2010-2011 Parent & Student Policies and Procedures Handbook



Our highest endeavor must be to help develop humans who are able themselves to impart purpose and direction to their lives.

Rudolf Steiner, Founder of Waldorf Education



Mountain Oak School

124 N Virginia St Prescott AZ 86301

(928) 541-7700 ph mtnoak@cableone.net Www.mountainoakschool.org



Welcome to Mountain Oak School!

This handbook has been prepared to promote understanding and clear expectations for students, parents, teachers, and administrators at MOS for the 2010-2011 school year. These policies are designed to support a healthy academic, artistic, and social environment in our school. MOS teachers and staff ask that each family take some time to become familiar with the policies in this book including dress code, discipline and other issues that help to keep your school experience a positive and enriching one. If you have any questions or need clarification on a policy, feel free to contact a school administrator or a class teacher and we will be happy to assist you, Thank you for your cooperation in this matter.

We are proud to bring this education inspired by Waldorf methods to the Prescott community. On behalf of the faculty and staff, I wish each student and family a wonderful school year.

Sincerely,

Cindy Roe Principal Mountain Oak School

Table of Contents

| Introduction: A History of Waldorf 4 | | | | |
|--|--|--|--|--|
| Teacher Resumes5 | | | | |
| Board of Directors5 | | | | |
| Rhythm6 | | | | |
| Admission | | | | |
| Exit Interviews | | | | |
| Volunteering8 | | | | |
| Attendance | | | | |
| Arrival/ Dismissal | | | | |
| Absences/ Tardiness | | | | |
| Early Release | | | | |
| Festivals & Assemblies | | | | |
| Birthdays | | | | |
| Class Meetings for Parents/Guardians | | | | |
| Class Coordinators | | | | |
| Class Visits | | | | |
| Communication | | | | |
| Discipline | | | | |
| School Rules, Classroom Rules | | | | |
| Anti-Bullying | | | | |
| Dress Code | | | | |
| Emergency Snow Days | | | | |
| Food | | | | |
| Grades & Academic Achievement | | | | |
| Academic Achievement | | | | |
| Additional Expectations for Grades 6-8 | | | | |
| Progress/Grading Assessment | | | | |
| Academic Jeopardy | | | | |
| Media | | | | |
| Medication & Illness | | | | |
| Money | | | | |
| Public Displays of Affection | | | | |
| Telephone for Student Use | | | | |
| Parent Behavior | | | | |
| Parent/Guardian Acknowledgement | | | | |
| | | | | |

Introduction: A History of Waldorf

Waldorf schools originated in Europe in 1919. The curriculum for all Waldorf and Waldorf-Methods schools is based on a developmentally appropriate curriculum that integrates the arts and music with academic subjects. This unique approach touches and develops the feeling life of the child while enhancing the development of effort and will to participate. It enlivens the thinking capacities necessary for strong academic challenges in the world today.

In both Waldorf private and public-sector schools, the early elementary grades are intentionally designed to protect and nurture childhood and to foster wonder and imagination. The carefully developed environment combining beauty with structure is purposely designed to gradually awaken the thinking capacity of each individual child. We seek to educate the whole human being so that he or she may carry the lively and joyous qualities of childhood into adult life. Early academic lessons unfold in an artistic, active and joyful manner. Simultaneously, the social skills of living harmoniously within a class and a school community are fostered. Many opportunities to use the body skillfully and with intent are structured into the daily life of the academic classes. In the middle and upper elementary years, these elements translate into vigorous academic skills for creatively sustained and original thinking capacities.

Waldorf education seeks to foster and develop a creative, educated, and healthful interest in life. People who develop skills of sensitivity and fortitude in childhood have the ability to contribute positively to all aspects of adult life as responsible individuals.

The first Waldorf-Methods public school opened in 1991 in Milwaukee, Wisconsin. Many parents and educators who knew the Waldorf curriculum as nurturing and healthy for children began opening charter schools across the country, knowing the methods of Waldorf education would be welcomed as an innovative and inspiring solution to current public-education challenges. The first Arizona Waldorf-Methods school opened in Flagstaff in 1995. MOS is now one of five Waldorf-Methods public schools in the state of Arizona. Not all aspects of the curriculum can be implemented in the same manner as in the private sector. Adaptations have been instituted by each charter school according to the needs and structure of the school staff and administration to meet the needs of each school community.

Mountain Oak School opened its doors on August 21st, 1999. A group of dedicated parents and community members had an educational vision of a Waldorf-Methods charter school for Prescott. The founding members spent several years working together to create this Waldorf-Methods school. We continue to create and define this new school for the Prescott community. As a public charter school, we meet Arizona State Standards and testing requirements; and comply with health and safety regulations, and

Parent/Guardian Acknowledgement

Thank you very much for taking the time to read this material. We hope that it has been informative and helpful. Please do not hesitate to contact us with any questions or concerns. We are looking forward to getting to know you and your child and having a year full of wonder!

I/We have read this handbook and agree to support the information contained herein. My signature below indicates that I have read and understand the information contained in the Mountain Oak School Parent/Student Handbook.

In addition, my/our signature(s) below indicates that I/we have expressly read and understand the attached Mountain Oak Discipline Guidelines. I am also aware that Mountain Oak Charter School has approved discipline and student conduct policies available for my review.

| Student Name(s)/ Grade(s) | |
|---------------------------|-------------------|
| Student Signature | Student Signature |
| Student Signature | Student Signature |
| | |
| Parent/Guardian Signature | Date |

Please sign and return this page to your class teacher by Monday, August 23, 2010.

Thank you.

