

2025-2026

RVSD Student/Parent Handbook

Elementary School



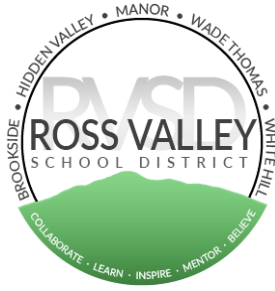
Ross Valley School District

100 Shaw Drive

San Anselmo, CA 94960

415-454-2162





WELCOME TO THE 2025-2026 SCHOOL YEAR

Dear Parents/Guardians:

As we begin the 2025-2026 school year, we are excited about the opportunities available to our students. The Ross Valley School District is committed to fostering an environment where every individual feels accepted, valued, respected, and loved. We recognize the uniqueness of each child's journey and, along with our supportive family community, are committed to nurturing academic growth and social-emotional well-being while respecting the individual needs of all students. Together, we can make a lasting impact on their lives.

Our district's values are rooted in our Local Control Accountability Plan (LCAP), reflecting our commitment to student learning and well-being. We strive to create a supportive environment and appreciate the vital role that our families play in this process. Our interconnected goals aim to strengthen support across school sites, and we value all feedback to help us improve to better serve our students.

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

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

This Handbook offers valuable information to support our journey together. We appreciate being part of the community and look forward to a successful school year!

Sincerely,

Lori O'Connor
Director of Student Services
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ANNUAL NOTICE

Consistent with Education Code § 48980, districts are required to notify students and their parents/guardians annually 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 the start of the school day. 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 in the day. Children should be picked up promptly. If you are picking up your child by car, you will find students waiting in the drop-off zone in front of the school. 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 students' education. Students with good attendance tend to have better academic skills, content mastery, and self-esteem, and they also feel a greater sense of belonging to the school community. Regular attendance is one of the most significant contributing factors to your student's success in school. Students are required to attend school daily and remain in school the entire instructional day. Students who are tardy or leave early miss important instruction, which can lead to gaps in their knowledge and skills. The District appreciates it when you can limit appointments to before or after school hours. We appreciate your help in ensuring your child arrives at school on time every day.

Ross Valley School District works collaboratively with families regarding school attendance. Please contact the school when your child will be absent. Please provide the reason for the absence. Each school will verify the student's attendance by contacting the parent or guardian. Letters from the school are sent to notify the parent/guardian of any concerns related to poor attendance and/or chronic absenteeism.

Early Release Wednesdays

Research shows that to improve student achievement, staff benefit from ongoing professional development opportunities. RVSD has dedicated Wednesday afternoons for teacher collaboration and professional development. Teachers have opportunities to meet in grade-level meetings to share information, attend site staff meetings, and participate in professional development activities. During this time, teachers plan instruction and review student work and assessments, which inform instruction and support goals for student learning.

Absences

The school office should be notified before 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/guardians can leave a message on the office phone, voicemail, or email to the front office. Parents/guardians 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 define unexcused absences as the following:

- Illness
- Doctor/Dental appointments
- Attendance at an immediate family member's funeral
- Court appearances in which the 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 define unexcused absences as the following:

- Arriving at school tardy, 30 or more minutes late without a valid reason.
- Parents/guardians 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 can be excused if the student has been approved for Independent Study and will be missing five or more days of school.

A child who is tardy/absent from school without a valid excuse is unexcused. These types of absences are referred to as "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 throughout 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 sets the agenda for the day, explains routines, and makes announcements. By missing this part of the day, your child is at a disadvantage, as they start the day without having had the opportunity to get organized and be ready for instruction. There is yard supervision 15 minutes before the start of school, which provides your child a chance to socialize with their friends.

Early Pick Up

Students are not allowed to leave campus at any time unless accompanied by a parent/guardian. If you will be picking up your child early during the school day, please

send a note to the teacher that morning stating the time you will be arriving to pick up your child. When students are picked up early, it is considered an unexcused absence unless it is for a valid reason, such as a doctor's appointment or illness.

Do not go to the classroom. Check in with the office, and your child will be notified that you are waiting for them. Students will not be released during the day to anyone other than their parents/guardians without written permission from their parents/guardians.

