

2018-19

Loma Elementary School
Parent/Student Handbook



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Spring Valley, CA 91978

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Principal's Letter

Welcome to the 18-19 School Year!

Dear Loma Families:

The Loma team has been working hard to bring many great opportunities to our Loma scholars. Our goal at Loma is to make sure that each and every student is able to succeed or excel. Whether this means through interventions or enrichment opportunities, the team wants to be able to meet individual needs. One of the ways we are achieving this is through our Loma Vision Statement. The teachers have worked hard to determine what a Loma Scholar should be able to do. We will work all this year making sure we provide the resources to help every student achieve that vision.

Our Loma Vision

Loma Scholars continually strive for academic excellence including reading at or above grade level, producing and editing quality written work, and accurately solving mathematical computation and word problems.

Loma Scholars have a mindset for learning. We are independent thinkers who persevere through challenges, collaborate with others, use critical thinking, and communicate with others.

Loma Scholars work to be global citizens. We are respectful and responsible with everyone and think about how our actions affect the school and other people.

We are Loma Scholars – and we will achieve!

To help ensure all students can be global citizens, we have adjusted the Loma expectations to our new Loma ROAR. Please take some time to share the ROAR with your students and ask what they can do to make sure that they are being Loma Scholars.

Respect yourself and others
Ownership of your learning
Actively participate in your education
Responsible for behavior and performance

We invite you to join PTA, SSC, ELAC, or just volunteer to help support the amazing work teachers and students are doing each and every day. Working together as a team, we know we will see great things this year at Loma!

Beth Rackliffe
Principal
La Mesa-Spring Valley Schools
Loma Campus
619-668-5862
Elizabeth.Rackliffe@lmsvschools.org

**This handbook is meant to be a resource for you and your family. Changes may occur throughout the year. School information is sent home weekly. Phone messages and e-mails are sent regularly as well. Please refer to our district and school website as well. Additional information on Programs, Services, Rights, and Responsibilities, please see the La Mesa-Spring Valley Schools Parent-Student Handbook which is sent home the first week of school. The District handbook outlines Ed Code and Board Policy including: Bullying*

2018-19 Loma Staff

<u>Certificated Staff</u>		<u>Classified Staff</u>	
Beth Rackliffe, Principal x3699		Kathie Coon, Office Manager x3697 TBD, Health Technician x3689 Dan McClister, Senior Custodian Domingo Luna, Night Custodian (4 hours) Carrie Wood, Library Media Technician x3686	
<u>Teacher (Grade)</u>	<u>Room No.</u>	Leah Orlando, ParaProfessional Debra Shipley, ParaProfessional Bibi Althaus , ParaProfessional	
Patty Walsh (Kindergarten)	2	Maryam Malekzadeh, Child Nutrition x3685	
Paula Bloemers (Grade 1/2)	18	Isabel Torres, Child Nutrition	
Cathy Silvia (Grade 1)	15	Jeannette Nguy, Child Nutrition	
Brenda Bing/Jennifer Whitney (Grade 2)	6	<i>Playground Attendants</i>	
Tracy Sheppard (Grade 3/4)	9	Ms. Karla	
Katy Eaton (Grades 5/6)	16	Ms. Katy	
Kelly Taylor (Grade 4/5)	4	Ms. Tracy	
Judy Cuff (Grade 3/4)	8	Ms. Jeannie	
Danielle Lopez (Grades 4/5)	3	Extended School Services	
Cesar Ramirez (Grade 5/6)	5	Antonio Bustos, Leader x 3691	
Maayan Giffen (Reading/Writing Support)	12		
Amanda Warden (SAI)	20		
Ingrid Gonsalves (SAI)	10		
Jill LaHaye(Speech-Lang. Pathologist)	17		
Justin Nessman (Psychologist)	25		
*Grade level assignments subject to change based on enrollment.			

Loma's Schedule and Hours

ESS Open 6:00 a.m.

Office Open 7:00

Breakfast 7:20-7:50

Running Club 7:20-7:50

School Start Time 7:55 a.m.

School End Time:

M, W, Th, F @ 2:15 p.m.

EVERY Tuesday @ 1:00 p.m.

Office Closed - 3:30 p.m.

ESS Closed – 6:00 p.m.

Preserving Instructional Time

At Loma Elementary School, the teachers and staff have established guidelines for limiting classroom interruptions, which disrupt student learning. Please help us preserve instructional time by scheduling doctor appointments after school and during breaks. Phone calls cannot be put through to classrooms during instructional hours. If you need to speak with a teacher, please make arrangements to talk before or after school. Teachers cannot meet during class instructional time. Thank you for your understanding.

