

# Parent-Student Handbook

2017-18



P.O. Box 711

5555 Nicasio Valley Road

Nicasio, CA 94946

☎ (415) 662-2184 📠 (415) 662-2250

[www.nicasioschool.org](http://www.nicasioschool.org)

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## Nicasio School District Vision and Mission

Benefiting from its unique rural setting, strong sense of community and distinguished history, Nicasio School will educate children to value learning, act with integrity, live a healthful life, and participate as responsible citizens both locally and globally.

Nicasio School prepares students to excel in high school and in life by attracting and maintaining outstanding teachers who deliver a stimulating curriculum through innovative instructional methods. Working with parents and the community, we support all students in reaching their full potential academically, physically, and emotionally by providing a safe and nurturing environment.

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### Nicasio School

PO Box 711  
5555 Nicasio Valley Road  
Nicasio, CA 94946  
(415) 662-2184  
(415) 662-2250 fax  
Website: [www.nicasioschool.org](http://www.nicasioschool.org)

#### Principal

Barbara Snekkevik  
[bsnekkevik@nicasioschool.org](mailto:bsnekkevik@nicasioschool.org)

#### Office Manager

Mikki McIntyre  
[office@nicasioschool.org](mailto:office@nicasioschool.org)

#### Office Hours

8:30 am – 3:30 pm  
Monday through Thursday

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## Class Schedules

Regular Day		Minimum Day	
Student Drop-off	8:15am – 8:30am	Student Drop-off	8:15am – 8:30am
Classes Begin	8:40am	Classes Begin	8:40am
Morning Recess	10:15am – 10:30am	Morning Recess	10:00am – 10:15am
Lunch	12:00pm – 12:40pm	Dismissal Grades TK-8	Noon
Dismissal TK/K	12:00 pm (M-F)		
Dismissal Grades 1-8	3pm (M, T, TH, F)		
Dismissal Grades 1-8	2pm (Wednesday)		



## Our School Community

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### **Nicasio School Board of Trustees**

Nicasio School Board is the school's governing body, the primary responsibility of which is to set educational policies for Nicasio School, its faculty and students. The Board of Trustees meets regularly on a monthly basis, except during the month of July. Parents and community members are encouraged to attend these public meetings to stay current with information that has an impact on the school district and the school community as a whole.

### **Parent Club**

The mission of Parent Club is to enrich Nicasio School by showing support and appreciation for teachers and staff, and by strengthening the sense of school community and spirit. Parent Club coordinates several school activities throughout the year such campus cleanup, staff appreciation luncheons, and the school yearbook. To support these activities, Parent Club also organizes small fundraising events. Each school family is encouraged to get involved:

#### Parent Club Coordinator(s)

The Parent Club relies on parent volunteers with strong leadership skills to coordinate the various events.

#### Family Participation

Each school family is encouraged to lend a helping hand by volunteering time and expertise.

### **Nicasio School Foundation**

P.O. Box 543

Nicasio, CA 94946

Tax ID#: 68-0394561

[www.nicasioschoolfoundation.org](http://www.nicasioschoolfoundation.org)

The Nicasio School Foundation, a non-profit organization 501(c)(3), was established in 1997 by a group of parent volunteers committed to restoring and maintaining programs that had disappeared out of public schools as result of California's Proposition 13. Driven by the belief that all children deserve a well-rounded and rich education, Foundation board members organize various events and activities annually to raise funds needed for student enrichment classes. Over the years, the Foundation has underwritten programs such as art, drama, poetry, physical education, and Spanish. Nicasio School families are encouraged to make contributions where they can:

#### Direct Donations

Every student at Nicasio School benefits from the funds raised by the Nicasio School Foundation. As such, the Foundation seeks participation from each school family. There is no donation too small; any amount is appreciated. In order for the Foundation to apply for grants and be competitive, it is essential that the Foundation be able to demonstrate a high percentage of direct family support.

#### eScrip

eScrip is the program through which participating merchants donate a percentage of your purchases to the Foundation. When you go to the grocery store, get your car washed, buy plants for your garden, or purchase new soccer cleats for your child, a portion of your purchase can go to Nicasio School. You do not pay anything more; you simply register your cards with eScrip and they take care of the rest. It is a simple and convenient way to contribute to your child's education. Visit [www.escrip.com](http://www.escrip.com). **Nicasio School's group # is 137957081.**



### Shopping Programs

Do you shop at Good Earth or United Markets? If so, please come to the main office and pick up a school membership card to show the cashier at check out. A portion of the proceeds will go to Nicasio School. Marin-based United Markets donates 3% of purchases to participating schools.

On-line Amazon.com purchases can also help raise money for Nicasio School by following these steps:

1. When making a purchase, go to Smile.Amazon.com
2. In the “pick your charitable organization” box, enter “Nicasio School Foundation” and click select.
3. 0.5% of your eligible purchases will be donated to our school. Be sure to bookmark Smile.Amazon.com and share with extended family members.

### Family Participation

The five Nicasio School Foundation board members cannot organize the various fundraising activities and events without support from school families. Each school family is encouraged to lend a helping hand by volunteering time and expertise.

## **General Campus Information**

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### **Parent-Student School Directory**

Nicasio School provides a Parent-Student School Directory to families as a courtesy. Inclusion in the school directory is voluntary and only information indicated specifically for the directory will be published. The directory and the information within are the property of Nicasio School District. It is provided to families for use only in connection with Nicasio School District related activities or other District-approved purposes. The directory and the information within may not be used for any solicitations, advertising, mass mailings, or any other purposes unrelated to the mission, objectives and policies of Nicasio School District or by an organization other than Nicasio School District, Nicasio School Foundation, and Nicasio School Parent Club.

### **Contacting Teachers and Staff**

Teachers and staff members do not have individual voice mailboxes; all phone calls go directly to the main office. Email is the most effective method for contacting a teacher or staff member directly; email addresses are available on the school’s website. Please limit phone calls during school hours to those that are necessary. Classrooms will not be interrupted during instructional hours except in the case of an emergency.

### **Deliveries to Students**

Please, do not deliver items to the classroom once instruction has begun. Forgotten lunches, homework, etc. should be brought directly to the main office. This minimizes classroom disruptions and promotes best learning practices.

### **Replacing District Books and Supplies**

Every student in California has the right to a public education free of charge. Students cannot be required to purchase materials supplies, equipment or uniforms associated with a school activity. However, in the event that a student fails to return or damages District books or supplies loaned to the student, the parents of the student will be responsible for the replacement cost of such items, not to exceed \$10,000.  
(Education Code § 19910-19977 and 48904)

### **Playground Supervision**

Campus supervision is provided in the morning between 8:15am and 8:40am, as well as during recess and at lunch. The school does not provide supervision after school. Therefore, it is important that students arrive to school on-time and that they are picked on-time. Students may not remain on campus after school hours unless they are enrolled in an approved after-school program. All students enrolled in after-school programs must remain under the direct supervision of the program instructor at all times.



### **Student Dismissal and Pick-up**

Students are only released to drivers preauthorized by parents; authorized drivers are those listed on a student's Parent Authorization for Non-Emergency Release form. Parents and authorized drivers picking up students at the end of the school day may wait outside the main campus gate or they may pull up to the red emergency zone curb. On duty teachers and staff members will dismiss students as they identify authorized drivers waiting for pick-up. Students who are picked up before the end of the school day must be signed out in the main office.

### **Parking Lot Protocol**

The parking lot can become congested during drop-off and pick-up times. As a courtesy to other drivers, parents are expected to park their vehicle in a designated parking space or to pull as far forward as possible in the red emergency zone for quick curbside drop-off and pick-up. The red emergency zone and handicap parking stalls are not designated parking areas. If parents need to talk with other parents, students, teachers, etc., they must park their vehicle in a designated parking area. We ask all parents to do their part to reduce parking lot congestion and to keep our students safe.

### **Riding Bicycles or Walking to and from School**

Students are not permitted to leave campus by bicycle or on foot unless current written permission from their parent or guardian is on file in the main office. Safety is the most important issue regarding students who bicycle or walk to and from school. Parent and student bicyclists are expected to abide by the laws that apply to riding on public roads in Marin County. Bicyclists are expected to wear a properly fitted bicycle helmet and demonstrate safe riding habits. Riding bicycles on the school's sidewalks and campus is prohibited; bicycles must be parked in the designated bicycle rack. Other wheeled devices such as skateboards and rollerblades are not permitted on campus.

### **School Garden and Landscaping**

Nicasio School's garden is maintained by parent and community volunteers. Parents with green thumbs and a passion for gardening are encouraged to sign up. Prior to working in the garden, all volunteers must check in with the school's principal to identify the garden's needs and priorities. No changes may be made to the garden (structures, irrigation, and plantings) or to the campus landscaping (structures, irrigation and plantings) without explicit approval from the principal, the principal's designee, or Nicasio School Board.

### **Visitors on Campus**

Parents and community members are always welcome and encouraged to visit campus. Once the school day begins, all visitors, including parents, must check-in at the main office and sign-in prior to proceeding to classrooms, the playground, library, etc. Visitor sign-in is important to ensure safety for all those on campus. Visitors should also keep in mind that entering classrooms after instruction has started can disrupt the learning process. Visitors and volunteers should arrive on campus early enough to join the classroom before school begins.