Parent Behavior

Our school's primary focus is to provide the best possible learning environment for the children in our care. In order to do this, we believe it is necessary to pay close attention to our interactions with each other as adults. If we are hurried, unkind or unfeeling to each other as we busily work "for the sake of the children", we miss a tremendous opportunity to contribute meaningfully to our children's education.

We believe that it is what we do on a day-to-day basis that speaks most loudly to our children. All adults in the community – teachers, staff members and parents – should consider themselves at all times to be role models. The benefit to the children is immense when we speak respectfully to each other, avoid gossip, take concerns to their source, forgive readily, observe school policies and courtesies, and follow through with what we say we are going to do. Our goal is to develop a culture where we work together to hold ourselves accountable to these ideals.

Any person on the schools campus is expected to uphold the school-wide code of conduct outlined in the Discipline Policy. In addition parents must follow these guidelines when interacting with students on campus (extending 100 feet of the school boundary) or during any school sponsored activity (on or off campus):

- 1. We are a drug and smoke free campus. Drugs, alcohol and tobacco may not be consumed on campus or in the presence of students.
- It is expected that everyone interacting with students use appropriate language at all times. Profanity is not permitted.
- 3. We all come from different backgrounds and have differing views and tolerance levels. A comment intended innocently may be interpreted differently. The best policy is to avoid "joking" and "teasing" and focus on constructive communication.
- 4. Any person chaperoning a field trip or school activity must follow the school's Discipline Policy. Make sure you have a clear understanding of this policy and the teacher's expectation of you in this role. If you are not functioning in an official chaperone or supervision capacity, do not take it upon yourself to discipline any student.
- 5. Be aware of the types of conversations you are engaging in. For example, it is not appropriate to discuss a concern about a teacher or other staff member in the presence of students. This also includes negative "parking lot" talk.
- 6. Teachers are on campus to teach our students. Please respect their work. Parents are encouraged to visit and participate in classroom activities, however these visits must be pre-scheduled with the teacher and or office. Parents are not permitted to enter a classroom unannounced. Each teacher has office hours when they can be contacted to discuss any questions or issues you may have. If you have an issue that requires immediate attention, it must be brought to the office.
- 7. We ask that you follow the guidelines set forth in the Nutrition Guidelines section of this handbook when contributing food or drinks to a school activity, including class trips. The class teacher should approve any food or drink that you plan to contribute.

Page 5

educational laws applicable to Arizona Charter Schools.

Our Mountain Oak Waldorf-Methods curriculum meets, and in many instances, exceeds the state standards in timing and content. Some specific aspects of our curriculum come in a later grade than is recommended by state standards. We consistently work through these challenges while striving to bring forth a Waldorf-Methods curriculum that engenders joy and educational excellence.

Teacher Qualifications

Federal law allows you to ask for certain information about your child's classroom teacher. You have the right to know the following:

- Whether the Arizona Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Arizona Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Teachers' aides' or similar paraprofessionals' qualifications.

Please see the binder in the office to review college majors and advanced degrees. You may request any of the above information from our office and it will be given to you in a timely manner.

Board of Directors

The Mountain Oak Board of Directors is responsible for the fiscal and legal oversight of the school. There are between 5 and 11 members.

Meeting Times and Places

Regular Board Meetings are on the first Monday of each month, in the Office. Times and days for Special Sessions are also posted there. When attendance is large, we move to a larger room. Look for a notice on the Office door. The agenda is posted on the Bulletin Board outside the Office at least 24 hours before the meeting. Minutes are available within 48 hours in a binder in the Office.

All meetings are public. Everyone is welcome to come and we are glad to have you. Because we spend public money, we are governed by what is known as "Open Meeting Law." This is a complex set of rules that don't always seem to make common sense. Feel free to ask questions of any Board Member about this or any other concern you have. We are here to serve the school.

We are always looking for people willing to serve as Board members. Please contact us if you are interested, and please come to meetings!





Rhythm

The rhythmic world of nature is all around us. Only in the human kingdom do we have choices. In Waldorf education, making choices that nurture and foster healthy and dependable rhythms and routines gives children the security of being surrounded by caring and responsible adults who lead and care deeply about the children's welfare.

Within the school year, the faculty consciously works with these rhythms by centering them in monthly, weekly and daily activities. Through steadfastly holding to these rhythms we are able to weave together intellectual, emotional and will activities (head, heart and hands). By working with the rotating block schedule and different special subjects, we bring joy (the heart) to the learning process. This also sharpens the memory while helping strong and directed 'will energy' to unfold in writing, reading, math and science topics. The special subjects (arts, crafts and music) strengthen and reinforce these same rhythms, but in a medium that encourages the thinking (the head) to work through the will (the hands) and engage artistic faculties.

We also encourage parents and guardians to maintain a regular and rhythmical life in the home. Regular rhythm (meal times, bed-time routines, etc.) can create and build stamina, and can give added surety of purpose and direction.

Admission

Mountain Oak is a Waldorf-Methods public, tuition-free charter school sponsored by the Arizona State Board for Charter Schools. Registration is administered by the Admissions Committee, consisting of the Administrator, the Office Manager, and class teachers. It is the purpose of this committee to be in charge of the registration and to review new student applications. To ensure that our specialized curriculum and program are suitable for each individual registrant, we follow a four-step process:

- 1. Parents/guardian and student interview with the MOS Administrator
- 2. Parents/guardian and student interview with class teacher.
- 3. Parents/guardian and student interview with the Special Education Director, if necessary.
- 4. All required paperwork is completed.

<u>Illness:</u> If a student is injured or ill and not able to participate in games (P.E.) for the day, bring a note from home or a doctor's excuse to the front office before school starts.

If students become ill during the day, the class teacher sends the student with a pass to the front office. Front office personnel will contact parents.

All students leaving campus must be signed out in the office.

