

BROOKSIDE SCHOOL



LOWER CAMPUS

(GRADES K~2)

116 BUTTERFIELD ROAD
SAN ANSELMO, CA 94960
MARCI TRAHAN, PRINCIPAL

UPPER CAMPUS

(GRADES 2~5)

46 GREEN VALLEY COURT
SAN ANSELMO, CA 94960
TRACY SMITH, PRINCIPAL

Brookside School

Lower Campus (K-2)

116 Butterfield Rd
San Anselmo, CA 94960
Phone: 453-2948
Fax: 453-0243

Principal: Marci Trahan
Admin. Asst: Marilyn Grove

Upper Campus (2-5)

46 Green Valley Court
San Anselmo, CA 94960
Phone: 454-7409
FAX: 454-3782

Principal: Tracy Smith
Admin. Asst: Teresa Machado

Office Hours: 8:00 — 4:00
Lower Campus Hours: 8:30 — 3:05
Upper Campus Hours: 8:25 — 2:50

Monday, Tuesday, Thursday, & Friday:

Kindergarten.....8:30 – 1:55
Grades 1 – 2 (early session) ...8:30 – 1:55
Grades 1 – 2 (late session).....9:30 – 3:05
Grade 2 BUC (early session) 8:25 – 1:50
Grade 2 BUC (late session) 9:25 – 2:50
Grades 3 – 58:25 – 2:50

Wednesday

Lower Campus8:30— 1:55
Upper Campus.....8:25— 1:45

**BROOKSIDE SCHOOL IS A TOBACCO/ALCOHOLD FREE
ZONE FOR STUDENTS AND ADULTS**

ROSS VALLEY SCHOOL DISTRICT

110 Shaw Drive
San Anselmo, CA 94960
Phone: 451-4060
Fax: 454-6840

SUPERINTENDENT OF SCHOOLS

Bryce Sumnick

ASSISTANT SUPERINTENDENT

Marci Trahan

YES! ROSS VALLEY SCHOOL FOUNDATION

Information 721-1555

YMCA CHILDCARE PROGRAM

Lower Campus: 460-1050
Upper Campus: 457-4465

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MESSAGE FROM THE PRINCIPALS

Dear Parents,

Welcome to the 2009-2010 school year at Brookside School. The purpose of this handbook is to provide you with information about programs and procedures at Brookside. Please take time to review the information contained in the handbook and refer to it throughout the school year. We encourage your participation and involvement in school activities, and we look forward to working with you this year.

The staff at Brookside Lower and Upper are dedicated to providing your children with a high quality education. Our school has a large number of projects and partnerships that will enrich your child's school experience. We participate in ongoing staff development in an effort to refine our Mathematics, Language Arts/ Reading, Science and Social Studies programs so that they meet the needs of every child. We meet regularly in district grade level teams to align our language arts, math, science and social studies programs with State standards. We have a district-wide communication program to emphasize character development and we will continue to promote a safe and caring school environment. We also work in collaboration with Dominican University to train credential candidates in our classrooms each year.

We approach this year with energy, enthusiasm and confidence that, in partnership with you, we will make this an outstanding year for the children, parents and staff of the Brookside community.

Marci Trahan
Principal
Lower Campus

Tracy Smith
Principal
Upper Campus

Brookside School Vision Statement

The Brookside Community is committed to working together as a team to create an environment that enables students to become effective and contributing world citizens by promoting:

- Mastery of basic academic skills
- Responsibility for their learning and behavior
- Self-worth
- Sense of belonging and responsibility within a community
- Understanding and respect for diversity
- Critical and creative thinking, flexibility and risk-taking
- Cooperation, collaboration and empathy
- Care and respect for the earth

Brookside is a K-5 school on two campuses. Our total enrollment for both campuses is 647. We have a total of 31 classroom teachers, and our support services providers include: Recourse Specialists (for students with special needs), Speech and Language Specialists, a School Psychologist, Counselors, Art Teachers, PE Teachers, and Music Specialists. Our average classroom size is 20 or less in grades K-3 because Ross Valley School District participates in the Class Size Reduction Program. Grades 4 and 5 have an average class size of 26. The teaching staff is dedicated to providing a strong, well-rounded educational program that supports the academic basics as well as the social and emotional development of the child. Our goal is to instill in our students a lifelong desire, joy and enthusiasm for learning.