We always enjoy visits by former graduates of Nicasio School. We wish we could grant each request made by former students to visit classrooms during regular school hours. However, visits during the school day are generally not permitted because they tend to be disruptive to the learning environment. Instead, we encourage our graduates to visit campus outside of regular school hours and during special events such as the Winter Holiday Program and Open House.

### **Pets on Campus**

Pets of any kind should not be brought onto school campus; this includes the parking lot. Dogs, cats and other pets are not allowed on the school campus unless for a special purpose prearranged with the office and the student's teacher.



## Registration and Enrollment

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Prior to attending classes, all students are required to have a completed registration packet on file at the school that includes medical documentation, proof of residency and proof of age.

### Transitional Kindergarten

Nicasio School offers a transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. To be eligible, a child must be five (5) years of age between September 2<sup>nd</sup> and December 2<sup>nd</sup> of that year. TK students enrolling in public school must provide a completed Health Exam form and Oral Health Assessment form at the time of registration. Enrollment in the TK program is voluntary. The TK program covers the kindergarten curriculum over a two-year period, assisting children in developing the academic, social, and emotional skills they need to succeed in elementary school and beyond. After successfully completing this two-year program, students are promoted to 1<sup>st</sup> grade.

### Kindergarten

To be eligible for kindergarten, a child must be five (5) years of age on or before September 1<sup>st</sup> of that year. Kindergarten students enrolling in public school for the first time must provide a completed Health Exam form and Oral Health Assessment form at the time of registration.

### Transfer Students TK-8

Students who reside within the boundaries Nicasio School District may enroll at any time during the school year. Parents and guardians need to make arrangements to transfer their child's permanent student records from his/her previous school to Nicasio School as soon as possible.

### Inter-District Transfer Students

Each year the Nicasio School Board trustees determine whether or not the school has capacity to open enrollment to out-of-district children. When enrollment is opened to out-of-district children, all requests for inter-district transfers must be made using an Inter-District Transfer form. This form must be submitted to the school district of the child's legal residence. The child's school district of legal residence will process the form and forward it to Nicasio School District. Inter-District Agreements are limited to one year. Out-of-district students must reapply to Nicasio School District annually. Acceptance of renewal requests is not guaranteed; requests are subject to review annually in accordance with school board policy and related regulations (BP 5117 and AR 5117).

### Attendance

Regular school attendance is a high priority. All students are expected to be in school regularly and on time to attend scheduled classes and other activities. Absences not only impact learning for the child who misses school, but they also impact learning for the class as a whole.

### Late Arrival (Tardy)

Students are considered tardy when they arrive on campus after the bell rings at 8:40am. If students arrive late for any reason (excused or unexcused), they are required to check in at the main office before going to class. Tardy students will be given a Late Pass in the office, which they will give to their teachers. This system ensures that students who may have already been marked as absent in their classrooms are shown as present on campus.

Late arrivals not only impact the student, but they also interrupt the classroom as a whole. An excessive number of unexcused late arrivals may result in disciplinary action, such as a truancy referral to the Student Attendance Review Board (SARB) at Marin County Office of Education.

### Absences

Attending school between the ages of 6 and 16 is not only a basic right of every person in the United States, but it is also a legal obligation. By law, parents are responsible for their children being in school every day during the



school year (Ed Code 48200, 48211). Family vacations need to be planned around the annual school calendar, which is published and available before the start of each school year.

Parents must contact the main office on the day of a child's absence unless prior communications have taken place. If the school does not receive notification of the absence in a timely manner, the office manager will follow up with a phone call to the child's home. Parents should communicate any preplanned absences both to the main office and to the child's teacher(s) as soon as dates are known.

#### Absences and School Events

Students who are absent due to illness or have an unexcused absence are not permitted to attend or participate in a school-sponsored evening event held on the same day of their absence.

#### Excused Absences

Per California Ed. Code, student absences are considered "excused" when the absence is:

- Due to illness
- For the purpose of having medical, dental, optometric, or chiropractic services
- For the purpose of attending the funeral services of a member of one's immediate family (one day for services in California; three days for services outside of the state).
- Participation in religious instruction or exercises

#### Absences for Justifiable Reasons

Upon request and approval by the school principal, a child may be excused from school for justifiable personal reasons such as an appearance in court, attendance at a funeral service, observation of a religious holiday or ceremony of his/her religion, attendance at religious retreats, or an employee conference (Ed Code 48205).

#### Other Excused Absences

No child may be excused to attend non-school related events and activities unless the child has attended a partial school day.

#### Unexcused Absences

Any student who is absent from school without a valid excuse for more than three full days or tardy in excess of 30 minutes on three or more days in a school year is considered "truant" (Ed Code 48260(a)). Truancy may result in a school referral to the Student Attendance Review Board (SARB) at Marin County Office of Education.

## **School Rules and Student Behavior Expectations**

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Nicasio School is dedicated to providing respectful and supportive campus where all students feel happy and safe. Students are expected to share the responsibility for creating a positive school climate.

### **Code of Conduct**

Nicasio School's Code of Conduct expects all students to SHARE the responsibility of good citizenship by being:

- Safe
- Helpful
- Aware
- Respectful
- an Example to Others





### **School and Playground Rules**

- Use respectful and appropriate language.
- Walk in hallway areas.
- Stay in designated play areas.
- Use equipment and play structures appropriately.
- Share equipment and play structures.
- Include others and play cooperatively – no bullying, teasing, hitting, pushing, rough-housing, etc.
- Throwing or kicking balls is permitted on the field only – no throwing or kicking other items.
- Leave personal items (electronic devices, toys, etc.) at home or in the classroom.
- Eat snacks and lunch at designated tables.
- Chewing gum is not allowed anywhere on campus.
- Pick up trash and recycle.
- Go to the yard duty supervisor if you need help.
- Visit the office with permission from a teacher or the yard duty supervisor, or in the case of an emergency.

### **Designated Recess Play Areas**

- Small field keeping some distance from the road and bushes
- Blacktop area not designated as an eating area
- Playground
- Garden

### **Designated Eating Area**

- Eat snack and lunch at designated tables.
- Clean up after yourself.
- Pick up trash and recycle.
- Remain at tables until dismissed by yard duty supervisor.
- Place lunch box outside classroom in designated area before playing.

### **Play Structures**

- Swings
  - Sit on seats
  - Starter pushes okay
  - No twisting, pulling or jumping
- Slide
  - One person at a time
  - Feet first
  - No toys or other objects
- Monkey Bars
  - No sitting or standing on top

### **Rainy Days**

The campus supervisor is responsible for assessing the weather and determining whether or not students need to move indoors.

### Before School

If it is raining and/or if the weather conditions are very wet/cool, the campus supervisor will open the library at 8:15am; students will remain there until the school bell rings at 8:40am.



### Recess and Lunch

If the campus grounds are wet, but the weather conditions are fair, the play area outdoors will be restricted to the blacktop area. If the weather is too severe to be outdoors, students will eat in the Multipurpose Room (MPR) and recess activities will be held in the library.

### **Dress Code**

Nicasio School supports students and their need to develop personal identities through clothing and accessories. With that said, all clothing and accessory choices must be appropriate for a TK-8 campus and promote a positive and safe learning environment.

- Wear appropriate shoes at all times (no steel-toed boots or flip-flops; open-toed sandals with heel strap are permitted except during PE).
- Length of dresses, skirts and shorts must reach mid-thigh.
- Bottom of shirt and top of pants, skirts or shorts need to meet or overlap.
- Shirts must have sleeves or straps; no low cut, revealing shirts allowed.
- Hats, baseball caps, hoods and sunglasses may be worn outside, not in classrooms.
- Provocative, offensive, violent or alcohol/drug/tobacco-related images or slogans are not permitted.
- If any item of clothing or accessory has a negative impact on the learning environment or on student safety, the student will be required to modify appearance.

## **School-to-Home Communications**

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### **School Website**

Looking for a field trip form? Wondering when the school board meets next? Interested in helping at the next Parent Club event? Nicasio School's website ([www.nicasioschool.org](http://www.nicasioschool.org)) is a valuable resource for parents, students and community members to access important and helpful information about the school's mission, classroom curriculum, governing board, advisory committees, parent organizations, programs, calendar, events, news, fundraising and volunteer opportunities, and much more. Bookmark and visit the website often for the latest information about our school community.

### **Weekly School-to-Home Communications (Thursdays)**

Every Thursday, the school will post weekly information on the school's website (follow the "Parent Portal" link to the **Cougar Tracks** weekly updates. Every parent who provides the school with an email account will receive an email reminder each Thursday to check the website for the latest **Cougar Tracks** updates. Parents are strongly encouraged to view the weekly communications in a timely manner to avoid missing dates and deadlines. Parents who do not have email accounts will receive paper copies of all Thursday communications, which will be sent home with their child.

### **Office Bulletin Board**

Parents are welcome to come into the school office to peruse the wealth of information on bulletin boards and in the literature racks. The school calendar, newsletter, board agendas and minutes are posted monthly, most of which can also found on the website.

