

399 Alameda de La Loma Novato,
CA 94949

Phone: (415) 883 - 4681

Attendance: (415) 883 - 0910

Website: <https://lomaverde.nusd.org/>

Tehniat Cheema, Principal
Suely Rodas, Office Manager

| | | | | |
|------------------------------------|---|-----------------------------------|--|--|
| Academic Program | Additional Services | Attendance | Communication | Drop off/Pick up |
| Electronic Devices | Emergency Plan | Health and Safety | Homework Expectations | Loma Verde (LV) Pledge |
| LV Staff | NUSD Hate Speech Guidelines | School Visitation | Student Conduct Expectations | Vision |

VISION

At Loma Verde Elementary, we are committed to creating confident, lifelong learners by challenging each student to develop a growth mindset, building a solid foundation of skills and strategies, promoting academic excellence, and placing high expectations on each student from Transitional Kindergarten to 5th grade. We are dedicated to creating a safe and inclusive learning environment where all children, their families, and staff members are welcomed, respected, and trusted to be an integral part of the school community.

LOMA VERDE PLEDGE

BE KIND - BE SAFE - BE RESPECTFUL - BE RESPONSIBLE

I promise to be safe, respectful and responsible, by being kind to others, making good choices, and always doing my best, for myself, my classroom, my school, and my community.

LOMA VERDE STAFF

Front Office

Suely Rodas - Office Manager, Tatiana Rojas-Hering- Community Liaison, Shawn Kelly- Office Tech

| Transitional Kindergarten | Kindergarten | First Grade | Second Grade | Third Grade |
|---|--|--|--|---|
| Leslie Robertson Jessica Cruz, Jessica Chavez (Paraeducators: Libby Khiev, Lucia Avalos, Nela Garcia Gutierrez) | Melanie Gutierrez, Jordan Berardi (Beth Kraft), Kim Pinna | Lisa Hanley, Dayla Lee | Elizabeth Vega, Michael Stunz, Katrina Thomas | Cheriann Reed, Brenda Pfeifer, Kathleen Kang |
| Fourth Grade | Fifth Grade | Special Education | Support Teachers | Specials |
| Inna Soroka, Raman Toor | Karen McCormish, Jennifer Tokarski, Kylie Morris | <i>Counseling Enriched Classroom (CEC)</i> - Emily Cavallero <i>Resource Specialist (RSP):</i> Jenny Burt (<i>Paraeducator:</i> Jacqueline Warren) <i>Speech:</i> Christina Hawkins Psychologist - Jake Trackim <i>Occupational Therapist:</i> Nicki Hofeditz | Teacher on Special Assignment (TOSA) - Tom Martin English Language Development (ELD) Specialist - Jennifer Chung Counselor - Nicole Guest | Music - Lynnette Boosey, Collette Peckham Physical Education - Mike Malone |
| Paraeducators | Yard Supervisors | Support Staff | Food Services | Custodians |
| Kristy Palomino, Julia Cavanaugh | Satya Ross, Genie Moews, Ro Khiev, Elizabeth LaBau | Librarian - Jennifer Boutet Garden Teacher - Beth Kraft | Myrna Garza Anita Micheli | Saul Diaz - Day Custodian |

COMMUNICATION

PARENT SQUARE (App and online) -

- School and classroom communication about upcoming events
- Available to be translated in different languages

- Communicate with your child's teacher directly

LOMA VERDE SOCIAL MEDIA

Facebook: <https://www.facebook.com/LomaVerdeSchool>

Instagram: [@lvbearsrock](https://www.instagram.com/lvbearsrock)

Website: <https://lomaverde.nusd.org>

REPORT CARDS

The general purpose of the Novato Unified School District reporting system is to keep students and parents well informed of social and academic progress. There are three formal reporting periods.

- November - Parent-teacher conferences take place at the end of the first trimester (11/17-11/21) and include a report card.
- March - Report cards sent home on March 13th
- June - Report Card sent home on June 11th

PARENT-TEACHER CONFERENCES

The parent-teacher conference is an important time for parents and teachers to discuss student progress toward grade level standards and establish goals for improvement. Regularly scheduled conferences will take place from November 17th to the 21st. During this week, all students will be released at 12:45 pm so parents can meet with teachers in the afternoon.

BACK TO SCHOOL NIGHT

Back to School Night is an orientation evening for all grade levels that occurs within the first weeks of school. Back to School Night will be held on September 3rd.

OPEN HOUSE

Open House is an opportunity for students to share their efforts and hard work with their families. Open House will be held on April 27th, 2026. This will be a minimum day and students will be released at 12:45 pm.

