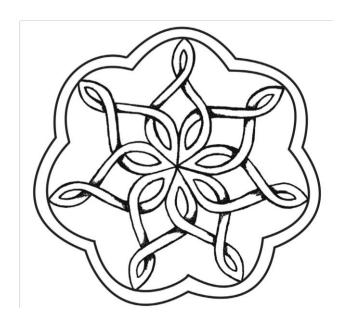
# **Woodland Charter School Family Handbook**2019-2020



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# **Woodland Charter School Staff**

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Administrative Assistant: Ms. Huck LaFave	michelle.lafave@woodlandcharterschool.org

# Woodland Charter School Charter Council 2019-2020

#### **Brian Hannagan**

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#### **Woodland Charter School Mission Statement**

Woodland Charter School (WCS) is a public charter school in the Three Rivers School District guided by the core principles of Public Waldorf Education. Our school seeks to kindle a lifelong love of learning by providing a developmentally appropriate, arts-integrated curriculum that engages the whole child. Rich academics interwoven with human and nature studies foster a sense of belonging within the human community and a reverence for the beauty of the natural world. Our school thrives with on-going family involvement and inspires the support of the greater community.

# **Woodland Charter School Educational Philosophy**

"Our highest endeavor must be to develop free human beings, who are able of themselves to impart purpose and direction to their lives".  $\sim$ Rudolf Steiner

Waldorf education is grounded in a deep understanding of child development and values each child as an individual with unique talents and needs. A balanced approach to education nurtures all dimensions of the human being so that thinking, feeling, and doing are integrated and function to help the unfolding child meet his or her full potential.

In Waldorf education, rigorous traditional academics are infused with artistic and practical activities. Foreign language, handwork, gardening, cooking, woodworking, music, games, and movement enrich the academic main lesson. Through the years, history is brought to life through stories of ancient civilizations, cultures and remarkable human beings from around the world including our own land's roots in Native American legends and studies. These stories continue from myth and legend to become more current and part of recorded history as the children mature. Children are brought close to the land and realities of day to day living through studies and work including such things as farming, gardening, shelter, clothing, practical crafts, woodworking and more. During this time, the children are practicing reading, writing, and grammar while learning about the people, places, and ideas they are studying. Ongoing is the work with numbers and math: from counting to algebra, from adding to fractions, from money to business math, from balancing to weights and measures, and more, all introduced imaginatively and practically then put into real practice. A broad, solid foundation of study in the early years allows children with a variety of learning styles to thrive and be inspired by their school experience.

The environment of Woodland Charter School is filled with elements that are both functional and beautiful, found in nature and created by human craftsmanship. Healthy senses are stimulated with soothing colors, harmonious sounds, delightful smells, live plants, and natural light. Through time exploring the outdoors and celebrating festivals, students learn to love and respect nature and the rhythms of the seasons.

Waldorf education aspires to instill in children a passion for education and values that will inspire and sustain them throughout their lives. Through example, they are taught to have gratitude and respect for the efforts of others. Modern children need to have the will to learn new skills for work in realms yet undiscovered and have the confidence and initiative to contribute to society. Woodland Charter School's unique physical and social atmosphere is prime to help develop each child's sense of truth, beauty, and goodness, while preparing them to lead successful, fulfilling lives in our ever-changing world.

## **Admissions**

The Woodland Charter School is a non-tuition based government-funded public school and is open to anyone residing in the state of Oregon. WCS does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language, or academic achievement.

# **Student Attendance**

Parents/guardians are responsible for ensuring that children attend school regularly and arrive on time in accordance with Oregon law. WCS expects students to attend school daily to receive the maximum benefits of our program. If a child misses more than 10 consecutive school days, he/she will be unenrolled from Woodland.

# **Up-To-Date Contact Information**

It is very important that the school has current contact information in order for parents or emergency contacts to be reached. Immediately notify the school of changes in phone numbers, email, home address, and emergency contact numbers.

# Pick-Up and Drop-Off

It is crucial to drop off and pick up your child on time. Drop-off time begins at 7:45 am for a punctual start of class at 8 am. Pick up time is at 3:15 pm. Exceptions for pick up are on scheduled half days when pick up is at 12:00 pm.

