



# BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

## PARENT HANDBOOK

2020-2021 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. The handbook is a living document and may be updated and changed as necessary.*

*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 in building a strong community including students, parents, teachers and staff that have 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*

## Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>School Vision &amp; Mission</b>	<b>4</b>
<b>School Verse</b>	<b>4</b>
<b>Goals</b>	<b>4</b>
<b>Hours of Operation and Map</b>	<b>5</b>
<b>Staff Listing</b>	<b>7</b>
<b>Governance</b>	<b>10</b>
Advisory Committees	10
Parent Council (BOPC)	11
Waldorf Governance Council (WGC)	11
Student Leadership	11
Ad Hoc Committees/Teams	11
Unexcused Absences	11
Planned Absences/Independent Study	12
Truancy	12
<b>Behavior Expectations</b>	<b>12</b>
Discipline	14
Referral Process	14
Sexual Harassment	16
Counseling Referrals	16
Greatness Groups	16
Cell Phones	16
Suspension & Expulsion	16
Clothing	16
Homework Policy	17
<b>Communications</b>	<b>18</b>
Communication tools	18
Home Visits	18
Class Meetings	19
<b>Standardized Testing</b>	<b>19</b>
<b>Before and After School</b>	<b>19</b>
Supervision	19

Drop-off	19
Pick-up Procedures	20
After School Clubs	20
Facilities Use	21
<b>Volunteering, Visiting &amp; Participation Hours</b>	<b>21</b>
<b>Curriculum</b>	<b>22</b>
Field-trips	22
<b>Intervention Services</b>	<b>23</b>
What Is The Student Study Team?	23
How Is A Student Selected For the SST Process?	23
<b>Classroom Placement</b>	<b>23</b>
<b>Student Health</b>	<b>23</b>
<b>Pesticide Use</b>	<b>24</b>
<b>Complaint Procedures</b>	<b>25</b>
<b>Lunch Program &amp; Meal Services</b>	<b>25</b>
<b>Parent Enrichment Evenings</b>	<b>26</b>
<b>Birthday Celebrations and Parties</b>	<b>26</b>
<b>Student School Phone Use</b>	<b>26</b>
<b>Photos &amp; Video opt-out/opt-in</b>	<b>26</b>
<b>Screen-time</b>	<b>26</b>

