

**2021-2022**

**RVSD Student/Parent Handbook**

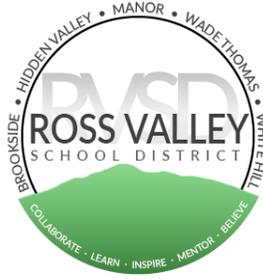


Ross Valley School District

100 Shaw Drive

San Anselmo, CA 94960

415-454-2162



## WELCOME TO THE 2021-2022 SCHOOL YEAR

Dear Parents/Guardians:

We launch the 2021-2022 school year with a renewed sense of optimism and purpose after the unprecedented challenges we faced as a community over the last year and a half. The Ross Valley School District is committed to creating campus environments where all members of the community feel accepted, valued, respected, and loved. In collaboration with our parent community, we endeavor to provide a transformative educational experience to every child.

Our district's values are captured in our Local Control Accountability Plan (LCAP). Our main areas of focus are practices that support deeper learning, wellness and equity for all students. These goals are all interrelated and interconnected; they guide our ongoing efforts to create systematic supports across all schools and solicit input from all stakeholders to get feedback on that work.

The close partnership between home and school is fundamental to a positive and rewarding learning experience for every child. To support your student's success, we ask you to:

- ❖ Ensure that your child(ren) attends school every day
- ❖ Talk to your child(ren) about school and provide support
- ❖ Keep in contact with teachers and staff
- ❖ Stay informed through emails, newsletters, and school sponsored events

This Handbook will provide you with the necessary information to support those efforts. We are grateful to be a part of this unique community and look forward to a successful and memorable school year!

Sincerely,

Eric Saibel  
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## **ANNUAL NOTICE**

Consistent with Education Code § 48980, districts are required to annually notify students, parents/ guardians of their legal rights and responsibilities. In your student's Back to School Packet is a form to sign and return explaining the Annual Notice which includes any new rules and regulations. Your signature is an acknowledgment by the parent/guardian that you are informed. Signing the document does not indicate agreement or consent to participate in any particular program.

## **ARRIVAL & DISMISSAL**

Students are allowed on school grounds 15 minutes before starting time. No supervision is provided before that time. Please remain with your child until a yard supervisor is present.

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

## **ATTENDANCE**

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

Ross Valley School District works collaboratively with parents/guardians in regards to school attendance. Please contact the school when you know and the reason your child will not be attending each day. Each school will verify the student's attendance by calling the parent/guardian. Letters from the school are sent to notify the parent of any attendance problems.

## **Early Release Wednesdays**

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

## Absences

The school office should be notified prior to the beginning of the school day if your child will be absent. Your call assures us that your child is safe and has not been injured on the way to school. Parents can leave a message on office phone voicemail or email office. Parents should notify the office directly; teachers sometimes do not forward the message. If you are unable to call in your child's absence, a written note should be sent when your child returns.

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

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

Absences for other reasons and unreported absences are considered unexcused.

## Unexcused Absences

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

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

A child who is tardy/absent from school without a valid excuse is unexcused. These types of absences are called "truancies." Students are required to attend school the full day.

## Late

In school, as in life, punctuality counts. Getting children to school with plenty of time sets a good habit that will help them succeed for the rest of their lives. Students who arrive "only" five or 10 minutes late to school disrupt the classroom. This is an integral part of the school day in which the teacher may be setting the agenda for the day, explaining routines and making announcements. By missing this part of the day your child is at a disadvantage by starting the day without having the opportunity to get organized and be ready for instruction. There is yard supervision 15 minutes prior to the start of school and provides your child a chance to socialize with his/her friends.

## Early Pick Up

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

are picked up early it is considered an unexcused absence unless it is for a valid reason described due to a doctor's appointment or illness.

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

#### School Attendance Review Team (SART) and School Attendance Review Board (SARB)

California Education Code § 48260 and Board policy 5113 indicates that the District must notify the parents in writing if their student is Truant or Chronically Absent. (Excused and Unexcused). Our goal is to work collaboratively and partner with your family to develop a plan and contract to improve the student's attendance.

Chronic Absenteeism is defined by California Education Code § 48263.6: Any student who is absent from school for ten percent or more of the school days, that they are enrolled. This includes both excused and unexcused absences.

