

Chula Vista Elementary School District
LOMA VERDE ELEMENTARY SCHOOL

1450 Loma Lane, Chula Vista, CA 91911

Phone: (619) 420-3940 FAX: (619) 422-2667

REPORT ABSENCES TO: (619) 420-3940 x370110

Principal Email: bree.watson@cvesd.org

School Office Email: lomaverdeschool@cvesd.org

Web Site: schools.cvesd.org/schools/lomaverde

Blog: <https://lomaverdewildcats.org/>



PARENT and STUDENT HANDBOOK
HYBRID MODEL EDITION
2020-2021



Board of Education

Leslie Ray Bunker • Lucy Ugarte

Kate Bishop • Eduardo Reyes, Ed.D. • Francisco Tamayo

Superintendent

Francisco Escobedo, Ed.D.

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.

LOMA VERDE ELEMENTARY SCHOOL

Welcome to Loma Verde Elementary School, home of the Wildcats! Loma Verde Elementary opened in 1964 and is proud to be one of Chula Vista Elementary School District's 46th schools. We are committed to making learning fun and meaningful for all students even in a Distance Learning model. Please take the time to read the information contained in this Handbook as it will provide you with the school policies and procedures for the Hybrid and Distance Learning Models. Whether we are physically on or off campus, we look forward to serving you and providing your child/children with the best education possible.

Mrs. Bree Watson – Principal

MISSION

The mission of Loma Verde Elementary School is to provide an educational experience for all children that promotes academic excellence, social responsibility, emotional strength, physical vitality and above all else a love for learning.

WHAT IS THE IN-PERSON HYBRID MODEL

- ❖ The **Hybrid Model** is a combination of **in-person** classes (Monday - Thursday) and **at-home** teacher-assigned/teacher-monitored student work (asynchronous instruction).
- ❖ Students attend either an AM Cohort or a PM Cohort on campus 4 days a week with Fridays in Distance learning (synchronous & asynchronous instruction.)
- ❖ All persons on campus must wear a mask and practice 6ft. physical distancing always except when drinking water or eating a snack. Students may bring their own light snack and/or water. School drinking fountains are not in service.
- ❖ Safety protocols include: Parent honor system (don't send children to school if sick or exposed to COVID), handwashing frequently, assigned bathrooms per cohort, scheduled disinfecting of classrooms and buildings, no sharing of materials/supplies, desks arranged with physical distancing and partitions, heavy duty air filtration, and a plan for isolation or notification if there is possible COVID exposure.
- ❖ ***If you are selected to participate in the hybrid in-person model, no changes to class assignments will be considered until after the first 3 weeks after the hybrid in-person model begins.*** After that, a request for a classroom assignment change must be submitted in an email to administration and will be considered only if space is available.

WHAT IS DISTANCE LEARNING?

- ❖ Learning means instruction in which the student and instructor are in different locations. This may include interacting using a computer and communications technology, as well as delivering instruction and check-in time with the teacher. Distance learning may include video or audio or instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written and oral feedback.
- ❖ Daily Live Interaction: Defined as interaction with certificated employees and students (opportunities for student to student

connections) for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. Instruction is standards-aligned, and students are expected to complete the assigned work. Teachers and administration monitor student progress and communicate concerns with parents/guardians in a timely manner.

- ❖ Synchronous learning: Defined as online instruction that takes place in real time (live) with the classroom teacher and a student or students, including direct and live instruction to students through video conferencing, telecommunications, live interactive chats and discussion forums, whole or small-group instruction, 1:1 conferring, assessing and/or instruction, daily live interaction, and interactive class meetings/restorative circles.
- ❖ Asynchronous learning: Defined as instruction or learning that does not occur in real time (live), including self-guided instructional lessons/activities/modules, pre-recorded lessons, discussion forums and online collaboration/chats that do not happen live, other independent work.

Please note that **California Compulsory Education Law** requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the **California High School Proficiency Exam (CHSPE)** and obtained parental permission to leave.

HYBRID MODEL - DAILY SCHEDULE AND ROUTINES

When possible, **please call** before coming on campus - **619-420-3940** or **send us an email to lomaverdeschool@cvesd.org**. There is also a bell outside the front office gate to request staff support between the hours of 7:30-4:00.

