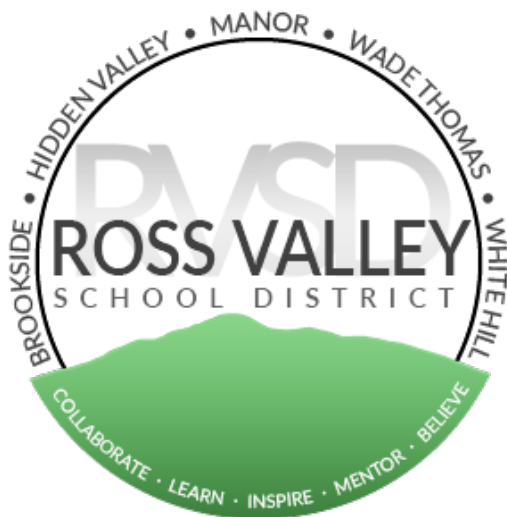


2017-2018

**RVSD Student/Parent Handbook**



Ross Valley School District  
110 Shaw Drive  
San Anselmo, CA 94960  
414.454-2162



## **WELCOME TO THE 2017-2018 SCHOOL YEAR**

Dear Parents/Guardians:

Welcome back to another year of exciting opportunities for students as we celebrate the beginning of the 2017-18 school year. The teachers, staff and administrators appreciate your support and want to encourage ongoing engagement as we *“Climb to the Next Level!”*

The District is committed to deliver instruction that will positively impact student engagement and learning. Our schools are providing opportunities for students to be creative thinkers and problem solvers and develop perseverance and resiliency to succeed both today and in the future. Building educational excellence requires the collective effort of all stakeholders. To support your student’s success, we ask that you....

- ❖ Make sure that your student is at school every day.
- ❖ Talk to your child about school and provide support.
- ❖ Keep in contact with your student’s teachers.

This coupled with outstanding principals, dedicated teachers, strong support staff, parents who are willing to help at school and at home, and willing and eager students we are looking forward to a successful school year!

Welcome and thank you in advance for your continued support and input.

Best Regards,

*Teri Louer*

Director Student Services

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## **ARRIVAL AND DISMISSAL**

### **ARRIVAL**

Students are allowed on school grounds 20 minutes before starting time. No supervision is provided before that time. Please remain with your child until a yard supervisor is present.

### **DISMISSAL**

Students should go immediately home or to child care at dismissal time. There is no supervision after dismissal. Students are not allowed to remain at school alone or wait for siblings who are dismissed later. Children should be picked up promptly. If you are picking up your child by car, you will find students waiting in front of school in the drop-off zone. Please drive to the front of the line and pick them up. Please do not double park, park in red zones, park in handicap zones, or block driveways. If children are not picked up, they will be taken to the office to call home and will remain there until the parent arrives.

### **EARLY PICK UP**

Students are not allowed off campus at any time unless accompanied by a parent. If you will be picking your child up early during the school day, please send a note to the teacher that morning stating the time you will be coming for your child.

Do not go to the classroom. Come to the office and your child will be notified you are waiting. Students will not be released during the day to anyone other than their parents without written permission from their parents.

### **EARLY RELEASE WEDNESDAYS**

Research shows that in order to improve student achievement, staff benefit from on-going professional development. RVSD has dedicated Wednesday afternoon for teacher collaboration and professional development. The teachers have opportunities to meet in grade level meetings to share information, attend staff meetings and professional development. During this time, teachers are planning curriculum, reviewing student work and assessment to inform instruction and set goals for student learning and share ideas.

## **ATTENDANCE COUNTS**

Ross Valley School District believes that every day counts in student's education. Students that have good attendance have better academic skills, grades and self-esteem. Regular attendance is one of the greatest contributing factors to success in school. Students are required to attend school on a daily basis and remain in school the entire school instructional day. Students who are tardy or leave early miss important instruction. Disrupt instruction for those students who arrive on time ready and class time is lost when instruction must be repeated. The District appreciates it when you are able to limit appointments to before or after school hours. We appreciate your help in getting your child to school on time each and every day.

### **ABSENCES**

The school office should be notified before the school day begins, if your child will be absent. Your call assures us that your child is safe and has not been injured on the way to school. Parents can leave a message on office phone voice mail or email office. Parents should notify the office directly; teachers sometimes do not forward the message. If you are unable to call in your child's absence, a written note should be sent when your child returns. California Education Code § 48260 and RVSD Board policy 5113 defines unexcused absences as the following:

- Illness

- Doctor/Dental appointments
- Attendance at an immediate family member's funeral
- Court appearances in which student is mandated to attend
- Observance of a religious holiday

Absences for other reasons and unreported absences are considered unexcused.

