



Micha-el School Handbook for Parents/Caregivers & Students 2023-24

Thank you for supporting Micha-el by familiarizing yourself with our community handbook.

Our Commitment

Micha-el School is committed to bringing Rudolf Steiner's indications on education into full practice to educate and support children who will become purposeful, strong, independent and compassionate individuals in the future.

Micha-el School does not discriminate in its hiring and enrollment policies on the basis of race, color, religion, creed, sex, gender identity or expression, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy or military status in any of its activities or operations. We are committed to providing an inclusive and welcoming environment to all members of our community.

Land Acknowledgement

Micha-el School in Milwaukie, OR is located within the traditional homelands of the Upper Chinook. Following the Willamette Valley Treaty of 1855, Land Cession 352, the Indigenous people inhabiting the land were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon (<https://www.grandronde.org>) and the Confederated Tribes of the Siletz Indians of Oregon (<http://www.ctsi.nsn.us/>).

We thank the stewards that came before us. Our intention is to honor them in our care of the land while we, as a school community, reside here.

The healthy social life is found

When in the mirror of each human soul

The whole community finds its reflection

And when in the community

The virtue of each one is living.

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THE OFFICE*GENERAL INFORMATION*SCHOOL HOURS

Administrative Coordinator: Kelly Tidrick **Email:** michaelschooloffice@gmail.com
Office telephone: 503-882-3322

Office Hours: 8:15 am -3:30 pm Monday-Friday

School Hours

- Kindergarten: Monday to Friday 8:30am - 12:30pm
- Grade 1: Monday to Friday 8:30am - 1:30pm

Grade 2: Mon., Tues., Wed. 8:30am - 2:10 pm, Thursday and Friday 8:30am -

1:20pm Grades 3 - 5: Mon., Tues., Wed. 8:30am - 3:00pm, Thurs., Fri. 8:30am –

1:20pm Grades 6-8: Mon., Tues., Wed. 8:30am - 3:00pm, Thurs. 8:30am - 1:20pm,

Friday 8:30 am - 3:00 pm

Parking

Please use the North Clackamas Park parking lot for drop off and pick up. For the safety of the children, the gravel parking lot by the Kindergarten and playground is not to be used. For school events, use of the parking lot is permissible for unloading and loading only.

ADMISSIONS*ENROLLMENT*TUITION PAYMENTS* REQUIRED FORMS

Students are considered officially enrolled in Micha-el School once the family has completed the admission process, created their FACTS account, and have paid all necessary enrollment fees.

All tuition payments are done online through FACTS, a 3rd party payment system. There are two payment dates for your convenience, the 1st or the 15th. All late payments are subject to a late fee of \$20 if received 10 days after the due date.

Tuition is an annual amount and is billed over a 12 month period, July-June. It is the responsibility of each parent to pay tuition on their due date. If you have a question about your account, FACTS, or tuition payments, please contact Kelly Tidrick in the school office.

REQUIRED FORMS

The State of Oregon requires that we keep certain forms on file for each child in the school. These forms will be part of your application (or re-enrollment) packet. No student can attend school until the following items are on file:

- Registration Form and signed Tuition Contract
- Immunization Form
- Emergency & Medical Information Form
- Release Form
- School Directory Form

COMMUNICATION AT MICHA-EL

Communication Policy

We ask all faculty and community members to address major concerns, difficult matters, and complaints in person, directly with the involved parties. We strive to cultivate truly human relationships, and though digital communication may be convenient for conveying information, it is often problematic as a place to bring concerns or vent frustrations. The most efficient way to handle a concern is with direct, in-person communication.

Our school sends informational updates and announcements to the entire school community via **email**. **It is**

the responsibility of the parents/caregivers to read these emails thoroughly so they are kept informed.

Anyone wishing to send an email to the school community may send their message to the Micha-el School Office for approval and posting. Typically, we do not allow postings of events or advertisements not pertaining to the school.

Whenever a personal, direct email or posting is composed that concerns the School in any way, a member of the faculty must be included in that communication. This will prevent the use of those platforms from becoming negative as well as open the door to the faculty so that they may address issues that are living within the parent body.

Micha-el School actively discourages the use of email, text messaging, Twitter, Snapchat, Instagram or any other social media platform by the students of the school. Please see the section about electronic devices in this handbook for more information.

MICHA-EL SCHOOL ORGANIZATION

The Micha-el School aligns as closely as possible with the principles of Rudolf Steiner's Threefold Social Order. Developed in the wake of WWI, it recognizes three distinct domains of human social activity: cultural, legal, and economic. For a deeper understanding of the Threefold Social Order, please refer to Basic Issues of the Social Question (a.k.a. Towards Social Renewal)

https://wn.rsarchive.org/Books/GA023/English/SCR2001/GA023_index.html

There is no hierarchy or central authority figure at our school. Rather, we carry out our work cooperatively, through trust and consensus, in the realms described below. All groups are accountable to the entire institution of the Micha-el School for carrying out their responsibilities in a professional manner in accordance with the philosophical principles of our school. Leadership positions within these bodies are service-oriented and are not associated with additional authority or remuneration.