REPORT ABSENCES TO: (619) 420-3940 x370110

SCHEDULE GRADE TK-6

**AM Cohort
8:00-10:45 AM**

**PM Cohort
12:00 -2:45 PM**

TK-6 th grade Hybrid Schedule Monday-Thursday	
AM Cohort Arrival (10 min.)	8:00-8:10
AM Cohort Instruction (155 min.)	8:10-10:45
Dismissal & Egress (15 min.)	10:45-11:00
Teacher Lunch & Prep/Room Sanitizing	10:45-12:00
PM Cohort Arrival (10 min.)	12:00-12:10
PM Cohort Instruction (155 min.)	12:10-2:45
Dismissal & Egress (15 min.)	2:45-3:00

TK-6 Hybrid Schedule Friday	
AM & PM Cohort Distance Learning Instruction (155 min.)	8:00-10:35

ATTENDANCE

ARRIVAL

To ensure safety for everyone there is a 10-minute arrival time window for each cohort. For the AM Cohort students may arrive anytime between 8:00 AM– 8:10 AM. For the PM Cohort students may arrive between 12:00 PM – 12:10 PM. *Students should not arrive before this time as there is no supervision. Please always keep younger siblings in strollers or with you. NO PETS!*

- Parents/guardians must drop off students in the front of the school. Please remember to stay 6ft apart from others.
- Students may report to campus either by vehicle drop off or walking.
- No one other than staff and students will be allowed on the campus.

LATE ARRIVALS/TARDIES/ABSENCES

- Students who arrive or are picked up late will need to report to the Tardy Tent at the front of the school.
- To support and minimize disruption to student learning, please plan medical appointments during school vacations or after school when possible.
- If your child is absent, it is important that you call the school Health/Attendance Office that day to report the absence.
- If you failed to call the Health/Attendance Office, please send a note with your child on the day he/she returns to school. This note should include the date of absence and reason.

*Once a child has been tardy for 15 minutes or more 3 times, it is counted as an absence. Once a child has been tardy 10 times or more, or missed more than 10 days of school, excused or unexcused, that child will be placed on the chronic attendance list and a School Attendance and Review Team (SART) meeting will be scheduled to discuss possible solutions. Children on Zone Transfers and Interdistrict Transfers may lose the right to return to Loma Verde Elementary School the next school year if attendance issues persist. **Students who are late or absent more than 3 times may lose their spot in the Hybrid Model in-person learning.***

DISMISSAL

- During dismissal, gates will be unlocked and those picking up students will be allowed to pick up their child outside the school gate, in the bus loop area or at the front of the school.
- Students who walk home will need to leave the campus and not loiter or play around.
- Students not picked up on time will be brought to the front of the school canopy to wait for pick up.
- Students who are late arriving or being picked up more than 3 times may be placed back into the Distance Learning program.

EARLY DISMISSAL/LEAVING SCHOOL GROUNDS

- Students are not allowed to leave the school building and/or grounds with anyone other than their parent or guardian, or a designated adult who is listed on the student's emergency card.
- Students must be signed out in the office by the parent or designee prior to leaving the school grounds.
- Unfamiliar individuals will be required to show a picture identification to office personnel before the child can be released.
- Parents and designees will be asked to wait outside the office while school personnel call the child to the office. Students will only be called to the school office upon arrival of the person picking the child up.

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

If your child will be absent 5 or more consecutive days, please notify the health attendance secretary and classroom teacher at least one week prior to the absence, if possible. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance.
- Beginning and ending dates are firm (no extensions).
- The assigned work cannot be done before or after the contract days.
- Contracts must be returned to the teacher the first day the student returns to school with the completed assignments.
- Study contracts may or may not be approved by administration.

When dropping off or picking up your children please remember the following safety guidelines:

- Drive slowly and cautiously
- Observe signs and cones
- No texting or talking on cell phones while driving
- Always use the crosswalks
- Do not double park
- The parking lot is not a pickup and drop off area
- Do not motion for your child to walk between cars or disregard the safety patrol officers
- No animals on campus during drop off and pick up. See page 14 for information regarding pets
- Be respectful and polite

BEFORE/AFTER SCHOOL CARE

Childcare services before and after school may be available with the YMCA STRETCH program if space is available. Contact the school for more information or visit the school blog.

DISTANCE LEARNING-DAILY SCHEDULE AND ROUTINES

Students who continue the 2020 – 2021 school year via Distance Learning will follow the Distance Learning schedule as before.

