

Blue Oak School

K-8 WALDORF-METHODS PUBLIC CHARTER SCHOOL



Parent Handbook

2016-2017

450 W. East Avenue Chico, CA 95926
(530) 879-7483

www.blueoakcharterschool.org

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 families and address the most frequently asked questions. It is organized alphabetically. More detailed information can be found in our school Charter document, in the front office. A school directory is included here for your convenience. You will also find the governance section of this handbook helpful in guiding you to whom to address your questions and concerns.

School Verse

This is our school.
May peace dwell here.
May the rooms be filled
with contentment.
May love abide here.
Love of our school,
Love of one another,
And love of life itself.
Let us remember,
That as many hands
build a house,
So many hearts
build a school.

SCHOOL VISION

To be a model for successful education of the whole child.

SCHOOL MISSION

To nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.

PRIMARY GOALS

- To inspire children to grow and learn by using a developmentally based curriculum, active learning, integration of the arts, and rigorous academic instruction that aligns with state standards.
- To prepare children for active and ethical citizenship by using instruction that measures and guides critical thinking, self-awareness, intellectual curiosity, creative imagination, and social responsibility.
- To enable each student to demonstrate proficiency in English-Language Arts, Mathematics, Science and Social Sciences.
- To ensure a comprehensive and complete education for students in each year of enrollment, such that students who leave will be well prepared to attend any school they choose and students who join at any grade level will be welcomed and supported in their transition into our program.
- To develop a lifelong love of learning by honoring daily and seasonal rhythms and by teaching subject matter when children are at the appropriate developmental stage for learning such subjects.
- To enable pupils to become or remain self-motivated, competent and lifelong learners.

- To attract, develop, and retain highly-effective, adaptable faculty, staff, and administrators.
- To foster a strong community of parents, teachers, and staff, who collaborate to create a supportive and healthy school learning environment.

SCHOOL DIRECTORY

Principal/Interim Executive Director	Stephanie Nichols	stephanienichols@blueoakcharterschool.org	ext. 2003
Education Director	Shannon O’Laughlin	shannonolaughlin@blueoakcharterschool.org	ext. 2004
Administrative Assistant	Kate Holmes	kateholmes@blueoakcharterschool.org	ext. 2008
Registrar	Maggie Buckley	maggiebuckley@blueoakcharterschool.org	ext. 2037
Receptionist/ Business Clerk	Chelsea Parker	chelseaparker@blueoakcharterschool.org	ext. 2005
Behavior Interventionist	Amber Bass	amberbass@blueoakcharterschool.org	ext. 2006
Health Coordinator	Linda Sundberg	lindasundberg@blueoakcharterschool.org	ext. 2007
Public Relations	Erin Lizardo	erinlizardo@blueoakcharterschool.org	ext. 2002
Custodians/Maintenance	Jim Fortado Kris Fortado Kathy Sherman	jimfortado@blueoakcharterschool.org	ext. 2008
Nutrition Services Coordinator	Heidi Lange	heidilange@blueoakcharterschool.org	ext. 2039

FACULTY & ADDITIONAL TEACHING STAFF

K- Teacher:	Susan Whittlesey	susanwhittlesey@blueoakcharterschool.org
Aide:	Cheryl Parker	cherylparker@blueoakcharterschool.org
K- Teacher:	Cheryl Grant	cherylgrant@blueoakcharterschool.org
Aide:	Kristine Holmstedt	kristineholmstedt@blueoakcharterschool.org
K-Teacher:	Sheila Moss	sheilamoss@blueoakcharterschool.org
Aide:	Emma Eakins	emmaeakins@blueoakcharterschool.org
1 st Grade:	Jennifer Adams	jenniferadams@blueoakcharterschool.org
Aide:	Barbara Roberts	barbararoberts@blueoakcharterschool.org
1 st Grade:	Rebecca Stevens	rebeccastevens@blueoakcharterschool.org
Aide:	Autumn Field	autumnfield@blueoakcharterschool.org
2 nd Grade:	Jacob Carr	jacobcarr@blueoakcharterschool.org
2 nd Grade:	Ally Welch	allywelch@blueoakcharterschool.org
3 rd Grade:	Brittany Jones	brittanyjones@blueoakcharterschool.org
4 th Grade:	John (JT) Runyan	johnrunyan@blueoakcharterschool.org
4 th Grade:	Katie Forman	katieforman@blueoakcharterschool.org
5 th Grade:	Sarah Lee	sarahlee@blueoakcharterschool.org
5 th Grade:	Katherine McDonald	katherinemcdonald@blueoakcharterschool.org
6 th Grade:	Ginger Chew	gingerchew@blueoakcharterschool.org
6 th Grade:	Kari Madera	karimadera@blueoakcharterschool.org
7 th Grade:	Heather Bonea	heatherbonea@blueoakcharterschool.org
7 th Grade:	Elska King	elskaking@blueoakcharterschool.org
8 th Grade:	Brianna Lee	briannalee@blueoakcharterschool.org
8 th Grade:	Nick Meier	nickmeier@blueoakcharterschool.org