### **UNEXCUSED ABSENCES**

California Education Code § 48260 and RVSD Board policy 5113 defines unexcused absences as the following:

- Arriving to school tardy, 30 or more minutes late without a valid reason.
- Parents not calling the school or providing verification of an excused absence
- Out of town trips, while school is in session. These excursions may provide educational opportunities and may be excused, if the student has been approved for Independent Study if the student will be missing 5 or more days of school.

A child who is tardy/absent from school without a valid excuse will be marked unexcused for the day. These types of absences are called "truancies". Students are required to attend school the full day and may be referred to the School Attendance Review Board (SARB).

### **LATE**

In school, as in life, punctuality counts. Getting children to school with plenty of time sets a good habit that will help them succeed for the rest of their lives. Students who arrive "only" five or 10 minutes late to school disrupt the classroom. This is an integral part of the school day in which the teacher may be setting the agenda for the day, making important announcements, and collecting homework assignments. By missing this part of the day your child is at a disadvantage by starting the day without having the opportunity to get organized and be ready for instruction. There is yard supervision 20 minutes prior to the start of school and provides your child a chance to socialize with his/her friends.

### **TRUANCY**

California Education Code § 48260 and Board policy 5113 indicates that a student is considered truant if they have accumulated a combination of 3 or more unexcused absence without a valid excuse. RVSD is required to notify parents/guardians in writing that their child is truant.

You will receive written notification after 3 unexcused absences. If your child continues to have unexcused absences after the first notification, the Principal will schedule a conference with you, in order to improve attendance and support your child so they can attend school on time every day. The goal is to develop a plan with you to support your student.

### **INDEPENDENT STUDY**

If a student must be absent from school for five or more consecutive days due to an emergency, vacation, or illness, it may be possible to arrange for an Independent Study Contract. Students must meet certain requirements and standards to participate in an Independent Study. Please meet with the school Principal to discuss this option. The Independent Study contract needs to be approved by the Principal at least ten days prior to the scheduled absence.

### **CHILD CARE**

The Marin County YMCA provides before and after school care to some of our students, and at Wade Thomas, San Anselmo After School Program (SAAS) provides an after school program. Both the YMCA and SAAS are private entities and is fee based. Contact them for more information.

## **CURRICULUM**

Parents/Guardians will receive an overview of the class curriculum from your child's teacher at Back-to-School night. Teachers develop their instructional programs based on California State Department of Education Common Core frameworks.

### **FAMILY LIFE INSTRUCTION**

Part of the fifth grade science curriculum includes teaching human reproduction. In accordance with California Education Code § 51550, Fifth-grade students will study the functioning of male and female reproductive systems, in a six-hour course provided by the school nurse. Also, California Education Code § 51240, states that the student shall be excused from such instruction upon written request of the parent or guardian if any part of the instruction in health or family life education conflicts with the religious training and beliefs or personal moral conviction. Parents will receive more specific information on family life curriculum, including an opportunity to view the curriculum and ask questions, prior to instruction.

### **LIBRARY**

The library plays a vital part in the total educational program of our school. Students have access to the library through scheduled weekly class visits and small group research time. Time is always included to browse and check out books. The library specialist welcomes suggestions from students and parents for new book selections. Your child (and you) is responsible for the books s/he checks out of the library. If a book is lost or damaged, reimbursement for its cost will be required.

Our computer lab is located in our school library. It is open to students at lunch and at other times during the school day. Students also have access to the lab during assigned class time with their teacher.

### **PHYSICAL EDUCATION**

Students in 1<sup>st</sup>-5<sup>th</sup> grade receive 200 minutes of instruction every two weeks. It is important that students wear appropriate clothing and shoes to participate in physical education. In addition, students in 5<sup>th</sup> grade participate in the Physical Fitness Test every spring.

### **HOMEWORK**

Ross Valley School District Board Policy 6154 establishes the following guidelines regarding homework. The purpose of homework is to increase knowledge, inspire creativity, improve ability and practice skills. Open communication between students, families, and teachers regarding homework is vital. Students and parents are encouraged to contact teachers with questions and concerns about homework and achievement in school. If a student repeatedly fails to complete homework, the teacher shall notify parents/guardians in a timely manner. Research states, that meaningful and appropriate homework is a relevant extension of the classroom that can positively affect student learning.

### **MEANINGFUL and APPROPRIATE HOMEWORK**

1. Has a clear academic purpose such as practice, checking for understanding, or applying knowledge or skills.
2. Effectively demonstrates student learning and understanding
3. Promotes ownership (by offering choices and being personally relevant).
4. Instills a sense of competence
5. Can be enjoyable and interesting.

### **SITE BASED HOMEWORK PLANS**

Administrators and teachers develop and implement an effective homework plan at their school site. The site homework plan will be introduced to parents and students at the beginning of each school year and is part of the Single Plan for Student Achievement (SPSA).