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

California Education Code § 48260 and Board policy 5113 indicate that the District must notify the parents/guardians in writing if their student is Truant or Chronically Absent. (Excused and Unexcused). Our goal is to work collaboratively and partner with families 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 in California Education Code § 48262: Any student who accumulates a combination of 3 days in which they were either late to school/or had 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 to benefit your child's learning and well-being.

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 is 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 (SARB) Meeting and develop a contract with the student and parents/guardians.

CHILD CARE

The Marin YMCA provides fee-based childcare before and after school on each elementary 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 off-campus location.

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's Common Core State Standards frameworks, as well as 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 the written request of their parent or guardian if any part of the instruction in health or family life education conflicts with the student's religious training and beliefs or personal moral convictions. Parents/guardians will receive more specific information on the family life curriculum, including an opportunity to view the curriculum and ask questions before the instruction begins.

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/guardians for new book selections. Your child (and you) are responsible for the books s/he/they checks out of the library. If a book is lost or damaged, reimbursement for its cost is required.

Physical Education

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

Students must wear appropriate clothing and shoes to participate in physical education. Additionally, 5th-grade students 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 for homework assigned outside of the school day. Homework needs to be meaningful, purposeful, and relevant 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 families during Back to School Night and throughout the school year. Open communication between families and teachers regarding homework is vital. Students and parents/guardians 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 alternative 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 are 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/guardians with 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 before instruction in the genre (narrative, information, and opinion/argument) and after instruction in the genre. This provides the teachers, students, and parents/guardians 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 aligned with the math curriculum, and students are assessed at regular intervals to monitor progress and inform instruction throughout 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 comprehensive understanding of how students are learning, enabling us to address their needs effectively.

5th-grade and 8th-grade students take the California Assessment Science Test (CAST) based on Next Generation Science Standards (NGSS).

Students in 5th and 7th grades take the CA Physical Fitness Test.

INDEPENDENT STUDY

If a student must be absent from school for three to fourteen 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 Short-Term Independent Study. Please contact the school Principal to discuss this option. Independent Study must be requested at least ten school days in advance of the scheduled absence.

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 alternatives to food, such as stickers, pencils, a book, or a game, that can be used in the classroom. Each school site may have specific procedures for celebrating student birthdays, 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 an 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 through the Data Confirmation process in Aeries. Please notify the office immediately of any changes to your home address or 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 the event of an emergency, 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 are entered in Aeries as emergency contacts and approved in the Authorizations.

If there is a court-ordered custody agreement or restraining order in place, 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 to do in the event it rains after school. We discourage the use of the office phone. All arrangements should be made before your child leaves home, as delivering messages to your child can disrupt the classroom. The office will do its best to communicate messages to students during the non-instructional time. In the event of an emergency, the school office will have your child 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 by a student at school 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 that 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 plan

If you believe your child needs to bring a smartphone or personal electronic device to school, please complete the form available at the school office. The school is not responsible for any loss or damage to the smartphone, and it may be prohibited if the student fails to follow the regulations. If your student is bringing a smartphone or other electronic device, please refrain from calling the student on the device.

STUDENT HEALTH & SAFETY

The Ross Valley School District has established specific protocols and procedures to support 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, enabling them to fulfill their responsibilities in the event of a school disaster.
- District staff members receive training in emergency procedures and are provided opportunities for developing the necessary skills, including rescue and first aid.
- Though RVSD works closely with emergency response agencies, it may be necessary to coordinate our own response efforts if emergency personnel are tending to more immediate needs. RVSD staff members have therefore been assigned specific roles and responsibilities, which are practiced during drills throughout the year.

All RVSD schools and departments review and update their disaster plans annually and submit a copy to the District Office each school year. The district's emergency response capabilities comply 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 that shows where 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. A fire drill is scheduled each month during the school year. Earthquake drills are conducted quarterly. Lockdown drills and shelter-in-place drills are conducted twice a year.

Student Accident and Illness Coverage

Parents/guardians 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 it from the school office.

Illness

If your child complains of not feeling well in the morning or exhibits any symptoms of illness, please keep them home until they are 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 your child becomes ill during the school day and is unable to participate, you may be contacted to pick up your child. School personnel are trained in first aid, and each school is equipped with a first aid kit. Paramedics may be called in the event of an emergency.

