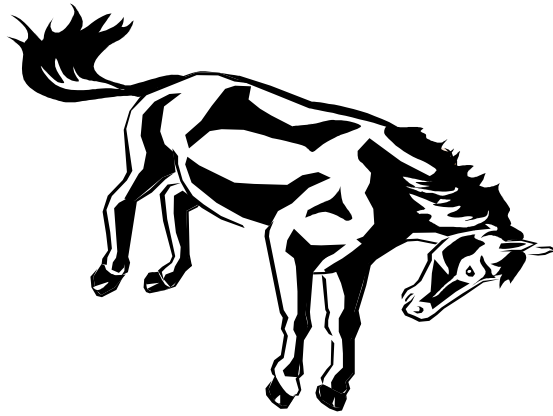


WADE THOMAS SCHOOL

A California Distinguished School

Home of the Mustangs



HANDBOOK

2011-2012

WADE THOMAS SCHOOL

150 Ross Avenue
San Anselmo, CA 94960
Phone: 454-4603
Fax: 485-5506

Principal.....Nancy Wasserman
Administrative Assistant.....Marlana Kenilvort

Office Hours: 8:00 – 4:00
School Hours: 8:30 – 3:05

**WADE THOMAS SCHOOL IS
A TOBACCO 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

Eileen Rohan

ASSISTANT SUPERINTENDENT

Marci Trahan

YES

ROSS VALLEY SCHOOL FOUNDATION

Information 721-1555

Stay 'n Play

San Anselmo Rec. Dept.

After school programs 258-4640

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PRINCIPAL'S MESSAGE

Dear Mustang Parents,

Welcome to the 2011-2012 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 the Wade Thomas family.

We are proudly adding four new teachers to our Mustang staff this year. We continue our work focusing on student learning, critical thinking, essential standards, and mutual respect. Students are involved in community projects and "Cool the Earth," which lessens our carbon footprint by carpooling, biking, walking, and rolling to school. Wade Thomas is a busy, happy, and industrious place, where students work constantly to understand and practice the true meaning of the words "choice" and "respect."

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!

Nancy Wasserman
Principal

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.

BIOGRAPHY OF WADE THOMAS

Wade Franklin Thomas (1880-1946) was a teacher and administrator in San Anselmo for thirty-nine years. He was an active member of the San Anselmo community. His civic interests included membership in the San Anselmo Rotary Club, the library board and volunteer work at the Robert Dollar Orphanage School. His love of music led him to establish an instrumental music program at San Anselmo Grammar School.

Wade Thomas was known to be honest and reliable, a man of integrity. We, the Wade Thomas community, are proud to carry on the traditions of service and excellence that this educational pioneer so valued.

WADE THOMAS STAFF

Teacher	Grade	Room	Extension
Jenny Cavanna.....	K	5	25
Mary Klimas	K	3	23
Monica Pelissett/Sandra Lebeau. K	K	20
Laura Winter	K.....	4.....	24
Joelle Ott/Jenine Gallardo	1	6	26
Christi Smith	1	1	21
Erika Stieg	1	2	22
Nicole Ford.....	2.....	18.....	38
Barbara Cellers.....	2	16	36
Claudia Holko	2	17	37
Melina Olenberger	2	15	35
Craig Engle	3	10	30
Patty Armanini	3	12	32
Kelly McKenna.....	3.....	11.....	31
Lindsay Hess.....	4.....	9.....	29
David Yeakle.....	4	8	41
Ron Garry.....	4.....	19.....	47
Julie Gallagher/Nicole Stuart.....	5.....	14.....	34
Danny Gasparini	5	13	33

SUPPORT STAFF

Laura Gravander.....	Library.....	14
Natalie Pepper	RSP	17
Cynthia Bascara	Speech	28
Tina Perdices.....	Psychologist	16
Juan Cardona	Building Manager.....	13
Bob Strong.....	Night Custodian	
Laurel Yrun	Nurse	451-4078
Jenni Bahrt.....	Art	27
Pete Santucci.....	Music	
Annabel Ibanez.....	Music	
Megan Perdue	Music	
Sean Maher	Computer Specialist	
Susan Pesce.....	Instructional Aide	
Tania Huang	Instructional Aide	
Carol Tabb.....	Instructional Aide	
Mark Foster.....	1:1 Aide	
Lee Hassan.....	PE	
Denise Willis	Title 1 Aide	
Joan Weinberg.....	1:1 Aide	

GENERAL INFORMATION

Bell Schedule for Wade Thomas

Kindergarten

Monday— Friday and Minimum Days

Kindergarten

8:30 - Kindergarten arrive
10:10 - 10:30 Recess
12:05 - 12:50 Lunch Break
- 1:55 Kindergarten Dismissed