## **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***

*(traditional hours)*

#### **Kindergarten**

Mon. - Fri. - 8:30 am - 12:30 pm

#### **Grades 1 -3**

Full-day schedule 8:15 am - 3:00 pm

\* Thursdays, 8:15 am - 12:45 pm

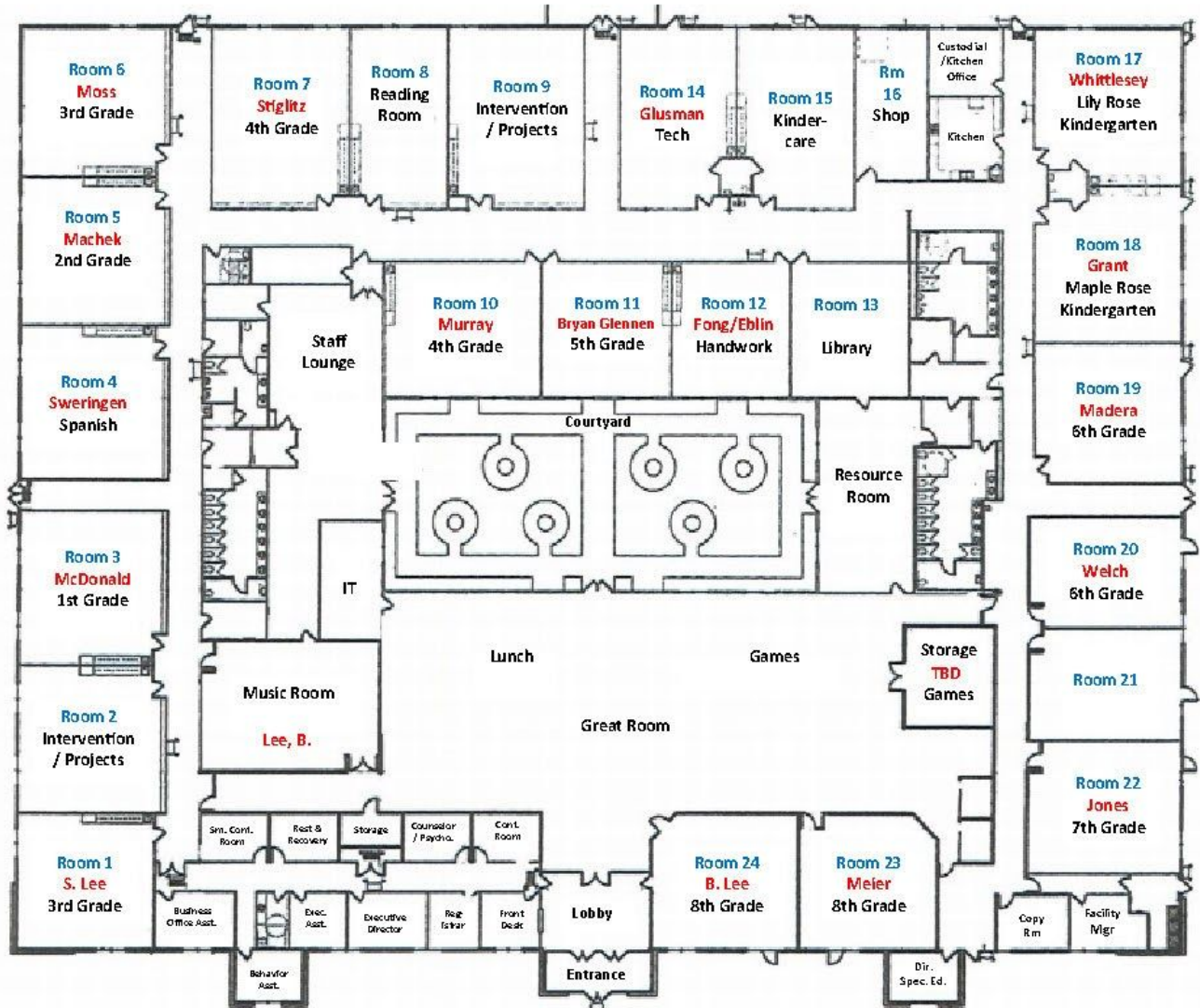
#### **Grades 4 to 8**

Full-day schedule 8:15 am - 3:05 pm

\* Thursdays, 8:15 am - 12:45 pm

**NOTE: School Hours of Operation may be adapted for social distancing in the 2020/2021 School Year.**

# Campus Floor Plan 2020-2021 School Year



## Staff Listing

### *Classroom Teachers*

Lily Rose Kindergarten	Susan Whittlesey	susanwhittlesey@blueoakcharterschool.org
Maple Rose Kindergarten	Cheryl Grant	cherylgrant@blueoakcharterschool.org
First Grade	Kate McDonald	katherinemacleod@blueoakcharterschool.org
Second Grade	Katie Machek	katiemachek@blueoakcharterschool.org
Third Grade	Sheila Moss	sheilamoss@blueoakcharterschool.org
Third Grade	Sarah Lee	sarahlee@blueoakcharterschool.org
Fourth Grade	Riley Mac Millan	rileymacmillan@blueoakcharterschool.org
Fourth Grade	Hunter Stiglitz	hunterstiglitz@blueoakcharterschool.org
Fifth Grade	Jennifer Adams	jenniferadams@blueoakcharterschool.org
Sixth Grade	Ally Welch	allywelch@blueoakcharterschool.org
Sixth Grade	Kari Madera	karimadera@blueoakcharterschool.org
Seventh Grade	Brittany Jones	brittanyjones@blueoakcharterschool.org
Eighth Grade	Brianna Lee	briannalee@blueoakcharterschool.org
Eighth Grade	Nick Meier	nickmeier@blueoakcharterschool.org

### *Specialty Teachers*

Middle School Band	Brianna Lee	briannalee@blueoakcharterschool.org
Handwork (lower grades)	Claire Fong	clairefong@blueoakcharterschool.org
Handwork (middle school)	Sarah Eblin	saraheblin@blueoakcharterschool.org