BROOKSIDE LOWER STAFF

Marci Trahan, Principal

Marilyn Grove, Administrative Assistant (ext. 0)

<u>Teacher</u>	<u>Grade</u>	<u>Room</u>	<u>Extension</u>
Rebecca Hayhurst	K	10	32
Alicia Howard.....	K	1	26
Arlene Margetich	K	K.....	28
Anna Rosenfelder	K	2	25
Tracy Painter.....	K.....	11	33
Sarah Puckett	K.....	13	36
Barbara Davis	K/1	3	24
Maria Bruner.....	1	9	31
Danielle Diaz	1	15	40
Edieann Fleming.....	1	5	34
Marcia Gunnarson	1	12	27
Katrine Halstenson.....	1	14	3
Carrie Rohrer	1	4	23
Jenny Derby.....	2	6	22
Melissa Hartley.....	2	7	21
Tricia Maynard	2	8	20
Ramina Winton.....	2	7	21
Joanne Harwood	RSP.....		35
Pete Santucci.....	Music		29
Christin Quissell	Art.....		30

SUPPORT STAFF

Marne Babcock.....	Speech Therapist
Grace Canton	Counselor
Lee Hassan.....	PE Teacher
Kelly Parent	School Psychologist
Laurel Yrun.....	Nurse, Ross Valley School District
Patricia Diaz	Instructional Assistant
Diane Dominguez ...	Instructional Assistant / Noon Time Supervisor
Rodney Evans	Night Custodian
Teryl George.....	Resource Specialist Assistant
John Ireland	Building Manager
Laura Jorgensen.....	1:1 Instructional Assistant
Cori Kelly	Library Specialist
Barbara Lee.....	Instructional Assistant / Noon Time Supervisor
Jenny Marchant.....	Noon Time Supervisor / Lunches
Grisel Monserrat.....	Instructional Assistant / Noon Time Supervisor
Nancy Recinos.....	Instructional Assistant / Noon Time Supervisor
Norma Ruiz.....	Instructional Assistant / Noon Time Supervisor

BROOKSIDE UPPER STAFF

Tracy Smith, Principal

Teresa Machado, Administrative Assistant (ext. 10)

Teacher	Grade	Room	Extension
Jan Bishop.....	2.....		26
Amy Fadeji	2.....		27
Joyce Chartock.....	3.....	5.....	34
Donna Daprich.....	3.....	6.....	32
Laurel Ferrari.....	3.....	2.....	31
Denise Fong.....	3.....	15.....	22
Cara Griffin.....	3.....	7.....	30
Anna Schnell.....	3.....	14.....	23
Diana Sottile	3.....	12.....	21
Michael Bessonette.....	4.....	9.....	20
Lindsey Coye.....	4.....	16.....	24
Patti Eisinger.....	4.....	1.....	29
Ashely Acquistapace.....	5.....	11.....	19
Eric Brandt.....	5.....	4.....	35
Laura Graham	5.....	18.....	36
Ruth Leader.....	5.....	3.....	33
Pam McMurphy	2-5 RSP.....	10.....	18
Kim Roth	2-5 RSP.....	17.....	25
Pete Santucci.....	Music		
Kristen Koenig.....	Music		
Annabel Ibanez	Music		
Rita Child.....	Art.....	Art.....	44

SUPPORT STAFF

Barbara Almquist.....	Occupational Therapist		
Marne Babcock.....	Speech.....		25
Grace Canton	Counselor		
Jaime Hoffman.....	PE		
Kelly Parent	Psychologist.....		13
Laurel Yrun.....	Nurse.....	451-4078	
Susan Byrne	RSP Aide		25
Bob Gambonini.....	Night Custodian		
Alane Grant.....	1:1 Instructional Assistant		
Linda Huber	RSP Aide		18
Patrick Lynch.....	1:1 Instructional Assistant		
Victor Montoya.....	Building Manager		
Janet Poser	1:1 Instructional Assistant		
Marcy Schwerin.....	Library		17
Kim Smith.....	Offc Asst/Class Aide ..		11

GENERAL INFORMATION

Bell Schedule for Brookside Lower

Monday, Tuesday, Thursday, Friday

GRADES: K-2

8:30 - 9:30	60 minutes	
9:30 - 10:15	45 minutes	2 nd group Grades 1-2 arrive
10:15 - 10:35	20 minutes	RECESS
10:35 - 12:00	85 minutes	
12:00 - 12:45	45 minutes	Lunch Break
12:45 - 1:55	70 minutes	Kindergarten and 1 st Group Grades 1-2 dismissed
1:55 - 2:05	10 minutes	RECESS
2:05 - 3:05	<u>60 minutes</u> 320 minutes	2 nd group Grades 1-2 dismissed class time (includes slip session)

Wednesday and Minimum Days

All students grades K-2 arrive at 8:30 and are dismissed at 1:55. Lunch break and recesses remain the same.