Truancy is defined California Education Code § 48262: Any student that accumulates a combination of 3 days in which they were either late to school and/or having an unexcused absence.

The District must provide you with notification and the Principal will meet with you to assist you in developing a plan and a contract to improve your child's attendance. Our goal is to work collaboratively and partner with your family.

#### School Attendance Review Team (SART)

If your child continues to have unexcused absences after the first notification, the Principal will schedule a conference with you, in order to improve attendance and support your child so they can attend school on time every day. The goal of the School Attendance Review Team (SART) meeting to develop a plan with you to support your student.

#### School Attendance Review Board (SARB)

If the student's attendance does not improve, the District will hold a School Attendance Review Board Meeting (SARB) and develop a contract with the student and parents/guardian.

### **INDEPENDENT STUDY**

If a student must be absent from school for five or more consecutive days due to an emergency, a vacation that cannot be avoided, or illness, it may be possible to arrange for an Independent Study Contract. Students must meet certain requirements and standards to participate in an Independent Study. Please meet with the school Principal to discuss this option. The Independent Study contract needs to be approved by the Principal at least ten days prior to the scheduled absence.

## **CHILD CARE**

The Marin YMCA provides fee-based childcare before and after school on each school's campus. Contact the YMCA for details. Students at Wade Thomas may also be served by The Robson House, which is run through the San Anselmo Recreation Department. Robson House staff meet students on the school's campus and walk to their site.

## **CURRICULUM & INSTRUCTION**

Parents/Guardians will receive an overview of the class curriculum from your child's teacher at Back-to-School Night. Teachers develop their instructional programs based on the California State Department of Education Common Core Standard frameworks as well as upon District and site initiatives.

### **Family Life**

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

### **Library**

Each school has a library and students have access to the library through scheduled weekly class visits. Time is provided to browse and check out books. The library specialist welcomes suggestions from students and parents for new book selections. Your child (and you) is responsible for the books s/he checks out of the library. If a book is lost or damaged, reimbursement for its cost is required.

### **Physical Education**

Although not required by Education Code, K students in RVSD receive 30 minutes per week of PE. In accordance with law, students in 1<sup>st</sup>-5<sup>th</sup> grades receive 200 minutes of instruction every two weeks.

It is important that students wear appropriate clothing and shoes to participate in physical education. In addition, students in 5<sup>th</sup> grade participate in the Physical Fitness Test every spring.

### **Homework**

Research states that meaningful and appropriate homework is a relevant extension of the classroom that can positively impact a student's learning.

Board Policy 6154 establishes guidelines regarding homework that is assigned beyond the school day. Homework needs to be meaningful, purposeful, and appropriate in order to have a positive impact on student learning.

The purpose of homework is to increase knowledge, inspire creativity, improve ability and practice skills. School staff will develop and regularly review the homework plan, and this information will be provided to parents/guardians during Back to School Night and throughout the school year. Open communication between families and teachers regarding homework is vital. Students and parents are encouraged to contact teachers with questions and concerns about homework and achievement in school.

The District recognizes the value of extracurricular activities, along with unstructured time and adequate sleep for a healthy school/life balance.

### **Make-Up Work**

Students who miss school because of absence will have opportunities to make-up assignments and/or tests. The teacher may need to provide an alternate activity that is equivalent to, but not necessarily identical to, the assignment/s missed during the absence. Students shall receive full credit for work satisfactorily completed within the time limits.

### **ASSESSMENTS AND EVALUATIONS**

Assessment and evaluation is an integral part of the teaching and learning cycle. Teachers will use a variety of classroom assessments to identify students' needs for remediation and enrichment. Assessment of our students' progress is a key element in a successful academic program as it informs instruction. Teachers use formative assessments to determine student progress in both English/Language Arts and mathematics.

#### Reading Formative Assessments

The District administers both the *Fountas & Pinnell* Assessment System and the *Reading Inventory* to identify a student's reading skill level. These assessments provide teachers, students, and parents valuable information in the following ways:

- Determine reading placement levels
- Assist teachers in grouping students for instruction
- Help students select text for learning and pleasure - both literature and informational text
- Identify students who need interventions
- Progress monitor the outcomes of strategic instruction
- Document a student's progress during the school year and over several years.