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 notices via email to all families in the school, and no identifiable student information is included; only a notice that students may have been exposed to a communicable disease.

Allergies

RVSD develops plans to help accommodate children with food allergies. We must create a safe, nurturing environment for children with food allergies and food intolerances. 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 that 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 healthcare provider must be provided to the school, along with recommendations, to ensure the student's safety.
- School personnel will participate in food allergy education and training, led by the school nurse.
- Principals will notify the teacher that the student has a documented food allergy and/or food intolerance.
- Principals will notify the parents/guardians that a student has a 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. Additionally, the nurse ensures that vision and hearing are screened at the mandated grade levels.

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 medication must be given during school hours; or the medication may be needed in an emergency, such as an allergic reaction.

- Specific written directions for administering the medication(s) are provided to school personnel by the physician, including directions for over-the-counter medicines.
- Parents/guardians sign a written authorization for the administration of the drug.
- Medication must be brought to school by the parent, labeled with the student's name, the name of the prescribing physician, the identification number, or the name of the medication, the name of 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 permitted to keep medicine in their classroom.

Immunization Requirements

All students attending school must be immunized in accordance with 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.

Students without the required school-age immunizations will not be allowed to attend school unless a medical waiver is on file at the school from the child's 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 treating head lice rests with the home. Students with live head lice shall be sent home. If nits are present but no live lice are found, students may remain at school. Parents/guardians will be notified so that their child can receive treatment. The recommended method for treating 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 water at 140°F. Items that cannot be washed should be placed in an airtight plastic bag for a period of three weeks. Students may return to school when their parents/guardians 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 Transitional Kindergarten (TK), Kindergarten, 2nd, 5th, and 8th grade or upon first enrollment in a California school. All screenings are conducted by credentialed school nurses/school audiometricians as follows:

- Grade 1: color vision – boys only

- TK, Kindergarten, 2nd, 5th, and 8th-grade vision and hearing

Home - Hospital Instruction

Home-Hospital Instruction (HHI) is provided according to Education Code §48206.3 to a student with a temporary illness or injury that makes school attendance impossible or inadvisable due to a health reason. The purpose of the HHI Program is to support students in maintaining continuity of instruction during their 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 or clinician. The term "temporary disability" refers to a physical, mental, or emotional condition that is incurred. At the same time, 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/guardians 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.

SCHOOL BREAKFAST/LUNCH PROGRAM

The Ross Valley School District, in partnership with the Ordo, provides both breakfast and lunch for all students free of charge. You or your children do not have to be a U.S. citizen to qualify for free meals. Breakfast is served during morning recess (TK-5th grade) or morning break (6th-8th grade). Please note that you must order the meals for your children by the due dates listed on the Ordo website in order for your child to receive a meal.

For ordering information, please refer to our website:

www.rossvalleyschools.org/lunchprogram.

We Are Still Collecting Free/Reduced Meal Applications

The Ross Valley School District participates in the National School Breakfast and Lunch Program. All students will receive nutritious meals free of charge every school day. The meal programs we participate in are supported by federal and state reimbursements that are based on household income and eligibility. We will be able to serve free meals if households continue to submit meal applications. If

If you believe that your income may qualify, we encourage you to fill out the attached application form. Your cooperation is greatly appreciated. If there are more household members than the number of lines on the application, attach a second application. For a secure and straightforward application process, use our online application at www.rossvalleyschools.org.

- Additional benefits of a qualifying free/reduced application include:
- Discounted Transportation Services (White Hill and Hidden Valley buses)
- Discounted Internet Services through X-Finity
- P-EBT Benefits for your family
- Opportunities for Discounted Community Programs, including the YMCA and local sports teams
- Funding for your local school, including school supplies

PARENT COMMUNICATION & INVOLVEMENT

We welcome communication with parents/guardians. 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. Visit our website regularly for the latest school and community information. All school events and activities are included on the school website. In addition, you can follow RVSD's Instagram feed (@rossvalleysd) to learn what is happening in the District.

