SECTION 1: INTRODUCTION

Letter from Superintendent

Glossary of Terms

Below are terms and definitions that will be used in this document and throughout future communications to staff and families by the LLESD administration.

Academic-related terminology

- In-person instruction or in-person learning
  Traditional school format, with daily in-person instruction on the school site with a classroom of students and dedicated teacher

- Remote Independent Study (RIS)
  Remote learning option for students that will include some virtual instruction and extensive on-line independent schoolwork

- Synchronous instruction
  Direct instruction and learning activities that occur online at a scheduled time with live facilitation by staff

- Asynchronous instruction:
  Independent learning and practice that has been assigned by LLESD staff but takes place without the direct facilitation or supervision of an LLESD staff member

Public health terminology

- Positive COVID-19 case

- Close contact:
  Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period*

- Isolation:
  The separation of a person or group of people known or reasonably believed to be infected with a communicable disease and potentially infectious from those who are not infected to prevent spread of the communicable disease.

- Quarantine
  The separation of a person or group of people reasonably believed to have been exposed to a communicable disease but not yet symptomatic from others who have not been so exposed to prevent the possible spread of the communicable disease.

*Note exception: In the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a clinically compatible illness) if both the infected student and the exposed student(s) correctly and consistently wore well-fitting masks the entire time. This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.
The following public health and education resources are used to guide the safe opening of in-person instruction at LLESĐ.

Resources

- Pandemic Recovery Framework (PRF): A framework for schools in San Mateo County published by the San Mateo County Departments of Health and Education. Provides school leaders with the health, education, and legal guidance needed to develop plans for safe in-person instruction.
- California Department of Public Health (CDPH): CDPH provides resources and current health information to the local health agencies and the broader public, including its Public Health Guidance for K-12 Schools in California.
- San Mateo County Health Department: Local guidance is provided by the San Mateo County Health Department.
- Health Orders: Public health orders are issued statewide or by local counties when there is an increased risk to the public’s health because of the threat of an infectious disease.
- Centers for Disease Control and Prevention (CDC): Guidance for COVID Prevention in K-12 Schools
SECTION 2: DISTRICT COMMITMENT

Guiding Principles

In the unprecedented times we find ourselves the Las Lomitas Elementary School District (LLESD) and its Governing Board (Board) are as resolved as ever to provide high-quality education and social-emotional support and learning to all of our students. We are guided by the following three principles:

1. deliver high quality education in the safest environment for all
2. In line with education, prioritize the social, emotional and physical health of our students, staff, and community
3. ensure equity and access to all of our students

Community Expectations

Unfortunately, COVID-19 will remain a threat for the foreseeable future. To help to continue to provide safe in-person instruction we ask staff, students, and families to follow public health guidelines both on and off campus.

Stakeholder Input

As COVID-19 evolves, we will continue to take guidance from the local public health and education departments. Our two school site nurses and district wellness coordinator meet twice monthly with colleagues in neighboring districts and representatives from the K-12 Schools Committee in the San Mateo County Health Department.

To understand the concerns of and gather feedback from our staff and families, LLESD collected periodic online surveys, held monthly webinars with the superintendent, and held monthly virtual meetings with the Board of Trustees. LLESD will continue to gather stakeholder input into the 2021-22 academic year.

Additionally, early in the pandemic, LLESD formed a Pandemic Recovery Planning Committee (PRPC) representing each school site, all district departments, and parents. The PRPC has met to advise the Superintendent, provide direction to parents and staff, and offer its recommendations to the Board based on thorough consideration of the most updated public health and education information. The Pandemic Recovery Planning Committee includes the following members:

