



Family and Volunteer Handbook

Vision Statement:

Our vision is to create a confident community passionate about lifelong learning.

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Welcome to Walden Academy

Dear Walden Families,

Welcome to Walden Academy, home of the River Hawks! We appreciate our student, staff, and parent community and our work together. As we inspire students to be curious about the world around them and to cooperate and work with others, we are confident that they will grow into responsible and productive citizens. Your involvement contributes significantly to your child's success in school and in life. We look forward to this school year as we continue to prepare your children to be creative problem solver as they meet challenges in the 21st century. We are honored that you have chosen Walden Academy and trust us to work together with you in educating your child.

We invite you to use this handbook as a guide to the vibrant life of our school.

Sincerely,

Suzanne Tefs
Leadership Team

CONTACT INFORMATION

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Board

Jack Cavier: Chairman	530-517-1830	jcavier@waldenacademy.org
Pedro Bobadilla	530-330-9082	pbobadilla@waldenacademy.org
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ParentSquare.....<https://www.parentsquare.com/schools/244/feeds>
Walden Academy Website.....<http://www.waldenacademy.org/>

Emergency Phone 530-815-5722

HISTORY

Walden Academy was founded in 2011 by a group of parents and educators who wanted a choice in public education. In the fall of that year, Walden Academy opened with kindergarten through sixth grade. In 2012, Walden Academy continued to grow toward its goal of becoming a K-8 school by adding seventh grade. In the spring of 2013, Walden Academy graduated its first cohort of eighth graders.

VISION STATEMENT

Creating a confident community passionate about lifelong learning

MISSION STATEMENT

To provide an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life as modeled by family, school, and community.

Core Values

The Walden community values:

1. Joy of learning
2. Critical thinking
3. Personal and academic confidence
4. Service to others
5. Lifelong learning
6. Self-awareness
7. Discovery of a personal passion and interests
8. Science-based learning
9. Active and innovative learning
10. Low student-to-teacher ratio
11. Safety
12. Balanced and rigorous curriculum
13. Emphasis on academic, social, physical, and emotional learning
14. School wide and community partnerships

BOARD of DIRECTORS

Walden Academy is governed by Walden Academy, Inc., a California public benefit corporation. The Board of Directors is made up of parents, a staff member, and a community member. Board nominations are held in October, and we encourage all family members to consider participation. The board meets monthly, and board meetings are open to all community members.

COMMUNICATION

Walden uses email, a weekly yellow folder, phone, Parent Square, Facebook, and our own Walden Academy website (<http://www.waldenacademy.org/>) to communicate timely and important information to families. Annually families are requested to complete a form with current contact information. Please be sure to update your information in the office if it changes. We use our phone system for both updates and emergency calls. Phone calls during the school day could be urgent, so please be sure to answer your phone during school hours. Once each week, a yellow communication folder is sent home with one child in each family. It contains the monthly calendar and information for families as well as other community flyers. Remove these papers from the folder, and use the folder to return any papers which need to go back to the school. Your child will return the folder to his/her teacher the day after it has come home. New families will receive an invitation to ParentSquare. Families can set up notifications to occur immediately or through a once a day digest.

DAILY SCHEDULE

7:40 a.m. – 7:55 a.m.	Drop off
7:55 a.m.	Whistle blows and students line up in front of their classrooms
8:00 a.m.	School day begins
12:00	Dismissal for TK & kindergarten
12:00	Dismissal on minimum days
1:30 p.m.	Dismissal for grades 1-8 on Wednesdays only
2:45 p.m.	Dismissal for grades 1-8 & extended day kindergarten on Monday, Tuesday, Thursday, Friday
2:45-5:30 p.m.	After school program, begins at 1:30 p.m. on Wednesdays and 12:00 p.m. on minimum days

BREAK SCHEDULE

9:35-9:55	Snack & Recess Grades 1-3
9:55-10:15	Snack & Recess Grades 4-5
10:00-10:15	Snack & Recess Grades 6-8
12:00-12:20	Lunch-Grades K-3; recess-Grades 4-8
12:22-12:42	Lunch-Grades 4-8; recess- Grades K-3

ARRIVAL

Drop off your children between 7:40 and 7:55. Supervision in our play area begins at 7:40 a.m. Children are expected to be in their classrooms, ready for the day, promptly at 8:00 a.m. All students in grades 1st through 8th who arrive after 8:00 a.m. will be marked tardy and must sign in at the front office. Kindergarteners (as well as 1st graders for the first month of school) will be signed in inside their classroom.

DISMISSAL

Transitional kindergarten

The school day ends for transitional kindergarten students at noon. They may be picked up in front of Parish Hall.

Kindergarten

The school day ends at 12:00 for kindergarten students through September. Beginning in October, half the kindergarteners will go home at noon and half the class will be dismissed at 2:45 on all days except Wednesdays which always have a 12:00 dismissal time. Kindergarten students being picked up at noon will be picked up in front of Parish Hall. Kindergarteners who are dismissed at 2:45 will be picked up in the car line.

Pickup

Your cooperation is needed at dismissal to make the end of the day calm and safe for all students. When students are dismissed at the end of the day, those who ride in cars will be picked up in front of the school office. Teachers and volunteers will escort students to waiting cars. Any student who has not been picked up within 15 minutes of pickup will be escorted to the A+ program, and the family will be billed.

Students walking or riding a bike, scooter, or skateboard to and from campus must have a completed permission form on file in the office. On campus, students must walk their bikes/scooters along the edge of the parking lot to the bike rack for safety. Students in grades K-2 may not walk/bike/scooter to and from school or enter and exit parking area unless accompanied by an adult or older student designated by you. Those riding bikes, scooters, or skateboards must have a helmet on while riding as stated in California Vehicle Code (CVC) 21212.

