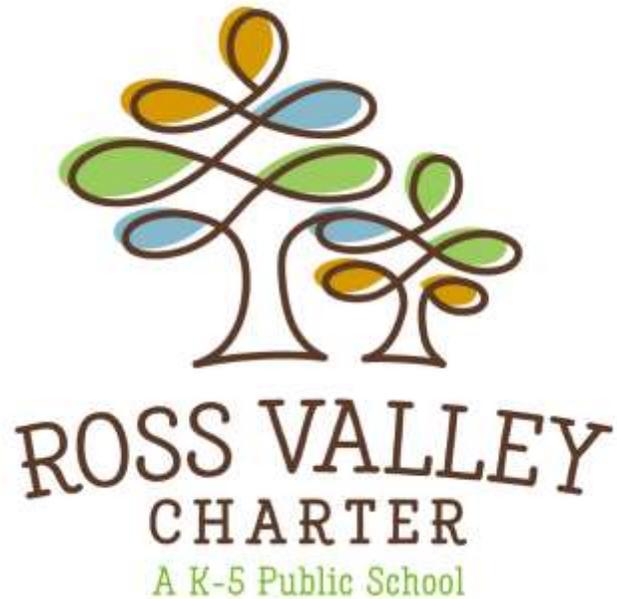


Ross Valley Charter



Parent and Student Handbook 2017-2018

101 Glen Drive, Fairfax, CA 94960

(415) 488-5863 Phone

www.rossvalleycharter.org info@rossvalleycharter.org

Our Mission

Ross Valley Charter provides a public school option that leverages a progressive education model emphasizing deep inquiry and exploration, hands-on, immersion-based experiences, and active learning-by-doing approaches to prepare students to collaborate effectively in teams, think critically, seek information to solve problems, and to be lifelong learners and culturally competent members of our diverse global community.

Core Beliefs

- Students learn best when constructing their own knowledge in a social context that offers rich and challenging content, collaboration with fellow students and parents, and teachers as facilitators of this process.
- Student voice, choice, and engagement are critical to supporting student agency and knowledge construction.
- A thriving and joyful learning community has inclusive decision-making structures that foster teacher and parent engagement, collaboration, and shared ownership of the committed work of graduating students who are critical thinkers and creative problem solvers prepared for the 21st Century.

Key Program Features

- Thematic units that integrate academic subjects within live-your-learning experiences.
- Mixed-age classrooms embracing a wide range of learning styles and developmental rates, enabling students to alternate being the younger and older student in the classroom, as well as allowing for a two-year relationship between the student and teacher.
- A community in which teachers, administrators and parents are partners and co-creators of the school as it evolves.
- Visual and performing arts integrated into the classroom.
- A whole-child approach to social and emotional development.

Graduate Profile

We strive for RVC graduates to be:

- **Lifelong Learners**—RVC are intrinsically motivated to learn and grow.
- **Independent and Confident**—RVC students approach situations with confidence and drive. They are self-motivated and take initiative for their own learning. They are comfortable taking risks. They understand themselves as learners.

- **Collaborative problem solvers**—RVC students possess interpersonal skills enabling them to work productively with a partner or group. They are perceptive listeners and consider others’ ideas. They can integrate multiple perspectives.
- **Effective communicators**—RVC students read, write, speak, and listen with confidence and compassion. They have strong skills to express themselves accurately and clearly. They know that different situations call for different behaviors and modes of communication.
- **Creative and adaptive thinkers**—RVC students know that there are many ways of approaching a situation. They explore multiple possibilities and go beyond seeking a single right answer. They apply what they’ve learned, look for patterns, exercise their imaginations, and develop innovative solutions. They have confidence to try something, have it fail, learn from it, then try something different. They stay curious.
- **People who persevere**—RVC students embrace challenges. They are willing to work through difficult situations and problems. They recognize the benefits that come from persisting and experience satisfaction from working hard and achieving their goals. They understand that learning is a lifelong pursuit.
- **Caring community members**—RVC students take responsibility for their own behavior. They are kind and compassionate to others in the concentric circles of their world: themselves, their families, their friends, their classmates, their school, their community, and the world beyond them. They have a sense of belonging and recognize our interconnectedness.
- **Solid in foundational academic skills**—RVC students are strong readers and enjoy reading for pleasure and to seek information. They are able to write well for purposes of conveying information, giving their opinion, and telling a story. They have excellent math and science skills and will be able to apply them appropriately in novel problem situations.

