



Lupin Hill Elementary School Handbook

2018 - 2019

26210 Adamor Road
 Calabasas, CA 91406
 lhoffice@lvusd.org

The Las Virgenes Unified School District is committed to expanding options and opportunities for all students and continuing to ensure educational excellence as one of the top school districts in the State of California.

LUPIN HILL ELEMENTARY SCHOOL MISSION

Students will learn to read critically, write persuasively, think and reason logically, and solve complex problems.
 Students will adopt an attitude of appreciation, curiosity and excitement about “the quest” – expect and embrace the work of learning, enjoy and look for ways to solve problems, evaluate the validity of information, find their learning relevant, and see projects through to the solution.
 Students will understand ethical responsibility and contribute as informed citizens at all levels.
 Students will develop skills for thinking creatively, making decisions, solving problems, seeing things in the mind’s eye.

DAILY SCHEDULE

Monday, Tuesday, Thursday, Friday

7:30	Yard supervision starts
7:55	Bell rings – Students line up
8:00	School begins, tardy bell
9:30-9:50	Recess, Journeys & Kindergarten
9:50-10:10	Recess, Grades 1-5
11:00-11:45	Lunch, Journeys & Kindergarten
11:30-12:15	Lunch, Grades 1-3
12:00-12:45	Lunch, Grades 4 & 5
1:00	Dismissal, Journeys & Kindergarten
2:08	Dismissal, Grades 1-3
2:33	Dismissal, Grades 4 & 5

Wednesday and Minimum Days

11:20	Dismissal, Journeys & Kindergarten
12:23	Dismissal, Grades 1 – 5
12:23 – 12:45	Lunch (optional)

LUPIN HILL PHONE NUMBERS

School Office	818-880-4434
Teacher and PFC extensions are for voicemail only. Classrooms may not be called directly. Urgent calls should be placed to the Office Staff, Office Manager (x221) or Attendance Clerk (x227)	
Absences can be reported through the ‘Report an Absence’ link under the ‘Parents’ tab on the school website.	
Attendance Line	818-880-4434 ext 315
Lupin Hill PFC	818-880-4434 ext 318
Before & After School Care	
Camp Calabasas (Little Learners)	818-878-0162
School Bus Information – Durham Bus Company	
Bus passes www.lvusd.org or	818-878-5266
City of Calabasas Shuttle	818-878-4225
LAS VIRGENES UNIFIED SCHOOL DISTRICT	
	818-880-4000
CITY OF CALABASAS	
Calabasas City Hall	818-878-4225
Calabasas Library	818-225-7616
Calabasas Parks and Recreation	818-880-6461
LOS ANGELES COUNTY SHERIFF	
Lost Hills Sheriffs Station	818-878-1808
Report dangerous driving	877-310-STOP

Mr. Foli, Principal



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ATTENDANCE

California Education Code requires that all children attend school on a regular basis. Since absences and late arrivals impact student learning, parents are asked to help their children arrive before the bell rings in the morning and make sure that absences are kept to a minimum.

If an absence is anticipated and is at least 5 days, the teacher can arrange a short-term independent study contract for your child. However, missing school should be kept to a minimum.

Absence Regulations and Procedure

Parents must call the Attendance Line at Lupin Hill to report an absence. (Do not leave requests for homework on the Attendance Line. If you are requesting homework, call the Office by 10:00 am so that the teacher will be informed in a timely manner.)

If the parent has not contacted the school within 3 school days (or 72 hours) of the child's return to school, the absences will be considered unexcused. According to Ed Code, students are considered truant if they have three or more unexcused absences.

Tardy Regulations and Procedures

A student is tardy if he/she is not in the class line when the 8:00AM bell rings.

- Tardies are recorded either by the teacher in the classroom or by the office.
- An adult must accompany a child to the office if he/she arrives later than 8:05AM.
- Students who are late due to a doctor/dentist appointment must bring a signed note from the doctor.

According to Ed Code, three or more unexcused late arrivals (more than 30 minutes) are considered trancies.

For further information, please see the LVUSD Attendance Policy at www.lvusd.org or contact the school office.

Checking Students Out of School During School Hours

Parents must report to the office and sign their child out when leaving during the school day. The Office will call the student to the office to be signed out. It is helpful if the parent sends a note to the teacher so that he/she can remind the child to be ready. DO NOT go directly to your child's classroom.

Please remember that checking a child out of school during the school day is discouraged and should only be done for emergency or extenuating circumstances.

COMMUNICATION PROCEDURES

Lupin Hill Elementary School staff support regular and clear communication between home and school. There are several ways to facilitate this relationship.

