

Green Valley

Elementary School



2024 - 2025

Parent and Student Handbook

2380 Bass Lake Road, Rescue CA 95672

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Dear Parents/Guardians and Students:

Welcome to Green Valley Elementary School! We are all excited to begin the 2024-2025 school year.

As you arrive, you will see that construction has been completed. We are excited to have a new TK classroom and staff room.

The link between home and school communication continues to be vital for student success. This handbook has been prepared to help answer your questions and to give suggestions that will make this a safe and productive year.

There are procedures and regulations that are outlined in this handbook that are mandated by state law, (e.g. the truancy law). This information is to help you be aware of guidelines that we all must follow to protect our children.

Information will be communicated weekly through our "Gator Gazette" email to families. Teachers will also send information home in Gator Folders. Please check for forms and notes in backpacks. With school staff, parents and students working together, we know this year will be a success.

We are dedicated to making Green Valley Elementary a school that fosters learning, character development and self-confidence for all students.

Go Gators!!!

Warmly,
Michelle Winberg
Principal

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General Information

Arrival and Departure Times

Students should arrive at school between 8:40 and 8:50 a.m. unless they are participating in the breakfast program, which begins at 8:30 a.m. Students should safely depart school grounds by 3:25 p.m. Supervision is only available for students participating in a scheduled after-school activity. During school hours, students must remain on school grounds at all times (lunch and recess included) unless signed out in the office.

Articles from Home

Electronic devices, games, any type of playing or trading cards, toys, jewelry, radios, and money should not be brought to school. These items may be confiscated at the discretion of staff to be picked up by parents in the office. We are not responsible for any loss or damage to these items.

Changes of Address, Emergency Contacts, Telephone or Cell Phone Numbers

The school must be notified immediately of changes to your home address, home telephone number, cell phone numbers, and work phone numbers. We need current information in order to contact you in the case of an emergency. Parents and guardians are able to make these changes on AERIES.net or through the RUSD website's Parent Portal. We are not able to release your child to anyone who is not listed as an emergency contact in AERIES.

Emergency School Closure

If school closure is necessary during school hours, Rescue Union School District will:

- activate our parent notification system as soon as possible
- activate radio/television information network
- alert transportation department regarding any necessary transportation modifications

PARENT NOTE: If school closure is necessary and your children must return home early, please discuss with them any procedures they should follow once they arrive home.

Lost and Found

Parents are strongly encouraged to label jackets, sweaters, sweatshirts, lunch boxes, and other items for proper and quick identification. At the end of each trimester, unclaimed items will be donated to a local agency. (ie: Hospice, Goodwill, etc.) Lost and found is located in the Plumb Center.

Medication

Medication at School:

Written authorization by the healthcare provider and the parent/guardian is required for students to take medication at school. For your convenience, Rescue Union School District "Medication at School" form is available on the District website and is also available in our school office. Medication includes both prescription and over the counter remedies, nutritional supplements, and herbal remedies. All medication must be brought to the school in the original container or prescription bottle. An adult must bring the medication directly to the school office. Medication may not be transported by a student, or be in the student's possession while at school. The only exception is emergency medication that the healthcare provider has authorized the student to carry. Written authorization by the healthcare provider and the parent/guardian is required each school year or if the medication or dosage changes during the school year.

Emergency Anaphylaxis Treatment

Annual Notification to Parents

California Education Code 49414 authorizes Rescue Union School District to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to ensure the student's health and safety at school. Therefore, the Rescue Union School District has adopted a policy for standing orders or to provide life-saving epinephrine to students who are in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

Minimum Day/Early Release Day

Early Release days are scheduled to provide time for teachers to participate in collaboration and staff development. Students will be released at 2:10pm every Wednesday. Minimum Days are scheduled to conference with parents, or complete report cards. Students are dismissed at 12:55 p.m. on minimum days. Early Release and Minimum Days are listed on the RUSD calendar.

Right of Access to Student Records

To inspect, review or obtain copies of student records, authorized persons shall submit a request to the school. Within five days following the date of request, an authorized person shall be granted access to inspect, review and obtain copies of student records during regular school hours. (EC 49069) All records must be viewed inside the principal's office. They may not leave the building.