Bell Schedule for Brookside Upper

Monday, Tuesday, Thursday, Friday

GRADES: 3-5

8:25 - 10:15	110 minutes	
10:15 - 10:35	20 minutes	RECESS
10:35 - 12:15	100 minutes	
12:15 - 1:00	45 minutes	Lunch Break
1:00 - 2:50	<u>110 minutes</u> 320 minutes	class time

Wednesday and Minimum Days

All students grades 2-5 arrive at 8:25 and are dismissed at 1:45. Recess remains the same, however lunch begins at 12:00.

Office Hours and Telephone Number

The office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Messages can be left on the office voice mail or on individual teacher voice mail.

Brookside Lower 453-2948 Brookside Upper 454-7409

Visitors on Campus

All visitors including parents must check-in with the school front office prior to proceeding to classrooms, playgrounds, libraries, etc. We respectfully request that you wear a nametag identifying yourself while on campus.

Telephone

The school telephone is for official office use only. The telephone is not to be used by students unless an emergency situation arises, a child is sick or has forgotten their lunch.

Pets

Pets of all kinds should be kept at home. Dogs, cats and other pets are NOT allowed on school property unless for a special purpose sanctioned by your child's teacher. Dogs, especially, are a continual problem at school if they wander onto the school yard. Even dogs on leashes can cause problems when faced with groups of children or other dogs. If we are unable to contact the owners, we will call the Humane Society.

Library/Computer Lab

The library hours are from 8:30 a.m. to 3:05 p.m. (BLC) and 8:00 a.m. to 3:20 p.m. (BUC). The Brookside 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 librarian welcomes suggestions from students and parents for new book selections. Your child (and you), are responsible for the books s/he checks out of the library. If a book is lost, reimbursement for its cost will be required. A computer lab is also available at Upper Campus. 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.

Lost and Found

Twice a year Brookside makes a very generous contribution to a charitable organization, consisting of all of the personal belongings left by students on the playgrounds. **WE URGE YOU TO PROPERLY MARK ALL YOUR CHILDREN'S PERSONAL ITEMS SO THEY CAN BE**

IDENTIFIED IF FOUND. The lost and found items are located on the hanging rack outside the office at BLC and BUC.

Homework

If your child is absent, you may contact your child's teacher to make arrangements to pick up any homework or classwork. To minimize the distractions to the classroom, please pick up homework from the front office.

Playground Supervision

The playgrounds are supervised from 8:10 a.m. (BLC) and 7:55 a.m. (BUC). Please don't send your children to school prior to this time. Students who start school at 9:30 (9:25 BUC) should report to their classroom between 9:25-9:30 (BUC9:20-9:25). There is no supervision on the playground at this time. In addition there is no supervision of the playground after school; therefore all students who are not supervised by a parent/guardian or after-school care provider should leave school and go home.

To and From School

Prevention and awareness are the best protections we can offer to our children. We urge all of you to be aware of the time it takes your children to get to the school and the route taken. Children should be instructed to go directly to and from school. Help them to become aware of their school route and be able to provide descriptions of any unusual occurrences, including descriptions of people, vehicles and the like. Children should be encouraged to seek help from a "safe" adult when they are in a situation where they do not feel comfortable.

Child Care

The YMCA Childcare Center is a private organization operating on the Brookside Lower Campus (AM/PM Care) and at the Upper Campus (AM/PM Care). The program is designed to care for children in grades K-5. Hours of operation are 7:00 a.m. to 6:30 p.m. For more information and a fee schedule, contact the YMCA at 460-1050.

Field Trip Driving

Our school is most appreciative to all of you who donate your time and vehicle to take our children on school approved field trips. If you plan to drive for a field trip, it is necessary that you have a **vehicle information form and a copy of your auto insurance information** on file. These forms are available in the school office and need to be renewed yearly.

Please have the form turned in to the office before you leave on the trip.

Deliveries to Students

Please drop off lunches, forgotten homework and/or other items that need to be delivered to your child in the office. Office staff will then deliver the items to your child.

Parking

When bringing or dropping off your child at school, please pull in the Brookside parking lots and pull forward to the drop off/pick up zone. Please do not double park or block the emergency vehicle roads. Children should exit from the right side of the vehicle. Park in the handicapped spot only if you have the correct DMV plaque. We are very concerned with our "good neighbor" status and ask that you help us in this area by parking in the appropriate places and not in neighbors' driveways. Parking is particularly difficult on Wednesdays! We encourage car-pooling, walking and biking (older students) or using Golden Gate Transit whenever possible. If you must leave your car to accompany your child or attend to business, please park in a designated parking place. **DO NOT LEAVE YOUR CAR UNATTENDED IN THE DROP OFF/PICK UP ZONE.** We also encourage parents to drive slowly and carefully on Butterfield Rd., Green Valley Court and surrounding neighborhood streets. Courtesy and patience are always encouraged.

