



**Loma Vista Elementary School...**  
**Where Everyone has a Spot!**



# Student and Parent Handbook

## 2020



### School Wide Behavioral Expectations

#### **Our Philosophy**

At Loma Vista Elementary, we strive to maintain a positive environment where students and staff enjoy school and treat each other with mutual respect. All students have the potential to make positive and productive choices for the good of themselves and their larger school community. We use positive behavior incentives such as “Spotted be Kind!” tickets, which are tied to special rewards, privileges, and prize drawings, incentivize other positive behaviors in classroom and on the campus with positive affirmations and recognitions.

We utilize poorly made student choices as teachable moments by engaging in meaningful conferencing with the student(s), reflecting upon the behavior from the lens of the other, and evoke empathy through the acknowledgement of the other’s feelings, and always attempt to get to a place of ownership and responsibility for previous and future actions and statements within our control. Consequences can also be derived from making poor choices, and restorative conferences may be tied to temporary loss of privileges as appropriate.

#### **Our Vision**

All students receive consistent, meaningful, and supportive opportunities for academic and social growth, which promotes each child’s personal best.

#### **Our Mission**

At Loma Vista Elementary, we deliver a holistic approach to comprehensive education. We accomplish this by fostering a culture of inclusion, which inspires students at a multi-dimensional level, harnessing academic, artistic, ecological, humanitarian, and technological fields of study for authentic student engagement. Our teachers provide context-rich learning opportunities that engage students based on individual interests and mentor our young scholars to acquire critical skills, while developing students’ confidence and a passion for learning.

#### **Playground Rules**

- Slides are for sliding down, not climbing up. Slide down feet first only; no running or crawling up the slide or across the slide. One person at a time. Please wait to slide until the person in front of you has touched down on the ground.
- No rough stuff! No play fighting, wrestling, karate, or other types of aggressive play are allowed. No pushing or pulling on a classmate’s body, tackle football, or any game that has physical contact or endangers another student. Play fighting leads to real fighting when we accidentally hurt the other person. Keep your hands to yourself please.

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- Snacks and lunches are to be eaten at the lunch tables only - not the playground. All students should clean up after themselves, sort trash and keep our school looking clean!
- Screaming is for emergencies only! We only scream if we need help immediately!
- Everyone is welcome when playing games – Include Everyone.
- Always use appropriate language. Name-calling and otherwise hurtful or poor language choices are not acceptable.
- Any toys from home- e.g. cars, action figures/dolls, video games or electronics of any kind, cards (baseball/trading), or weapons of any kind, toy or real, are never permitted.
- Gymnastics should only be done on the grass and at least one arm or leg must be touching the ground at all times (no flipping).
- Cell Phones and Watches that allow calls and texts to be made may be brought to school, but must be turned off and placed in student's back-pack until the conclusion of the school day. For watches, during the school day, the call and text features should be turned off during the day. All calls need to be made through the office, or may be made in the classroom with teacher permission.
- Helmets must be worn to and from school if you are riding a bicycles, skateboards, or scooters. Please walk these once on campus and park in the designated spot on the upper grades' playground

### **Classroom Movement Rules**

- When we go anywhere as a class, we do so silently and walk with zero voices on. We line up two by two, facing our teacher and the front of the line, and we don't chat up our friends as we walk. We are always ready, and listening for new directions.
- Talking in the hallways is disruptive to other students' who are in classrooms learning.
- We will use zero voice volume in the hallways as a class.
- We will use voice level one when using restroom during recess and lunch.
- During any and all classroom emergencies or practice drills, we are quiet and follow our teacher's directions. We listen carefully, look at our teacher with full body listening, and remain calm.

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## **Academic Expectations**

Students are expected to be in their seats ready to learn by 8:00 am daily. Please refer to the school calendar so you can plan vacations during our school breaks, and not when classes are in session. Regular attendance is key to academic success.