Handbook Use and Purpose

This handbook is designed to help family members and students get acquainted with RVC. It explains some of our philosophies, beliefs, structures, procedures and policies. This handbook will serve as an important reference to you while you are a part of the RVC community. We are starting out with an intentionally small handbook because we want the community as it develops to be responsible for evolving its own norms of behavior just as each of our multiage classrooms does at the beginning of the school year. We are committed to building a school culture based on relationships and real human needs. We realize that we need norms of expected behavior so this handbook is a beginning.

The governance of our school is based on a Leadership Council elected by stakeholders and a Governing Board with a significant number of members elected by stakeholders. As the need for more explicit norms and rules becomes apparent, we expect those issues to be brought up and addressed at the Leadership Council and recommendations be forwarded to the Governing Board which is ultimately responsible for policy and other important governance decisions.

Founding Teachers and Families

RVC is grateful to our founding teachers and families who devoted countless hours of time developing the school charter petition, and ushering us through to approval at the state level. Their perseverance and dedication ensures this free multi-age, progressive educational choice is available to the families in Ross Valley.

Ross Valley Charter Board of Directors

Ross Valley Charter is an independent charter public school organized as a 501(c)(3) created by Ross Valley Charter School parents and educators. The School is governed by its Board of Directors pursuant to its bylaws.

The duties and responsibilities of the Board of Directors include holding regular and special meeting. Meetings are held at the school, and each meeting agenda includes an opportunity for public input.

Board of Directors and Terms Expiration

Roni Adams, Ph.D. (Community)	June 30, 2017	board@rossvalleycharter.org
Rana Barar, MPH (Parent)	June 30, 2017	roni.adams@rossvalleycharter.org
Kristi Kimball, M.P.A (Parent)	June 30, 2018	rana.barar@rossvalleycharter.org
John Kirk, CPA/MA	June 30, 2018	kristi.kimball@rossvalleycharter.org
Chris Lyons (Teacher)	June 30, 2017	john.kirk@rossvalleycharter.org
Sharon Sagar (Chair)	June 30, 2017	chris.lyons@rossvalleycharter.org
Sonya Stanley, MBA (Community)	June 30, 2018	sharon.sagar@rossvalleycharter.org

Other Officers:

Conn Hickey, MA (Treasurer and CFO)	conn.hickey@rossvalleycharter.org
Kathy Lake (Secretary)	kathy.lake@rossvalleycharter.org

Leadership Council

The day-to-day guidance of RVC is jointly overseen by the School Director and the Leadership Council (“Council”). The Council is an essential organizational structure operating in furtherance of the Mission and Beliefs of RVC, founded on principles of collaboration between the stakeholders – parents, teachers, and administrators – in the education of the students.

The Council is composed of eight (8) voting members and as many non-voting members as the Council shall, from time to time, deem appropriate. The School Director shall be a voting member. All RVC teachers will be considered members of the Council, and the teachers shall have a total of three votes for Council purposes. The four voting parent members on the Council will be elected annually by the parents of RVC, with each parent of a RVC student(s) having one vote with a maximum of two per family in the elections. All parent positions in the Council serve for one-year terms, but are not subject to a limit on the number of terms they may serve.

The Council meets at least monthly, and all meetings and agendas are posted on the RVC Website.

