



Parent Handbook

2018-19 School Year

This handbook is an overview of Blue Oak School's procedures, policies, and guidelines. It is meant to inform families and address the most frequently asked questions. Please sign the attached form acknowledging you have received and read the handbook.

Welcome to Blue Oak School!

We are committed to educating the whole child; head, heart, and hands. We acknowledge each child's uniqueness and strive to support and develop each child's full potential. By blending Waldorf-inspired methods with standards-based content, we bring each child a relevant, rigorous, child-centered education which incorporates the creative arts, storytelling, literature, music, drama, and movement, all adapted to the developmental needs of each child.

Academic subjects stimulate the intellect. Artistic activity, music, and the teaching of communication and interpersonal skills, nurtures healthy emotional growth. Hands-on activities and tasks, strengthen motor skills and the sense of a capable self.

We believe the building a strong community including students, parents, teachers and staff has a long term effect on the development of students into thoughtful engaged adults.

Blue Oak endeavors to cultivate a lifelong enthusiasm and love for learning, building a strong academic and emotional foundation in each child. We hope to instill critical thinking skills, balanced with empathy, and a strong will to help them persevere.

We thank you for joining us in this venture.

Warmly,

*Susan Domenighini
Executive Director*

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School Vision & Mission

To be a model for successful education of the whole child; to nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.

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.

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 Blue Oak will be well prepared to attend any school they choose and students who join Blue Oak at any grade level will be welcomed and supported in their transition into our program.
- To prepare students to transition into High School, as creative and engaged adolescents.
- 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.
- 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 Blue Oak School learning environment.

Hours of Operation and Map

School Hours of Operation

Kindergarten

Mon – Fri. – 8:30 am – 12:30 pm

** Kindergarten students can be dropped off no earlier than 8 am*

1st Grade – 3rd Grade

Full day schedule: 8:20 am – 2:40 pm

Half-day (Thursdays): 8:20 am – 12:45 pm

** Grades students can be dropped off no earlier than 7:40 am*

4th Grade – 8th Grade

Full day schedule – 8:20 am – 2:50 pm

Half-day (Thursdays) – 8:20 am – 12:45 pm

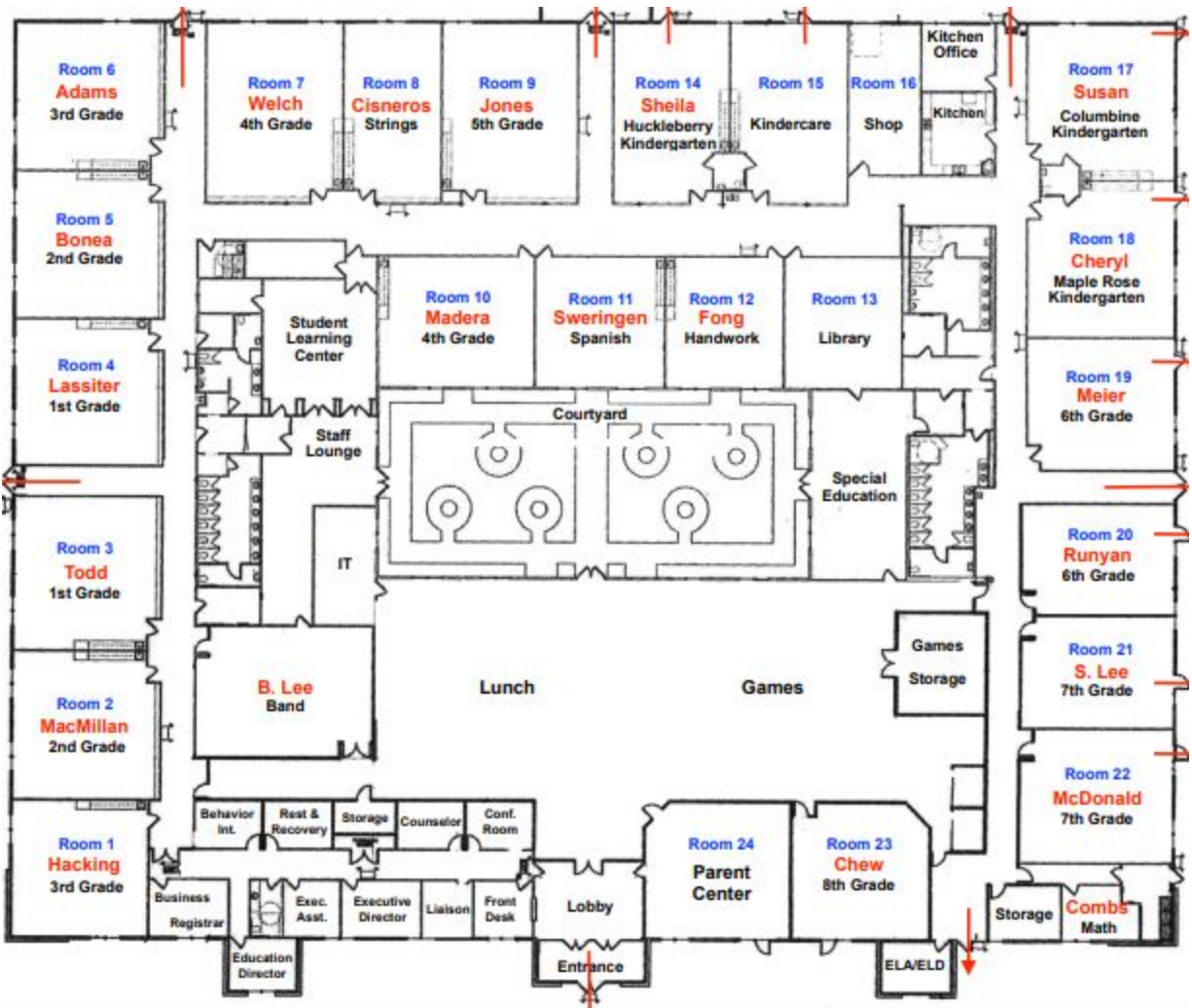
** Grades students can be dropped off no earlier than 7:40 am*