GRADES 1-5

Monday, Tuesday, Thursday, Friday

8:30 - 9:30 1st group Grades 1-2 arrive and all Grades 3-5 arrive
9:30 - 2nd group Grades 1-2 arrive
10:10 - 10:30..... RECESS
12:05 - 12:50 Lunch Break
1:55 1st Group Grades 1-2 dismissed
1:55 - 2:05 RECESS
3:05 2nd group Grades 1-2 and Grades 3-5 dismissed

GRADES K-5

Wednesday and Minimum Days

8:30 - 9:30 All Grades arrive
10:10 - 10:30..... RECESS
12:05 - 12:50 Lunch Break
1:55..... All Grades dismissed

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 teachers voice mail. The office number is 454-4603.

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 forgot 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 of stray animals, we will call the Humane Society.

Library

The library hours are from 8:30 a.m. to 3:05 p.m. The Wade Thomas 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.

Lost and Found

Lost and found items are placed in boxes on the upper playground by the office. The custodian also displays all items on tables outside the office at the end of each trimester. **WE URGE YOU TO PROPERLY MARK ALL YOUR CHILDREN'S PERSONAL ITEMS SO THEY CAN BE IDENTIFIED IF FOUND.** At the end of the school year Wade Thomas School donates all unclaimed belongings left by students.

Homework

All homework requests need to be placed through the office to avoid disruptions in classrooms.

Visitors on Campus

All visitors including parents must check-in with the school front office prior to proceeding to classrooms, playgrounds, libraries, etc. Be sure to get a Visitors Badge if you are visiting during school hours.

Deliveries to Students

Please drop off lunches, forgotten homework and/or other items that need to be delivered to your child in the office, so as not to disrupt the class.

Playground Supervision

The playgrounds are not supervised before 8:00 a.m. Please don't send your children to school prior to this time. Students who start school at 9:30 should report to their classroom between 9:25-9:30. 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 when they do not feel comfortable.

Parking

When bringing or dropping off your child at school, please pull in the Wade Thomas parking lot and pull forward to the drop off/pick up zone or you may park on the street on Ross or Sunnyside Avenues. Park at the curb close to the school so that the children do not have to cross the street. PLEASE DO NOT USE WOODLAND AVENUE. It is a very narrow street and not safe. We are very concerned with our "good neighbor" status and ask that you help us by parking in the above noted places and not in red zones, neighbor driveways or crosswalks. 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.—EVER

Field Trip Driving

Our school is most appreciative to all of you who donate your time and vehicle to take 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 **Field Trip Driver Form and a copy of your vehicle's insurance declarations page** on file. These forms are available in your students classroom and need to be renewed *yearly*. Please have these forms turned in to your students teacher the day *before* you leave on the trip.

Lunch and Milk

Bag 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.

Daily milk may also be purchased for your child. Milk is ordered twice a 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 Mustang 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.

Scout Activities

Both the Boy Scouts and Girl Scouts sponsor Cub Scout and Brownie groups which meet at Wade Thomas School, or in close proximity. These organizations sponsor and coordinate many worthwhile and enjoyable activities.

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.

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. Signatures are required to be returned to school indicating that the rules have been read and are understood. Classroom teachers may also send home specific classroom rules.

General Rules of Behavior

1. Cooperate with others.
2. Use appropriate language.
3. Do not hurt anyone, physically or emotionally.
4. Eat and play in designated areas.
5. Follow classroom and playground rules.
6. Respect other people and property.

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, tube tops and T-shirts with inappropriate messages are not allowed. Shoes must be worn at all times.

Yard Rules

A. Playground is supervised between the hours of 8:00-8:30, recess and 15 minutes during dismissal. Students are to go home directly after school.

1. Students are not to arrive at school before 8:00, there is no supervision. Students starting at 9:30 should go directly to their classroom, because there is no supervision on the yard.
2. All students must be on upper playground between 8:00-8:25.

B. Observe Proper Use of Space

1. Children may not leave the grounds during the day without permission.
 2. Children may not remain in or enter classrooms during recess, without supervision.
- Upper yard (1-2) is for primary students. Lower yard (3-5) for intermediate students, except before school when ALL 1-5 students report to the upper yard.
Kindergarteners go directly to the classrooms. We request that parents supervise them until 8:25.

Play areas include black tops, field and structures. The back corridors and the bushes near the swing area are NOT play areas.

Students stay away from puddles and mud.

No random "chase games" of any kind, unless they have rules (like tag, freeze tag, etc.)