Contacting Teachers or staff members

- Methods of contacting teachers include Parent Square, voicemail, or e-mail.
- Email addresses are first name initial with last name @nusd.org - lastname@nusd.org

ATTENDANCE

ABSENCES

Should your child be absent, please call the school absence line at (415) 883-0910.

General Absences

Regular attendance at school is **very important** so that all children can derive full benefit from the instructional program. Family vacations should be scheduled during school breaks. If you need to schedule a medical appointment for your child during school hours, please have your child attend for a portion of the school day.

Please keep children out of school when they are sick. Contagious diseases should be reported to the office. Students have to be fever-free or not vomited for 24 hours without medication before returning to school.

Not all absences are excused. Review the information below to see what constitutes an excused absence.

Excused Absences

Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:

Due to his or her illness

Due to quarantine under the direction of a county or city health officer

For the purpose of having medical, dental, optometric, or chiropractic services rendered

For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California

For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board

Participation in religious instruction or exercises in accordance with district policy

Independent Study

Short-Term Independent Study may be an option for students who have unavoidable absences and will be absent for a minimum of three days (not including illness).

- Short-Term Independent Study contracts will not be issued during spring standardized testing periods.
- Families must notify the office a minimum of five school days prior to the absence to request an independent study contract.
- All student work must be submitted to the school on the contracted day of return.
- If all the work is returned with satisfactory progress, the student will maintain a clear attendance record.
- If the student's work is unsatisfactory, or incomplete, the school can only grant excused days of absence for the amount of satisfactory work returned.
 - The additional days of absence will be considered unexcused and will count towards truancy.

Tardiness

Being on time for class and Loma Verde in Motion is most important. Tardiness affects student participation/grades, results in a learning loss for the tardy student, and is an instructional interruption for the rest of the class.

- Loma Verde in Motion starts promptly at 8:40 a.m.

- All students must check in at the office and obtain a tardy pass, if they arrive during or after Loma Verde in Motion.

Attendance Concerns

Our response to absences and tardies is a District mandated policy that we follow to not only ensure good attendance but to provide the state with information on who is regularly attending school

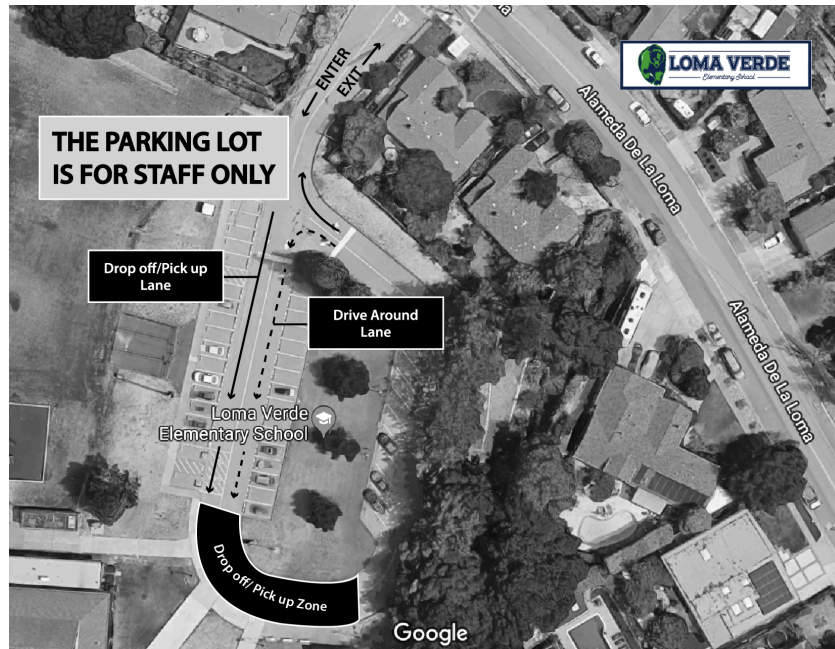
- When your child has 3 unexcused absence days or excessive tardies, you will receive your first truancy letter.
- When your child has 5 unexcused absence days or excessive tardies, you will receive a second truancy letter.
- If absences and/or tardies continue, a SART (School Attendance Review Team) Meeting will be held. During this SART meeting, the team will meet with parents to brainstorm how to make sure their student comes to school regularly and/or on time.
 - If students continue to be absent, they will be reported to the School Attendance and Review Board (SARB) and have to meet with them at the District Office.

According to Board Policy AR 5113, if a student has been ill for 14 days in a school year, a doctor's note is required for all absences thereafter or an Attendance Verification Form for Students with Chronic Illness (available online or at the office) needs to be filled out by your physician and turned into the office.