Thursdays

Every Thursday is a half day for all grades 1-8.

Kindergarten is till dismissed at its regular time (12:30) on Thursdays.

Campus Floor Plan 2018-19 School Year



Staff Listing

Classroom Teachers

Columbine Kindergarten	Susan Whittlesey	susanwhittlesey@blueoakcharterschool.org
Maple Rose Kindergarten	Cheryl Grant	cherylgrant@blueoakcharterschool.org
Huckleberry Kindergarten	Sheila Moss	sheilamoss@blueoakcharterschool.org
First Grade	Erin Lassiter	erin@blueoakcharterschool.org
First Grade	Jordan Todd	jordantodd@blueoakcharterschool.org

Second Grade	Riley MacMillan	rileymacmillan@blueoakcharterschool.org
Second Grade	Heather Bonea	heatherbonea@blueoakcharterschool.org
Third Grade	Jennifer Adams	jenniferadams@blueoakcharterschool.org
Third Grade	Heather Hacking	heatherhacking@blueoakcharterschool.org
Fourth Grade	Ally Welch	allywelch@blueoakcharterschool.org
Fourth Grade	Kari Madera	karimadera@blueoakcharterschool.org
Fifth Grade	Brittany Jones	brittanyjones@blueoakcharterschool.org
Sixth Grade	JT Runyan	jtrunyan@blueoakcharterschool.org
Sixth Grade	Nick Meier	nickmeier@blueoakcharterschool.org
Seventh Grade	Sarah Lee	sarahlee@blueoakcharterschool.org
Seventh Grade	Katherine McDonald	katherinemacleod@blueoakcharterschool.org
Eighth Grade	Ginger Chew	gingerchew@blueoakcharterschool.org

Specialty Teachers

Middle School Band	Brianna Lee	briannalee@blueoakcharterschool.org
Strings & Music	Briaunna Cisneros	briaunna@blueoakcharterschool.org
Games & Movement	Thomas LeRossignol	thomas@blueoakcharterschool.org
Handwork (lower grades)	Claire Fong	clairefong@blueoakcharterschool.org
Handwork (middle school)	Sarah Eblin	saraheblin@blueoakcharterschool.org
Spanish	Eneida Sweringen	eneidasweringen@blueoakcharterschool.org
ELA/ELD/Tech	Ellie Glusman	ellie@blueoakcharterschool.org

Intervention Staff

Math Specialist	Chairun Combs	chairuncombs@blueoakcharterschool.org
Reading Specialist	Brianna Lee	briannalee@blueoakcharterschool.org
Movement Specialist	Marcia Carter	marciacarter@blueoakcharterschool.org

Instructional Assistants

Columbine Kindergarten	Cheryl Parker	cherylparker@blueoakcharterschool.org
Huckleberry Kindergarten	Sylvana Owen	sylvanaowen@blueoakcharterschool.org
Maple Rose Kindergarten	Melanie Couch	melaniecouch@blueoakcharterschool.org
First Grade	Emily Novikov	emilynovikov@blueoakcharterschool.org
First Grade	Elizabeth Nail	elizabethnail@blueoakcharterschool.org
Roving Aide (2nd - 8th)	Autumn Field	autumnfield@blueoakcharterschool.org
Reading Intervention Aide	Carol Kelly	carolkelly@blueoakcharterschool.org

Special Education Staff

Director of Special Ed.	Rachel Ceja	rachelceja@blueoakcharterschool.org
Special Ed. Teacher	Drew Bender	drewbender@blueoakcharterschool.org
Aide (SPED)	Amy-beth Ahl-Wright	amy-beth@blueoakcharterschool.org
Aide (SPED)	Nikolai Novikov	niknovikov@blueoakcharterschool.org