Ross Valley Charter Faculty and Administration

School Director

Teachers:

GRADE LEVEL	NAME	EMAIL ADDRESS
TK/K/1		
TK/K/1	Tim Heth	Tim.Heth@rossvalleycharter.org
TK/K/1	Rebecca Wicker	Rebecca.Wicker@rossvalleycharter.org
2/3	Emily Korrell	Emily.Korrell@rossvalleycharter.org
2/3	Erika Smith	Erika.Smith@rossvalleycharter.org
4/5	Chris Lyons	Chris.Lyons@rossvalleycharter.org
4/5	Nina Watson	Nina.Watson@rossvalleycharter.org

Spanish

Intervention

English Language Dev.

Special Education

Music Teacher

Art Teacher

PE Teachers

Support Staff:

Office Manager

Office Assistants

Family Outreach/Support Coordinator

Counselor

Other

Attendance

Ross Valley Charter teachers, administration and staff view each school day as essential to your student's educational experience. We expect regular attendance of our students, each and every school day, except for when your student is sick or has a communicable illness. The office should be notified immediately if your student has a communicable disease so that we can notify other parents, if necessary. We monitor attendance closely as it affects student learning as well as providing our primary funding source. When your student will be absent, please contact the office by no later than 8:30 the morning of the absence. This notification can be by telephone, email, fax, or in person.

As a public school, RVC receives state funding based on ADA (Average Daily Attendance.) For this reason and in accordance with state law, the school must maintain detailed records of student attendance. When your student is absent we do not receive funding for that student. Most important is that your student will miss critical instruction and interaction, which is difficult to recapture.

Early Dismissal

If your student must leave school early due to a health appointment, please let your student's teacher and the office know in advance. Be sure to sign your student out at the office. We prefer that appointments be scheduled during non-school hours whenever possible. Minimum Wednesdays are an ideal time for appointments such as these. Please do not schedule morning appointments, if they can be avoided.

On-Time Arrival

It is critical to have your student arrive at school on time. Attendance and class meetings are important activities that take place first thing in the morning. It also disrupts the whole classroom when students arrive late. All students who arrive after the morning bell will be

asked to check in at the office before proceeding to class. Set up a good routine and plan to arrive at school a little early each day rather than rushing in the morning.

Excused Absences

Excused absences are instances where a student is too ill to attend school, bereavement of an immediate family member, or student health care appointment. All absences require appropriate documentation, i.e. a phone call or note from parent/guardian. If a child exceeds ten excused absences, the school may require a conference with the parents, student and School Director to devise an action plan to ensure the student does not fall behind in school. After ten excused absences for illness, the school requires that further absences for illness be verified by a physician.

Unexcused Absences

Unexcused absences are absences that have not been appropriately documented. If a student has three (3) unexcused absences, a meeting will be held with the School Director and the family.

Independent Study Plans (ISP)

Independent Study is an option for any student who will be absent for a period of a minimum of three to a maximum of ten consecutive school days. Independent study requires approval in writing from the classroom teacher and School Director. A student may participate in a maximum of two long-term (3 or more days) Independent Study programs per academic year. In an extenuating circumstance, the School Director may approve additional Independent Study days following a conference with the parents and teacher.

Independent Study is conducted solely for the educational benefit of the student attending RVC as a means to encourage daily engagement in schoolwork during time of extended absence. Parents must give at least 5 days notice to the school and classroom teacher in order to allow adequate planning time. In an extenuating circumstance, the School Director and teacher will work with the parent to implement an ISP in an expedited manner.

Arrival and Dismissal Procedures

RVC highly encourages carpooling, walking and biking to school, bus riding or other methods to reduce traffic during peak school commute hours. Please register with SchoolPoolMarin.org or at rossvalleycharter.org to help partner with other RVC families in this coordinated effort.

Drop Off Procedures:

Car Drop off is in the turnabout only. Please arrive between 8:15-8:25 in the morning in order to avoid the middle school peak traffic periods. Supervision on a designated outside play will be provided starting at 8:15.