### **MAKE UP WORK**

Students who miss school work because of an excused absence shall have, upon their return to school, at least two school days to complete all assignments and tests that can be provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within the time limits.

Students who miss school work because of unexcused absences or suspensions may be given the opportunity to make up missed work; Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

### **ASSESSMENTS and EVALUATIONS**

Assessment and Evaluation is an integral part of the teaching and learning cycle. Teachers will use a variety of classroom assessments to identify students' needs for remediation and acceleration. Assessment of our students' progress is a key element in a successful academic program since it informs instruction. Teachers will develop formative assessments to determine student progress.

### **READING ASSESSMENTS**

The District will be using both *Fountas & Pinnel* Assessment System and the *Scholastic Reading Inventory* to identify a student's reading skill levels. These assessments provide teachers, students, and parents' valuable information.

- The assessments can determine reading placement levels and group students for instruction
- Help students select text for learning and pleasure-both literature and informational text
- Identify students who need interventions
- Progress monitor the outcomes of strategic instruction
- Documents a student's progress during the school year and over several years.

### **CALIFORNIA STATE SUMMATIVE TESTS**

All students in grades 3-8 take the California Assessment of Student Performance and Progress (CAASPP) in the spring of each year. The assessments are computer based tests that measure student knowledge of California's English language arts/literacy (ELA) and mathematics standards. These new assessments replace the former paper-based, multiple-choice assessments for students. The results from these assessments provide the school and district with a broad understanding of how are students are learning so that we can address the needs. In addition, 5<sup>th</sup> grade and 8<sup>th</sup> grade students take the California Assessment Science Test (CAST) based on Next Generation Science Skills (NGSS). The CAST was piloted during the 2016-17 school year and there are no scores available.

## **CELEBRATIONS**

Birthday and holiday celebrations are a special time for children, but can be a difficult time for a child with a severe food allergy. There are many great options to use instead of food, such as stickers, pencils, a book or game for the classroom. Each school site may have specific procedures for celebrating student birthdays and school wide celebrations and events. Please contact the school site for specific procedures.

Please review the section under Health about Food Allergies and Food Intolerances.

## **HEALTH**

### **EMERGENCY CARDS**

Emergency cards should be updated whenever there is a change. Please be sure to notify the office immediately of any changes to home address or home phone number. It is also extremely important that we have correct work and cell phone numbers for parents in case of emergency. In an emergency the parents will be notified first. However, if parents cannot be reached, we must have at least two local available relatives or friends to contact in case of illness or emergency.

Children are released only to parents and adults listed on the emergency form. If there is a court ordered restraining order, please provide a copy to the school.

### **ILLNESS**

If your child complains of not feeling well in the morning or has any of the following symptoms, please keep him/her home until he/she is well. If your child becomes ill while at school, you will be called to pick him/her up. A child may be too sick to attend school if the child has a fever, diarrhea, vomiting, rash, signs or symptoms of illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, and lethargy).

If there is a situation in which your child feels ill during the school day and is unable to participate you may be contacted to pick up your child. School personnel are trained in first aid and each school is equipped with a first aid kit. Paramedics may be called in the event of an emergency or due to a health plan.

No pupil, while infected with any contagious or infectious disease, shall be allowed to remain in school. If the child has any of the following diagnoses from a health provider, the child may not attend school until 24 hours after treatment has started: strep throat, scarlet fever or other strep infection, conjunctivitis/pink eye, scabies, impetigo. If a child has chicken pox, he/she may not attend school until all sores have a scab (usually 6 days).

Please notify the office if your child has a contagious/infectious disease.

### **ALLERGIES**

RVSD develops plans to help accommodate children with food allergies. It is imperative that we create a safe, nurturing educational environment for children with food allergies and food intolerance. Over the last several years there has been an increase in the number of children with asthma and food allergies, 1 in 13 children. These children have an increased risk of anaphylaxis which is a rapid, severe allergic reaction. It can cause difficulty breathing, swelling, dizziness, and even death.



Ross Valley School District has adopted Board Policy and Administrative Regulation 5414.27 in regards to Food Allergies/Special Dietary Needs in response to this significant issue which focuses on providing a safe and healthy environment for all students to learn. If your child has a food allergy or intolerance:

- Written documentation from a health care provider must be provided to the school with recommendations to keep the student safe.
- School personnel will take part in food allergy education and training by the school nurse
- Principals will notify the teacher that the student has documented food allergy and/or food intolerance.
- Principals will notify the parents that a student has documented food allergy or food intolerance and that all classroom and grade level celebrations will be free from the allergen.
- In the cafeteria, allergen friendly seating will be designated
- Classroom projects or activities will avoid using common food allergens that are harmful to students.
- We will attempt to celebrate special events with non-food items.
- If food is involved, only labeled prepackaged healthy food items with a complete ingredient listing are allowed in that classroom or grade level event or activity.