Crosswalks

- Students/parents walking to and from the parking areas must use the crosswalks in front of Parish Hall or along the green fence outside the office.
- Walkers/bikers to and from Pacific Avenue must walk along the north edge of the driveway inside white line.
- Walkers/bikers to and from Wood Street must use the crosswalk along the green fence outside the office.

ATTENDANCE AND ABSENCE

We believe that only through daily participation in classroom activities can students obtain an adequate understanding in each class. Regular attendance is also preparation for entry into the world of employment. Just as the Walden team works with all students to help them succeed, students and parents must understand they are accountable for regular class attendance and daily assignments. Maximum classroom attendance and participation are essential to a student's achievement and success. Parent(s)/guardian(s) of students between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law. **Walden Academy asks parent(s)/guardian(s) to schedule the student's nonschool activities outside the school day.**

If a student is absent, please contact the front office between 7:30 and 8:30 a.m. If a student misses school, the student is expected to do all assignments or make-up work when he/she returns. Independent study is available for absences of three days or more. Please contact your teacher **at least 1 week in advance** to allow time to prepare assignments. We provide perfect attendance awards to acknowledge the importance of coming to school on time every day and all day. Tardies, independent study, absences of any kind, or early dismissal will disqualify a student from earning the **perfect attendance** award.

Excused Absences

A student not present in class for any reason is considered **absent**. The law specifically states that a pupil must be legally excused for compulsory attendance purposes. The following are acceptable, excused absences.

Legally Excused

- Personal illness or injury. A doctor's note may be required for extended illness
- Student's quarantine as directed by a doctor or city/county health officer
- Personal medical, dental, optometric or chiropractic services rendered verified by a note from a medical professional

- Student's attendance at funeral of immediate family member. if the service is conducted in the state, state law provides one day excused absence, Up to three days are provided if the service is conducted out-of-state or more than 100 miles.
- Student's exclusion for failure to present evidence of immunizations
- Independent study can be arranged for planned absences extending three days or more

Warranted Absences

Pursuant to Walden Academy's policy, a student's absence may be excused for the following reasons:

- a. Appearance in court as a defendant or subpoenaed witness
- b. Observation of a holiday or ceremony of his/her religion
- c. Attendance at religious retreats not-to-exceed four (4) hours per semester
- d. Attendance at funeral services for someone not a member of the immediate family.
Additional days, in excess of the state authorized absences, to attend funeral services of an immediate family member or funeral services for someone other than immediate family.
- e. Appearance at SARB
- f. Excused/School Sponsored Activity: all field trips and other school related trips, athletic events, and music events

Unexcused Absences/Cuts/Truancy

An unexcused absence, cut, or truancy is any other absence not covered under the headings "Legally Excused" or Warranted Absences". It is a conscious decision to miss a class for a reason that does not meet the excused criteria.

Tardiness (30 minutes or less)

Any student who arrives in the classroom after 8:00 a.m. will be considered tardy. All students are required to obtain a tardy pass from the school office or administrator before proceeding to the classroom. If a student enters the classroom late and does not have a slip, he/she will be sent to the office for one.

Excessive Tardies

When a student is tardy (defined here as 30 minutes or less) three times within one month, the teacher will contact the parent/guardian to discuss the problem and try to resolve it. If the problem persists, the parent/guardian will receive a letter from the school outlining the dates the student was tardy, the problems associated with tardiness, and a request to remedy the problem.

The philosophy behind the tardy policy is as follows:

- The opening instructions and discussion set the tone for class.
- These instructions prepare the students for the learning activities and help them understand what they are expected to accomplish.
- The disruption caused by students arriving late to class adversely impacts the learning process for all students.

- Promptness prepares young adults to be competent workers. As employees, they will be expected to arrive on time.
- Class participation is an important part of the student's learning process.
- Morning Meetings builds a sense of community and belonging for all students.

CALIFORNIA EDUCATION CODE

We follow state mandated attendance reporting if your child is absent or truant. The following matrix reflects California Education Code. At Walden Academy, we offer some flexibility and will work closely with families to correct attendance problems for a positive outcome.

Number of unexcused absences and/or tardies over 30 minutes	Notification from school	Expectation of parents/guardians
Each of the first 2 unexcused absences and tardies	Call home from office manager or school director	
Upon reaching 3 unexcused absences and/or tardies in a school year	First "Truancy Notification" letter mailed home. Phone call from school director.	Sign letter and return to school. discuss with school director methods to improve student attendance
Upon reaching 4 unexcused absences and/or tardies in a school year	Second "Truancy Notification" letter mailed home. Phone call from school director	Sign letter and return to school. Meet with school director and create site attendance contract.
Upon reaching the 5th unexcused absence and/or tardies in a school year	Third "Truancy Notification" letter mailed home. Phone call from school director. Referral to Glenn County SARB (School Attendance Review Board).	Sign letter and return to school. Attend meeting with school director and SARB coordinator.
Additional unexcused absences and/or tardies after SARB meeting	Contact by SARB and possible referral to District Attorney.	

To see Walden Academy's Attendance Policy in full, please check ParentSquare where it has been posted for parent convenience. If you do not have access to the internet, a paper copy will be made available to you upon request.

ILLNESS POLICY

Please use your best judgement to decide when to keep your child at home. However, please keep your child home for 24 hours:

- After he or she has a fever of 100 degrees or higher
- After he or she has vomited
- If he/she is contagious
- Refer to illness policy

An office assistant handles first aid and will call you if your child is ill or injured and needs to go home.