1. Continuously drive forward until you are at the furthest forward space before allowing your student(s) to exit on the passenger side only. Volunteers will assist your student from the vehicle. The driver must remain in the vehicle at all times at curbside drop off. (If you wish to walk your student in, you must park in one of the marked spaces **outside** of the turnabout pull-through circle or on the street.)
2. Please be sure to have your child ready to exit the vehicle quickly and safely. This means that your student should be prepared with jacket, backpack, lunch etc. ready to go.
3. As soon as your child has exited the vehicle, and the door has been closed, please move forward out of the drop-off area.

Pick Up Procedures:

Please arrive between 3:25-3:35 (1:35-1:45 Weds.) in the afternoon in order to avoid the middle school peak traffic periods. TK/K students will have an earlier release time which we will clarify before school starts.

1. Continuously drive forward until you are at the furthest forward space. Do not exit the vehicle.
2. Parent volunteers or school staff will assist your student to the car.
3. Have your child quickly and safely enter the vehicle, and fasten his/her seat belt. Someone will be there to assist.
4. Move forward to exit.

Walking and Riding to School:

We highly encourage students who are able to walk or ride to school to join one of our walking/biking trains or arrange to walk or bike with friends or neighbors. We welcome parent volunteers to help lead these coordinated efforts. Bicycles must be stored in the designated area.

Buses to School:

Bus service is provided as a convenience, and is offered through the Marin Transit Authority on Michael's Transportation Buses. We are arranging to run a bus from select locations to/from White Hill in-between the middle school bus routes. Bus passes are sold as a convenience to families. Students must comply with school rules and all applicable laws when waiting for, riding on, or exiting the bus. Students should be instructed to remain on the bus until arriving at school, and that they should remain seated at all times when the bus is moving. For more information on purchasing bus passes, contact the school office.

Anti-Bullying

The health and wellness of our students is of the highest priority. RVC prohibits harassment and bullying during school hours, at before or after-school programs, on school field trips, at all school sponsored events, and during travel to/from school on the bus or in our organized walking/biking trains. This policy applies to all students, teachers, staff, and anyone who works at our school, whether employed by RVC, working as a volunteer, or other contracted workers. Our policy prohibits any reprisal or retaliation against any person who reports bullying.

We work to encourage our students to discuss any concerns they have during our regularly scheduled classroom meetings. In addition to monitoring by our staff, we plan to have students who are trained to help intervene if they see any conflict on the play yard. We are working to give our students a voice in preventing behaviors that make fellow students feel unsafe. If your child expresses any concerns about feeling bullied, we hope you will contact either your child's classroom teacher or the School Director right away so that we can take the appropriate action. Young children need appropriate modeling and encouragement to think about their own feelings and those of others.

Behavioral Expectations

RVC students will help to develop agreements for behavior in their classrooms at the beginning of each year. Teachers will encourage students to be kind, respectful, safe and responsible, and to think about how to treat each other at school.

Students are also expected to respect the adults at school, who will help to guide them to make good decisions.

Lunch--Students will sit for at least 15 minutes while eating their lunch, and then they may get up to play. Students must eat in the lunch area only and clean up their eating area before they leave for the play area.

Playground—Students are encouraged to include others in their games.

All students who come to Ross Valley Charter School have the right to be safe and happy. Therefore, no one may knowingly hurt another's feelings or use physical force to solve conflicts or as an expression of anger over any activity not going in their favor.

Suspension and Expulsion

RVC has very detailed policies on suspension and expulsion that can be found in our Charter Petition pages 165 – 181. The Petition can be found at <http://rossvalleycharter.org/charter-petition/>.

School Calendar

A School calendar is attached at the end of this handbook as Appendix A. There are several important dates to note:

IMPORTANT DATES HOLIDAYS, VACATION & PROFESSIONAL DEVELOPMENT DAYS (NO SCHOOL)

Aug. 13-22 Open Our School Days (Classroom Set-up)

Aug. 23 First Day of School

Sept. 4 Labor Day – no school

Oct. 9 Professional Development Day – no school

Nov. 10 Veteran’s Day – no school

Nov. 20-24 Thanksgiving Recess – no school

Dec. 22 - Jan 5 Winter Break – no school

Jan. 15 Martin Luther King, Jr. Day – no school

Feb. 19-23 Mid-Winter Break – no school

Mar. 12 Professional Development Day – no school

Apr. 9-13 Spring Recess – no school

May 28 Memorial Day

Jun. 14 Last Day of School

Please read the regular weekly newsletters for information about school events.

