HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

LEVEL UP for Success!

LASSALETTE

COMMUNITY SCHOOL

STUDENT & PARENT HANDBOOK

2026–2027



Lassalette Community School
TK–5 Elementary School

(626) 933-3000

lassalette.hlpschools.org

THIS HANDBOOK BELONGS TO:

Student Name: _____

Grade: _____

Teacher: _____

School Year: 2026–2027

TROJAN EXPECTATIONS

Be Respecful
Treat others kindly

Be Responsible
Do your best every day

Be SAFE
Make good choices



MISSION MAP

LEVEL UP THROUGH THE SCHOOL YEAR

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Welcome

TO THE 2026–2027 SCHOOL YEAR!



A MESSAGE FROM OUR PRINCIPAL

Dear Lassalette Community,

Welcome to a brand new school year! I am so excited to partner with our students, families, and community to make the 2026–2027 school year a successful and memorable one.

At Lassalette Community School, our theme is *"Level Up for Success!"* Each day is a new opportunity for our students to learn, grow, and reach their next level. Whether it's mastering a new skill, showing kindness to a friend, or making a safe choice, every small step helps us level up together.

We are proud to be a Community School, which means we are more than just a school—we are a hub of support for our entire community. Through academic excellence, family engagement, and access to vital resources, we are here to support the whole child and the whole family.

This handbook provides important information to help ensure a safe, positive, and successful experience for all students. I encourage you to read it together as a family and keep it as a reference throughout the year.

Thank you for trusting us with your child's education. Together, we can help every Trojan LEVEL UP!

With Trojan Pride,

Lisa Mannino

Lisa Mannino
Principal

OUR MISSION

Lassalette Community School is committed to providing a safe, inclusive, and supportive learning environment where all students can achieve academic excellence, build strong character, and become confident leaders in our community and beyond.

AS A COMMUNITY SCHOOL, WE PROVIDE:

- Academic Excellence
- Whole Child Support
- Family Engagement
- Community Partnerships
- Resources for Our Families

OUR THEME

LEVEL UP *for Success!*

AT LASSALETTE, WE BELIEVE:

- **EVERY STUDENT MATTERS.** We celebrate strengths and support growth.
- **EVERY DAY COUNTS.** Attendance and effort lead to achievement.
- **EVERY CHOICE COUNTS.** Respect, responsibility, and safety guide us in all we do.



LEVEL UP
THROUGH THE SCHOOL YEAR
★ 2026–2027 ★
Lassalette School Calendar

IMPORTANT DATES

AUGUST 2026
- ★ **August 5** — First Day of School
- **Aug. 5–7** — Early Release

SEPTEMBER 2026
- ★ **September 7** — Labor Day (No School)
- ★ **September 8** — September Day (TK–8)
- **September 4** — Early Release
- **Sept. 21–25** — Parent Conference Week, Early Dismissal

NOVEMBER 2026
- ★ **November 11** — Veterans Day (No School)
- ★ **Nov. 23–27** — Fall Break
- **November 20** — Early Release

DECEMBER 2026
- **Dec. 18** — Early Release
- ★ **Dec. 21–Jan. 5** — Winter Break

JANUARY 2027
- ★ **January 6** — Students Return
- ★ **January 18** — Martin Luther King Jr. Day (No School)
- **January 15** — Early Release

FEBRUARY 2027
- ★ **February 8** — Lincoln's Birthday (No School)
- ★ **February 15** — Presidents Day (No School)
- **February 5** — Early Release
- **February 12** — Early Release

MARCH 2027
- ★ Parent Conference Week
- **Early Dismissal** *(Dates to be announced)*

APRIL 2027
- ★ **April 5–9** — Spring Break
- **April 2** — Early Release

MAY 2027
- ★ **May 20** — Last Day of School
- **May 17–20** — Early Release

SCHOOL YEAR AT A GLANCE

EVENT	DATE
First Day of School	August 5, 2026
Fall Break	November 23–27, 2026
Winter Break	Dec. 21, 2026 – Jan. 5, 2027
School Resumes	January 6, 2027
Spring Break	April 5–9, 2027
Last Day of School	May 20, 2027

EARLY RELEASE DAYS

K–3 STUDENTS
12:55 PM

GRADES 4–5
1:10 PM

EARLY RELEASE DATES
- Aug. 5–7
- Sept. 4
- Nov. 20
- Dec. 18
- Jan. 15
- Feb. 5
- Feb. 12
- Apr. 2
- May 17–20

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE

ABOUT LASSALETTE COMMUNITY SCHOOL



WHO WE ARE

Lassalette Community School is a TK–5 elementary school in Hacienda La Puente Unified School District dedicated to helping every student learn, grow, and succeed. Our school provides a safe, supportive, and engaging environment where students are encouraged to reach their full potential academically, socially, and emotionally.

As a Community School, we partner with families and community organizations to support the success of every child both inside and outside the classroom.

SCHOOL PROFILE

School Name:
Lassalette Community School

Grades Served:
Transitional Kindergarten – Grade 5

Mascot:
Trojan

School Colors:
Blue & Yellow

Main Office:
(626) 933-3000

Website:
lassalette.hlpschools.org

OUR THEME: LEVEL UP FOR SUCCESS!