Games:	Robert Stupey	robertstupey@blueoakcharterschool.org
Music:	Emily Thao	emilythao@blueoakcharterschool.org
Spanish:	Thea Bieling	theabieling@blueoakcharterschool.org
Strings:	Shelley Fairchild	shelleyfairchild@blueoakcharterschool.org
Handwork:	Claire Fong	clairefong@blueoakcharterschool.org
Woodwork:	Erin Lizardo	erinlizardo@blueoakcharterschool.org
ELA Intervention:	Brooklynn Nabeta	brooklynnnabeta@blueoakcharterschool.org
Math Intervention:	Chairun Combs	chairuncombs@blueoakcharterschool.org

AFTER SCHOOL CLUBS

We provide a variety of free after school programs. If you would like your child to attend one of these, please sign up with the faculty member directly providing the class. A current schedule may be found in the Acorn.

ATTENDANCE GUIDELINES

Reporting Absences to School

Parents are to notify the school office of a student's absence as soon as possible, and no later than 8:30 a.m. The number is **(530) 879-7483 ext.2005**.

Physician, dental, counseling and other appointments should be scheduled after school hours. If unavoidable, please notify the office and have the child attend classes both before and after the scheduled appointments.

At the school's discretion a physician's statement of diagnosis may be required at any point for an absence or extended absences. Normally, a physician's statement will be requested on the third consecutive day of a student's absence or when a student's total days of absence reach seven. After ten days absence, a doctor's statement may be required each time a student is absent for the remainder of the year. A statement from a licensed medical professional documenting an absence may allow an unexcused absence to be changed to an excused absence. If one or more of the following occurs, your child will be sent home:

- temperature of 100 or higher
- vomiting
- pain in the chest or stomach
- fainting
- nits or lice found in hair
- injury other than minor cuts or bruises.

Please have current emergency contacts listed on your child's Emergency Forms. Contact the school immediately if these numbers change during the year.

Definitions of Absences and Tardies

Excused Absence

Absences for the following reasons will be considered as excused absences:

- Illness that involves fever, vomiting, injuries, serious allergies, or situations when a physician recommends the students are absent from school
- Medical or dental appointments which cannot be scheduled outside the school day
- Religious Holidays
- Court ordered absences
- Other unusual circumstances when approved by the administrator and requested in advance

Unexcused Absence

Absences for the following reasons will be considered as unexcused absences:

- Minor colds and congestion where no fever is present
- Minor allergies
- Long weekends and vacations without prior approval
- Moving days (change of residence)
- Transportation problems
- Appointments for non-essential activities such as haircuts

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 Registrar 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 Registrar 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 one or more days, you should arrange for an "Independent Study Packet" for the term of their absence. - *See Independent Study for further details*

Procedure for Unexcused Absences

- 2 to 3 Unexcused Absences — A staff or faculty member will call home
- 4th Unexcused Absence — A letter from school will be sent home.
- 6th Unexcused Absence — A notice will be sent to parent with a requirement for all future absences to be accompanied by doctor's statement. A conference will be called to address the problem with the family and create a plan to avoid future absences.
- 10th Unexcused Absence — The administration will call a more formal conference at which additional measures for compliance will be discussed and during which placement at the school and/ or other additional actions will be considered.