C. Observe Proper Use of Ball Equipment

1. No balls may be bounced in breezeways or against school building walls.
2. Tetherballs are not to be ridden or kicked.
3. Balls are not to be kicked on UPPER YARD except in designated area on the ball wall.
4. On the upper Yard (K-2) balls are not to be thrown at each other for any reason. On the Lower Yard (3-5) students may play organized "Dodge Ball" or other similar games as long as a soft ball is used, thrown with two hands, and only thrown below the waist.

D. Observe Proper Use of Structure

1. One person at a time on rings.
2. No chase games through structure.

E. Observe Proper Use of Swing Set

1. No pushing, no jumping off swing; line up single file on blacktop.

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.

General Rules

Walk in corridors.

No playing in bathrooms and no walking or playing between the portables and the firewall.

When the bell rings, students should stop what they are doing and line up quickly.

No gum chewing.

No swearing or obscene language.

No spitting.

No throwing food, rocks, or other objects

No knives, hard balls, tennis balls, or other dangerous implements at school.

Fighting, including kicking, wrestling, tackling, is not permitted.

No chase games.

Shoes and shirts must be worn at all times.

No hats, caps or other head coverings inside school buildings.

Food must be eaten while seated at designated areas. Students will show pride in their school by keeping building and grounds free of litter.

No throwing of food (includes to birds).

Bicycles/rollerblades/skateboards may NOT be ridden on the grounds during school hours, 8:00 a.m. to 3:30 p.m., or in corridors or around buildings at any time.

All students who ride bicycles/rollerblades/skateboards to school must wear a helmet.

NO electronic or audio equipment such as ipods, hand held gaming systems, laser pointers, expensive breakable toys, or collectable cards.

18. Cell phones are not allowed at school. However, a cell phone left "off" in a student's backpack during the school day (to be used after school) will not be confiscated.

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, conference with the teacher or principal, time-out, being benched, loss of privileges, school service, conference with parents, or suspension.

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:

Unwelcome leering, sexual flirtations, or propositions.

Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

Graphic verbal comments about an individual's body or overly personal conversations.

Sexual jokes, stories, drawings, pictures, or gestures.

Spreading sexual rumors.

Teasing or sexual remarks about students enrolled in a predominately single-sex class.

Touching an individual's body or clothes in a sexual way.

Purposefully limiting a student's access to educational tools.

Cornering or blocking of normal movements.

Displaying sexually suggestive objects in the educational or work environment.

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.

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.

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.

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.**

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.

Absences

Please call the office at 454-4603 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 consecutive 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 8:25 a.m. and students should be going to their rooms so that they can be in class promptly at 8:30 a.m. 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.

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) Parents, please do not schedule vacations during school time.

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 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:

Due to illness

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

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

For the purpose of attending the funeral services of a member of 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

Participation in religious instruction or exercises in accordance with district policy

A student in grades 7-8 may be excused by school officials from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

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 46010.3)

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)

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

The school nurse is on campus one day a week. The school is equipped with first aid kits for emergency situations. Also first aid kits are always included on field trips. The school nurse handles record-keeping, vision and hearing testing and emergency situations. 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. All lice checks will be conducted by parent volunteers, trained by our school nurse. If two or more students in one class are found to have lice, we will notify the parent volunteers in that class, so that all those in the class shall be examined. When head lice or nits are found the parents of the child will be informed of recommended treatments. Students may return when the parents have completed the requirements stated on the Treatment Release Form. Students will not be kept from re-entering school if they have nits, but they will not be allowed to re-enter school with live lice.

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 office at 454-4603.

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. Students will be released according to parent/guardian instruction on the Emergency Information Student Release Form. Note that this form is different than the Emergency Card. This form is sent home in the beginning of the school year and needs to be completed by the student's parent/guardian and returned to the school.

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 emergency drill each month, which may include fire, earthquake, toxic spill, etc. All Wade Thomas teachers are aware that emergency drills can be loud and scary for younger students, and take great pains to calm them, and to help them understand how important it is to practice being safe.

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. During the 2007-08 and 2008-09 school years, the staff at Wade Thomas has taken steps to significantly reduce the amount of homework in grades K-2.

Ross Valley is on a trimester report card schedule. Parent-Teacher conferences are scheduled for students during the month of November. Students will be on a minimum day schedule during this 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.

Parents of all students K - 5 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).

The Wade Thomas Principal sends home MANY parent emails on various topics. Please be sure that the Principal has your email for these important messages.

MUSTANG NEWS

Our school newsletter is published electronically, and is sent home by email link each week. It contains all current school and district information, WTPA news, upcoming events, YES, etc. Please read it weekly! If you need a hard copy, please notify the office.

BACK-TO-SCHOOL NIGHT

It will be held on September 7th. This is your chance to meet the Wade Thomas 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

Open house is scheduled for May 24th. This is an opportunity for you to visit all the classrooms at Wade Thomas to see what has been accomplished during the year.