If your child is ill, please leave them at home. Students are sent home if their temperature is over 100 degrees, they are vomiting, or seriously injured. If there is a medical condition or medication administered at home, please notify the front office so we can work with you and your child in an informed manner.

<u>Head Lice:</u> Mountain Oak School has a newly revised, head lice policy on hand in the school office, with guidelines printed and available for all parents regarding procedures. Please stop in to the office and pick up a copy. Early each school year, a copy is sent home attached to <u>The Tuesday</u> newsletter.

Money 🧃

During the school day, the students normally have no need for money, with the exception of days when fundraising activities or field trips are scheduled. The school strongly discourages students from bringing wallets and cash with them and cannot assume responsibility for loss.

Public Displays of Affection

While the school supports modest physical affection between students, such as the holding of hands between friends or the embracing after a good shot in a ball game, romantically based physical affection is strongly discouraged as distracting from school work and undermining of the social well being of the class and school. Teachers will ask students to refrain from public displays of affection that, in the teacher's opinion, are distracting or disturbing to other students.

Telephone/Cell Phone for Student Use

<u>School Phone</u>: For non-emergency use, the school's office telephone may only be used with permission of the student's class teacher <u>and</u> the Office Administrator. All other teachers will refer students to their class teacher for permission to use the phone. No more than two students will be permitted phone access at any one time. After school activities are not to be arranged during school hours. <u>Cell Phones</u>: No cell phone use during school hours or at any school activity. Cell phones are to be turned off, kept with the student's personal belongings and not on their person.

Surfing the Internet and visiting chat rooms is even more strongly discouraged because both these activities not only undermine the work of our teachers but are emotionally dangerous for the young child and adolescent.

No electronic entertainment devices of any kind are to be brought to school, or at a school event or field trip without the permission of a class teacher. Any such device found on campus will be confiscated and returned at the end of school. Electronic musical instruments may be brought to class with the permission of the class teacher.

<u>Games:</u> Traditional card and board games may be brought to school. Faddish, consumer oriented games are not to be brought to school. The student is advised to confer with his/her teacher prior to bringing a newly developed game to school.

Medication and Illness

No medication of any kind is allowed on school grounds. Please turn in all Tylenol, aspirin, cough drops, inhalers, naturopathic remedies, etc. to the front office.

If a student needs to take medication during school, please bring all medications to the front office in the <u>Original Prescription Bottle</u> with a <u>note from Parent/Guardian giving permission to school personnel to administer it.</u>

Exceptions to above:

Student Self-Administration of Medication through Handheld Inhaler Devices A student may carry and self-administer prescribed emergency medication through a handheld inhaler device <u>ONLY</u> if:

- The student's name is on the prescription label on the medication container or device, and
- The student's parent has provided written consent to the front office prior to the student bringing the inhaler on site.

By state law, the district and its employees are not responsible for loss or misuse of medication by students at school, or by the good faith implementation of this policy. The front office must be notified as soon as possible following use of emergency medication.

A student who is authorized to carry and self-administer a medication through a handheld inhaler device must not distribute the substance or misuse the device while on school property or traveling between school and home. A student who violates this regulation will be subject to immediate and severe disciplinary action.

Page 7

A student is formally admitted only after these interviews have taken place, all required school(s) records have been received, and space has become available in the class. Limits for class size have been established for each grade. If that limit is reached, the student will be put on a waiting list. If a student is applying from out of town/state, a phone interview will take place. In accordance with Waldorf methods, prospective first graders must be six years old by August 31st of the school year. Children whose birthdays fall shortly thereafter are evaluated on an individual basis for readiness for our first grade curriculum.

We are a publicly funded school that is non-sectarian and does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its admissions or educational policies.

Required Forms for Admission

Arizona State Law and MOS require the following forms to be completely filled out by the parent/guardian prior to admittance:

- 1. A MOS Enrollment Form with current daytime and emergency phone numbers.
- 2. A certified copy of the child's birth certificate: Please bring the original and we will copy and certify it for our records.
- 3. A 'Certificate of Immunization' signed by a licensed physician certifying that the child has received age-appropriate immunizations as required by Law, or a 'Request of Exemption from Immunization' form signed by a parent or guardian. Please bring the original and we will copy and certify for our records.
- 4. A 'Multi-Use Application for Free and Reduced-Price Meals'
- 5. A 'Home Language Survey'
- An 'Emergency Medical Information' card. Please notify the MOS office immediately upon change of address, daytime phone number, or emergency contact information.
- 7. A 'Request for Release of Records' from the child's previous school.
- 8. Blank copies of all of these except the birth and immunization certificate are available in the school office.

Exit Interviews

Although not required, MOS requests an exit interview with all parents/guardians and students when appropriate, should a child leave the school prior to the end of the school year. This meeting will be conducted with the Administrator. Participants may include the class teacher, specialty teachers, and the Special Education Director. The exit interview assists MOS in completing paperwork required by the state, forwarding information to the child's new school, and allows our faculty to process reasons for the early departure.

Volunteers

Mountain Oak School depends on parents to work at the school as volunteers. We encourage every family to donate 35 hours per school year in volunteer time. There is something for everyone to do: everything from picking up trash and stuffing envelopes to being on the Board of Directors. Some work is organized into committees, such as Marketing, Finance, Fundraising, and Buildings and Grounds. Other parents volunteer in the classrooms. Some are class coordinators. Talk to any Board member, the Office Manager, or the school administrator to volunteer. Throughout the year, expect to hear from your child's class coordinator about needs throughout the school. When you volunteer, log your time in the school Office. Thank you for all you do!

Attendance

Arrival: Students may arrive at school after 7:45 a.m. to the front playground. Students are not to be anywhere else on campus at this time unless accompanied by a parent or teacher. School starts promptly at 8:15 a.m.

