

# Wade Thomas Elementary School



150 Ross Avenue, San Anselmo, CA 94960

**Kim Kern, Principal**  
**Marlana Kenilvort, Administrative Assistant**  
**Office: 415-454-4603 Fax: 415-485-5506**

**Office Hours: 8:00am-4:00pm**

*YES!* Ross Valley School Foundation  
415-721-1555

San Anselmo AfterSchool  
415-453-3181

# Wade Thomas Bell Schedule 2013-2014

## Transitional Kindergarten

8:45	TK students arrive
12:05	Dismissal

## Kindergarten

8:30	K students arrive
10:00-10:30	Recess
11:40-12:05	Lunch (play)
12:05 -12:20	Lunch (eat)
1:55	Dismissal

## Grades 1 & 2

8:30	Early Readers arrive
9:10	Late Readers arrive
10:10-10:30	Recess
11:40-12:05	Lunch (play)
12:05 -12:20	Lunch (eat)
2:15	Early Readers dismissed
2:15-2:25	Recess
3:05	Late Readers dismissed

## Grades 3-5

8:30	All students arrive
10:10-10:30	Recess
12:05-12:20	Lunch (eat)
12:20-12:45	Lunch (play)
1:55-2:05	Recess
3:05	All students dismissed

## Wednesday (Grades 1-5)

8:30	All students arrive
10:10-10:30	Recess
11:40-12:05	Lunch (k-2 play)
12:05 -12:20	Lunch (k-5 eat)
12:20-12:45	Lunch (3-5 play)
2:10	All students dismissed

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### **Mission Statement**

The Wade Thomas mission is to provide comprehensive learning experiences based on best practices and creative teaching:

- Where students will develop confidence in their ability to think for themselves, analyze a variety of situations, find creative solutions, and generate a love of learning;
- Where students will approach the world beyond their immediate community with a sense of respect, wonder and responsibility;
- Where students will be challenged to reach their highest learning potential within a rigorous academic context enriched by access to the arts.

We will prepare our students to be self-motivated, life-long learners.

## **Message from the Principal**

Dear Mustang Parents,

Welcome to the 2013-2014 school year at Wade Thomas School! The purpose of this handbook is to provide you with information about programs and procedures at Wade Thomas. Please keep this handbook for reference during the school year. We look forward to seeing you throughout the year and welcome your participation wherever possible. No matter what your work or home schedule, there is a place for each and every one of you as part of our Wade Thomas family!

Wade Thomas is a caring, respectful, and loving school with a reputation for academic excellence. Our teachers are leaders in 21<sup>st</sup> Century learning strategies. This year, our school is focusing on developing use of technology in the classroom, continuing our implementation of the Toolbox social emotional learning curriculum, and aligning our instruction to the new Common Core Standards. We are in an exciting time!

Thank you for your ongoing support. Wade Thomas is a school that thrives on the dedication of its teachers, staff, and parents, to provide state-of-the-art education in a warm and nurturing environment.

Go Mustangs!

Kim Kern  
Principal



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Superintendent: Eileen Rohan Board of Trustees: Annelise Bauer - Anne Capron - Chris Carlucci - Hadley Dettmer - Heidi Kritscher Weller

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## **Ross Valley School District**