Students will not be admitted to attend class or will be sent home if they exhibit any symptoms of illness such as questionable skin condition or rash, vomiting, head lice, eye discharge, diarrhea, yellowish skin or eyes, severe productive cough or whooping sound, general malaise or fatigue, and fever (100°F or greater) accompanied with sore throat, earache, diarrhea, or extreme irritability or confusion.

If your child appears ill with any of the conditions listed above PLEASE DO NOT send him/her to school. The school is not able to provide sick care for students. Therefore, it is important to determine in advance who will care for your child when he/she is unable to attend school due to illness.

Students who become ill during the school day will be sent home. Parents or contacts on the student's emergency card will be contacted to pick the student up.

Children absent due to a communicable illness should return to school as soon as they are able. Please refer to the following Readmission Guidelines.

Readmission Guidelines Regarding Communicable Diseases:

Communicable Disease	May Return To School
Hand, Foot, and Mouth Disease	When fever free for 24 hours without fever reducing medication and no longer has blisters or rash and feels well enough to participate in school activities.
Head Lice	After hair has been properly treated with medicated shampoo and hair is nit-free.

Pink Eye (Purulent Conjunctivitis)	When prescribed medication treatment has been started, and there is no discharge from the eyes. A doctor's note is required for readmission.
Scabies	After 24 hours of the initiation of treatment and under doctor's care (doctor's note required).
Impetigo	Following 24-48 hours of the initiation of medical treatment. Lesions are to be covered with a bandage while in school unless advised otherwise by a doctor. If not able to cover lesions, student may return with a note from doctor stating it is non-infectious. Without medical treatment, student is excluded until lesions are dry.
Strep Throat/ Scarlet fever	After 24 hours of antibiotic treatment and fever free for 24 hours without fever reducing medications.
Hepatitis	One week following onset of jaundice and as directed by the student's physician.
Chicken Pox	May return to school a minimum of 7 days after onset of rash and all vesicles (blisters) have crusted.
Ringworm	After treatment has started. Lesion will be covered with a bandage while in school. Doctor's note required.
Fifth Disease	Not applicable. By the time the rash appears, the student is probably no longer contagious.

*If any student has an immunizable disease (i.e. measles, mumps, rubella, polio, diphtheria, whooping cough), all unimmunized children will be excluded until risk of spread is controlled.

SCHOOL HEALTH

A student's health record must be current in order to attend school. This includes an updated health history which must be completed annually and an immunization history in accordance with state regulations. Our health services are supervised by the G.C.O.E. nurse who establishes emergency protocols for students as needed and provides mandated screening for hearing and vision. She reviews immunization compliance. **The school nurse is available for parent conferences by appointment and is on campus on an as-needed basis.** Please contact the school's office to initiate a conference. Mandated testing grades are kindergarten, second, fifth, and eighth. If you do not wish for your child to participate in these screenings, please notify the school in writing.

Walden Academy follows the following procedures established by the state of California when providing prescription or over the counter medication to a student during the school day:

- Medication must be delivered directly to the school by the parent or parent's designee and must have the original packaging or prescription label.
- The school must have a written request on file from their physician indicating the frequency and dosage of the prescribed medication. An authorization form is available in the front office. The doctor's authorization must match the prescription or package label.

ALLERGIES

Walden's goal is to prevent severe allergic reactions for our students, volunteers, or staff with allergies. Parents of children with life-threatening allergies must follow our procedures for administering medication and provide proper documentation from their child's doctor. Regular first aid and CPR training is provided for the staff, and the office manager coordinates the overall allergy prevention and treatment program.

To keep students safe, an allergen-free table is designated at lunch and in students' classrooms. Children are instructed not to share food from their lunches or snacks without approval from staff. Children are taught to wash their hands thoroughly after consuming food that contains allergens. The faculty educates students about the reasons for these procedures, and students learn responsibility and caring for their classmates.

EMERGENCY CLOSING

If the school must close due to a power outage or other emergency, we will contact parents via Parent Square and our phone call system. We will follow our usual dismissal procedures.

CHANGES TO SCHEDULE DUE TO CHURCH EVENTS

Walden Academy will sometimes change our schedule or dismissal procedures due to events at St. Monica's. When we do, we will contact parents via Parent Square and our phone call system. We try to provide as much advance notice as possible.

AFTER SCHOOL PROGRAM

Walden's after school care program, A+, is a fee-based program that runs from dismissal to 5:30 p.m. every day. The program offers enrichment activities, organized and unstructured play, and ample opportunity for supervised homework completion. To enroll a student in A+, pick up a registration form in the school office. Students in grades 1-8 may alternatively attend the after school program on an as needed basis for the daily rate. If your child is attending as a drop-in, please be sure you have a completed enrollment form on file. You may send a note or call the office by 2:30 to inform us your child will be at A+.

SNACK & LUNCH

All children bring their own snacks and lunches. Please do not send anything in glass containers. Healthy eating habits are encouraged, so please pack nourishing snacks and lunches for your child. Do not send more than one small sweet treat in your child's lunch per day and refrain from sugary drinks or soda. During lunch, we ask that students not throw away uneaten food to help you gauge what to send with them. We are NOT able to heat or refrigerate any part of your child's lunch.

Gum is difficult to remove from hair and school property, so we ask that students do not bring gum on campus. We sometimes enjoy gum during testing periods to help us think, and we will provide gum on those occasions.