Support Staff

Attendance Clerk	Kelley Chandler	kelley@blueoakcharterschool.org
Parent/Community Liaison	Summer O'Neill	summer@blueoakcharterschool.org

Executive Assistant	Ellie Khorasani	elliekhorasani@blueoakcharterschool.org
Behavior Intervention	Amber Bass	amber@blueoakcharterschool.org
Registrar	Kellie Machi	kellie@blueoakcharterschool.org
Business Office Assistant	Maggie Buckley	maggie@blueoakcharterschool.org
Nurse	Cindy Steffan	csteffan@chicousd.org
Health Aide	Kris Fortado	krisfortado@blueoakcharterschool.org
Custodian/Maintenance	Jim Fortado	jimfortado@blueoakcharterschool.org
Custodian/Maintenance	Kathy Maddox	kathymaddox@blueoakcharterschool.org
School Counselor	Genesee Salomon	genesee@blueoakcharterschool.org
Campus Manager - Maintenance & Safety	Buck Ernest	buck@blueoakcharterschool.org

Administration

Executive Director	Susan Domenighini	sdomenighini@blueoakcharterschool.org
Education Director	Shannon O'Laughlin	shannonolaughlin@blueoakcharterschool.org

Governance

The school is collaboratively governed by 3 main groups, the Faculty, the Parents, and the Charter Council; with Administration serving as the facilitating body. CUSD is our charter granting agency, but they are not involved in our day-to-day school governance.

Charter Council (BOCC)

Our 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. The BOCC meets regularly on the school campus. These meetings are currently scheduled for the 3rd Monday of each month at 6 pm unless otherwise notified. 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.

Advisory Committees (BOCC)

The Blue Oak Charter Council is supported by a variety of committees acting as advisory bodies to the BOCC. Parents, Faculty, Classified Staff, Charter Council and Administration are represented or engaged in these committees.

The following are the current standing committees or councils:

Finance - The Finance Committee reviews all issues related to the budget and financial planning. The committee meets monthly approximately a week before the BOCC meetings.

Facilities - The Facilities Committee makes recommendations for building needs, the allocation of Measure K funds and prepares the annual Facility Inspection required by California Department of Education each fall. This committee meets monthly a week before the Finance Committee.

Charter Review - The Charter Review Committee (CRC) is tasked with ensuring Blue Oak is implementing the charter with integrity. They are currently meeting on a quarterly schedule.

School Site Council - The School Site Council (SSC) oversees and advises the BOCC on the use of Federal Title 1 funds, which are focused on serving the needs of struggling students. The SSC will focus on student achievement.

Parent Council (BOPC)

The BOPC (or PC) is made up of parent representatives from each classroom, and 4 additional officers. The PC acts as the facilitating group for the whole parent body; helping to organize events, fundraising efforts and parent enrichment evenings. If you would like to be involved in the school's leadership, the PC is one avenue for that. The PC meets monthly on the first Tuesday at 6 pm, unless otherwise notified. Anyone is welcome to attend these public meetings. Meetings are a forum for discussion regarding matters which concern our community life and our school. In addition to parents, there is also a Faculty Rep., Administrative Rep., and a Charter Council Rep. present at the meetings.

Waldorf Governance Council (WGC)

The WGC is made up of leadership from the Parent Council, the Faculty, and the BOCC. The purpose of the WGC is to facilitate joint decision making among the three primary stakeholder groups.

Student Leadership

Student Council is made up of middle school students and serves as the student government body.

Ad Hoc Committees/Teams

Other Committees, teams, or other collaborative groups, are developed on an as need basis.

Attendance & Absences

Daily attendance is important for the young child, as it helps build a strong rhythm and demonstrates the importance of school. Further, regular attendance supports your child's social development and the unity of the class. Children who miss more than five days in a school year are more likely to struggle with developing the important skills and concepts needed for reading, math, and other areas of learning.

Appointments/Early sign-out or late sign-in

When scheduling an appointment during the school week, please first consider scheduling their appointments after school hours, or at the very least, outside of their "main lesson" time. It is ideal that each student is present to participate in their "main lesson". You should consult with your child's teacher to make arrangements which are the least disruptive for the daily class rhythm. Class schedules can be found on the website or posted outside each classroom.

If your child needs to be taken out of school mid-day, you must sign your child out at the front desk. Upon returning to school, your child must also be signed back in at the front desk.

Absences (general)

When a child does not attend school on any school day he or she is considered absent. You must notify the Attendance Clerk **each morning** that your child will be absent. Please call **879-7483 ext. 2005** and leave a message or email attendance@blueoakcharterschool.org.