School Meals

The Rescue Union School District participates in the National School Lunch Program and the School Breakfast Program. As a result of new legislation and funding from the State, Rescue Union School District (and all schools in the state) will continue to provide free breakfast and lunch to all students for the 2024-2025 school year. Students may also bring their lunch from home. Milk will be available for purchase for students who bring their own lunch. The breakfast and lunch menu are available on the district website (www.rescueusd.org)

Substitute Teachers

Substitute teachers are to be considered honored guests at Green Valley School. Students should see that every courtesy and assistance is offered substitutes in order that their visits to our school are pleasant and happy for them as well as profitable for the students.

Telephone Usage

The classroom and office telephones are for school business. Students will not be allowed to use the phones to schedule playdates.

Cell Phones and Electronic Accessories

Students may possess cell phones and phone watches on campus for use after school. All electronic devices (including cell phones, smart watches, ear pods, etc...) must be turned off during the school day and put away in backpacks or bags and Smart Watches must be in school mode. Phones and ear pods, etc. are not to be kept on students. The school day begins when the student arrives on campus; however, if a student needs to check-in with a parent when he/she arrives at school, he/she may do so in the office. Cell phone use is permitted ONLY after the school day. Students using a cell phone during school hours for calls, texting, photography, video recording or playing, etc will result in having their cell phone kept in the office until the end of the day. If there are repeat violations, the item will be held in the office until a parent or guardian is able to pick it up. Please do not call or text your student during school hours. If you need to contact your student (in the event of an emergency), please go through the office in order to not disrupt class.

No electronic listening or recording device may be used in a classroom without the teacher and administrator's permission (Board policy 1250 a).

Electronic interactive games, cameras, and laser pointers are not allowed. Please leave all toys at home. All electronic devices that are found in use during the school day, without permission, will be taken to the office for parent pick-up. The school is NOT responsible for lost, stolen or damaged electronic devices.

Visiting the School/Classroom Interruptions

It is very important that we know who is on campus. All visitors are required by State Law to check in at the office, and must wear a visitor badge while on campus. If you are bringing a lunch or materials during the day for your child, please bring them to the office to avoid classroom disruption.

***Volunteers**

We love volunteers! Please complete a District Volunteer form so you can volunteer at our school. Due to District liability policies and school safety procedures, please refrain from bringing siblings or other children to school while volunteering on campus. Please arrange to leave small children at home – this includes classroom parties.

Note: All parent volunteers must be screened for Tuberculosis, and complete a District Volunteer form. If you plan to attend a field trip, or to work with children in small groups, you must be fingerprinted. DOJ and FBI clearance is required prior to attending any field trip. DOJ/FBI clearance is good for the entire time your students attend any Rescue Union School District school.

Yard Duty Supervisors

Yard Duty and other staff on supervisory duty are responsible for the conduct of the students while they are on duty. They care very much about our Gators. Students should follow their directions at all times and be respectful of all yard supervisors.

Academic Programs

Assessment Strategies and Testing

A variety of strategies are utilized to assess student learning including, performance-based assessments, teacher observation, quizzes, homework, and tests. Smarter Balanced Assessment Consortium (SBAC) assessments are administered to every student in 3rd – 5th grades. This standardized test helps measure students' academic proficiencies in Math and English-Language Arts.

California Common Core State Standards

Green Valley School is committed to preparing our students for the 21st Century. Educational standards describe the academic skills students must learn and demonstrate to be considered proficient in each grade level. California has adopted the Common Core State Standards (CCSS).

Instructional Materials

State approved textbooks and curricula are adopted by the Board of Trustees. The District has a process for the review and adoption of textbooks, which ensures adequate supply, and current, up-to-date materials. Additional funding is utilized to augment the basic program with support materials. Specific questions regarding our instructional materials can be asked of our teachers and administration.

Athletic Guidelines



Participating in organized athletics at Green Valley School is a wonderful opportunity. We value the positive experiences our students will gain by participating in Cross Country (3rd – 5th), Volleyball (4th, 5th) and/or Basketball (4th-5th). Those who plan to participate in athletics must be aware of the following:

Student athletes must work to show “The Gator Way” of being respectful, being responsible and being safe. Great character is a must for our athletes!

Participating in Green Valley athletics is a privilege. Students must attend practices and events consistently and follow the rules, guidelines and expectations of their coach and principal.