CLASSROOM CELEBRATIONS/BIRTHDAYS

Special events like parties, movies, and visitors enrich our educational program and build community. Parties and special activities are held during the **last hour of the school day** as a general rule. **Please check with your teacher before sending in any birthday food or treats to share with the class.** If you would like to distribute private home party invitations to our students, please provide an invitation to every child in the classroom. Otherwise, please use the postal service to mail party invitations.

Flower/balloon deliveries: If you choose to send a flower or balloon arrangement to school for your child, it will be kept in the office and delivered to the classroom during the last hour of the day.

RECESS & DAILY PLAY

Creative play is part of the daily learning process at Walden Academy. Studies show that children perform best at school when there is a balance of academics, large motor development, and opportunities for problem solving through social interactions. Teachers, staff, and volunteers participate in this process as supervisors, facilitators, and game leaders. Adults move about the playground area observing children at play and promoting appropriate behavior through consistent enforcement of school rules. They will intervene when inappropriate behavior occurs to help children with conflict resolution. Students in grades K-8 have a recess in the morning. Students in grades 1-8 also have twenty minutes of recess in addition to 20 minutes of eating time at noon. We ask that students dress appropriately for outside play. If a child is not permitted to participate in P.E. or outdoor recess due to recovering from an illness, please send a note to your child's teacher.

MORNING MEETINGS

Days at Walden begin with Morning Meeting-class meetings designed to foster good social dynamics and a strong sense of community.

GOOD MORNING WALDEN

We celebrate our community together in whole school assemblies that we call Good Morning Walden. These assemblies begin at 8:15 a.m. and are generally held on the last Friday of each month in the Parish Hall. We encourage families to attend whenever possible. Awards presented at Good Morning Walden includes

- CARES
- Perfect Attendance
- River Hawk
- Academic Achievement
- Most Improved

CHILDREN'S POSSESSIONS

Students are permitted to bring non electronic items from home for sharing and to play with during recess times. The Walden motto is that if you share with one person then you must share with all. Please be sure to label your student's possessions and clothing. We keep a lost and found in the cabinet outside the office. Items not claimed are donated to charity at the end of each trimester.

TEACHER COMMUNICATION

The school day is very fast-paced, and teachers cannot always check their email and phone messages until the end of the school day. Unless it is an urgent matter, it may take until the following day for you to receive a response. We encourage our teachers to take weekends off; so if you initiate contact over the weekend, you may not get a response until the following work day. If it is an emergency, please call the front office.

CLASS BUDDIES

Older and younger classes are paired up to read and write together, enjoy games together, or work on projects. This system adds to our family atmosphere and helps foster relationships that extend beyond our time at Walden.

FIELD TRIPS

Field trips are an important part of the Walden curriculum. Every class takes several field trips each year that enhance themes and units. Older grades may take overnight trips. Classes may also go off campus for community service experiences. Parents will receive advance notice of all trips. The safety of our children during field trips is of primary importance, and the following procedures are followed:

- Teachers and drivers carry a copy of each child's emergency information. Please make sure you fill out a new card each year.
- Children are placed in small groups, and one adult is responsible for each small group.
- Teachers take a cell phone on the trip.

Parents are often asked to chaperone and drive for field trips. See the volunteer section for more information. If you accompany your child's class on a field trip, please remember that it is an important responsibility. **We ask that you do not bring along siblings.** Adults accompanying a class must have a **Live Scan and current TB clearance on file.**

HOMEWORK

Homework is an extension of the classroom and is intended to enrich the classroom experience. It is necessary for all students to complete their homework in a timely fashion so that they can fully participate in class each day. Homework is assigned throughout the grades in age and developmentally appropriate quantities and time frames.

All students should read or be read to for 15 minutes (TK-1st) to 30 minutes (2nd-8th) each night and practice math facts as needed. Homework in addition to reading and practicing math facts is assigned by each individual teacher. The general guideline Walden follows is that students will have 10 minutes of homework per grade level in addition to daily reading.

ASSESSMENT

Learning is a process. Assessment is an ongoing dialogue between students, teachers, and families. The goal is for all students to have high standards for themselves and to be intrinsically motivated to learn. There are numerous and varied opportunities for students to demonstrate their acquired knowledge, both collaboratively and individually. Parents and teachers meet together to share their thoughts about student work and progress through formal conferences. Students show evidence of higher level thinking through rubrics, quizzes, projects, presentations, performances, portfolios, self-assessments, and writing. Walden Academy utilizes a whole child approach to assessment that allows us to look at the social, emotional, and intellectual growth of each individual. Teachers have many ways to convey a complete picture of a child's progress to both students and parents. For example:

Report Cards

Report cards are provided at the end of each trimester for grades TK-8. All grades use a numbered scoring system based on a 4 point scale for academic achievement. For participation, work habits, and social skills, letter grades of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory are used. All grades reflect student success in mastering the state standards.

Conferences

Parent conferences take place two times per school year. First trimester conferences are held in November for every student. Conferences after the second trimester will be arranged for students who are performing below grade level and for those at risk of retention. Parents may also request a conference. Parents also meet with teachers on an informal basis throughout the year and are encouraged to do so anytime. Likewise, the school may request a parent conference if teachers feel this would benefit the academic and/or social growth of a student.

SST

A Student Success Team, SST, is initiated by a teacher when a student may need additional support for success in academics or behavior. First, a teacher implements strategies to provide support in class and works with parents. When additional student support is needed, a team approach is initiated. At an SST meeting, parents, teachers, and administrators meet together to brainstorm additional ways to support a student academically, behaviorally, and/or socially. Student progress continues to be monitored, and additional SSTs are scheduled when required.