Dismissal:

<u>Kindergarten:</u> The Kindergarten morning ends at 12:00. For your child's welfare, please be prompt. A parent's lateness can cause unnecessary stress and worry for the child. If you are unavoidably delayed, please leave a message at the school office so we can assure your child and make necessary arrangements. If your child is to be picked up by someone other than yourself, please let the office and teacher know by sending a note or telephoning as soon as possible.

<u>Ist-6th Grades</u>: The school day ends at 2:45 p.m. Please be prompt in picking up your child. Students not picked up at 2:45 p.m. will remain with their class teacher until a parent or guardian picks them up. Any student not picked up by 3:00 p.m. will be taken to the Kindercare room and parents will be charged \$5 per 10 minutes.

7th-8th Grade: The school day ends at 3:00 p.m. Please be prompt in picking up your child. Students not picked up at 3:00 p.m. will remain with their class teacher until a parent or guardian picks them up. Any student not picked up by 3:15 p.m. will be taken to the Kindercare room and parents will be charged \$5 per 10 minutes.

Use of the office telephone after school requires permission of the student's teacher and front office personnel.

Academic Jeopardy

<u>Tutoring</u>: If a student demonstrates the need for additional academic help beyond that which can be reasonably expected of teachers during the school day, tutoring or an evaluation process may be recommended. The School may provide names of resource people or offer in-house help if available.

Media

The violence, consumerism and passive entertainment that are taken for granted in today's mass-media culture do not support the well-being of children and works against what is being developed in our Waldorf-Methods education. Watching television and videos and playing computer games, regardless of their content, inhibits children's innate capacity to form their own inner pictures, an ability crucial for creative thinking and problem solving. Limiting the exposure to electronic media has been shown to improve the mood of open-minded concentration and social stability in the classroom. The cumulative effect of repeated exposure to television, video games, movies, radio and computers can negatively impact a child's development and it is especially hindering for the development of the finer artistic faculties.

At Mountain Oak we strongly encourage parents to take full responsibility for determining the type and extent of media exposure their children receive. Your child's teachers will be providing information regarding media use and your child's education, and engaging you in a dialogue that we hope will be stimulating and rewarding. Our goal in doing so is to do our utmost to create a learning environment that is conducive to active, imaginative learning.

Our recommended guidelines regarding media use are as follows:

- 1. For children in preschool and kindergarten: None, or as little as possible.
- 2. For children in grades 1-3: None, or as little as possible is our ideal, but recognizing the pervasiveness of media in our current culture we strongly encourage the following minimum expectation: no television, video games or movies during the school week; minimal parent-directed media use on weekends and during vacations.
- 3. For students in grades 4-8: None, or as little as possible is our ideal, but recognizing the pervasiveness of media in our current culture we strongly encourage the following minimum expectation: no television or video games in the morning before school; minimal parent-directed media use during the school week; parental involvement in determining appropriate media and computer-use choices at all other times.

<u>Communication with Parents</u>: For students in academic jeopardy, the teacher(s) will contact the parents by phone or by letter. Concerned parents may contact teachers when the need arises.

<u>Homework</u>: When homework is assigned, the School expects it to be completed and handed in on time. Individual class teachers will advise parents of their homework policies and expectations. Parents are expected to assist their children in developing good study habits, and are responsible to guide this process at home. Depending on the nature of the assignment, homework may be graded.

Progress and Grading Assessment

Written progress report cards are issued in late October and late February for all grade school children. In addition, a final progress report card will be issued at the conclusion of the school year.

Progress Report Cards

In October, February and June written report cards in grades 1-5 (please see your child's 6, 7, or 8th grade teacher for that grade's assessment system) use the following assessment system:

| 6 | Exemplary | Work is both exceptional and memorable. It shows a distinctive and sophisticated application of knowledge and skills. |
|---------|------------------|--|
| 5 | Strong | Work exceeds the standard. It shows a thorough and effective application of knowledge and skills. |
| 4 | Proficient | Work meets the standard. It is acceptable work that demonstrates application of essential knowledge and skills. Minor errors or omissions do not detract from the overall quality. |
| 3 | Developing | Work does not yet meet the standard. It shows basic but inconsistent application of knowledge and skills. Work has minor errors or omissions that detract from the overall quality. Needs further improvement. |
| 2 | Emerging | Work shows a partial application of knowledge and skills. It is typically superficial, fragmented or incomplete and needs considerable development before reflecting the proficient level. |
| 1 | Beginning | Work shows little application of knowledge and skills. Work contains many errors. |
| N -S | Non- Scorable | Work does not include sufficient or relevant evidence to be scored. |

Absences: Regular daily attendance is vital to the learning process and social dynamics of a MOS classroom. The days, weeks, and months are a carefully prepared sequence involving the unfolding of a whole curriculum. Therefore, it is important that a child be present each day.

Adequate rest is crucial for a child's success in this rigorous, high-school preparatory program. Absences weaken a child's skill development, hinder a child's social and emotional involvement with the class, and can negatively affect total class progress. Parents/guardians are reminded that public schools are funded through all of our state tax dollars and MOS receives funding according to the average daily attendance. Every absence reduces state funding which negatively impacts our rich Waldorf-Methods program. Lastly, *Arizona Law states that 18 days absent could result in retention*. As a guideline, this is only 6 days per trimester. A student who is considered to be a habitual truant may be subject to administrative dismissal.

Tardiness: All students are to be in their classroom by 8:15 a.m. A student arriving after that time is considered tardy. Children arriving late must be brought to the office to receive a late pass that the child gives to the teacher or assistant when the child enters the classroom. If your child has excessive tardies, you will receive an informative letter.