Communication

Clear and mutually respectful communication is the key to all good relationships. It is our intent to keep families well informed of all important information so that your student and all of our families feel supported. We know that in this world of constant communication, it can sometimes be difficult to weed through for the important key items. We hope to provide a regular routine weekly email for the key school messages. These communications will also be posted on our website so that you can find them quickly. Spanish speaking families may contact our bilingual Family Outreach and Support Coordinator with any questions about the school. The Student Handbook will be available in Spanish before school starts.

We want to be clear that we CARE about open communications between our staff and families too. We hope that you will always feel comfortable to go to your student’s teacher if there are any concerns or problems. These initial communications are always best either in

person, or by phone. We encourage emails only to set up a time to meet or connect in person or by phone, rather than to make an email your first communication about an issue.

If you have an issue or concern you need addressed, we hope that you will always come directly to us first to see if it can be resolved. Social media is never the best place to resolve an issue. We know that we can work together to find solutions.

If you are not able to resolve an issue directly with the teacher or other staff member or don't feel comfortable raising your concern there, we ask that you set a meeting with the School Director as the next level of discussion. Finally, if you are not able to reach a solution at either of these two levels we hope that you will reach out to the board. Our policy also allows direct communications to the School Director or Board members at any time. We hope that you will begin at the classroom level and hope that the culture we are trying to form will allow you to feel comfortable beginning there.

Contact and Emergency Information

Each family is asked to submit their emergency contact information at registration. If your contact information changes, or you need to add additional authorized persons for student pick-up, we ask that you add these names to our on-line system or contact the school office with these changes in writing.

If there are any changes to the school schedule due to weather-related or other issues, we will contact you via the preferred method set at registration (either email and/or text message.) Please keep us updated of any changes to this information.

Curriculum

Teachers will review the yearly curriculum at Back to School Night. RVC's curriculum is delivered in individual units, as well as long-term units of study which integrate many curricular areas, going in depth and examining a topic from many angles, increasing students' engagement and interest.

We deliver the Common Core Standards in a two-year cycle, in which a student in the multiage classroom setting may see (non-math) grade-level standards taught during either of the two years they are with a teacher. Math will be taught by grade in a non-multiage classroom starting in second grade.

We provide our students with a learning environment in which they can learn the Common Core 21st Century Skills of owning their own learning and working together to apply that learning to solve unfamiliar problems.

Daily Schedules

Our daily schedule has been built to accommodate the two schools housed on the White Hill campus. Students from the two schools will arrive and depart at different times so as to give each school ample opportunities to support their students. In addition, we will plan recess, PE and lunch times so as to give our students their own separate elementary school experience. We look forward to working with the White Hill staff to create mutually beneficial opportunities for our students.

Students benefit from flexible use of time during the school day and across the school year. We want our students to have long learning blocks to facilitate in-depth thinking, conversations, collaboration, and creative projects. The RVC daily schedule will include instructional learning blocks of 1-2 hours, while maintaining more instructional minutes than are required by law. Students will have early release days on Wednesdays so teachers can work together regarding student learning.

During conference weeks, students will be released early on Mondays, Tuesdays, Thursdays, and Fridays.

The schedule and the instruction will provide time for regular physical education as well as movement activities integrated throughout the school day. Classroom meetings are a regular part of our schedule, and allow our students and teachers to communicate and problem-solve.

Drugs, Chemicals and Tobacco

Our students deserve to learn in an atmosphere free from tobacco, controlled substances and chemicals. Prohibited items include tobacco or products containing tobacco or nicotine products. The possession or use of illegal drugs, the sale or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function are also prohibited. This prohibition applies to all employees, visitors, and other persons at any school or school-sponsored activity or event. It also includes field trips, or school overnight trips.

