourage families to continue using the home language while supporting their child's effort to learn English.

#### **18. What foreign languages are taught at Las Lomas and La Entrada?**

Las Lomas offers classes in Spanish, French, Japanese and Mandarin as part of our before and after school enrichment program. Parents must pay a fee with registration. Information is in the school office. La Entrada offers classes in French, Spanish and Latin during the school day in grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>.

#### **19. Is there someone to help me complete the forms I received in the packet the first day of school?**

You can come to our "Fill Out the Forms Night" at La Entrada on the first night of the first day of school to get help completing school documents. Please ask in

the office about the exact date and time. If you register after school begins, contact the office or English Language Development teacher to help you find a "buddy" parent who can explain the forms to you.

#### **20...What is the PTA?**

The PTA is the Parent and Teacher Association. This group provides activities that enrich the school program, such as assemblies, parent education events, parties and picnics. Information about the school's PTA and their activities can be found linked from the school websites.

#### **21. How do I subscribe to the PTA newsletter?**

The school site newsletters are distributed via email at the beginning of every week and also posted online at (Las Lomas) <http://www.llesd.k12.ca.us/NewsletterLL.html> or (La Entrada) <http://www.laentradapt.org>. At the newsletter website there is a button of "Join our Mailing List" to set up regular delivery into your email address.

#### **22. How do I register my child to participate in after-school activities & sports?**

The Las Lomas League (LLL) is a non-profit organization established to provide a variety of insured *after-school activities* and *after-school sports* for the benefit of children residing in or attending school in the Las Lomas School District. It is run by a board of parent volunteers. For more information visit <http://www.eteamz.com/llsports/index.cfm>

#### **23. What is the Foundation?**

The Las Lomas Education Foundation is a non-profit organization comprised of parents and community leaders dedicated to raise funds for the school district to provide for high-quality education and build community support for education.

During the course of a year, the Foundation organizes several fundraising events that allow students, parents, com-



Las Lomas Elementary School District  
1011 Altschul Avenue  
Menlo Park, CA 94025  
District Website: [www.llesd.k12.ca.us](http://www.llesd.k12.ca.us)

Phone: 650-854-2880  
Fax: 650-854-0882

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## LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

### English Language Learners



### NEWCOMER Guide: Frequently Asked Questions



LLESD's English Language Learner Website:  
<http://www.llesd.k12.ca.us/EnglishLearners.html>



# NEWCOMER Frequently Asked Questions

### 1. How do I contact a teacher/office/specialist?

Las Lomitas Elementary phone number is (650)854-5900; La Entrada's number is (650)854-3962. Press zero (0) to reach one of the office secretaries. If you know the extension of the person you are trying to reach, please dial it. Or, you may dial 411 to hear a list of staff and their extensions.

You may reach teachers or specialists by email using their first initial and last name followed by llesd.org. For example, [jsmith@llesd.org](mailto:jsmith@llesd.org). The school website, [www.llesd.k12.ca.us](http://www.llesd.k12.ca.us), also has contact information.

### 2. When are Parent-Teacher Conferences?

Conferences are held in November and March to review student progress. A report card will be provided to parents. Conference days have a shortened schedule called "Minimum Days." At Las Lomitas all students come at 9:00 and are dismissed at 12:15, at La Entrada students arrive at 8:05 and are dismissed at 11:30. Appointments will be scheduled by the classroom teacher or online for 6<sup>th</sup>-8<sup>th</sup> grade students.

### 3. What type of specialists are available at the schools?

Services for students with special needs are provided by several specialists including: reading, math and English language teachers; counselors; speech/language therapists; resource/inclusion teachers; occupational therapists and a behaviorist. Speak with your teacher if your child has a special need.

### 4. Is after-school care available for students?

After-school care for K-5th grade students is provided by the Children's Creative Learning Center, a private organization located on the Las Lomitas campus. For information call 233-1860

### 5. My child has allergies. How does the school help my child be safe during the day?

Please tell the teacher and the school secretary about your child's allergies. You need to provide a letter from the doctor if your child needs to take medication at

school. All staff members are trained to provide emergency treatment for children with severe allergies.