EVERY DAY IS AN OPPORTUNITY TO:

- Learn something new
- Improve a skill
- Help others
- Make responsible choices
- Reach the next level of success

TROJAN EXPECTATIONS

RESPECT

Treat others with kindness and consideration.

RESPONSIBILITY

Take ownership of your learning and actions.

SAFETY

Make choices that keep yourself and others safe.

COMMUNITY SCHOOL SUPPORTS

- Food Pantry
- Dental Screenings
- Mental Health Supports
- Academic Tutoring
- Parent Workshops
- Community Resources

LEVEL UP JOURNEY

- LEVEL 1 — Ready to Learn
- LEVEL 2 — Show Respect
- LEVEL 3 — Be Responsible
- LEVEL 4 — Make Safe Choices
- LEVEL 5 — Trojan Leader

LASSALETTE L LEVEL UP!

MEET YOUR OFFICE TEAM



YOUR SUPPORT TEAM IS HERE TO HELP YOU LEVEL UP!

At Lassalette Community School, our office team is here to support students and families every step of the way. Whether you need help with attendance, school information, family resources, or have a question about school programs, we're ready to help!



LISA MANNINO

PRINCIPAL

Leading our school community and helping every Trojan reach their highest level of success.



JESSICA BERNAL

OFFICE MANAGER

Helping families with school information, enrollment, and daily office operations.



ALEJANDRA RIVAS

ATTENDANCE CLERK

Supporting student attendance and helping families keep students on track for success.



CINDY ROSA

COMMUNITY SCHOOL SITE SPECIALIST

Connecting students and families with resources, workshops, community supports, and engagement opportunities.

NASHELI SOLIS

DIRECTOR, AFTER SCHOOL PROGRAM

Leading our after school program and providing enriching, safe opportunities for students.

JULIE BUZ'ZARD

READING SPECIALIST

Supporting student reading success through targeted instruction and resources.

ANA VILLALOBOS

SCHOOL COUNSELOR

Supporting students' social-emotional well-being and academic success.

NEED HELP?

MAIN OFFICE (626) 933-3000

OFFICE HOURS 7:30 AM – 4:00 PM

WEBSITE lassalette.htpschools.org

FOLLOW US! @lassalette_community_school

★ BE RESPECTFUL • BE RESPONSIBLE • BE SAFE ★



DAILY SCHEDULES

LASSALETTE L LEVEL UP!

LEVEL UP EVERY DAY AT LASSALETTE!

GRADES TK–2

ACTIVITY	TIME
Block I	8:00 AM – 10:00 AM
Recess	10:00 AM – 10:15 AM
Block II	10:15 AM – Lunch
Kindergarten Lunch	11:10 AM – 11:45 AM
Grade 1 Lunch	11:20 AM – 11:55 AM
Grade 2 Lunch	11:30 AM – 12:05 PM
Block III	End of Lunch – 1:40 PM

GRADE 3

ACTIVITY	TIME
Block I	8:00 AM – 10:15 AM
Recess	10:15 AM – 10:30 AM
Block II	10:30 AM – 11:40 AM
Lunch	11:40 AM – 12:15 PM
Block III	12:15 PM – 1:40 PM

GRADES 4–5

ACTIVITY	TIME
Block I	8:00 AM – 10:15 AM
Recess	10:15 AM – 10:30 AM
Block II	10:30 AM – 11:50 AM
Lunch	11:50 AM – 12:25 PM
Block III	12:25 PM – 2:00 PM

EARLY RELEASE DAYS

Early Release Days for the 2026–2027 school year:

Aug. 5–7, Sept. 4, Nov. 20, Dec. 18, Jan. 15, Feb. 5, Feb. 12, Apr. 2, May 17–20

GRADES TK–3	Early Dismissal:	12:55 PM
GRADES 4–5	Early Dismissal:	1:10 PM

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



ATTENDANCE MATTERS

EVERY DAY IS A CHANCE TO LEVEL UP!

WHY ATTENDANCE MATTERS

Every school day is important!

When students come to school every day, they:

- Learn new skills
- Build friendships
- Participate in class activities
- Reach academic goals
- Feel connected to their school community

THE ATTENDANCE CHALLENGE

MISSING JUST 2 DAYS PER MONTH CAN ADD UP!

DAYS MISSED	LEARNING LOST
2 DAYS PER MONTH	20 DAYS PER YEAR
3 DAYS PER MONTH	30 DAYS PER YEAR
4 DAYS PER MONTH	40 DAYS PER YEAR

THAT'S A LOT OF MISSED LEARNING!

LEVEL UP YOUR ATTENDANCE

- LEVEL 1 — ARRIVE ON TIME
- LEVEL 2 — ATTEND SCHOOL EVERY DAY
- LEVEL 3 — COMPLETE MAKE-UP WORK
- LEVEL 4 — REACH 98% ATTENDANCE
- LEVEL 5 — ATTENDANCE CHAMPION

WHEN SHOULD MY CHILD STAY HOME?

Keep your child home if they have:

- Fever
- Vomiting
- Contagious illness
- Diarrhea
- Doctor's note

WHEN SHOULD MY CHILD COME TO SCHOOL?

