

Blue Oak School

K-8 WALDORF-METHODS PUBLIC CHARTER SCHOOL



Parent Handbook

2015-2016

Blue Oak School Parent Handbook

This Handbook is an overview of Blue Oak School's procedures, policies, and guidelines. It is meant to be a resource to Blue Oak families and address the most frequently asked questions. It is organized alphabetically (from A-Z). Any section that is **starred** * signifies that it is a way to fulfill some of your participation hours.

More detailed information can be found in our school Charter document, available on the school's website. If after reviewing both these documents you have further questions, please contact a member of the staff. A school directory is included here for your convenience. You may also find the governance section of this handbook helpful in guiding you to whom to take your questions and concerns.

School Directory

Administration & Staff - Call 879-7483

Executive Director	Nathan Rose	nathan@blueoakcharterschool.org	x. 2004
Student Services Director	Stephanie Nichols	stephanie@blueoakcharterschool.org	x. 2003
Education Director	Shannon O'Laughlin	shannon@blueoakcharterschool.org	x. 2006
Business Manager	Cyd Orneallas	cyd@blueoakcharterschool.org	x. 2002
Registrar	Maggie Buckley	maggie@blueoakcharterschool.org	x. 2037
Front Office Receptionist	Amber Bass	amber@blueoakcharterschool.org	x. 2001
Administrative Assistant	Kate Holmes	kate@blueoakcharterschool.org	x.2008
Attendance Clerk	Heather Rose	heather@blueoakcharterschool.org	x.2006
Health Aide	Linda Sundberg	linda@blueoakcharterschool.org	x.2007
Counselor	Genesee Salamon	genesee@blueoakcharterschool.org	x.2037
Custodian & Maintenance	Jim & Kris Fortado	jim@blueoakcharterschool.org	
Nutrition Program Coordinator	Michelle Holcombe	michelle@blueoakcharterschool.org	x.2039
Chico Unified Special Education Teacher	Kelly Fellner	kfellner@chicousd.org	x.2009
Library Tech	Emily Swanson	emilyswanson@blueoakcharterschool.org	x.2025

Faculty & Additional Teaching Staff - Call 879-7483

K- Teacher: Susan Whittlesey swhittlesey@blueoakcharterschool.org
Aide:
Aide: Cheryl Parker cparker@blueoakcharterschool.org

K- Teacher: Aide:	Cheryl Grant Heather Bonea	cgrant@blueoakcharterschool.org hbonea@blueoakcharterschool.org
K-Teacher: Aide:	Barbara Roberts Joe Perez	broberts@blueoakcharterschool.org joeperez@blueoakcharterschool.org
1 st Grade: Aide:	Ally Welch Zach Cowan	awelch@blueoakcharterschool.org zachcowan@blueoakcharterschool.org
1 st Grade: Aide:	Jacob Carr Autumn Fields	jcarr@blueoakcharterschool.org afields@blueoakcharterschool.org
2 nd Grade: 2 nd Grade:	Michael Antuzzi Brittany Jones	mantuzzi@blueoakcharterschool.org bjones@blueoakcharterschool.org
3 rd Grade: 3 rd Grade:	Jennifer Robertson Ashley Masula	jrobertson@blueoakcharterschool.org amasula@blueoakcharterschool.org
4 th Grade: 4 th Grade:	Sarah Lee Katherine MacLeod	slee@blueoakcharterschool.org kmacleod@blueoakcharterschool.org
5 th Grade: 5 th Grade:	Ginger Chew Kari Madera	gchew@blueoakcharterschool.org kmadera@blueoakcharterschool.org
6 th Grade:	Elska King	eking@blueoakcharterschool.org
6 th Grade:	Lyndsay Klipfel	lklipfel@blueoakcharterschool.org
7 th Grade: 7 th Grade:	Brianna Lee Nick Meier	blee@blueoakcharterschool.org nmeier@blueoakcharterschool.org
8 th Grade: 8 th Grade:	Jennifer Adams Rebecca Stevens	jadams@blueoakcharterschool.org rstevens@blueoakcharterschool.org
Games & Movement:	Robert S (Mr. S)	robertstupey@blueoakcharterschool.org
Music:	Max Stout	mstout@blueoakcharterschool.org
Spanish:	Thea Beiling	tbeiling@blueoakcharterschool.org