Your message must state the following:

1) student's full name 2) your name 3) their classroom teacher 4) reason for their absence

Whenever a student is not in school, and the Attendance Clerk has not been notified, you will receive an automated call from the school, notifying you that your child was marked absent that day. This is done for safety reasons and to remind you that you must call the school each day your child is absent. Such absences are considered "unexcused".

Excused Absences

- An 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 Absences

- Minor colds and congestion where no fever is present
- Minor allergies

- Long weekends and vacations
- Moving days (change of residence)
- Transportation problems
- Appointments for non-essential activities such as haircuts

Procedure for Unexcused Absences

- After 3 unexcused absences, a letter of truancy will be sent home
- After 4 unexcused absences, a second truancy notice will be sent home and parents will be invited to attend a conference to discuss resolution of the truancy problem.
- After 5 unexcused absences, the student will be declared a habitual truant and another parent conference will be scheduled. If suggested alternatives to reach a resolution of the truancy problem are not followed through responsibly and successfully, the problem will be reviewed and consideration will be given to pursue a course of legal action.

Planned Absences/Independent Study

If you know your child has a “planned absence” for two days or more, you need to arrange for them to go on short-term Independent Study for the duration of their absence. This will ensure that your child’s absences are considered “excused” and that they can keep up with their school work. It also allows the school to continue to receive state funding during their absence.

Process for Independent Study

The Independent Study (I.S.) process must be carefully documented for the school to receive funding for your child’s attendance. All Independent Study business is handled through the front office. To sign your child up for Independent Study you must first initiate the process by filling out the Independent Study Agreement. If enough notice is given, your classroom teacher will compile a work packet relevant to the student’s current class work. If not enough notice is given, the front office can provide you with a pre-made packet, relevant to their grade level.

Your child will need to complete their Independent Study Packet and you will be scheduled an appointment to submit the completed work.

Tardies

There is an important rhythm to each school day, with an opening and a closing activity. It is extremely important that your child arrives at school on time to benefit from the entire class day. 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.

Unexcused Tardies

If a student arrives more than 30 minutes late, without a valid excuse, it is considered an unexcused tardy. A staff or faculty member will call home as soon as a pattern emerges. Upon the 4th unexcused tardy, or early departure, a letter may be sent home, and a conference scheduled to establish a plan to support the students on time arrival.

Truancy

A student who is absent or tardy from school without a valid excuse in excess of thirty (30) minutes or more per day, for four different days or more, during the school year, they will be declared truant, and the parents will be notified of their obligation to resolve the truancy problem. * See *Procedures for Unexcused Absences* above.

Behavior Expectations

Waldorf includes the importance of virtues in building the strength of the community. Our faculty have chosen five virtues (Reverence, Courage, Friendships, Wisdom, and Compassion) and built a Behavior Matrix.

<i>Virtues</i>	<i>Classrooms</i>	<i>Hallway</i>	<i>Bathroom</i>	<i>Cafeteria</i>	<i>Outside</i>
Hold REVERENCE	Follow dress code Enter rooms quietly Come prepared with materials needed Raise your hand to speak Listen and follow directions Treat materials and furniture with tidiness and care	Walk slowly, face forward, and stay in an orderly line Join your class in song or remain quiet Keep hands and body off the walls If it's not yours, don't touch it	Keep the stalls, floors, and counters clean and dry Avoid lingering, return to class quickly	Keep salad bar, walkways, and counters clean Be Mindful of kindergarteners listening to story	Help protect our Peaceful Thoughtful Garden and other parts of nature Pick up litter and garbage Keep cell phones off, tucked safely away
Have COURAGE	Ask questions and seek help from others Try new experiences with a positive attitude Practice, practice.	Feel comfortable walking by yourself or request a buddy Remind others of our school's virtues Go directly to your destination	Set a good example Speak up when you don't feel comfortable Report problems to an adult	Try new foods on the menu and in your lunch basket	No Rough Play Challenge yourself to reach new goals physically Line up as soon as the bell rings

	<p>Don't give up!</p> <p>Participate in activities and class discussions</p>				
<p>Build FRIENDSHIPS</p>	<p>Use a kind, calm voice, and wholesome language at all times</p> <p>Keep hands, feet, and objects to yourself</p>	<p>Allow space for others</p>	<p>Use manners</p> <p>Wait your turn</p>	<p>Get to know the yard duties and lunch server</p> <p>Get to know children from other classes</p>	<p>Help coach others how to play games and use playground equipment</p>
<p>Seek WISDOM</p>	<p>Be on time</p> <p>Complete your classwork and homework on time</p> <p>Respond to direction in a respectful manner</p>	<p>Observe what others are learning in hallway galleries</p> <p>Read posters and take-home fliers to stay informed and involved</p>	<p>Take care of your body</p> <p>Go, flush, wash, dry</p> <p>Use only the water and paper towels you need</p>	<p>Learn the seasonal am/pm menu</p> <p>Memorize your lunch ID number</p>	<p>Learn the rules to recess games and follow them honestly</p> <p>Use playground equipment appropriately</p>
<p>Show COMPASSION</p>	<p>Listen closely to others' questions</p> <p>Give thinking and speaking time to others without interrupting</p> <p>Be patient when others need more time</p>	<p>Help tie shoes</p> <p>Be polite at the drinking fountain</p>	<p>Respect privacy</p> <p>No peeking, locking doors, or turning off the lights</p>	<p>Stop and help someone if their food or drink spills</p>	<p>Invite new friends to join you</p> <p>Be encouraging to others</p> <p>Remember to STOP, WALK, and TALK when you are upset</p>