When entering the driveway, we ask that parents/guardians stay to the right and drive slowly. Please do not let children out of the car until you arrive at the sidewalk area. At the end of the day, stop before the cone and wait for a staff member with the walkie-talkie to get your child's name to be called on our system. They will come to you as soon as possible.

If you want to walk your child to the door or to wait outside your child's classroom door at pick up time, please park in the upper parking lot and walk the safety path down toward the Office.

Please do not allow children to cross the parking lot unattended, or leave them unattended once you have collected them.

If someone other than those on your child's approved pick up list is picking up your child, you must make signed arrangements with the Office. The approved list will be kept in the Office.

# **School Bus**

Parents of students who are planning on riding the bus need to contact the bus company, First Student, at 541-476-7733 to schedule pick up and figure out times and locations. A current Bus Authorization Form also needs to be filled out and filed in the Woodland office. Students riding the bus to and from Woodland will be transferring busses at another school

before getting on the bus to take them to their final destination. If a student is riding a bus to go over to a friend's house or riding a bus they don't normally ride, they must get a note from the Office. In order to provide that note, the parent/guardian needs to notify the Office of the change with a note or phone call. On half days there will be bus pickup in the morning but not in the afternoon.

# **Emergency School Closures or Delayed Openings**

WCS follows the same closing schedule as the TRSD. If it becomes necessary to close school due to inclement weather, dangerous conditions, or any other emergency, a NO SCHOOL or delayed start announcement will be sent out by voicemail or you can check the TRSD website. Please stay tuned to the radio, television, and/or computer on mornings when the weather looks doubtful.

#### Medication at School

Three Rivers School District (TRSD) complies with Oregon State Law requiring that ALL medications administered at school, **including over the counter medications**, have a signed authorization form from the parents with specific instructions.

- Medication is kept in a locked cabinet in the Office, and the student will be supervised while taking medication. Children cannot be in possession of any medication at school.
- All medications must be in the original container with the prescription attached to the container, labeled with the student's name, medication and dosage, and doctor's name. A faxed prescription from the doctor's office to the school is acceptable.
- Medication left for emergency use, such as epi pens, inhalers, or insulin support requires a doctor's medical protocol, along with the Medication Administration form.
- Medication must not be expired and must be picked up at the end of the school year, otherwise it will be destroyed.

#### Communication

Good communication among parents/guardians, staff, and the Councils is essential.

## Parent/Guardian-Teacher Communication

Education works best for the child when parents/guardians and teachers work together. Open, honest, and respectful communication builds a healthy social life within the school.

Ask your child's teacher what the best way to communicate with them is. It is important for parents/guardians to keep in close contact with their child's teacher, especially if there are major changes in the home. For example: a serious illness, divorce, a death, or parent going back to work can impact everyone in the family, particularly children. Please email the teacher or send a note in a sealed envelope to school with your child. Notice can be left with the Office to have the teacher call you at their earliest convenience. The teacher will contact you to discuss the issue or set up a time to meet. Allow 72 hours for a teacher to reply to your request (possibly longer if over a weekend or extended break). If you call the school to leave a message for a teacher, understand that they might not check their messages until the end of the day. Leave all urgent messages with the Office Manager so they can be communicated in a timely fashion.

Evenings are a time of rest and preparation for your child's teacher. Unless it is urgent, please direct your phone calls to the WCS Office and leave a message. 541-846-4246

Parent/guardian-teacher conferences will be held annually in November. Formal reports are created each year to document the progress of each child. Additional conferences may be available upon request with any member of the faculty.

#### Classroom Communication

WCS is a very hands-on community. You will receive information about your student's class via Google group emails.

#### Communication with Students

During the day you may leave messages for students in the Office. These will be delivered when time allows. Students will be interrupted during class for emergencies only. Also, since cell phones are off limits to the students, they may only call out from the Office phone and only in matters of such importance that it cannot wait. The Office phone is not available to arrange social outings or play dates. This must be done privately.

# **Parent Nights**

Parent Nights offer the adults and teachers important opportunities to share information, get to know each other better and to help build the class community. Each class will have a minimum of two meetings throughout the year. Subject teachers may also be included in these meetings.