Strings: Shelley Fairchild sfairchild@blueoakcharterschool.org

Handwork: Claire Fong clairefong@blueoakcharterschool.org

Woodwork: Alex Holcombe

Reading Intervention: [TBD](#)

Reading Discovery: Shannon Walker shannonwalker@blueoakcharterschool.org

Math Intervention: Chairun Combs ccombs@blueoakcharterschool.org

The Following list is presented in Alphabetical order by Topic

Administration & Staff Overview

The goal of the administration is to help develop and maintain a high quality staff, faculty, and overall learning environment. They aim to maintain sound employment practices by continually implementing and developing sustainable school policies & procedures, so the school continues to operate efficiently, effectively, and professionally at all levels.

Administrative Assistant – Responsible for directly assisting the Executive Director with their daily responsibilities.

What to bring to the A.A.? > First point of contact for the Executive Director, schedules appointments with the Executive Director. Also responsible for all Green request forms directed to Administrative staff from parents

Executive Director – Responsible for the overall management of the school. Responsibilities include the oversight of all staff, school policies & procedures, contracts, fiscal and legal management, facility maintenance, school safety, Charter Liaison to CUSD, etc.

What to bring to the E.D.? > Issues regarding Human Resource, legal problems, budget, fees, safety, school maintenance, school cleanliness, school charter, student expulsion, website, etc.

Student Services Director – Responsible for the cultural & pedagogical management of our school. Responsibilities include supervision of the entire faculty and teaching staff, curriculum oversight, student discipline, and Events.

What to bring to the Principal? > Issues with faculty & other instructional staff, student discipline, Special Ed. (I.E.P's), Intervention needs, etc.

Business Manager – Responsible for the overall management of the day to day business operations of our school. Responsibilities include payroll, payments and fees, bookkeeping, ordering, human resources, benefits management, etc.

What to bring to B.S.C.? > Fundraising monies which are to be deposited into classroom funds.

Lunch Program Coordinator – Responsible for the overall management of our school's Lunch Program.

What to bring to the Lunch Coordinator?> Questions regarding online lunch ordering system, lunch program payment, menu choices, after school supper.

Front Office Receptionist – Responsible for answering all calls and directing all front office traffic.

What to bring to the Receptionist?> General questions, School Forms, Signing-In or Signing-out a student, etc.

Attendance Clerk – Responsible for the daily attendance records and recording all Independent Study.

What to bring to the A.C.? > Call or email them directly if your child is going to be absent.

Registrar – Responsible for the ongoing management of Enrollment.

What to bring to the E.C. > Questions regarding enrollment, required enrollment forms, and waiting lists.

After Care Program

See C.A.R.D.

After School Activities

We provide a variety of free after school programs. If you would like for your child to attend one of these, you must send a written letter with them outlining which program you would like them to attend. A current schedule may be found on the school's website.

Attendance Guidelines

Arriving Late

If your child is late, the child must get a tardy slip in the front office before going to class. If they arrive at the classroom and the door is closed, you (or your child) must knock and wait for the teacher to invite you in. This is done so that the class activity at hand is not unduly disrupted for the other students. There is an important rhythm to each school day, with an opening and a closing activity. It is extremely important that your child arrive at school on time to benefit from the entire class day.

Absenteeism

When a child does not attend school on any school day he or she is considered absent. You must notify our Attendance Coordinator each and every single day that your child is absent and communicate the reason for your child's absence. You may call or email our Attendance Coordinator directly. After three unexcused absences a child is considered "truant" and the school can legally be prompted to have the parent/guardian appear before the Butte County School Attendance and Review Board (SARB). If your child has a "planned absence" for two or more days, you should arrange for an "Independent Study Packet" for the term of their absence. - *See Independent Study for further details*

Scheduling Appointments for Your Child

When scheduling an appointment during the school week, please first consider scheduling their appointments after school hours or at the very least, after their morning "main lesson". It is ideal that each student be present when attendance is taken in the morning and able to participate in their morning "main lesson". You should consult with your child's teacher to make arrangements which are the least disruptive for the daily class rhythm.

Taking Children Out of School for Appointments

If your child needs to be taken out of school mid-day, you must sign your child out at the front desk. If you would like for your child to be picked up by an adult whom is NOT listed in your child's file, you may send a note with your child which notes the full name of the adult. Your child can be released to the adult noted once the proper identification has been provided to the front office staff. If there is no written authorization from the parent, your child will not be released to any adults not listed in your child's file.