110 Shaw Drive  
San Anselmo, CA  
Phone: 451-4060  
Fax: 454-6840

**Eileen Rohan, Superintendent**

**Marci Trahan, Assistant Superintendent**

**Toni Beal, Director of Student and Education Services**

**Jim Cerreta, Business Manager**

**Bret Joyner, Director of Maintenance and Operations**

**George Baranoff, Director of Bond Projects**



## Wade Thomas Staff

<u>Last Name</u>	<u>First Name</u>	<u>Extension</u>	<u>Grade/Position</u>	<u>Room</u>
Almquist	Barbara	16	O.T.	Counseling Room
Ardigo	Susan	24	K	4
Armanini	Patty	32	3	12
Bahrt	Jenni	27	Art	7
Cardona	Juan	13	Building Manager	
Cavanna	Jenny	25	K	5
Cellers	Barbara	36	2	16
Counselor		19	Counselor	Rm nxt to K
Ford	Nicole	38	2	18
Haverstock	Amber	28	Speech	Speech Room
Hess	Lindsay	29	3	9
Higgins	Tyler	21	1	1
Holko	Claudia	37	2	17
Jenine	Gallardo	23	K	3
Kenilvort	Marlana	10	Admin. Asst.	Office
Kern	Kim	11	Principal	Office
Klimas	Mary	33	3	13
Lebeau	Sandra	20	K	K
Levinson	Julie	15	4	20
Library Conf. Rm		48		Library
McKenna	Kelly	31	5	11
McMurphy	Pam	17	Resource	RSP Room
Multipurpose RM		18		
Nieves	Jane		TK	
Olenberger	Melina	35	2	15
Ott	Joelle	23	K	3
Parnow	Tim	30	5	10
Pearlstone	Susan	14	Library	Library
Pelissetti	Monica	20	K	K
Perdices	Tina	16	Psychologist	Counseling Room
Staff Room		49		
Stieg	Ericka	22	1	2
Stuart	Nicole	34	5	14
Willis	Denise	46	Title 1	Rm nxt to K
Winter	Laura	26	1	6
Wise	Julie	47	4	19
Yeakle	David	41	4	8
Yrun	Laurel	12	Nurse	Office

## **General Information**

### **Campus visitors**

To ensure campus safety, all visitors, including parents, **MUST** check in at the school office prior to proceeding to classrooms, playgrounds, libraries etc.

### **Child Care**

The San Anselmo After School Program (SAAS) provides **before** and **after** school care to our students between the hours of 7:30am and 6:00pm, 5 days a week. SAAS is operating as a private entity and is fee based. Please contact them at 453-3181 for more information.

### **Campus Supervision**

Supervision at school is provided 30 minutes before school, during recesses, and lunch. For your child's safety, please do not bring your child earlier or pick up later than the supervised time unless you are remaining with your child.

### **Transportation to and from school**

Transportation of students to and from school is the responsibility of the parent. The Golden Gate transit system does offer before and after school bus service as an option for parents. For specific route information or to purchase passes, please contact our school Administrative Assistant.

If your child is walking or riding a bike, we strongly suggest that parents be aware of how much time it takes your child to travel to and from school. Request that your child go directly to and from school. Encourage your child to report to their teacher and to you anything that makes him/her feel uncomfortable.

To help mitigate the congestion common at the beginning and end of each school day, we encourage families to use carpools and public transportation or walk to and from school as much as possible. When dropping off or picking up in your car, please be mindful of all traffic laws and be respectful of fellow parents and neighbors to our school. Do not double park or block emergency access roads. Never leave your car unattended in the drop-off or pick-up zones. If you have business to take care of, find appropriate parking.

### **School Lunch Program**

School lunches are available for purchase. Milk is also available for purchase separately. Please visit the district website, [www.rossvalleyschools.org](http://www.rossvalleyschools.org) for more information on the lunch program, or drop by your school office to pick up forms. Applications for lunch at a free or reduced rate are also available.

### **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.



**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.

**Lost and Found Items**

Families are encouraged to clearly identify children's belongings by writing their names on everything. All lost articles are kept in the lower and upper yard "lost & found bins." The school is not responsible for lost or stolen items. Please check lost and found frequently as twice a year unclaimed items are donated to charity.

**Homework**

When your child misses school, you may request homework or class work from your child's teacher. Please pick up the homework from the front office, not the classroom.

**Fieldtrip Drivers**

We are most appreciative of all parent/guardian volunteers who give of their time and vehicle to help transport our children on our school sanctioned fieldtrips. If you plan to drive on a fieldtrip, you **MUST** have a current driver form on file with our school. There are strict laws and requirements related to driving our students. The form needs to be completed annually and at any time the information on the form changes and must be submitted at least 48 hrs prior to driving on any fieldtrip. You can download the form from the District website or pick up form at the school office.

**Deliveries to Students**

Forgotten lunches, homework or other items you may bring for your child must be dropped off in the school office to avoid disruptions to our learning environment.

**Donations**

All donations are tax deductible and appreciated. If you have a particular item to donate, please call the school first to see if it is something we can accept.

**Celebrations at School**

Celebrating your child's birthday at school can be very special. We encourage healthy snacks to be brought to share in class. Please check with your child's teacher regarding the class policy on birthday acknowledgements.

**Tobacco and Alcohol Free Zone**

Our school is a Tobacco and Alcohol Free Zone for all adults and students.