### **E-Blasts**

E-blasts are periodic emails that are sent to parents from the school office for important reminders or timely notices.

### **School Board Meetings**

Parents are welcome and encouraged to attend school board meetings, which are held on the school's campus once per month. The schedule for school board meetings is posted on the Parent Portal calendar, on the school's



website, and in the main office. This is a great opportunity for parents to be well informed about issues that have a direct impact on the district's budget, school programs, staffing and students.

### **Back-to-School Night**

Back-to-School Night provides a valuable forum in which parents learn more about the teachers, the curriculum planned for the coming year, and other school-related activities. Back-to-School Night is held in September as a kick-off to the school year. This event provides an excellent chance to meet teachers, learn about curriculum, sign up for volunteer opportunities, and meet some of the other parents who have children in the school.

### **Open House**

Open House is an opportunity for families and the community to visit all the classrooms at Nicasio School to see what TK-8 students have accomplished during the year. Open House is held annually each spring.

## **Special Programs and Services**

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### **Special Education Resource Specialist Program (RSP)**

The Resource Specialist Program (RSP) is an educational program designed to meet the needs of students with identified learning disabilities who are in need of specialized small group or individual instruction on a regular on-going basis during a part or all of the school year. Eligibility is determined through a process of assessments conducted by members of our special education team (resource specialist, psychologist, speech/language specialist). Generally, students are referred for assessment by their classroom teachers. However, assessments will not be conducted without parental consent. If parents are concerned that their child may have a disability impacting their child's learning, they may request assessments. A student study team consisting of the principal, classroom teacher, special education team members, and parents will work together to determine whether a referral for special education assessments is appropriate.

### **Learning Center**

Nicasio School's Learning Center offers additional support primarily to students who are learning English as a second language and also to special education students who may need additional support outside of the resource center and general education classroom. Students who participate in the Learning Center do so in place of another class(es). To have the least impact on core academics, the Learning Center generally replaces Spanish class during the week. Students are assigned to the Learning Center based on their individual needs.

### **Computer and Internet Use**

All parents and students in grades 3-8 are required to read and sign the *Student Use of Technology Agreement* form that is included in the Back-to-School packet. Students are not permitted use of computers or the Internet without supervision of an approved adult.

Students in grades 3-8 have access to a personal laptop device at school. Students are responsible for taking appropriate care of the personal laptop assigned to them for the school year. These laptop devices shall remain at school at all times unless explicit permission has been given to students by their teacher to take it off campus. Any damage caused by a student to a personal laptop due to misuse and/or improper care will be the responsibility of the student and his/her family to repair or replace.

### **School Library**

Nicasio School students have access to the school library throughout the school year. All students have the opportunity to check out books and other materials under the supervision of their teacher or other staff member.

### **Student Meals**

The school does not provide lunch to students. Students should arrive to school with a sack lunch Monday through Friday that contains one healthy snack for recess in addition to a healthy lunch. If students forget their lunch at



home, parents are asked to bring the student's lunch to the main office before 11:50am. Parents are asked not deliver their child's lunch to the classroom since this may disrupt the learning environment.

### **Lost and Found**

Parents are strongly encouraged to mark all personal items of students so that they can be identified and returned if lost. Any lost and found items will be placed in a bin in the staff room. Small items, such as jewelry, may be kept in the main office. At the end of the school year, Nicasio School donates all unclaimed items to local organizations.

## **Student Performance and Testing**

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### **Student Records**

A cumulative record (also known as a CUM File) is maintained by law for each student. The file includes the registration form, report cards, group test scores and other pertinent student information. Children entering Nicasio School from outside the District should have their records forwarded from their former school. Children leaving Nicasio School should request a transfer of their school records to their new school.

Upon request, parents/guardians may make arrangements to view their child's CUM records. Copies of any documents contained within the file will be provided upon request. Documents may not be removed without explicit approval from the superintendent.

### **Standardized Testing**

Nicasio School participates in, and is compliant with, state mandated testing, which takes place annually in the spring. All students in grades 3-8 participate unless a parent/guardian exempts a child with written notification.

### **Progress Reports and Report Cards**

Progress reports are issued at the mid-term of each trimester for all grade levels. Report cards for all students are issued at the end of each trimester, identifying the student's level of proficiency at that point in all subjects studied. Parents should review their child's progress report and report card carefully. Parents are encouraged to contact their child's teacher if they have any questions or concerns to scheduling a phone or in person meeting.

### **Parent-Teacher Conferences**

Nicasio School is committed to a philosophy of open and productive communication. Parent conferences allow parents and teachers to discuss each child's strengths, interests and goals. Conferences are held at the end of the first trimester after parents have had a chance to review their child's report card. Several weeks prior to conference week, the office will schedule appointments for all families to meet with their child's homeroom teacher. A schedule will be distributed to parents at least two weeks in advance. Parents also have the opportunity to request additional conferences with their child's teacher and/or the school principal at any time during the course of the school year.

## **School Policies: Student and Parent Related**

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### **ADMISSION**

#### **Eligibility**

##### Students Residing within District Boundaries

Any student who meets the criteria for district residency as outlined in the governing board's policies, rules and regulations (BP 5111.1, AR 5111.1) is eligible for admission.



### Interdistrict Attendance

For students residing outside of the District's boundaries, the governing Board may consider interdistrict transfer requests on a case-by-case basis. Each approved interdistrict transfer request shall be reviewed annually and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)

The governing Board shall provide policies, rules and regulations regarding interdistrict attendance (BP 5117, AR 5117).

### **Age of Admission**

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

### Transitional Kindergarten

The District shall offer a transitional kindergarten program to eligible children as a condition of receipt of apportionment for pupils pursuant to subdivision (g) of Section 46300. A child's eligibility requirements shall be outlined in the governing board's policies, rules and regulations (BP 6170.1).

### Kindergarten

A child shall be admitted to a kindergarten maintained by the school district at the beginning of a school year, or at a later time in the same year if the child will have his or her fifth birthday on or before one of the following dates:

1. December 2 of the 2011-12 school year
2. November 1 of the 2012-13 school year
3. October 1 of the 2013-14 school year
4. September 1 of the 2014-15 school year and each school year thereafter

The District may, on a case-by-case basis and at the District's discretion, admit to a kindergarten a child having attained the age of five years at any time during the school year with the approval of the parent or guardian, subject to the following conditions:

1. The school administrator determines that the admittance is in the best interests of the child.
2. The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

### Grade 1

A child who has been admitted to the kindergarten maintained by a private or public school in California or any other state, and who has completed one school year therein, shall be admitted to the first grade of an elementary school unless the parent or guardian of the child and the school district agree that the child may continue in kindergarten for not more than an additional school year. (Education Code 48000)

Per California State law, a child shall be admitted to the first grade of an elementary school during the first month of a school year if the child will have his or her sixth birthday on or before one of the following dates:

1. December 2 of the 2011-12 school year



2. November 1 of the 2012-13 school year
3. October 1 of the 2013-14 school year
4. September 1 of the 2014-15 school year and each school year thereafter

For good cause, the District may permit a child of proper age to be admitted to a class after the first school month of the school term.

## **INTERDISTRICT ATTENDANCE**

### **Application Form**

Any parent/guardian desiring an interdistrict transfer to or from Nicasio School District must complete a "Request for Interdistrict Transfer: Marin County, California" ("IDT Request") form which may be obtained from the student's district of residence (if within Marin County) or the Nicasio School office.

### **Application Procedures and Timelines**

#### New Requests to Transfer into Nicasio School

1. Nicasio School District will consider IDT Requests into Nicasio School only if the student's district of residence (a) is a signatory to "Agreement of the Participating School Districts in Marin County Regarding Interdistrict Attendance Agreements" or (b) specifically agrees that any interdistrict transfer shall be limited to a maximum period of one school year and subject to revocation or non-renewal in accordance with Board Policy and Administrative Regulation 5117.
2. All IDT Requests must be submitted first to the student's district of residence for approval.
3. If the student's district of residence approves the IDT Request, parent/guardian is responsible for ensuring that such notice is submitted to the Nicasio School District office for the Superintendent's or designee's review and decision.
4. Once Nicasio School District receives the IDT request, the student's parent/guardian will receive written confirmation of receipt along with a list of additional required documentation, which will include the student's two most recent years of records related to academics, attendance, discipline, and special programs (example: 504 Plan, Individualized Education Plan, English Language Development Program, etc.).
5. The Superintendent or designee will approve or deny the IDT Request and send a written notice of decision to the parent/guardian within thirty (30) days of receipt of the request.

#### Renewal Requests to Transfer into Nicasio School District

1. Parents/guardians wishing to renew a student's Interdistrict Attendance Contract must follow the same procedures and timelines outlined above for new requests.
2. Approval of a previous IDT Request does not guarantee approval of any subsequent request.

#### Requests to Transfer Out of Nicasio School District

1. The Superintendent or designee will consider all outgoing IDT Requests and send a written notice of decision to the parent/guardian within thirty (30) days of receipt of the request.



2. A parent/guardian seeking an out-of-district transfer must request authorization from Nicasio School District to attend school in another district before seeking authorization from the district to which the student wishes to transfer.
3. An IDT Request may be authorized for a maximum of one school year.