This is a big change and we appreciate your support for all the students of RVSD.

### **SCHOOL NURSE**

The District Nurse provides health services to our students. She visits each campus one day per week and develops health plans for students with chronic illnesses. In addition, the nurse ensures that vision and hearing is screened at the mandated grades.

### **MEDICATION**

In accordance with California Education Code (s) § 48423 and 49480, administration of medication during school hours by school personnel will be permitted under the following conditions: The physician states that it is necessary for medication to be given during school hours; or the medication may be needed in an emergency such as an allergic reaction.

- Specific written directions for the administration of the medication (s) are given to the school personnel by the physician, including over the counter medication.
- Written authorization for the administration of the drug is signed by parents/guardians.
- Medication must be brought to school by the parent labeled with the student's name, the name of the prescribing physician, identification number or the name of the medication, the pharmacist who dispensed the medication and the dosage to be given at specific times or in specific situations.

Medication must be stored and administered in the school office. All medication must be in the original bottle and labeled with the student's name. Students are not allowed to keep medicine with them in their classroom.

### **IMMUNIZATION REQUIREMENTS**

All students entering school must be immunized based on the requirements of the California School Immunization Law for grades K-12.

As of January 1, 2016, there are new immunization requirements. All students entering 7<sup>th</sup> grade require proof that they have received the Tdap immunization for Pertussis. Kindergarten students are required to provide proof that they are up to date on the series of 3 Hepatitis B

shots and received 2 doses of MMR by the first day of school. In addition, any student enrolling in a California school for the first time is required to be immunized against Varicella (Chickenpox).

Students without immunizations will not be allowed to attend school unless there is a medical waiver on file at the school from your physician. Personal belief exemptions are no longer accepted.

### **HEAD LICE**

Head lice may appear on any child. If your child complains of an itchy scalp, check for head lice. If your child has lice, please contact the school immediately. Nits (eggs) are easier to spot than lice. Eggs attach themselves firmly to hair shafts near the skin. Lice are spread by close contact or using the hat, comb, or brush of an infected person. If a student is found to have head lice or nits the entire class may be examined.

The responsibility for the treatment of head lice rests with the home. Students with live head lice shall be sent home. If nits are present, but no live lice, students may remain at school. Parents will be notified, so their child can be treated. The recommended way to treat, head lice is to use an over-the-counter anti-lice shampoo. Backcomb hair with a fine-tooth comb to remove all nits. Vacuum your child's room. Soak combs and brushes for one hour in solution containing anti-lice shampoo. Wash your child's sheets, blankets, pillowcases, and any clothing worn in the last 72 hours in 140° water. Items which cannot be washed should be placed in an airtight plastic bag for three weeks.

Students may return to school when the parents have completed the requirements and signed the Treatment Release Form.

### **VISION and HEARING SCREENINGS**

In accordance with Education Code § 49455, RVSD appraises the vision and hearing of pupils in TK, Kindergarten 2nd, 5th, and 8th grade or upon first enrollment in a California school. All screenings are conducted by credentialed school nurses/school audiometrists as follows:

- Grade 1: color vision – boys only
- TK, Kindergarten, 2nd, 5th, and 8th grade vision and hearing

### **HOME/HOSPITAL INSTRUCTION**

Home-Hospital Instruction (HHI) is provided according to Education Code §48206.3 to a student with a temporary illness or injury which makes school attendance in regular day classes or alternative education program impossible or inadvisable. The purpose of the HHI Program is to support the student in maintaining a continuity of instruction during the student's absence from the regular program.

To qualify for the HHI Program, the student's illness or injury must be diagnosed and verified in writing by a licensed physician/clinician. The term "temporary disability" is defined as a physical, mental or emotional disability incurred while a student is enrolled in regular day class and after which the student can reasonably be expected to return to regular day classes without special intervention.

## **LOST AND FOUND**

All lost and found items are stored in a designated location at each school campus. Students and parents should check there periodically for lost items. Items remaining after the last class day in December and June will be given to charity. It is recommended that you label all articles of clothing on the inside, either with your child's name or a symbol they will recognize.

## **LUNCH**

It is very important that every child has a nutritious lunch. The Ross Valley School District provides a daily hot lunch program through Choice Lunch. Lunches can be purchased via the Choice Lunch website, [www.choicelunch.com](http://www.choicelunch.com). Milk may be purchased separately.

If your child forgets to bring a lunch or purchase a lunch, there are a limited number of emergency school lunches available for purchase. Please let the school know if your child needs an emergency lunch.

Details are sent home at the start of each school year about the National School Lunch Program (NSLP). Applications to participate in the NSLP are available and are included in the student first day packets, School Office, District Office and the District Web Site.

It is recommended students bring a nutritious snack to eat mid-morning.