Upon returning to school, your child must be signed in at the front desk.

Birthday Celebrations and Parties

Birthdays at our school are important for your child and the entire class community. In the early grades, teachers arrange a special classroom celebration to honor them. You can speak with your class teacher for more details. If you'd like to share a treat with the classroom, please discuss with your child's teacher ahead of time and review our school-wide "Wellness Policy" for further details.

CARD - After Care Program - “Kids on Campus”

Chico Area Recreation District (CARD) provides and runs our after school childcare services. They provide a Kindercare Program, which is held separately from the grade students and an after care program for 1st thru 6th grade. All child care services must be arranged with C.A.R.D. directly. For schedules and pricing see their website www.chicorec.com or Call (530) 895-4711.

Charter Council (BOCC) *

The Blue Oak School is governed by a 7 member Charter Council with 3 parent representatives and 4 community members. The BOCC is the entity which is held accountable for the operations of the school. It is the responsibility of the Charter Council to develop policies and put them in writing, so they serve as guidelines and goals for the successful and efficient functioning of the school.

Charter Council Meetings *

The BOCC meets regularly on the Blue Oak School campus on the 2nd Tuesday of each month at 6 pm. Anyone can attend these public meetings. If you are interested in learning more about the inner workings of our school, these meetings will give you some insight. Agendas for these meetings are on the website and posted at the front of the school at least 3 days in advance.

Class Meetings *

Throughout the school year, your child’s teacher will schedule at least three class parent meetings. Class meetings are in addition to parent-teacher conferences. These meetings aim to provide you with a classroom experience and they are a very important part of being a participating member of a Waldorf community. They give parents and teachers a chance to strengthen the loving circle around the child, by strengthening the connections between the classroom communities, and providing an opportunity for information and personal enrichment. Other childcare providers such as nannies and grandparents are welcome to attend as well.

Communication

We strive to maintain and continually improve both formal and informal channels of communication. Please feel free to check in often. Healthy communication is a shared responsibility. Don’t be afraid to ask questions, voice your concerns, and share your praise.

Calendar

Each classroom has an individual schedule of events. A school-wide calendar is available on the website and it is updated on a regular basis. The “Events Board” in the front office also provides monthly updates.

Concerns & Complaints

See Uniform Complaint Policy

Face to Face

We value face-to-face interaction and strive to make ourselves as available as possible. If you would like to talk with someone on the administrative team, please stop by the front desk to schedule an appointment. You may also find the governance section helpful in directing you as to who your concern is best taken to first. If you would like to talk with your child’s teacher, you should schedule with them directly. Each teacher is different so it is important that you speak with them regarding their preferences. There is also a monthly tea time with the Principal for question and answer time.

Forms

All forms should be available in the front office and/or on the school website. Please contact the front office if you cannot find what you need.

“One-Call Now”

This communication tool is used school wide. By using this tool we can send one message, via phone or email, to all families at one time. For example, our weekly newsletter “The Leaves” is sent out to all families each week by using this system. If during the school year you find that you are not receiving school-wide

notifications please check with the front desk to see that your contact information has been entered correctly into the system.

Telephone Contact

The school's phone number is (530) 879-7483. We have one number for all occasions with a directory of extensions. You can reach all staff by calling this number and dialing the appropriate extension.

The Leaves

This is our weekly newsletter, sent out via email to all families. Printed copies are available in the front office and you may also find a copy on the school's website.

Website

The Blue Oak website is www.blueoakcharterschool.org the website is regularly updated with current information.

Written Communications

Teachers regularly update parents with classroom letters, typically sent out via email and printed copies are made available at the classroom. Each teacher determines their own frequency, but all will provide you with classroom updates. These will contain important information about classroom activities or reminders about school events. Teachers will also post notes near their front door and/or in your child's file.

Discipline & Guidelines

We strive for clarity in our rules and expectations. We look to the Nurtured Heart Approach for inspiration and strategies as we respond to student behavior.