1. Dr. Beth Polito, Superintendent
2. Shannon Potts, Assistant Superintendent
3. Mei Chan, Chief Business Officer
4. Jeff Honda, Director of Technology
5. Joyce Massaro, Supervisor of Maintenance, Operations and Transportation
6. Alain Camou, Las Lomitas Principal
7. Heather Peterson, Las Lomitas Assistant Principal
8. Sonya Dineen, La Entrada Assistant Principal
9. Jody Leng, Parent
10. Kirsten Cahill, Parent
11. John Earnhardt, Board Trustee
12. Dana Nunn, Board Trustee
13. Martha Lampert, Teacher, LLEA President  
14. Michelle Pitt, Media Center Technician, LLESD CSEA President   
15. JoAnne McLennan, Paraeducator  
16. Marie Stosz, Office Assistant  
17. Kathleen Hatfield, Teacher  
18. Jill Ohline, Teacher on Special Assignment  
19. Rebecca Reddy, Teacher  
20. Lowell Walker, Teacher  
21. Karen Schutten, Teacher  
22. Nell Curran, Wellness Coordinator  
23. Sharron Pfeiffer, Champions Director  
24. Brennan Bennardo, Champions Regional Director  
25. Add Kelly and/or Julia

Staff Training

In advance of students returning to campus on August 25, 2021, time will be dedicated for staff to review important public health information and educational resources.

During new staff orientation and all staff professional development days scheduled for August 19-24, 2021, LLESD district administrators and school nurses will offer training on the following topics:

- updated public health guidance 
- technology platforms such as Clever, Google Classroom, and Seesaw which will be used to supplement in-person instruction in the event of student remote learning during quarantine  
- wellness and social-emotional learning for staff and students

Grade level teams will also have time to collaborate and prepare, such as creating remote learning plans for students who are absent due to a quarantine.

As new information becomes available it will be communicated to staff during weekly staff meetings or school-wide internal listservs.

Family Outreach

Similarly, updated public health guidance and other school information (e.g., technology, bell schedules) will be communicated to families via school-wide emails, public health and school site newsletters, Board of Trustees meeting, and webinars hosted by the PTA and by the superintendent.
SECTION 3: LEARNING PROGRAMS

When many schools were shuttered and teaching remotely, LLESD opened for in-person learning in fall 2020. From this experience LLESD has learned how to safely conduct in-person instruction in the midst of COVID-19 - from masking to health and hygiene procedures to contact tracing COVID-19 cases. LLESD will continue to hold safe in-person learning for our K-8 students and offer the newly developed Remote Independent Study (RIS), per AB130.

In-person Learning

With the exception of students who have applied for Remote Independent Study (RIS), all students in grades K-8 will be expected to return to full time in-person instruction. No virtual learning or dual platform option will be provided as was done last year.

Students in grades K-5 will be assigned to classroom cohorts in groups of 16-18 students. Students in grades 6-8 will be assigned to multiple cohorts according to their class schedules.

Support services, such as reading specialists and speech therapy, will continue to be offered and may include students from different classroom cohorts.

The Las Lomitas and La Entrada bell schedules are posted on school websites.

The LLESD 2021-2022 academic calendar is posted on the district website.

Remote Independent Study (RIS)

Families may elect to enroll their children in Remote Independent Study (RIS). RIS does not mirror the virtual learning program as was offered during the 2020-2021 academic year and should be reserved for families who feel their students are at elevated risk by participating in in-person learning. A survey was sent to families in August 2021 describing program details and requesting enrollment information. Those families will be contacted with additional details.
SECTION 4: COVID-19 HEALTH AND SAFETY PROTOCOLS

LLESD is dedicated to implementing a robust health and safety plan to mitigate the risk of COVID-19 and help protect our community. This section describes how LLESD will follow the protocols as outlined in the Pandemic Recovery Framework, which was most recently published by the San Mateo County Departments of Public Health and Education in July 2021. LLESD also takes direction from the California Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC).

Vaccination

All eligible adults and children age 12+ are strongly encouraged to get the COVID-19 vaccine. See the California Department of Public Health’s MyTurn website to find your closest vaccination site. Once vaccinated, you are encouraged to register your vaccination status with the state’s Digital COVID-19 Vaccine Portal.