Regular Home-School Communication

The school's website www.lupinhillelementary.org contains general school information, as well as specific teacher webpages with classroom information.

- *Tiger Tales*, our parent newsletter is sent home at the beginning of each month with general news about the school. It is posted on the PFC Website <http://www.lupinhillpfc.org/> as well as on the PFC Facebook Page (private) <https://www.facebook.com/groups/lupinhillschool>
- Many grade levels have a regular class newsletter that is sent home with the students or sent electronically.
- The PFC sends an electronic weekly update with information on current and upcoming events.
- The Blackboard Connect Electronic Message System is a phone and/or email system that the District and the school office use regularly to contact parents. (Please don't hang up on our recorded voices!)

Individual Communication Procedures

These are the ways to contact your child's teacher, the specialists, or the administration:



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- Staff member's email
- Staff member's voicemail
- Phone message to the office staff
- Written note with your child to the teacher
- Written note to the office staff

Since the teacher's focus is on the students and the classroom during school hours, they cannot respond immediately to parents. However, it is expected that a teacher will respond within 24 hours (weekdays only) to a parent communication.

Teachers are available, by appointment, to speak to parents in person before or after school. It is important to prearrange a meeting so that staff can give their focused attention to the parent comments or concerns.

It is inappropriate to contact any teacher or staff member at their home.

Messages to Your Student While at School

According to District Policy, messages shall be delivered only in case of an emergency. Our Office staff has been instructed to refrain from interrupting a class unless there is a real emergency.

We appreciate parents calling as early in the day as possible with after school emergency messages. Often, emergency messages arrive so late, that the child is already waiting for the expected ride. Please remind your child to come to the office if the ride they are expecting does not materialize. Our staff will help them to sort it out safely.

Changes In After School Plans

Children must follow through with the after school plans that were in place when they left home. Understandably, our Office cannot assist in arranging or re-arranging play dates.

Messages to Other Students

School personnel are not allowed to convey messages to students other than those belonging to the parent who calls. NOTHING may be distributed generally to students without the principal's prior approval.

Uniform Complaint Procedures

If a parent has a complaint that cannot be resolved at the teacher level, the District Policy follows Uniform Complaint Procedures. These require the complainant to start the process with the school principal. This procedure is explained in the District Legal Handbook that is available on the District website under the General Tab, Documents Library or at this web link: http://corp.lvusd.org/index.php?option=com_docman&task=cat_view&gid=35&Itemid=107

DISCIPLINE AND BEHAVIOR

LVUSD Board Policy states that all students are expected to comply with school regulations, to pursue the required course of study, and to accept the reasonable authority of the principal and the school staff. Students in route to or from school or in attendance at school functions are subject to the authority of the school.

Discipline Plan and Procedures

The Discipline Plan at Lupin Hill Elementary School is aligned with the District's Dynamic on Student Responsibility and Citizenship, helping students demonstrate strong character and ethics to make responsible choices for themselves, their community, and the environment.

Lupin Hill Elementary's school-wide discipline program utilizes principles of CHAMPS, a school-wide positive behavior system (PBS) and Applied Behavior Analysis (ABA). In addition to modeling the desired behaviors, staff members directly teach (with guided practice and positive reinforcement) classroom and school routines and rules, including appropriate recess and lunch behavior.



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Students who are experiencing difficulty following the class or school rules will be retaught and given appropriate consequences. Repeated infractions and/or serious issues will be handled with a Behavior Referral to the Office and will be documented by school staff. Unfortunately, some situations may be of such a serious nature that a suspension from school may be required.

Suspension

California Education Code 48900 states that suspension, including supervised suspension shall be imposed only when other means of correction fail to bring about proper conduct. Parents will be contacted in situations of serious misbehavior.

California Education Code - Ed Code 489159(c) 1-5 also requires suspension or expulsion if the principal or superintendent of schools determines that the pupil participated in the following serious infractions:

1. Sale, possession or furnishing a firearm (exception for imitation firearm)
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Attempted or committed sexual assault or committed sexual battery
5. Possession of an explosive device

Dress Code

The way students dress has a direct impact upon their attitude and performance. The Lupin Hill Dress Code is based on the California Education Code (35183.6) and the LVUSD Parent, Student, and Staff Legal Notification Handbook, which states: *Clothing or appearance that can create a class/school disturbance or distraction that interferes with the learning environment, or represents a danger to student health or welfare is not permitted.*

In order to maintain a respectful, positive and productive educational environment, Lupin Hill Elementary School enforces the following dress code that was approved by the Staff, the PFC Board, and the School Site Council:

Students should wear comfortable clothing that allows them to move safely and participate easily in messy art projects, sitting on the floor and/or strenuous physical activities.