Distance Learning Monday-Thursday Schedule	
TK-6 th Grade Synchronous Instruction	8:00-10:00
Break	10:00-10:15
Kinder Synchronous Instruction	10:15-11:30
1 st -3 rd Grade Synchronous Instruction	10:15-12:00
4 th -6 th Grade Synchronous Instruction	10:15-12:15

TK-6 Distance Learning Schedule Friday	
AM & PM Cohort Distance Learning Instruction (155 min.)	8:00-10:35

Daily Asynchronous Work	
TK & Kinder	25 minutes
1 st – 3 rd Grade	1 hour 15 minutes
4 th -6 th Grade	1 hour 25 minutes

- ✓ Kindergarten: 180 instructional minutes (3 hours)
- ✓ Grades 1-3: 230 instructional minutes (3 hours and 50 minutes)
- ✓ Grades 4-6: 240 instructional minutes (4 hours)

ATTENDANCE/PARTICIPATION

In accordance with Senate Bill 98 teachers are expected to take daily student attendance in the Distance Learning model. A student who does not participate in distance learning when assigned to do so shall be documented as absent.

Please note that **California Compulsory Education Law** requires everyone between the ages of six and eighteen years of age to attend school, except sixteen- and seventeen-year-olds who have graduated from high school or passed the **California** High School Proficiency Exam (CHSPE) and obtained parental permission to leave. Students who are absent from Distance Learning for more than three consecutive school days or 60% of the instructional days in a school week will be considered truant unless we receive written notice and/or a reason for the absence that is considered “excused” per state guidelines.

School Responsibilities Include:

- Maintain regularly updated contact information.
- Provide access to technology and equip school staff and families to use it effectively.
- Ensure students and families have meaningful two-way communication with staff and each other about how to improve conditions for learning.
- Offer options to participate in meaningful learning opportunities.

Students Responsibilities Include:

- Showing up on time and actively participating.
- Contact the teacher if you need help.
- Complete assignments on time.
- Do your BEST!

INDEPENDENT STUDY CONTRACT POLICY FOR EXTENDED ABSENCES

If your child will be absent 5 or more consecutive days, please notify the health attendance clerk and classroom teacher at least one week prior to the absence, if possible. Please follow these guidelines:

- Contracts must have specific dates and be signed by all parties in advance.
- Beginning and ending dates are firm (no extensions).
- The assigned work cannot be done before or after the contract days.
- Contracts must be returned to the teacher the first day the student returns to school with the completed assignments.
- Study contracts may or may not be approved by administration.

GENERAL INFORMATION**BEHAVIORAL STANDARDS ON CAMPUS**

- Students are always expected to follow all rules in the classroom and throughout the campus. Everyone will walk quietly in the hallways. Running will not be permitted anywhere on campus except for organized activities during P.E. Students are expected to clean up after themselves. Yelling and loud behavior is not acceptable in hallways or lunch area. Students shall not play in the restrooms or invade others' privacy.
- Students and staff will respect the uniqueness of everyone. Disparaging remarks are not to be made regarding a person's physical appearance, ethnicity, religious affiliation, gender, language, dress, socio-economic status, academic performance, or any other personal characteristics. Teasing and/or bullying is not acceptable.
- Respect, courtesy, and good manners are an expectation of Loma Verde Wildcat behavior. Name-calling, put-downs, cutting in line, obscene language, abusive gestures, harassment, and bullying of any kind is never acceptable. Exclusion of any student is not acceptable.
- Toys, candy, and personal belongings unrelated to classroom learning should remain at home. Taking or causing damage to other people's property is not acceptable. Vandalism and destruction of school property is considered a crime.

- Students are expected to dress appropriately for school. For everyone's safety please wear closed-toed shoes.

BEHAVIORAL STANDARDS ONLINE

The students and staff at Loma Verde Elementary School believe that a safe and positive online environment is important to a child's learning in the digital classroom. Students are expected to follow our 3 Wildcat personal standards: Show Respect, Make Good Decisions, and Solve Problems. To provide such an environment, Loma Verde Elementary School has established the following online norms:

Parent Norms for Distance Learning

- Set up a quiet distance learning space at home
 - Possible supplies may include: paper, pencils, pencil sharpener, crayons, colored pencils, whiteboard, dry erase markers
- Check ClassDojo, school blog lomaverdewildcats.org and email updates from your child's teacher
- Create a schedule for your household that supports academic time
- Take breaks throughout the day
- Provide times for your child to do "off-screen" activities
- Encourage physical activity
- Check to make sure that your child is working through the assigned activities to the best of their ability. **DO NOT TRY TO COMPLETE ALL ASSIGNMENTS AT ONCE!**
- Video Conferencing
 - Consider your surroundings and make sure your child is wearing appropriate clothing for school
 - Remove any distractions
 - Be respectful at all times
 - Student/parents/guardians should not take photos, screenshots, or record any video or audio from conferencing sessions.

Let's remember that these are unprecedented times. Teachers need your support as they embark on the new adventure of distance learning and hybrid learning.

BREAKFAST/LUNCH DISTRIBUTION

- ❖ Child Nutrition Services will provide 5 days' worth of meals (breakfast and lunch) each Thursday from 12:00 pm to 2:00 pm.
- ❖ Meals will be free to all students.