Students can usually attend if they have:

- Mild cold symptoms
- Seasonal allergies
- Minor cough without fever
- Minor headaches

When in doubt, contact the school office.

EXCUSED ABSENCES

- Illness
- Medical Appointments
- Funeral Services
- Religious Observances
- Doctor's Order

ATTENDANCE GOAL

LASSALETTE'S GOAL

98% ATTENDANCE

OUR MISSION

EVERY STUDENT EVERY DAY READY TO LEARN

FAMILY ATTENDANCE TIPS

- Set a regular bedtime
- Prepare clothes and backpacks the night before
- Leave home early
- Schedule appointments after school when possible
- Talk positively about school

YOU'VE GOT THIS!

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



ATTENDANCE POLICIES & PROCEDURES

LASSALETTE L LEVEL UP!

★ EVERY DAY COUNTS! ★

Regular attendance is one of the most important factors in student success.

At Lassalette, our goal is for every student to attend school every day and arrive on time.

SCHOOL ATTENDANCE GOAL

★ **98%** ★

ATTENDANCE

REPORTING AN ABSENCE

If your child will be absent:

1. Call the school office as soon as possible.
2. Send a note explaining the absence.
3. Report the absence as soon as possible.

Parents have three (3) school days to clear an absence before it becomes unexcused.

EXCUSED ABSENCES

Examples include:

- Illness
- Medical appointments
- Dental appointments
- Court appearances
- Funeral services
- Quarantine or health-related reasons

These are examples listed in the California Education Code.

UNEXCUSED ABSENCES

Absences that do not meet state guidelines may be considered unexcused.

Repeated unexcused absences may result in attendance interventions and support meetings.

TARDIES

Students arriving after the start of school must:

- Check in through the office.
- Obtain a tardy pass.



Students arriving from a medical appointment should bring documentation

ATTENDANCE CHAMPIONS

Students who:

- Attend regularly
- Arrive on time
- Make up missed work
- Communicate with the school

are setting themselves up for success!



IMPORTANT REMINDERS

- Make appointments outside of school hours when possible.
- Plan family trips during scheduled school breaks.
- Consistent attendance leads to stronger learning and success!
- We are here to support you! Contact the office if you need help.



LEVEL UP ATTENDANCE MISSION ★

BEFORE EACH SCHOOL DAY:

- Get a good night's sleep.
- Arrive on time.
- Bring needed materials.
- Come ready to learn!

★ Every Day Is a Chance to **LEVEL UP!** ★



LASSALETTE
LEVEL UP!

HEALTH & SAFETY

STAYING HEALTHY, SAFE, AND READY TO LEARN!



At Lassalette Community School, student health and safety are our top priorities. We work together to create a safe, caring, and healthy learning environment for every student.

WHEN SHOULD MY CHILD STAY HOME?

Please keep your child home if they have:

- Fever of 100.4°F or higher
- Vomiting
- Other illnesses as directed by a healthcare provider

Students should be fever-free for 24 hours without medication before returning to school.

MEDICATION AT SCHOOL

To keep students safe:

- All medication must be checked in through the school office.
- Required forms must be completed before medication can be administered.
- Medication should be in the original container with proper labeling.
  This includes cough drops and other over the counter medications.
- Students should not carry medication unless authorized by the school.

EMERGENCY PREPAREDNESS

Lassalette regularly practices:

- Fire Drills
- Lockdown Drills

These drills help students learn how to respond safely during emergencies.

IMPORTANT FAMILY REMINDERS

Please notify the school if:

- Your phone number changes
- Your address changes
- Emergency contacts change
- Medical information changes

Keeping information updated helps us reach families quickly during emergencies.

RESPECT

HELP KEEP EVERYONE HEALTHY BY:

- Covering coughs and sneezes
- Washing hands regularly
- Respecting personal space
- Showing kindness when others are sick or injured



RESPONSIBILITY

HELP KEEP OUR SCHOOL SAFE BY:

- Reporting concerns to adults
- Keeping personal items organized
- Bringing a water bottle
- Making healthy choices



SAFETY

HELP KEEP YOURSELF SAFE BY:

- Walking at school
- Keeping hands and feet to yourself
- Using equipment properly
- Following adult directions



HEALTH & SAFETY MISSION ★

Before each school day ask:

- ☑ Am I healthy and ready to learn?
- ☑ Do adults have my emergency information?
- ☑ Am I making safe choices?



If **YES**, you're ready to **LEVEL UP!**



PBIS EXPECTATIONS

LEVEL UP WITH

★ RESPECT, RESPONSIBILITY, AND SAFETY ★



RESPECT

SHOW RESPECT BY:

- Using kind words
- Listening when others are speaking
- Taking care of school property
- Treating others the way you want to be treated

AT SCHOOL:

- Use good manners
- Include others
- Follow directions
- Be a positive teammate

RESPONSIBILITY

SHOW RESPONSIBILITY BY:

- Coming prepared to learn
- Completing assignments
- Arriving on time
- Taking care of your belongings

AT SCHOOL:

- Bring materials each day
- Do your best work
- Ask for help when needed
- Make good choices

SAFETY

SHOW SAFETY BY:

- Walking in designated areas
- Keeping hands and feet to yourself
- Using playground equipment properly
- Reporting unsafe situations to adults

AT SCHOOL:

- Follow school rules
- Use equipment correctly
- Make safe choices
- Help keep everyone safe

★ LEVEL UP EVERY DAY! ★

When students practice:



They help create a school where everyone can learn, grow, and succeed.