**School Regulations and Procedures****Attendance**

We are dedicated to academic success for all students. Regular school attendance is a critical part of that success. High attendance rates result in improved academic skills as well as social and emotional growth for our students. Further, our school district, unlike others in Marin County, is funded by the

state based on *Average Daily Attendance (A.D.A.)*. When your student is absent from school, the school does not receive funding for your student for that day.

### Absences

California has a compulsory attendance law that requires that all children between the ages of 6 and 18 attend school for the length of the school day. Schools are required to enforce this law and follow the guidelines that are set aside in Education Code 48205 and Board policy 5113.

Not only do these policies clarify the compulsory attendance law, but they also define “excused absence.” A student can only be excused from school for the following reasons:

- 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.
- For the purpose of attending the funeral services of a member of his or her immediate family.
- 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.

All other reasons for school absence are considered unexcused. Please be aware that going “out of town” with your child while school is in session is an unexcused absence. If you are planning a family trip that cannot be scheduled during regular school vacations and your student will be absent from school 5 or more school days, please ask your principal about Independent Study. This will allow your student to keep up on his/her school work and prevent the absence from being considered unexcused.

### Truancy

Once a student misses 30 minutes of instruction without an excuse three times during the school year, California Education Code 48260 requires that the student be classified as a “truant” and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction. In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the absences, and that the notification must include specific information related to the student's unexcused absences.

### Chronic Truancy

Once a student has been absent from school three or more times without a valid excuse and has been notified of the absences, any additional absence from school requires that the student be reported as a “chronic truant” and the parent be notified again. At this time, the school administrator needs to make a conscientious effort to hold a conference with the parent or guardian and the student to explain the compulsory attendance law and the importance of being in school for school success.

### Habitual Truancy

If your student continues to have unexcused absences after the conference with the school, the school must again notify you that your student has been absent and must be declared a “habitual truant.” The school must make every effort to have your student attend school and if your student continues to be absent from school without a valid excuse, a referral will be made to the Student Attendance Review Board (S.A.R.B.) which is operated by the Marin County Office of Education.

### Absences due to Illness

When a student is absent from school due to illness and those absences total more than 14 school days, the school must require a physician's note to verify any further absences (Board policy 5113). If this illness is long term, requiring your student to be absent from school for 3 weeks or more, please talk to your school principal. Your student may be eligible for home and hospital instruction.

### Late to School (Tardy)

When the educational process is interrupted by students arriving late to class, all students suffer. Every effort should be made to assure that your child arrives to school on time every day. Arriving late to school in excess may result in your child being declared truant.

If there are particular reasons or circumstances that are preventing you from getting your child to school on time, please request a conference with your principal to discuss possible solutions. Communication with your child's school is important and can be very beneficial.

### **School Rules**

In order to maintain an appropriate learning environment and for the safety of all of our students and staff, school rules are needed. Our goal is to foster an attitude of cooperation, responsibility for personal behavior, and sensitivity to risks.

In 2012, the Ross Valley School District adopted a Social Emotional Learning curriculum. *The Toolbox Project* by Dovetail Learning enhances children's experience of Self and Others, as well as their ability to learn by giving them 12 tools (skills) to manage their own resilience, self-mastery and empathy for others. Parents are a critical component of this program and will receive information and updates on each of these tools as students learn them in class.

When issues or problems arise at school, we strive to assist students in identifying the problem and the problem solving skills they need to resolve the issue. We utilize and teach students conflict resolution skills and anti-bullying systems and strategies.

At the beginning of each school year, the playground rules are discussed in each classroom and sent home to be reviewed by the student and his/her parents. In addition, classroom teachers may send home specific classroom rules. We ask that you take a few minutes with your child and review the following rules so they have a clear understanding as to their behavior while at school.

### **Conduct and Discipline**

The responsibility for fostering desirable standards of conduct in the Ross Valley School District is shared by the Board of Trustees, parents, staff and students. The Board of Trustees 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 students and school staff (Board Policy 5131). In addition, each school has developed its own set of rules, which are consistent with district rules of conduct.

### **Consequences**

Our school uses a progressive discipline system. Consequences for breaking the school rules will depend upon how serious the infraction is and if the infraction is repeated. Consequences may include; a warning, time-out, student conference with the teacher or principal, loss of privileges, school service, parent conference with teacher or principal, or suspension/expulsion. Education Code 48900 and 48915

outline specific infractions that require a school to suspend a student or refer a student for expulsion from the school district. These infractions are listed in Board policy 5144.1, which is available to parents upon request.