**Enrollment Capacity**

General Education Program

Currently Nicasio School operates three multi-grade classrooms with the following grade level configurations, which are subject to change, as described below:

- Classroom A      Grades TK – 2<sup>nd</sup>
- Classroom B      Grades 3<sup>rd</sup> – 5<sup>th</sup>
- Classroom C      Grades 6<sup>th</sup> – 8<sup>th</sup>

The District recognizes the need to maintain small class sizes with a teacher-to-student ratio that supports multi-grade instruction. To ensure that sufficient space is available within each classroom for new District residents, for IDT Request purposes the District has established in each grade level and classroom the following capacity which is subject to change, as described below.

		<u>Grade Level Target</u>	<u>Classroom Capacity</u>
Classroom A	Grades TK – 2 <sup>nd</sup>	5	16
Classroom B	Grades 3 <sup>rd</sup> – 5 <sup>th</sup>	5	16
Classroom C	Grades 6 <sup>th</sup> – 8 <sup>th</sup>	7	23

To promote overall balance within each classroom the District will consider grade level target first.

Special Education Programs

To ensure that sufficient space is available in special education programs to meet the needs of District residents who have been determined eligible and current or new District residents who are determined eligible during the school year, for IDT Request purposes the District has established the following capacity in each program which is subject to change, as described below.

Program Capacity

As a Percentage of  
School Enrollment

1. Resource	11.36%
2. Speech and Language	6.82%
3. Counseling	6.82%
4. Occupational Therapy	2%



Classroom configurations and grade level, classroom and program capacity will be reviewed periodically, and any changes shall be determined by the Governing Board no later than April 30<sup>th</sup> and have a prospective implementation date of July 1 of the next school year.

### **Priority/Requests in Excess of Capacity**

To the extent permitted by law IDT Requests that meet Renewal or Siblings criteria (see Bases for Approval, paragraphs 1-2, below) will be considered first. If the number of IDT requests exceeds capacity, the Superintendent or designee will place the students' names on a waiting list, unless the parent/guardian otherwise requests, in an order determined by lottery.

### **Bases for Approval of IDT Request**

Subject to applicable law, District policies and regulations, and the Governing Board's determination of classroom configurations and grade level, classroom and program capacity for the requested transfer year, the Superintendent or designee may approve an IDT Request, for a maximum period of one school year, on any of the following bases.

1. Renewal  
Student is currently attending Nicasio School under an IDT Attendance Contract and desires to continue attendance in Nicasio School the following school year.
2. Siblings  
Student is a sibling of a student who is currently attending Nicasio School under an IDT Attendance Contract and who will continue to be in attendance during the requested transfer year.
3. Personal Adjustment  
An administrator of another school district requests such transfer for the well-being of a child.

As certified by a physician, school psychologist or other appropriate school personnel, student has special mental or physical health needs which cannot be met in the district of residence and can be met in the District.

A recommendation by the School Attendance Review Board or by a county child welfare, probation or social service agency in documented cases of serious home or community problems makes it inadvisable for the pupil to attend the school of residence.

4. Transitional  
To allow the student to complete the current school year at Nicasio School when the parent/guardian has moved out or will move out of the District during the school year.

The student completed 7<sup>th</sup> grade at Nicasio School and would like to continue through 8<sup>th</sup> grade at Nicasio School to graduate with his/her classmates.

5. Statutory  
The student has been determined by staff of the district of residence or by the Superintendent or designee on behalf of the District to be a victim of bullying as defined by Education Code section 48900(r). In accordance with applicable law, such students will be given priority for interdistrict attendance under an existing interdistrict attendance agreement with the district of residence, or in the absence of such an agreement, shall be given consideration for the creation of an interdistrict attendance agreement.





6. Other Lawful Considerations.

The transfer would be in the best interests of the student, Nicasio School and the District as determined by the Superintendent or designee based on any lawful, non-arbitrary considerations.

If an IDT Request is approved, the Superintendent or designee shall issue an Interdistrict Attendance Contract setting forth the terms and conditions of the student's enrollment in the District, including bases for revocation of the Contract. The parent/guardian and student shall sign and return the Contract to the Nicasio School District Office prior to the first day of attendance.

**Bases for Denial of IDT Request**

In accordance with applicable law the Superintendent or designee may deny an IDT Request on any of the following bases:

1. For incoming IDT Requests, lack of capacity (in the relevant classroom, grade and/or program) in the requested transfer year based on the actual enrollment figures of current residents or the anticipated enrollment figures.
2. The District does not have an appropriate educational program at Nicasio School to meet the student's needs.
3. The student's school records for the preceding year reflect unsatisfactory attendance, which may include, but is not limited to, three (3) or more unexcused absences or unexcused tardy arrivals.
4. The student's school records for the preceding year reflect unsatisfactory academic performance, which may include, but is not limited to, grades that do not meet standards in the majority of student's subject areas/courses of study; unexcused, inconsistent homework completion; or regularly coming to class unprepared without an excusable reason.
5. The student's school records reflect unsatisfactory behavior, which may include, but is not limited to, a history of disciplinary referral(s), detention(s), suspension(s), recommendation(s) for expulsion, or expulsion(s).
6. The IDT Request is incomplete or contains information that is false or misleading.
7. The student's district of residence (a) is not a current signatory to "Agreement of the Participating School Districts in Marin County Regarding Interdistrict Attendance Agreements" or (b) declines to agree that any interdistrict transfer shall be limited to a maximum period of one school year and subject to revocation or non-renewal in accordance with Board Policy and Administrative Regulation 5117.
8. The denial would be in the best interests of the student, Nicasio School or the District as determined by the Superintendent or designee based on any lawful, non-arbitrary considerations.

If an IDT Request is denied by the Superintendent or designee, the parent/guardian of the student may appeal to the Nicasio School District Governing Board for further consideration. An appeal must be submitted in writing, addressed to the Governing Board, and received in the Nicasio School District office on or before the fifth (5<sup>th</sup>) calendar day following the date of the notice of denial. If the Governing Board denies the appeal, the parent/guardian may appeal within 30 calendar days to the Marin County Board of Education, except when the student is currently expelled from another school district or while expulsion proceedings are pending against the student.

**Bases for Revocation of IDT Attendance Contract**

An IDT Attendance Contract may be revoked by the Superintendent or designee for any of the following reasons:



1. Unsatisfactory academic performance (as defined above under Bases for Denial) at Nicasio School,
2. Unsatisfactory attendance (as defined above under Bases for Denial) at Nicasio School,
3. Providing incomplete, false or misleading information on the IDT Request,
4. Repeated disruptive or otherwise unsatisfactory behavior in violation of Education Code sections 48900 et seq.,
5. Suspension from Nicasio School as authorized by Education Code sections 48900 et seq.,
6. Recommendation for expulsion or expulsion from Nicasio School District as authorized by Education Code sections 48900 et seq.,
7. Any other lawful, non-arbitrary basis for the District to conclude it would be in the best interest of the student, Nicasio School or the District for the IDT to be revoked.

If an IDT Request is revoked by the Superintendent or designee, the parent/guardian of the student may appeal to the Nicasio School District Governing Board for further consideration. An appeal must be submitted in writing to the Governing Board and received in the District office on or before the fifth (5<sup>th</sup>) calendar day following the notice of revocation. The Governing Board's decision is final.

#### **Failure to Obtain Advance Authorization from District of Residence**

When it becomes known to the Superintendent or designee that a non-resident student has enrolled in Nicasio School District without the advance authorization of the district of residence or approval of Nicasio School District, whether or not the failure to obtain advance authorization was intentional, the Superintendent or designee shall notify the parent/guardian promptly that the student will no longer be permitted to attend Nicasio School.

In such cases, the Superintendent or designee's determination is final. There is no right to appeal to the Governing Board or to the Marin County Board of Education.

#### **Transportation**

Transportation will not be provided by Nicasio School or the District for outgoing or incoming interdistrict transfer students. The parent or legal guardian of any student whose IDT Request is approved shall be responsible for the student's transportation to and from school.

#### **STATEMENT of NON-DISCRIMINATION**

Nicasio School District is committed to providing a working and learning environment that is free from discrimination and harassment based on an individual's disability, gender, gender identify, gender expression, nationality, race or ethnicity, religion, political belief sexual orientation or any other basis protected by federal, state, local law, ordinance, or regulation. Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the District. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

All employees and students will so conduct themselves by word, gesture, act, and demeanor so as to assure that all others will be accorded just and equitable consideration, regard, and treatment. Prejudice or discrimination in any form is deemed to be unethical, as well as illegal, and will not be tolerated. Any violation of this policy will result in disciplinary action.



This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the District's programs or activities.

### **BULLYING and HARASSMENT POLICY (BP 5131.2)**

The Governing Board of Nicasio School District desires to provide a safe school environment for all students that protect students from physical and emotional harm. The District recognizes the harmful effects of bullying on student learning and school attendance. As such, District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, electronic, or other means, harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber-bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other digital technologies using a telephone, computer, or any wireless communication or storage device. Cyber-bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

#### **Bullying Prevention**

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

#### **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness acts of bullying shall immediately intervene to stop the incident as soon as it is safe to do so. (Education Code 234.1) School employees who become aware of acts of bullying shall immediately report them to the Superintendent's designee for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators.