Discipline

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

more about the Nurtured Heart Approach®. You can find information online at www.ChildrensSuccessFoundation.com

Referral Process

Students sometimes need correction. We have identified 3 Levels of referrals and the behavior offenses which align with them. If a referral notice is sent home, please sign it and return.

Level 1: Referral is addressed verbally by the staff member who has witnessed one of the below offenses:

- Name Calling
- Running in the Halls
- Being Disrespectful
- Being Dishonest
- Rough Play
- Not Staying in Seat
- Shouting Out
- Not Raising Hand
- Being Off Task
- Excluding Others
- Rumors
- Being Disruptive (infringing on others learning)
- Arguing
- Refusing to follow requests
- Wandering Classroom
- → *If any of these offenses are repeated 3 consecutive times in one time period, it will then be considered a Level 2 offense and a Level 2 referral will be written.*

Level 2: Is addressed with a written referral notice completed by the staff member who has witnessed one of the below:

- Telling untruths to avoid responsibilities or consequence
- Deliberate attempt to deceive
- Profane/Obscene language
- Verbal Aggression
- Cheating
- Stealing from others
- Throwing or shoving materials or furniture to the floor (isolated incident, 1 time)
- → *If any of the above-listed behaviors that are repeated 3 consecutive times in a day, it will then be considered a Level 3 offense*

Level 3 is addressed by the Administration. A written referral notice is completed by the staff member who has witnessed one of the below offenses:

- Behavior intended to bring harm to themselves or others
- Fighting/Kicking/Hitting/Biting/Spitting
- Throwing or shoving furniture or school property repetitively to the ground or at someone
- Stealing from school property or teacher or anything of monetary value
- Vandalism – Altering, defacing, or destroying other's/school property
- Verbal or written threats of physical or emotional harm
- Malicious teasing/taunting/spreading rumors with the intent to embarrass others or cause fear

- An illegal act that break California Law (drugs, alcohol, weapons, physical assault, sexual harassment)
- → A level three referral does not mean an automatic suspension. Staff and administration collaborate to determine the most appropriate consequence

Sexual Harassment

Blue Oak is committed to maintaining an educational environment that is free from harassment. Sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities is prohibited. Students found guilty of sexual harassment will be suspended and possibly expelled. Definition of sexual harassment: Any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone at school.

Counseling Referrals

At times a parent or teacher may feel a student would benefit from a discussion with a counselor. A referral process has been established for this purpose, which will always include contacting the parent or guardian. Please discuss this with your child's teacher or stop by the front office for more information.

Greatness Groups

Greatness Groups have been developed, based on the Nurtured Heart Approach, to address bullying prevention and other social issues. Small group social skills groups are formed to help students break down communication barriers that can lead to misunderstandings and social difficulties. Students are placed in groups based on teacher and staff referral. Parent permission is required.

Cell Phones

Blue Oak School campus is a cell phone free zone. Students are not permitted to have cell phones out while on campus, inside or outside of the building. Students may use the front desk phone if they need to reach their parents. If a child is found using a cell phone, it will be taken and held at the front office. It will be returned when an adult comes in to pick it up. We also ask that all adults follow this rule while inside school hallways, classrooms and playgrounds. If absolutely necessary, adults can use their cell phones in the Parent Center.

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.

Clothing

Please remember to use good judgment when choosing appropriate clothes for your child to wear to school. It is most desirable for children's clothing to be free of media images and catchy slogans. Children are inundated with advertisements in their daily lives, and we strive for school to be a space free of that. Students' clothing should be safe for themselves and for the children around them. Therefore, the following guidelines should be considered:

- Casual, loose clothing that allows children to move and play comfortably is recommended.
- Shoes should be safe and appropriate for recess and PE. Close-toed shoes are best for school and are required for "PE days." Flip-flops, shoes without a heel strap, boots, "wheelies," dress shoes or shoes with high heels are not safe.
- Beach attire, such as halter tops, bare midriffs, strapless shirts or dresses, spaghetti strap shirts or dresses, see-through clothing, off-the-shoulder blouses and short skirts/shorts are not appropriate for school.
- In hot weather, students may wear shorts that have at least a three inches inseam. Remember, however, that long pants protect knees better than shorts do! Pants and shorts must be worn at the waistline and must not expose undergarments.
- Clothing which displays vulgar language or symbols or promotes drugs, alcohol or other inappropriate or illegal messages is not permitted.
- Bracelets and other dangling jewelry can tangle in play equipment and cause injury.
- Light-up shoes and roller shoes are not permitted
- Hats are permitted if they meet all the dress code requirements - Faculty may require them to be removed during the class time

Before your child walks out the door, please make sure he/she is wearing appropriate clothing for an elementary school. Students may be sent home to change clothing if their attire is inappropriate.