The school reserves the right to initiate legal action for violation of the compulsory school attendance laws.

Procedure for Excessive Tardies and/or Early Departures

The following procedure will be followed:

- A staff or faculty member will call home as soon as a pattern emerges
- 4th Unexcused Tardy or Unexcused Early Departure — Letter from school will be sent home.
- 10th Unexcused Tardy or Unexcused Early Departure — A notice will be sent to parent with a requirement for all future Tardy or Unexcused Early Departures to be accompanied by doctor's statement.
- 15th Unexcused Tardy or Unexcused Early Departure — The administration will call a more formal conference at which additional measures for compliance will be discussed and during which placement at the school and/ or other additional actions will be considered.
- Legal action may be taken for violating the compulsory school attendance law or prosecution for child neglect.

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 each teacher arranges 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.

BLUE OAK CHARTER COUNCIL (BOCC)

The 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.

E-mail Correspondence

The members of the BOCC may not engage in e-mail correspondence that may be regarded as constituting a board meeting under the Brown Act. This section is not intended to limit e-mail correspondence that is not about school business or operational issues or decisions. To contact the Charter Council please direct correspondence to school administration.

Meetings

The BOCC meets regularly on the School campus on the 2nd Tuesday of each month at 6 pm. These are 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 regular meetings are posted at the front of the school three days prior to the meeting date, with the exception of special meetings which require 24 hours notice.

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.

C.A.R.D. - AFTER CARE PROGRAM - “KIDS ON CAMPUS”

Chico Area Recreation District (CARD) provides our after-school childcare services. They provide a Kindercare Program, which is held separately from the grade students and an after care program for grades 1-6. 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.

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 an active contributor to our Waldorf community. They give parents and teachers a chance to strengthen the loving circle around the child, by developing the connections between the classroom parents, and providing an opportunity for information and personal enrichment. Other childcare providers such as nannies and grandparents are welcome to attend as well.

Communication

*“The healthy Social Life is found, when, in the mirror of each human being
The whole community finds its reflection, and when in the community
The virtue of each one is living.” – Rudolf Steiner*

COMMUNICATION MODEL

Direct communication lines are the vehicles that Blue Oak School uses to foster understanding and to resolve conflicts as they arise. These pathways form a structure and process that encourage parties who have concerns or who are involved in a conflict to reach either resolution.

General Questions

Concerning daily operations, policy or procedural issues, events, committee work, enrollment, childcare, carpooling, school newsletter, etc. should be addressed to the Administrative Staff. Parent committees handle

many of the support functions of the school. The school receptionist will help direct you to the appropriate person.

Questions Concerning Your Child

Should be addressed to your child's teacher. We feel that healthy, open communication between parent and teacher is essential for your child's educational experience. If you need to relay a message to the teacher, sending a simple note with your child is best. In the event that the message requires dialogue, communicate directly with the teacher after school or leave a message at the office to schedule an appointment. Before school, classroom doors are locked until school starts to ensure that our faculty have time to prepare for their day. Also, although teacher's home phone numbers may be listed in the class directories, we respectfully request that courtesy be given to the teacher's home life and that your question can wait until the next day. Email is also an excellent way to communicate.

Questions Related to:

Educational Issues. Curriculum, teaching methods, classroom management, and teacher-student relationships should be addressed to the faculty or Education Director.

Chico Unified School District. Should be addressed to the Principal or Executive Director.

Legal or Financial Issues. Should be addressed to the Executive Director.

CONCERNS & COMPLAINTS

See Uniform Complaint Policy

CONFLICT RESOLUTION AND GRIEVANCES

Blue Oak School encourages conflict resolution in our community that starts with direct communication with the involved parties.

1. **Direct Resolution** If you have a question or concern, go directly to the person(s) listed under the "To whom do I speak?" categories.

2. **Administrative Resolution** The Administrative Resolution process consists of a meeting between the parties involved with a School Administrator (i.e. Executive Director, Principal or Education Director). This attempt is to be done prior to requesting formal resolution.