ParentSquare

This is a communication system that enables schools and districts to send important and emergency messages via text, voicemail, and email. Please ensure your information is up to date 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 collaborates with parents/guardians, educators, staff, and the community to develop these plans. California's school funding law, the Local Control Funding Formula (LCFF), enables our district and schools to prioritize student success. The LCFF requires school districts to involve parents/guardians in planning and decision-making as well as in developing the District Local Control and Accountability Plan (LCAP).

The LCFF and LCAPs offer a valuable opportunity for parents/guardians to participate in the decisions that affect their children and schools. The District will present components of the LCAP at the Superintendent's Council and District Board Meetings.

Round Table

The Round Table is a committee of the Ross Valley School District Superintendent. The purpose of the Round Table is to define responsibilities for fundraising between the schools' Parent Club, Parent Association, Parent Teacher Association (PTA), Parent Teacher Organization (PTO) and the YES Foundation, establish and implement fundraising agreements between these groups that provide parity across all sites, and

share information and strategies about fundraising, parent/guardian outreach, and activities/events to build community in support of the students and their educational experiences. The committee is anticipated to meet approximately four times each year or more frequently as needed, and meetings will comply with the Ralph M. Brown Act.

Superintendent's Council

The Superintendent's Council is a Ross Valley School District Superintendent's committee. The purpose of the Superintendent's Council is to enhance cross-communication within and between constituent groups while simultaneously serving as an advisory body to the Superintendent and senior staff on matters they bring before the council for discussion, input, and feedback in a variety of areas including but not limited to curriculum and instruction, parent education, engagement, school climate, advocacy, resource allocation, program development and more. The committee is advisory in nature, does not vote or take specific action except on meeting minutes, and is anticipated to meet approximately four times each year or more frequently as needed. Though the committee is advisory in nature and may be discontinued at any time, it is expected that meetings will comply with the Ralph M. Brown Act.

Newsletters

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

Teachers

Parents/guardians 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 unless you wish to meet with a teacher briefly, please schedule an appointment with them in advance. 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/guardians to problem-solve and develop a mutually agreeable solution.

Principals

The Principal welcomes communication with parents/guardians. "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 and

sends work home. Additionally, teachers send home letters that describe the curriculum and classroom activities.

Parents/guardians of students in TK-5th grade meet with teachers for “intake conferences” during the first weeks of school. These conferences provide parents/guardians with an opportunity to share information about their child with the teacher.

Students in 1st -5th grade receive report cards every trimester. Transitional Kindergarten and Kindergarten students will receive report cards twice a year. During the first trimester, parents/guardians 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.

School Visitation

Ross Valley School District believes that parents/guardians are important partners in the success of our school program and welcomes parents/guardians and professionals to visit our school sites. To maintain the integrity of instruction, ensure student confidentiality, maintain a safe school environment, and minimize disruptions to the instructional process, RVSD has developed visitation guidelines. Each time you visit campus, please sign in at the office upon arrival and sign out upon departure.

Volunteers

The District recognizes that parents/guardians 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/guardians 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 or guardians may volunteer to transport children on school-sanctioned field trips. If you volunteer to drive on a field trip, in addition to submitting a completed volunteer application and a negative tuberculosis test, a current driver’s 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 must be completed annually and are available at the school office or on the school’s website. TB clearance is good for 4 years.

Overnight Field Trip Chaperones

Parents or guardians may volunteer to chaperone students on school-sanctioned field trips. If you volunteer to chaperone, in addition to completing the volunteer application and providing a negative tuberculosis test, fingerprint clearance is also required. The

volunteer form must be completed annually and is available at the school office or on the school's website. Fingerprint clearance is good for 10 years.

School Site Council

The School Site Council meets monthly to collaborate on school improvement initiatives. Each school develops under the guidance of the School Site Council, a Single Plan for Student Achievement. This plan outlines how the school consolidates and focuses its programs and resources to enhance the academic achievement of all its 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 enhance the quality of education at our schools by promoting parental involvement in their children's education. The organizations are non-profit, volunteer-based organizations that raise funds to improve students' educational experiences. The organizations work 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 that support literacy, as well as intramural and interscholastic sports.

Families often ask if they can make a donation to our schools, and this can be done through the YES Foundation.