LLESD will be offering COVID-19 vaccines as part of it’s on-site immunization clinic to be held at the La Entrada Middle School gymnasium on Wednesday, September 22 from 12-4pm. Registration information is available here (http://mhealthsystem.com/LLESDFlu)

Students

● Presently, vaccinations are not required for students.
● Vaccinated students may submit proof of vaccination status to their school nurse which will be included in a student’s medical file. In the event a student is part of a class exposure, proof of vaccination status will impact the student's quarantine and we recommend providing information ahead of this scenario.

Staff

● All staff are required to get vaccinated or to be tested weekly.
● Staff are required to either submit proof of vaccination status to the LLESD Human Resources Specialist or submit weekly test results to the LLESD Wellness Coordinator.

Volunteers

● Any individual who volunteers on campus will be required to submit proof of vaccination status to the LLESD Human Resources Specialist, or submit proof of weekly testing to LLESD Wellness Coordinator

Masking

Face masks are one of the most effective tools to limit the spread of COVID-19.

Per the August 2 Bay Area public health order, when indoors, all students and staff, regardless of vaccination status, are required to wear a face mask that cover the nose and mouth.

Face masks will be required outdoors at recess.

For students who need it, mask breaks will be allowed outdoors when physically distanced.
LLESD will have surgical grade face masks available for students and staff who forget their mask or if their mask becomes damaged or lost while at school.

Bandanas and masks with a valve device are not allowed. Face shields are not suitable substitutes for masks. Teachers may wear face shields in limited circumstances when the ability to see a teacher’s mouth is critical to instruction. Children who refuse to wear masks or parents who prefer their child to not wear a mask will be directed to enroll in Remote Independent Study (RIS).

**Physical Distancing and Cohorts**

The California Department of Public Health states that “recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented.” As such, the state and county departments of public health have lifted any physical distancing requirements in schools.

Students will, however, be encouraged to maintain physical distance when possible, including mealtimes. Visual markings will still be used as helpful reminders.

Students in grades K-5 will be assigned stable classroom cohorts. Multiple cohorts within grade levels will play together at recess.

Students in grades 6-8 will be enrolled in multiple classroom cohorts. Students within each grade level will eat lunch and play together at recess.

Students who access support services, such as speech therapy, may participate in small groups with students from multiple classroom cohorts. Rosters and attendance will be monitored in the event that contact tracing is necessary.

**Hygiene**

Proper and consistent hygiene practices, including hand washing with soap and water for 20 seconds, are critical to reducing the spread of disease.

Time will be allotted in the daily schedule for students to wash and/or sanitize their hands, including:

- Before entering the classroom
- Before using shared materials
- Before and after snack, lunch, and recess
- After using the restroom

**Screening and Symptom Management**

Students and staff should not come to school when sick.

Common COVID-19 symptoms include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

LLESD and the San Mateo County Health Department recommend COVID-19 testing for any student or staff who presents the above-mentioned COVID-19 symptoms. See Testing section below.

School policy requires students to be symptom- and fever-free for 24 hours before returning to school.

Screening and temperature checks will not be required ahead of entering the bus or the classroom.

Online survey screening will not be required for students or for staff.

Staff will visually monitor students for signs of illness. If a student shows signs of illness, they will be sent to the office for further evaluation by the school nurse. Please be sure your child’s health records are up-to-date especially with allergy or asthma information as those conditions can present similarly to COVID symptoms. Parents will be called if/when a student needs to be sent home.

**Gatherings**

Until further notice, no gatherings with the broader community will be held on campus (i.e., no in-person events attended by families)

Some in-person gatherings will be held among LLESD staff

**Cleaning and Disinfecting**

LLESD is following the San Mateo County Schools Insurance Group Cleaning and Disinfection Procedures as they relate to COVID. The term “cleaning” refers to mopping, vacuuming, removing trash, and clearing doors and door jambs. The term “disinfecting” refers to wiping down surfaces with Quat 20, a CDC-approved disinfectant for the COVID virus. Cleaning and disinfecting will be done by LLESD’s own highly trained custodians.