***Dates for Back to School Night/Open House/PTA Meetings will be sent home in a flyer/email/phone call**

*** Check the school website and school communication for most current information and changes and updates.**

BIRTHDAYS Your child's birthday is an important date. We cannot allow birthday parties at school. **Food items will NOT be allowed for birthday celebrations. This includes cupcakes, ice cream, juice, etc.** If you would like to do something to celebrate your child's birthday at school, we suggest sending a donated book for the classroom, pencils, fun erasers, goodie bags, etc. Due to food allergies, Homemade snacks and treats are not permitted. Please contact your child's teacher **BEFORE** sending. We appreciate your understanding and cooperation.

General Information: **Loma Office and Health Office**

Parent/Family Contact Information

There are many reasons throughout the year that the office or teacher may need to contact you. **It is incredibly important that we have correct contact information.**

- Phone numbers (home, work, cell)
- Address
- Emergency Contacts

When changes occur please contact the Loma office immediately. In an emergency, we must be able to get in touch with you.

Medication

Medication may be administered to students at school only under the direction of a physician. In order for your child to take medicine at school, an Authorization for Medication Administration form must be completed by you and your physician and returned to the school. Medication will not be given at school without this form. The form can be obtained in the school office. The student may be assisted by the health technician or the school office manager. **Under NO circumstances will school personnel provide aspirin or any other unauthorized medication to students.** All medication must be brought to school by an

adult. **Students are not allowed to carry medication.** "Medication" refers to inhalers, prescription medicine, and over the counter medicine, such as aspirin, cough preparations, or lozenges.

Attendance

State Law: California State Education Code Section 48260 states in part that each person between ages 6-16 years is subject to compulsory full-time day school during the time school is in session. Cases of excessive absences or tardies may be referred to the School Attendance Review Board (SARB). This is part of the legal System, which enforces compulsory education attendance.

***Every absence/tardy interferes with your child's progress in school.**

*****Perfect attendance is defined as your child being present at school all day every day. *****

- Always call to report an absence.
- **Tardy students (arriving after 7:55 am) must sign in at the health office and take a red ticket to class.**
- If you are picking up a student early, we will not pull him/her out of class until you arrive at school. Students will only be released to individuals on the emergency contact list unless written notice has been provided in advance by the parent. He/she must have identification at the time of pick-up.
- The State of California only accepts illness, medical or dental appointments and bereavement as excuses for student absences.
- If your child is frequently absent, doctor's verification may be requested.

Health-Illness

Many parents are unsure when their child should stay home from school. Guidelines for keeping your child home when symptoms of illness are present are as follows:

- Children are to remain at home until free from fever for 24 hours.
- Children who have diarrhea or vomit at home, or are sent home from school because of this, should stay home at least 24 until free from symptoms.
- Many childhood diseases start with signs and symptoms similar to a cold, so children should remain at home until these symptoms subside.
- Children should not come to school with any of the following conditions: inflamed eye, swollen glands or stiff neck, headache, earache, toothache, rash.

These guidelines are provided for the protection of your children and all other children at school. If the school is made aware that a child has a communicable disease, parents of other children in the class will be notified.

Visitors and Volunteers

For the safety of our students, **all visitors** must sign in and get a visitor badge/sticker. Our new visitor system requires your driver's license. Please have this with you when you are picking up your son/daughter or volunteering on campus. Classroom visitors must schedule a classroom visit at least 24 hours in advance with the classroom teacher. We highly encourage and welcome volunteers in our classrooms, in the office, and at PTA events. All volunteers must complete a volunteer application in the office.

Lost and Found

The lost and found cart is located in the lunch court in between room 3 and 4.

Please write your child's name on jackets, sweatshirts, lunchboxes, etc. Throughout the school year, clothing items will be hung around the kindergarten playground in an effort to help students find lost items.

Homelessness

Homelessness should not affect your child's education. It is unacceptable for one child in the United States to be homeless for even one day. The reality, however, is that there are approximately 1,969 family members enrolled in San Diego shelters as a family unit. For every homeless family living in a shelter, experts estimate that there are two to three families who are on the verge of homelessness due to unstable living conditions and who need similar support services as homeless families in order to sustain permanent housing. Families who are living in the temporary accommodations of family or friends may be qualified under the McKinney-Vento Homeless Assistance Act to receive services for their student. There are federal laws in place to ensure that students can continue their education at their school should there be a loss of housing for the family. Please contact the District Homeless Liaison, at the District Office, for more information: 619-668-5700.