He/she also may involve school counselors, mental health counselors, and/or law enforcement depending on the situation.

### **Complaints and Investigation**

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that determine, if any, the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other school employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

### **Discipline**

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, school attendance, or the targeted student's educational performance shall be subject to discipline. Such discipline may include suspension or expulsion, in accordance with District policies and regulations.

### **SEXUAL HARASSMENT of STUDENTS POLICY (BP 5145.7)**

Sexual harassment is unlawful. The Nicasio School Board will not tolerate any form of sexual harassment. It is a violation of this policy for any employee, agent, student, or party with which the District has a cooperative agreement, to engage in sexual harassment.

It is the policy of the Governing Board of Nicasio School District to provide an educational environment free of sexual harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

### **Definition of Sexual Harassment**

As defined by Education Code Section 212.5, "Sexual harassment means unwelcome sexual conduct including advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.



- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution."

Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Examples of conduct which may constitute sexual harassment included, but are not limited to:

- (1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons.
- (2) Among peers, continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual harassment.)
- (3) Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
- (4) Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (5) Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

### **Reporting Procedure**

Any student who believes he or she has been sexually harassed by an employee, agent, or student of Nicasio School District, should promptly report the facts of the incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the school site administrator or Superintendent. A written report of the alleged incident will be developed by the site administrator or Superintendent. A copy of the report, along with a copy of this policy, shall be mailed to the parent of the student who initiated the complaint.

All staff members, upon personal knowledge of an incident of sexual harassment, are obligated to report such information to the school principal. Failure to do so is a violation of this policy. Failure of staff to report student allegations of sexual harassment within three (3) school days is a violation of this policy.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.



### **Filing Complaints with State and Federal Agencies**

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Office for Civil Rights  
50 United Nations Plaza, Room 239, San Francisco, CA 94102  
(415) 556-7000

### **Confidentiality**

An allegation of sexual harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this policy to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

### **Retaliation is Prohibited**

The initiation of an allegation of sexual harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with Nicasio School District, his or her employment, compensation or work assignments, or, in the case of students, grades, class section or other matters pertaining to his or her status as a student of any District programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

### **Time Limits**

Allegations of sexual harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

### **Investigation Guidelines**

All investigations of allegations of sexual harassment shall be handled promptly in a serious, sensitive and confidential manner. The Superintendent shall determine who shall do the investigation.

- (1) The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual harassment of the allegation, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of complaint party shall remain confidential to the extent possible.
- (2) All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.
- (3) A written report of the investigation findings shall be filed by the investigator with the Superintendent within twenty (20) school days of the date the student filed the incident report. The Superintendent may extend the timeline depending on the nature of the investigation. A summary of the report shall be mailed to the student who reported the harassment, the student's parent(s), and the person accused.

### **Disciplinary Action**

When an allegation of sexual harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the harasser is a student, staff member, or agent of the District.



Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements. Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Agents of Nicasio School District who violate this policy may be subject to penalties and sanctions as may be available to the District, including termination of business relationships and contracts.

### **Appeal Procedures**

Either the complaining party or the accused may appeal the findings of an investigation to the Governing Board of the District. Appeals shall be made in writing within ten (10) business days from the date of a finding.

### **Training and Curriculum**

To implement this policy, Nicasio School District will provide appropriate training programs for staff and students.

### **Notification**

There will be adequate notification of the policy, which will be published on the District's website, in site handbooks and/or back-to-school mailings.

### **Administrative Regulation**

The Superintendent shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing the policy; a process under which complaints will be handled, formally or informally, an explanation of possible civil proceedings and potential legal consequences of sexual harassment. The Superintendent will initiate training and education programs to enable all persons, and in particular, supervisors, to better understand the problem of sexual harassment. In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the District and shall provide for appropriate training for the on-site administrator on a regular basis.

### **Special Assistance**

It is expected that questions may arise concerning the interpretation of the prohibition against sexual harassment, the methods and procedures to be following in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, individuals may contact the Superintendent.

### **WEAPONS AND DANGEROUS INSTRUMENTS (BP 5131.7)**

The Governing Board desires students and staff to be free from fear and danger presented by firearms and other weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law and Board policy.

The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon.



## **STUDENT DISCIPLINE POLICY (BP 5144)**

It is expected that Nicasio School students will be honest in academics and respectful in their relationships with peers, teachers, and school staff. Students are expected to listen to and follow directions, think before speaking, and show common courtesy. Students of all ages must use self-control, avoid physical contact and fighting, and respect personal and school property. Students must follow school rules on campus, on field trips, and during school functions; students must stay on campus during the school day unless checked out by an authorized adult through the office; and students must obey the laws of the state and country.

When the above expectations are not met, the teacher's ability to manage the class and students' ability to learn are both undermined. As outlined in Ed Code 48900 subdivisions (a) through (q), inappropriate student behaviors may include, but are not limited to, the following examples:

### Minor Infractions

- Classroom interruptions
- Not following class or school rules
- Academic misconduct
- Using profanity
- Speaking or acting disrespectfully towards adults or other students
- Repeated tardiness
- Failure to complete homework

### Major Infractions

- Acting in a manner that affects the safety of self, another student, or an adult
- Causing injury or harm to another student or adult
- Defiance of authority
- Bullying or harassing another student or adult
- Breaking any state or federal law

### **Minor Infractions**

A minor infraction will result in a student being required to complete the form *It's Time to Reflect*. This will result in the student having a follow up meeting with the teacher and/or principal. Repeated infractions will result in additional disciplinary action, including a meeting scheduled with the student's parents.

### **Major Infractions**

Any major infraction shall be documented by the principal or designee using the *Incident Report* form. This form shall be accompanied by a *Student Discipline Note* from the reporter of the incident. Major infractions may result in the loss of privileges, detention, in-school suspension, out-of-school suspension or expulsion. If the major infraction poses an immediate safety concern or requires immediate attention for any other reason, the student shall be sent directly to the principal's office.

### **Expulsion**

Expulsion shall be at the sole discretion of the Nicasio School Board of Trustees.

## **HOMEWORK POLICY (BP 6154)**

### **Overview**

Nicasio School's homework policy is designed to support student learning in accordance with the most current research of best practices. Homework will provide students with opportunities to develop skills and habits that prepare them for life-long learning.

All students will receive nightly reading assignments to develop fluency and comprehension. Additionally, all





students will receive nightly math homework to target specific facts, reinforce concepts introduced in class, and build skill level.

Information contained within this document and other information provided by the classroom teacher is intended to provide guidance to the parent and student. All homework should be completed independently by the student in order for the student to receive the greatest benefit. However, parents are encouraged to monitor and provide assistance when needed.

Occasionally, project-based assignments may be given which are intended to be completed over a longer period of time. Such projects should require students to accomplish several smaller tasks within the large project, which provides students with opportunities to manage their time. In the case of project-based assignments, students should be able to complete the smaller tasks independently; parental support should only be necessary in the areas of assisting students with time management and clarification of instructions.

### **Current Research**

For students of all ages, research supports a direct link between reading and academic achievement. Students who read regularly tend to experience higher overall academic success. Research suggests that homework completion has different benefits depending on the age of the student.

For elementary students, research indicates that regularly assigned reading increases overall academic achievement. On the other hand, elementary students who complete homework in other subject areas tend not to show any significant increase in achievement compared to those students who do not, with a few exceptions. Homework that is designed to target specific tasks, such as practicing math skills, learning math facts, and studying spelling (tasks requiring basic memorization) does benefit the learning process. Many researchers also support the idea that homework for elementary students builds a sense of responsibility and routine, which prepares students with the foundations needed to develop important life skills.

Among middle school students, however, research indicates that students who complete homework (across subject areas) do significantly outperform their peers who do not. Additionally, middle school achievement has been shown to increase as time spent on homework increases for a period up to two hours. There does not appear to be any academic benefit beyond two hours of study.

### **Homework Assignments**

#### Primary Grades (K-2)

Homework will be assigned Monday nights through Thursday nights. Homework will not be assigned over the weekend.

- Reading practice nightly (10-20 minutes)
- Math practice nightly (10-20 minutes)
- Spelling practice weekly beginning in the mid-year of grade 1
- Unfinished classroom work may be sent home for completion

#### Elementary Grades (3-5)

Homework will be assigned Monday nights through Thursday nights. With the exception of reading, homework will not be assigned over the weekend.

- Reading practice nightly including weekends (30 minutes)
- Math practice nightly (10-15 minutes)
- Spelling practice weekly
- Social Studies and Science review for tests as needed
- Unfinished classroom work may be sent home for completion



- Occasional long-term projects will be assigned throughout the school year

### Middle Grades (6-8)

Homework will be assigned Monday nights through Thursday nights. Students can expect to spend between 1.5 and 2.0 hours per night on homework. With the exception of reading and occasional long-term projects, homework will not be assigned over the weekend.