## **PARENT COMMUNICATION**

We welcome all notes and phone calls. RVSD makes every effort to communicate with parents. You may receive information about your child and the school program in many ways.

## **WEBSITE**

Current information about our District and Schools is available on our website at [www.rossvalleyschools.org](http://www.rossvalleyschools.org). Visit our website often for up to date school and community information. All school events and activities are included on the school website. In addition, you can follow RVSD Tweets to learn what is happening in the District.

## **BLACKBOARD CONNECT**

This is communication system that will allow the schools and district to send out important messages using, text, voice mail and email. Please make sure that your information is updated in order to receive the information

## **ROUND TABLE**

Round Table is a District committee comprised of representatives from each school and the YES Foundation. The group meets on a regular schedule during the school year with the Superintendent and other administrators to discuss the activities within the District.

## **NEWSLETTER**

Each school sends home a newsletter every week with via email. Printed copies are available upon request. The newsletter keeps you informed of school events, activities, and schedules in the school and community. The newsletter and attachments are on the school website under Newsletters.

## **TEACHERS**

Parents are encouraged to communicate with their child's teacher. Teachers are available for phone calls before and after school. You may also call the school during the day and leave a message with the office or ask to be connected to the teacher's voicemail. You may communicate by email and they will be read after the instructional day.

Teachers have meetings and after school duties, so other than quick exchanges, if you wish to meet with a teacher, please schedule an appointment with him/her. That way, you can be assured they will have sufficient time to meet and discuss your child.

In the event of a problem, contact the teacher first to resolve the problem. In the event that a solution cannot be reached, the Principal will work with the teacher and the parents to problem solve and develop a mutually agreeable solution.

## **PRINCIPAL**

The Principal welcomes communication with all parents. To be assured of an appointment, please call the office to arrange a time. "Drop -in" conferences certainly do occur, but there is no guarantee that the Principal will be available.

## **REPORT CARDS AND PARENT CONFERENCES**

A vital form of communication between your child's class and home is his/her school work. Each teacher has a regular schedule when they send work home. In addition, teachers send home letters describing the curriculum and activities in the classroom.

Parents of students TK-5<sup>th</sup> grade meet with teachers for "intake conferences" during the first weeks of school. These conferences give parents a chance to share their goals and expectations for their child with the teacher.

Students in 1<sup>st</sup> -5<sup>th</sup> grade receive report cards every trimester. Transitional Kindergarten and Kindergarten students will receive report cards twice a year. During the first trimester parents will receive a progress update. . Parent-Teacher conferences are scheduled at the end of the first trimester. Students are dismissed early so that the conferences can be scheduled in the afternoon.

## **PARENT PARTICIPATION**

### **CLASSROOM VISITATION**

Ross Valley School District believes that parents are important partners in the success of our school program and welcomes parents and professionals to visit our school sites. In order to maintain the integrality of instruction, ensure student confidentiality, maintain a safe school environment and minimize disruption of the instructional process RVSD has developed visitation guidelines which are available in the school office. Please sign in at the office for an identification badge before going to the classroom and sign out when leaving.

### **VOLUNTEERS**

The District recognizes that parents and community members can provide valuable services to the schools by sharing their time, talents and experience. Volunteering provides opportunities to become directly involved with education and strengthens the relationship between the school and parents in the community. Volunteers must follow school guidelines. If you are interested in volunteering contact the school office and complete the volunteer application and written

verification from your physician of a negative tuberculosis test within the last 4 years **or** submission of a “Risk Assessment Questionnaire.”

### **FIELD TRIP DRIVERS**

Parents/guardians may volunteer to transport children on school sanctioned field trips. If you volunteer to drive, on a field trip in addition to the volunteer application and negative tuberculosis test, a current driver form must be on file at the school site. There are strict laws and requirements related to driving students. The form needs to be completed annually and is available at the school office or on the website.

### **SCHOOL SITE COUNCIL**

The School Site Council meets monthly to work together on school improvement issues. Each school develops under the guidance of the School Site Council, a Single Plan for Student Achievement. This plan describes how the school consolidates and focuses their programs and resources on improving the academic achievement of all of their students. Vital to the success of the plan is involvement in your child’s education. You are invited to participate in the many organizations, activities and training opportunities offered at your child’s school.

### **PARENT ORGANIZATIONS**

The purpose of parent organizations is to improve the quality of education at our schools by supporting the involvement of parents in their child’s education. The organizations are non-profit, volunteer organizations that raise funds to enrich the student’s educational experiences. The organization works in conjunction with the YES Foundation.

### **YES FOUNDATION**

Yes is a non-profit corporation dedicated to enriching the educational programs for all students attending the Ross Valley School District? With the support of the YES Foundation students receive instruction in the visual and performing arts, including an award winning theater arts program, instrumental and vocal music, technology programs, libraries and other academic enrichment programs to support literacy and intra mural and interscholastic sports.