All classrooms and common areas will be cleaned daily. Bathrooms will be disinfected nightly. In the event of a COVID-19 case exposure, classrooms and common spaces will be disinfected.

**Ventilation**

Maximizing outside airflow is a simple and effective way to maintain a healthy classroom environment. LLESD will:

- Continue to run MERV 13 (or higher) air filters in all HVAC systems 3x/year
- Run HVAC systems set to only bring in outside air
- Open classroom doors/windows (weather permitting) when instruction is taking place.
- Utilize HEPA filters and fans when appropriate to increase outdoor air ventilation within classrooms.

In addition, LLESD will utilize our campuses’ outside spaces for instructional use as much as possible.

**Testing**

Routine testing among unvaccinated staff and students is an effective practice to mitigate the spread of COVID-19. Testing is available locally and free of charge, including at Menlo Park pharmacies and Curative site located near the Menlo-Atherton High School. Rapid tests are available for purchase at local pharmacies to be administered at home.

LLESD is exploring on-site testing options for students and staff.

Rapid antigen tests will be available on-site with the school nurses should a student develop COVID-19 symptoms during the school day or in the event of a modified class quarantine. With parental consent, students may self-administer a rapid test under the supervision of a trained staff member. To expedite the process in the event a rapid test is needed on site, please complete the parental consent form.

Rapid tests will be available with school nurses. With parent consent, students who present symptoms while at school or who are part of a modified quarantine can self-administer a test under the supervision of a trained staff member.

Unvaccinated staff are required to test weekly and submit test results to LLESD Wellness Coordinator (ncurran@llesd.org). Staff may access rapid tests from the school nurse, or may test off-campus.

**COVID-19 Quarantine and Isolation**

**Exposures and Quarantine**

**Off campus exposure**

If an unvaccinated staff or student is a direct contact of a COVID-19 case (within 6 feet for 15 minutes over a 24 hour period with someone who is confirmed to be COVID-19 positive while that person was infectious), 7-14 days of self-quarantine will be required and the staff or student will not be allowed to come on campus. Testing is recommended 4 days after exposure, though one must continue to quarantine for the required duration even if test results are negative.

Vaccinated staff and students who are direct contacts of a COVID-19 case are encouraged to test, but are exempt from quarantine.

Students do not qualify for modified quarantine for an off-campus exposure (see below) Staff and families should contact LLESD Wellness Coordinator (ncurran@llesd.org).

**Classroom exposure**

As of the 2021-2022 academic year, direct contacts will be defined and quarantine will be treated differently than in the past and differently from off-campus exposures.
Please review the following graphics which describe the required quarantine for classroom exposures:

**Vaccinated Close Contacts**

- **Symptomatic**: Get Tested
  - **Isolate**:
    - Per condition diagnosed by healthcare provider or
    - Until at least 24 hours have passed since the last fever without the use of fever-reducing medication and
    - Symptoms have improved
  - **Asymptomatic**:
    - No need for quarantine
    - No need for testing
    - Monitor for symptoms

**Unvaccinated Close Contacts**

- **Symptomatic**: Get Tested
  - **Isolate until**:
    - At least 10 days have passed since symptoms first appeared and
    - At least 24 hours have passed since the last fever without the use of fever-reducing medication and
    - Symptoms have improved

- **Asymptomatic**: Both Parties Masked
  - **YES**
    - Student
  - **NO**
    - Staff

**Modified Quarantine (if both parties were masked)**

When both parties were wearing a mask in the classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0.6 feet indoors)
- May continue to attend school for in-person instruction if they:
  - Are asymptomatic;
  - Continue to appropriately mask, as required;
  - Undergo at least twice-weekly testing during the 10-day quarantine; and
  - Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

**Quarantine (if one or more parties were unmasked)**

Those who remain asymptomatic may discontinue self-quarantine after
- Day 10 from the date of last exposure without testing;
- Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
- Continue daily self-monitoring for symptoms through Day 14 from last known exposure and
- Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.
- If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.
Case Reporting and Notification

If a student or staff tests positive for COVID-19, immediately contact the LLESD Wellness Coordinator (ncurran@llesd.org or 508.277.3688). The Wellness Coordinator will strictly follow all public health procedures, including conducting contact tracing, notifying direct contacts and alerting the broader LLESD community, and quarantining a classroom if needed.