Classroom Guidelines

Students shall support a positive learning environment by agreeing to do what the class is doing and what the teacher is asking. Students shall complete their daily tasks and chores cooperatively, respectfully and in a timely manner. Students, teachers, and parents shall use respectful language at all times. Vulgar or rude words are not allowed, neither are spiteful nor malicious attitudes – threatening, racist, sexist, etc. Students, parents, teachers and staff will regard and treat one another with respect. Teasing, rudeness, lying, spitting, biting, cursing, mocking or mimicking are not allowed at school. Stolen or defaced property will be replaced at parental expense.

Playground Guidelines

We encourage play and exploration. While rules for playground use are designed for the safety and enjoyment of the children at the school, we try to keep it simple with three words, RESPECT, SAFETY and RESPONSIBILITY. Respect for faculty, staff and parents in supervisory positions. Safety and respect for ourselves, others, and animals. Responsibility and respect for the school grounds and facilities.

School Guidelines

The following behaviors are not allowed at Blue Oak School:
Behavior that purposely hurts others both physically and/or psychologically (hitting, shoving, bullying, put downs, etc.), gunplay, disrespect towards adults in care and/or extreme defiance towards adults in care.

The following items are not allowed at Blue Oak School:

Weapons (guns, knives), water squirt guns, hardballs and baseball bats, trading cards, electronic equipment (iPods/Gameboys/cellphones) or electronic beeping watches, lighters/matches and magnifying glasses, any other harmful objects determined by school officials or stated in Ed Code.

Note: Cell phones are not to be seen or heard. They need to be put away and turned off during school hours. Use of a cell phone on campus requires staff permission. Skateboards/skates/scooters must be put away during the school day and may not be rode during school hours. Also we discourage your child from bringing anything to the school that is expensive and can be stolen or damaged.

Disciplinary Consequences

We encourage parents to learn more about the Nurtured Heart Approach. You can find information on line at www.ChildrensSuccessFoundation.com. There are three basic components to the approach:

1. No to giving a child relationship and connection through negativity,
2. Yes to recognizing and affirming the qualities in the child that we value and appreciate, and
3. Yes to clarity in our rules, expectations, and consequences. As a community we strive to grow in our understanding and implementation of this approach.

Two key principles:

- Time- In: Create a rich relationship by genuinely, creatively, and continually energizing their successes.
- Re-Set: Create an empty, boring time which consists of the child missing out on what other students are doing. If a student cannot “re-set” in class they will be sent up to the front office. The “re-set” allows you to refuse to give energy and relationship to negative behavior. It is a consistent consequence which affords the child a chance to make better choices.
- See “*Nurtured Heart Approach*” for more information

Suspension & Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off campus; d) during, going to, or coming from a school-sponsored activity.

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all students at the School. When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School’s policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that these Policy and Administrative Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. The School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A. Grounds for Suspension and Expulsion of Students:

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while

going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence upon the person of another, except self-defense.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
9. Committed an obscene act or engaged in profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal

degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

18. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

19. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

20. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

21. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

22. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager) directed specifically toward a pupil or school personnel. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

23. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:

a) Caused, attempted to cause, or threatened to cause physical injury to another person.

b) Willfully used force of violence upon the person of another, except self-defense.

c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

e) Committed or attempted to commit robbery or extortion.

f) Caused or attempted to cause damage to school property or private property.

g) Stole or attempted to steal school property or private property.

h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.

i) Committed an obscene act or engaged in habitual profanity or vulgarity.

j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.

k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

l) Knowingly received stolen school property or private property.

m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n) Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.

o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

r) Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.

u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act (defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager) directed specifically toward a pupil or school personnel. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable student to experience substantial interference with his or her academic performance.
4. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical

violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

4. Non -Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:

a) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

If it is determined by the Governing Board that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference:

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or designee with the student and his or her parent and, whatever teacher, supervisor or school employee who referred the student to the Executive Director.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians:

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters

pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion:

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Executive Director or designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

D. Authority to Expel

A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Charter School Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the Pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

* Expulsion is a permanent and formal separation from the school. If a student repeatedly disregards the standards of the classroom and school to the degree that reconciliation is unlikely and has committed an infraction of Education Code requiring mandatory expulsion, the Executive Director will recommend to the student for expulsion to the Blue Oak School Charter Council for final approval. All expulsions are reported to the Blue Oak Authorizing agency Chico Unified School District.

The detailed Blue Oak Suspension-Expulsion Policy is available upon request and/or you can see the School Charter document for more details.