3. **Formal Resolution** Formal Resolution consists of the submission of a written complaint using the appropriate complaint form (see attachment) to the Executive Director, who then will direct the matter to the appropriate persons. If the grievance involves the School Administrator, the Blue Oak Charter Council will be responsible for arranging an appropriate investigation, or has the option of handling the resolution directly. Please refer to BOCC Complaint Policy in BOCC Policy Binder.

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-Wide Guidelines

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 of The Nurtured Heart Approach®

- Time- In: Create a rich relationship by genuinely, creatively, and continually energizing their successes.
- Reset: Create an empty, boring time which consists of the child missing out on what other students are doing. If a student cannot “reset” in class they will be sent up to the front office. The “reset” 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

The Following Behaviors are Not Allowed at 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 school:

Toys, 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. If students need to contact their parents during or after school, they are welcome to use the office phone.

Students using cell phones on campus, will have their phone taken to the front office for a parent to pick up.

We also ask that parents refrain from using their cell phones in the school or on the school playground, to model limited cellphone usage to the children.

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.

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

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).

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.

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) (1.) 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.
(2.) A pupil enrolled in kindergarten or any of the grade 1 to 3 inclusive, shall not be suspended for any of the acts enumerated in this subdivision.
- 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).

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 principal 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 it is determined 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:
 - The date and place of the expulsion hearing;
 - A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
 - A copy of the School's disciplinary rules which relate to the alleged violation;
 - 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;
 - 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;
 - The right to inspect and obtain copies of all documents to be used at the hearing;
 - The opportunity to confront and question all witnesses who testify at the hearing;
 - 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 School Charter Council for final approval. All expulsions are reported to the Authorizing agency Chico Unified School District. The detailed Suspension-Expulsion Policy is available upon request and/or you can see the School Charter document for more details.

DRESS CODE

- Solid, stripe, plaid, and print clothing is acceptable and recommended
- Clothing with any violent images, inappropriate words, or scary images, are not permitted. Media free clothing is ideal.
- 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 AND PROCEDURES

See School Hours of Operation for more information

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. 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 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.**

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 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. If your child is attending an after school program provided by 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. 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.

EMAIL POLICY AND PROCEDURES

Email is an efficient, useful method of communication which can be tremendously helpful in transmitting large amounts of information, and in expediting process. Email communication presents unique challenges, some of which have the potential to create division within our community. The following policies and procedures will aid us in working together as we become more proficient in email use.

Prohibited Content

Email system is not to be used for the creation or distribution of any offensive, disruptive, or political messages including, but not limited to messages containing offensive comments about race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin or disability. Employees who receive any emails with this content should report the matter to the School Administrator while Council members should report directly to the Council Chair.

Tone of Communication

As people sometimes write that which they might not feel comfortable saying in person it is important that people take time to reflect on the content and tone of emails before they are sent. This is particularly important when emotions are high, as it is easy to hit 'reply' and send off an immediate response to something another person has written. Sometimes an immediate response doesn't really reflect the complexities of the emotions involved. If a particular piece of writing evokes a powerful, passionate response, it can be helpful to pause and reflect on where that reaction comes from -- is the response particularly influenced by your own thoughts,

assumptions, previous experiences, feelings or beliefs, over and above what the other person has actually written.

Existing Policies and Procedures

All email communications should comply with all Blue Oak School policies and procedures applicable to communications. 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.

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 any time. 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 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 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.

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.

Guidelines

Courteous behavior is always expected of students, parents, faculty and staff, while on field trips or participating in activities at School. All of the school and classroom guidelines apply for children, teachers, and parents on field trips (this includes our cell phone policy). *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 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. *See Charter Council, Parent Council, Administration & Other Teaching Staff*

HEALTH POLICIES

- **If the student has a temperature:** The student may return to school after having a normal temperature for **at least** 24 hours while **not** taking any fever reducing medications (ex. Tylenol or Motrin).
- **If the student has been prescribed antibiotics:** The student may return to school after taking the antibiotics **for a minimum** of 24 hours **and** without a temperature over 100° F for at least 24 hours **without** taking any fever reducing medications.
- **If the student is vomiting:** The student may return to school 24 hours **after** symptoms resolve, and is able to tolerate a normal diet.
- **If the student has diarrhea:** The student may return to school 24 hours after symptoms resolve, and is able to tolerate a normal diet.
- **If the student has an undiagnosed rash/sores:** A rash/sores may be indicative of many things, frequently of illnesses that are contagious. Therefore, a student will be excluded from school until a physician evaluates and determines the nature and contagiousness of the rash. A note is required from the physician upon return to school.