Early Release: Parents/Guardians need to stop in at the school office and sign their child out if a student is being released before the school day ends. Excessive early releases disrupt both the rhythm of the school day and the solidity of the classroom environment and may result in a meeting between the family and the teacher involved to establish if further intervention is warranted. Please do not remove your child from school without signing him/her out first. Scheduled early release days, for all students, are identified in the school calendar.



Festivals & Assemblies: Assemblies and class plays are an important part of the school experience. Students are expected to attend all assemblies in which they are performing. Similarly, courtesy expects that all students and parents/guardians will remain to watch the remainder of an assembly after they have finished performing. We request that video cameras or photo cameras not be a part of our events. Assemblies and other events strive for a certain mood and photo cameras and video cameras have proven to be a distraction to the event. It may be appropriate to take photos after the event. Festivals and assemblies are held throughout the year which honor the traditions of many cultures and celebrate the seasons. Learning about the ways of cultures and hearing stories told through the long ages of time provide our children with an important legacy. As members of a global community, our children are enriched when they have the opportunity to share their experience with the rest of the school. It is important to note that these celebrations do not practice any religious point of view, but are brought in a spirit of celebration, honor, and reverence for life and the world in which we live. As Festivals and Assemblies are special events in the life of MOS, please check the Dress Code section regarding appropriate attire for such events.

Birthdays

Parents/guardians need to speak with the class teacher regarding any food items brought in to class in recognition of a child's birthday. We ask that invitations for home celebrations not be distributed or discussed at school unless the whole class is invited. Reference note: see our policy on junk food and candy on page 18.

Class Meetings For Parents/Guardians

Each class teacher meets with Parents/Guardians, as a group, at least three times during a school year. They are very important for forging a common understanding of child development, expectations, classroom procedures, and curriculum. At minimum there will be a class meeting early in the school year, another in the late Fall and one in the Spring. The teacher calls class meetings as necessary and only parents/guardians are asked to attend.

Class Coordinators

Each grade has a parent coordinator who works in partnership with the class teacher to ensure the health and vitality of the class. Class coordinators serve in various capacities and may serve as the initial point of contact for a parent in any given classroom

Grades and Academic Achievement

Mountain Oak School expects that students will be at school on time and prepared to participate fully in the school programs. When homework (depending on grade level) is assigned, the School expects it to be completed and handed in on time. Students who have missed school must take responsibility for finding out what assignments have been given and for making up that work in a timely way. Excessive absence could lead to academic difficulty.

Academic Achievement

Mountain Oak places a high value on educational achievement and excellence for each student. The academic achievement of individual students shall be evaluated by instructional staff based on established guidelines. The goal for each student is to meet or exceed the established guidelines as outlined in the Charter.

Additional Expectations for Grades 6-8

All students enrolled in grades 6, 7, and 8 are expected to fully complete all their assignments, both during class time as well as all work assigned to be completed outside of class (homework). Directives given by the teachers are to be followed in all cases, and students are expected to assume the responsibility for meeting the work expectations of the class. Failure to complete required work may result in the assignment of one or more afterschool sessions as necessary to make up all missing work. These sessions may be assigned as needed by the 6, 7, or 8th grade class teachers and may be completed under the supervision of a school administrator, office personnel, or the class teacher. Attendance at these sessions is mandatory. Continued failure to complete assigned work may result in the student receiving a "Failing" grade or possibly an "Incomplete" on report cards and permanent records upon specific determination by the class teacher. An "Incomplete" report can still result in the student not being promoted to the next grade nor granted an 8th grade graduation diploma (as in the case of a "Failing" report) except that there is a possible exception granted until all missing assignments and work is completed to the class teacher's satisfaction as submitting according to a schedule determined by the class teacher.

<u>Conferences</u>: Parent-Teacher conferences are held two times a year. Check your school calendar for specific dates. Conferences for individual students may be held at other times of the year as necessary.

Food

In Waldorf schools worldwide, there is a conscious effort to keep school snacks and meals as natural and healthy as possible. Many Waldorf schools have gardens and encourage the growing of pesticide-free vegetables and our own Kindergarten classes make and serve healthy grains and breads to our students. Our school strongly encourages salads, sandwiches, fruits, nuts and simple sugar-free natural juices or purified water as our staple snacks and lunches. In addition, our newsletter routinely addresses open discussions in regard to the important role healthy foods has in the physical as well as cognitive development of the child and our school strives to provide resources and guest speakers for parent education on the topic of nutrition and the child.

Lunch and snack are brought from home and are eaten at the designated snack and lunch times. We encourage foods to be of a wholesome and nutritious nature. Any food that contains artificial dyes, preservatives, colors, added sugars, corn syrup, or artificial sweeteners are discouraged. Candy, gum, and caffeinated or carbonated beverages are not to be brought to school. The school does not provide hot lunches.

Parents/Guardians are responsible for sending a hot lunch in appropriate containers if they prefer this option for their child. Microwave ovens are not used in classrooms. Lunch boxes and other food containers are to be leak proof, free of advertisements, athletes, rock stars, cartoon characters, and other media images.



Class Visits

Teachers welcome and encourage parents to spend time in their child's class. Open houses, festivals, assemblies and class play performances are especially good times to bring relatives and friends to visit the school. In addition, throughout October to May, a regularly scheduled Walk Through The Grades will occur on the third Thursday of each month. Please call the office to schedule participation in the walk Through the Grades visit. Please check directly with the class teacher prior to scheduling all other class visits.

Communication

Often children and parents need to know who and where to go for answers to questions and/or to most appropriately resolve issues and concerns about their child or the school. Please refer to the following to address questions, concerns, and issues:

<u>Administrator</u> for: school finances and budgets, student discipline and behavior issues, etc.

