

Parent-Student Handbook

2023-24



P.O. Box 711
5555 Nicasio Valley Road
Nicasio, CA 94946

☎ (415) 662-2184 📄 (415) 662-2250

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.

Nicasio School

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

Principal

Barbara Snekkevik
bsnekkevik@nicasioschool.org

Office Manager

Beth Wolf
office@nicasioschool.org

Office Hours

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

Class Schedules

Regular Day		Minimum Day	
Student Drop-off	8:25 -8:40 am	Student Drop-off	8:25 am-8:40 am
Classes Begin	8:40am	Classes Begin	8:40am
Morning Recess	10:15am – 10:30am	Morning Recess	10:15am – 10:30 am
Lunch	12:00pm – 12:40pm	Lunch	12:00pm-12:40 pm
Dismissal TK	12 pm	Dismissal TK	12 pm
Dismissal K	1:30 pm (<i>M-F</i>)	Dismissal Grades K-8	1:30 pm
Dismissal Grades 1-8	3pm (<i>M, T, TH, F</i>)		
Dismissal Grades 1-8	2pm (<i>Wednesday</i>)		



Our School Community

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 as 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

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. **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

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

Morning supervision is provided in the classrooms between 8:30am and 8:40am, as well as on the yard 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 welcome 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

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 2nd and April 2nd 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 1st grade.

Kindergarten

To be eligible for kindergarten, a child must be five (5) years of age on or before September 1st 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

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.

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, gang-related, 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

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) 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 (Fridays)

Every Friday, 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 Friday 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 Friday 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

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.

Designated Language Instruction Program

Nicasio School's Designated Language Instruction Program offers additional support primarily to students who are learning English as a second language. Students who participate in the Designated Language Instruction Program do so in their regular classroom during designated English language development time. Students are assigned to the program based on their individual language needs.

Computer and Internet Use

All parents and students in grades K-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 K-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

Beginning in the 2022–23 school year, Education Code (EC) 49501.5 requires public school districts, county offices of education, and charter schools serving students in grades TK–12 to provide two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price meal eligibility.



In order to comply with this requirement, Nicasio School District is partnering with Shoreline School District. Meals will be provided during each school day to students whose families have requested a meal.

All other 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 11:50 am. 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

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 students at risk of not meeting trimester benchmarks. 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 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)
- 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.*

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.

Student Health and Safety

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.

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 1-800-300-8086. Additional information can be accessed at <http://www.kickitca.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 7th 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 year, 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



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.
- Register for Alert Marin (through the Marin County Sheriff's Office) and Nixle (www.nixle.org) to receive notices of emergency situations



- Consider following on Twitter organizations such as the Marin County Sheriff (@MarinSheriff), CHP Marin (@CHPMarin), and the West Marin Feed (@WestMarinFeed) for up-to-date information during an emergency

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

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 who are fully-vaccinated against Covid-19 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.