### **PETS AT SCHOOL**

Pets are not allowed on school property unless special arrangements have been made through the classroom teacher or principal. When dropping off or picking up your child, please leave pets at home. Any stray animal found on campus will be turned over to the Marin County Humane Society.

### **STUDENT SAFETY**

The Ross Valley School District has a number of specific protocols and procedures to assist in its emergency response. Whether the situation involves a seismic event, terrorism, fire or a stranger on campus, it is the intent of RVSD to:

- Take effective action to minimize injuries and loss of life
- Utilize school personnel and facilities to care for victims
- Provide maximum security for students and employees
- Provide a safe and calm environment for students
- Protect and preserve school property

In the event of a disaster or inclement weather, please call the RVSD School Closure Hotline at (415) 721-4751.

## **EMERGENCY RESPONSE MANAGEMENT**

In the event of an emergency situation during the school day, here are some important points to remember:

- The Ross Valley School District will be secured and students will be kept at school until they can safely be released to parents or authorized guardians through an established reunification process.
- Employees are expected to have personal disaster plans for their homes and families so that they can carry out their school disaster responsibilities.
- District staff members receive training in emergency procedures and are provided opportunities for development of necessary skills, including rescue and first aid.
- Though RVSD works closely with emergency response agencies, it may be necessary to coordinate our own response efforts if emergency personnel are tending to more immediate needs. RVSD staff members have therefore been assigned specific roles and responsibilities, which are practiced during drills throughout the year.

• All RVSD schools and departments review and update their disaster plans annually and submit a copy to the District Office at the beginning of each school year. The district's emergency response capabilities are in compliance with all local, state and federal statutes and requirements.

## **MESSAGES**

All arrangements for the day should be made before your child leaves home. Delivering messages to your child can cause a disruption to the classroom. The office will do their best to communicate messages to students during non-instructional time if there is an emergency situation. Messages for students after lunch cannot be guaranteed to be delivered.

Please be sure your child knows who will pick them up each day or if they are to walk home. Also, make sure your child knows what he/she is to do in the event it is raining after school. Students are not allowed to use the phone to make after school play arrangements.

## **FIRE/EARTHQUAKE DRILLS**

All students and school personnel participate in monthly fire and/or earthquake drills. District employees are trained in procedures to follow in the case of an emergency. Each teacher has a map of the school showing how students are to leave and where to line up. We practice drills on a regular basis to be prepared in case of a real emergency.

## **STUDENT ACCIDENT AND ILLNESS COVERAGE**

Parents may purchase accident insurance for their children at the beginning of the school year. Detailed information is available on the District website under the Back to School tab or you may request information from the school office.

## **STUDENT SERVICES**

### **SPECIAL EDUCATION**

The Individuals with Disabilities Act requires that a free and appropriate education in the least restrictive environment in which a student can meet his/her goals be offered to all pupils pre-school to 8th grade identified with a disability. A student shall be referred for special education instruction only after the resources of the regular education program have been considered and utilized. Parents of children with disabilities are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the

basis for such action. They are also entitled to give voluntary consent for educational assessment and placement and to participate in the annual instructional meeting.

### **CHILD FIND**

Search and serve is the process to find children before age 3, with a disability that may need individual and appropriate special education service based on California Education Code § 56300, RVSD actively seeks children who might qualify for special education assistance. For further information, please call (415) 451-4066

### **504 SERVICES**

American Disabilities Act Section 504 is a civil rights statute that extends protection to individuals with disabilities. To become eligible for services, it must be determined that your student has a physical or mental impairment that substantially limits one or more major life functions and requires accommodations.

### **Rtl and STUDENT SUCCESS TEAMS**

Our goal is to ensure that all students are learning. In the event that a child is experiencing difficulty, there is a pyramid of support that determines strategies and a plan for how to provide supports for the student. This problem solving process is part of Response to Intervention (Rtl) model. The purpose of Rtl is early identification and intervention for students who are experiencing difficulties in school. These problems may involve behavior, academics, attendance, health, or social emotional issues. The team's goal is to make recommendations and/or interventions that will facilitate the student's progress.

The Student Success Team (SST) is a school site team, composed of general education and special education staff, which reviews concerns regarding individual students.

If you have concerns about your student's progress, discuss these with the classroom teacher.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) provide parents certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records maintained by the school.
- The right to request that a school correct the student's education records that are inaccurate or misleading.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education records.
- FERPA permits schools to disclose those records, without consent, to schools to which a student is transferring; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

A student's permanent record file shall include information on his/her academic and behavioral records, achievements, and awards. Parents/Guardians are entitled to view and receive copies of their children's school records. These are kept in the school office.