<u>Faculty Chair</u> for: pedagogical festivals and assemblies, faculty meetings and in-services.

Office Manager for: student health, enrollment or withdrawal, records and attendance issues, school communications,

<u>Classroom Teacher</u> for: philosophy, program and curricular questions, grade and child specific program information, such as how the student is performing, developing socially, etc.

<u>Parent Association</u> for: school wide events, parent support and education, fundraising, newsletter communications,

<u>Special Education Director</u> for: special needs, gifted and 504 issues and services, accommodations, modifications, etc.

Please adhere to the following Board of Director-approved Process Steps to further resolve continuing issues:

Step One:

- State and Discuss the concern with the classroom teacher
- Develop and propose a strategy to remedy the concern
- Teacher and Parent(s) document the date and time of the meeting

Step Two:

- Check for satisfactory progress; meet again to discuss the progress
- Document the date and time of the meeting including progress made.

The vast majority of issues are resolved through the first two steps

Step Three:

 If satisfactory progress on any issue had not occurred, request a meeting with the teacher, parent, (and child if appropriate) and the Administrator. Develop a written plan of action to remedy the concern.

Step Four:

 The Administrator follows up to check progress on the plan from the parent and teacher

The majority of any remaining issues are resolved through second set of steps. If satisfactory progress is still not achieved, the child/parent should seek further intervention through direct consultation with the Administrator.

Our school's weekly newsletter, <u>The Tuesday</u>, is published and distributed through the children to the entire community on each Tuesday throughout the school year. This publication contains timely information about upcoming events and activities of interest to our families as well as regular dialogues about the programs, philosophies, and status of the school. Each week there are additional copies available in the front office as well.

Our school's website, <u>www.mountianoakschool.org</u> is designed and updated by a parent volunteer with support from the office and contains a wealth of information about our school including <u>The Tuesday</u> newsletter, news and calendar of events, information about Waldorf, admissions, and other

Discipline

Discipline at MOS is to be considered as an aspect of moral guidance and not a form of punishment. The purposes of discipline are these:

- 1. To provide a classroom situation conducive to learning.
- 2. To promote character training, i.e. to cultivate the virtues that ensure moral living and to redirect misguided behavior.
- 3. To develop self-discipline.

In order for a discipline program to be consistent and effective, parents and guardians are expected to support teachers and administrators.

Emergency Snow Days (School Closings and Delays)



Mountain Oak School closes or delays opening, during inclement weather, in alignment with Prescott Unified School District's (PUSD) determination of safe driving conditions. Therefore, all Mountain Oak families should:

- 1. Check PUSD website: http://www.prescott.k12.az.us, 'Snow day info'
- 2. Listen to Mountain Oak phone recording after 6am.
- Listen to local radio announcements concerning Prescott Unified School District's school delays or closings and apply that determination to the Mountain Oak School.

KPPV-106.7 FM KOLT-107.5 FM KAFF-92.9 FM KYBC-1600 AM KNOT-99.5 FM KGCB-90.0 FM KONA-1130 AM KAHM-101.7 FM KNAU-89.3 FM /91.7 FM

Depending on weather conditions or other emergency situations, the school will decide on one of the following plans:

Plan 1: CLOSE SCHOOL FOR THE DAY-students and school employees will stay at home and not attend school.

Plan 2: DECLARE A 2-HOUR SHORTENED DAY SPECIAL SCHEDULE-all schedules will begin 2 hours later. Students should arrive between 9:45 and 10:15. Regular classes will begin two hours later than usual; Dismissal of school in the afternoon will be at the regular time. Kindergarten will be held and will begin at 10:15 a.m.

NOTE: In the unlikely event of a district-wide early release due to inclement weather, parents are encouraged to pick up their child from school immediately. Do listen to the local TV and radio stations for school closing or the Shortened Day schedule announcement.

Remember to dress your children appropriately for the weather and instruct your children to be especially careful when walking because of the increased danger of slippery roads. DO NOT bring your children to school EARLY on the Shortened Day Schedule. Schools are concerned about the safety of all and unnecessary loss of school time. Decisions to

close or not to close school are made very early in the morning, before daylight. Be assured any decision to close or delay school is carefully considered and made only after evaluation of all available up-to-date information and reports. Your cooperation with these plans will be greatly appreciated. Please be aware that district boundaries include varying terrain and elevations that will affect the decision to delay or cancel school.

Unacceptable Dress:

- 1. Excessively loose or tight shorts or pants, which, in a teacher's opinion, impede movement.
- 2. Trousers or skirts that drag on the ground.
- 3. No writings allowed on shirts, front or back, including sweatshirts and gym shorts.
- 4. Illustrations of athletes, rock stars, cartoon characters, and other media figures.
- 5. Revealing clothing: halter tops, spaghetti straps, low-cut necklines, sports jerseys, underwear, bras, sports bras, camisoles, boxers, etc.
- 6. Bare midriffs: If your stomach shows when you raise your arms it is inappropriate.
- 7. Clogs, high heels, flip flops, water socks, jellies, slides, etc.
- 8. Neon colors, camouflage or dancewear.
- 9. Clothing with tears, rips, holes, or which is generally unkempt and/or in disrepair.

Make-Up: Make-up that attracts undue attention is not allowed.

<u>Hair</u>: Hair should be neat and not obviously dyed or colored. Hair colors that attract undue attention are not allowed, i.e. blue, pink, green or purple.

<u>Jewelry</u>: The wearing of jewelry is discouraged because of the loss and safety factor. If worn, it is recommended that earrings hang no lower than 1 inch from the lobe. The piercing of nose, lip, tongue, and eyebrows is not allowed.