Spanish	Eneida Sweringen	eneidasweringen@blueoakcharterschool.org
ELD/Tech	Ellie Glusman	ellie@blueoakcharterschool.org

***Intervention Staff***

Math Specialist	Chairun Combs	<a href="mailto:chairuncombs@blueoakcharterschool.org">chairuncombs@blueoakcharterschool.org</a>
-----------------	---------------	--

***Instructional Assistants***

Lily Rose Kindergarten	Elizabeth Nail	elizabethnail@blueoakcharterschool.org
Maple Rose Kindergarten	Melanie Couch	melaniecouch@blueoakcharterschool.org
First Grade	Emily Novikov	emilynovikov@blueoakcharterschool.org
Roving Aide	Cheryl Parker	cherylparker@blueoakcharterschool.org
Reading Aide/Yard Duty	Carol Kelly	carolkelly@blueoakcharterschool.org

***Special Education Staff***

Director of Special Ed.	Rachel Ceja	rachelceja@blueoakcharterschool.org
Special Ed. Teacher	Emily Smith	emilysmith@blueoakcharterschool.org
Aide (SPED)	Shawn Von Rotz	shawn@blueoakcharterschool.org

***Support Staff***

Attendance Clerk & Reception	Kelley Chandler	kelley@blueoakcharterschool.org
Executive Assistant	TBD	
Behavior Support Assistant	Amber Bass	amber@blueoakcharterschool.org

Registrar	Kellie Machi	kellie@blueoakcharterschool.org
Business Office Assistant	Maggie Buckley	maggie@blueoakcharterschool.org
Nurse	TBD	
Health Aide	Kris Fortado	krisfortado@blueoakcharterschool.org
Custodian	Jim Fortado	jimfortado@blueoakcharterschool.org
Custodian/Maintenance	Kathy Maddox	kathymaddox@blueoakcharterschool.org
Yard Duty	Frank Mercurio	frank@blueoakcharterschool.org
School Counselor	Emma Todd	emmatodd@blueoakcharterschool.org
Facilities Manager	Buck Ernest	buck@blueoakcharterschool.org

### ***Administration***

Executive Director	Susan Domenighini	sdomenighini@blueoakcharterschool.org
--------------------	-------------------	---------------------------------------

## **Material Distribution**

### **Parent & Student Distance Learning Expectations**

Parents agree to support our children’s learning in the following ways:

- Provide a clean and safe environment for my child to work
  - This should include a desk area and room to stand and stretch
- Assure student has needed technology and connectivity
  - If the family needs to check out a Chromebook or hotspot please complete the survey with that response
- Provide first instruction for my child
  - Parents are their child’s first teacher and a big part of the educational team
- Monitor work completion
- Participate in decisions related to my child’s education

- Communicate with the school by promptly reading notices, reporting student absences, and responding to contacts from school personnel
- Parents will attend parent/teacher meetings when scheduled

### **Attendance**

- Attendance will be taken daily to log absences and tardies.
- Students are expected to attend their scheduled Zoom classes every day. Please do not be late for class.
- Ask childcare provider about helping student log on
- Parents will contact the attendance office regarding any absences so they can be excused.
- Absent students will find everything they need to make up the work in Google Classroom.
- Parents and students will need to communicate with the teacher regarding any planned or unexpected absence or tardy.

### **Communication**

- Utilize our school-wide communication platform, ParentSquare.
- Please download the ParentSquare App on your device to include notifications

### **Office Hours/Study Hall**

- Students will have an opportunity to ask questions, have extra support and complete work during Office Hours/Study Hall times
- Students may be required to attend if they are not completing work and showing understanding

### **Assignments**

- Check Google Classroom daily for all assignments and due dates
- Google Classroom is not a chat room - keep communication on topic
- Contact teachers promptly if I need help or have questions with assignments
- Complete and turn in my work on time
- Communicate with my parent/guardian about my learning and ask for help when I need it

### **Student Zoom Expectations**

- Arrive at meetings and classes prepared, on time and ready to learn
- Students will have a designated, quiet workspace (not their bed) with materials ready when class begins.
- No phones and other electronic devices other than a laptop or tablet for Zoom should be out during class time.
- Workspaces should be clean, clear, and free of clutter.