SPECIAL EDUCATION

Walden Academy has an education specialist and instructional aide on campus. These services are provided through a contract with the Glenn County SELPA. Additional services provided include

speech therapy, counseling, educational testing, and the support of a school psychologist and team of experts. Through the SST process, students with identified needs may be referred for testing to see whether or not they qualify for an IEP (Individualized Education Plan). The education specialist and aide are located in the Learning Center. They are a source of additional support for all students who may need further explanation of difficult concepts, extra time, or a quiet place to complete assignments.

SCHOOL WIDE DISCIPLINE PLAN

Walden Academy has adopted an approach to education called Responsive Classroom. It is built around the four domains of Engaging Academics, Effective Management, Positive Community, and Developmentally Appropriate Teaching. Mutual respect underlies all interactions in play and work. Our goal is to ensure that every student has an optimal educational experience both cognitively and socially. Respect for all community members is of prime importance. We believe children need to be responsible for themselves and to all others within the school. The rights of all members of our community are respected and valued. To achieve this end, we teach our students about using CARES. CARES stands for cooperation, assertion, responsibility, empathy, and self-control.

Walden holds common expectations for all adults and children who are part of our community. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

We believe in the inherent goodness of people. Our goal is to seek out the good within each of us. We strive to understand what is motivating staff, families, and students and to help each other learn appropriate strategies for dealing with feelings.

We are all educators. Learning about oneself, acting with self-control, and turning negative situations into positive ones are some of the competencies we strive for. We respect children for the people they are and believe our work with them enables them to become the best they can be.

When a child acts in an inappropriate manner, adults respond with action appropriate to the situation. These actions are intended to help the child increase his/her awareness and develop self-control. Actions may include discussion, reflection, written reflection, removal from the setting, or the assignment of logical consequences.

Pathways to Self-Control

We believe all children can be kind, respectful, caring citizens who are accountable and responsible for their actions. Children learn and practice self-control and social skills when:

- there is a safe, challenging, and joyful learning environment.
- students feel respected and successful and share a sense of belonging.
- all staff and families teach, model, and reinforce expected behaviors.

At Walden, all staff members use the following strategies to help children develop self-control:

1. Creating, Modeling, and Practicing the Rules

Staff and students collaborate to develop our classroom and playground rules. The rules help us to take care of ourselves, each other, and the school environment and do our best work.

2. Reminding , Redirecting, and Reinforcing

Reminders and verbal redirections are the primary means of guiding students at Walden. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior. Some students may need more than one reminder, but it is generally more effective to limit the number of reminders. When students make positive choices, we reinforce these by offering specific feedback that expresses appreciation and respect for their efforts.

3. Logical Consequences

Logical consequences are ways to help fix problems that result from children's words and actions when they break or forget rules. They are used when it takes more than a simple cue to stop a behavior or fix a problem. Logical consequences help children regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation, and reasonable. Logical consequences are not seen as punishments but as additional forms of redirection. The adult checks in with the student to make sure he/she understands the reason for the logical consequence. Logical consequences may include:

- *You break it, you fix it* – children are expected to fix it when they break something or make a mess whether intentional or not.
- *Apology of Action* is used to solve problems between students when a child hurts another through words or actions.
- *Loss of Privilege* is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- *Take a Break* in the classroom is a brief time away from the class activity to allow a student to gain self-control.

4. *Take a Break* in a buddy teacher's room

If misbehavior continues, the student may take a break in a nearby classroom. Once the student is back in her/his classroom and resettled, the teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if this happens often.

5. Parent contact or conference

If needed, the teacher or leadership team may request a parent conference to discuss the problem and work together toward a solution.

6. Office Referrals

There are times when a student is referred to the office because of behavior during class or at recess. Generally, this happens after a staff member has made attempts to work with the child through our school wide behavior plan. The director has developed a hierarchy of consequences when students are referred to her. We acknowledge that each child is different, so we have a variety of consequences we have found successful in helping students turn their behavior around. Depending on each situation, steps in the hierarchy may be reordered.

Examples of consequences are:

- 1st offense: Logical consequence, counseling, reteach correct behavior
- 2nd offense: Reflection sheet to be signed by parent, loss of recess
- 3rd offense: Student writes letter to parent, detention, and behavior contract

7. Behavior contracts/Positive Behavior Support Plan

These strategies to teach self-control may not be enough for some children to be successful. In such cases, positive behavior support plans will be developed and implemented with the knowledge and help of families, teachers, and specialists. Positive behavior support plans will identify specific strategies and interventions to help the child develop self-control.

These pathways to self-control are developed, explained, and practiced with students in all grades. in the majority of situations, reminding and redirecting are all that is necessary to guide students.

Severe Misbehavior

The school director and/or board of directors will determine the consequences for severe misbehavior based on California Education Code and the school suspension/expulsion policy. These consequences may consist of parent contact or conference, detention, in school suspension, or out of school suspension.

Severe misbehavior includes:

- Deliberate actions with intent to hurt self or others such as physically fighting, rock throwing, biting, etc.
- Bullying
- Willful and deliberate destruction of property
- Use or threat of weapons
- Stealing
- Ethnic/racial/gender/religious slurs
- Harassment or inappropriate touching

In some cases of severe misbehavior, it may be determined that Walden is not the right setting for a particular child. The decision for expulsion will be made through careful consideration among all the adults responsible for the care and education of the child with the final decision made by the board.