#### Writing Formative Assessments

The District administers on-demand writing prompts to all students prior to instruction in the genre (narrative, information, and opinion/argument) and after instruction in the genre. This provides the teachers, students, and parents with information to support the student's learning. The teachers use rubrics for each genre from the book *Writing Pathways*.

### Math Formative Assessments

District teachers have developed math formative assessments based on the math curriculum, and students are assessed at regular intervals to determine progress and to guide instruction during the school year. These assessments also identify students who may require support and interventions.

### California Summative Assessments

All students in grades 3-8 take the California Assessment of Student Performance and Progress (CAASPP) in the spring of each year. These assessments are computer-based tests that measure student knowledge of California's English language arts/literacy (ELA) and mathematics standards. The results from these assessments provide the school and district with a broad understanding of how students are learning so that we can address their needs.

5<sup>th</sup> grade and 8<sup>th</sup>-grade students take the California Assessment Science Test (CAST) based on Next Generation Science Skills (NGSS).

Students in 5<sup>th</sup> and 7<sup>th</sup> grades take the CA Physical Fitness Test.

### **CELEBRATIONS**

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

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

### **FACILITIES**

The District recognizes that the school facilities are a community resource. The primary purpose is to ensure that they are used for school programs and activities. However, if you, a club or organization wishes to use a facility and/or grounds, please contact the school to complete the Facilities Use process.

### **HEALTH & SAFETY**

#### Emergency Cards

An Emergency Card must be completed for each student yearly and updated whenever there is a change. Please be sure to notify the office immediately of any changes to home address or home phone number. It is also extremely important that we have correct contact information (e.g. work, mobile, and home phone numbers) for parents/guardians in the event of an emergency.

In an emergency, the parents/guardians will be notified first. If they cannot be reached, we must have at least two local available relatives or friends to contact in case of illness or emergency.

Children are released only to parents/guardians and adults listed on the emergency card.

If there is a court-ordered custody agreement or restraining order, please provide a copy to the school.

## **TELEPHONE**

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

### Messages

Please be sure your child knows who will pick them up each day or if they are to walk home. Also, make sure your child knows what he/she is to do in the event it is raining after school. We discourage the use of the office phone. All arrangements should be made before your child leaves home since delivering messages to your child can cause a disruption to the classroom. The office will do their best to communicate messages to students during the non-instructional time. In the event of an emergency, the school office will have your child(ren) come to the office. Messages for students after lunch cannot be guaranteed to be delivered.

### Use of Smartphones

In accordance, with California Education Code §, 48901,7 smartphones may not be used at school by a student when they are under the supervision of school staff.

Students may use smartphones at school under the following circumstances:

- In the event of an emergency or a threat of danger
- When a physician determines the possession or use of a smartphone is necessary for the students' health or well-being.
- If the smartphone is required by the student's individualized education program or 504.

if you think your child needs to bring a smartphone or a personal electronic device to school please complete the form in the school office. The school is not responsible if the smartphone is lost or damaged and may be prohibited if the student does not follow the regulations. If your student is bringing a smartphone or electronic device, please do not call the student on the device.

## **STUDENT HEALTH & SAFETY**

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

- Take effective action to minimize injuries and loss of life
- Utilize school personnel and facilities to care for victims
- Provide maximum security for students and employees

- Provide a safe and calm environment for students
- Protect and preserve school property

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

### Emergency Response Management

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

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

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

### Fire Drills, Earthquake Drills, and Lockdown Drills

Our District staff is trained in procedures to follow in the case of an emergency. Each teacher has a map of the school showing how students are to leave and where to line up. We practice drills on a regular basis to be prepared in case of a real emergency. All students and school personnel participate in safety drills. There is a fire drill scheduled each month that school is in session. Earthquake drills are conducted quarterly. Lockdown drills and shelter in place drills are done twice yearly.

### Student Accident and Illness Coverage

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

### Illness

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

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

Please notify the office if your child has been diagnosed with a communicable disease so that we may provide other families with information. We send out the notices via email to all families in the school, and no identifiable student information is included; just notice that students may have been exposed to a communicable disease.

### Allergies

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

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

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

We appreciate your support in helping keep all students safe and healthy.