#### **Posted Information**

Events, activities, and updates are posted on the Office bulletin board, the website's calendar, www.woodlandcharterschool.org, and by email in the Weekly Update. Teachers and Administration aim to provide at least one week's notice of any upcoming events. Check your weekly update and email.

Please notify the Office if you do not receive email so that we can provide you with a printed copy.

# Additional Questions or Concerns

For questions or concerns regarding your child or your child's classroom, see your class teacher. For questions or concerns regarding the day to day operations of the school, please see the administrative staff.

#### **Visitors**

All visitors must first obtain permission to be in the school by registering at the Office before going to any classroom or other area of any school buildings. All visitors must wear a Visitor Badge provided by the school.

# **Volunteering at School**

Volunteers enrich our educational program and are a critical part of our school. We ask all families to offer a minimum of 20 volunteer hours over the course of the school year. In order to volunteer with children at WCS, parents and community members are required to fill out an application, which includes a background check (every three years). Classroom schedules are carefully planned, so drop in volunteers are not allowed. Please sign in at the Office prior to going to prearranged volunteer opportunities. Volunteers are also needed for campus projects, committee work, and festivals.

#### **Committees**

We welcome parent participation on various committees. Serving on committees is a major means by which parents can contribute time and skills toward the betterment of the school. Currently, our school committees are the Outreach Committee, Site Committee (GLCC), and Festivals Committee. Beyond joining committees, there are many ways to support our school. Please see school administration if you want to participate.

# **Parent Council**

The Parent Council is a support committee comprised of dedicated parent volunteers. All parents are already members of Parent Council. Parent Council members serve as ambassadors, fostering communication and a sense of community among all parents. Parent Council encourages parent and community volunteerism, supports other groups in the school and coordinate projects and initiatives that contribute to school goals.

#### **Class Parents**

"Class Parents" are one or two parents/guardians per class who are asked by the teacher to help organize the parents in their child's class and to provide ongoing support throughout the year. The Class Parent is a vital part of helping facilitate communications between teacher and families. The Class Parent stays in regular touch with the teacher to see if there are ways they or the parent body can help, including reminders about class and school events such as picture day, parent evenings, class field trips, the class play, class projects, etc. They also help to form the glue that makes each class a small community within the larger school community. We ask that the Class Parent(s) become active members of the Parent Council. Here they meet with other devoted parents and work collaboratively to support their classes and the school as a whole.

#### **General Information**

# Sleep

Waldorf Education seeks to nourish the whole being of the child, yet only part of this occurs during the waking hours. A regular sleep schedule is essential. A regular bedtime is proven to promote learning and positive behavior. Most children need between 9-12 hours of sleep every night. Often if it is difficult to awaken a child in the morning, they need to go to bed earlier.

#### School Lunch

Diet and behavior can often be linked. Pack students a substantial, healthy lunch plus a separate snack every day. We do not have space to keep the children's food cool, nor do we have a way to heat food. We request that you ensure that your child eats before coming to school and special events.

Each child should have a water bottle marked with their name for daily use.

In the event that you are unable to provide snack and lunch for your child(ren), families may apply through the District for the free and

reduced meals that are provided by Hidden Valley High School. To apply, ask the Office for the form.

Processed food such as candy, gum, soda, sports or energy drinks, and other highly artificial foods are not allowed. If you have any concerns or your child has any dietary restrictions, please communicate these to the teacher.

#### Phone Use & Electronic Devices

Students may use the phone in the Office for emergency purposes only. Arrangements for after school activities are to be made at home, ahead of time, and a note sent to school if necessary. While at school, the use of all electronic devices is strictly prohibited. Electronic devices of any kind must be turned off and kept out of sight in a backpack while at school. If a student is caught using a device, it will be confiscated and must be retrieved by the child's parents/guardian from the Office. The school is not responsible for lost, damaged, or stolen devices.

#### Pets

Due to insurance liability requirements, pets are not allowed on school grounds, including before and after school sessions and during scheduled activities.

#### Lost and Found

Please put your child's name on all items brought to school so they can be easily returned to their rightful owner if they are lost. Unclaimed items will be donated twice per year, once at the end of winter break, and once during summer break.