In the case that a child voluntarily leaves campus without permission, Walden Academy staff will make a determined effort to keep the child safe and prevent the student from running off campus. **Parents and police will immediately be notified.**

ELECTRONIC DEVICES-

This policy also applies to field trips, athletic events, music events and any other school sponsored event.

All electronic devices including cell phones, games, CD players, iPods, etc. on school grounds must be kept in backpacks and may **not** be used nor carried in pockets at school. Each classroom has a phone. If there is a need for a student to call home, teachers or office staff will verify the reason and allow a call to the parent. If you need to get a message to your child, call the office & we will deliver it. Walden Academy will not be responsible for lost or stolen items. It would be best to leave all devices, including cell phones, at home.

If an electronic device is seen or heard, it will result in the following:

1st offense-item will be confiscated for the remainder of the school day and parent(s) will be required to come in to get it.

Next offense-item will be confiscated and returned to parent. Student, parent, and leadership team will have a conference. Future possession of devices will be determined at conference.

DRESS CODE

I. Purpose

It is our desire for students to be good examples to our community in both appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements for a successful learning environment. The goal of the Common Core State Standards is that children end their public school education college and career ready. We believe that appropriate dress is an important stepping stone to college and career readiness.

II. Dress Code

These policies apply to all students unless specifically designated for boys or girls. **The dress code applies to all student activities** (i.e. field trips, class parties, school plays, graduation, banquets, etc.) *on and off campus*. For any of these events, we urge students to wear Walden attire or our school colors of blue and gold/yellow. All students should be neatly dressed at school and at school activities.

Special Note to Parents---Please read the dress code carefully encouraging and guiding your child to wear acceptable dress at school. We appreciate your cooperation in this area.

- A. Clothing, articles of clothing, jewelry, or accessories related to a gang will not be permitted.
- B. All clothing must be of an appropriate size and fit properly. Clothes should not be too tight or too baggy.
- C. P.E. clothing and sporting events dress must be modest and appropriate to the sport.
- D. Picture or slogan shirts, blouses, etc. which depict foul language or actions are not permitted. Clothing that displays words with suggestive double meanings are not allowed.
- E. Short tops which expose any part of the midriff skin are not permitted. This includes when arms are lifted straight out to shoulder height (a "T" formation).
- F. Undergarments are not permitted to show through the outerwear.

- G. All pants must be worn at the waist. Blouses, tops, or shirts must overlap the waistband of pants and skirts enough to allow for no midriff to show. No part of the undergarment should be showing--- no sagging.
- H. Pants, skirts, or shorts with writing across the back pockets or seat are not allowed.
- I. Shorts, skirts, dresses, hemlines with slits, and holes in distressed jeans may not be shorter than halfway between the knee and thigh.
- J. Slippers, spike heels, and flip-flops are not permitted. All shoes must be securely fitted to the foot.
- K. Wheels from wheelie shoes must be removed when on school grounds.
- L. Stud type earrings are preferred for safety reasons.
- M. Choke chains, wallet chains, or dog collars may not be worn or used. Studs or spikes may not be worn on belts or accessories.
- N. Hats are permitted outdoors but may not be worn backwards, sideways, or indoors.
- O. Bandanas are not allowed.
- P. **Girls:** Blouse straps should be at least one inch in width. Bra straps may not show.
- Q. **Girls:** Strapless or backless shirts and dresses or those with a cutout back are not permitted unless a tank top is worn underneath.
- R. **Girls:** The bodices of dresses, blouses, and tops must be worn in a modest fashion. Cleavage cannot show when sitting down or bending over.
- S. **Girls:** When wearing tights or leggings, students must wear a shirt that comes to the top of the thigh.
- T. **Girls** in grades 6-8 may wear light makeup.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Administration reserves the right to determine if an article of clothing conforms to the dress code. With changing styles, the administration reserves the right to add inappropriate clothing to the list at any time. Parents of students in violation of the dress code will be contacted and requested to bring appropriate attire for the remainder of the school day. Students will be given appropriate clothing to wear until other clothing can be brought to school. Students habitually violating the code (3 or more times in a school year) will be required to meet with the parents and school director.

VOLUNTEERS

Part of what makes Walden Academy successful is its volunteers! Last year, our volunteers logged 3200 hours. If we had to pay employees to do the work our volunteers did, it would cost over \$79,008!!

Family participation at Walden Academy ensures that there is adequate classroom assistance for students and educators. It supports the implementation and execution of curricula and plans. It helps create a safe, nurturing, family atmosphere for our students and staff.

We encourage our families to volunteer 40 hours per year for one child plus 20 hours per each additional child with a maximum of 80 hours per family. Many of our volunteers exceed the 80 hours, and we are so grateful for their time.

If someone other than the parents will be volunteering on behalf of a child, they must meet the requirements below of Live Scan, TB screening, and confidentiality agreement. In addition,, the parents must designate them under the '*Other people that may volunteer for our family*' section on the Volunteer Questionnaire.

Other ways to volunteer

If you are unable to volunteer as much as you would like to, monetary participation can be made in lieu of part of a family's volunteer contribution. The contribution rate is \$10.00 per hour. You must turn in receipts with your name on them in order to be credited the time.

eScrip

Walden Academy is now taking part in the escrip program which will make money for Walden on your everyday purchases.

1. Benefit App-Upload the Benefit app on your cell phone and link a credit card, bank account or both to purchase e-gift cards. Use them to pay for your purchases while out and about or for online shopping. There are many stores available. Be sure to check out the list!
2. escrip.com-Create an account and sign up at stores that you purchase from like Mar-Val, Food Maxx and Lucky. (Go to escrip.com for a complete list)

Driving on field trips

We appreciate that parents drive students to field trip destination. We appreciate their time and the cost of fuel. If you drive on a field trip, please keep track of the miles. We will credit you .545 cents per mile to your volunteer time.