★ PBIS MISSION ★

AT LASSALETTE WE CHOOSE TO:

- RESPECT OTHERS
- TAKE RESPONSIBILITY
- STAY SAFE

EVERY STUDENT ★ EVERY DAY ★ EVERY OPPORTUNITY

RESPECT ★ RESPONSIBILITY ★ SAFETY

PLAYGROUND RULES

LEVEL UP YOUR RECESS!

RECESS IS A TIME TO:

- Have Fun
- Make Friends
- Be Active
- Practice Respect, Responsibility, and Safety

RESPECT

SHOW RESPECT BY:

- Including others in games
- Using kind words
- Listening to playground supervisors
- Being a good sport

RESPONSIBILITY

SHOW RESPONSIBILITY BY:

- Returning playground equipment
- Throwing away trash
- Freezing quickly when the whistle blows
- Taking care of your belongings

SAFETY

SHOW SAFETY BY:

- Walking on blacktop areas
- Keeping hands and feet to yourself
- Using playground equipment properly
- Staying in supervised areas
- Reporting unsafe behavior to an adult

PLAYGROUND NO-NO'S

- No Tag
- Rough Play
- Throwing Rocks
- Climbing Fences
- Leaving Designated Areas
- Unsafe Use of Equipment



RECESS CHAMPIONS

Students who show:

- RESPECT
- RESPONSIBILITY
- SAFETY

help make recess fun for **everyone**!

RECESS MISSION

BEFORE YOU LEAVE RECESS ASK YOURSELF:

- Was I **Respectful**?
- Was I **Responsible**?
- Was I **Safe**?

If the answer is **YES**, you **leveled up** today!

RESPECT ★ RESPONSIBILITY ★ SAFETY



CAFETERIA EXPECTATIONS

★ LEVEL UP YOUR LUNCH TIME! ★

LUNCH TIME IS A TIME TO:

- ★ Refuel Your Body
- ★ Practice Good Manners
- ★ Spend Time With Friends
- ★ Show Respect, Responsibility, and Safety

RESPECT

SHOW RESPECT BY:

- Using good manners
- Being kind to others
- Listening to cafeteria staff
- Using an indoor voice

AT LUNCH:

- ✓ Say “Please” and “Thank You”
- ✓ Wait your turn
- ✓ Include others
- ✓ Speak respectfully

RESPONSIBILITY

SHOW RESPONSIBILITY BY:

- Cleaning up your area
- Throwing away trash
- Following cafeteria procedures

AT LUNCH:

- ✓ Sit where assigned
- ✓ Eat your own food
- ✓ Follow adult directions

SAFETY

SHOW SAFETY BY:

- Walking at all times
- Keeping hands and feet to yourself
- Eating food safely
- Staying seated while eating

AT LUNCH:

- ✓ Walk in line
- ✓ Stay in designated areas
- ✓ Report unsafe situations

CAFETERIA NO-NO’S

- ✗ No Running
- ✗ Throwing Food
- ✗ Sharing Food
- ✗ Standing on Benches
- ✗ Yelling
- ✗ Leaving Trash Behind



LUNCH CHAMPIONS

Students who:

- RESPECT OTHERS
- TAKE RESPONSIBILITY
- MAKE SAFE CHOICES

★ help make lunchtime enjoyable for **everyone!** ★

LUNCH TIME MISSION

BEFORE YOU LEAVE THE CAFETERIA ASK YOURSELF:

- ☑ Did I use good manners?
- ☑ Did I clean up after myself?
- ☑ Did I help keep the cafeteria safe?

If **YES**, you **leveled up** today!

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



TECHNOLOGY EXPECTATIONS

LEVEL UP YOUR DIGITAL CITIZENSHIP!



TECHNOLOGY HELPS US:

- Learn New Skills
- Create Amazing Work
- Explore New Ideas
- Prepare For The Future
- Collaborate With Others



RESPECT

SHOW RESPECT ONLINE BY:

- Using kind and appropriate language
- Treating others respectfully
- Respecting privacy
- Asking permission before sharing information

AT SCHOOL:

- Be kind in digital spaces
- Follow teacher directions
- Use technology appropriately
- Report concerns to an adult

RESPONSIBILITY

SHOW RESPONSIBILITY BY:

- Charging your laptop nightly
- Bringing your device to school
- Keeping passwords private
- Using technology for learning

AT SCHOOL:

- Log in using your own account
- Complete assignments responsibly
- Take care of school devices
- Keep food and drinks away from technology

SAFETY

SHOW SAFETY BY:

- Keeping personal information private
- Avoiding inappropriate websites
- Reporting suspicious messages
- Using trusted online resources

AT SCHOOL:

- Stay on approved websites
- Protect your passwords
- Follow internet safety rules
- Tell an adult if something makes you uncomfortable

TECHNOLOGY NO-NO'S

- Cyberbullying
- Sharing Passwords
- Visiting Unauthorized Websites
- Damaging Devices
- Taking Photos Without Permission
- Using Another Student's Account



DIGITAL CHAMPIONS

Students who:

- RESPECT OTHERS ONLINE
- USE TECHNOLOGY RESPONSIBLY
- PRACTICE DIGITAL SAFETY

help create a positive digital learning environment!

