



ROSS VALLEY
CHARTER
A TK-5 PUBLIC SCHOOL
Be Curious

Family and Student Handbook

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Introduction	4
Handbook Use and Purpose Our Mission	4
Core Beliefs	4
Key Program Features	4
Graduate Profile	5
Parent School Partnership	6
Founding Teachers and Families	6
Governance and Administration	6
Ross Valley Charter Board of Directors	6
The RVC Community Council	7
Ross Valley Charter Faculty and Administration	7/8
Schedule and Calendar	9
Important Dates	9
Daily Schedules	9
Attendance	10
Early Dismissal	10
On-Time Arrival	10
Excused Absences	11
Unexcused Absences	11
Independent Study Plans (ISP)	11
Arrival and Dismissal Procedures	11
Drop Off Procedures	12
Pick Up Procedures	12
Walking and Riding to School	12
Buses to School	12
Pick-up by Non-Custodial Parents/Guardians	13
Communication	13
Contact and Emergency Information	14
Curriculum and Progress	14
Student Records	14

Student Success Team	15
Standardized Testing	15
Homework	15
Pupil Progress	16
Progress Reports and Portfolios	16
Recess	17
Field Trips	17
Health and Safety	17
Illness	18
Weapons	18
Drugs, Chemicals and Tobacco	18
General Policies	18
Instructional Materials	18
Lost & Found	19
Lunch Program	19
Sales and Solicitation	19
Visitors	19
Pictures	19
Behavioral Expectations	20
Suspension and Expulsion	20
Internet and Electronics Usage Policy	20
Toys and Electronics Procedures	21

Introduction

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 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 helps to begin this relationship.

The governance of our school is based on a Community 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 Community Council and recommendations be forwarded to the Governing Board which is ultimately responsible for policy and other important governance decisions.

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 inquiry 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 students 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.
- **Respectful, Responsible and Resilient** —We align all of our student expectations to these core values. With these values at the foundation, we believe our students can achieve all elements of our graduate profile.

Parent School Partnership

The key to Ross Valley Charter is a strong partnership with our parent community. 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. 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 encouraged to, and welcomed with gratitude. You make a big difference in what we are able to offer to our students.

This school was started by parents with the support of teachers. Without parents' active involvement in our governance the mission and core beliefs of the school cannot be realized.

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, Inquiry-based educational choice is available to the families in Ross Valley.

We appreciate all who continue to help us provide this choice for our students.

Governance and Administration

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 meetings. Meetings are held at the school, and each meeting agenda includes opportunity for public input. Meeting Dates are posted on our website.

To learn more about the current board members, their terms, and how to contact them visit <https://rossvalleycharter.org/ross-valley-charter-about-rvc/ross-valley-charter-board/>

To find a list of board meeting dates

<https://sites.google.com/rossvalleycharter.org/rvc-board-docs/2023-2024-meetings?authuser=0> and agendas visit <https://sites.google.com/rossvalleycharter.org/rvc-board-docs>

The RVC Community Council

The day-to-day guidance of RVC is jointly overseen by the School Director and the Community 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

Administration		
Director	Page Hersey	page.hersey@rossvalleycharter.org
Operations Director	Elizabeth Ellis	elizabeth.ellis@rossvalleycharter.org
Office Receptionist	Cali Newell	cali.newell@rossvalleycharter.org
Lunch Program	Cali Newell	cali.newell@rossvalleycharter.org
Family Outreach Coordinator	Marilyn Alfaro	marilyn.alfaro@rossvalleycharter.org
Before Care Supervisor	Holly Sticklin	holly.stricklin@rossvalleycharter.org

Teachers		
TK/K	Natalie Swenty	Natalie.Swenty@rossvalleycharter.org
K/1	Natalie Smith	Natalie.Smith@rossvalleycharter.org
K/1	Tatiana Bliss	Tatiana.Bliss@rossvalleycharter.org
K/1	Amy McConnell	Amy.McConnell@rossvalleycharter.org
2/3	Annadel Dong	Annadel.Dong@rossvalleycharter.org
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2/3	Emma Burt	Emma.Burt@rossvalleycharter.org
4/5	Nina Watson	Nina.Watson@rossvalleycharter.org
4/5	Chris Lyons	Chris.Lyons@rossvalleycharter.org
Special Education	Sarah Foley	Sarah.Foley@rossvalleycharter.org
Intervention/EL	Madeleine Pearce	madeleine.pearce@rossvalleycharter.org
Behavior Lead	Alberto Montes	tito.montes@rossvalleycharter.org
Art	Eileen DeVaney	Eileen.DeVaney@rossvalleycharter.org
K-3 Music and 4/5 Music Ensemble	Josh McIntosh	Josh.McIntosh@rossvalleycharter.org
Physical Education		