- Shirts must be long enough that if hands are raised over the head, a bare midriff will not be exposed.
- Shirt straps must be at least one inch wide (no strapless tops).
- Outfits that show, or appear to show, underwear are not permitted.
- No baggy or oversized pants. Pants must be able to stay up and not touch the ground.
- Skirts and shorts must be worn with a hem that reaches the tips of the thumbs when arms are extended down the thigh.
- No shoes with open toes and/or open backs (flip flops, sandals, clogs, crocs, etc.)
- No shoes with high heels or skate wheels.
- Sun protective clothing (including hats, caps, sunglasses) are permitted and encouraged when outdoors.
- Hanging chains, dangling jewelry (earrings, necklaces and/or bracelets) that are safety hazards and/or distractions cannot be worn in school.
- Unnatural hair color and/or makeup is not permitted.

Clothing which depicts any of the following is not permitted:

- offensive or vulgar language
- inappropriate pictures or innuendos relating to sex
- advertisements for alcohol, cigarettes, or other controlled substances
- breaking the law, violence, racial, ethnic, and/or racial slurs

Consequences for non-compliance with dress code:

Any staff member may refer a student to the office to call their parent for a change of clothing. If a parent cannot be reached, the office will provide a tee shirt or shorts to be worn for the day. The borrowed items must be washed and returned the following day.

MEDICAL INFORMATION



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Our school health office is staffed by Health Clerks who are certified in First Aid and trained in CPR. They assist with first aid or illness situations occurring at school. As wonderful as the Health Clerks are, they are not licensed nurses. However, they are trained and supervised by the LVUSD District Nurses who make regular and “as needed” visits to our school.

Illness or Injury at School

If a child becomes ill or injured at school, parents will be notified immediately. If parents cannot be reached, another adult designee, as designated in the student’s emergency contact information, will be contacted to pick up the child.

Insurance

Accidents that occur at school are not the responsibility of the school. Insurance forms are made available for your convenience at the beginning of the school year.

Medication

Students are not permitted to possess or administer medication of any kind, prescription or non-prescription, by themselves. **ALL** medication is administered in the Health Office under the supervision of the health clerk or the principal designee.

The office does not provide any medication. You must bring your own medication to the health office where it will be stored (in a locked cabinet) for your child, in case of need.

All medication must be in its proper container and must clearly indicate the student’s name, the name of the medication and proper dosage accompanied by the LVUSD Medication Authorization form completed by the parent and physician. This form is available online and from the clerk in the Health Office.

Casts, Crutches and Stitches

Students returning to school after an accident or injury requiring a cast, crutches, splint, ace bandage, sutures or other medical appliances need to bring a written release (form is available online or in the office), signed by both physician and parent, to the Health Office before returning to class. District policy **does not permit elementary school** students requiring such medical appliances to be **on the playground during recess nor are they allowed to participate in PE class**. The practice at Lupin Hill Elementary School is to keep the child in the Office, Library, or a classroom when unable to be on the yard for any of the above reasons.

Lice

The District policy is that students with lice or nits, cannot be in school until treated and removed. Before returning to the classroom, the student must check in with Health Clerk for clearance.

Returning to School After Illness

Students who are ill need to remain at home to promote recovery and help prevent the spread of communicable disease. Students with fever (temperature above 100 degrees) need to remain at home until fever-free for 24 hours without fever-reducing medications. Students returning after contagious conditions such as chickenpox and pediculosis (head lice) must be admitted through the Health Office. Students returning after treatment for pediculosis must be nit-free.

NUTRITION AND WELLNESS

District Wellness Policy

The Las Virgenes Unified School District Board of Education has established the following policy on wellness:

Foods on campus shall be carefully selected so as to contribute to students’ nutritional well-being, the prevention of disease and reducing childhood obesity.

Lupin Hill supports the LVUSD policy with our own guidelines:

- No soda, gum, or candy is allowed on campus. It will be taken away from students who bring them.
- Food for class parties will be under the direction of the teacher. The amount of sugary foods will be limited.
- Birthday Treats - Teachers acknowledge birthdays in the classroom in a variety of ways that do not involve treats of food.



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- In line with the District and our School Policy, birthday treats of food may not be delivered to the classroom.
- Parents may not “drop by” with sugary treats for a class. Teachers will not allow such treats to be passed out to the children.

Snack and Recess Procedures

In addition to a good breakfast, students are encouraged to eat a snack at the morning recess. Children need a healthy snack at recess. Fruits and vegetables are recommended.