Communications

Communication between parents and school is vital. The school number is (530)879-7483, your call can be forward to the voicemail of an appropriate staff member. **Please note, calls for teachers during school hours will not be transferred to their extensions. A written message will be taken and delivered to the teacher when appropriate.*

We value direct communication lines. Anytime that you have concerns or questions about your child, please speak first to your student's teacher or to the Parent/Community Liaison. If you find that your concerns are not being met after first approaching issues directly, you may bring your concern to the appropriate Administrator. The front office can also help you identify whom you should speak to next. Fostering understanding and to resolve conflicts as they arise is important for all of us.

Communication tools

The school uses the following methods to communicate with Blue Oak families:

- the Acorn - Weekly e-news regarding school activities
- Report cards and Parent Conferences
- Newsletters and/or e-communications from teachers to parents
- Sending home samples of student work
- Class Meetings
- Monthly Parent Council, Blue Oak Charter Council, Finance Committee, Facilities Committee, Charter Review Committee meetings
- automated phone calls

We utilize *One-Call Now* and *Constant Contact* for our all school communications. These tools allow us to send out messages to all parents at one time, either through an email or phone call.

One-Call Now is primarily used for daily automated attendance calls and for emergencies. We will occasionally use this system for school-wide reminders. *Constant Contact* is used to for email notifications; to send our school's Newsletter - the Acorn, and other announcements.

It is important that you make sure you are receiving these communications. If you find that you are not please check in with the front desk immediately to make sure that your contact information is current and/or correct.

Home Visits

Classroom teachers will schedule Home Visits with each new student's family. These visits help create a special teacher-child bond and strengthen the connections between teacher and parents. They also give the children an opportunity to share their home life with their teacher.

Class Meetings

Most important to your student is the connection to their class and teacher. Throughout the school year, your classroom teacher will schedule class parent meetings. Class meetings are in addition to parent-teacher conferences. Specifics on what is going on in the class, field-trip information and other events are discussed. Childcare providers such as nannies and grandparents are welcome to attend.

Report Cards/Parent Teacher Conferences

Report cards are completed at the end of each semester. In addition to a scaled (number or letter grades) report, teachers will include comments about your child's progress. A parent is always welcome to schedule a meeting with their child's teacher to discuss a report card. Progress reports will be sent home twice a year; midway between each semester. The first progress reporting period is aligned with parent conferences in November. This is an opportunity for you to meet with your child's teacher to discuss your child's academic and social-emotional development. It is essential that you participate in your child's educational experience in this way. Your teacher may schedule additional conferences and you are always welcome to schedule a conference with your child's teacher.

Standardized Testing

Blue Oak annually participates in California's Assessment of Student Performance and Progress (CAASPP). While we do not believe these tests are accurate in measuring the whole child, they are required, and provide the district and us with useful data, which helps us to serve our students well. Students in grades 3 - 8 take the California Standards Tests in both Language Arts and Mathematics during the designated testing period generally scheduled for April. This year 5th and 8th graders will also participate in the field test of California Science Test (CAST). Individual student results are provided to parents for review. These results are used as part of the assessment process to determine the individual and group needs as well as to inform our instructional goals and the district as to how our students are performing.

Before and After School

Supervision

You may not leave your child on school grounds unsupervised, before or after school. Students may not hang out in the halls unsupervised. 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 rings.

Drop-off

Upon entering the school parking lot, left-hand turns are not permitted for Blue Oak parents. All incoming traffic will be directed to turn right and park, or drive around the back of the school grounds and drop off in the designated “drop-off zone”. All walk-ins must enter through the main entrance at the front of the school. Side entrances will remain locked at all times.

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.

Children in Grades 1-8 may be dropped off as early as 7:40 AM.

Kindergarteners may be dropped off as early as 8:00 AM

Pick-up Procedures

Students should be picked up from school at the close of classes. If your child is not picked up at their classroom within 15 minutes of dismissal, they will be sent to the Great Room to wait for you or dismissed to meet you at your arranged location. If you are going to be later than 15 minutes, please call the front office to let them know. If you are not able to pick up your student within the first 30 minutes, enrollment in after-school care may be a good option or participation in one of our after-school clubs.