In order to participate, we require parents and guardians to bring proof of medical clearance from a family physician. Please provide medical clearance by the first practice (for each sport).

Student athletes must demonstrate great effort in school. If a student is not completing work to the best of their ability, they will be placed on academic probation and may not be allowed to participate. Students on academic probation (if allowed to remain on the team) will be required to turn in a weekly update to the principal or coach. The principal may decide to bench a student athlete, at any time, due to poor academic effort or behavior.

Student athletes must work to be role models and follow all school rules. Students who demonstrate poor behavior may be benched from practice(s) and games or removed from the team. The principal, with input from the teacher and coach, will decide if a student’s misbehavior will result in athletic consequences.

A Sport Physical Examination Form can be found on page 28. It can also be accessed on the RUSD website.

Attendance

Attendance and Absences

Regular attendance at school is critical for your children so they can derive full benefit from the instructional program. Research overwhelmingly shows a causal connection between elementary student attendance, grade level reading proficiency, and lifelong learning success. **Should your child be absent, please call the school (677-3686) by 8:55 a.m. to report the absence.** If poor attendance becomes an issue you will receive notification to meet and discuss solutions and supports.

If a child will be absent for five or more days, an Independent Study/Student Contract may be requested to excuse the absence. If approved, the student will complete work that is assigned during the absence and credit can be given for attendance. **Contracts should be arranged with the office and teacher a minimum of 5 school days in advance of scheduled absences** (BP 6158). The student must complete all the work to receive attendance credit. A contract may be denied if prior requested contracts were not completed, resulting in unexcused absences.

Tardiness and Truancy

A student is **tardy** if he or she is not at lineup by 8:55 a.m. All students arriving late must check in at the office before going to class. Tardies result in loss of learning time and create class disruption. Students or parents must provide a reason for the tardy when checking in with the office staff.

Tardies of 30 minutes or more are considered **truant tardies**. Being checked out of school for 30 minutes or more during the day is also considered **truant**. Students with three incidences of truancy and/or **unexcused absences** are considered a **truant**. A student is **habitually truant** when absent 5 days without a valid excuse and **chronically truant** if absent without a valid excuse at least 10% of the school year. **Chronically absent** students are those who are absent for any reason at least 10% of the school year.

Drop Off and Pick Up Procedures

In an effort to maximize safety while providing an efficient routine, we have developed a process, which is subject to change as needed.

Bus Procedures

Students are dropped off and picked up on Foxmore Lane.

- Upon arriving at school, the bus will be met by a yard supervisor who will walk all students to the blacktop or to the Plumb Center for breakfast.
- At dismissal, a staff member will walk the kindergarten students from the K building to the bus where the driver will have them load the bus.
- All other students will line up at the top of the stairs by room D6. A staff member will accompany students to the bus on Foxmore Lane where the driver will have them load the bus.

Student Drop Off Procedures

- The drop off area is located in front of the school office.
- When entering the parking lot, please pull forward and drop off students in front of the school office or multipurpose room.
- Hug and go quickly.
- Drop off of students is **not** permitted in the staff parking lot at any time.
- Always obey crossing guards and vehicle codes.
- Smile, and be patient, our kids are watching.
- Please do not park and walk with your student through the parking lot.

Student Pick Up Procedures

- The pick-up area is located in front of the school office.
- Obey crossing guard directions and vehicle code.
- When entering the parking lot, turn right and circle through the staff lot. Next, pull forward to the front office or multipurpose room.
- Staff members will direct students to their vehicles once the cars are in the designated pick up zone.
- Parents pulling up to the pickup area in front of the school office should remain in their cars.
- If it is necessary to exit the car, find a legal, safe parking space located in front of the office.
- Student pick up is **not** allowed in the staff parking lot at any time. Please do not park in the office parking lot at dismissal to pick up your child. It is not safe to weave your way through the parking lot and it disrupts the flow of the pickup procedures. If you choose **not** to use the pickup loop, please meet your student on Foxmore Lane.

- Parents who choose to park on Foxmore Lane must safely escort their child across the street.
- Student pick up is not allowed in the bus zone.
- Please do not walk with your student through the parking lot.

The drop off and pick up time is the busiest time of the school day. Please exercise patience and caution when entering the parking lot and approaching the crosswalks. Please allow extra time for drop-off and pick-up. Safety is our top priority!