Snack, Lunch and Milk

School lunches are available for purchase from the school. Financial assistance is available, if needed. Contact the office for the appropriate forms if you wish to apply for assistance. You may find a link on the Ross Valley District Website where you can order school lunches.

Daily milk may also be purchased for your child. Milk is ordered two times during the school year. Before the start of school, a packet containing school information and various forms is mailed from the district office to all families. The first period's milk form is included in the packet. Forms for the remaining period will be stapled to the Brookside News, the weekly newsletter, which is given to the students to take home every Tuesday. Financial assistance is available, should you wish to apply.

We encourage those of you who send a lunch to school with your child to pack substantial, wholesome and well-balanced lunches. It is important to consult with your child regarding his/her likes and dislikes so that good food is not wasted. There is a "lunch box" in the eating area for sharing of lunch items that are unopened which children do not want or

cannot finish.

Focus on Nutrition

In order to promote healthy lifestyles and provide for an optimal learning environment at school, we are asking that you please consider eliminating sugar-laden snacks from lunches, birthday treats, start of the week treats, and parties in the classroom.

When preparing snacks for your child or their class:

- Consider using alternatives to refined sugar
- Think process — involve the kids in the work and include them in sprinkling on the cinnamon, dividing the grapes, cutting shapes, etc.
- Think presentation — wacky cups and plates go a long way. Serve items in cups that are not normally in cups; have the kid decorate the outside of their bowls before eating. Simple, new ideas work wonders!

Student Appearance

Students are expected to come to school dressed appropriately and not in a manner which will detract from the instructional environment. Beachwear, short shorts/skirts, tube tops and T-shirts with inappropriate messages are not allowed. Bra straps must not show. Shoes must be worn at all times. Backless sandals and slides are not allowed.

Donations

Donations are welcome - books, furniture, TVs or DVD players, computers, classroom equipment, money, supplies, etc. All donations are, of course, tax deductible. We urge you to contact the office if you wish to make a donation and want to know special needs of the school, or if you wish to know if a potential item can be used by the school.

SCHOOL REGULATIONS AND PROCEDURES

School Rules

Most of our rules relate to maintaining a safe and appropriate atmosphere for learning. Some general rules are listed below. However, the school's aim is not to prevent all problems by developing rules to cover every situation, but rather, to foster an attitude of cooperation, responsibility for personal behavior and a sensitivity to risks. Our character education program focuses on the following 4 pillars: Respect, Kindness,

Honesty and Responsibility.

Of course, problems will occur at school, just as they do at home and in the community. The process of problem solving is one of the most important lessons to be learned. Helping young people to identify problems, understand consequences, and accept responsibility is the basis of the school's approach to discipline. The conflict resolution process is taught to students and used whenever possible.

The help of parents is enlisted in achieving an attitude of responsibility on the part of students. Parents are contacted by the school in cases of serious or repeated incidents of inappropriate behavior.

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.

Yard Rules

1. Hitting, pushing, tripping and spitting are not allowed.
2. Throwing sticks, rocks, sand, food, etc., is not allowed
3. Running is allowed on the blacktop and field only
4. No foul language
5. Exclusion/lockout is not allowed
6. No bullying behavior
7. Go down slides on your bottom
8. Go back and forth on the slammer
9. No standing or jumping from the top of the structure

Eating Procedures

1. Sit while eating lunch
2. Students will be excused by supervisor/bell to play after 10 minutes at lunch. Students are responsible for picking up trash.
3. No glass bottles or glass containers allowed.
4. Healthy food is encouraged. No soft drinks.
5. Healthy alternatives are encouraged when celebrating birthdays and holidays.

Brookside Campus Rules

I. BE SAFE (Take Care of Yourself)

- Roller blades and skateboards are not permitted on school grounds
- No running in the corridors. Students must not play or loiter in the restrooms.