- Reading practice nightly – core literature (30 minutes), plus additional evening or weekend reading of “choice” literature (Accelerated Reader) budgeted to meet a long-term due date.
- Math practice nightly (30 minutes)
- Spanish practice nightly (20 minutes)
- Additional homework in Language Arts, Science, and Social Studies that reinforces skills identified to increase student achievement, including critical thinking activities and summarizing/note-taking
- Test and quiz review\*
- Unfinished classroom work will be sent home for completion (this will require time in addition to regular homework assignments)
- Several long-term projects will be assigned throughout the course of the year (example: Literacy Portfolio, research projects, etc.)

*\*Students will know several days in advance when they will be expected to take a quiz, test or other form of assessment. Reviewing for such assessments should be an ongoing practice and habit. In particular, on evenings when there is a light homework load, students should use the extra time available to prepare for upcoming quizzes, tests and long-term projects.*

Middle School teachers will work together to coordinate assignment and test schedules as much as possible to strive for a balance throughout the school week.

### **Homework Responsibilities – Everyone Has a Role**

#### Teacher

- Provide students with clear instructions about homework assignments and due dates.
- Assign homework that students can successfully complete independently; differentiate as needed.
- Ensure that homework assignments are meaningful; do not assign busy work.
- Assign homework that provides students with opportunities to practice concepts already learned; do not assign new concepts as homework.
- Provide feedback to the students in a timely manner.

#### Student

- Come prepared to school with necessary supplies (paper, pencil, book, notebook, etc.)
- Take home necessary supplies to complete homework.
- Complete homework assignments independently.
- Complete homework assignments on time.
- Complete assignments thoughtfully and neatly; don’t rush.
- Keep a positive attitude about homework; this will result in getting more done with better quality more quickly.
- Ask for clarification when confused (ask the teacher, parent or a friend).
- Demonstrate an increased level of responsibility each year for managing your own homework assignments and their due dates; don’t rely on your parents or teachers to do this for you.
- Take ownership of your own education; balance your student responsibilities with the choices you make regarding extracurricular activities.



## Parent/Guardian

- Monitor student progress in completing homework assignments (example: help students budget and manage their time successfully; ensure that students have a quiet work area).
- Provide assistance to the student when needed (Example: clarify directions. Explain how to arrive at an answer using a sample problem. Don't solve the problem for them!).
- Encourage students to call a friend/classmate if they have questions or need help.
- Model a positive attitude about homework; this will result in your child getting more done with better quality more quickly.
- Contact the teacher if the student consistently has trouble completing homework independently.
- Ensure students have all the materials and supplies they need before they leave the house in the morning and before they leave school at the end of the day.
- Remind students of their responsibilities as a student.
- Hold students accountable for their own responsibilities; don't do things for them that they are capable of doing themselves.
- Help students learn to make responsible choices to balance their homework responsibilities with their choices regarding extracurricular activities.

## Make-Up Work and Tests

Whenever a student misses school, parents/guardians are encouraged to pick up the student's classwork and homework at the end of the school day. If the student is well enough to complete some or all of the assignments at home prior to returning to school, this will help ensure that the student does not fall behind his/her classmates.

Teachers of grades K-5 will leave a completed "Make-up Classwork" form (E 6154A) on the student's desk at the end of each school day the student is absent. This form will include a simple outline of the main in-class activities missed that day. For homework, students in grades K-5 are expected to refer to the weekly homework guide provided to them by their teachers. Similarly, middle school teachers will complete a "Make-up Classwork & Homework" form (E 6154B), which will be left on the student's desk in the middle school homeroom.

After students are dismissed from class at the end of the school day, parents/guardians may enter their child's classroom to pick up the makeup work form. At that time, the parents/guardians are encouraged to look through their child's desk to collect any books or other materials that will be needed to complete the assignments listed. If parents/guardians do not come by the school at the end of the day to collect makeup work and homework, the form(s) will remain on the absent student's desk for him/her to collect upon returning to school.

If a student is absent from school on the day of a quiz, test or other form of assessment, the student is expected to make up the quiz, test or other form of assessment on the day he/she returns to school unless the student did not have knowledge about the scheduled assessment date prior to his/her absence.

## Grading and Assessment

Student report cards have two distinct grading categories: Academic Grade and Effort Grade.

### Academic Grade

The academic grade reflects the level of understanding the student has achieved in that particular subject area, which is based on specific state learning standards. The academic grade, therefore, is driven directly by the results (scores) of assessments (tests and other projects) after students have had appropriate opportunities to practice related concepts. Assessments related to the academic grade must be completed on campus by the student independently in order to reflect the student's true understanding of the specific state learning standards being assessed.

### Effort Grade

The effort grade reflects the amount of effort the student has put into his/her responsibilities as a student. A primary factor of the effort grade is student homework. Homework provides students with opportunities to



practice new concepts. It is a time when students should feel safe to put forth their best effort and try to complete the assignment as well as they know how. This is the place where it is safe for students to make mistakes because mistakes are an inherent part of the learning process. Incorrect answers do not reduce the student's effort grade on a particular assignment unless these errors are a result of rushed or hasty work. Incomplete homework, homework that does not follow the directions, and homework that does not represent a student's personal best effort will result in a reduced effort grade. Other factors such as behavior and in-class participation will impact the student's effort grade as well.

### **PROMOTION/ ACCELERATION/RETENTION POLICY (BP 5123)**

The Governing Board expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement.

#### **Promotion/Acceleration**

##### Kindergarten to Grade 1

A student who has been lawfully admitted to a public school kindergarten or private school kindergarten in California and who is judged by the administration of the school district, in accordance with rules and regulations adopted by the State Board of Education, to be ready for first-grade work may be admitted to the first grade at the discretion of the school administration of the district and with the consent of the student's parent or guardian if the student is at least five years of age. (Education Code 48011)

##### Grade 1 through Grade 8

When high achievement is evident in first grade and higher, the teacher may recommend to the school administrator a student for acceleration into a higher grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. The school administrator and student's teacher shall discuss the recommendation with the student's parents/guardians before any final determination of promotion. (Education Code 48070.5)

#### **Retention**

##### Kindergarten

A student who has been admitted to kindergarten maintained by a private or a public school in California or any other state, and who has completed one school year therein, shall be admitted to the first grade of an elementary school unless the parent or guardian of the child and the school district agree that the child may continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

##### Grade 1 through Grade 8

Proficiency in reading shall be the primary basis for identifying students who should be retained or are at risk of being retained in the following grades:

- between grades 1 and 2
- between grades 2 and 3
- between grades 3 and 4



Proficiency in reading, English language arts, and mathematics shall be the basis for identifying a students who should be retained or are at risk of being retained in the following grades (Education Code 48070.5[a] [c] [j]):

- between grades 4 and 5
- between grades 5 and 6
- between grades 6 and 7
- between grades 7 and 8
- between grades 8 and 9

Students shall be identified for grade level retention using multiple assessment measures, including the student's academic grades and other indicators of academic achievement designated by the district in its administrative rules and regulations. (Education Code 48070.5[b])

If these assessment measures identify that a student is performing below the minimum standard for promotion, the student shall be retained in his or her current grade level unless the student's regular classroom teacher determines in writing that retention is not the appropriate intervention for the student's academic deficiencies. This written determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the judgment of the teacher, are necessary to assist the student to attain acceptable levels of academic achievement. (Education Code 48070.5[d])

If the teacher's recommendation to promote is contingent on the student's participation in summer learning activities, the student's academic performance shall be reassessed at the end of the summer period by teacher, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's reevaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5[d])

If the student does not have a single regular classroom teacher, the Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5[d])

When a student is identified as being at risk of retention, the teacher shall so notify the student's parents/guardians as early in the school year, and as early in their school careers, as practicable. Parents/guardians shall have an opportunity to consult with the teacher(s) responsible for the notification. (Education Code 48070.5[e][g])

The Superintendent or designee shall indicate the manner in which opportunities for remedial instruction will be provided to students who are recommended for retention or who are identified as being at risk for retention. (Education Code 48070.5[h])

### **Appeal Process**

The teacher's decision to promote or retain a student may be appealed by parents/guardians consistent with administration regulation and law. The burden shall be on the appealing party to show why the teacher's decision should be overruled. (Education Code 48070.5[f])



## **STUDENT USE of TECHNOLOGY POLICY (BP 6003)**

### **Purpose**

The Governing Board of Nicasio School District intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of District computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with District regulations and the District's Acceptable Use Agreement.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the District or any District staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the District and District personnel for any damages or costs incurred.

The Superintendent or designee shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the District's technological resources and to help ensure that the District adapts to changing technologies and circumstances.

### **Use of District Computers for Online Services/Internet Access**

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, pornographic, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. District teachers and/or classified staff members shall supervise students while they are using online services.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber-bullying, and how to respond when subjected to cyber-bullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

### **Student Use of Technology Agreement for Grades 3-8**

Nicasio School believes in the educational value of using technology and the Internet, including the use of electronic mail (email). As such, students in grades 3-8 will be provided with:

1. an assigned Chromebook,
2. Internet access, and
3. a secure email account



The purpose of providing students with access to a personal laptop, the Internet and an email account is to extend and enrich their learning experience. Student use of technology will be supervised by school staff. However, Nicasio School cannot guarantee that students will not gain access to inappropriate material. The school encourages parents/guardians to have a discussion with their children about appropriate and safe use of technology. The use of the school's computers, networks, email services and Internet access is subject to Board Policy 6003.