- Be Respectful
- Be Responsible
- Be Safe

Dress Standards

"The Governing Board expects that students will present themselves in a manner which will not disrupt the educational program of the school. Their appearance should be neat, clean and acceptable to the general society and in keeping with the activities at the school. The Governing Board considers this to be a judgment area of the site administrator of the school (BP 5132)."

The Dress Standard applies to all school days and all school activities. Clothing should be comfortable, clean, and appropriate. The following guidelines are based upon safety and the idea that grooming and clothing should not be distracting to others:

The school administration recognizes that fashion trends may pose challenges for students in finding appropriate clothing; however, it is important to maintain a proper learning environment. Parents/guardians and students are requested to take the proper steps to ensure their clothing meets the standards of the dress code. Whether clothing meets dress code guidelines will be determined by the way the clothes fit as the student participates in the regular activities of the school day (e.g. walking, sitting, standing, playing on playground equipment, or moving about). The appropriateness of clothing in question as per this dress code will be left to the discretion of the school administration (RUSD board policy 5132).

The following guidelines apply to all regular school activities:

1. Shoes must be worn at all times. Comfortable shoes, snugly fit and secured, covering the entire foot are strongly encouraged. If sandals are worn, they must be securely held in place with an ankle strap. Staff reserves the right to hold students wearing sandals from recess activities and equipment, if concern arises. No flip flops or shoes with wheels are allowed. **All students are required to wear appropriate athletic shoes during PE instruction.**
2. Clothing, jewelry, and personal items shall be free of writing, pictures, or other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, or religious prejudice or promote the use of drugs, alcohol, tobacco, or violence.

3. Hats, caps, hoods, and other head coverings shall not be worn indoors. Hats may be worn outdoors and must face forward. Exceptions will be made for medical or religious reasons.
4. All clothing shall be within the bounds of decency and good taste as appropriate for school.
 - Garments shall be sufficient to conceal undergarments at all times.
 - No bare midriffs, low-cut or revealing tops, halter tops, tube tops, “off the shoulder” tops, “see-through” or “fish net” tops or shirts.
 - Pant/shorts must fit at the waist and not necessitate the use of a belt.
 - Head scarves and bandanas may not be worn (unless for religious purposes).
 - Chains of any kind and clothing or jewelry with protrusions that could be considered dangerous may not be worn.

Parent Involvement Opportunities

Following is a partial list of various programs in which parents can volunteer to participate:

School Site Council

The School Site Council, a governing body within our school, is composed of parents, school employees (both certificated and classified), and members of the community who are elected for a two-year term of office. The main purpose of the SSC is to monitor the progress of the Single School Plan and to modify it, if necessary, in order to provide the best education program possible for every student.

Safety Committee

The Safety Committee promotes safety awareness, update emergency preparedness procedures and address various safety concerns as they arise. Membership on the committee includes staff and parents who also serve on School Site Council.

English Language Advisory Committee (ELAC)

This parent committee was established in 2002-2003. State law requires that when there are 21 or more English Learners at a school site, there will be a functioning English Language Advisory Committee. The members of this committee provide input, which helps develop the educational plan for English Learners.

Parent/Teacher Organization (PTO)

The Green Valley School PTO provides a great service to the students of Green Valley School. Special programs such as the Harvest Festival, Gators on the Green, Walk-a-Thon, Gator Grub Nights, movie nights, and staff appreciation have all been part of the role that the PTO plays at Green Valley School. Please become a member today!

Intel Volunteer Matching Gifts

Individuals who work for Intel are given incentives to volunteer at Green Valley School. For every twenty hours an employee volunteers, Intel makes a cash donation to our school. The volunteer time can be used in various ways; tutoring or mentoring for

academic study, chaperoning field trips, in-class presentations, assisting with facilities improvements, classroom volunteering, or being part of PC Pals program.

LCAP Parent Advisory Committee

The LCAP Parent Advisory is a District Committee that provides recommendations to the Superintendent regarding District programs and funding.

Home/School Partnership

Green Valley School depends on the cooperation and support of the home to help make an ideal environment where children can grow and learn. Students, staff and parents all have responsibilities so that this can occur. Our expectations are that:

Students will respect the adults who supervise them and their classmates, maintain regular attendance, follow all school rules, and always strive to do their best.