Some students may have an interim record if they have received special education services and have an IEP or 504. These are kept in the District Office.

Requests must be made in writing and the District has up to 5 days to provide a copy of the requested records.

### **RESTRAINING ORDER**

A parent or guardian who has a court order restraining others from picking up the child or children from school must have the court decree filed at the school office.

Any parent indicating existence of a court decree on the Emergency Card restraining certain individuals from picking up his or her child from school shall provide the school with a copy of the restraining order.

### **STUDENT RESPONSIBILITIES**

All students deserve to feel safe at school. The staff work together to maintain a safe and respectful school environment. Parent support is very important in making sure that all students observe their school's Code of Conduct in order to maximize the learning environment. At the beginning of the school year, each school's principal and staff members share their Code of Conduct with parents and students. Parents are encouraged to contact the school if questions arise regarding the Code of Conduct.

The Response to Intervention (RtI) Process is in place at each school to provide specific support and guidance in assisting students to maintain appropriate behavior.

### **DISCIPLINE**

The District has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a school atmosphere conducive to learning and to the safety and welfare of the students and school staff. Students may receive consequences for breaking a rule such as loss of a privilege.

California Education Code §48900 and §48915 and Board Policy 5144.1 outline the specific infractions that may result in suspension or expulsion. However, suspension and/or expulsion are used as the last resort only when other means of correction have not proven effective.

Students are subject to follow the school code of conduct while on school grounds, while going and coming to school and at any school sponsored activity.

### **DRESS CODE**

The purpose of a dress code is to enhance school safety, improve the student learning environment and promote positive behavior. Students are expected to dress in a way that shows pride in themselves and which acknowledges that school is a place to work and learn. Therefore, RVSD recommends clothing that will support a positive environment and is appropriate to the climate.

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student

The following are guidelines when assisting your child in choosing clothing:

- Clothing and shoes that allow the student to participate in a variety of activities indoors and on the playground is recommended.



- Tennis shoes are recommended rather than flip flops since they are safer on the playground.
- Clothing that fits is recommended neither too tight or loose; too short or too long.
- Shirts with sleeves are recommended
- Logos that promote positive themes are recommended. Any logos that promote drugs, alcohol, tobacco, violence or are offensive are not permitted.

### **BICYCLES, SKATEBOARDS and SCOOTERS**

We encourage parents and students to ride, roll and walk to school. It is recommended that younger students be escorted by a parent or guardian to and from school and everyone follow all appropriate traffic and safety rules. The same rules that govern how cars, motorcycles, and trucks are to be driven apply to your child as a bicycle rider. His/her safety and the safety of pedestrians, motorists, and other bicycle riders depend upon the following of traffic laws. Bike riders must exercise good sense and safe riding habits at all times or they may lose the privilege of riding to school. ALL BIKE RIDERS MUST WEAR HELMETS.

It is the student's responsibility to park their bikes and lock them in the bike racks. The school cannot be responsible for any damage or theft of bicycles. They are to leave the rack area immediately and not return until school is dismissed. Bikes, skateboards, and scooters may not be ridden in the corridors, around school buildings at any time, or on the school yard prior during the school day. Students should walk their bikes, skateboards, and scooters on the school grounds. When school is out, they should exit directly home from the bike rack. We also suggest that expensive accessories be removed from bicycles before being brought to school.

### **TELEPHONE**

The school telephone is for official use only. The telephone is not to be used by students unless an emergency situation arises, a student becomes ill or has forgotten his/her lunch. Families are encouraged to make after school plans before leaving in the morning to minimize the classroom interruptions.

### **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES**

In accordance with Board of Education Policy 5131, students may possess or use on school campus personal electronic devices including cell phones and lap top computers provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities.

However, students in TK-5 rarely need to use cell phones or electronic devices that are not provided by the school; please check with the campus if you think your child needs to bring either a cell phone or a personal electronic device to school.

### **BULLYING**

Every student is entitled to a safe school environment free from discrimination, harassment, and intimidation and bullying. The District's policy is available on the District's website and in the school office. The District prohibits bullying as defined in Education Code § 48900(r) including, but not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, which are disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.

Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal. There is a link on the RVSD website to the complaint form and other information regarding bullying, discrimination, harassment and intimidation.

A complaint may be made anonymously by the District's Nondiscrimination/Anti-Bullying Coordinator. If there is sufficient corroborating information, the District will commence an investigation. Complaints will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

The District prohibits retaliation against individuals who make complaints or provide information related to such complaints.

### **SEXUAL HARASSMENT POLICY**

The Governing Board of the Ross Valley School District reaffirms its commitment to the safety and well-being of all its students and, therefore, prohibits unlawful sexual harassment of or by a student or by anyone in or from the district.