How to Be Involved

1. Volunteer...volunteer...volunteer! Contact the office or your child's teacher if you are interested in volunteering.
2. PTA...PTA...PTA! PTA is a national organization of volunteers whose primary concern is the well-being of children and youth. It is a group of parents and teachers who work and grow together for the betterment of our children- our future. PTA sponsors educational study trips for each class, book fairs which benefit students and the school library, picture day, assemblies, school spirit programs, and more. In addition, PTA plans special

activities throughout the year that foster pride of self, school and a sense of belonging. PTA also organizes room parents and parent volunteers to assist teachers. Get involved—join today! Contact Meaghan Rendahl, PTA President at mameka.rendahl@yahoo.com

Disaster Preparedness

In the event of an earthquake or other major disaster, students will be released from school only to a parent or individual designated by a parent with proper identification. No child will be allowed to leave with any other person, even a relative or babysitter, unless written permission is provided by the parents. All parents or designated parties who come for students must sign the child out at the office or at the designated student release station at the exit of car pick up. If you are unable to reach the school, please do not panic. The school is prepared to care for your child in times of crisis. Please do not call the school. Telephone lines must be open for emergency calls. Following an earthquake or other emergency, do not immediately drive to school. The streets may be cluttered by debris, and the school access route and street entrance areas must remain clear for Emergency vehicles. Turn your radio to the emergency numbers being broadcast. Information and further directions will be given on the radio. When possible, we will utilize our phone system to contact parents.

General Information: School Procedures/Routines/Expectations

Before School

- Always eat a healthy breakfast!
- Unless attending ESS, **no students should be on campus before 7:20 a.m. There is no supervision before 7:20.**
- Breakfast starts at 7:20
- Running Club starts on the lower field at 7:20.

- Any students on campus before 7:50 must be at the Lunch Court or Running Club.
- **School starts at 7:55...Be on time!**

Morning Recess

- Students get a 20 minute morning recess.
- **Students are encouraged to bring a healthy snack to eat during this time. Food must be eaten on the lunch court and not brought out to recess.** Please throw away your trash.
- Playground and school rules must be followed during this time. Students are expected to listen to and follow the direction of our playground attendants.
- Students must get permission and/or a pass before leaving the playground.
- At the end of recess, when the whistle blows, students must line up promptly.

Lunch & Lunch Recess

- **ALL** students must eat lunch.
- In the lunch line, students are expected to only handle their own card, tray, and food.
- At the lunch tables, students are expected to stay seated, raise their hands when they need something, and use good manners.
- Students will clean up after themselves.
- Students wait to be dismissed.

Hallways and Campus

- Students must have a pass or note when out of class during instructional time.
- Students will walk at all times.
- Students will use quiet, indoor voices while passing during instructional

time.

Restrooms

- Students are encouraged to use the restroom before school, and during recess/lunch.
- Restrooms may be used during class if absolutely necessary.
- Student restrooms are for student use only. NO ADULTS. There are separate adult bathrooms on campus.
- Students will respect the privacy of others
- Students will use quiet voices
- Use equipment and supplies properly
- Wash Hands
- Throw away trash in trash bin
- No horseplay or climbing/harassing

AFTER SCHOOL

- PLEASE make sure your child knows how he/she gets home. Any changes in the routine should be communicated with the teacher and office with BEFORE 2:10
- Students will walk as they are leaving campus.
- Bus riders go directly to the bus.
- Student walking home, leave campus immediately.
- Students are not to be on the playground equipment after school.

Car Pick Up

- For the safety of our students, parents, friends, and family MUST follow the car pick up procedures.
- Students may only be picked up by a car while in the car pick up loop. Students may not be picked up in the parking lot.
- At car pick-up, students will:
 - Sit in the designated area
 - Follow school rules
 - Listen for their name
 - Promptly get up when their name is called
 - Use quiet voices

- LATE PICK UP
- Students picked up late after car pick has ended will be brought to the office and must be signed out when picked up.
- Law enforcement will be notified for students left on campus after 3:30.

School-wide Discipline Plan

To promote a positive school climate for students and staff at Loma, we have a uniform, school-wide behavior/discipline plan. The purpose of the plan is to teach children to make appropriate choices, accept responsibility for their behavior, and understand their behavior has consequences for themselves and others.

The Loma staff believes that appropriate behavior is promoted through positive reinforcement. Only positive reinforcement will bring about a permanent change in student behavior.

Therefore, we have established expectations for the school, and these will be taught and practiced with all students.

Loma School Expectations (Our Loma ROAR)

**Respect yourself and others
Ownership of your learning
Actively participate in your education
Responsible for your behavior and performance**

We want to catch students being good. We intend to do just that, while teaching the advantages of good citizenship to all our Loma children. Each time we discipline children, it is another opportunity to capture a “teachable moment” wherein we can teach students ways to manage conflicts without violence or being hurtful.

Students who choose to follow the rules will have the following positive experiences:

- Teacher/staff praise
- Parent contact – “Good News” phone calls/e-mails
- Recognition at Friday Friendship Circle
- Loma Paw Power recognition tickets and praise notes.
- Loma Paw Power assemblies
- Principal incentives

Behavior Interventions will be implemented for students who choose not to follow the expectations:

- Verbal reminder and redirection by staff member.
- Time Out/Break to regroup
- Loss of morning/or lunch recess minutes
- Parent contact/Conference
- Alternate classroom placement
- Behavior Referral/Contract
- Community Service
- Suspension (home or in school)
 - (For more information on discipline and suspensions, please see the LMSVSD Parent Guide.)