### School Nurse

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

## Medication

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

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

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

## Immunization Requirements

All students attending school must be immunized based on the requirements of the California School Immunization Law for grades TK-12. Information about the requirements may be found at the following website [www.shotsforschool.org](http://www.shotsforschool.org).

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

## Head Lice

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

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

### Vision and Hearing Screenings

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

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

### Home - Hospital Instructions

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

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

Contact the Student Services Department if your child has a long-term illness and will not be able to attend school.

### **PETS AT SCHOOL**

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

### **LOST AND FOUND**

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

### **LUNCH**

It is very important that every child has a nutritious lunch. The Ross Valley School District provides a daily lunch program through our vendor, The LunchMaster, and can be purchased via the website <http://www.thelunchmaster.com>.

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

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

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

### **PARENT COMMUNICATION & INVOLVEMENT**

We welcome communication with parents. You may receive information about your child and the school program in many ways.

#### Website

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

#### Parent Square

This is a communication system that allows the schools and district to send out important and emergency messages using text, voicemail, and email. Please make sure your information is up to date in order to receive the information.

#### Local Control Accountability Plan (LCAP)

The LCAP is a critical part of the new Local Control Funding Formula (LCFF). Our district engages parents, educators, staff, and the community to establish these plans. As California's school funding law, the Local Control Funding Formula (LCFF) is a way for our district and schools to focus on student success. The LCFF requires school districts to involve parents in planning and decision-making as well as in developing the District Local Control and Accountability Plan (LCAP).

The LCFF and LCAPs provide a great opportunity for parents to engage in the decisions that impact their children and schools. The District will be presenting components of the LCAP at the Superintendent's Council as well as at District Board Meetings.

#### Roundtable

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

#### Superintendent's Council

Superintendent's Council is a Superintendent's committee of representatives from each of our schools. Stakeholder involvement is a critical ingredient for the success of any school district and there are many opportunities within our community for the talent, experience, expertise, and skillsets of various stakeholders to be effectively utilized to improve our schools.

### Newsletters

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

### Teachers

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

Teachers have meetings and after-school duties, so other than quick exchanges, if you wish to meet with a teacher, please schedule an appointment with him/her. That way you can be assured they will have sufficient time to meet and discuss your child. In the event of a problem, contact the teacher first to resolve the problem. In the event that a solution cannot be reached, the Principal will work with the teacher and the parents to problem solve and develop a mutually agreeable solution.

### Principals

The Principal welcomes communication with parents. "Drop-in" conferences certainly do occur, but there is no guarantee that the Principal will be available. It is best to contact the Principal by email and/or phone to arrange a time.

### Report Cards & Conferences

RVSD believes communication between parents/guardians and school staff is vital for student success and family engagement. Each teacher has a regular schedule when they send work home. In addition, teachers send home letters describing the curriculum and activities in the classroom.

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

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

### Classroom Visitation

Ross Valley School District believes that parents are important partners in the success of our school program and welcomes parents and professionals to visit our school sites. In order to maintain the integrity of instruction, ensure student confidentiality, maintain a safe school environment and minimize disruption of the instructional process, RVSD has developed visitation guidelines which are available in the school office. Please sign

in at the office for an identification badge before going to the classroom and sign out when leaving.

### Volunteers

The District recognizes that parents and community members can provide valuable services to the schools by sharing their time, talents and experience. Volunteering provides opportunities to become directly involved in your student's education and strengthens the relationship between the school and parents in the community. Volunteers must follow school guidelines.

If you are interested in volunteering at your student's school, please contact the school office and complete the volunteer application located on the District website at <http://www.rossvalleyschools.org/parents/volunteering>. In addition to the application, you will need written verification from your physician of a negative tuberculosis test within the last 4 years **or** submission of a "Risk Assessment Questionnaire."

### Field Trip Drivers

Parents/guardians may volunteer to transport children on school-sanctioned field trips. If you volunteer to drive, on a field trip in addition to the volunteer application and negative tuberculosis test, a current driver form must be on file at the school site. There are strict laws and requirements related to driving students. The volunteer and field trip driver forms need to be completed annually and are available at the school office or on the website. TB clearance is good for 4 years.