Students are subject to discipline while on school grounds, while going to or coming from school, during recess, breaks and lunch or while going to or coming from a school sponsored activity. In cases of serious infractions or repeated incidents of inappropriate behaviors, the parents/guardians are always contacted by school staff.

### **Safety Rules**

State law and safety needs prohibit tackle football, baseball (hard ball), pushing, shoving, grabbing, tripping, roughhousing, throwing rocks, metal or other objects, etc., or engaging in other acts which are hazardous and dangerous to students' safety. Students who engage in or persist in such acts will be subject to disciplinary action.

### **Bicycle, skateboards and Razors**

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. No one should touch another person's bike unless that person is present and permission has been given. 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. Students are to park their bikes and lock them in the bike racks. They are to leave the rack area immediately and not return until school is dismissed. Bikes may not be ridden in the corridors, around school buildings at any time, or on the school yard prior to 3:30pm). Students should walk their bikes 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.

Skateboards/Rollerblades/Razors are not to be ridden anywhere on school grounds. Skateboards/Roller blades/Razors should be placed in the locked bicycle area immediately upon entering school grounds. ALL SKATEBOARD/ROLLERBLADE/RAZOR RIDERS MUST ALSO WEAR HELMETS.

### **Dress Code**

Children are expected to come to school dressed appropriately and in a manner that will not distract others from learning. Slide-on shoes or slip-on sandals may not be worn. Beach wear or very short shorts or tops may not be worn. Undergarments may not be showing. Items of clothing that have inappropriate messages or logos may not be worn. Children arriving to school in any of the above items will have their parents called and requested to bring a change of clothes.

**Possession and Use of Cell Phones and other mobile communication devices** Students may possess or use on school campus personal electronic devices including cell phones and laptop computers provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities. (Board policy 5131)

### **Nondiscrimination/Harassment**

All students have the right and responsibility to a public education free from discrimination or harass-

ment based upon race, color, sex, gender, ethnic group, culture, heritage, national origin, sexual orientation, religion and physical or mental disability. Students shall have equal opportunities in admission and access to all District programs and activities.

Harassment includes written, verbal, physical, and/or visual contact of a harassing nature. Written examples include but are not limited to letters, notes, invitations, etc. Verbal examples include but are not limited to comments, innuendoes, slurs, jokes, epithets, etc. Physical examples include but are not limited to assault, touching, impeding, blocking movement, etc. Visual examples include but are not limited to leering, gestures, display of objects or pictures, cartoons or posters, etc.

### **Sexual Harassment**

California law and Board Policy 5145.7 prohibit sexual harassment. Students in grades 4-8 may be suspended or expelled from school for engaging in unlawful sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature which negatively impacts a student's academic performance or creates an intimidating, hostile, or offensive environment in the school. Sexual harassment may also involve conduct, whether blatant or subtle, that discriminates against a person solely because of that person's gender.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversations.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominately single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational or work environment.
11. An act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
12. Classroom activities and projects that would disparage one gender's abilities.

A student is not required to handle a complaint informally before filing a formal complaint; however, *s/he* may directly ask the person doing the harassing to stop. A student may ask for help and advice by contacting the school counselor, any teacher or administrator, *and/or* any other school site employee. If the harassment is continuing, the student with the help of a parent/guardian or school personnel should file a written formal complaint. For any type of harassment, a complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed need to know that it is a violation of the policy to disclose the complaint or the nature of the investigation to others.

For complete copies of Board Adopted 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.

## **Bullying**

The Wade Thomas and the Ross Valley School District strives to provide safe school environments that protect students from physical and emotional harm. Student safety is our highest priority and the school shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyberbullying 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. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person. 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.

Students or parents may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures. BP 5131.2

## **Educational Practices**

### **Curriculum**

Parents/Guardians will receive an overview of the class curriculum from your child's teacher at Back-to-School night. Teachers develop their programs from California State Department of Education Frameworks and Standards.

### **Family Life instruction**

Part of the fifth grade science curriculum includes teaching human reproduction. Fifth-grade students will study the functioning of male and female reproductive systems, in a six-hour course provided by the school nurse. (Education Code 51550) Whenever any part of the instruction in health or family life education conflicts with the religious training and beliefs or personal moral conviction of the student, the student shall be excused from such instruction upon written request of the parent or guardian. (Education Code 51240) 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 hours are from 8:00 a.m. to 2:10 pm (W) 3:15pm (M, T, TH, F). 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.