- Students will not be on other websites or apps on their computers during class time.
- Students will be dressed appropriately. (No pajamas, hats/hoods covering faces, sunglasses, bathing suits, etc.)
- Students will follow Blue Oak Virtues for Distance Learning
- Students will follow all of the same rules as if in the classroom together
  - raise hand to speak and/or ask questions
  - ask for permission to get out of their seat
  - no engaging in side conversations
  - keep chat on topic
  - use school appropriate language
  - mute self when not speaking
  - video on
  - fully engaged in meeting
  - no video filters
  - no changing your name

## **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***

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

The following are the current 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 the 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.

*Safety Committee* - The Safety Committee meets at least annually and as necessary to review and update the School Safety Plan.

### ***Parent Council (BOPC)***

The BOPC (or PC) is made up of parent representatives from each classroom, and 3 to 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***

The 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**

***During distance learning attendance is taken during the morning Zoom classroom. Students are considered to attend each day they meet synchronously (on Zoom or the phone at the same time) with a credentialed teacher. If your student does not check in with the teacher for three days in a row Blue Oak will reach out to you to see further support is needed.***

### ***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 (suspended under distance learning)***

If you know your child has a “planned absence” for two days or more, please arrange for them to go on short-term Independent Study for the duration of their absence. This will ensure that your child is not considered absent and they can keep up with their school work. It also allows the school to continue to receive state funding.

### ***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 premade packet, relevant to their grade level.

Your child will need to complete their Independent Study Packet and you will need to schedule an appointment to submit and return 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>Distance Learning</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

<p>Have COURAGE</p>		<p>Ask questions and seek help from others</p> <p>Try new experiences with a positive attitude</p> <p>Practice, practice. Don't give up!</p> <p>Participate in activities and class discussions</p>	<p>Feel comfortable walking by yourself or request a buddy</p> <p>Remind others of our school's virtues</p> <p>Go directly to your destination</p>	<p>Set a good example</p> <p>Speak up when you don't feel comfortable</p> <p>Report problems to an adult</p>	<p>Try new foods on the menu and in your lunch basket</p>	<p>No Rough Play</p> <p>Challenge yourself to reach new goals physically</p> <p>Line up as soon as the bell rings</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 style="text-align: center;">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](http://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
- 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 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 a staff member for any of the below offenses:

- Rough play
- 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.

### ***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. Blue Oak follow ed code as outlined in our Charter.

### ***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. Closed-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 three inch 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 gang symbols, promotes drugs, alcohol or other inappropriate or illegal messages are 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.

## **Homework Policy**

The Blue Oak Charter Council supports the use of homework in the educational life of the child.

Homework should be used as a tool to:

- Build healthy habits, life skills, and time management skills;
- Support classroom lessons;
- Enable students to complete unfinished work;
- Review and apply academic content for better understanding.

Homework is intended to be relevant to the content being covered in the curriculum and meeting the child's developmental needs, not to be brought as new information.

**Kindergarten** ~ Suggest to families to encourage their child to spend time in nature, in movement, in imaginative play, visiting the library, and helping with household chores. Parents should be reading to their children every day.

**Grades** ~ The level of homework increases through the grades to match the developmental stage of the child.

At the beginning of the school year teachers will inform students, and parents/guardians of homework expectations.

Although the homework assignment is the responsibility of the student, parents/guardians are expected to ensure homework is completed. If a student repeatedly fails to turn in homework the teacher will contact the parents as soon as possible so that corrective action can be taken prior to final grades being submitted.

Teachers shall review completed homework to assess the student's understanding and to give timely feedback.

## **Communications**

Communication between parents and school is vital. The school number is (530)879-7483, your call can be forwarded 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 to your student's teacher. ~~first 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
- Automated Texts

We utilize “Parent Square” as our main communication tool. It is important 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 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(s) 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](http://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 consistent with our educational use and it does not conflict with school use. All use must be approved using the Facility Use Permit.

### **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 ~~our~~ **Parent / Community Liaison**, check the website or ask your classroom teacher how you can help in the classroom.