### Terms and Conditions

1. **Acceptable Use** – The use of the school technology must be for teacher-directed educational purposes and only when authorized by the teacher. Students must be supervised by a school employee when using school technology.
2. **Unacceptable Use** – Students shall not gain, or attempt to gain, unauthorized access to other computers, Internet sites, or user accounts other than their own. Students are prohibited from engaging in any illegal activities such as using sexual language; accessing pornographic material; using harassing, bullying, threatening, or defamatory communications; offering for sale, purchase or use of any prohibited or illegal substances (tobacco, drugs, alcohol); infringing on copyright or trademark laws; etc.
3. **Network Etiquette** – Students are expected to follow the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite, courteous, and respectful in all communications.
  - b. Use appropriate language at all times.
  - c. Do not give out any personal information (home address, telephone number, social security number, etc.) about yourself or other students to anyone who is not a school employee or your parent.
  - d. Report inappropriate use by others to a school teacher, staff member, or the principal.
  - e. Do not use the network in any way that disrupts other users.
  - f. Respect the privacy of others.
4. **Privileges** - The use of the school technology is a privilege, not a right. Any unacceptable use will result in the loss of this privilege.
5. **Security** – Students are never permitted to access or use another person's Internet address or email account. School employees may review computer use to ensure that students are acting responsibly. Students should never give out their login and password information to someone who is not a school employee or their parent.
6. **Vandalism** – Vandalism is any attempt to harm or destroy the data of another user, information that is connected the school network system, or technology equipment.
7. **Responsibility** – Students are responsible for using their Chromebooks, the Internet, and email accounts properly and for reporting any misuse. Students responsible for vandalism or negligent behavior that results in the damage of technology equipment are expected to reimburse the school for any costs associated with related repairs and/or replacement of that equipment.
8. **Personal Devices** – Students are encouraged to leave personal devices (laptop, tablet, phone, etc.) at home. Students are not permitted to use any personal devices on campus during regular school hours. In limited cases, a student may receive permission from his/her teacher to use a specific personal device within the classroom for a class activity. Students using unauthorized devices on campus will have their devices confiscated by a school employee until the end of the school day. Repeated offenses will result in



further disciplinary action.

9. **Consequences of Misuse** – Any student violating the terms and conditions of this Agreement is subject to losing the privilege of using school-provided technology. Violations may also result in further disciplinary and/or legal action.
10. **Expectation of Privacy** – Students have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school’s computer system and equipment.

### **UNIFORM COMPLAINT PROCEDURES POLICY (BP 1312.3)**

The Governing Board recognizes that Nicasio School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs operated by the District. The Superintendent or designee shall investigate and seek to resolve complaints at the local level, in accordance with applicable laws and administrative regulations.

The Superintendent or designee shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, nationality and ethnicity, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic condition, marital or parental status, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any District program or activity that receives or benefits from state financial assistance. A statement of complaint that unlawful discrimination, harassment, intimidation and bullying shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation and bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation and bullying. (5 CCR § 4630.)

Uniform complaint procedures shall also be used to address any complaint alleging the District's failure to comply with (1) the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, (2) the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and (3) special education programs.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the District’s Williams uniform complaint procedure (BP/AR 1312.4).

The Governing Board encourages the early, informal resolution of complaints at the site level whenever possible. The Governing Board acknowledges and respects every individual's right to privacy. Discrimination, harassment, intimidation and bullying complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process or to comply with contractual, statutory, or constitutional due process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The Governing Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination, harassment, intimidation and bullying. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.





The Governing Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations. Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs. Complainants have the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation and bullying laws. (5 CCR §4622)

### **Complaints Regarding Local Control and Accountability Plan (LCAP) Non-Compliance**

A complaint that Nicasio School District has not complied with the requirements of Article 4.5, Local Control Accountability Plans (Education Code 52060 through 52071), may be filed with the Governing Board pursuant to the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

### **WILLIAMS COMPLAINT CLASSROOM NOTICE**

As amended by AB 2727 (Ch. 903, Statutes of 2004), Education Code 35186 states that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.
4. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
5. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by state to hold.

To file a complaint regarding any of the above matters, a complaint form may be obtained at the school office. You may also download a copy of the California Department of Education complaint form from the following Website: <http://www.cde.ca.gov/re/cp/uc/>.

## **Student Health and Safety**

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### **Emergency Authorization**

Each child must have a completed annual *Student Emergency Contact Card* on file in the main office. The form needs to be completed by the student's parent/guardian at the beginning of each school year. Should an accident



occur, or if a child were to become ill while at school, the school will attempt to contact the child's parent/guardian first. If a parent/guardian cannot be reached, the school will contact additional persons listed under the *Emergency Contacts* section on the form. Notify the main office of any changes as they occur.

## **Medical Care On-Site**

### Illness

If students become ill at school, the parent or authorized relative, friend, or neighbor will be called to make arrangements for them to go home. Students should be kept at home if they are contagious or if a fever has been present within the previous 24 hours. If antibiotics have been prescribed, students should not return to school until 24 hours after the first dose has been administered. As a courtesy to other students, and in compliance with California State Health Code, all communicable diseases must be reported to the school office immediately. The school will send notification to other families if the condition warrants this. In such cases, confidentiality will be preserved. In the event of a medical emergency, the school will call 9-1-1.

### Injury

The majority of school personnel are current in CPR and first aid training. The District provides training to all employees every two years. Students injured during the school day will be evaluated by on-duty teachers and staff. For minor injuries requiring basic first aid, on-duty teachers and staff will apply appropriate treatment. Depending on the nature of the injury, parents may or may not be notified at the time of a minor injury. For any head-related injury, the school will contact the parents or other approved emergency contact after applying first aid treatment.

In the event of a major injury, the school will call 9-1-1 immediately and then will notify the parents or other approved emergency contacts. If a student needs to be transported to a hospital by ambulance and a parent or parent-approved emergency caretaker is not available to travel with the student, a school employee will accompany the student and remain with the student until an approved caregiver arrives. In such cases, the information listed on the student's emergency card on file at the school will be used in conjunction with recommendations from the emergency responders to determine where the student will be transported. It is extremely important for parents to provide complete, accurate, and up-to-date emergency information on file at the school.

### School Nurse

Marin County Office of Education (MCOE) provides a minimal level of nursing services. The school nurse visits campus a few days during the school year and is also available on an on-call basis. The school nurse handles basic record keeping and screening tests.

## **Assistance with Medication**

When students are required to take any form of medication (whether prescription or over-the-counter) during the course of the school day, state law (CDE Code sec. 49423, 49480) requires that the school be provided with medication in its original packaging and a completed *Student Medication – Authorization to Administer Medicine* form. This form is available in the main office and on the school's website. The form must be signed by the parent/guardian and also the student's health care provider.

Unless both of the above are provided, the school staff cannot and will not administer any medication to a student during the school day (this includes prescription and over-the-counter medications). It is the parent's responsibility to update the student medication form and medication supply in the school's office as needed. Alternatively, a parent/guardian may, at any time, personally administer necessary medication to his/her child at school. State law allows students with asthma to carry their own inhalers on campus as long as the student's parents and physician give written permission by completing the appropriate sections on the *Student Medication – Authorization to Administer Medicine* form.



### **Food Policy: Nut-Free Campus**

To protect the health and safety of students on campus who have severe, life-threatening food allergies, the following foods are banned on campus:

- Peanuts
- Tree Nuts (almonds, walnuts, cashews, pistachios, hazel nuts, Brazil nuts etc.)
- Coconut

Students, employees and visitors who bring any of these food items onto campus will not be permitted to eat them at school. These items will be collected by an on-duty teacher or staff member and given to the student's parent at the end of the school day with a reminder of the school's food policy. Repeat offenses by the same individual may result in disciplinary action.

### **Sun Protection**

Parents are encouraged to apply sunscreen to their children prior to sending them to school. Students may bring sun-protective clothing and sunscreen to school. Students may apply their own sunscreen to themselves prior to participating in outdoor activities such as recess and physical education class. Students are not permitted to use any sunscreen other than that which their parents provided to them.

### **Lice Policy**

Head lice are prevalent throughout Marin County and are likely to appear on any child. The responsibility for the treatment of head lice rests with the parent/guardian. When head lice are found, the student will be sent home with parent notification. Parents will be informed of recommended treatments. If two or more students in one classroom are found to have lice, a representative of Nicasio School will examine all students in that classroom. Students sent home may return after their parents have completed the treatment release form and when a re-examination by the school shows lice are gone.

### **Use of Tobacco, Alcohol and Other Drugs**

Nicasio School is a tobacco, alcohol and drug free campus. Use of any of these products at any time by students, staff, parents, or visitors is strictly prohibited in district-owned buildings, on district property and in district vehicles. This policy applies to all employees, students and visitors at any school-sponsored instructional program, activity or athletic event held on district property. Any employee or student who violates the district's policy shall be subject to disciplinary action. Any incident on district property involving the possession of any illegal substances will be forwarded to local law enforcement. Support is available free of charge through California Smokers' Helpline a 1-800-NOBUTTS. Additional information can be accessed at <http://www.nobutts.org/>.