This section does not prohibit the use of his or her own prescription products by a pupil, or staff member. If your student needs to bring a prescription product to school, please be sure that the school office is notified. If chemicals are applied to the campus by the Ross Valley School District, we will let families know as soon as practically possible. We will ask to be notified if this takes place.

Instructional Materials

Students are responsible for any school materials they take home. We model care for instructional materials at school.

In addition, students may borrow books on their library cards via the Bookmobile visits that we will schedule. Books or materials that are not returned promptly are subject to the fines and rules of the Marin County Public Library system.

Field Trips

We take our students on regular field trips so they can make connections with their classroom learning. Students must have a permission slip signed by a parent or guardian to attend a field trip. Parent drivers are a key component to our ability to take students on learning trips, and for community celebrations. Please ensure that your Field Trip Driver Form and insurance information is kept up-to-date if you are able to be a driver.

Grades, Progress Reports and Portfolios

RVC does not use letter grades for our students, however we do have a robust plan for evaluating student progress. Ross Valley Charter School's assessment plan includes multiple measures designed to monitor student progress over time.

In addition to the subject area specific assessments described above, RVC will use progress reports to summarize student achievement. Progress reports will be given to parents at the end of each trimester. Our progress reports demonstrate student development in the following areas: reading, writing, language skills, listening and speaking, mathematics, social studies, science. Our progress reports include a section in which teachers indicate the progress students are making toward these 21st Century Skills that RVC emphasizes:

- works independently with confidence
- is self-motivated and takes initiative
- works collaboratively with others
- demonstrates creative thinking
- perseveres
- uses a variety of strategies to solve problems
- seeks out and uses resources
- shows adaptability

Portfolios are used as a record of learning throughout students' years at RVC. They include samples of work and students' reflections on their work. Portfolios display the individual nature of child's learning over time, provide evidence of academic achievement, and assist teachers with targeted instructional planning. Portfolios will be reviewed by students, parents/guardians, and teachers at the end of each school year.

Student Success Team

Student progress will be monitored on an ongoing basis through a combination of teacher observation, Intervention Teacher observation and assessment, and classroom assessments. If intervention supports do not lead to sufficient progress, a Student Success Team (“SST”) will be convened to consider alternative intervention strategies. This team will be made up of at least the classroom teacher, Intervention Teacher, parents, and the School Director. The team will discuss observed strengths and areas of concern and will brainstorm interventions. The team will designate a period for monitoring the student’s progress after which it will reconvene to evaluate the effectiveness of the interventions. Should the SST process fail to yield adequate progress, additional steps, such as a referral for special education evaluation and/or 504 services will be taken. If you have any concerns regarding your student’s progress, please discuss this with your student’s teacher.

Standardized Testing

RVC participates in all required state testing programs. Teachers do not spend a lot of time specifically preparing students to take these tests, as we feel that we are preparing our students throughout the year to be critical thinkers, problem-solvers, and confident decision-makers. We feel that our students do well on these tests without added emphasis, and treat them as one of many assessments.

Complaint Procedures and Positive Interaction

RVC hopes that you will feel comfortable bringing any concerns to us before they become a complaint. Should you wish to file a formal complaint, please contact the School Director or Board Chair for more information. It is our goal to model positive interactions throughout our school community. We are all partners in creating a supportive, positive community for our students, families and staff. Each of us can learn from a misstep, and we will grow individually and as an organization. Together we can work together to make our school a strong educational alternative for our community families and children.

Before school starts in August 2017, RVC will adopt a formal complaint procedure and publish a summary in this Handbook.

Health and Safety

The physical and emotional safety of our students and staff is extremely important to us. We have an extensive Safety Protocol Handbook and staff training to ensure that our students and adults have a safe and healthy campus.

We conduct drills throughout the year to prepare for an emergency. We will let you know when we are planning a major drill, so that you will be aware. Occasionally we may want to have parent volunteers to help with our drills.