Schedule and Calendar

The School calendar can be found on our website at <https://rossvalleycharter.org/the-rvc-community/ross-valley-school-year-calendar-23/>

There are several important dates to note below.

Important Dates

Holidays, Vacation Days, and Professional Development Days (school closures).

Aug. 23	First Day of School
Sept. 4	Labor Day – no school
Oct. 9	Professional Development Day – no school
Nov. 10	Veteran’s Day Observed – no school
Nov. 20-24	Thanksgiving Recess – no school
Dec. 25 - Jan 8	Winter Break – no school
Jan. 15	Martin Luther King, Jr. Day – no school
Feb. 19-23	Mid-Winter Break – no school
Mar. 8	Professional Development Day – no school
Apr. 8-12	Spring Recess – no school
May 27	Memorial Day – no school
Jun. 12	Last Day of School

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

Please note the early release days for conferences.

Daily Schedules

Our daily schedule has been built to accommodate our ideal learning schedule, as well as to make it possible for families with students in other schools to coordinate for drop-off and pick-up.

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 have early release days on Wednesdays so teachers can spend a full afternoon each week working together to enhance student learning.

During conference weeks, students will be released early on Mondays, Tuesdays, Thursdays, and Fridays so teachers, parents, and sometimes students, can meet to discuss student progress.

In addition to enrichment classes (Art, Music), students have physical education classes 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, work on social-emotional skills, and problem-solve.

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, 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 day.** Most important is that your student will miss critical instruction and interaction, which is difficult to recapture. Please see the complete RVC Attendance Policy for more details.

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. Early release 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 so your child starts the day off right.

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. The school does not receive revenue for excused absences.

Unexcused Absences

Unexcused absences are absences that have not been appropriately documented. If a student has three (3) unexcused absences, a meeting may 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 three or more consecutive school days. Independent study requires completion of Independent Study Master Agreement and approval from the classroom teacher. A student may participate in a maximum 14-days of Independent Study per academic year.

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. Students will have work assignments to turn in within 10 days. 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 or in the case of illness/quarantine, the School Director and teacher will work with the parent to implement an ISP in an expedited manner. For more information, see our Independent Study Policy.

Drop Off Procedures

Car drop-off is in the indicated section of the parking lot along the hedge. Please arrive between 8:15-8:25 in the morning for an 8:30am start. Supervision on the designated outside play area is 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. The driver must remain in the vehicle at all times at curbside drop off.
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.
4. Park only in designated spaces in the parking lot. Do not park in the loading/unloading zone.

Pick Up Procedures

Please arrive between 3:05-3:15 (1:35-1:45 Weds.) in the afternoon. TK/K students are released at 1:45 every day.

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 walk or bike with friends or neighbors. Bicycles must be stored in the designated bike racks.

Students and families should never ride bicycles on the campus.

Buses to School

Bus service is offered through the Ross Valley Yellow Bus Transportation Services Joint Exercise of Powers Agreement (JEPA). A dedicated morning bus runs from select locations from the San Anselmo hub on Sir Francis Drake Boulevard. 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 they should remain seated at all times when the bus is moving. Students may ride a bus that is shared with middle school students.

For more information on purchasing bus passes, contact the school office or see the website: <https://rossvalleyschoolbus.com/collections/ross-valley-charter-routes> Families that qualify for the free or reduced lunch program and are in need of a bus pass can fill out an application form for a reduced price coupon code [here](#).

Pick-up by 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. It is important to update the school office if anything changes during the school year.

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 find important key items. We provide a regular routine messages, translated in Spanish, for the key school messages through our communication platform, Parent Square. 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.