- Use two hands on bars at all times. When bars are wet from rain, please stay off of them.
- No weapons of any kind are allowed at school (toys or otherwise)

II. BE RESPECTFUL (Take Care of Others)

- Rough physical contact, i.e., pushing, hitting, kicking is not allowed
- Only allowable tags are: Shadow Tag and Ball Tag below waist
- Respectful language will be expected at all times.
- Special rules for the Playground Structure are as follows:
 - * only one-way traffic on the slides and ladders
 - * no pushing or shoving in or around or on the play structures
 - * no standing on or jumping from top of the structure bars
- Only flag or touch football is to be played — NO TACKLE. No hard balls are allowed. “Freezing” or “Locking” of games is not allowed.
- Bikes are not to be ridden on campus during school hours.
- STUDENTS ARE TO WALK THEIR BIKE OR SCOOTER AT ALL TIMES ON GREEN VALLEY COURT WHEN COMING TO AND LEAVING FROM SCHOOL.

III. BE RESPONSIBLE (Take Care of Property)

- Do not bring personal items to school—i.e., hand-held video games, Pokemon cards, Yu-gi-oh cards, MP3 players or walkman, toys, etc.
- Selling or buying of personal items is not allowed.
- Bicycles should be parked in the bike racks and should be locked.
- Labeling outer garments and lunch bags is extremely helpful.
- All student cell phones must be turned off during school hours. Cell phones may be used before and after school.

STUDENTS MUST BE SUPERVISED DURING SCHOOL HOURS

Lower Campus:

- There will be supervision on the large playground and structure from 8:10-8:30 a.m., Monday through Friday.
- Students line—up and walk in an orderly fashion to their room with their teacher.
- 9:30 students may proceed directly to their classrooms.
- Kindergarten students should arrive at 8:30 and meet their teachers in the kindergarten yard or in front of their classroom.

Upper Campus:

- There will be supervision on the playground and structure from 7:55-8:20 a.m.
- Students need to be in class by 8:25 a.m. (first warning bell rings at 8:20 a.m.)
- Students should go home after they are dismissed unless specifically requested to do so by a staff member or unless they are enrolled in one of the after-school activities.
- After 3:25 p.m. students who have been home and have their parent's permission to do so, may return to the play areas of the school. No school supervision is provided and they must play away from the buildings.
- On the yard, if you are out-of-sight of an adult, you are out-of-bounds.
- Students who ride their bikes should proceed directly to class or home after locking or unlocking their bikes.

Conflict Resolution Process

Each person agrees to the following ground rules:

- I agree to solve this problem.
- I will not interrupt.
- I will tell the truth (not what I wish happened, but what actually happened).
- I will not use "put downs"

Step 1 Each person tells his/her story including their current feelings.

Step 2 Each person tells how they were responsible for the resulting problem.

Step 3 All participants brainstorm possible solutions and consequences (if appropriate) and decide what will happen next time; appropriate apologies are given.

Step 4 Review the outcomes of the process.

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 consis-

tent with district rules of conduct.

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.

Consequences

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.

Bicycles, Skateboards and Razors

Students in grades 3, 4 and 5 may ride bicycles, skateboards or razors to school.

Bicycles are not toys, but vehicles. 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 the traffic laws in our town. 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 lose the privilege of riding to school. **ALL BIKE RIDERS MUST WEAR HELMETS.** Students should park their bikes and lock them in the bike racks. They should 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 3:30 p.m. 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/Roller blades/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/ROLLER BLADE/RAZOR RIDERS MUST WEAR HELMETS.**

Nondiscrimination/Harassment

All students have the right and responsibility to a public education free from discrimination or harassment 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 Of Or By A Student

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 predominantly 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.

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.

School Transfers

A limited number of intra-district transfers are available each year. These are dependent upon school enrollment. Applications for intra-district transfers are available through the office and should be completed and turned in by May 1 for transfer the next year. If a student is enrolled in a district elementary school through an intra-district transfer, they are automatically enrolled in that school through 5th grade. This enrollment includes all subsequent siblings. Renewal is NOT required.

Attendance

Attending school between the ages of 6 and 16 is not only a basic right of every person, but also a legal obligation. By law, parents are responsible for their children being in school every day during the school year. (Education code 48200, 48211)

Absences

Please call the office at 453-2948 (BLC) or 454-7409 (BUC) before 8:30 a.m. if your child is not going to be in school. The home will be called if a child does not arrive at school, and the office has not been notified. If you can't call, please send a note regarding your child's absence on the day s/he returns to school. Independent Study programs can be planned for any child required to be absent for more than 5 school days.