The following actions will result in the consequences mentions above:

- Bullying
- Malicious Teasing/Harassment
- Defiance/disobeying staff
- Fighting
- Gossiping/Rumors
- Pushing/hitting/kicking
- Inappropriate gestures or language
- Threatening to cause harm
- Purposeful Exclusion
- Rough Play
- Throwing Object(s)
- Vandalism/Destroying property
- Biting
- Choking
- Discriminatory language/behavior

- Sexual Harassment-
- Verbal threats
- Intimidation
- Weapons-Suspension/Expulsion
- Drugs-Suspension/Expulsion

General School Rules/Expectations

Toys and Personal Items at School

Toys, electronic game devices, i-pods, and nuisance items that cause distraction are not allowed at school unless specific arrangements are made with the classroom teacher. If an item is brought to share with the teacher's permission, please explain to your child that the item must remain in the classroom during the day and must be taken home that same day. Items transported on the school bus must be cleared with the bus driver and placed in a backpack or paper bag to avoid problems on the bus. **If a child brings personal items to school without permission, they may be taken away.** The first time a student brings an unapproved personal item to school, it will be taken away and it may be picked up at the end of the day. The second time a student brings an unapproved personal item, a parent/guardian will need to pick it up. The school is not responsible for lost, misplaced, or stolen items.

Cell Phones

Bringing cell phones to school is highly discouraged. If your child must bring a cell phone for before/after school use, please be aware of the following school guidelines regarding cell phones:

- **Cell phones must remain off and in backpacks while on campus and the school bus.**
- Students will not be permitted to make calls on their cell phones while at school unless directed by staff for emergency need
- Cell phones are not permitted on playground or out of the backpacks.
- Any use of a cell phone while at

school without staff permission will have consequences. Inappropriate use of a cell phone (web surfing, taking pictures, texting, cheating, Facebook, snap chat etc.) may result in suspension.

- Students repeatedly misusing a cell phone will be subject to turning in their phone to the office each day.
- The school and/or school district are not responsible for lost, misplaced or stolen cell phones.

Dress Code

As parents and teachers, we are concerned that our children become educated, responsible citizens. We want our students to realize that dress and appearance on campus are important, and should be a reflection of a serious learning environment. We believe that appropriate dress and good grooming contribute to a positive atmosphere and promote safety.

In the best interest of our school and community, we have set forth the following expectations for appropriate dress at school and school-sponsored functions.

Dress Code

- **Pants/Shorts:** Worn at waist level (no sagging, no undergarments visible, no bottoms exposed)
- **Tops/Shirts:** No strapless, see-through, spaghetti straps, halter tops, must cover stomach completely, tank top straps should be as wide as length of thumb, sleeveless shirts should not reveal chest (boys and girls), appropriate coverage of chest area for girls
- **Shorts/Skirts:** length should be longer than fingertips when arms straight down to the side
- **Logos/Words:** Nothing that represents gangs, alcohol, drugs, profane language (including initials)

that mean bad words), racial or ethnic slurs, private body parts

- **Shoes:** MUST be close-toed (No flip flops), MUST have a back strap, heels less than ½ inch. PE is done daily and shoes worn must allow students to actively participate.

****Dress Code will be enforced and parents will be contacted if student is not following the dress code.**

Health and Wellness

The La Mesa-Spring Valley School District, in partnership with parents and the community, is committed to providing a healthy school environment. Good health fosters student performance, attendance, and education. By supporting healthy eating and physical activity, we will promote and protect children's health, well being and ability to learn. It has been researched and documented that obesity and other illnesses are directly linked to unhealthy eating habits and physical inactivity patterns that are often established in childhood.

Therefore Loma Elementary has the following health and wellness policy:

- NO candy or gum
- NO sodas, energy drinks, carbonated drinks, or caffeinated drinks
- Lunches and snacks should be healthy with a balanced diet including fruits and vegetables.
- Chips (Takis, Cheetos because it can cause stomach ache,) , cookies, pastries are **HIGHLY discouraged**.
- Snacks should be snack size rather than full sized bags.
- Because of allergies, students are not to share or trade food.

Student Activities Non-Discrimination

The school does not discriminate against students with respect to color, race, creed, religion, national origin, sex, handicap, or age except as otherwise provided by law.

Safety/Child Custody

If there is a legal custody agreement, including restraining orders and other court orders on file with the courts, **the school must have a copy of the order in order to comply**; otherwise the child may be released to the child's guardian.

Tobacco-Free Policy

Tobacco use is prohibited at all times on all areas of school District property and District vehicles. La Mesa-Spring Valley District Policy #1331.