# Birthdays

Individual children's school birthday celebrations are often a part of the Waldorf classroom. Each class teacher decides how they want to recognize birthdays. Check with your child's teacher for details and treat guidelines.

## **Party Invitations**

No party invitations are to be distributed at school. Invitations may be emailed, sent via regular postage mail, or done by phone from home.

<u>Exception:</u> Parent approved invitations may be passed out at school at the teacher's discretion, only if <u>all</u> students in the class are invited.

#### Flowers and Balloons

Flowers and/or balloons may not be delivered to your child at school.

# Money

Money for field trips and school programs should be sent in an envelope listing the student's name, amount enclosed, and the specific purpose for which it is intended and given to the teacher or Office. If the student needs the money for after school, they should keep it securely in their backpack. Woodland is not responsible for your student's lost money.

## Toys and Items from Home

Toys and items from home are not allowed on school grounds. Teachers will inform parents of Show and Tell dates and provide a description of appropriate items to bring. If your child has an unusual circumstance, contact your child's teacher to make arrangements.

# **Charter Council Meetings**

The Charter Council meets at least once per month throughout the year; times and dates are posted in the weekly update. Meetings are open to the public and parental attendance is welcome. Depending on the agenda of the meeting, time may be allotted to public comments.

Requests for an item to be placed on the Charter Council agenda must be submitted in writing and delivered to the Charter Council Secretary no later than seven school days prior to a regular meeting. Items must be directly related to school business. The Charter Council Secretary will determine whether the request is or is not within the jurisdiction of the Charter Council and will determine whether the item is appropriate for discussion in an open or an executive session of the Charter Council. He/she will also determine if the matter should be addressed by another body in the school.

# **Faculty Council Meetings**

The Faculty Council, along with our Administrator, meets after school weekly. The meetings are primarily focused on the students, their wellbeing, and their education. These confidential meetings are closed to the public. The faculty works to stay abreast of what is happening in the whole school, in each of our classes, and ultimately with each child. Specifically, there are regular studies of a class or a child. More indirectly, the faculty supports one another, studies, moves, shares, plans, trains, creates, learns, and grows together. Though not every teacher teaches your child directly, every teacher ultimately knows something about your child and cares about them. Together we carry them through each school year.

# Woodland Charter School Dress Code 2019-2020

Clothing must be suitable for all scheduled classroom and outdoor activities including physical education, gardening, hikes, all school-related events, etc. This may include rain and snow gear, and hats to protect students from direct sun rays.

#### **Allowable Dress & Grooming**

- Clothing covering the torso (shirts, tops, dresses, etc.) must cover all sides of the body to the underarms and there must not be any skin showing at the midriff.
- Clothing covering the lower half of the body is to be of fingertip length.
- Shirts must be hip length or longer. Straps on garments covering the upper torso must be two student-fingers wide. Shirt necklines may be no lower than 1" below the collarbone. No strapless or backless shirts are allowed.
- Clothing must cover all undergarments whether the student is standing, sitting, or moving, and must not be see-through.
- Hats, hoodies, and other headwear must allow the face to be visible. It is up to individual teacher whether headwear may be worn in the classroom.
- Shoes must be well fitted, closed toed, closed back and without heels, wheels or lights.
- Students may have mild adornments including jewelry. Dangling jewelry may interfere with activities and may need to be removed. Silent watches are allowed for 3<sup>rd</sup> grade and up.

# Additional Allowable Dress & Grooming - 7th & 8th Grades

- 7<sup>th</sup> & 8<sup>th</sup> graders may wear pants that have one tactful rip in each leg located anywhere from fingertip length down to the hem. The rip may not be wider than seam to seam.
- Natural-looking makeup, and natural colored hair dyes are allowed in 7<sup>th</sup> and 8<sup>th</sup> grade. Heavy make-up and bright hair dyes are not appropriate at school.

#### Non-Allowable Dress & Grooming

- Clothing may not have media images (TV, movies, bands, etc.) or corporate logos (unless it's the small branding of the clothing company).
- Clothing may not have symbols of or promote: any form of discrimination, violence, frightening images, drugs, or sexual connotation.
- Hairstyles that obstruct students from seeing the classroom teacher or distract from classroom instruction are prohibited.
- Students may not be without a shirt or shoes unless appropriate for the activity (e.g., swimming) and approved by the teacher in charge.
- Nail length may not interfere with lessons and games. A teacher will contact parents if nails need trimming.
- No sunglasses are to be worn in school buildings.
- Costumes, pajamas, onesies, etc. may only be worn at the invitation of the teacher for special occasions.