Tracking your time

An important part of volunteering is tracking your volunteer hours. This can be done in 2 ways. First, when you enter the campus, we ask that all adults sign in and give their reason for their campus visit. You can write volunteer in the column that asks for the reason of your visit as well as the time and date. When you are finished volunteering, we ask that you sign out with the time and date again. The volunteer data is entered every month into Parent Square. Second, if you prefer, you can log in your own hours. When you log into ParentSquare, there are instructions for how to log your volunteer time. ParentSquare tracks the amount of time you have logged throughout the year. If you are logging in gas mileage, please leave the number of miles and destination on the tracking sheet or on ParentSquare.

Requirements for Volunteering

Our children's safety is our 1st priority. In order to keep your child protected, all volunteers and chaperones are required to complete the following:

- Live Scan

This is done by asking the school office for the required paperwork and then calling the Glenn County Office of Education and scheduling an appointment. There is a fee to do this which is the responsibility of the volunteer. If financial assistance is needed, please contact the school director.

- TB Risk Assessment

Volunteers are asked to complete a TB risk assessment with the county nurse. An appointment can be scheduled by contacting the front office.

- Volunteer Agreement

Complete the volunteer agreement found in the enrollment packet. If you need a new one, please contact the office.

- Drivers

Forms can be obtained at the office and must be completed once annually, not to exceed 365 days. Turn in the completed form to the office and submit a copy of your California driver's license, current driving record (MVR), current vehicle registration, and proof of auto liability insurance including coverage amounts. Insurance minimums are as follows:

Bodily Injury	\$100,000 per person/\$300,000 per occurrence
Property Damage	\$100,000 per occurrence
Uninsured Motorists for Bodily Injury	\$100,000 per person/\$300,000 per occurrence
Automobile Medical Payments	\$5,000 per occurrence

VOLUNTEER OPPORTUNITIES

The reasons you chose Walden Academy for your child's education may include the following: low adult to child ratio, small group instruction, tutoring, exceptional school to home communication, learning, experiences outside the classroom, etc. All this is made possible because of volunteering. Without that, we are unable to provide the extras you obviously value. Each person plays a key role at Walden Academy, so we need you.

There are many volunteer opportunities available to parents, grandparents, family members, or friends of the family at Walden Academy. Volunteers help support the students, teachers, and the school, as well as keeping each family connected to their children and Walden Academy. Not all parents can be classroom helpers due to work or other commitments. However, there are many opportunities after hours that Walden Academy offers. Below is a list of job opportunities available.

Job Opportunities

- Classroom help
- Lunch duty-take 1 lunch duty a week during your lunch hour
- Recess duty
- Morning duty for drop-off
- Afternoon duty for pickup
- Correct papers for teachers
- Prep for teachers, make copies, collect supplies
- Attend workdays on weekends
- Drive/chaperone field trips
- Help with extracurricular events
- Music
- Art-provide an art lesson, help with a craft project, etc.
- Sports-help coach a sport
- Join a committee
- Attend board meetings
- Babysit during board or committee meetings
- Coordinate/help with Box Tops program

- Subject mentor-have knowledge in subject (grade specific) and curriculum to help parents
- Homework mentor-have knowledge of homework for a grade level to assist parents
- Organize/work a fundraiser
- Help with music or art performances
- Bulletin boards
- General maintenance-janitor/custodian
- Plus more!

Questions and suggestions are always welcome. Please sign in every time you volunteer!!! Hours and jobs may also be recorded on ParentSquare. If you have trouble finding a job that works with your work schedule, please contact the office, and we will help you find a job. It is imperative that each family help to make the school successful!! It will also help you stay connected with your child and what he/she is learning and participating in at school. Thank you!

Below are some sample ways for parents to do their hours.

- 1.5 hrs per week in a classroom-approx 52.5 hours or
1 hr. per week in a classroom-approx. 35 hours
Attend 2 board meetings-approx. 2 hours
1 Field trip-approx. 3-4 hours
TOTAL- 40+ hours
- Lunch duty once a week.-approx. 18 hours
Help in classroom 4 times-approx. 6 hours
Attend 3 board meetings-approx. 3 hours
3 field trips- approx. 9-12 hours
Attend 4 PTO meetings-approx. 4 hours
TOTAL-40+ hours
- Attend 4 board meetings-approx. 6 hours
Attend 4 monthly work days-approx. 8 hours
Subject mentors for parents- approx. 17.5 hours
Work a fundraiser-approx. 2 hours
Correct papers for a teacher 1 hr. per week-approx. 9 hours
TOTAL-40+ hours

- Attend all PTC meetings-approx. 9 hours
- Do bulletin board one time-approx. 2 hours
- Attend 4 work days- approx. 8 hours
- Babysit for board members during 2 meetings-approx. 2-4 hours
- Homework mentor each month-approx. 27 hours
- TOTAL-50+ hours

There are many scenarios to get volunteer hours done each year. Volunteers are an integral part in the success of the school and the students. We thank each and every volunteer for the time and energy put in.

Volunteer Behavior Code

Dress

The dress code has been developed with the safety of volunteers in mind and to promote a healthy learning environment for students. If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus or ask you to please change. Please help us avoid this uncomfortable situation by complying with the dress code.

We encourage volunteers to wear a school t-shirt while volunteering to help promote school spirit!