### **Computer Lab**

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.

## **Homework**

The Ross Valley District's policy statement is available to you upon request. The estimated time for an average student is:

- Grades 1 - 3 Monday-Thursday 20-30 minutes per day
- Grades 4 - 5 Monday-Thursday 30-60 minutes per day

Appropriate homework assignments include completing class work, reading from the Literature List, doing other supplemental reading, completing additional work to remediate skills, performing research, and completing work missed due to absence. For grades 1 - 2, there may not be regular prescribed assignments. However, it is encouraged that the time be used for reading, listening or work completion. Parents/Guardians are welcome to consult the child's teacher for more information about your child's homework and additional support that you can provide at home.

## **Assessments**

On-going assessment of our students' progress is a key element in a successful academic program. Students are assessed in a number of ways: teacher developed tests/quizzes, end of unit tests observation, student self-evaluation, performance assessments. Most assessment activities are administered on an on-going basis and provide students, teachers and parents with information on day-to-day performance and progress. The Standardized Test and Reporting (STAR) test is given to students in grades 2-8 in the spring of each year.

## **Report cards and parent conferences**

A vital form of communication between your child's class and home is his/her school work. Some teachers send work home daily; others send the week's work home on Monday. In addition, teachers send home letters describing the curriculum and activities going on in the classroom.

Ross Valley is on a trimester report card schedule. Parent-Teacher conferences are scheduled at the end of the first trimester. Students will be on a minimum day schedule during this time with a 12:05pm dismissal time so that conferences can be scheduled in the afternoons.

Written report cards are sent home three times a year. Progress reports are sent home at each half trimester as needed.

Parents of primary students K-4 meet with teachers for "Intake Conferences" during the first two weeks of school. These short conferences give parents a chance to share their goals and expectations of their child(ren) with the teacher.

## **Student Council**

The Student Council involves students in the government of the school; teaches responsibilities and decision making in a democracy, promotes school spirit; and allows students to participate in activities to improve the school environment and contribute to special programs. New representatives are elected each semester.

## **Student Success Teams**

The Student Success Team (SST) is a school site team, composed of general education staff and others as appropriate, which reviews concerns regarding individual students. The SST serves as a general education problem-solving process and is a forum to support classroom teachers in their efforts to provide quality classroom experience for all of their students. The purpose of the SST 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 that will facilitate the student's progress, ideally in his/her general education

program. To refer your child for a SST meeting, you need to talk to your child's teacher or the school site principal.

### **Educational Counseling Services**

California law permits educational counseling services to be provided for all students enrolled in the district. The services of counselors may include: academic counseling; parent involvement in the student's educational plans; helping students achieve minimum standards in reading, math and writing; and personal/social counseling. Confidentiality privileges and parent notices are provided in accordance with California law. (Education Code 49600)

### **English Language Learner Services**

English Language Learner services are a program of instructional services for limited and non-English speaking students funded by the State of California. These students receive special instruction to learn English and are provided support in the core curriculum areas. The students identified by the home language section upon registration are tested to determine English proficiency. Those students who are not fluent in the English language, receive instruction from staff who have special training in these areas. Depending on the needs of the individual student, support in English may take place in the classroom or on a pullout basis.

### **Special Education Services**

Special education services are offered to students with an identified learning disability. If it is determined that your student qualifies for these services, an educational program will be designed to meet his/her unique needs. Please consult with your child's teacher or the school principal if you feel your student may qualify for these services.

### **504 Services**

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. Please consult with your child's teacher or the school principal if you feel your student may qualify for these services.

### **Student Records**

Parents/guardians are entitled to view their children's records. Please contact the office in advance to request that the records be available to you at a time convenient to both you and school personnel.

## **Health and Safety**

### **Emergency Cards**

Annually, an emergency card is to be completed for each child. The card needs to be completed by the student's parent/guardian at the beginning of the school year. Should an accident occur or if the child were to become ill while at school, we will contact you or the person listed on the emergency card. In no case will your child be sent home without prior notification. When completing all the requested information on the emergency card, please be sure to print or write legibly. Also, please contact the office to update the information in the event of any changes during the school year.