LAPTOP MISSION

BEFORE YOU LOG OFF ASK YOURSELF:

- Did I use technology for learning?
- Did I respect others online?
- Did I keep my information safe?

If YES, you leveled up today!



BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



DRESS GUIDELINES

DRESS FOR SUCCESS AND LEVEL UP EVERY DAY!



At Lassalette Community School, students should wear clothing that:

- Supports learning
- Is comfortable and appropriate for school
- Allows safe participation in school activities
- Helps maintain a positive learning environment

RESPECT

SHOW RESPECT BY:

- Wearing clothing appropriate for school
- Choosing clothing with school-appropriate messages and images
- Dressing in a way that supports a positive learning environment

RESPONSIBILITY

SHOW RESPONSIBILITY BY:

- Coming to school dressed and ready to learn
- Dressing appropriately for the weather
- Wearing shoes that allow safe participation in school activities
- Bringing a jacket or sweater when needed

SAFETY

SHOW SAFETY BY:

- Wearing shoes with secure soles
- Dressing appropriately for PE, recess, and playground activities
- Avoiding clothing or accessories that may create safety concerns

GREAT CHOICES FOR SCHOOL

- Comfortable shirts
- Pants, shorts, skirts, or dresses of appropriate length
- Tennis shoes or other safe footwear
- Weather-appropriate clothing
- School spirit wear



CLOTHING NOT PERMITTED

- Clothing with inappropriate language, images, or messages
- No pajamas or sleepwear
- No large hoop earrings (for safety reasons)
- Unsafe footwear such as Crocs® or slides
- Accessories that disrupt learning or create safety concerns



DRESS FOR SUCCESS CHAMPIONS

Students who dress appropriately for school are prepared to:

LEARN | PARTICIPATE | FEEL COMFORTABLE | FOCUS ON SUCCESS

DAILY DRESS CHECK

Before leaving home, ask yourself:

- Am I dressed and ready to learn?
- Are my shoes safe for school activities?
- Does my clothing support a positive learning environment?

If **YES**, you're ready to **LEVEL UP!**

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



MOBILE DEVICE EXPECTATIONS

★ CALIFORNIA'S PHONE-FREE SCHOOL ACT (AB 3216) ★

LASSALETTE L LEVEL UP!

LEVEL UP LEARNING *by Limiting Distractions*

Beginning with the 2026–2027 school year, Hacienda La Puente Unified School District will implement Board Policy 5131.8 in accordance with California's Phone-Free School Act (AB 3216). Our goal is to create learning environments where every student can stay focused, engaged, and successful.

REMEMBER:
If you need to contact your child during the school day, please call the school office. We will make sure your message gets to your child as quickly as possible.

WHY THIS MATTERS

This policy supports:

- FOCUSED LEARNING
- FEWER CLASSROOM DISTRACTIONS
- STUDENT PRIVACY
- POSITIVE SCHOOL CLIMATE
- HEALTHY TECHNOLOGY HABITS

PRESCHOOL – GRADE 8

Students must keep all mobile communication devices:

TURNED OFF | OUT OF SIGHT | STORED AWAY

for the **ENTIRE SCHOOL DAY**, including:

Classroom Instruction | Passing Periods | Recess | Lunch | School-Sponsored Activities

unless permission is given by a teacher or administrator for instructional or student support purposes.

HIGH SCHOOL (GRADES 9–12)

Students must keep all mobile communication devices:

TURNED OFF | OUT OF SIGHT | STORED AWAY

DURING INSTRUCTIONAL TIME.

Limited use may be allowed during:

Passing Periods | Lunch | Breaks

according to each school's procedures.

★ EXCEPTIONS

Students may use or possess a mobile device when required by law, including:

- Emergencies or perceived threats to safety
- Documented medical or health needs
- IEP or Section 504 accommodations
- Permission from a teacher or administrator

IF THE POLICY ISN'T FOLLOWED

1 FIRST OFFENSE

WARNING

- Student is reminded of the policy.
- Parent/Guardian is contacted.

2 SECOND OFFENSE

PHONE CONFISCATED

- Device is taken to the school office.
- Parent/Guardian must pick up the phone.

3 THIRD OFFENSE

DAILY CHECK-IN

- Student checks the phone into the school office each morning.
- Phone is returned at the end of the school day.

HOW FAMILIES CAN HELP

- Avoid calls or texts to students during the school day unless it is an emergency.
- Contact the school office if you need to reach your child.
- Talk with your child about responsible technology use, privacy, respectful online behavior, and healthy screen-time habits.

Thank You!

Thank you for partnering with Hacienda La Puente Unified School District as we create safe, focused, and welcoming learning environments where every student can thrive.