Bring all needed school supplies each day for coursework (including backpacks, homework, writing implements, and a notebook).

Complete assigned homework. It is our hope that parents and their children also engage in nightly reading; this encourages and promotes not only a love for reading, but a practical application for academic growth and word decoding.

Make contributions to classroom instruction and activities by participating in a positive way!

Communicate regularly with your child's teacher regarding academic progress, assignments, and classroom or playground concerns. You may access classroom information using parent-connect, e-mail or by phone. Appointments are necessary should you like to meet directly with the teacher.

Become involved in school programs, events and activities by volunteering time in your child's classroom or at school events. Your partnership in the education of your child(ren) is valued!

# *Student and Parent Handbook*

## **Daily Bell Schedule**

### **Monday-Thursday**

7:40-7:55	Breakfast is served and students campus is open
8:00	All students report to class (instruction begins)
9:40-10:00	First Recess
9:50-10:10	Second Recess
10:45	Transitional Kinder PM Session Begins
11:30	Transitional Kinder AM Session Dismissal

### **Lunches**

11:15-12:00	Kindergarten
11:30-12:15	Grades 1, 2, & Transitional Kinder
11:45-12:30	Grades 3-5

### **Dismissals and Afternoon Recess**

12:45	Kindergarten Dismissal
1:30-1:45	Primary Grades Recess
2:30	Transitional Kinder PM Session, & Grades 1-3 Dismissal
2:35	Grades 4 & 5 Dismissal

### **Friday**

7:40-7:55	Breakfast is served and students are allowed on campus
8:00	All students report to class (instruction begins)
9:40-10:00	First Recess
9:50-10:10	Second Recess
11:10-11:40	First Lunch
11:20-11:50	Second Lunch
11:55 am	Transitional Kinder PM Session, & Grades 1-3 Dismissal
12:00 pm	Grades 4 & 5 Dismissal

### **Banking Time Schedule**

Loma Vista School uses a “Banking Time” schedule to create time for the staff to learn and collaborate on instructional strategies, curriculum, and state frameworks which directly impact both teachers and students. This innovative schedule has proven to be beneficial for our students and encourages increased teacher knowledge across the curriculum, which is then applied to daily instructional pedagogical strategies. Logistically, instructional time is added to each of the four days in the school week, and on the fifth day instructional time is reduced by that total amount.

# Student and Parent Handbook

## Absences, Tardiness, and Communication

Regular attendance is very important to the learning process and is key to academic success. Please refer to the school calendar so you can plan vacations during our school breaks. If your child must be absent from school, please send a note or telephone the school office at (805) 641-5443 stating the date(s) absent and the specific reason for the absence. Please understand, that the school may only accept excusals which are outlined by the state.

### Attendance Notification

Parents in Ventura Unified will receive a recorded phone message notification from the school in the event of an absence. Parents may telephone the school office should this raise any questions or be received erroneously. It is the responsibility of each parent to notify the school about the reason for the absence ideally before or on the day in which it occurs; you have three school days to report an absence reason from the date of the absence event

Ventura Unified will send notices through the mail regarding excessive absences and/or truanancies (unexcused absences or non-reporting). This notifies parents of excessive or unexcused absences, informs parents about specific attendance issues, and serves as an early intervention to avoid student truancy consequences with the local district attorney. The key purpose of this program and system is to work with our parents and students on the importance of regular attendance, which gives schools the best opportunity to provide a quality education for all children.

This process is inclusive of a *first notification of truancy* when a student is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than 30 minutes without a valid excuse at least three times in the school year. The first letter informs parents of unexcused absences as defined by California Education Code Attendance and Truancy Laws. It is imperative that parents contact the school to excuse student absences within 72 hours and avoid unnecessary and frequent absences and late arrivals. Subsequent *second and third notices of truancy* will be sent if attendance concerns are not corrected. We understand that there are certainly illnesses and circumstances where a student may have to miss school but our schools and school district wants and expects to have our students attend every day possible and makes a commitment to work with our parents to accomplish this goal.