Lunch Procedures

Lunches (see monthly menu) may be purchased from the cafeteria or brought from home. Instruct your children not to trade food.

Forgotten lunches must be delivered to the office by 10:00am to be put in the teacher’s box for pick up. The delivery of fast food for lunches is discouraged and glass containers are not allowed.

Eating snacks or lunches must be in designated areas. Students must remain seating when eating.

Nut Alert!

Due to many students with allergies to nuts, we provide a “nut safe” table in the lunch area and ask that all parents help us be nut safe. Please do not send nuts or nut butter sandwiches to school.

Pack In / Pack Out

We are a Green School!

In accordance with the District Green Policy, Lupin Hill Elementary School has a Pack In / Pack Out Lunch policy. Students and staff who bring lunch from home are expected to use reusable containers. (Label everything!) We want to leave as little trash as possible ... anywhere.

Purchasing Lunch

Lunches (\$4.00 each) may be bought in bulk by sending cash or check (minimum of \$25.00 and payable to LVUSD) to the school office to be credited to your student’s lunch account. Parents may purchase lunches by credit card and check their account balance by accessing their lunch account on line www.paypams.com or access the direct link at www.lvusd.org . Contact the school office for further information. Cash (\$4.00) is accepted in the lunch line. The cafeteria will offer cheese, crackers, fruit and juice to

those students without any lunch, but cannot lend lunch money to students.

Free or reduced price meals are available to those students who qualify for according to specified family size and income standards. Applications are available at the school office or online from the District website or at <http://www.schoolnutritionandfitness.com/index.php?page=lunchapps&sid=2910102339435156>

SAFETY

The safety of our students is a top priority and it considered in everything that happens at school. There are several specific measures that Lupin Hill Elementary School employs to ensure the safety of everyone on our campus.

Emergency Preparedness

Lupin Hill Elementary School’s **Emergency Operations Plan** contains detailed actions to be taken in the event of any emergency situation, including a natural disaster (such as an earthquake). The EOP is reviewed and revised at the start of each school year. Staff and students practice the procedures in the Plan with lock down, fire and disaster drills several times each year. Staff reviews the details of the Plan monthly to be able to react with confidence in an emergency situation.

Every classroom has an Emergency Backpack that contains supplies, Student Emergency Tags, and a “To Do” List based on the full EOP.



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The school maintains a supply of emergency provisions (food and water) to be used in the event of a disaster situation.

Emergency Cards / Contact Information

Parents have registered in the Parent Portal on Aeries with general emergency information that tells school personnel who may pick up the child in the event of an emergency or disaster. It is imperative that the information in the Portal is accurate and up to date. Staff can access these records on iPads and additionally, the Lupin Hill Office Staff has printed versions of this contact information in our Emergency Notebook.

Parents have been asked to fill out a “disaster tag” with contact information that students will wear during a disaster event.

In the event of an emergency, students are kept at school under the supervision of school personnel until an authorized adult arrives and signs for the student.

Gates

Lupin Hill Elementary School locks the Kindergarten and Primary Yard gates during the school day. All staff members carry a gate key.

Classroom Doors

Outside classroom doors are kept locked, but are equipped with a latch that allows easy access for students. Each door can be quickly secured without having to go outside to lock it.

Campus Volunteer/Visitor Procedures

For safety and security of our students and staff, the District Policy requires *ALL visitors to check in at the school office before entering a classroom or visiting campus. Access to the campus and or a classroom may be limited in order to minimize interruptions to the instructional program.*

At Lupin Hill, we expect that all adult visitors and volunteers will follow these guidelines:

All visitors and volunteers must sign-in and receive a visitor's sticker at the office before going to the classroom of destination. Visitors may be asked for identification.

Any classroom visitor or volunteer time must also be approved and calendared with the child's classroom teacher in advance.

Visitors and volunteers are not allowed to walk on (or around) campus during school hours. Each adult visitor or volunteer on campus is to be under direct supervision of a classroom teacher.

Direct any questions regarding curriculum, assignments, or individual students to the teacher.

When picking up your child at dismissal, refrain from approaching the classroom building until after the bell rings. This prevents distracting the children from instruction and allows for visibility in the areas near the classroom doors.

In order to prevent supervision problems, parents/visitors will not be allowed on the playground while children are at recess. Campus supervisors must maintain focus on students.

Adults should not approach a child who is not their own.

Keep in mind that parent and visitor interactions should serve as positive models for Lupin Hill students.

Student Observations

Occasionally, parents request to have an outside professional observe their student during class time. The District allows these observations under the following criteria:

- Observations can be no longer than 20 minutes.
- Observations must be scheduled with the Principal or designee in advance.
- The Principal or designee will accompany the observer.