### **Immunizations**

To enter public elementary and secondary schools in California, children under the age of 18 are required to have immunizations for polio; diphtheria, tetanus, and pertussis; measles, mumps, rubella; hepatitis B; varicella; Tdap Booster (to enter 7<sup>th</sup> grade). Students are not permitted to attend school until the school receives verification that immunizations are current. California law requires children to be immunized. Children are exempt from immunization requirements only if a parent or guardian submits a written statement from a licensed physician (M.D. or D.O.) which states:

- Physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Specific vaccines being exempted
- Whether the medical exemption is permanent or temporary
- Expiration date, if the exemption is temporary

### **Physical Education Program**

Students will improve their overall health by the activities they do in their Physical Education class whether they consider themselves naturally athletic or not. What students learn in PE should provide them with knowledge and skills to lead a healthy, active lifestyle. Good sportsmanship and teamwork are two important qualities they will



learn in class. It is also important for students to work successfully with classmates in group activities as well as to work independently for their own personal health.

Many children think that Physical Education class is simply a time to have fun and play games. Although we hope that students enjoy their PE activities, we also want them to develop knowledge and skills that promote a healthy, active lifestyle. Our Physical Education Program fosters the development of self-responsibility, social interaction and group dynamics in accordance with California State Standards for Physical Education. With this in mind, we will be working with your children to help them understand that PE class is more than just a time to play. Parents are strongly encouraged to reinforce this idea at home.

In elementary school the California State Standards for Physical Education standards emphasize the way in which students move through space and time in their environment, the way in which the student and a partner move in space together, the continuity and change in movement, the manipulation of objects in time and through space, and the manipulation of objects with accuracy and speed. In middle school the content standards emphasize working cooperatively to achieve a common goal, meeting challenges, making decisions, and working as a team to solve problems.

#### Proper P.E. Clothing and Footwear

It is important for children of all ages to wear proper shoes and clothing for their safety during class activities. If students do not have proper clothing and footwear, they will not be permitted to participate in certain activities, which will have a negative impact on the academic and effort grades. Flip flops, strapless shoes, sandals, heels and steel-toed boots are examples of inappropriate footwear. Restrictive (tight) and also bulky clothing can impede movement. Girls arriving to school in a skirt or dress need to come prepared with leggings or shorts to slip on underneath. Accessories, such as dangling earrings, necklaces and bracelets, need to be removed prior to PE class and stored in a safe place by students at their own risk. School employees are not be responsible for storing these items.

#### **Puberty and Sexuality Education Program**

Every spring, students in grades 5-8 participate in a one-week course which focuses on puberty education (grades 5-6) and sexuality education (grades 7-8).

The goal of the puberty education program is to reinforce healthy feelings about the changes happening in students' bodies, as well as to reinforce healthy behaviors now and later in life. This is a valuable opportunity for students to ask questions and get important information they need to know. Students are provided with medically accurate, up-to-date, and age appropriate information about topics such as body changes during puberty, the male and female reproductive systems, safe/unsafe touch and trusted adults.

Puberty and sexuality education is a state-required curriculum. However, state law does allow parents to remove their children from puberty education. If parents/guardians do not want their child to participate in the puberty and sexuality education program, they are required to submit written notification to the office prior to the first day of class.

## **Emergency Preparedness**

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### **Emergency Information for Parents**

Being prepared in the event of an emergency or disaster is a responsibility that Nicasio School takes seriously. The school has a detailed Emergency Management Plan that outlines specific procedures for staff to follow in a variety of emergency situations.



The Emergency Management Plan's objectives are:

- To provide for action which will protect students, staff and emergency personnel if an emergency occurs during school hours
- To provide for maximum use of school personnel and school facilities
- To ensure the safety and protection of our students and school personnel immediately after a disaster
- To arrange for a calm and efficient plan for parents/guardians or other authorized adults to retrieve children from school if necessary

If there is an emergency during the school day, the safety and well-being of the students will be the highest priority. Staff members are required by law to serve as emergency workers, and staff will be on-site to care for students no matter how long it takes to reunite students with their families or designated release individuals. The students will be sheltered in the classrooms, if possible. If it is determined that the buildings are unsafe, students will be supervised at one or two designated outdoor assembly areas.

In the event that a disaster should occur when children are at school, all school personnel will follow the school's Emergency Management Plan.

### **Student Release in an Emergency**

Students will only be released from school following strict procedures, and only to those individuals specifically designated by parents/guardians on a student's emergency release form on file in the office. Please give careful consideration to those you specify for this purpose on this form. This is particularly important for parents who work outside of the area. If a parent cannot reach the school because of highway or bridge damage/closure or other reasons, the person designated for emergency release may need to provide comfort and aid to your child for an extended period of time. Specific procedures, as described below, are established to maintain a safe and secure environment during an emergency or disaster situation.

- The school will make every effort to contact the parents/guardians of any seriously injured students first.
- All parents and those authorized for emergency release will be asked to follow the direction of staff and volunteers.
- Parents with special skills, such as first aid and CPR training, are asked to notify staff of their availability to provide emergency assistance.
- While an emergency situation can be stressful for all involved, we ask that all individuals remain calm and patient. It is truly in the best interest of every child that all adults present in emergency situations are patient while cooperating with established emergency procedures.

### **Be Prepared for an Emergency**

- Keep the information for emergency contacts at the school office up-to-date.
- Designate an out-of-state contact for family emergency information.
- Notify authorized individuals listed on your child's "Emergency Contact Card" that you have granted them authorization for pick-up in the event of an emergency. Alert them of any special medical or dietary requirements that your child may have.
- Keep a copy of the names and phone numbers of individuals who are authorized to pick up your child in your home, car and office.

### **In Case of an Emergency (including power outages)**

- Do not call the school. This will allow the school telephone lines to remain available for emergency communications.
- Listen to local radio for information:
  - KCBS 740 AM
  - KGO 810 AM



### **Parent Volunteers during an Emergency**

We will certainly need parents to help out in an emergency. If you are able to volunteer, notify the school of your availability and your skill set.

### **Care of Students during an Emergency**

In certain situations, it may be necessary for students and staff to shelter-in-place at school for a period of time. Each classroom at Nicasio School is equipped with an emergency kit that contains supplies for first aid, devices for emergency communications, and a container that contains supplies (food, water, toilet, etc.) for up to three days.

### **Student Medications for Sheltering-in-Place**

At the start of each school year, if your child needs daily medication prescribed for him/her by a physician, the school must be provided with:

1. *72-Hr. Disaster Medication – Authorization to Administer Medication* form (completed and signed by parent/guardian and student's physician; and
2. Medication in its original container, labeled with the name of the student, prescribing physician, name of medication and instructions. It is the parent's responsibility to update this form as needed.

## **Opportunities to Support Nicasio School**

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### **Field Trip Driving**

We appreciate all parents who volunteer their time and vehicle so that all students can participate on school field trips. If parents plan to drive on a field trip, they need to have a current vehicle information form on file in the main office. Parents also need to sign and abide by a chaperone behavior contract. These forms will be available at Back-to-School Night, on the school's website and in the main office upon request. Forms must be updated annually, or more frequently if the automobile or driver information changes.

### **Donation of Items**

The office must be contacted prior to making a donation. While all offers for donations are appreciated, it is not always possible for the school to accept. The school can only accept donations in areas where there is an identified need and for items that are considered in excellent condition. All donations to Nicasio School are tax deductible. Donors may request a donation verification form from the main office.

### **Volunteers**

Parents and members of the community are encouraged to support the school with their time and/or unique expertise. Examples of school volunteer opportunities are:

- Classroom assistant
- Fieldtrip chaperone and/or driver
- Office assistant
- Library assistant
- Small carpentry and construction projects
- Plant trimming, pruning, hand-watering

In addition, there are a number of special school events throughout the year. Some are sponsored by the Nicasio School Foundation with a focus on fundraising; others are simply intended to create a strong sense of enthusiasm and community spirit within the school, which are sponsored by Nicasio School Parent Club. All of these events are heavily dependent on the support of parents and Nicasio community members.



### Responsibilities of Volunteers

- Check in at the main office; sign the visitor's register.
- Check out at the main office; indicate check out time in the visitor's register.
- Arrive on time so as not to disturb a classroom already in session.
- Carry out the directives of the school teacher or staff member.
- Notify the teacher or staff member in advance notice if unable to attend a prearranged session.
- Maintain a high level of professionalism and confidentiality regarding information learned through volunteer work in classrooms and on campus. Information regarding students, other parents, and school employees should not be discussed with other students, parents or staff.

### Community (Non-Parent) Volunteers

Community volunteers are welcome on campus and in classrooms. Prior to beginning volunteer work, volunteers are required to have a criminal background check (fingerprint cards are available at the main office) at the expense of the volunteer. In addition, proof of a negative TB test is required, which must be renewed every four years.

The school will make every effort to involve parents and members of the community who want to volunteer their time and expertise. However, it is not always possible to accept every offer from an interested volunteer. In the event that there are more volunteers than there are needs, school employees will make decisions based on what best meets their objectives for their classrooms and the students.