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



COMMUNITY SCHOOL SUPPORTS

HELPING EVERY STUDENT AND FAMILY LEVEL UP!



At Lassalette Community School, we believe that student success goes beyond the classroom. Through partnerships, programs, and community resources, we help support the whole child and the whole family.

FAMILY SUPPORT POWER-UPS

FOOD & PANTRY SUPPORT

Access to:

- Food pantry resources
- Fresh food distributions
- Emergency food assistance
- Hygiene items
- Clothing
- Shoes

WELLNESS & MENTAL HEALTH

Support for:

- Student wellness
- Mental health services
- Family referrals
- Community resources

HEALTH SERVICES

Available services may include:

- Dental screenings
- Vision resources
- Health education
- Community health referrals

ACADEMIC SUPPORT

Helping students succeed through:

- Tutoring opportunities
- Reading support
- Academic intervention programs
- Learning resources

FAMILY WORKSHOPS

Learn and grow together through workshops on:

- Parenting skills
- Attendance
- Financial literacy
- Health and wellness
- Community resources

COMMUNITY PARTNERSHIPS

Working together with organizations that support our students and families.

Examples:

- Boys & Girls Club
- Foothill Family Services
- Adult School Programs
- Local Community Partners

HOW CAN WE HELP?

Need Support?

Visit the **MAIN OFFICE**

(626) 933-3000

Ask for **CINDY ROSA**
Community School Site Specialist
(626) 671-5332 Text



WE ARE HERE FOR YOU!

YOUR COMMUNITY SCHOOL ADVANTAGE

We help families access:

- Housing Resources
- Food Assistance
- Technology Support
- Mental Health Services
- Educational Opportunities
- Family Engagement Activities

LEVEL UP TOGETHER!

When schools, families, and community partners work together, students are more likely to:

- ATTEND SCHOOL REGULARLY
- FEEL CONNECTED
- ACHIEVE ACADEMIC SUCCESS
- BUILD POSITIVE RELATIONSHIPS
- REACH THEIR FULL POTENTIAL



BE RESPECTFUL ★ **BE RESPONSIBLE** ★ **BE SAFE**

PARENT ENGAGEMENT

LEVEL UP TOGETHER!





LASSALETTE L LEVEL UP!

At Lassalette Community School, we believe families are our most important partners.

When schools and families work together, students are more likely to:

- Attend school regularly
- Earn higher grades
- Build confidence
- Develop positive behavior
- Reach their full potential

WAYS FAMILIES CAN GET INVOLVED

SCHOOL EVENTS

Join us for:

- Back to School Night
- Open House
- Family Nights
- Student Performances
- School Celebrations



PARENT WORKSHOPS

Learn and grow through workshops on:

- Parenting Strategies
- Attendance
- Mental Health
- Financial Literacy
- Academic Success
- Community Resources



VOLUNTEER OPPORTUNITIES

Support our school by:

- Assisting at events
- Helping with activities
- Participating in committees
- Supporting classrooms



COMMUNITY SCHOOL ADVISORY COUNCIL

Share your voice and help shape the future of Lassalette Community School.

Parents help:

- Provide feedback
- Review school goals
- Identify community needs
- Support student success



FAMILY ENGAGEMENT POWER-UPS

- LEVEL 1 — Attend a School Event
- LEVEL 2 — Attend a Parent Workshop
- LEVEL 3 — Volunteer at School
- LEVEL 4 — Join a School Committee
- LEVEL 5 — Become a Community School Leader ★

STAY CONNECTED

Follow school updates through:

- ParentSquare
- School Website
- School Social Media
- School Communications
- Main Office: (626) 933-3000

Scan to visit our website!

EVERY FAMILY MATTERS

No matter your schedule, language, or experience, there is a place for you at Lassalette.

We value every family and welcome your participation in our school community.

FAMILY SUCCESS MISSION

- ☑ Attend at least one school event
- ☑ Attend at least one parent workshop
- ☑ Communicate with your child's teacher

TOGETHER, WE LEVEL UP!

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



STUDENT CONDUCT & DISCIPLINE

LASSALETTE L LEVEL UP!

★ LEVEL UP WITH RESPECT, RESPONSIBILITY, AND SAFETY ★

At Lassalette Community School, students are expected to behave respectfully, responsibly, and safely at all times.

We use Positive Behavioral Interventions and Supports (PBIS) to teach and reinforce expectations.

Teachers teach expectations and use progressive discipline. Parents will be informed of classroom rules and consequences at the beginning of the school year.

If a student's behavior interferes with learning or compromises the safety of others, school staff will work with the student and family to address the behavior.

SAFETY FIRST

The safety of students is our highest priority. Students should immediately report any unsafe situation to a teacher, playground supervisor, office staff member, or administrator.

Examples include:

- Bullying or harassment
- Threats or intimidation
- Student conflicts or potential fights
- Weapons or dangerous objects
- Vandalism or property damage
- Any situation that may affect student safety



★ CAMPUS EXPECTATIONS ★

NO GRAFFITI OR VANDALISM



Respect school property and the property of others. Graffiti and damaging any materials is prohibited.

NO FIGHTING



Fighting, play-fighting, horseplay, encouraging a fight, or threatening to watch a fight is prohibited.