Please help us to keep our school healthy by keeping your child home when he/she is ill. If your child contracts a contagious disease, or even has something as basic as head lice, we appreciate knowing so that we can take appropriate action in notifying other families so they can watch for symptoms.

If you have any specific health or safety concerns regarding your child, please bring it to the attention of our school office or your classroom teacher.

Homework

Research has shown that homework in the elementary grades has minimal positive impact on student learning. We have a developmentally appropriate approach to homework. We consider family time to be highly valuable and believe that our class schedule provides ample time to build and practice skills while at school. We keep homework to a minimum, and increase it appropriately as students get older.

Our kindergarten and first grade students do not have regular homework, other than encouragement to read with their parents. Once or twice a year, students may do something simple such as bring home a class stuffed animal to accompany them for a few days, which they then write and draw about. They may practice their lines for a play using a script at home. Also, students prepare for Open House by learning about a particular topic, preparing a costume, and practicing their role.

In second and third grade, students begin having one evening of math homework each week. They continue to read at home regularly, and do one or two projects that will require research and writing, and creating a costume or some other activity.

In fourth and fifth grade, students begin having a small amount of nightly homework, typically math, but also sometimes writing or continuing work on an in-class project. Two or three times each year, students have a long-term project that requires working at home, involving reading, research, writing, and/or producing a finished product or preparing a lesson to teach others. While we keep the homework load minimal, teachers do expect students to develop good habits by remembering to complete and return homework on time.

Internet and Electronics Usage Policy

The computers and technology at our school are used as tools for learning and research. Teachers review rules with our students prior to using the equipment. We review inappropriate behaviors and violations.

We know that some students come to school with cell phones. We ask students to avoid bringing these items, as we are not responsible for them if they are lost or damaged. If students do bring a telephone they will be asked to turn it off and store it safely until the end

of the day. You may call the school office during the day if you need to communicate something to your student. Please encourage your student to come to the school office if they need to contact you for any reason. We cannot be responsible for cell phones brought to school.

Classroom Library Materials

Our classroom libraries are used throughout the day, and for reading materials for our students to take home overnight. Students should return these books in similar condition to when they were borrowed. We welcome donations to our libraries.

Lost & Found

Lost and Found items will be stored in or near the school office depending on the item. Please mark your student's clothing (especially jackets and outer layers) so that we can assist in returning the item to them. Periodically we will send an all-school reminder to look through the Lost and Found items before donating them to a local thrift store or organization.

Lunch Program

RVC will offer a daily prepaid lunch program. This meal program will also be offered to Free and Reduced Lunch eligible students for free or a reduced cost. Parents/Guardians are responsible for signing up their students for the lunch program in a timely manner, or for providing a meal for their children. We have very limited resources at school to provide for forgotten lunches. If your student forgets his/her lunch and is given a paid-for lunch, you will be asked to retroactively pay for the lunch.

We will provide adequate time for students to eat at recess and at lunchtime. If your student is not eating his/her lunch regularly, please let us know.

Non-Custodial Parents/Guardians

Parents and Guardians are designated at the time of registration. If a student's parent or guardian is not allowed to pick-up their child, please provide a court order stating this prohibition. Otherwise, students may be picked up by the parents/guardians designated in their registration or birth certificate. It is important to update the school office if anything changes during the school year.

Non-Discrimination Policy

Ross Valley Charter School does not discriminate on the basis of race, color, national origin, sex, disability, 504 plan, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If you have any concerns regarding discrimination, please contact the School Director.

Parent School Partnership

The key to Ross Valley Charter is a strong partnership with our parent community. Please help us to keep our school strong by communicating with us when you have concerns, contributing when you are able, and by promoting our school in the community. There are many opportunities for parents to participate in an authentic way in governance and decision-making at RVC. Please look for an opportunity to engage with us in a way that meets your needs. While we do not require parents to volunteer, you are welcomed with gratitude. You make a big difference in what we are able to offer to our students. Parents are welcome partners in the classroom and each teacher will provide guidance on how to volunteer in his/her classroom if you are interested.