Dress Code

- Our dress code is in the process of being revised. The current recommendations are as follows.
 - Solid, stripe, plaid, and print clothing is acceptable and recommended (media icons are NOT recommended)
 - Clothing with any violent images, inappropriate words, or scary images, are not permitted
 - Shorts, skirts, and dresses must be of an appropriate length
The length of skirts & shorts are longer than where their hands reach the sides of their legs while standing up straight
 - Shirts must cover the student's midriff
- Shoes must have a back strap in order to allow for running and movement and no open toed shoes
 - Flip-flops or sandals are not permitted
 - Light-up shoes and roller shoes are not permitted
- Make-up, hair coloring, or piercing (other than ears) is not permitted in grades K-5
Hats are permitted if they meet all the dress code requirements - *Faculty may require them to be removed during class time*

* If a student comes to school dressed in any way that does not meet the Dress Code requirements, school staff will send them to the front office to change or adjust their clothing as needed. Your concerns or questions regarding the Dress Code may be directed to the front office.

Drop Off & Pick Up Guidelines

Grades 1-8

You may drop off your child, following the drop-off procedure, or park and bring your child in to school. You may drop off your child no earlier than **30 minutes before the start of school at 7:40 AM**. Please allow for enough time to assure that your child is on time for school and for the morning greeting. You must pick up your child no later than **15 minutes after the end of school or 3:30 PM**. You may park and wait for your child outside their classroom or arrange with them to meet you in a designated area for pick up. It is best to communicate with their teacher so that everyone is clear on what your practice is. If your child is not picked up on time they will be delivered to the front office to wait for you.

If you are late picking up your child, they will be taken to the front office where they will wait for you. If Blue Oak staff must supervise your child after regularly scheduled pick up hours (3:30 PM or Thursday 1 PM), you will be charged a childcare fee at the hourly rate of that employee.

If your child is attending an after school program provided by Blue Oak you must pick up your child no later than 15 minutes after the program is scheduled to end.

Kindergarten

Kindergarten has different start and end times. It is recommended that you walk your Kindergartener into the Kindergarten yard and pick them up outside their classroom.

**See School Hours of Operation for more information*

Drop Off & Pick Up Procedures

Grades 1-8

At the entrance of the school, left hand turns are not permitted for parents, this is reserved parking for the Eye Center and the Little Discoveries Pre-School. All traffic will be directed to turn right and wrap around to the back of the school grounds. You may also park and walk your student in. All walk-ins must enter through the main entrance at the front of the school. Side entrances will remain locked at all times.

Kindergarten

The Kindergarten is located at the back right corner of the school building. It is best to park near this area and walk your Kindergartener into the Kindergarten playground area and pick them up outside of their classroom.

Emergency Preparedness

Teachers are instructed in drill and emergency procedures and regular fire drills are practiced throughout the school year. All incidents resulting in major injuries will be documented on an incident report form for you to

review at anytime. The school also uses the “One Call Now” service to help notify parents of school issues, i.e. power outage, head lice, fire, etc. The Blue Oak Risk Management Plan is available for review upon request.

Field Trips *

Field trips are an important part of the Waldorf program and a high level of parent participation is required to make them possible. Often overnight field trips are planned for grades 3-8 and they are important community building activity for the class room.

Chaperones*

Overnight fieldtrips require parent chaperones. The choice of chaperones is by Teacher discretion. Chaperones must comply with Volunteer Handbook, all school rules and field trip policies. Smoking, use of tobacco products, drinking alcohol, drug use is **NOT** permitted on school field trips. Siblings and pets are not permitted on school field trips. Please make appropriate arrangements to provide adequate supervision while on any field trip.

Drivers *

In most cases, children will be transported by private vehicles. The school will ensure that drivers have a valid driver’s license and adequate liability insurance. Our School Insurance policy requires parents and guardians carry the following minimum liability for Bodily Injury \$100,000 per person/\$300,000 per accident and Property Damage \$50,000.

Fees

All field trip fees are the responsibility of the parents. Fundraising for Field Trips is the responsibility of the parents. Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities are permissible by law, so long as no pupil is prevented from making the field trip or excursion because of lack of sufficient funds. (EC Section 35330(b).) If it is not financially possible for all students to go, the field trip may be cancelled and an alternative activity will be arranged. The policy is all go or none go!