School Directory

Each year a district school directory is published and distributed to each family at Wade Thomas.

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.**

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.

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.

Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette.

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.

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.

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, which serve as a basis for the sequence of study through each grade level.

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 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) program is given each Spring. Students in grades 2-5 take the California Standards Test in Language Arts and Math. 5th graders also take Science. The nationally normed CAT/6 test is also given in grade3.

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

Homework assignments are appropriate to complete class work, to read from the Literature List, or to do other supplemental reading, to do additional work to remediate skills, to do research and to complete 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 support you can provide at home.

Supplementary Education

In addition to the class curriculum as defined by ETF and 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 or by the Parent Club. Such programs may be performances by groups from other schools, or professionals performing in music, dance or drama. Other programs include science, social studies, or related presentations.

You may review or recommend potential programs by attending Parent Club meetings. You are

also welcome to attend the assemblies.

Field trips are important multi-sensory experiences outside the classroom. You are welcome to volunteer to drive and to monitor the children.

Multi-Age Program

The Ross Valley School District provides a multi-age program which is housed at Manor School. Brochures describing the program are available in the school office.

Teacher Education

All teachers participate in a variety of in-service programs or meetings on Wednesday afternoons. Many volunteers 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 Marin County Office of Education, the Lawrence Hall of Science, etc., which explore innovative teaching techniques.

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

PROGRAMS

Integrated Services Team

(I.S.T.)

Wade Thomas 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 their classroom teachers who have special training in English language developmentals. The English language learner specialist plans with classroom teachers and provides additional resources as needed. 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)

The RSP is an educational program designed to meet the needs of students with identified learning disabilities and in need of 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 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 Mustang News.

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 based on recommendation by teacher or parent request. G.A.T.E. identified students are placed in a classroom with a cluster of other GATE students. G.A.T.E. funds provide professional development for teachers to differentiate instruction for the gifted learner..

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.

School Site Council (SSC)

SSC meets the third Tuesday every school month and consists of 4 parents, 2 teachers, the principal and 1 classified employee. The role of the SSC is to develop, monitor, and evaluate the school plan.

Wade Thomas Parent Association (WTPA)

The purpose of the parent association is to help improve the quality of education at our school by supporting the involvement of parents in their children's education. All parents who have children in the school are members.

This nonprofit organization focuses on community-building events like the Book Fair and picnic, teacher appreciation lunches, and International Day as well as providing teacher support through classroom mini-grants for supplies and the room parent program. The WTPA also sponsors one fundraiser, the Spring Lap-A-Thon to fund these events as well as capital improvement projects.

All parents are encouraged to participate in the Parent Association and the YES Foundation activities to ensure their success and continued commitment to a quality education for all our children.

Wade Thomas Parent Association 2011-2012

Co-President.....	Annalise Bauer & David Metz
Treasurer	Stephanie Trotter
Secretary.....	John Paczkowski
Mustang News Editor.....	Lisa Tyler
Calendar of Events.....	Debbie Coyle
Mustang Wear.....	Marla Murphy & Julie Brink
E-Scrip/School Pop.....	Sarah Shideler
YES Foundation Advocates	Amy Flynn, Annelise Bauer, Amy Forrest & Wendy Murphy
Hospitality	Annelise Bauer, Cassidy Sears & Donna Kreitzman
International Day.....	Carrie Smith & Annalise Bauer
Lap-A-Thon.....	Mindy Magnusson & Rebecca Houser
Assembly Coordinator.....	Karen Rosenquist
Healthy School Initiative.....	Wendy Murphy
Cool the Earth.....	Chloe Martin
Birthday Book Club.....	Amy Forrest
Parking Safety Coordinator.....	Jim Russell
Mustang Round-Up.....	Ken Mayer, Erika Cerutti
Safe Routes to School	Ted Fehlhaber & Helen Badger
Grant Writing Team.....	Judy Agnew & Melissa Irish
Room Parent Coordinator.....	Cassidy Sears
Book Fair.....	Jana Goodman & Charmian Stewart
Yearbook Editors	Andrea Walsh, Susan Lund, Cassidy Sears
Site Architectural Committee	TBD
Box Tops.....	Sarah Shideler
Emergency Prep Team	Tina Hunerberg & Sarah Shideler
Healthy School Initiative.....	Wendy Murphy
Parent Education Coordinator.....	Taylor Ross & Shelley Scammell
WTPA Website.....	Charmian Stewart

YES 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 YES Foundation, with the support of the community, strives to fill that gap.

Funds raised through the YES Foundation 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 volunteering to serve on a committee, shopping at merchants who support SCRIP, participating in the annual Pledge Drive, becoming a Business Partner, attending the Foundation's spring Gala, and by supporting campus events, book fairs and lunch days.