Students should not attend school if:

- **The student is diagnosed with a communicable disease or illness** (ex: conjunctivitis, Influenza, Pneumonia, Strep Throat, Pertussis, Chicken pox (Varicella), Impetigo, Scabies). *Please contact your school nurse/aide before sending your child back to school.*
- **The student has severe** cold symptoms, upper respiratory infection, a persistent cough, a runny nose that they cannot manage by themselves &/or contain with tissues, or other symptoms that would interfere with effective school participation.

Medications. If your child needs medication during school hours it must be kept in the Rest & Recovery office with the Health Aide. Medications will be administered according to state regulations. A signed Medication Authorization Form signed by your health care provider must be kept on file with all medications. Students may not carry any type of medication on their person or in their bags including cough drops. Exceptions: Inhalers with authorization on file in the health office.

Lice. If a child is found to have nits or head lice, the office will call the parent to pick up the child immediately. When a child returns to school after they have been found to have nits or lice, the child must be screened in the Rest & Recovery office before they can return to class. The parent must bring the child to the office (not classroom) and wait until the child has been screened. If the child is found to have any live lice or nits, the child will be sent home with the parent/guardian at that time. The parent/guardian is required to stay with their child during the screening process. If more than one family is being screened, each family will be screened separately in the Rest & Recovery office while the other families wait in the lobby in order to comply with HIPPA regulations.

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 Nutrition Services Coordinator directly. We currently use an online lunch ordering system. Please visit www.orderlunches.com to place your students order. 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.

MEDICATIONS *See Health Policies.*

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 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 is 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, including music or the radio in the car. 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.*

PARENT COUNCIL

The Parent Council is made up of parent representatives from each grade, and 3 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 Parent Council is one avenue for that. The Parent Council is formed at the end of each school year for the next upcoming school year.

Meetings

Meetings are held on campus monthly, on a predetermined Tuesday at 6pm. 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 are Faculty, Administrator, and Charter Council Representatives. Present.

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 encourage you to attend. Deepening your understanding of Waldorf education is key to your child's success at our school.

A schedule will be highly publicized throughout our website, Acorn and Facebook Page.

PARENT TEACHER CONFERENCES

Parent Teacher conferences are scheduled during the First Trimester. 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.

PARTICIPATION HOURS

Your participation is essential to our school community. Participation hours are encouraged by each family. There are several ways to participate and volunteer your time at the school. To find out about volunteer opportunities ask your classroom teacher, check with our Public Relations Coordinator, Parent Council and/or visit the website for project ideas.

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 See *"Drop - Off & Pick Up procedures"* for procedures and guidelines

<u>Daily Schedule</u>	<u>Starting time</u>	<u>Dismissal time</u>	
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	3:15PM	Monday-Wednesday & Friday
Grade 4-8	8:10AM	12:45PM	Thursday (minimum day)

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.

SMOKING

Smoking is not allowed within any of the buildings or anywhere on school grounds.

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. 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. An official Complaint Form may be obtained in the front office upon request, available in the handout area in the lobby and in each classroom. For more information regarding addressing a complaint please see **Communication** section of this handbook.

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 Executive Director depending on the nature of the complaint (See **Communication** for more detailed information.)

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. A formal complaint form may be requested to file with administration or the Blue Oak Charter Council Chair. 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 using the Complaint Form provided in the front office of the school as is attached to this handbook.

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.



K-8 WALDORF-METHODS PUBLIC CHARTER SCHOOL

UNIFORM COMPLAINT

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action.

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____

Date: _____