<u>Body Decor</u>: Tattooing and skin ornamentation such as body stickers, temporary tattoos and other forms of body decor are not permitted. Students will be asked to wash off removable items. Permanent items must be covered.

<u>School Assemblies</u>: Recommended attire for student Performances/ Assemblies:

Boys: Long, belted trousers (no sweatpants), collared dress shirt, clean, non-athletic shoes

Girls: Dress or skirt with length at or below finger length or long, loose-fitting pants. Clean, non-athletic shoes or

sandals (no heels or platform shoes).

Games Classes: Games teacher will make appropriate recommendations.

When a MOS student chooses not to follow the rules and guidelines of the classroom, playground, or other school facility, a choice will be made for the student by the adult responsible for the supervision of the children, i.e. the teacher, playground monitor, or administrator. In certain cases, removal from the group is necessary to protect the student and/or the learning environment of the schools. This removal is necessary when a student:

- 1. is in physical or psychological danger or puts another in danger,
- 2. is irrational or unreasonable, or
- 3. pushes beyond the limits of respect in speech or actions.

If possible, the adult who removes the child will work quickly to help the student regain self-control. If this happens, then the two parties can continue to work together to redirect the inappropriate behavior. If regaining control does not happen, the student will be sent to the office and the following discipline cycle will be set in motion.

Step One: A student referred to the office for the first time will meet with the administrator, an incident report/referral form will be completed, and the administrator may inform the student's parents of the meeting by telephone or letter. Documentation of the meeting will be entered into the computer and a hard copy placed in a Behavior Management Notebook kept in the Administrative office. This step may be excluded in specific cases as indicated in the Discipline Guidelines.

Step Two: If a student is referred to the office a second time within a two-month period, the student will again meet with the administrator and a parent or guardian will be notified. A conference with parents/guardians, teacher, student, and the administrator will be scheduled and a contract will be drawn up listing actions that will be taken by each participant in the conference. A date to review the contact will be scheduled. This step may be excluded in specific cases as indicated in the Discipline Guidelines



If a student is sent to the office repeatedly, or in extreme cases, the administrator determines that the seriousness of the action warrants starting at Step Three as indicated in the Discipline Guidelines:

Step Three: The student will meet with the administrator and the administrator will notify the student's parents/guardian that a suspension of up to three days has been imposed. The administrator will determine the length and type of suspension (in-school or out-of-school). A conference will be held with student, parents, teacher and administrator in attendance and a written plan will be created to assist the student with self-control. This plan will be monitored within specified time limits. A recommendation may be made to have the family visit with a counselor or other specialist. All school work missed must be completed and a probationary time period to monitor and review progress will be set once the student is ready to return to class.

Step Four: When little or no change is evident and school personnel have exhausted all available means to effect change, the student will move to Step Four. The administrator will recommend expulsion or permanent removal from the school. The student's parents/guardian will be notified in writing, the reasons for removal will be given, and the right to request a hearing will be explained. The expulsion may be reconsidered by the administrator when a written request for a special hearing is made by the student's parents/guardian.

School Rules, Classroom Rules

The Mountain Oak student body, faculty, staff and administration works with a 'Social Inclusion' model for school-wide positive behavior and discipline and observes the following school rules:



Dress Code

Appropriate student dress is an integral factor in creating a healthy educational setting. The appearance of students has definite influence on the performance of schoolwork, the social atmosphere of the classroom, the comfort of other students, and the perceptions of younger students.

Because of the nature of our climate control systems, it is advisable that students have appropriate indoor clothing so they are not too cold or warm. Students spend time in and out of doors each day and should be dressed appropriately.

Everyday (including field trips): Students should dress in a manner that reflects their intention for academic pursuit: Clothing with subdued colors that is simple, neat, clean, and whole (no rips or cut-offs). Clothing should not draw attention, distract, or display excessive trendiness, particularly with or "by virtue of" writing and illustrations.

Acceptable Dress:

- 1. Trousers or slacks-(non restrictive clothing).
- Minimum length of shorts, dresses and skirts: at or below fingertip length.
- 3. Shirts, blouses and dresses should have sleeves or straps that are at least 3 fingers in width (1 1/2 inches wide) and a finished collar.
- 4. Opaque material.
- 5. Nature illustrations.
- School logos.
- Thigh length tops worn over leggings.
- 8. Closed toed shoes or sturdy, closed toed sandals with a back strap.
- 9. Athletic clothes and shoes that fit the dress code guidelines.
- UV filtering sunglasses are permitted during outside activities but not in class.



Parent Responsibilities:

- Be a positive role model in work and action at all times while on the Mountain Oak School campus,
- Demonstrate respect and courtesy in all Mountain Oak relationships,
- Read, sign, and uphold the Mountain Oak School anti-bullying policy,
- Discuss and clarify the policy with your child/children,
- Take an active interest in your child's social relationships and friendships.
- Watch for signs of distress in your child or sudden changes in their behavior or demeanor. Any of these may indicate a potential problem
- Communicate with Mountain Oak administrators, faculty/staff members about suspected, observed, or reported incidents of bullying and/or harassment.
- Commit to working with Mountain Oak personnel when your child is involved in a bullying and/or harassment incident.