SCHOOL DROP OFF/PICK UP

PARKING

The circle is for **drop-off and pick-up only**. Emergency vehicles need access to the circle at all times. **Labeled parking spaces in the lot are for Staff Only**. Please **DO NOT** park in the staff parking spots. If you prefer to park and accompany your child to class, please park on the street (either Alameda de la Loma or Calle Paseo). Thank you for not parking in staff spots – even “for a second.” All staff members need to be able to arrive on time, prepared, and relaxed.



ROUTES

- **Bicycles.** Bicycle racks are provided at the school and all bikes are expected to be securely locked during the school day. Bicycles must always be walked on the school grounds. State law requires all children under the age of 18 to wear a bicycle helmet.
- **Walking.** Children should walk on the sidewalks or against oncoming traffic where there are no sidewalks and cross the streets at crosswalks and corners.
- **Driving.** Park your car on Alameda de la Loma or Calle Paseo (the back entrance) and walk your children to and from school. If you drop off and pick up on Calle Paseo do NOT park in the crosswalk.

Traffic around schools can pose a safety problem, especially at the beginning and end of each school day. Please allow enough time to transport your child. **If you are in a hurry, please choose another method of bringing your child to school. Exercise patience and remember every adult is a role model for our children.**

UNLOADING

- Enter the circle only when your children are ready to exit the vehicle.
- School supplies must be in the car (not in the trunk) so that children can exit quickly.
- Pull forward all the way before unloading, even if there are no cars behind you.
- Unload only from the passenger curbside of the car.
- Drivers must remain in the car.
- Do not park in the circle and/or leave the car unattended.

LOADING

- If you would like to greet your child at pick up, you must park on the street and walk on to campus.
- When driving, pull forward all the way before picking up, even if there are no cars behind you.

- Students need to enter the car from the passenger side only.
- Load QUICKLY.
- Drivers must remain in the car.
- Do not park in the circle and/or leave the car unattended.

BEFORE SCHOOL

Supervision of the yard begins at 8:30am. **Children may walk the perimeter of the blacktop only when they are supervised**; therefore, **children may not arrive at school more than 15 minutes before their start time.**

Morning childcare is available at the YMCA on campus. Call (415) 883-2663 or www.ymcasf.org for information. If your child attends a morning class please drop them off right at the start time.

At 8:30am, students in grades K-5 walk the perimeter of the blacktop adjacent to the playing field. Also at 8:30am, supervision is provided for Transitional Kindergarten students on the Transitional Kindergarten playground.

AFTER SCHOOL

All children should be picked up at dismissal time. If, for some reason, parents/caregivers are running late, call the school and we will make arrangements for children to wait in or outside the office.

TO AND FROM SCHOOL

Speak to your child about going straight to school in the morning and straight to their designated pickup area after school where they will be supervised. Inform him/her to let the office know immediately if there are problems with strangers, etc., on the way to and from school.

PICKING YOUR CHILD UP DURING SCHOOL HOURS

If you need to pick up your child at school during school hours, please come into the office and sign your child out. We will call your child to meet you in the office. Please allow enough time for this procedure.

If you need to relay a message to your student during school hours, please call the office to relay the message. The office staff will inform the classroom teacher of the message

EMERGENCIES

In the event that your child becomes ill or has an accident at school, you, or one of the adults that you designate in Aeries will be notified immediately. Parents can update Emergency Contacts in Aeries or let the office know and office staff can assist in updating information on Aeries.

Important: Make sure you let the school office know if you change phone numbers, address, or emergency contacts during the school year. You can update through Aeries or call the office for assistance.

Your child will only be released to the person(s) listed in Aeries.

Parents are expected to arrange to have their children picked up when they are sick.

CUSTODY

If you have a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both parents.

SCHOOL VISITATION

SCHOOL VISITS

All visitors are required to sign in the school office first before visiting the classroom/campus and prominently wear a visitor's pass and sign out upon leaving campus.

SCHOOL TOURS

School Tours are scheduled monthly from November through May. Contact the school office for dates and reservations.

EMERGENCY PLAN

The school has a comprehensive safety plan designed to offer maximum protection for our students in case of emergencies. Fire, earthquake, and shelter in place/lockdown drills are held on a regular basis. The school and school district work closely with the Marin County Sheriff's Department on all safety issues affecting students.

EMERGENCY PREPAREDNESS

In the event of an emergency, parents are to report to the Student Release area (back of the school - accessible from Calle Paseo). The parking lot will be blocked off for Emergency Vehicles ONLY. Students will be released to parents or individuals listed in Aeries.