### **Visitors**

Blue Oak Charter Council (BOCC) believes that it is important for parents/guardians and community members to take an active interest in the issues affecting students and encourages parents/guardians and other interested members of the community to visit the school and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Executive Director will establish procedures that facilitate visits during regular

school days. Visits during school hours should be first arranged with the Teacher and Executive Director or designee.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall sign-in immediately upon entering any school building or grounds when school is in session.

No electronic listening or recording device may be used by students or visitors in a classroom without the Teacher and Executive Director's permission.

BOCC encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the complaint process posted on our website if they have concerns with any district program or employee.

In accordance with Penal Code 626.7, the Executive Director or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the Executive Director before entering the school campus or grounds. As necessary, the Executive Director shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activities.

### ***Volunteer Requirements***

All Volunteers who will be with children, on or off campus 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 the 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.

[Public Waldorf & Common Core Standards Alignment](#)

---

### ***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.

### **Behavior 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.

## **Intervention Services**

Students struggling with academics may be referred to receive additional support. This may include small group or one-on-one intervention time. Your child's needs will be reviewed with you prior to any intervention. If you believe your child needs academic intervention 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 Executive Director or our Special Ed. 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 help your students 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 goal is to achieve academic, behavior, and gender balanced classes. We also strive to create strong class communities and support 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 Registrar 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 (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.

**TOBACCO FREE POLICY** (Board Policy: #5131.6 – summarized) Blue Oak Charter Council (BOCC) recognizes that the use of commercial tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The use or promotion of commercial tobacco products, including electronic smoking devices, on school grounds and at off-campus school-sponsored events are detrimental to the health and safety of students, staff, and visitors. All adult staff and visitors serve as role models to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other commercial tobacco use for the students, staff, and visitors.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of school grounds,

except on a public sidewalk located within 25 feet of the school. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

(A) Blue Oak students are prohibited from possessing, using, consuming, displaying, promoting, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school sponsored event.

(B) Administrators, staff, or visitors of BOCS are prohibited from using, consuming, displaying, activating, promoting, or selling any tobacco products, tobacco related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia

displaying tobacco industry brands.

(C) It shall be a violation of this policy for BOCS to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products shop or producers of electronic smoking devices.

(D) Instruction to discourage the use of tobacco products shall be included in the education provided for all students.

## **Pesticide Use**

Blue Oak follows the Healthy Schools Act of 2000 and utilizes an Integrated Pest Management System that focuses on long-term prevention or suppression of pest problems through a combination of techniques such as monitoring for pest presence and establishing treatment threshold levels, using non-chemical practices to make the habitat less conducive to pest development, improving sanitation, and employing mechanical and physical controls. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment, are used only after careful monitoring indicates they are needed according to pre-established guidelines and treatment thresholds. The Healthy Schools Act of 2000 requires all California local educational agencies to notify parents and guardians of pesticides they expect to apply during the year. Please see the website for specific information.

Please contact the Facilities Manager if you wish to receive written notification at least 72 hours prior to the application of an individual pesticide at your school. Each school will maintain a list of parents or guardians who want to be notified before individual pesticide applications are made. Prior to the application of any pesticide, the District will post a warning sign at the area to be treated at least 24 hours prior to the pesticide application and such signs will remain posted for at least 72 hours after the application. In the event of an emergency condition, advance notification and prior signposting may not be feasible, but a warning sign will be posted immediately upon application of the pesticide.

## **Complaint Procedures**

The Uniform Complaint Form, found under Parent Resources/Forms on the website is utilized for all formal complaints. Please complete the form if there is a complaint or charge against the school site, program, office or school employee. Submit this complaint form to Blue Oak School. Call (530) 879-7483 for assistance with completing the form. The School will issue a written decision within 60 days.

The Executive Director may assign other staff or other individuals to investigate based on the nature of the complaint. The Executive Director will ensure that employees and individuals designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel. Staff members and individuals who may be asked to investigate complaints are: Executive Director Teacher/Faculty Support Staff Landlord Other The Executive Director will promptly notify the complainant if another employee or individual is designated to investigate the complaint.

## **Lunch Program & Meal Services**

Our current meal services are provided through CUSD. 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. The payment system 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-3<sup>rd</sup> 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.