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Traffic Procedures

No Cell Phone Use – When you are behind the wheel of the car, please, just do not use it when in the lot, the carline, or while driving up the hill. No call can be as important as a child's life. Consider what your behavior tells your own children. Soon, they will be drivers and they will do what they have watched their parents do. With all of the activity at drop off and pick up, every driver needs to be completely focused on driving.

Drop Off and Pick Up Details

The WHITE curb in front of the school is for loading and unloading of passengers only. Like the airport, cars may not be left unattended in the white zone.

- **The safety and well being of every student is at stake.**
- **Do not leave your car in the white zone unattended, even for “just a second.”**
- Tickets can **and will** be issued to cars parked in our loading zone.
- When dropping off or picking up students, move **as far forward** as possible until the line stops. Your child will get out on the right side when your car has stopped. For pick up, your child will walk to your car when it has stopped.
- If your child does not see you and there is space to move forward, do so. The idea is for the lane to keep moving forward.
- After drop off or pick up, you may merge left if there is space. Otherwise, follow the lane you are in as it starts to move forward and merge at the speed bump.
- Remember, at all times, the white curb lane is for loading and unloading, **the center lane is NOT for loading and unloading. Never encourage your child to walk through a line of cars to get into your car.**

Visitor Parking

- Parents and visitors are welcome to park in any spot that is not reserved. We have more than 50 open spaces after the morning rush is over!
- Visitors **may not** park in any of the 10 **RESERVED PARKING** spaces.
- There is **no vehicle access to the back lot** (behind Camp Calabasas) until after 2:45pm. The gate to that area will be locked during school hours. **It is reserved for Staff Parking only.**

Special Reserved Parking Spaces 24 / 7

- These 10 spaces, designated with a family's name, were purchased as a fundraiser last Spring.
- Do not park in any **RESERVED** spot even “for just a minute.”

Please respect our neighborhood! Tickets can and will be given to any car that is parked near the fire hydrant or blocking a driveway.

If emergency vehicles should ever be in our lot when you are arriving, do not attempt to enter the lot! Do not try to drive around emergency vehicles! An ambulance or fire truck in a school lot is a clear sign that we are taking care of a serious matter and need space for official vehicles.

Further details about our parking lot are available on our school website www.lupinhillelementary.org

PARENT INVOLVEMENT ACTIVITIES

In addition classroom volunteering, there are many opportunities to get involved in our school.

Parent Faculty Club (PFC)

The Parent Faculty Club, aka the PFC, at Lupin Hill Elementary School is a local organization of which all parents and employees are members. There is no membership fee and no ties to the national PTA organization.



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The purpose of the PFC is to support Lupin Hill Elementary School as a place of learning and building community. The PFC attempts to fulfill this goal by designing and funding programs or events that enhance learning, as well as the physical and emotional environment in which learning occurs.

Throughout the school year, the PFC supports the community atmosphere of the school by sponsoring several “fun raising” events. These are social events that are designed to provide an opportunity for families to enjoy each other in the company of the school community. A sampling of these events includes:

- Pizza in the Park
- Trunk or Treat
- Family Science Night

School Site Council (SSC)

The School Site Council is an advisory board composed of five community members and five staff members. Curriculum, instruction, staff development and learning environment are discussed and reviewed at bi-monthly meetings. School Site Council approves and modifies the Single Plan for School Achievement (SPSA).

Election of SSC members occurs early in the school year. As each member serves a two-year term, there will be openings for either two or three parent members each fall. Interested parents should look for the election announcement sent home in September.

English Language Parent Support Group (ELAC)

All parents of English Language Learners are encouraged to participate in the ELAC meetings several times each year. These meetings are opportunities to help students and their families who speak languages other than English.

District Parent Involvement Opportunities

There are several District level committees that welcome (in fact, require) parent participation. Information about these groups comes out periodically from the District Office. Some groups that need parent representatives are the Curriculum Council, District English Language Advisory, and District Green Committee.

TECHNOLOGY

Students are expected to abide by and will be held accountable for the rules described in the LVUSD Student Technology Acceptable Use Policy.

Students may bring their own technology for use at school, however rules for its use on campus will be set by the principal and/or classroom teacher. LVUSD accepts no liability for personal technology brought to school.

Students at Lupin Hill have many opportunities to use tech tools to increase their learning at school and at home. Key programs used are iStation Reading, STMath, Reading Counts, Newsela, Pebble Go, and open source Office Suite Programs. Information literacy and cyber security are fostered directly taught. Third, Fourth and Fifth Grade students have one to one access at their desks.