RESIDENCY

In accordance with California Education Code § 48200, all students are required to attend the school district in which their parents or 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 must be completed at the time of student registration and within 10 calendar days of any change in residency, or 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/guardians complete the Declaration of Residency annually on Aeries 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 who 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. Families 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 or guardians must provide consent for educational assessments, programs, and services.

Child Find

Search and serve is the process of identifying children between 3-4 years old who may have a disability and require appropriate special education services, as outlined in 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

The Americans with 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 (RtI) model. The purpose of RtI is to identify and intervene early for students 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, that 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) provides parents/guardians with certain rights concerning their 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 a lawfully issued subpoena; to appropriate officials in cases of health and safety emergencies; and to 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 that restrains specific individuals from picking up their child from school shall provide the school with a copy of the restraining order.

STUDENT CODE OF CONDUCT

All students deserve to feel safe in their school environment. The staff works together to maintain a safe and respectful school environment. Parent support is crucial in ensuring that all students adhere to their school's Code of Conduct, thereby maximizing the learning environment. At the beginning of the school year, each school's principal and staff members share their Code of Conduct with parents/guardians and students. Families are encouraged to contact the school if they have any questions regarding the Code of Conduct.

The Response to Intervention (RtI) Process is in place at each school to provide targeted support and guidance in helping students 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 that is conducive to learning and the safety and welfare of students and school staff. Students may receive consequences for breaking a rule.

California Education Code § § 48900 and 48915, along with Board Policy 5144.1, outline the specific infractions that may result in suspension or expulsion. However, suspension and/or expulsion are used as a last resort when other means of correction

have not been effective and/or when the student poses a danger to themselves or others.

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

Dress Code

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

The primary responsibility for a student's attire lies with the student and their parent or guardian. 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 students to participate in a variety of activities both indoors and on the playground are recommended.
- Tennis shoes are recommended over flip-flops since they are safer on the playground.
- Clothing that fits is recommended, neither too tight nor too loose, nor too short nor 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 outlined 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 reported to 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 to conduct an effective investigation. 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 are aware that they need not endure any form of sexual harassment. As such, this policy will be posted, distributed to students and employees, and included in the annual notice to families.

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 or their 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, 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 who 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 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):

Dr. Tyler Graff or Lori O’Connor
Ross Valley School District
100 Shaw Drive
San Anselmo, California 94960
Telephone: (415) 451-4065 or (415) 451-4064
Email: loconnor@rossvalleyschools.org or tgraff@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/guardians:

- 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 families 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, and drug-free, safe, and positive school environments.
- Reduce and prevent at-risk behavior.
- Enhance academic success and foster responsible 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 families 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 need to go on campus, please find an appropriate parking space.

To help mitigate congestion common at the beginning and end of the school day, we encourage all our students to take 'greenways' to school whenever possible, thereby decreasing traffic and carbon footprints while increasing physical activity. Children in our district get to school by walking, biking, rolling, and/or taking the bus. The District collaborates closely with Safe Routes to Schools to ensure that walking and biking are safe. Please always be respectful of our neighbors and refrain from blocking their driveways or turning around in them.

Bicycles, Skateboards, and Scooters

We encourage families and students to ride, roll, and walk to school. It is recommended that parents/guardians escort younger students to and from school, and that everyone follow all applicable traffic and safety rules. The same rules that govern how cars, motorcycles, and trucks apply to your child as a bicycle rider. The safety of pedestrians, motorists, and other bicyclists depends on following 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 before or during the school day. Students should walk their bikes, skateboards, and scooters on the school grounds. When school is out, they should exit directly to their homes 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 reduce traffic and pollution, while improving the health of children and the community. Safe Routes to Schools promotes walking and biking to school, utilizing education and incentives to demonstrate the fun and benefits of this mode of transportation. The program addresses family safety concerns by educating children and the public, partnering with law enforcement agencies, and developing plans to create safer streets.

School Pool Marin

This program helps families organize carpools. School Pool is a way of sharing 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 families have adopted School Pooling as a way to save time, money, and provide a safer means for their children to get to school. School Pool Marin is a program of the Transportation Authority of Marin and the Safe Routes to Schools initiative.

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.