We do ask your help in the following areas:

1. DO NOT CALL THE SCHOOL. We must leave phone lines open for emergency calls.
2. Pay attention to all messages providing details that are sent by Loma Verde Elementary.

Fire Drill. Alarm will automatically be activated in each classroom with corresponding strobe lights. All students and staff will exit outside classroom doors and quickly walk to the evacuation area (Upper Blacktop). The teachers will immediately count all students to confirm attendance and location of each student.

Earthquake. Duck and cover exercise will be used in the classrooms. After the shaking has discontinued, students will follow fire drill procedures.

Shelter in Place/Lockdown. In the event that the school needs to go into "Lockdown" mode, the principal or designee will make that announcement. Teachers will ensure that the inside and outside classroom doors are locked and blinds are closed. In the case of a Lockdown, students and teachers will take cover under their desks and stay away from doors and windows.

HEALTH AND SAFETY

Communicable Diseases

Please report all communicable diseases promptly (measles, mumps, lice, strep throat, whooping cough, etc.) to the school office. Proper notification will be sent home when it applies to your child's classroom.

Medication

Children may take medication prescribed by a physician and get help from school personnel during the school day if:

- Medical Form from the child’s physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken is completed and turned into the office EVERY YEAR.

Medications include prescription medications and over-the-counter medications including but not limited to Tylenol, cough drops, cough syrup, vitamins, etc. All Medications must be delivered to the office.

HEALTHY SNACKS AND LUNCH

We encourage families who send a lunch to school with their children to pack substantial, wholesome, and well- balanced meals in a reusable container as much as possible.

ANIMALS ON CAMPUS

Dogs and puppies on or off a leash are **not allowed** on campus playgrounds at any time during the school year. Do not bring your dog on campus when you walk your child to school.

NUSD HATE SPEECH GUIDELINES

As we begin this new school year, we want to continue to partner with you to help your students learn, grow, and feel safe and excited about school. During the last school year, we grew more concerned about students using unsafe words. Although we know that students try out different words and are still learning, we want to be very clear about the words that are unsafe for school and we are asking for your help in talking to your students.

Unkind speech—name calling, curse words, etc— words that make other students feel uncomfortable and unsafe

Hate speech—words that discriminate against a person or group based on race, skin color, religion, sexual orientation, ability, or gender/gender identity

While both types of speech are harmful, hate speech will have a different set of learning opportunities and consequences in NUSD, which may vary based on each specific incident.

| Hate Speech | Learning Opportunities | Example Consequences |
|--|--|---|
| Examples: Verbal and non-verbal expressions Racialized language “n-word” Homophobic words “that’s gay” Harmful jokes Intentional microaggressions | Restorative conversation (accountability and sharing negative impact) Reading Discussion Written reflection Project or presentation Community service | 1st offense: family notified, learning opportunities during recess/lunch/break 2nd offense: family conference, in-school suspension, learning opportunities during recess/lunch/break, behavior contract 3rd offense: family conference, out of school suspension 4th + offense: increased consequences and all of the above |

Thank you for your support so that NUSD can be a safe, inclusive place for all!

ELECTRONIC DEVICES/PERSONAL ITEMS

Loma Verde teachers and staff members do not assume liability for any theft or damage to cell phones, smart watches, or other personal electronic devices.

Students and parents/guardians are strongly encouraged to leave such devices at home and should consider their choice carefully when they bring any item of value to school.

“Off-Limit Devices”: cellphone, smart watches, AirPods, and other non-school issued devices.

Loma Verde is an electronic device-free campus unless the device is school-issued, such as a student Chromebook. Off-limit devices are not to be used by students during the school day. Off-limit devices at school need to remain off and in student backpacks. If parents/guardians choose to send their students with these devices to school, students are responsible for ensuring that they are not seen or heard by anyone on campus during school hours.

Expectations

Between 8:30 a.m. and the end of the school day, off-limit devices must be turned off. They should not be turned back on until students are dismissed for the school day.

Off-Limit devices are never to be used during recess, lunch, or during bathroom breaks.

Students may not use cell phones to take pictures or take audio/visual recordings while on a school campus. Students may never film another student or staff member without explicit permission from those involved.

Students should not use their phone or smartwatch to call or text their parents/guardians. When students need to reach a parent, they are expected to use the school's phone in the office. Likewise, if parents need to get a message to their child for any reason, they should call the office.

Off-limit devices collected from students will be sent to the office. Students will not be able to retrieve their device(s) until the end of their school day.