Staff will follow the goals, objectives, and guidelines of the elementary program, supervise students to maintain the kind of school environment that contributes to a positive learning experience, and evaluate programs aimed at the improvement of education.

Parents will encourage their children to study, support school goals and programs, and participate, whenever possible, in school activities.

If an Issue Arises Regarding Your Child

Should a difficulty or problem arise regarding your child, we ask that you use the following process to solve it as expeditiously as possible. First, request a telephone or personal conference with your child's teacher. Almost all issues and problems can be resolved at this level. If resolution of the problem or concern is not reached at this conference, or the concern does not involve a teacher, contact the school administration regarding the situation. Parents may request a conference with any teacher by sending a written note, email, or by leaving a telephone message indicating the nature of the concern. Immediate effective communication fosters partnership between home and school and is one way of modeling similar home/school values to the students. Any concerns, which are not related to the classroom, should be brought to the attention of the administration. Rescue Union School District has a formal complaint procedure. The information and forms can be obtained from the school office.

Messages for Students during School

Please finalize plans for your student's child care, transportation, lunch plans, etc., before your child leaves for school each day and make sure your child understands what to do on a daily basis. It is understood that there will be times when an **emergency** makes it necessary for phone calls from parents with personal messages for their children. At such times the office staff will make every effort to make sure the student receives the message.

Parental Custody

The school requires that parents file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

School Information System

Rescue Union School District's web page provides parents with access to District and school information 24 hours a day. The web site can be accessed at the following address: <http://www.rescueusd.org>

PBIS (Positive Interventions and Support)

Also known as, "The Gator Way."

This year at Green Valley we will be continuing to implement PBIS (Positive Behavior Interventions and Supports) otherwise known as "The Gator Way". Students will be taught to behave according to "The Gator Way" and the three school-wide expectations of Be Respectful, Be Responsible, and Be Safe. When students follow "The Gator Way", teachers are able to teach in an environment conducive to teaching and students are able to learn in an environment that is comfortable and safe. Students will be explicitly taught what Being Respectful, Being Responsible and Being Safe looks like in all areas of our school. (ie: library, lunchroom, playground, classroom, assemblies etc.

Green Valley Elementary School



PBIS—WHAT IS IT?

P.B.I.S. Stands for Positive Behavior Interventions and Supports.

There are three main parts to PBIS:

1. Teaching appropriate behavior throughout the school building
2. Providing interventions when behavior expectations are not met
3. Recognizing students when behavior expectations are met

PBIS uses practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. The approach focuses on "catching the child being good," using "teachable moments," redirection, and acknowledging accomplishment as opposed to a punitive format. Negative consequences are built into the program, but the emphasis is on positive outcomes.

The Gator Way

The foundation for PBIS at Green Valley is "The Gator Way" which includes three building wide expectations:

- Be Respectful
- Be Responsible
- Be Safe



Throughout the school year, students will be taught "The Gator Way" and the three school wide expectations. Teachers and staff will help students learn what the expectations "look" and "sound" like in every school setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become embedded in our instruction. We are using instructional videos created and performed by the staff to teach expected behaviors at school.

Positive Recognition

Our staff will be teaching, redirecting, and re-teaching these desired behaviors at the beginning of the school year until each student knows exactly what is expected of him / her in all locations throughout the School. Students will be rewarded throughout the day for positive behavior. This is what we mean when we say we will "catch the student being good" by showing expected behavior and demonstrating "The Gator Way. Positive recognitions will include, but not limited to, the use of our GATOR GOLDS. They can be earned in all locations throughout the school. Students may choose to enter Gator Raffles once a month or save 3 Gator Golds and take a #selfie with a teacher!

P.B.I.S.—WHY IS IT IMPORTANT?

When students for "The Gator Way" of Be Respectful, Be Responsible, and Be Safe, teachers are able to teach in an environment conducive to teaching and students are able to learn in an environment that is comfortable and safe.

The Gator Way

YOU are now a **GATOR** with gator **FRIENDS**, and are part of our gator **COMMUNITY**. We have gator **RULES** and a gator **WAY** of doing things. So, when it comes time to make a decision, ask yourself, "What would a gator do?" Then, you will make a good **CHOICE**, get good **RESULTS**, and enjoy a **GOOD TIME**. So, put on your best gator **SMILE**, because every day is a **GREAT** day to be a **GATOR**!