A student or staff is required to follow public health protocols, including isolating for 10 days from the onset of symptoms or date of positive test.

Travel

LLESD encourages all staff and families to follow state and local public health guidelines, including travel advisories.

Currently, the California Department of Public Health recommends that all unvaccinated individuals - which includes the majority of our students - who return to California from domestic travel complete the following:

- Test 1-3 days before travel
- Test 3-5 days after travel
- Self-quarantine for 7-10 days after travel
- Self-monitor for symptoms
- Wear a mask and take precautions during travel

All vaccinated and unvaccinated travelers are required to follow the CDC requirements for return from international travel.

Transportation

All routes will be offered
No bus or seating assignments will be required
No health screens (survey or temperature check) will be conducted
Weather permitting (smoke, rain), windows will remain open at all times
Attendance will be taken for all routes at all times and will be accessible to the Director of Operations and Wellness Coordinator for the purposes of contact tracing
SECTION 5: SOCIAL AND EMOTIONAL WELL-BEING

The Las Lomitas Elementary School District (LLESD) recognizes that all students and staff have been impacted by the COVID-19 pandemic, some more significantly than others. LLESD is committed to prioritizing the social and emotional well-being of all staff, students, and families. In alignment with the Whole School, Whole Community, Whole Child model, social emotional well-being has historically been included in the LLESD school culture and curriculum content. It is critical that we continue to implement what has worked well and be even more intentional about fostering connections, building students’ foundational social emotional skills, and addressing staff self-care. By employing a multi-pronged approach described below, LLESD is prepared to address students’ and staff lived experiences and support their social and emotional well-being.

Student Support

All students in the district will:

- Receive social and emotional well-being focused lessons in their classrooms. The priority will be on building community among the teacher and cohort as well as helping students adjust to the ongoing reality of COVID-19. Additional topics that are fundamental to traditional social-emotional learning, relevant during the pandemic, and will also be woven into course content include: regulating emotions, gaining confidence in seeking support, practicing empathy and gratitude, setting goals and routines, managing their time, and resisting social pressure. Staff will receive training to implement this content, (see staff content support).
- Have access to a menu of curated resources, some of which may be assigned as a continuation of their classroom lessons, others of which will be optional.
- Be invited to participate in wellness sponsored activities
- Have access to Care Solace, a service that connects families to local social-emotional and mental health services

For those students who may benefit from additional support or be at risk of disengagement, distress and anxiety, or other social, emotional, mental health issues:

- Systems are in place across both schools to identify students who are struggling and to connect them to support, which will be provided on-site and remotely.
- One counselor serves the K-3 site at Las Lomitas and two counselors serve the 4-8 and provide support such as helping students regulate their emotions, resolve conflict, manage crises, or navigate their academic load. Teachers, administrators, and parents can refer their students to the counselors, or students can refer themselves.
- For students who may need additional support from licensed therapists, counselors can refer students to Adolescent Counseling Services (ACS). Services from ACS are now available to students at both sites.
- Two school psychologists are also on staff, and primarily support students who seek individual education plans or receive special education services.

Additionally:

- The wellness team is collaborating with
○ the LLESD Parent Teacher Association (PTA) to provide events or other outlets that foster wellness for the whole community.

○ Champions Childcare to share social and emotional well-being best practices and resources, and align what students learn in their classroom with what they learn and practice during after school care.