Adult volunteers are asked to follow these dress code guidelines while on campus, on field trips, or any other school event/activity:

1. No tight fitting tops
2. Halter tops or halter top dresses are not permitted
3. Short tops & low rise pants which expose any part of the midriff skin or lower back are not permitted
4. No part of the undergarments should be visible
5. The necklines of dresses, blouses and tops must be modest. Cleavage cannot show when standing or bending over.
6. Skirts, dresses, and shorts should not be higher than your fingertips.
7. Jeans and pants with holes above the fingertips with hands at side are NOT allowed.
8. Sweat-type pants, shorts, or skirts with writing across the seat are not allowed
9. Clothing that displays words with suggestive double meanings are not allowed

Student Discipline

Volunteers provide supervision of our students in classrooms, during field trips, and during our play times. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

When disciplinary situations arise, please call attention to the student(s) and refer the student(s) involved to a staff member. We want to empower our volunteers to promote safety on campus while honoring the training, authority, and expertise of our staff.

Cell Phone

We ask that you place your cell phone on silent mode when volunteering.

Siblings

Do not bring sibling with you when you volunteer during school hours or while chaperoning on field trips.

Confidentiality & Impartiality

It is important to remember that your capacity in the class is that of a volunteer. Please do not show favoritism for your child, and please do not show any judgment against another student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, students' grades, or student behavior. Please be especially sensitive to this--- by not taking it home and discussing it with other family members. Your child could pick up on this, and students could get hurt.

Special Privileges

Being a parent volunteer does not avail you to any special privileges, except that of being able to volunteer in your child's classroom. We ask that you do not pick your child up early when volunteering or drop by classes unexpectedly.

If you find that you have any questions regarding this policy, please contact the school director.

COMPLAINT POLICY

Walden Academy's Board of Directors (the Board) believes that the quality of the educational program can improve when the school listens to concerns and complaints, considers differences of opinion, and resolves disagreements through an established, objective process. They value the concerns of our staff, parents, students, and the public. The Board encourages the school and complainants to work together to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate school procedures which are readily accessible to the public in the school office. Please remember that complainants must be directly involved with the complaint. The complaint may be regarding a school employee, school director, or a school policy.

Please note that individual board members do not have authority to resolve complaints. If a board member is approached, they may listen to the complaint but then will refer the complaint to the school director. The school director or designee will attempt to resolve the problem informally, and if unsuccessful, will refer the complainant to the formal complaint process.

Walden Academy

Complaint Procedure for Parents, Students, Employees Regarding School Policy, Procedure, Practice or Employees

This form and process is available for any parent, student, employee or resident who wishes to initiate a complaint against any Walden Academy policy, practice, or procedure or a school employee. The complainant shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complainant may go to the next appropriate step, the employee's immediate supervisor, or the school director.

This complaint pertains to:

A School Policy, Practice, or Procedure

Policy, Practice or Procedure: _____

A School Employee

Employee's Name: _____

Please write the nature of the complaint. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint, as well as any attempts you have made to resolve it. You may attach additional pages).

Please print name, address, and telephone number.

Complainant's Name (student's name, if applicable): _____

Complainant's Phone Number: _____

Complainant's Address, City, and Zip Code : _____

Complainant's email address: _____

I certify that the information I have provided relative to this complaint is true and correct.

Complainant's Signature _____ Date Signed _____

Exhibit A

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns. If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the school director or immediate supervisor (Step 2).

Step 2: Filing a written Formal Complaint If the complaint was not resolved informally (Step 1), you have the right to submit a formal written complaint to the School Director. If this complaint is against the School Director, it should be filed with the Chairperson of the Board. A formal written complaint must include: the name of the employee, policy, procedure or practice involved; a brief but specific summary of the complaint; and a description of any prior attempt to resolve the complaint informally.

Step 3: Conference and Response

The School Director or Governance Committee shall communicate with the parties within five (5) working days of receipt of the written complaint. The school director or Governance Committee shall provide a written response to the parties within five (5) working days from the date of the conference with the parties.

For employee related complaints, the School Director's decision is final.

For School Director related complaints, the Board's decision is final.

Request for Initial Resolution of my complaint.

Name _____ Date _____

Steps 4 and 5 apply only to complaints and concerns regarding school policy.

Step 4: Governance Committee Conference and Response

The GC shall attempt to resolve the complaint to the satisfaction of the person involved within fifteen (15) days of receiving the appeal.

The GC will communicate their findings and resolution to all parties in writing. The complainant may appeal the decision from the GC to the board of directors.

Request for GC Resolution of my complaint

Name _____ Date _____

Step 5: Board Hearing for any Complaint Regarding a School Policy

The Board may elect to hold a hearing and render a finding or support the finding made at Step 4 without holding a hearing. The decision of the Board is final and will be communicated to the complainant by the school.

Request for Board Hearing of my complaint

Name _____ Date _____



ACKNOWLEDGMENT OF RECEIPT OF WALDEN ACADEMY FAMILY AND VOLUNTEER HANDBOOK

Please sign, date, and return to the school

Please read the family and volunteer handbook and submit a signed copy of this statement to the school director.

Parent/Volunteer Name: _____

I acknowledge that I have received a copy of the Walden Academy Family and Volunteer Handbook. I have read and understood the contents of the handbook, and I agree to abide by its procedures. I understand that it is my responsibility to familiarize myself with the handbook and use it as a reference when I have questions.

I understand that the statements contained in the handbook are guidelines for parents/volunteers concerning some of the school's policies and procedures. At any time, I may contact the school to ask any questions I might have about the policies in the handbook.

Parent/Volunteer signature

Date