Student Learning, Curriculum and Progress

Teachers will review the yearly curriculum at Back to School Night. We highly

encourage you to plan to attend this evening event. 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. Inquiry Based Learning is a key component of our curriculum, encouraging our students to become more immersed and curious about their learning.

Student Records

Student records include a permanent file that includes information about student academic and behavioral records, 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. Our Maintenance and Retention of Student Records Policy can be found at <https://rossvalleycharter.org/ross-valley-charter-about-rvc/rvc-policies/>

Student Success Team

Student progress will be monitored on an ongoing basis through a combination of classroom 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, in addition to regular progress monitoring throughout the school year. Teachers do not spend a large amount 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.

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 Expositions by learning about a particular topic, preparing a costume, and practicing their role.

In second and third grade, students begin having a small amount of weekly homework to experience the responsibility of bringing it home, completing it, and returning it to school. They continue to read at home regularly, and may 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. One or two times each year, students may 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 homework minimal, teachers do expect students to develop good habits by remembering to complete and return homework on time.

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 Community 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.

Progress Reports and Portfolios

Ross Valley Charter School's assessment plan includes multiple measures designed to monitor student progress over time.

RVC uses progress reports at the end of each trimester to summarize student achievement. RVC does not use letter grades for our students, but instead shows growth toward standards in the following areas: reading, writing, language skills, listening and speaking, mathematics, social studies, science. Our progress reports also 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. Portfolios include samples of work and students' reflections on their work. Portfolios display the individual nature of a 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.

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.

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 intend to be a driver.

RVC's Field Trips and Excursion policy is posted here: <https://rossvalleycharter.org/ross-valley-charter-about-rvc/rvc-policies/>

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.

Illness

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.

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. Parents are encouraged to reach out directly to the office by phone if they have concerns related to weapons on campus.

Drugs, Chemicals and Tobacco

Our students deserve to learn in an atmosphere free from tobacco, controlled substances and chemicals. Prohibited items include but are not limited to tobacco, products containing tobacco, and 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 is also prohibited. This prohibition applies to all students, employees, visitors, parents, and other persons at any school or school-sponsored activity or event. It also includes field trips and school overnight trips.

This section does not prohibit the use of prescription products by a student, parent, or staff member. If your student needs to bring a prescription product to school, please be sure

that the school office is notified.

General Policies

Instructional Materials

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

Lost & Found

Lost and Found items will be stored on a rack near the school parking lot. Please mark your student's clothing (especially jackets and outer layers) and items such as water bottles and lunchboxes so that we can assist in returning lost items to them. Periodically we will send an all-school reminder to look through the Lost and Found items before RVC donates them to the clothing recycling bin in the parking lot..

Lunch and Universal Free Meal Program

RVC offers a daily free breakfast and lunch program. We have a limited number of meals per day but work to ensure that we are meeting the needs of students by constantly monitoring student participation.

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.

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.

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 at RVC, we just want to know that you are here! Please read our Registration of Visitors/Guests Policy at <https://rossvalleycharter.org/ross-valley-charter-about-rvc/rvc-policies/>

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 your student will understand.

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, they may get up to play (in some cases they may play before eating.) 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 and follow playground behavior rules.

All students who come to Ross Valley Charter School have the right to be safe and happy. Therefore, no one may knowingly hurt others' feelings or use physical force to solve conflicts or as an expression of anger over any activity not going in their favor. Adults on campus help students to resolve conflicts and express feelings appropriately. The School Director handles situations in which students are unsafe or show repeated inappropriate behavior.

Suspension and Expulsion

RVC has very detailed policies on suspension and expulsion that can be found in our **Annual Notice Guide to Families** or on our website <https://rossvalleycharter.org/ross-valley-charter-about-rvc/rvc-policies/>

Internet and Electronics Usage Policy

The computers and technology at our school are used as tools for learning, writing, and research. Teachers review rules with our students prior to using the equipment and students must sign an agreement to use computers appropriately. Inappropriate use of computers or internet may result in students not being allowed to use them. 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 cell phone, 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. Please see our ***Internet Use Policy and Agreement*** at: [Policies - Ross Valley Charter School](#)

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 at school. Students may arrange with teachers to bring an item for a special project.