Guidelines

Courteous behavior is always expected of students, parents, faculty and staff, while on field trips or participating in activities at Blue Oak School. All of the school and classroom guidelines apply for children, teachers, and parents on field trips.

See Discipline - Classroom Guidelines and School Guidelines

Permission Slips

Our school has a general Walking Field Trip permission slip for all walking field trips throughout the year. In addition, there are separate field trip permission slips for any field trips requiring transportation.

Governance

The Blue Oak School is collaboratively governed by 4 main groups, the Administration, the Faculty, the Parents, and the Charter Council. CUSD is our charter granting agency. They are not involved in our day-to-day school governance as we are an Independent Charter School. For complaints or concerns please direct all comments to Executive Director, Nathan Rose.

See Charter Council

See Parent Council

See Administration & Other Teaching Staff

Home Visits

The home visit helps create a special teacher-child bond and strengthens the connection and communication between the teacher and parents. It gives the children an opportunity to share their home life with their teacher.

Independent Study

If you have planned absences for your child please plan to set up and “Independent Study” with your class teacher. Independent Study contracts are available in the front office upon request. This ensures that your child does not get behind and that the school continues to receive funding during their absence.

Lunch Program

Blue Oak participates in the Federal Free and Reduced Lunch Program. For more detailed information please contact our Lunch Program Coordinator directly. We currently use an online lunch ordering system. Please visit www.orderlunches.com to place your students order. A computer with internet access will be provided at the school’s front office. Payment may be made by cash, check or credit card. Our school lunches are currently provided by Revolution foods. They focus on whole foods and organic ingredients.

Materials Donation

Each year we request a Materials Donation of \$200 for each student enrolled at Blue Oak. This can be paid in a variety of ways and payment plans are available. Any amount you can contribute would be great, even \$5 or \$10 dollars supports the students. For more information please contact our Business Manager, Cyd Orneallas or Executive Director, Nathan Rose. Please support the curriculum by making your donation in any way possible.

Media and Technology Guidelines

While television and other media can serve as a source of information and entertainment for adults, it has been proven to have negative effects on the developing minds of young children. At Blue Oak we ask that you limit your child’s exposure to media and technology. We realize this goes against mainstream culture and we encourage parents to support each other in developing lifestyles consistent with this commitment.

General Media Guidelines

Our highest goal is that students in grades k-3rd grade are not exposed to media at all, as their brain development is most susceptible to the negative effects of media at this stage. Please see recommendations from the American Academy of Pediatrics on this topic. We strongly recommend that, at the very least, there is no media exposure throughout the school week (Sunday evening through Friday morning). On the weekends media exposure should be selective, limited, and monitored by parents.

We strongly recommend that there be no exposure to media during the mornings, either before school or on the way to school. We also recommend, should you decide to allow your older child to participate in texting, social networking, and/or other online activities, that you closely monitor and limit the time spent on such activities. In Grades 6th – 8th, students begin to learn computer skills on campus and parents should allow for such use at home during this time.

Please share these guidelines with anyone else who takes care of your child. There are many handouts and additional resources available on this subject. Please ask your class teacher and see the front office for printed materials.

Medications

If your child needs prescription medication during school hours it must be kept in the health office, with the health aide. Medications will be administered according to state regulations. A signed doctor’s note must be kept on file with all prescription medications. Students may not care any type of medication (prescription or over-the-counter) on their person or in their bags.

No Smoking

Smoking is not allowed within any of the buildings or anywhere on Blue Oak School grounds.

Nurtured Heart Approach

We encourage parents to learn more about the Nurtured Heart Approach. You can find information on line at www.ChildrensSuccessFoundation.com. There are three basic components to the approach:

1. No to giving a child relationship and connection through negativity,
2. Yes to recognizing and affirming the qualities in the child that we value and appreciate, and
3. Yes to clarity in our rules, expectations, and consequences. As a community we strive to grow in our understanding and implementation of this approach.

Two key principles:

- Time-In: Create a rich relationship by genuinely, creatively, and continually energizing their successes.
- Re-Set: Create an empty, boring time which consists of the child missing out on what other students are doing. If a student cannot “re-set” in class they will be sent up to the front office. The “re-set” allows you to refuse to give energy and relationship to negative behavior. It is a consistent consequence which affords the child a chance to make better choices.