YOU, the parent or guardian, are critically important in supporting PBIS at Green Valley and with your student. We need your support in redirecting, reteaching, and providing positive recognition and reinforcement.



WHAT CAN YOU DO TO HELP OUR STUDENT STAY ON THE PATH TO POSITIVE BEHAVIOR?

- Review "The Gator Way" with your student. (Be Respectful, Be Responsible, Be Safe)
- Every day, ask your student about his/her day at school.
- Make sure your student is ready to learn every day.
- Ensure a good night's sleep.
- Provide a quiet time and space for your student to do homework and read nightly.
- Keep in touch with your student's teacher.
- Encourage your student to use appropriate language and tone.
- Practice positive phrases with your student, such as, "Thank you," "Excuse me," "Please," and "I'm sorry."
- Attend PTO meetings and other school activities as your schedule allows.

P.B.I.S.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

- This program is focused on acknowledging students for consistent positive behavior.
- Direct instruction of expected behaviors will occur throughout the school year.
- Routines and universal language with respect to appropriate school behavior are consistent throughout the school setting.
- Problem behavior will be responded to with consistent consequences that are focused on re-teaching the expected behavior.

Green Valley Elementary School

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Character Building and Positive Discipline

Teachers, staff and administration at Green Valley Elementary work to promote and maintain a safe, structured and nurturing environment for our students. Character building and positive, proactive discipline and social/emotional support are important aspects of our program. The methods and resources listed below are currently being used to create a community of student learners who are caring, polite and well-behaved.

- *Gator Manners* are taught and posted in Plumb Center:
 - *Always say "please", "thank you", and "excuse me."*
 - *Greet others as you walk by*
 - *Open doors for others if you arrive there first*
 - *Pick up trash when you see it; then wash your hands*
- "How Full is Your Bucket?" is a positive character building program that teaches children about the invisible bucket we all have over our heads. Treating one another with respect, manners and caring adds drops to our buckets. Treating others badly causes drops to fall from our buckets. Gators are taught to fill one others' buckets! The principal, teachers and staff work to teach students how to *fill buckets*.
- Character traits (respect/cooperation, responsibility, self-control, thankfulness, helpfulness, trustworthiness/honesty, kindness/caring, perseverance, integrity and patience) are taught to all students throughout the year. Teachers read and discuss stories which focus on each trait. Students will be celebrated monthly.
- Grade level "Rules Assemblies" are conducted by the principal throughout the year to share and discuss procedures, encourage good choices and review important rules.
- Bullying is NOT allowed at Green Valley School! Age appropriate anti-bullying books are read to each class by school counselors (and, in some cases, by the teacher) to define bullying, increase bullying awareness, identify the roles of the victim, bully and bystander and to discuss steps to stop bullying behavior. Our school counselors provide classroom guidance lessons to every class on bullying.

No Bullying or Harassment

- At Green Valley School we practice and maintain a no bullying campus. Visual reminders encourage students to be respectful of their peers, teachers, and adults.
- We encourage respect and commit ourselves to NO BULLYING! Classroom lessons and school programs regarding bullying are taught throughout the school year.

NO BULLYING AT GREEN VALLEY SCHOOL

RESPECT	DISRESPECT	BULLYING
		

If you experience bullying, remember ABCD !

Awareness – Is this grumpy behavior, disrespect or bullying?

Back off and breathe—Take a breath and a brain break

Choices --Use your words

--Ignore and walk away

--Show a sense of humor

--Tell an adult

Do It! --Follow through with your choice!

--Show good character!

--Don't let a bully have the power to bring you down!

Bicycles/Skateboards

- Bicycles must be walked at all times on the school campus.
- Walk your bicycle across the crosswalks.
- Lock your bicycle at the bicycle rack located outside the school office. This includes adults who are meeting/picking up students.
- No bicycle riding, skateboarding, or skating on school grounds before, during or after school.
- Helmets are required by state law.

Scooters

- Fold up and carry and/or walk scooters on school grounds.
- Scooters should be locked in the bike rack in front of the school office.