### Tardiness

When a child arrives late to school, they should report directly to the office with a note from their parent or guardian explaining the reason for the tardiness before the child goes to his/her classroom. If a student is tardy 15 minutes or more, the parent or guardian must come into the office to sign the student in for the day. Since late students are missing valuable learning time, and their late arrival is a disturbance to the teacher and other students in class, we have established a policy to discourage tardiness.

- Students are to be in their classroom by 8:00 am (Second Bell)
- Excessive Tardies may include a behavior modification plan written by the school in collaboration with the district and the School Attendance Review Board (SARB).

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## Cellular Phones

Cellular phones may not be used on campus during the school day whatsoever! Cell phones are permitted only if kept in backpacks and used after the school day. Please note, the school will not investigate any claims or losses of cell phones. Such devices are brought to campus at your own risk, and must be in adherence with the non-usage policy during the school day.

## Traffic Safety Procedures

### Drop Off/Pick-up Procedures

In the parking lot...

- Drive slowly; 10 MPH
- Pull completely forward to the crosswalk
- Pull off to the right in the loading zone
- Pull forward in the loading zone whenever possible

A student should always be in a safe zone when dropping off or picking up.

- Do not stop in the middle of the street
- Do not double park behind other vehicles to let your child out of the car
- No parking at any time in reserved spaces for personnel
- No parking at any time in the bus and van zones

***The back of the school is not a drop off/pick-up area.***

## Waiting Zones

### Before School

Students may not enter campus until 7:40am, and may wait at the steps in the front of the school, at the gates at either end of the parking lot, or by the kindergarten classrooms. There will be no supervision provided by the school until 7:40am.

### After School

Students in grades K-3 will be escorted to the front of the school at dismissal time.

Parents may wait at the front of the school, in the grassy area outside of the office, or by the cafeteria next to parking lot. Parents may not wait outside of the classroom or in hallways, and must follow the closed campus protocols.



## Closed Campus and Visitation Policy

In an effort to best ensure the safety of our students, and limit distractions to the instructional day, we are a closed campus during school operational hours.

**You are always welcome to walk your child to their classroom door before the 7:55am bell. However, between the hours of 8am-3pm, no adults may be on campus without first checking in through the main office, validating their parental relationship and purpose of visit, and obtaining a visitor's badge. If any adult is on campus beyond 8am, they will be redirected to the office.**

Those most impacted by this change are the parents of our youngest students. Drop off and pick up procedures are as follows:

- Pre-K parents may pick up their children at 11:20 in front of the auditorium.
- Transitional Kinder parents may pick up morning cubs in front of the auditorium at 11:30am
- Transitional Kinder parents may drop off afternoon cubs in front of the auditorium at 10:45am
- Room 1 Kinder parents will now pick up their children in the kinder wing, from classroom KB.
- All other kinder parents will continue to pick up their children from the main kinder wing classrooms adjacent to the main office.
- Fridays and early dismissal days will follow the same front of school pick up process at those dismissal times.

Any exceptions such as late arrivals, or needs to visit a classroom must first be vetted through the office. Students more than 10 minutes late are also to first check in through the office before reporting to the classroom.

This practice is for the safety and welfare of all of our students, your children. Please partner with us to achieve this goal and assist us in ensuring our students, faculty, and staff enjoy greater measures of security during the instructional day.