CLOSED CAMPUS

Loma Verde Elementary School is a closed campus and gates are locked once school begins and again after the last dismissal. If you need in-person assistance, please call, or email the school office to arrange a time to come in. You must wear a mask and follow the appropriate signs for physical distancing. The office number is **619-420-3940** or email the school lomaverdeschool@cvesd.org.

COMMITTEES

Parent participation and involvement is one of the best ways you can ensure your child's success. During the Distance Learning period, all committees will meet virtually. If you are interested in participating in a committee, please contact the school office or send an email to the school principal (bree.watson@cvesd.org) or associate principal. The following committees for parents/guardians to be involved are:

- ELAC – English Language Acquisition Committee provides support for second language learners and their families.
- Garden Committee provides support for our school garden and actively seeks grants and community donations.
- PTO – Parent, Teacher Organization (PTO) supports school events and programs.
- Safety Committee - oversees the Safe Schools Plan, MTSS, and Health and Wellness Policy. School staff and parents work together to set and monitor goals for both campus physical safety as well as social and emotional safety.
- SSC – School Site Council provides oversight and input for the Local Control Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) or school budget.
- Yearbook Committee – Parents, teachers and support staff work to create and design the school yearbook.

COMPLAINT PROCEDURE

Report concerns with students, staff, or parent conduct to administration immediately. Administration will investigate promptly but may be unable to discuss findings due to confidentiality. If immediate assistance is needed, call the non-emergency number for the Chula Vista Police Department at (619) 691-5151.

DISASTER/EARTHQUAKE/FIRE DRILLS

Fire, earthquake, and disaster drills are conducted throughout the school year to be prepared in the event of such an occurrence. If you arrive on campus and see a sign on the office door which reads, "FIRE, EARTHQUAKE, OR DISASTER DRILL IN PROGRESS" please wait off campus and return in 15 minutes. In the event of a real disaster or emergency, please report to the front of the school and wait for a designee to give you further instructions. Students will be reunited with families once law enforcement and school officials deem appropriate.

DUAL LANGUAGE IMMERSION

Camarena offers a two-way, 50/50, Dual Language Immersion (DLI) program with the Spanish language as a focus. The purpose of this program is to build bilingual, biliterate, and bicultural ability in participating students. Students participating in this program are eligible to receive the Chula Vista Elementary School District Seal of Biliteracy, in Spanish. An enrollment requirement of the program is that at least 1/3 of the classroom makeup is comprised of native Spanish speakers. The DLI program at Loma Verde tends to be in high demand, as such, wait lists are created, as needed, each school year. Please check out the video on the Dual Language tab on the school blog.

English speakers may enter the DLI program through the 2nd quarter in 1st grade, provided space is available and student is identified as a good candidate for the program. When considering The DLI program factors that may impact student learning and progress include: The child's primary language is something other than English or Spanish, has diagnosed speech/language delays, or the family is in the military and may not be able to commit to the preferred seven years for the program. Spanish speakers may enter in later years provided they speak, read, and/or write in Spanish as demonstrated through entry assessments administered by Loma Verde staff.

EMERGENCY AND HEALTH INFORMATION

The student Emergency and Health Information is an important source of information for the school office. It provides the child's address, phone number, school identification number, and emergency contact numbers. When necessary, teachers, administrators and other office and health personnel use this information to contact families. ***Please inform the office of any changes in student information phone numbers and/or addresses.***

HEALTH

COVID-19 Best Practices

- Wash hands frequently for **at least 20 seconds** with soap and water especially after you have been in a public place, after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Use "respiratory etiquette"
 - Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of you elbow.
- Avoid touching eyes, nose or mouth with unwashed hands.
- Clean and disinfect frequently touched surfaces.
- Avoid contact with anyone if you become sick with respiratory symptoms.
- Wear a mask over your nose and mouth, practice self-isolation and social distancing even with members in your household.
- Seek immediate medical care if symptoms become more severe such as high fever, difficulty breathing, chest pain or pressure, bluish lips or face, loss of taste and smell, or new confusion.
- Avoid close contact with people who are sick.
- Do not visit the school site if you have any symptoms of fever and/or respiratory infection.
- Follow guidance from the public health officials.

LIBRARY BOOKS

Loma Verde Elementary School Library provides an excellent collection of books from which your child may borrow. Contact the school librarian laurie.ramirez@cvesd.org to check out books online or in person.