Walking to/from school

- Walk on the sidewalk.
- Cross streets using the crosswalks.
- Walk facing the traffic whenever possible.
- Obey all traffic laws and crossing guards.

Filing a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630) A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630) The complaint shall be presented to the Superintendent or designee who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Thank you for carefully reading our Green Valley School Parent and Student Handbook. If there are any questions or concerns, please contact the office so we may be of assistance. We look forward to a wonderful year!



STUDENT MEDICATION PERMISSION FORM

Student Name: _____ Date of Birth: _____ Grade: _____

ALL medications (including Over-The-Counter medicine and prescriptions) require a new permission form **EVERY year**. New dosage requires an updated form. A parent can terminate medications at any time. **A physician/medical provider's order is accepted if details are complete and parent signs this form.** For more information: <https://www.cde.co.gov/ls/he/hn/documents/medadvisory.pdf>

PARENT/GUARDIAN: Please review, sign & provide a completed Physician Statement for medications at school (below or attach):

- **Medications** must be brought in original container with pharmacy label matching the student and order.
- **Student's family** is responsible for replacing expired or empty medications.
- **This form authorizes school nurse or health clerk to communicate with ordering physician or pharmacist regarding medications.**
- I understand a credentialed school nurse **IS NOT** on campus daily. Designated school personnel will administer medication per written authorization. Your signature will allow school personnel, pursuant to CA Education Code, Section 49423, to assist your child with medication administration at school per Physician Statement (below or attached).
- I release Rescue Union School District (RUSD) and personnel from civil liability if the student suffers adverse reactions by medications.
- **I understand that MEDICATIONS THAT ARE NOT CLAIMED ON LAST DAY OF SCHOOL WILL BE DISCARDED**

Parent/Legal Guardian Printed Name: _____ Signature: _____ Date: _____

PHYSICIAN'S STATEMENT: This student should be given these medication(s) Please complete additional forms for additional medications.

MEDICATION & ROUTE OF ADMINISTRATION	DIAGNOSIS	DOSE	TIME and/or FREQUENCY	POSSIBLE SIDE EFFECTS	DURATION
1			☐ _____ am ☐ _____ pm ☐ Q _____ Hours PRN: _____	☐ ↑ HR ☐ HA ☐ Drowsiness ☐ Other: _____	☐ School Year ☐ Other: _____
2			☐ _____ am ☐ _____ pm ☐ Q _____ Hours PRN: _____	☐ ↑ HR ☐ HA ☐ Drowsiness ☐ Other: _____	☐ School Year ☐ Other: _____
3			☐ _____ am ☐ _____ pm ☐ Q _____ Hours PRN: _____	☐ ↑ HR ☐ HA ☐ Drowsiness ☐ Other: _____	☐ School Year ☐ Other: _____

Is student able to self-carry/administer permissible medication (inhaler, epi, or glucagon)? ☐ No ☐ Yes **Circle which med(s) 1 2 3**

Additional information/concerns: _____

Physician/Medical Provider's Signature: _____ Date: _____

Physician/Medical Provider's Office Address: _____ Phone#: _____

School Nurse Reviewed Order (Name): _____ Signature: _____ Date: _____

RUSD Nurses: 530-672-4830, Fax 530-672-1889	☐ Lakeview Elementary: 916-941-2600, Fax 916-941-3826
☐ Green Valley Elementary: 530-677-3686, Fax 530-677-6532	☐ Rescue Elementary: 530-677-2720, Fax 530-677-9705
☐ Jackson Elementary: 916-933-1828, Fax 916-933-5569	☐ Marina Middle: 916-933-3993, Fax 916-933-3995
☐ Lake Forest Elementary: 916-933-0652, Fax 916-933-0654	☐ Pleasant Grove Middle: 530-672-4400, Fax 530-677-5829

RUSD MEDICATION FORM is based on California Education Code Section 49423: Administration of Prescribed Medication for Pupil: Notwithstanding the provisions of Section 49422, any pupil who is required to take ANY medication while at school may be assisted by school personnel however, they must provide a written physician's statement detailing use of the medication (**including OTC**), and include the method, amount, timing, of the medication to be taken. Parental or guardian permission on our district form is also required. The written statement **MUST** be renewed annually OR if there are any changes to the given medication as initially prescribed.