Children in Grades 1st - 3rd are met outside their classroom each day.

This small gesture allows for countless opportunities to support your child but also for you to connect with other parents and your teacher. Of course, continuing this further through the grades is welcome and encouraged. If you cannot meet your little ones inside, please communicate that to your classroom teacher so they can help direct your children to your meeting place.

Kindergartners must be picked up outside their classrooms.

Children in grades 1st - 4th require written permission from the parent to be able to walk home.

After School Care

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

aftercare 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.

After School Clubs

Blue Oak offers various After School Programs at no cost each school year. The offerings change each year and an updated schedule will be released to the community in August. After school clubs begin in September.

Examples from previous years:

Math Homework Club

Orchestra (*by teacher invitation*)

Chess Club

Middle School Band

Handwork Club

Facilities Use

Facilities are available for public use when it does not conflict with school use. Events must be scheduled through the Facilities Manager.

Volunteering, Visiting & Participation Hours

Your participation is essential to your child's success and to our school community. We ask that each family group complete 50 volunteer hours each school year. There are several ways to participate in the school. To find out more, you can check-in with our Parent / Community Liaison, check the website or ask your classroom teacher how you can help in the classroom.

Visitors

All visitors (parent or otherwise) entering the school grounds, outside of drop-off and pick-up times, must first enter through the front entrance and sign-in to the Visitor's Log. The front office staff will give all visitors the appropriate identification to wear at all times while on campus. Visitors should also sign-out of the Visitor's Log upon their departure.

Volunteer Requirements

All Volunteers who will be alone with children volunteering on campus or going on field-trips must have a Live Scan clearance (fingerprints cleared) on file with Blue Oak School. Clearances from other organizations or schools are non-transferable. Please see front office staff to pick-up the Live Scan form you will need when completing your live scan. Once you have a clearance on file with Blue Oak School you are indefinitely cleared for volunteering at Blue Oak, unless otherwise notified. If the one-time cost associated with this requirement is prohibiting you from volunteering please ask front office staff how we can help you.

Curriculum

The curriculum at Blue Oak is Waldorf inspired and Common Core aligned. Please check our website for Curriculum at a glance. The link below offers valuable information about the standards and the Waldorf.

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.

Behaviour Expectations

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 to children, teachers, and parents on field trips.

Chaperones

Chaperones are chosen at the teacher's discretion. All chaperones must have a LIVE SCAN clearance on file with Blue Oak School. All chaperones must comply with all school rules and field trip policies. Smoking, use of tobacco products, drinking alcohol, and/or drug use, are **NOT** permitted on school field trips. Siblings and pets are not permitted on school field trips.

Costs

We ask that parents cover the costs of field-trips through donations. If you are unable to pay for these costs we ask that you speak with your classroom teacher and participate in classroom fundraising activities.

Drivers

In most cases, children will be transported by private vehicles. The school requires that all Drivers have the following on file with Blue Oak School (1) Current Driver's Lic. (2) Adequate auto. insurance coverage (3) Live Scan Clearance w/ Blue Oak School

Overnight field-trips

Overnight field-trips begin in the 3rd grade and continue every year thereafter. Each grade level has specific trips each year which are directly correlated to their grade level curriculum.

Permission Slips

Our school has a general Walking Field Trip permission slip for all walking field trips throughout the year. There are also separate field-trip permission slips for each field-trip requiring transportation.

Homeschool Program

We offer a homeschool program for Kindergarten through 5th grade. This program is run by a certified Waldorf teacher. For more information please visit our school website and contact our school Registrar to find out more.

Intervention Services

Students struggling with academics may be referred to receive additional supports. This may include small group or one-on-one intervention time. Your child's need will be reviewed with you prior to any intervention. If you believe your child needs academic intervention (or to be evaluated) your first step is to communicate this to your classroom teacher and request that an SST (Student Study Team) is initiated for your child. The SST will then work with you and your child to identify the issue(s) and determine whether changes can be made within our general education program or whether further intervention services are needed through further development of an IEP (Individual Education Plan).

If you feel your concerns are not being addressed please reach out to our Education Director to discuss your concerns further.

What Is The Student Study Team?

The Student Study Team (SST) includes, at a minimum, you, your student's classroom teacher, and an administrator. This team reviews individual student strengths and areas of concern. The SST then plans strategies and organizes resources to put together to help your student improve their ability to learn and be successful at school. This process is a function of regular education.

How Is A Student Selected For the SST Process?

When a student is struggling with learning, behavioral and/or emotional needs and seems to need additional attention, the classroom teacher, counselor or an administrator will ask that a Student Study Team be called to discuss the student's needs.

Classroom Placement

The process of making up classes begins in May. Our goals are to achieve academic, behavior, and gender balance of classes, to make up strong class communities and to provide for individual student needs.