Progressive Discipline

If a teacher or staff member sees or hears an off-limit device, it will be collected from the student and taken to the office by a teacher or staff member. The administrative team will monitor infractions and move through the progressive discipline process:

STEP 1:

The device(s) is collected from the student and sent to the office by the teacher/staff.

At the end of the school day, the student comes to the office:

The student will be permitted to leave campus with their device(s). Student will receive an additional copy of the Electronic device policy and sign to acknowledge receipt of the policy.

The student's parents are informed and the incident will be documented.

STEP 2:

A parent, guardian, or other adult listed on the student's contact list will need to come to school to retrieve the device(s).

If parent/guardian is unable, this may result in the device being kept overnight at the school to be picked-up the following morning at drop-off.

The student's parents are informed and the incident will be documented.

STEP 3:

An administrator will hold a conference with the parent/guardian and student.

The student must turn in their device(s) at the main office no later than 8:30 a.m. each morning for one full week (5 days).

The student will be permitted to leave campus with their device(s) at the end of the school day.

The student's parents are informed and the incident will be documented.

STEP 4:

An administrator will hold a conference with the parent/guardian and student.

A formal intervention plan/behavior contract stating that the student must turn in their device(s) at the main office no later than 8:30 a.m. each morning for the rest of the school year; it may include additional consequences and expectations.

The student's parents are informed and the incident will be documented.

PLEASE DO NOT BRING PERSONAL ITEMS TO SCHOOL SUCH AS:

- gum, candy, soda pop, or unhealthy snacks
- toys and games
- pets
- skateboards, roller blades, yo-yo, shoe skates, etc.
- valuable objects or jewelry which could be lost or damaged

Loma Verde teachers and staff members do not assume liability for any theft or damage to any personal items brought to school. Any of the above items may be taken away by school personnel and returned to a parent/guardian.

LOST AND FOUND

Students are responsible to keep track of and take care of their own clothing and belongings. Lost and found items are turned into the office and can be located in front of the office. Please label everything! All items are donated three times a year (winter, spring, and summer break) if left unclaimed.

STUDENT CONDUCT EXPECTATIONS

SCHOOL WIDE BEHAVIOR EXPECTATIONS

- Be Kind
- Be Safe
- Be Respectful
- Be Responsible

[Loma Verde's School Wide Behavior Matrix](#) will provide more information about expectations around campus.

STUDENT CODE OF CONDUCT

Please refer to NUSD's [Student Code of Conduct](#) for specific information about district wide expectations and policies.

[Uniform Complaint Procedures](#)

DRESS CODE - BP 5132 - Updated 06/24/2025

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, discriminatory or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Shoes must be worn at all times. For grades TK -5, shoes must be closed toe. For grades 6-12, there must be activity-specific shoe requirements (i.e. PE, fields, etc.)
3. Hoods on shirts, sweatshirts and jackets shall not be worn indoors.
4. Clothes must cover the genitals, buttocks, and chest with non-see-through material. Visible waistbands or straps on undergarments worn under or over other clothing are not considered a violation.

EVENING OR WEEKEND EVENTS

Parents on campus after school are responsible for supervising their children in accordance with the school rules. The same behaviors demonstrated in school are expected of children after school.

All school rules still apply.

ACADEMIC PROGRAM

PROFICIENCY BASED EDUCATION (PBE)

PBE focuses on students demonstrating mastery of essential concepts and skills as they progress through each level of education.

There are Essential Standards in each grade level which are CA State Standards identified as most critical to a particular grade level/content area.

HOMEWORK EXPECTATIONS

At Loma Verde, we believe homework builds consistent habits, fosters independence and responsibility, and strengthens the partnership between home and school. It reinforces skills, provides practice, builds confidence, and supports students in becoming engaged, successful learners. [Loma Verde Homework 2025](#)

VOLUNTEERS

If you are interested in helping in the classroom, the library, or the office, please contact the classroom teacher or the school office.

Your help is invaluable to the students. [Novato Unified School District requires all volunteers working unsupervised with students to provide clear TB test results and be fingerprinted.](#) This also includes chaperoning on field trips. **All volunteers or anyone visiting on our campus, must come into the office, sign in/sign out, and wear a visitor's badge.** Please complete the VOLUNTEER PACKET to be cleared to volunteer.

ADDITIONAL SERVICES

FOOD AND NUTRITIONAL SERVICES – F.A.N.S

Every student receives a free snack and lunch. [Monthly Lunch Menus can be accessed here.](#)

BEFORE/AFTER CARE - YMCA

The YMCA, a private childcare provider, offers childcare on the Loma Verde campus. Hours during the school year are 7:30 a.m. - 6:00 p.m. Please call (415) 883-2663 for information.