Parent Council (PC) *

The PC is made up of parent representatives from each grade, and additional officers. The Parent Council is the facilitating group for the whole parent body. If you would like to be involved in the school’s leadership, the PC is one avenue for that. The PC officers are formed at the end of each school year for the next upcoming school year with grade level representatives being chosen at the first all class meeting.

Parent Council Meetings *

The PC meets on campus, one time a month on the 4th Tuesday. Anyone is welcome to attend this public meeting. PC meetings are a forum for discussion regarding our community. These meetings are helpful to parents by giving them a forum to discuss their concerns and learn more about our school community. In addition to parents, there is a Faculty, Admin., and Charter Council Rep. present at the PC meetings.

Parent Education Evenings *

These are provided for current families and prospective families throughout the school year. It is important for all community members of our school to seek continual growth and education. These are provided for you as a community service and we strongly recommend that you attend each one. Deepening your understanding of Waldorf education is key to your child’s success at our school.

** A schedule will be posted to the school calendar and highly publicized throughout the entire community.*

Participation Hours Recommendation *

Your participation is essential to our school community. Participation hours are requested by each family at **50 hours a year per family**. There are several ways to participate and volunteer your time at the school. To find out more you can ask your classroom teacher, check with our Community Coordinator, check the Volunteer Board in the Parent Center (just outside the front office) and/or visit the website for project ideas.

** See Participation Hours sheet for a list of activities that count towards your participation hours.*

Parent Teacher Conferences *

Parent Teacher conferences will be scheduled at the end of our first Trimester on an as needed basis. At this conference your child’s academic achievement will be brought to your attention in order to foster success as the year progresses. It is essential that you participate in your child’s education in this way. Your teacher may schedule additional conferences and you are always welcome to schedule a conference with your child’s teacher.

Photos & Videos (opt-out)

Photos and video footage of students add significantly to the communication value of school publications, television productions, and web sites. It is the school's desire to share the achievements and recognitions earned by students with the broader community. If parents do not wish photographs or videos of their student to be used in these materials, they must complete a Photo/Video Opt-Out form available at the front office. Opt-out requests are valid for the current school year and must be renewed at the start of each school year. Special Education students (students w/ IEPs) will need to Opt-In to the photo use as required by Federal Law.

School Hours of Operation

<u>Daily Schedule</u>	<u>Starting time</u>	<u>Dismissal time</u>
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Kindergarten	8:30AM	12:30PM	Monday – Friday
Grade 1-3	8:10AM	2:50PM	Monday-Wednesday & Friday
Grade 1-3	8:10AM	12:30PM	Thursday (minimum day)
Grade 4-8	8:10AM	3:10PM	Monday-Wednesday & Friday
Grade 4-8	8:10AM	12:30PM	Thursday (minimum day)

See “Drop Off & Pick Up procedures” for procedures and guidelines

School Visits and Classroom Visits

Any parent or visitor coming to the school must first check in at the front office. Please pre-arrange a specific time with your child's teacher if you wish to visit the class.

Supervision

You may not leave your child on school grounds unsupervised, before or after school. Students may not hang out in the halls unsupervised. Students may be dropped off any time after 7:40AM. They may come in during the mornings to put their items down by their classroom, but must return to the playground until the morning bell is rung. If you are late picking up your child, they will be taken to the front office where they will wait for you. If Blue Oak staff must supervise your child after regularly scheduled pick up hours (3:30PM or Thursday 1PM), you will be charged a childcare fee at the hourly rate of that employee.

See Drop-off & Pick-up Procedures and Guidelines

Uniform Complaint Policy

Your concerns and feedback are very important to us. In order to meet your needs we aim to follow the same process for all. If you have a concern and/or complaint, please review the necessary process outlined here and take the appropriate steps.

Notification

Parents or Students who wish to file a complaint against personnel, another student or a program may notify their teacher, the Principal, or the Director.

Procedures

Depending upon the nature of a complaint the parent or pupil will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, administration will undertake a responsible inquiry into the parent’s or pupil’s complaint to ensure it is reasonably and swiftly addressed. When appropriate a written statement of the parent’s or pupil’s complaint will be obtained from the student or parent.

Confidentiality

Complainants will be notified that information obtained from the parent or pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution

The administration will investigate parent or student complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

Volunteer Guidelines

**use separate Volunteer Handbook*