Moreover, it is the intent of the Board to ensure that all students be aware that they need not endure any form of sexual harassment. As such, this policy shall be posted, distributed to students and employees, and included in the annual notice to parents/guardians.

In accordance with California Education Codes § 48980(g), 231.5; and Board Policy 5145.7(a), any student who engages in the sexual harassment of anyone at school or at a school sponsored or school related activity shall be subject to disciplinary action. Students and staff aware of incidents of sexual harassment shall report such incidents immediately to the principal/designee and may file a complaint pursuant to Board Policy 1312.3(a).

For complete copies of Board Policies and Administrative Regulations or Education Codes related to Nondiscrimination, Hate-Motivated Behavior, Harassment, Sexual Harassment, and Uniform Complaint Procedures, contact the school or District Office.

### **TITLE IX**

RVSD is committed to protecting students' civil rights and ensuring that all District programs and activities provide an environment that is free from discrimination, harassment and intimidation and/or bullying.

Title IX is a federal law that was passed in 1972 to ensure that male and female students in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment. In addition, Title IX protects transgender students and students that do not conform to sex stereotypes. State law prohibits discrimination based on

gender, gender expression, gender identity and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”*

Complaints of discrimination, harassment, intimidation or bullying are investigated through the District Uniform Complaints Procedure.

The District Title IX Coordinator who oversees the District’s compliance with Title IX requirements and promotes sex equity in the District’s programs. Contact the District’s Title IX Coordinator (s):

Teri Louer or Marci Trahan  
Ross Valley School District  
110 Shaw Drive  
San Anselmo, California 94960  
Telephone: (415) 451-4065 or (415) 451-4064  
Email: [tlouer@rossvalleyschools.org](mailto:tlouer@rossvalleyschools.org) or [mtrahan@rossvalleyschools.org](mailto:mtrahan@rossvalleyschools.org)

### **TITLE I/ English Language Learners**

The Ross Valley School District receives special state and federal categorical program funds to improve student achievement. Federal regulations governing Title I programs of the *No Child Left Behind Act of 2001* provide the following to parents:

- The right to request information regarding the professional qualifications of their child’s classroom teacher.
- A copy of their child’s state assessment results.
- Notification when their child has been taught by a teacher who is not highly qualified.
- Information to parents of limited English proficient students, the need for placement in a language instruction class
- Notification if their child’s school is identified for school improvement and subsequent corrective action to be taken, plus the option to transfer their child to another public school.
- Notice of the availability of supplemental educational services/approved providers.
- A jointly developed written parent involvement policy.

### **TOBACCO, ALCOHOL & DRUG-FREE SCHOOLS**

The Ross Valley School District supports the non-use of alcohol, tobacco and drugs by district children and adolescents in order to:

- Maintain an alcohol, tobacco, drug-free, safe and positive school environment.
- Reduce and prevent at-risk behavior.
- Enhance academic success and responsibility for a healthy citizenship.

Rules, regulations and rights pertaining to discipline for violation of all behavioral standards, including alcohol, tobacco and drug use, are available from your school principal.

## **TRANSPORTATION**

Transportation to and from school is the responsibility of the parent. When dropping off or picking up in your car, please be mindful of all traffic laws be respectful of fellow parents and neighbors to the school. Do not park in red zones, double park, park in handicapped designated areas, or block emergency access roads. Never leave your car unattended in the drop off or pick up zones. If you have to go onto the campus, find appropriate parking.

To help mitigate the congestion common at the beginning and the end of the school day, we encourage all our students to take 'green ways' to school whenever possible to decrease traffic and carbon footprints and increase physical activity. Children in our district get to school by walking, biking, rolling and/or taking the bus. The District works closely with Safe Routes to Schools to make walking and biking safe. Please always be respectful of our neighbors and do not block their driveways or turn around in their driveways.

### **SAFE ROUTES TO SCHOOL**

This program is designed to decrease traffic and pollution and increase the health of children and the community, Safe Routes to Schools promotes walking and biking to school, using education and incentives to show how much fun it can be! The program addresses parents' safety concerns by educating children and the public, partnering with traffic law enforcement, and developing plans to create safer streets.

### **SCHOOL POOL MARIN**

This program assists parents in organizing car pools. School Pool is a way of sharing in the duties of getting children to and from school. School Pool options include carpooling, walk pools ("walking school buses"), bike pools ("bike trains") or arranging bus buddies for school buses or public transit. Two or more families agree to share responsibilities by trading days as pool leaders. Many parents have taken up School Pooling as a way to save time, save money and provide a safer way for their children to get to school. School Pool Marin is a program of the Transportation Authority of Marin and Safe Routes to Schools.

### **MARIN TRANSIT AUTHORITY**

The agency provides school bus transportation using yellow buses to Hidden Valley and White Hill Middle School. This is a private entity and there is a fee for the Youth Pass. Please contact Marin Transit Authority.