School Faculty and College of Teachers

The **Faculty** is composed of all full and part-time teachers at the school. In addition to their core tasks as teachers, faculty members contribute to the school in a variety of ways, including organizing festivals and assemblies, participating in faculty meetings, leading or participating in child studies, engaging in curriculum and anthroposophical studies, attending outreach and open house events, and assisting with special projects.

The Faculty Chair organizes faculty meetings and semi-annual in-service meetings, prioritizes agenda items, and acts as the primary contact for faculty related communications. The Faculty Chair is a member of the College of Teachers. Our Faculty Chair for the 2023-2024 school year is Jaia Bollard.

Working out of Anthroposophy, the **College of Teachers** is the "heart of the school." It is composed of a smaller group of faculty members who have been asked and have accepted the invitation to join this group. The College is responsible for creating pedagogical programs and policies, maintaining the faculty and parent handbooks, hiring new teachers, mentoring faculty, dismissing faculty, creating the annual class schedule and school calendar, and responding to community concerns.

The College Chairs organize weekly College and semi-annual in-service meetings, prioritize agenda items, and act as the primary contacts for College communications. This school year we have Brittina Gates serving as the College Chair who will hold the above duties.

The Board of Trustees

Our all-volunteer **Board of Trustees** is responsible for the legal and financial aspects of running an independent school in the state of Oregon. It protects, sustains, and enhances the physical, material body of the school and promotes the school's image in the wider community. The Board ensures the Micha-el School's financial health and its compliance with all state and federal laws and regulations. It reviews and negotiates all contracts and advises the College of Teachers on any matter which may have a legal or financial impact on the school. This school year we have Jim Collias serving as the Board Chair.

Leadership Group

The Leadership group is composed of members from the College and Board that meet regularly to help aid in communication, supervising the office and support of the school collaboratively. The Leadership group works with approval on behalf of the College and Board.

Office Administration

The school office is the center of our daily business operations. This includes managing inquiries, meeting with prospective families, scheduling tours, managing enrollment contracts, sending out school wide communications, maintaining student files, managing new hire paperwork, ordering supplies, organizing work on the facilities, and assisting with special events.

The Parent Collective works with the College of Teachers to support events at the school.

Our all-volunteer Parent Collective supports the work of the teachers and plays an important role in keeping the parent body actively engaged in the community. The Parent Collective organizes the annual Halloween Enchantment event, Wee Little Folk Faire, Open Houses, Assemblies, Work Parties, helps maintain the grounds and facilities, supports outreach and marketing activities, supports teacher requests, and encourages volunteer efforts.

The Parent Collective Chair organizes regular Parent Collective meetings, prioritizes agenda items, and helps streamline communication of parent feedback *at times with discretion and confidentiality* to the College (event feedback) and Leadership Group (resolutions). As representatives of the school, the Parent Collective is held to the standards of the staff: to act and speak respectfully to one another (and about one another) at all times.

WHERE TO BRING QUESTIONS OR CONCERNS:

If you have a question regarding a classroom issue, **please bring your concern to your child's Class Teacher.** *Be mindful that the morning before class begins is not the time to approach a teacher, as their mind is on the children. It is best to bring questions at the end of the school day, after all other children have been dismissed. Please ask your class teacher about their communication guidelines.*

If you have a concern that relates to the overall curriculum of the school or to specific school events, please direct your issue to the Faculty Chair.

If you have a question regarding FACTS, tuition payments, school account or general questions about the calendar or events, please contact Kelly Tidrick, michaelschooloffice@gmail.com, our Administrative Coordinator.

If you are wondering about school policy, or feel you have a concern that has not been dealt with to your satisfaction through other channels, please bring your thoughts to a College member. Here is a list of current College members (contact information for all faculty members is included in the Micha-el School Directory).

Brittina Gates (College Chair)

Jaia Bollard (Faculty Chair)

Jen Davis

Deborah Markus

College Member Mentor List

Brittina	Deborah	Jaia	Jen
C - 6th Grade	C - 7th Grade	C - Math	C -First Gr. Asst.
C - KG	C - Strings	C - 2nd Grade	C - Music/Choir
C - Games	C - German	C - Handwork	C-Office staff
C-	C-Eurythmy	C-Spanish	

If your concern regarding the school is of a financial or legal nature or you wish to explore becoming a board member, Jim Collias jimcollias@gmail.com ,our Board Chair, is the person you should seek.