### Overnight Field Trip Chaperones

Parents/guardians may volunteer to chaperone students on school-sanctioned field trips. If you volunteer to chaperone, in addition to the volunteer application and negative tuberculosis test, fingerprint clearance is required. The volunteer form needs to be completed annually and is available at the school office or on the website. Fingerprint clearance is good for 10 years.

### School Site Council

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

### Parent Organizations

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

## YES Foundation

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

Parents often ask if they can donate to our schools and this can be done through the YES Foundation.

## **RESIDENCY**

In accordance with California Education Code § 48200 requires all students to attend the school district in which their parents/guardians reside unless they have an approved Interdistrict Transfer. The Ross Valley School District is required to take appropriate steps to ensure that students attending its schools actually reside within the District's boundaries or have an approved Interdistrict transfer.

### Verification of Residency

Verification of Residency which includes both proof and declaration of residency must be completed, signed, and submitted with the required documentation as required by Board Policy and Administrative Regulation 5111.1. The Verification of Residency forms is to be completed at the time of student registration and within 10 calendar days of a change of residency, and if residency is in question. To satisfactorily complete this section, you must truthfully and accurately provide the information required, initial, and sign where required.

### Declaration of Residency

Parents complete the Declaration of Residency annually on SchoolMint as part of the Back-to-School Packet for each of their children.

## **STUDENT SERVICES**

### Special Education

The Individuals with Disabilities Act requires that students that are eligible for special education receive a free and appropriate public education (FAPE) in the least restrictive environment in which a student can meet their needs. A student shall be referred for special education instruction only after the resources of the regular education program have been considered and utilized. Parents of children with disabilities are entitled to receive a full explanation of procedural safeguards and a description of any proposed action regarding their children and the basis for such action. Parents/guardians must provide consent for educational assessment, programs, and services.

### Child Find

Search and serve is the process to find children between 3 years-4 years, that may have a disability and may need appropriate special education service based on

California Education Code § 56300, RVSD actively seeks children who might qualify for special education assistance. For further information, please call (415) 451-4066.

### 504 Services

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

### Multi-Tiered Systems of Support (MTSS) and Student Success Teams

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

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

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

### **STUDENT RECORDS**

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

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

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

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

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

### Restraining Order

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

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

### **STUDENT CODE OF CONDUCT**

All students deserve to feel safe at school. The staff works together to maintain a safe and respectful school environment. Parent support is very important in making sure that all students observe their school's Code of Conduct in order to maximize the learning environment. At the beginning of the school year, each school's principal and staff members share their Code of Conduct with parents and students. Parents are encouraged to contact the school if questions arise regarding the Code of Conduct. The Response to Intervention (RtI) Process is in place at each school to provide specific support and guidance in assisting students to maintain appropriate behavior.

### Discipline

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

California Education Code §48900 and §48915 and Board Policy 5144.1 outline the specific infractions that may result in suspension or expulsion. However, suspension and/or expulsion are used as the last resort if other means of correction have not been effective and/or if the student is a danger to themselves or others.

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

### Dress Code

In accordance with the Board Policy and Administrative Regulation 5132, students are expected to dress in a way that shows pride in themselves, and which acknowledges that school is a place to work and learn. Therefore, RVSD recommends clothing that will support a positive environment and is appropriate to the climate.

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

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

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

### Bullying

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

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

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

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

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

### Sexual Harassment

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

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

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

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

## **TITLE IX**

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

Title IX is a federal law that was passed in 1972 to ensure that male and female students in educational settings are treated equally and fairly. It protects against discrimination based on sex, including sexual harassment. In addition, Title IX protects transgender students and students that do not conform to sex stereotypes. State law prohibits discrimination based on gender, gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

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

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

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

Eric Saibel or Chris Carson  
Ross Valley School District  
110 Shaw Drive  
San Anselmo, California 94960  
Telephone: (415) 451-4065 or (415) 451-4075  
Email: [esaibel@rossvalleyschools.org](mailto:esaibel@rossvalleyschools.org) or [ccarson@rossvalleyschools.org](mailto:ccarson@rossvalleyschools.org)

## **TITLE I & ENGLISH LANGUAGE LEARNERS**

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

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

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

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

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

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

## **TRANSPORTATION**

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

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

### Bicycles, Skateboards, and Scooters

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

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

### Safe Routes to School

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

### School Pool Marin

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

### Marin Transit Authority

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