Tardiness

If your child comes to school tardy for any reason s/he must check in at the office. Please be sure s/he has a written note of explanation. It is important to be at school on time because important directions are given during the first fifteen minutes of school that orients the child to the days activities. The first bell rings at 8:30 a.m. (BLC) and 8:20 a.m. (BUC) and students should be going to their rooms so that they can be in class promptly at 8:30 a.m. (BLC) and 8:25 (BUC) when lessons begin. A tardy student not only misses the opening of the day but also interrupts instruction for others, causes the teacher and the office additional bookkeeping and requires the teacher to re-teach or redirect the late arrival. If there are excessive tardies or absences, you may be contacted by the principal. Referrals are made to the School Attendance Review Board for excessive tardies and/or absences.

Regular Attendance is Important

Regular school attendance is a high priority of the school district. All students are expected to be in school regularly and **on time** to attend all scheduled classes and other required activities.

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for absence. The explanation of absence must be submitted as a written note and must be verified by a conversation, in person or by phone, between the verifying employee and the student's parent/guardian.

Any student who is absent from school without a valid excuse for more than three full days or tardy in excess of 30 minutes on three or more days in a school year is truant. (Education Code 48260(a))

District procedure requires that your child be excused for absences only when it is:

- a. Due to illness
- b. Due to quarantine under the direction of a city or county health offi-

- cer
- c. For the purpose of having medical, dental, optometric, or chiropractic services rendered
 - d. For the purpose of attending the funeral services of a member of your immediate family, as long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California
 - e. Participation in religious instruction or exercises in accordance with district policy

Other Excused Absences

No child may be excused to attend non-school related events and activities until the child has attended school that day for the minimum number of minutes required by law. (Education Code 460103)

Absences for Justifiable Reasons

Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, attendance at a funeral service, observation of a religious holiday or ceremony of his/her religion, attendance at religious retreats, or an employee conference. (Education Code 48205)

Absence for Religious Instruction

After completing a minimum day, students who have written permission from their parents or guardians may be excused from school to attend religious education at a place away from school. Such absences are limited to four times per month. (Education Code 46014)

Independent Study Programs

Independent Study Programs can be planned for any child required to be absent for a period of five days or more. If you are planning to be away for five or more days, please complete and Independent Study Contract. Please contact your child's teacher to arrange for an Independent Study Contract.

HEALTH AND SAFETY

Emergency Cards

Each child needs a completed emergency card with up-to-date information in the office. 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. Thank you!

School Nurse

Both sites have a school nurse on campus on a periodic basis. She is also available on an on-call basis. 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.

Assistance with 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 to be picked up at the school office prior to going to the doctor. (Education Code 49423, 49480)

Family Life

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)

Excuse from Instruction Due to Religious Belief

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)

Lice Policy

Head lice are prevalent throughout Marin County and are very likely to

appear on any child. The Ross Valley Board of Trustees has adopted a policy which includes sending information to parents and 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 those in the class shall be examined. Students sent home may return when the parents have completed the requirements stated on the Treatment Release Form and when a re-examination by the school shows lice are gone.

Accident and Dental Insurance

Parents may purchase accident insurance for their children at the beginning of the school year. Detailed information will be sent home to this effect during the first week of school. A dental plan is also available for those who wish to take advantage of it. If you have not received the information, contact the school office.

EMERGENCY PLANNING

Disaster Policy

The school will take appropriate action as outlined in the Emergency Basic Action Plan which is located in each classroom, and according to the District and Civil Defense Plan. This plan includes specific courses of action to be taken in case of disaster. Students will be kept at school or another safe location in the event of disaster. In the event of a disaster or inclement weather, please call the RVSD School Closure Hotline at 721-4751.

Fire and Disaster Drills

Each employee of the District is expected to be familiar with the plan in order to carry out his/her responsibility in an emergency. Each teacher has a map of the school showing how students are to leave and where to line up. We have one fire drill each month and a disaster drill once a year to be prepared in case of a real emergency.

Disaster and Civil Defense Plan

A copy of the District's Disaster and Civil Defense Plan is on file in each school office should you wish to review it.

PARENT - SCHOOL COMMUNICATION

Parent/Teacher

A vital form of communication between your child's class and you 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 for students during the first week of December. Students will be on a minimum day schedule during this time with a 12pm 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.

Brookside Bulletin

Our school newsletter is published to the website Tuesday. 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

This is your chance to meet the Brookside 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.

Brookside Lower Wednesday, September 2nd (6:30pm)

Brookside Upper Wednesday, September 9th (6:30pm)

Open House

This is an opportunity for you to visit all the classrooms at Brookside to see what has been accomplished during the year.

Brookside Lower Wednesday, June 2nd (6:30pm)

Brookside Upper Thursday, May 25th (6:30pm)

School Directory

Each year a district school directory is published and distributed at no charge to each family at Brookside through the efforts of the YES Foun-

dition.