# Student and Parent Handbook

LOMA VISTA ELEMENTARY SCHOOL ROSTER 2019-2020  
 300 LYNN DRIVE VENTURA, CALIFORNIA 93003  
 PHONE ~ 805/641-5443 FAX ~ 805/641-5334

**CERTIFICATED STAFF:**

Teacher	Grade	Ext.
COLETTE LIPSCOMB (80%...Tuesday-Friday)	TK	X. 2102
STEPHANIE OCHSNER (20%...Monday)	TK	X. 2102
JOANN ROBY-SMITH	K	X. 2031
MARY WALLACE	K	X. 2032
VALERIE TACKETT	K/1	X. 2101
SCOTT GROENEVELD	1	X. 2106
ROBAN HARVEY	1	X. 2108
DEBY QUANDT	2	X. 2105
JENNIFER FULLMER (60%...Monday-Wednesday)	2	X. 2109
JILL JOHNSON (40%...Thursday & Friday)	2	X. 2109
KERRI MORTON	3	X. 2112
MARY TRAPP	3	X. 2110
SARAH DONATELLI	4	X. 2113
LORI FRANK	4	X. 2114
MARY ELSENBAUMER (Admin Proxy)	5	X. 2116
MARTA ULVAEUS	5	X. 2115
NANCY KNIGHT (D/HH)	PS/TK	X. 2103
LIZ PETER (D/HH)	K/1	X. 2104
AL DAVENPORT (D/HH)	2/3	X. 2107
KAREN DEFAZIO (D/HH)	4/5	X. 2119

**CERTIFICATED SUPPORT STAFF:**

ANDREA CAMPOS (Mon-Thurs)	ELA INTERVENTION	-
DEBBIE DAVENPORT	VISION SPECIALIST	X. 2117
LISA EDWARDS (Admin Proxy) (Tues-Thurs)	SPECIAL INSTRUCTION	X. 2111
KARIN HAGGMARK (Tues-Thurs)	MATH INTERVENTION	-
AMY KUNZ-SMITH (Tuesday & Thursday)	SPEECH-LANGUAGE PATHOLOGIST	X. 2026
JENNIFER PARTMANN (Tuesday)	NURSE	X. 1001
SARA SEROTA (Monday & Wednesday)	SPEECH-LANGUAGE PATHOLOGIST	X. 2026
LINDSAY SMITH (Tuesday)	COUNSELOR	X. 2029
LISA WOFFORD (Tue, Wed, & ½ a.m. Thurs)	PSYCHOLOGIST	X. 2028

**CLASSIFIED SUPPORT STAFF:**

RHONDA BALDONADO	K/1	X. 2104
JESSICA GARDNER	HEALTH TECH	X. 1001
SONIA HANRAHAN	PS/TK & BILINGUAL	X. 2029
KILEE HAWES	LIBRARY/ ADMIN ASST.	X. 2118
KAT KOHLER	ADMIN. ASSISTANT	X. 1010
KAREN SANDLER	INTERPRETER	-
LYNN SPINA (p.m. only)	INTERPRETER	-
NADIA TALLEY	INTERPRETER	-
SANDRA VICTORINO	SAI	X. 2111
NANCY VILLA	2/3	X. 2107

**ADMINISTRATIVE STAFF**  
 MICHAEL W. WISE-PRINCIPAL  
 EXT. 1012

**ADDITIONAL EXTENSIONS  
 AND NUMBERS:**

AFTER SCHOOL CARE	2024
ATTENDANCE	3
CAFETERIA/KITCHEN	1555
COMPUTER LAB	2005
CONF. ROOM	1016
COUNSELOR	2029
CUSTODIAN	1550
HEALTH OFFICE	1001
LIBRARY	2118
OFFICE	1010
PRINCIPAL	1012
PSYCHOLOGIST	2028
SPEECH PATHOLOGIST	2026
STAFF LOUNGE W/R	1015

YMCA-805/256-2475  
 VESPA-644-0795  
 VHEA-644-0874



**VENTURA POLICE  
 DEPARTMENT**



EMG # 9-1-1  
 NON-EMG # 805/339-4400  
 NON-EMG # 805/650-8010

RESOURCE OFFICER  
 MATT THOMPSON  
[mthompson@venturapd.org](mailto:mthompson@venturapd.org)  
 CELL # 805/207-9261



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