Students involved in activities that endanger others may receive disciplinary consequences.

NO E-BIKES OR E-SCOOTERS



E-bikes and e-scooters are not permitted on campus.

Students should walk bicycles, scooters, and other wheeled devices when entering or leaving campus.

Unsafe riding may result in disciplinary action.

NO CAFFEINATED BEVERAGES



Students may bring healthy snacks such as:

- Fruit
- Crackers
- Vegetables
- Yogurt
- Water

The following items are not permitted:

- Gum
- Candy
- Soda
- Caffeinated Beverages

NO DISRUPTION TO LEARNING



Items that distract from learning are not permitted, including toys, stuffed animals, balloons, balls, flowers, and personal electronics used for non-academic purposes.

POSSIBLE CONSEQUENCES

Students who do not follow school expectations may receive:

- Teacher Conference
- Parent Contact
- Parent Conference
- Counseling or Restorative Conversation
- Loss of Privileges
- Detention
- Behavior Contract
- Suspension
- Other disciplinary action as appropriate

REMEMBER

Our goal is to help every student make positive choices, learn from their actions, and **LEVEL UP** every day!

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE



STUDENT CONDUCT & DISCIPLINE

LASSALETTE L LEVEL UP!

★ LEVEL UP WITH RESPECT, RESPONSIBILITY, AND SAFETY ★

★ PAGE 2 ★

★ DAILY EXPECTATIONS ★



CLASSROOM EXPECTATIONS

- Enter class quietly and be prepared to learn
- Follow teacher directions
- Use respectful language
- Show cooperation at all times
- Treat classmates and adults with kindness



HALL PASSES

- Students may not leave class without teacher permission.
- Use your hall pass unless there is an emergency.



WALK, DON'T RUN!

- Students should walk safely throughout campus and stay to the right when moving between locations.



STAY IN SUPERVISED AREAS

- Students must remain in areas supervised by school staff at all times and may not enter rooms or participate in activities without adult supervision.

PROGRESSIVE REFERRAL PROCESS

We use a progressive approach to address behavior and support student success.

1. **TEACH & RE-TEACH**
   Teacher redirects student, re-teaches the expectation, and provides a reminder of appropriate behavior.
2. **TEACHER CONFERENCE**
   If the behavior continues, the teacher conferences with the student and documents the behavior.
3. **PARENT CONTACT**
   Teacher contacts parent/guardian to discuss the behavior and plan for improvement.
4. **ADMINISTRATOR REFERRAL**
   If the behavior continues, a referral is sent to the office for administrator support and intervention.
5. **ADMINISTRATIVE ACTION**
   Appropriate consequences and supports are implemented based on the severity and frequency of the behavior.

★ Our goal is to teach, support, and help every student make positive choices and **LEVEL UP!**

STEPS TO TAKE IF YOU HAVE A CONCERN

We value our partnership with parents and are committed to working together.

1. **TALK TO THE TEACHER**
   Your child's teacher is your first point of contact. Most concerns can be resolved through open communication.
2. **CONTACT THE OFFICE**
   If the concern is not resolved, please contact the office to speak with the appropriate staff member (e.g., counselor, assistant principal, or principal).
3. **MEET & COLLABORATE**
   We will work together to understand the situation and develop a plan to support your child.
4. **FOLLOW UP**
   We will follow up to ensure the concern has been addressed and that your child is successful.

★ Together, we can support every student and help them **LEVEL UP!**

LAPTOP EXPECTATIONS



- Use your school-issued laptop for learning.
- Follow teacher directions and school rules.
- Keep your device safe and in good condition.
- Do not share passwords or personal information.
- Keep your screen appropriate and respectful.
- Charge your laptop every night.
- Report any problems or damage immediately.

★ Responsible use helps us all **LEVEL UP!**

BE RESPECTFUL ★ **BE RESPONSIBLE** ★ **BE SAFE**

VISITORS & CAMPUS SAFETY

★ KEEPING OUR SCHOOL SAFE ★

At Lassalette Community School, the safety of our students and staff is our highest priority. To maintain a safe learning environment, all visitors must follow campus safety procedures.

CHECKING IN

All visitors must:

- Enter through the Main Office
- Present valid ID (Driver's License or Passport)
- Present identification when requested
- Sign in at the office
- Wear a visitor badge while on campus
- Return the badge when leaving



★ ALL VISITORS MUST CHECK IN ★



Your cooperation helps us create a safe and welcoming environment for all students.

CLOSED CAMPUS

Lassalette Community School is a Closed Campus.

This means:

- Students must remain on campus once they arrive.
- Students may only leave campus through the office and with parent authorization.
- Visitors must have office approval before entering campus.

FOR STUDENT SAFETY

Visitors may not:

- Enter classrooms without permission
- Visit during instructional time without approval
- Bring unauthorized individuals onto campus
- Disrupt learning environments

EMERGENCY SAFETY PROCEDURES

Students participate in regular:

- Fire Drills
- Lockdown Drills
- Earthquake Drills

These drills help students know what to do during emergencies.