STUDENT INTERNET USE AGREEMENT

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines.

In general this requires efficient, ethical, and legal utilization of the network resources. If a student violates any of the provisions, the privilege will be terminated and future access will be denied. **The signature on your child's Parent Acknowledgement Form is legally binding and indicates you have read the following terms and conditions carefully and understand their significance.**

1. **Acceptable Use** – All use must be in support of education and research consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Students may be asked to periodically report experiences using the Internet in an educational setting.
2. **Unacceptable Use** – Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Use for commercial activities, product advertisement, or political lobbying is prohibited. Any transmission or reception of pornographic material is expressly prohibited. The use of the Internet is a privilege and any unacceptable use will result in a cancellation of those privileges.
3. **Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette.
4. **District-provided service** - The Ross Valley School District makes no guarantees of any kind, whether expressed or implied, for the service it is providing. The Ross Valley School District will not be responsible for any damages you suffer. This includes loss of data resulting from delay, non-deliveries, mis-deliveries, or service interruption caused by its own negligence or student errors or omissions. Use of any information obtained via the Internet is at the student's own risk.
5. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a student can identify a security problem on the Internet, the Chief Business Officer at the District Office at (415) 451-4075, should be notified. Attempts to log-on to any Internet system as a system administrator will result in cancellation of user's privileges.

6. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy, or misrepresent data of another user, agency, or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

EDUCATIONAL PRACTICES

Curriculum

You 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.

Assessment and Testing

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) and CAT/6 tests are given to students in grades 2-5 in the Spring of each year.

General Measurement of Students

Few standards exist to clearly determine whether students are experiencing problems in areas such as self-control, attention, and friendships. To help develop standards for student behavior, school psychologists are authorized to collect information on students not considered to have problems. Parent permission is required for formal assessment. Although facts about these comparison students will be used to set goals for students with school adjustment problems, records will not be made which permit the identification of the comparison students. A parent notice will be sent home with students who have assisted the district in defining academic and conduct standards. (Education Code 49074, 56303)

Homework Policy

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

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.

You are welcome to consult your child's teacher for more information about your child's homework and additional support that you can provide at home.

Teacher Education

All teachers participate in a variety of in-service programs or meetings on Wednesday afternoons. Many volunteer or are elected to serve on committees, such as School Site Council (SSC) and District Advisory Committee (DAC). Teachers attend education conferences and workshops such as those given by the Education Task Force, the Lawrence Hall of Science, or the Exploratorium, in an effort to explore innovative teaching techniques and improve the quality of their instruction.

Within the classroom, teachers participate in training student teachers from Dominican College, San Francisco State and Sonoma State Universities.

Supplementary Education

In addition to the class curriculum as defined by California State Standards and interpreted by the teacher, a variety of educational experiences are offered to the students

Assembly programs are selected to stimulate the children in several educational areas. The programs are initiated by the school and funded by the YES Foundation. Such programs may be performances by groups from other schools, or professionals performing in music, dance or drama. Other programs include science or social studies related presentations. Parents are welcome to attend the assemblies.

Multi-Age Program

The Ross Valley School District offers a K-5 multi-age program which is housed at Manor School. Brochures describing the program are available in the school office. This program is open to all district students regardless of school boundaries.

PROGRAMS

Integrated Services Team

(I.S.T.)

Brookside School has a weekly Integrated Services Team meeting. Here we review student test scores, classroom performances and student attitude and behavior. Classroom teachers, parents or staff may refer students to the attention of this team. These meetings have proven to be a vital part of coordinating education planning for students.

Members of the team include the District Psychologist, Principal, Resource Specialist, Speech and Language Therapist and other specialists as needed.

Educational Counseling

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 Learners (ELL)

ELL is 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 on the registration form are tested to determine English proficiency. Those students who are not fluent in the English language receive instruction from aides and teachers 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 pull-out basis.

Special Education Resource Specialist Program (RSP)

RSP is an educational program designed to meet the needs of students with identified learning disabilities. Identified students receive special small group or individual instruction on a regular on-going basis during a part or all of the school year. Eligibility is determined by the School Assessment Team and parent(s). Contact the school's Resource Specialist for more information.

Speech and Language Program

Any student found to be eligible for speech or language development services, receives individual or small group assistance from a trained speech and language specialist. Eligibility is determined through the IEP process. Contact the school's Speech and Language Specialist for more information.