Please help your child remember the following things:

- Find a safe place they can keep their library book so it will not get lost or damaged.
- Use clean hands when reading library books.
- Do not eat or drink while reading library books.
- Use a bookmark to save your place in the book.
- Do not loan your library books to friends, siblings or classmates.
- Do not bend or fold pages.
- Do not write or color in books.
- Return all library books to the school library on time.

We encourage students to be responsible for books they borrow. Please help us by reinforcing this message at home. Be aware that you are expected to pay for all lost and damaged materials.

The standardized book replacement fee as established by the school district is below. (Note: these are approximate prices, the actual price may vary depending on the book.)

Paperback books - \$10.00

Hardback books -

- Primary \$20.00
- Fiction \$20.00
- Non-fiction \$25.00
- Reference \$50.00

Outstanding balances will follow your child to each school he/she attends within the Chula Vista district and he/she will not be allowed to check out books until the matter is resolved.

PROGRESS REPORTS

Loma Verde Elementary School will utilize the Chula Vista Elementary School District Standards-Based Progress Reports. The progress report measures and reports students' level of mastery of the California State Standards. Student progress is reported 3 times a year at the end of each quarter. A Parent Conference Student Summary is provided during the first reporting period in lieu of a report card. Report cards with academic progress scores will be issued at the end of quarters 2-4. Children whose primary language is something other than English will also receive an English Language Development (ELD) progress report during each reporting period.

REGISTRATION

To register your child to attend Loma Verde, you must complete the Registration application online at <https://www.cvesd.org/>.

RESIDENCY VERIFICATION

All students, except for incoming kindergarteners who have already registered for the upcoming school year, **MUST** provide documentation of residency **EVERY YEAR**. Students who do not reside in the school boundaries will need to register at their school of residence and submit a zone transfer request or please refer to the school blog lomaverdewildcats.org for more information or call the school office at 619-420-3940.

SCHOOL NEWS/COMMUNICATION

Communication between the school and home is important to ensure that parents are well informed regarding their student's educational progress, all campus policies, calendar activities and parent involvement opportunities. For complete information regarding our school policies and procedures, visit or follow our school blog: lomaverdewildcats.org.

Highlights of each week's events are also programmed to go out on our school messenger automated phone message each Sunday between 5:00 pm and 9:00 pm so make sure your phone numbers are kept up to date with our school office staff. Information is also posted on ClassDojo.

TECHNOLOGY PROGRAMS AND DEVICES

Devices are provided and parents/guardians must complete and sign the Distance Learning Device Release Form. Borrower agrees to return the equipment in the same condition as loaned and further agrees to reimburse the District for any loss or damaged equipment beyond normal wear and tear. **The device is to be used by the student for educational and school-related purposes only.**

Students may bring their own personal devices to school. However, the school is not responsible for personal equipment that may be lost, damaged, broken or stolen. It is recommended that students use the devices provided at school. If students are in the Hybrid Model they may need to bring their device and charger to and from school each day.

The district common platform is Microsoft Office 365 Suite. School sites and unit members may also use additional learning applications and platforms to meet the needs of students and families.

The District technology help line will be available to provide support and assistance for hardware issues as well as Microsoft Office 365 Suite and district single sign-on applications contained within.

A Parent Helpline is available to provide technical support with Microsoft Office 365 and Teams, as well as assistance for District-adopted online programs (i.e. Achieve 3000). Office hours are Monday – Friday from 8 a.m. – 5 p.m. Parents may call if they need support with these tools and an IT team member will assist them. You may need to leave a message during peak times but please be reassured that someone will contact you as soon as possible.

TESTING – DISTRICT & STATE

State assessments, California Assessments of Student Performance and Progress (CAASPP) are administered at the end of the school year. The CAASPP assesses student progress and proficiency towards California State Content Standards in mathematics and English language arts. The District Local Measures are the district wide assessments that measure students' progress and achievement towards state and district initiatives. All students in kindergarten and first grade will take the District SmartyAnts assessment to measure progress in reading development. All students in grades 2-6 take the Achieve3000 Level Set test for reading. All students' grades K-6 take the iReady Mathematics assessment. All District assessments are administered 3 times a year. Students whose primary language is not English will take the English Language Proficiency Assessment for California (ELPAC). Students in the Dual Immersion program take the reading and writing assessments in both English and Spanish. *Please note this may vary and is subject to change while in Distance and/or Hybrid learning models.*

VISITORS AND VOLUNTEERS

During **the Distance Learning Model** and the **Hybrid Model** visitors and volunteers are not permitted on campus at this time. If you wish to volunteer, check with your child's teacher to see if there is something you can do off campus. If a parent must come on campus during the school day for special education assessment purposes, please make arrangements with the special education service provider or call the school office at 619-420-3940.