SAFETY MISSION

Every visitor helps keep Lassalette safe by:

- **RESPECT** campus procedures
- **FOLLOW** office directions
- **SUPPORT** student safety

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE

CIVILITY MATTERS

Working Together for Student Success



At Lassalette Community School, we believe students are most successful when families, students, staff, and community members work together respectfully.

We are committed to creating a school environment where everyone is treated with dignity, kindness, and respect.

RESPECT

We Show Respect By:

- Using courteous language
- Listening to understand
- Treating others with dignity
- Working together to solve problems
- Respecting differences and viewpoints

RESPONSIBILITY

We Show Responsibility By:

- Following school procedures
- Addressing concerns appropriately
- Communicating professionally
- Modeling positive behavior for students
- Supporting a safe learning environment

SAFETY

We Help Keep Our School Safe By:

- Following visitor procedures
- Respecting school staff directions
- Reporting concerns appropriately
- Helping maintain a positive campus environment

UNACCEPTABLE CONDUCT

The following behaviors are not consistent with our school values and may result in removal from campus:

- Threats or intimidation
- Harassment or discrimination
- Verbal abuse
- Profanity directed toward others
- Physical aggression
- Disruptive behavior
- Social media attacks directed at students or staff
- Interference with school operations

DISTRICT CIVILITY POLICY

To maintain a safe and productive learning environment, individuals who engage in threatening, disruptive, abusive, or unsafe behavior may be directed to leave school property.

Important Information:

When an individual is directed to leave school property, an administrator or designee may inform the person that reentering district property before authorization may constitute a violation of:

- California Education Code §44811
- California Penal Code §415.5
- California Penal Code §626.7

LEVEL UP CHALLENGE

Before speaking, posting, emailing, or responding:

- Is it respectful?
- Is it helpful?
- Is it focused on solving the problem?
- Does it support student success?

★ *If YES, you're helping Lassalette* **LEVEL UP!** ★

REENTRY RESTRICTIONS

An individual directed to leave district property may not return:

For up to **30 DAYS**

OR

For up to **7 DAYS**

if the individual is the parent or guardian of a student attending the school

unless otherwise authorized by the district.

LAW ENFORCEMENT ASSISTANCE

If an individual:

- Refuses to leave when directed
- Returns before the authorized period
- Engages in threatening, violent, or disruptive conduct



the school may contact law enforcement for assistance.

INCIDENT REPORTING

The district documents incidents involving:

- Threats
- Harassment
- Aggressive behavior
- Theft or damage to property
- Physical violence
- Disruption of school operations

School employees are required to promptly report incidents involving threats, assaults, violence, theft, or other conduct that impacts the safety of students and staff. A written incident report may be completed and reviewed by or district administrators.



BE RESPECTFUL ★ **BE RESPONSIBLE** ★ **BE SAFE**

RESPECT
We treat others the way we want to be treated.

RESPONSIBILITY
We make good choices and do what's right.

SAFETY
We keep ourselves and others safe.



SCHOOL-PARENT-STUDENT COMPACT

LASSALETTE L LEVEL UP!

★ LEVEL UP TOGETHER FOR STUDENT SUCCESS! ★

At Lassalette Community School, we believe student success happens when students, families, and school staff work together as a team. This compact outlines our shared commitment to helping every student learn, grow, and succeed.

THE SCHOOL AGREES TO:

WE WILL:

- ★ Provide a safe and supportive learning environment
- ★ Deliver high-quality instruction
- ★ Communicate regularly with families
- ★ Respect the cultural and linguistic diversity of our families
- ★ Support student academic, social, and emotional growth
- ★ Provide opportunities for family engagement
- ★ Promote Respect, Responsibility, and Safety

THE FAMILY AGREES TO:

WE WILL:

- ★ Ensure our child attends school regularly and arrives on time
- ★ Support learning at home
- ★ Read school communications
- ★ Participate in school events and conferences when possible
- ★ Communicate with teachers and staff
- ★ Encourage positive behavior and responsible choices
- ★ Support school expectations

THE STUDENT AGREES TO:

I WILL:

- ★ Come to school ready to learn
- ★ Do my best every day
- ★ Complete assignments and classwork
- ★ Show **Respect** to others
- ★ Take **Responsibility** for my actions
- ★ Practice **Safety** at school
- ★ Ask for help when I need it
- ★ Be a positive member of the Lassalette community

★ PARENT/GUARDIAN DIGITAL ACKNOWLEDGMENT ★

By signing below, I acknowledge that I have reviewed the 2026–2027 Lassalette Student & Parent Handbook with my child(ren).

Parent/Guardian Name (print) _____

Digital Signature (type full name) _____

Date _____

I UNDERSTAND:

- ✓ The school's expectations
- ✓ The importance of attendance, behavior, and safety
- ✓ That policies may be updated during the school year

SCAN TO SIGN DIGITALLY!

Please scan the QR code with your phone camera or visit the link below to complete and submit this digital acknowledgment form.

https://forms.gle/iGbPfkV1aLADEYxg7

Open your phone's camera, scan the QR code, and complete the form.

Abra la cámara de su teléfono, escanee el código QR y complete el formulario.

BE RESPECTFUL ★ BE RESPONSIBLE ★ BE SAFE