Amendments may be made by class teachers or administrator in case any clothing distracts learning.

To preserve the dignity of the student, delivery of information about noncompliance with the dress code will be conducted in a private manner.

All questions regarding the appropriateness of a student's dress should be referred to the student's class teacher.

Parents and students are responsible to make sure the dress code is followed by the student. Students are expected to respect the guidance of adults regarding this matter.

Students will not be discriminated against in the enforcement of dress code based on gender, race, national origin, or other protected status.

# **Media Policy**

Adhering to this Media Policy will support your children's success at Woodland Charter School. The following are our guidelines for visual screen media (such as: television, videos, video games, cell phones, computers, movies) and audio media (such as: news, radio, violent/sexually suggestive music). Please share this information with grandparents and other caregivers.

\*While at school, all electronic devices are strictly prohibited. Any devices brought to school will be secured in a locked cabinet by the teacher.

\*Woodland acknowledges that we are required by law to comply with state testing.

#### **Children in First through Sixth Grades:**

- Our goal is that the First through Sixth Grade children have no exposure to media/electronic devices (including 'educational' content), as they are the most vulnerable of our school-aged children to the negative effects of visual and audio media usage.
- We especially request that there be no TV, electronic games, iPods, computers, tablets, cell phones, movies, news radio, etc, during the school week, including on the way to school. We consider that the school week begins Sunday evening and goes through Thursday afternoon.
- Behaviors that arise in children that have an obvious connection to media exposure will be addressed with the teacher and parents.

## **Children in Seventh and Eighth Grades:**

- Our goal is that the Seventh and Eighth grade children are only exposed to electronic media/electronic devices when the activity is directly connected to school assignments, Sunday evening through Thursday afternoon.
- We especially request that there be no TV, electronic games, iPods, computers, tablets, cell phones, movies, news radio, etc, during the school week, including on the way to school. We consider that the school week begins Sunday evening and goes through Thursday afternoon.
- As stated above, during the school week, the Seventh and Eighth grade children may need to use a computer for school-related research projects.

- We strongly suggest that parents eliminate their children's exposure to violent and sexually explicit movies, music, and video games at all times.
- We do not feel that middle school aged children are developmentally mature enough to handle the responsibilities of social media. Therefore, we strongly suggest no social media for this age group. Literature is available in the Office regarding internet safety, cyber-bullying, etc.
- Behaviors that arise in any children that have an obvious connection to media exposure will be addressed with the teacher and parents.

If you have any questions, please do not hesitate to ask Woodland Charter School staff.

# **Parent Agreement**

At Woodland Charter School we are committed to bringing your child a quality Public Waldorf Education. Please carefully read and consider the following parent guidelines.

**Volunteering:** Each family is expected to commit to 20 hours of volunteer work per year. There are many volunteer opportunities, such as: classroom assistance, field trips, and committee work.

Parent Meetings: Each class will have parent nights throughout the school year. These meetings will provide valuable information about your child's curriculum, child development, and the Waldorf method. Attendance is very important, expected and needed in support of your child's education. Plan ahead for childcare.

Parent Education: Woodland Charter School will provide opportunities for parents to further their education regarding Waldorf methods. All parents are strongly encouraged to attend these sessions, read articles, or participate in activities as the information provided will deepen your child's overall educational experience.

Media: In support of the education of your child, the faculty requests that our families consciously and significantly reduce or eliminate the use of media for children. Please read the Media Policy and Electronic Devices Policy for further information.

Food: We request that you bring homemade fare rather than highly processed, packaged food for school meals and special events. Processed foods such as candy, gum, soda, and other highly artificial foods are not allowed.

**Clothing:** In support of the health and well-being of your child and the school environment please dress children in weather appropriate, non-distracting clothing and shoes, free from corporate or media symbols.

Please refer to the WCS Dress Code Policy and the Middle School Dress Code 2019-2020 for further information.