**School Nurse**

The District Nurse provides health services to our students one day per week in addition to being on call if needed for an emergency. The school nurse handles record-keeping and emergency situations involving accidents and illness. If the situation warrants, you may be contacted to come and pick-up your child from school. Paramedics are called if needed. In addition, the school is equipped with first aid kits for emergency situations. First aid kits are always included on all field trips to ensure your child's safety. Please report all communicable diseases (measles, mumps, lice, strep, etc.) to the school office. Proper notification will be sent home when it applies to your child's classroom.

**Medication**

When a child is required to take medication, including over-the-counter products, during the regular school day, the parent or guardian must request assistance of school personnel in administering the medication. To provide this assistance, the school must receive written instructions from a prescribing physician licensed in California and a written request from the parent or guardian. Appropriate forms are available on the District website and in school office. (Education Code 49423, 49480)

**Lice**

Head lice are prevalent throughout Marin County and may appear on any child. The Ross Valley Board of Trustees has adopted a policy which includes sending information to parents, stressing preventive measures. The responsibility for the treatment of head lice rests with the home. When head lice or nits are found, the student shall be sent home with parent notification. Parents will be informed of recommended treatments. If two or more students in one class are found to have lice, all students in the class shall be examined. Students sent home may return when the parents have completed the requirements stated on the Treatment Release Form.

**Insurance**

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.

**Emergency Planning****Disaster Policy**

In the event of a disaster, the school will take appropriate action as outlined in the School Safety Plan, located in the school office. Students will be kept at school or another safe location in these cases. In the event of a disaster or inclement weather, please call the RVSD School Closure Hotline at 721-4751.

**Fire and Emergency 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.

## **Parent Involvement and Communication**

### Classroom Volunteers

Classroom and school-wide volunteering is welcomed and strongly encouraged. Some of the ways parents and community members can contribute to our safe and enriching learning environment are:

- Weekly classroom volunteering
- Become a room parent
- Work in the art room
- Work in the school gardens
- Volunteer with the WTPA to help with school-wide events

(Contact your child's teacher for more information or to sign up. Thank you!!)

### **Newsletter**

The Mustang News is published to the website on Friday afternoons bi-monthly. Hard copies are available upon request. It contains information on all school and district events, Parent Club news, YES, and other items of interest to parents. Please read it weekly.

### **Back to School night**

Our Back to School night is Wednesday, August 28<sup>th</sup>, 2013 6:00pm-7:30pm

This will be your chance to meet the faculty, hear about many of the special programs at our school and learn from your child's teacher of his/her plans for the year, including curriculum and procedures.

### **Open House**

Our Open House is Thursday, April 10th, 6:30pm-8:00pm. This is an opportunity for you to visit all the classrooms and to view a sampling of completed assignments and projects.

### **Site Council**

The School Site Council (SSC) meets monthly to work together on issues relating to school improvement. The Site Council participates in the development of the school plan and annually reviews and updates the plan and budget to reflect changing needs and priorities within the school. In addition, the SSC provides a forum for on-going issues and concerns. Our School Site Council meets the first Thursday every school month and is composed of 6 parents, 4 teachers, the Principal and 1 classified employee.

### **YES**

YES is a non-profit corporation dedicated to enriching the quality and breadth of educational programs for all the students of the Ross Valley School District. State funding falls short for many programs this community believes are important for its children. The Ross Valley Schools Foundation, with the support of the community, strives to fill that gap.

Funds raised are used to support visual and performing arts, instrumental and vocal music, technology and information literacy, libraries, academic enrichment programs, and intra-mural and interscholastic sports. In addition, YES provides an award-winning theater arts program.

The YES mission is threefold:

- To provide all Ross Valley School District students with a broad range of educational and enrichment programs;
- To ensure the continuity and quality of the programs we fund;
- To foster strong local support for the public schools of San Anselmo and Fairfax through

partnership of parents, teachers, and community and business leaders.

You can support the Yes Foundation by participating in the annual family giving campaign, becoming a Business Partner, attending the Foundation's spring Gala, and by supporting other campus events and book fairs.

**WTPA Parent Club**

The purpose of the Parent-Faculty Club is to improve the quality of education at our school by supporting the involvement of parents in their children's education. The Parent-Faculty Club also is a non-profit, volunteer organization that raises funds to enrich our children's educational environment. This non-profit organization raises funds for special needs of the school, as the teachers, students and parents perceive them. The Parent-Faculty Club and the YES Foundation work closely together.