Richard Judd Music Scholarship

This scholarship was established in 1983 to honor the retiring principal of Wade Thomas, Richard Judd. Mr. Judd's sustained interest in art and music have contributed much to keeping these elements alive in the Ross Valley community. The scholarship is designed to encourage excellence in classical music. Four to five students are chosen to receive awards solely for their musical ability. All district students who are studying a classical instrument are encouraged to try out at the Fall auditions. Dates of these auditions will be announced in the all school newsletters and the scholarship is available to students district wide.

Student Council

The Student Council involves students in the government of the school; responsibilities and decision-making in a democracy, as well as promoting school spirit; participating in activities to improve the school environment and contributing to special programs. New representatives are elected each semester.

Gifted and Talented Education (G.A.T.E.) Program

Gifted and Talented Education (G.A.T.E.) - A district wide testing program at 3rd grade identifies G.A.T.E. students. Students in 4th through 8th grade are also eligible for testing. G.A.T.E. funds are allocated to ensure testing takes place, to provide teachers with professional development services and to provide enrichment opportunities for identified GATE students.

School Improvement Program & School Site Council (SSC)

The School Improvement Program (SIP) is a state-funded project designed to improve instruction in our school. Brookside has a School Site Council (SSC). SSC meets the third Tuesday every school month and consists of 6 parents, 4 teachers, the principals and 1 classified employee. The Site Council 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.

Brookside Parent-Faculty Club

The Brookside Parent-Faculty Club is one example of a partnership between parents and their school. 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 (art, music, information literacy and drama programs) work closely together.

Brookside Parent Club 2009—2010

Parent Club Executive Board

Co-President	Lisa Graham/Kim Lear
Secretary	Julie Mozena
Treasurer	Janet Lewis-Elkins
Members-At-Large	Chizzie Brown/Julie Neil/Pascale Gregory/Michelle Cox/Diane Campbell/ Meghan McCarthy
Volunteer Coordinator (BUC)	Sarah Sanders
Volunteer Coordinator (BLC)	Cynthia Kula

Volunteer Positions

YES Liaisons	TBA
Site Council	Patrick /Jennifer Lefferts/Dan Robertson /Jen Coleman Bohner/Mary Kavanaugh /Jason Richardson Emily Brower-Auchard
Bulletin Editor	Pascale Gregory/Maureen Corr
Octoberfest Chair(s)	Bel Campbell
Yearbook	Whitney Ball/Kerry Berry
Bear Wear	Aggie Favalaro/Hadley Dettmer
Teacher Appreciation	Kate McMillan
Hospitality	TBA
Book Fairs	Paula McGarry-Wooster
Popsicle Day Coordinator	Mikey Gunderson
Safe Routes to Schools	Open (BLC) Jennifer Grenier-Selvig (BUC)
Emergency Preparedness	Lisa Karpay-Brody/Aaron Foltz (BLC) Anne Vosler/Chris Carlucci (BUC)
Master Gardener	Heather Savercool
Garden Coordinators	Open (BLC)/Jean Carjulia (BUC)
Assembly Coordinator	Heather Dunn
Parent Education Coordinator	Laura Marquit
New Family Liaison	Diana Campbell/Dina Leitch
YES Shop Liaison	TBA
YES Box Tops Coordinator	Open
Picture Day Coordinator	Eric Mosely (BLC)/Linda Appling (BUC)
Cool the Earth Coordinator	Mikey Gunderson
Safe Sun Initiative Project Coordinator	Lisa Graham

YES The Ross Valley Schools Foundation

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.

In the 2008-09 school year, in a collaborative effort with the parent organizations at Brookside, Manor, Wade Thomas and White Hill Schools, YES raised over \$700,000 from parents, local businesses, and the community at large for the 1800-student, kindergarten through 8th grade Ross Valley School District. These funds will be used to support visual and performing arts, instrumental and vocal music, technology and information literacy, libraries, academic enrichment programs, and intra-mural and inter-scholastic sports. In addition, YES will manage an award-winning theater arts program.

Our 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.

Yes Foundation

Ross Valley Schools Foundation Representatives 200-20109

Co-Chairs	Nancy Vernon	454-8346
	Kyra Kuhn	258-8183
Program Chair/Secretary	Chizzie Brown	459-1575
Treasurer	Eva Holm	457-5065
Fundraising Chair	Anne Newman	
Family Giving Campaign	Liz Jones	785-7856
	Susan Kraft	456-4854
Yes Shop (eScrip)	Monica Bergman	456-1205
Friends of Yes	Suzanne Skyvara	455-9288
YES Fest Chair	Danielle Fogel	457-9416
Administrative Manager	Julie Quarter	721-1555