● The wellness team will conduct ongoing interviews and focus groups with students to better understand how they are readjusting to school, connecting with teachers and classmates, managing technology, and accessing resources. Results will inform the content and delivery of new programming and resources.

Staff Support

LLESD is committed to supporting the social and emotional well-being of all staff. Three primary goals include:

1. helping teachers infuse social and emotional well-being lessons into their classroom
2. working in collaboration with staff, administrators, key personnel and families to support students who are struggling
3. ensuring staff prioritize their own self care

Course Content

● To help teachers integrate social and emotional learning into their classrooms, they will participate in professional development training in August and receive ongoing coaching and tools throughout the academic year.
● A curated menu of additional social and emotional well-being resources will be accessible for staff to draw from and add to.
● Social and emotional well-being will be a standing agenda item for grade-level and school-wide staff meetings to allow for dedicated check-in time to review curriculum content, monitor student progress, share successes, troubleshoot challenges (and staff self-care, see Self-Care).

Student Support

● LLESD is implementing a team-based approach which involves students, families, teachers, school administrators, and other key personnel. Together they will follow the school processes to celebrate students who are thriving and achieving, as well as identify students who are struggling, and connect students to short- or longer-term resources, and monitor students’ progress to ensure growth.
● Staff are encouraged to enroll in an online simulation training to role play and guide them through sensitive conversations they may have with students.
● The curated list of social and emotional well-being resources will also include tools for trauma informed teaching and supporting students during the pandemic.

Self-care

● Staff are encouraged to enroll in recommended self-care workshops, webinars, and trainings, some of which they can complete independently and others of which can be completed as grade-level or department teams.
• In partnership with the [Sequoia Healthcare District Healthy Schools Initiative](#), LLESD is co-developing facilitated opportunities for local staff to connect, process emotions, share successes, or troubleshoot challenges.
• The [San Mateo County Office of Education](#) will continue to provide programs which staff can reference or participate.
• The LLESD wellness team will launch Community Circles in an effort to bring staff across all departments together in areas of common interest, as well as provide ongoing efforts to foster a culture of wellness and self-care (e.g., distribution of weekly self-care strategies, spotlighting staff success stories).
• Staff input will continue to be solicited by school administrators and the wellness team in order to identify and respond to sources of staff stress (e.g., dedicate time for technology training, provide remote learning resources)
• Benefits-eligible employees have access to mental health and other services through Human Resources and the Employee Assistance Program (EAP).
• Have access to Care Solace, a service that connects staff to local social-emotional and mental health services
SECTION 6: MOST VULNERABLE LEARNERS

School closures and other impacts of the COVID-19 pandemic have highlighted the challenges that our most vulnerable students and families face. Local school districts are expected to design a reopening plan with the needs of our most vulnerable learners as a priority. At LLESD, we are committed to ensuring that our design solutions don’t further exacerbate structural inequities.

In doing this work, LLESD identifies “most vulnerable learners” per the expectation of the SMC PRF, as students from families considered low-income or homeless/foster youth, students learning English as a second language, students with IEPs (Special Education) whose services cannot be effectively met in a distance learning model (includes, but not limited to our moderate to severe and medically fragile), and students who are not within one grade level of their current grade in reading, writing &/or math.

Unique Academic Needs

Teachers will address students' instructional needs through the lessons, assignments, and small group and one-on-one sessions. Academic specialists will design lessons to ensure that students are accessing and learning the content.

Students will be able to communicate with teachers to receive additional assistance around instructional areas in a small group setting.

Students will receive reading and mathematics support provided by specialists.

Multilingual Learners

Teachers will provide both integrated and designated ELD to our multilingual learners. ELD specialists will be available to adapt lessons to ensure that students are accessing the content.

ELD standards-based instruction in both small group and one-on-one targeted instruction that address the four language domains of Listening, Speaking, Reading, and Writing.

Students will receive regular feedback about their learning.

Ensure lessons are accessible.