Ross Valley Charter Parent Groups

After school begins operations, and the Leadership Council is elected and begins meeting and the organization of RVC's parent community will be discussed and evolved. We encourage you to become aware of these conversations and opportunities as they develop by reading our weekly school communications.

Pupil Progress

The RVC teachers cherish time spent meeting together and collaborating. They know that they become stronger teachers when they share ideas, help each other to problem-solve situations in their classrooms, discuss student needs and progress, and push each other to live up to the high standards they have set for themselves. As a small staff, they take the approach of "it takes a village to raise a child" and they consider their students to be everyone's responsibility. Teachers keep an eye on children throughout the years, they share information about them and their families that may be helpful, and they celebrate students' achievements and progress together.

RVC constantly monitors student progress. If you have any concerns regarding your student's progress, please contact your student's teacher. Your teacher will also contact you if he/she has any concerns between regularly scheduled conferences or meetings.

The school will prepare trimester school-wide progress reports and present them to the Leadership Council and the Governing Board for the purpose of continually improving student learning.

Students generally move to another classroom after two years with a teacher, unless they begin RVC in the middle of a two-year cycle, or as a TK student. If you have any questions regarding class placement, please contact your teacher. We will ask families to file an Intent to Return form in January of each year for planning purposes.

Parents who are District residents will also be asked to complete an Intent to Re-Enroll form in October to be used for Prop. 39 purposes to request classroom space for the following year.

Recess

Recess is an opportunity for children to relax and guide their activity in different ways. With longer recess times, children will have time to get involved with a playground game, read a book, do a project, or engage in fantasy play. We acknowledge and respect the importance of play in optimal brain development. Recesses and lunch periods will be scheduled to coordinate with the middle school to ensure RVC students have an appropriate elementary school experience.

Sales and Solicitation

Sales or Solicitation are prohibited on campus unless approved in advance by the school. Occasionally, we may hold a school fundraiser. These activities are always optional.

Sexual Harassment Policy

California Law and Board Policy prohibit sexual harassment. Sexual harassment negatively impacts a student's academic performance and/or creates an intimidating, hostile or offensive environment.

Students or adults who feel aggrieved because of such conduct should feel encouraged to inform the person engaging in said conduct to stop and that it is offensive. Any student or adult who feel that they have been subjected to sexual harassment should preferably speak in person to their teacher, counselor, the school nurse, the School Director or to the Board Chair. Written complaints can also be submitted to the School Director or Board Chair. Complainants shall not be retaliated against per board policy.

Student Records

Student records include a permanent file that includes information about his/her academic and behavioral records, achievements and awards. Other records may include immunizations, and other data. These records are available only to school staff, and the parent/guardian. All records shall be governed by strict safeguards for confidentiality. If your child is moving to another school, the new school may request your student's records. Please inform us if this is the case. If you wish to view your student's file, please make arrangements through the School Director.

Toys and Electronics Procedures

We discourage bringing toys or personal electronic items to school. We have plenty of toys for our students to play with here at school. Students may arrange with teachers to bring an item for a special project.

Visitors

All visitors should check-in and check-out at the school office. We have procedures to identify all on-campus visitors, including visitor badges. We love to have parents and other family members volunteer, we just want to know that you are here!

Weapons

Weapons, dangerous objects, or look-alike weapons are not allowed on campus or on the bus. If your student has a costume or other school project that might require a look-alike weapon, please consult with your teacher in advance of bringing the object to school.

Pictures

We value the opportunity to celebrate our students by photographing them and their work, videotaping performances and celebrations, compiling photos into a yearbook, and displaying their cheerful faces throughout our campus. We ask that you do not photograph or videotape on campus without first securing permissions through the school office, the teacher, or the School Director so as to protect the rights of our students. We have asked for permissions as a part of the registration process. If you wish at any time to make a change to the permissions you have granted going forward, please contact the office. If you are restricting permissions for any of the above items, please explain why to your student so that he/she will understand.