Supply fee: Our school strives to provide the highest quality supplies in our classrooms. In order to purchase these supplies, it is essential that you pay your supply fee when you enroll your child. We also send out a back to school supply list from individual teachers.

Family Handbook: It is required that all parents read the Family Handbook. We thank you for supporting Woodland Charter School.

w					Calendar Key:		First Day of School: Tue. Sept. 3			
Woodland Charter School						Normal School Day	Last Day Of School: Wed. June 10			
2019-2020 Calendar								Special Event		
of All-School Events									Break - No School	Teacher Work Day - No School
S M T W T F S						F	S			
	3	1-1	'	**	1	2	3			
August	4	5	6	7	8	9	10		40 00 00	0.00
2019	11	12 19	13 20	14 21	15 22	16 23	17 24		Aug. 19 - 22, 26 - 29 Aug. 28	Staff Development  All-School Back-to-School Potluck
	25	26	27	28	29	30	31	·	, , , ,	
	S	М	T	W	T	F	S		1	
September	8	9	3 10	4 11	5 12	6 13	7		Sep. 2 Sep. 3	Labor Day - No School First Day of School & Sunflower Ceremony - Half Day
	15	16	17	18	19	20	21		оср. о	
	22	23	24	25	26	27	28		Sep. 27	Friday School Day
	29 <b>S</b>	30 <b>M</b>	Т	W	Т	F	s			
			1	2	3	4	5		Oct. 3	Harvest Faire
October	6	7	8	9	10	11	12		Oct. 11	Statewide Inservice Day - Optional for WCS Staff
Octobel	13 20	14	15	16	17	18	19		Oct. 14	Indigenous Peoples' Day - No School
	27	21	22 29	23 30	24 31	25	26		Oct. 17	Open House
	S	М	T	W	T	F	S			
						1	2			
November	3	4	5 12	6 13	7 14	8 15	9 16		Nov. 11	Veterans Day - No School
	17	18	19	20	21	22	23		Nov. 22, 25 - 26	Parent Teacher Conferences
	24	25	26	27	28	29	30		Nov. 25 - 28	Thanksgiving Break - No School
	S	М	T	W	T	F	S		1	
	8	9	3 10	4 11	5 12	6 13	7 14		Dec. 6 Dec. 14	Friday School Day & Spiral of Light Winter Faire
December	15	16	17	18	19	20	21		Dec. 14	Winter Assembly
	22	23	24	25	26	27	28		Dec. 23 - Jan. 2	Winter Break - No School
	29	30	31		_					
	S	М	T	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>			
January	5	6	7	8	9	10	11			
2020	12	13	14	15	16	17	18			
	19 26	20 27	21 28	22 29	30	24 31	25		Jan. 20	Martin Luther King, Jr. Day - No School
	S	M		W		F	S			
							1			
February	9	3 10	4 11	5 12	6 13	7 14	8 15		Feb. 7	Friday School Day & Compassionate Campus Day
	16	17	18	19	20	21	22		Feb. 17 - 20	February Break - No School
	23	24	25	26	27	28	29			
	S	М	Т	W	Т	F	S			
	8	9	3 10	4 11	5 12	6 13	7 14			
March	15	16	17	18	19	20	21		Mar. 19	Spring Assembly
	22	23	24	25	26	27	28		Mar. 23 - Apr. 2	Spring Break - No School
	29	30	31	144	-					
	S	М	T	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>			
ا نس سا	5	6	7	8	9	10	11		Apr. 9	Regular Woodland School Day but No Bus Service
April	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25		Apr. 25	Spring Soiree
	26 <b>S</b>	27 <b>M</b>	28 <b>T</b>	29 <b>W</b>	30 <b>T</b>	F	s			
						1	2			
D. C. c.	3	4	5	6	7	8	9		May 8	Friday School Day & May Faire
May	10 17	11	12 19	13 20	14 21	15 22	16 23			
	24	25	26	27	28	29	30		May 25	Memorial Day - No School
	31									
June	S	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b> 5	<b>S</b>			
	7	8	9	10	11	12	13		Jun. 10	All-School Assembly, Graduation, & Last Day of School
	14	15	16	17	18	19	20		Jun. 11 - 12	Staff Development
	21	22 29	23 30	24	25	26	27			