Consequences for bullying and/or harassment may include, but are not limited to:

- Meeting with administrator and/or appropriate school personnel,
- Mediation,
- Removal from classroom, playground, and/or classroom activities,
- Individual behavior plans/contracts,
- Disciplinary hearing,
- Short term suspension,
- Long term suspension,
- Expulsion

Reporting Bullying Behaviors, including Sexual Harassment, Abuse and Molestation:

 Any student, employee, volunteer or school community member who believes he or she has been the victim of any form of bullying or sexual harassment by another student, employee, volunteer or school community member should report such incident to the school administration. It the school administration is the alleged perpetrator of the incident or incidents, then the report should be made to a member of the Board of Directors. Page 15

General Classroom Rules

- 1. Hands must be raised to speak.
- 2. Strive for courtesy at all times.
- 3. No interrupting.
- 4. Permission from the teacher is required prior to leaving one's seat.
- 5. No vulgar language.
- No outdoor behavior (running, loud talking, ball play, etc.) inside the classroom.
- 7. No food or drinks, other than water, are permitted during classes.
- 8. No chewing gum.
- All classroom materials and furnishings need to be handled with care.
- 10. Students shall not operate air conditioner/heaters, lights, or fans, nor open and close windows without permission from the teacher.
- 11. Follow the dress code.
- 12. Hats are to be removed in classrooms.
- 13. The classroom is to be kept neat and all personal and school materials are to be stored in an appropriate manner.
- 14. Snack and lunches must be cleaned up prior to the next activity.
- 15. No going into other students' or teachers' desks, packs or jackets without permission from the person.
- Respect, kindness, responsibility and safety in all behavior is expected.

Serious Misbehaviors Warranting an Incident Report/Referral Form or More Severe Responses:

- 1. Obscene or abusive language.
- 2. Gossiping about, teasing or harassing another student.
- 3. Stealing.
- Showing disrespect, lying to, or deceiving a faculty member or other adult.
- 5. Cutting Classes.
- 6. Leaving the school grounds without an adult.
- 7. Fighting-including hitting, kicking, scratching, biting, spitting.
- 8. Defacing school property.
- 9. Throwing hard or pointed objects, such as rock or sticks.
- 10. Physical or emotional abuse towards peers or adults.
- Possession of tobacco, alcohol, or any intoxicating or controlled substance.
- 12. Possession of firearms, knives, or other weapons.
- 13. Possession of sexually explicit subject matter.
- 14. Persistent misbehavior or disrespect for school rules.

Substance Abuse: Substance abuse is an extremely serious matter and is not to be considered lightly. All rumors of substance abuse, regardless of how petty or where the alleged abuse took place, will be investigated, including the questioning of students involved and the reporting of the allegations and findings to their parents/guardians and, if necessary, the police.

Weapons: The possession of firearms, knives (with the exception of approved pocket knives on camping trips), or any other weapon or other item that can be construed as a weapon is prohibited on campus or at school events. Any student found in possession of such an item risks the most severe disciplinary response. Any conversation between students, including joking, about the possession or use of a weapon will be thoroughly investigated and reported to the student's parents/guardians.

A student who threatens to cause physical injury or serious damage to property, or intimidates another person, by word or conduct, is guilty of a Class 1 misdemeanor. Threatening to commit any physical injury to a school employee or student; threatening to damage any school property, school employee's property, or student property may result in any or all of the following: Report to the police, suspension or expulsion. All incidents will be reviewed and handled on a case-by-case basis and will include review protections afforded by IDEA for special education students.

Harassment & Bullying: The school strives to nurture the emotional well-being of its whole community. In order to feel good about yourself, you need to feel good about how you treat others. All students are expected to refrain from any comments, attitudes, bullying, physical touching, or attentions that are unwanted by or upsetting to another person. It is of the utmost importance that each student develops and practices a respectful sensitivity for the physical and emotional boundaries and well being of the other people in the school. A good guiding principle is this: if something would make you feel uncomfortable it will probably make another person feel the same way, usually more so.

Repeated, unwanted and disrespectful attention is called harassment; it takes many forms, all of which are serious personal and social offenses. Your feelings and conscience will tell you whether you are caught up in harassment, either on the receiving or the giving end. If you find yourself in a situation involving harassment it is of the utmost importance that you seek immediate guidance and help from a trusted adult. You should always speak to a parent/guardian; he/she will contact your teacher, who will then do what is needed to put a stop to the harassment. Similarly, if you witness a situation involving harassment you have a moral obligation to report this situation to a parent or teacher so the harassment is stopped.

Page 17

Anti-Bullying

HB2368 was signed into law and became effective Aug. 12, 2005. ARS 15-341(A)(40) requires all public school governing boards "to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops and at school sponsored events and activities."

The Mountain Oak School Board, administration, faculty and community have created and established an Anti-bullying Policy which was adopted by the Mountain Oak School board on December, 12, 2005. This policy, which is summarized in this handbook, is available in its entirety in the Policies and Procedures Manual in the school office.

The purpose of the Mountain Oak School anti-bullying policy is to outline our community's responsibilities as noted below as staff, faculty, students, parents/guardians, and families to eliminate social, emotional, and physical intimidation and bullying in any form within the Mountain Oak community.

Faculty and Staff Responsibilities:

- Be a positive role model in word and action at all times,
- Work to remove opportunities for bullying and/or harassment through active supervision at all times,
- Be observant of signs of distress or suspected incidents of bullying and/or harassment.
- Intervene appropriately when acts of bullying and/or harassment are suspected or observed,
- Report suspected or observed incidents of bullying and/or harassment to the appropriate administrator, faculty/staff member, and to parent/ guardian,
- Complete documentation when appropriate,
- Work to build, support and maintain a bully-free campus environment,
- Attend annual policy manual meeting. Read, sign, and uphold policy.

Student Responsibilities:

- Treat others with respect, kindness, and courtesy,
- Be aware of how your words and actions affect others,
- Uphold the Mountain Oak School anti-bullying policy,
- Refrain from participating in acts of bullying and/or harassment,
- Report suspected or observed acts of bullying and/or harassment to the appropriate administrator, faculty/staff member, and/or parent/ guardian,
- Work to build, support and maintain a bully free camps environment.