Parents frequently have information concerning their children that they wish to have considered during the placement process. Parents with such information are asked to write to the school Education Director by May 1st, explaining their child's special needs. We work to honor requests for a specific teacher, but cannot guarantee it.

Student Health

FIRST AID, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. First aid will be rendered by the school nurse, health aide, or by a staff member. In case of serious accident, every attempt will be made to contact the parent/guardian before the child is taken to the doctor. Please inform the school of changes in telephone number/address or work locations and provide the name and phone number of an emergency contact.

SCHOOL AUTHORITY TO EXCLUDE CHILDREN FROM SCHOOL The California Education Code (CED 48211) authorizes the school to exclude students who exhibit evidence of contagious or infectious diseases or children showing evidence of improper hygiene.

CONTROL OF DISEASES & THE COMMON COLD Check your child daily for signs of illness (a cough, sore throat, fever, rashes, etc.) Children with colds should remain at home until most of the sneezing/coughing is over. Please send tissues with the child when he/she returns to class.

DISEASE INCUBATION EXCLUSION PERIOD

Chicken Pox 2-3 weeks 1 week after eruption first appears
Conjunctivitis 1-3 days Until pink eye clears and no pus remains
Scarlet Fever 1-3 days 10-21 days from onset or clinical recovery
Strep Throat 4-10 days Not less than 7 days
Impetigo 4-10 days 24 hours after treatment with Rx medicine
Ringworm 4-10 days 24 hours after treatment with Rx medicine

IMMUNIZATIONS To comply with the California Immunization Law, the parents/guardians must make sure each student has completed the required diphtheria, tetanus, pertussis (DPT), polio, measles, mumps, and rubella (MMR), and Hepatitis B series immunizations before enrolling/starting school. If the immunization is contrary to a result of medical problems, a form must be signed to this effect by the parent/guardian and filed in the school office.

MEDICATIONS If your child needs prescription medication during school hours it must be kept in the health office (Rest & Recovery), 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 carry any type of medication (prescription or over-the-counter) on their person or in their bags.

HEAD LICE POLICY It is necessary that efforts be made to effectively control head lice as soon as it becomes evident that a student may be infested. When a student has been found to have head lice, parents will be immediately contacted and the student excluded from school in order to receive proper treatment. Students will be readmitted to school ONLY after they have been checked by appropriate school staff and found to be free of BOTH head lice AND nits. It is recommended that parents check children weekly for signs of head lice. When shampooing, observe behind the ears and above the neck for nits or eggs (pearly ovals cemented to hair shaft 1/4" from the scalp) or live lice (pin-head size). Routine screening is important since many students will exhibit no symptoms or itching. If evidence of infestation is found, please notify the school so appropriate action can be taken. Contact friends, sitter, etc. and let them know also.

Lunch Program & Meal Services

Our current meal services are provided through CUSD. A breakfast is served before school between 7:40 am and 8:10 am. A second chance breakfast is served during morning recess/snack period. Hot lunches are served daily every day, except Thursday (half-day) when a sack lunch is served. You may send your child with money or set up an online account. They have instituted a new payment system. Last school year it was "My School Bucks". The new one is "Titan School Solutions". The application for FREE and REDUCED Lunch needs to be

filled out for each household each and every school year.

Pre-ordering is not needed. Students can just show up for breakfast and simply need to raise their hand during the lunch count each morning to get a school lunch. Students are given 2 choices at each meal time and a fresh fruit and vegetable bar is open to them at each lunchtime. Free and Reduced lunch applications are provided at Registration days and available at the front office.

Parent Enrichment 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.

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.

Student School Phone Use

Student phone use is limited to staff approved calls. **Calls from parents will not be transferred during class time.** The office staff will be happy to take messages and leave them in teacher mailboxes.

Photos & Video opt-out/opt-in

Photos and video footage of students are used in public promotional materials and shared online via Facebook and our website. 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 provided at registration days or 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.

Screen-time

As a community, we value placing limits on the time children spend in front of screens. We realize this goes against mainstream culture and we encourage parents to support each other without judgment and help one another develop lifestyles which are consistent with this value.

Helpful Guidelines

- Ideally, students in grades K-3rd grade are not exposed to screens at all, as their brain development is most susceptible to the negative effects at this stage. Please see recommendations from the American Academy of Pediatrics on this topic.
- No screen-time during the mornings, either before school or on the way to school

- No screen-time exposure throughout the school week
- Screens off at least 1 hour before bedtime
- Weekends, screen-time exposure should be selective, limited, and monitored by parents

Charter/District School Enrollment

No student may be required to attend the Charter School. Students who choose not to attend the Charter School may attend school within their district of residence according to that respective district's policy or at another school district or school within the district through the district's intra and inter-district policies. Parents and guardians of each student enrolled in the charter school will be informed on admissions forms that the students have no right to admission in a particular school of a local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.