### 6. How do 1<sup>st</sup> & 2<sup>nd</sup> sessions work at Las Lomitas?

First session students begin school at 9:00 and are dismissed at 2:05. Second session students begin school at 10:15 and are dismissed at 3:30, except on Wednesdays. All students (both sessions) attend school from 9:00 to 2:05 on Wednesdays. This schedule allows for small group instruction in Language Arts in the morning or afternoon.

Second-session first and second grade English learners attend the Language Lab for English Language Development (ELD) support from 9:00 am to 10:15. First-session English learners attend the Lab from 2:15-3:30. Therefore, first and second grade English language learners attend school from 9:00 - 3:30 on Monday, Tuesday, Thursday and Friday, and on Wednesday from 9:00-2:05.

### 7. What are the school schedules?

*Kindergarten:*

1<sup>st</sup> Session .....Monday – Friday 9:00–12:20  
2<sup>nd</sup> Session .....Monday - Friday 10:35 – 2:05

*First & Second Grade:*

1<sup>st</sup> Session .....M, T, Th, F 9:00 – 2:05  
2<sup>nd</sup> Session .....M, T, Th, F 10:35 – 3:30  
Both Sessions .....Wednesday 9:00 – 2:05

*Third Grade* .....M, T, Th, F 9:00 – 3:30  
.....Wednesday 9:00 – 2:05

*Fourth & Fifth Grade* .....M, T, Th, F 8:10 – 2:40  
.....Wednesday 8:10 – 2:30

*Sixth – Eighth Grade* .....M, T, Th, F 8:05 – 2:50  
.....Wednesday 8:05 – 2:30

### 8. How do I get school bus schedules?

Bus schedules are available in the school office. Please ask the secretary to help you locate the stop closest to your home.

### 9. What materials should my child bring on the first day of school? Paper, binder, pencils?

At Las Lomitas your child should only bring a large backpack on the first day of school. All other materials will be provided by the school. Your child does not need to bring paper, scissors, markers, pens, pencils, etc.

At La Entrada you will receive a list of supplies to bring to

school. Please let the principal know if you are unable to provide for these items, and they will be provided for you.

### 10. What is STAR testing? How many tests are there and how long do they take?

STAR tests are given to 2<sup>nd</sup>-8<sup>th</sup> grade students each May. The tests tell us how well students are mastering California Standards in English Language Arts and math and how their performance compares to students nationwide. Some grades also test writing, science and history subject areas. The testing period lasts two weeks. Tests take about one hour a day at Las Lomitas. Students at La Entrada test for longer periods each day. There is a parent meeting in April to explain the STAR program – watch for announcements in the school newsletter.

### 11. Can I stay in class with my child the first couple of days until he/she feels more comfortable around school?

It is usually acceptable for parents of K-2<sup>nd</sup> grade students to remain with their child for a short period of time to make a smooth transition. Please let the classroom teacher and/or the English Language Development teacher know if you have concerns. They will be able to help you determine what is appropriate for your child's particular needs.

### 12. We just moved here and do not have a list of names, addresses, phone numbers for the friends my child is talking about. How do I get such a list?

Ask the office secretary for a school directory.

### 13. We arrived in the middle of the school year; can my child join the Lunch Program?

A wide variety of hot and cold lunches are available for purchase. You may order lunches at any time by going to [www.ChoiceLunch.com](http://www.ChoiceLunch.com). The school secretary has more information. Parents are welcome to volunteer each day to pass out lunches to students.

### 14. Does the child eat a snack before lunch or do most kids just eat lunch?

Students at both schools have time during the morning recess/break for a small snack.

### 15. Are there refrigerators in the classrooms for lunches? How are lunches kept fresh?

There are no refrigerators available for student