Homeless and Foster Youth

School Counselors will reach out to homeless families to ensure the following:

- Students have what is needed to access the continuity of learning activities.
- Parents are knowledgeable about food distribution sites.
- Family needs are assessed and families are connected to community resources.
- School Counselors and School Psychologists will provide mental health services to identified students.

Special Education/504

For more specific information about programming for students with IEP or 504 plans, please read the next section. Generally speaking, case managers will reach out to families to ensure
reasonable services (i.e., consultation with teachers and/or families) will be provided by related service providers and lessons will be adapted to ensure accessibility.

**Meal Services**

Lunch services provided by Choice Lunch will resume on campus. Families may register [here](#).

All volunteers who help distribute lunch are required to provide verification of vaccination status to the LLES District Human Resources Specialist (sdillon@llesd.org).
SECTION 7: SPECIAL EDUCATION & 504 ACCOMMODATION

The Las Lomitas Elementary School District is committed to partnering with parents, educators, and administrators to continue to meet the needs of students with disabilities.

LLESD will continue to provide a Free and Appropriate Public Education (FAPE) consistent with the need to protect the health and safety of students with disabilities and those individuals providing education, specialized instruction, and related services to these students. Special Education support and services will continue to be provided to students as part of in-person learning.

If there are questions regarding your child’s educational program during this time, please contact your child’s case manager. If you continue to have questions, please contact the Director of Student Services, Robin Spindler at rspindler@llesd.org.

IEP Assessments

LLESD will continue to conduct IEP assessments and triennial evaluations, which may be held in-person and virtually.

During in-person assessments, staff and students will follow all safety protocols, including proper hand hygiene and the use of face masks. Individuals will use a clear plexiglass barrier between student and staff during the testing session.

IEP Meetings

Legally required IEP meetings are meant to keep families and staff up-to-date with present levels, progress, accommodations, changing needs, goals, or services, and to ensure that the IEP remains accurate. IEP meetings may be held virtually or in-person and will continue to be held in compliance with student IEP deadlines. Draft IEPs will be sent to families as soon as possible prior to the IEP meeting in order for parents to review and have documents in front of them during the meeting. Please note that case managers may be using an electronic signature process for collecting signatures for IEP attendance and consent.

Staff Support

Every family with an IEP or 504 accommodation has been assigned a case manager whose role is to facilitate communication between the District and family to ensure that the student’s needs are met. Case managers will:

- Review and provide access to all students’ 504 accommodation document with with all teaching staff
- Collaborate creatively with parents, service providers, and educators to continue to meet the needs of students with disabilities.
- Ensure the adaptation and accommodation of lessons to ensure accessibility.

Students will receive support from our team of dedicated and highly trained paraeducators to maximize student success.
Students with 1:1 paraeducators on their current IEPs will have the same consistent paraeducator throughout the entire day.

**Transportation**

LLESĐ is required, able, and committed to providing transportation to our students with disabilities whose current IEP includes transportation services. All available vehicles, drivers and van riders will be utilized to transport students who require transportation. Physical distancing requirements have been lifted on school transportation but will be enforced when possible. All students are required to properly wear a face mask when riding school-sponsored transportation. If a child’s IEP includes transportation services but parents would like to opt to transport their child themselves, parents can opt for a mileage reimbursement form to complete.

Families who receive transportation via their child’s IEP will be contacted by Student Services and can address questions to Robin Spindler at rspindler@llesd.org.

**Resources**

- California Department of Education: [Special Education Guidance for Covid 19](#)
SECTION 8: TECHNOLOGY

LLESD is committed to equitable access to technology and internet services that support learning among all students. Devices and hot spots are available upon request. Please contact Jeff Honda (jhonda@llesd.org).

Note, should a student participate in any virtual learning platform (e.g., Zoom) students are expected to adhere to the behavioral rules expected of a traditional classroom. Per California Education code, students and their families may not record or take pictures of any virtual classroom sessions.