Here is a list of current Board Members:

Jim Collias (Board Chair)

Radek Paces

Daniel Halle

Monica Hunt

Lizz Phillips

If community members have an unresolved issue that has been brought to their class teacher, and then at a later date a College member (preferably the mentor of the teacher), the Leadership Group as a whole can be contacted as a way to support escalated occurrences needing conflict resolution.

Jim Collias

Monica Hunt

Jen Davis

Brittina Gates

Clear communication is very important to the well being of the school. If you have questions or a problem arises, we encourage you to seek guidance or help through the channels detailed above as soon as possible. If you are not clear which category your concern falls under, please ask your child's teacher and/or any College Member. They can direct you to the right person.

ATTENDANCE/RELEASE*SUPERVISION OF CHILDREN**ATTENDANCE & GENERAL CONDUCT****MONDAY**

Please plan your weekends so that you are home early on Sunday and your child can have a “settling in” time. Your child cannot be alert, calm, and fully receptive on Monday mornings if they are still recovering from a weekend of stimulating activities. The lesson planned for Monday mornings is crucial to all that happens during the remainder of the week, and it is important that your child be fully rested and ready to receive it properly.

ATTENDANCE

Please notify your class teacher if a child will be late, absent or picked up early from school (ask your teacher how they would like this done - by phone, text or email). As the lessons in our school are given verbally, without notes, textbooks or other resources, it is generally impossible to recreate the content for students who miss school. Please schedule vacation time during school breaks as much as possible. If a child is frequently tardy or absent, the teacher may require a parent-teacher conference to determine the cause and its resolution. Michael does not offer a part time program. Enrolled students are expected to be at school for all of their lessons.

If a child continues to miss school, with more than 7 full days or the equivalent of half days combined in a term, an additional meeting will take place with the parents, class teacher, and a member of the College. A document of warning for dismissal from the school will be provided and filed.

Ongoing attendance issues will lead to final dismissal from Michael School. The Board will be notified.

Exceptions: Required isolation, medically documented absences with written verification for the dates missed, pre-arranged absence with class teacher.

KINDERGARTEN ATTENDANCE AND ENROLLMENT POLICY

*Kindergarten Program - Children eligible for Grade One the following school year must attend kindergarten five days a week from 8:30 AM – 12:30 PM, i.e. a student who turns five before June 30th will be enrolled in our five day Kindergarten program. Schedule changes must be approved by the teacher.

*Early Childhood Program - Children under 5 on the first day of school may enroll in our four or five-day program.

The teacher will determine the attendance schedule in cooperation with the parents. Any alteration to the mutually agreed upon schedule of a student must be approved by the teacher prior to its implementation. Parents who wish to change their child's schedule will first notify the teacher. The teacher will then meet with or have a phone conversation with the parents to discuss the request and an agreement will be reached.

*Kindergarten Tuition – Tuition adjustments due to a change in a student's schedule will begin the first day of the first month of the schedule change. There will be no changes to schedule or tuition mid-month. Program changes will begin with the start of a new month. There will be a tuition amendment form signed by the parents prior to billing the new tuition rate.

SUPERVISION OF CHILDREN

Children must be supervised at all times.

Between 8:30am and release times, only children registered at the Michael School, Faculty, and Staff may be present at school unless pre-arrangements have been made and you have been signed in by staff.

Please keep your children in view at all school events and after dismissal times. The safety and behavior of the children must be monitored by their parents after dismissal and during on and off-site potlucks, picnics, and festivals. For the safety of the children of our school, while on school grounds, please take note of the following reminders:

- Children must wear shoes at all times. We have many hawthorns, goose droppings and bees on our grounds!

- Please do not climb trees or bushes on school grounds. The church will appreciate it greatly if we don't damage their property. Likewise, please do not pick or allow your children to pick any flowers from the premises.

-Please do not leave children unattended in the parking lot. This includes the Micha-el School, Church of the Annunciation and North Clackamas parking lots. Please observe school guidelines within both.

-The pond and swamp are for eyes only and must be visited with an accompanying teacher, parent or guardian.

-Children may not be watched ('babysat') by older siblings on school premises. They must be in the care of either a legal guardian, a fellow parent, one of our teachers or our aftercare provider. If you have made arrangements for your child to be cared for by another student in our school, they must be off school grounds.

-Dogs and other pets are not allowed on school grounds. All construction areas, including the dirt pile in front of the church, are off limits.

AFTERCARE*LOST AND FOUND*SCHOOL CLOSURES

Aftercare is offered only by pre-registration and is limited to 20 children with no drop in availability. If that changes, there will be an announcement issued by the School Office. The hours are 12:30 to 5:00 PM.

Aftercare is not available on special early release days. Please see the calendar. Payment and registration for aftercare is made through the office, billed ahead of time, monthly. Payment is due whether or not the child attends or is absent.

If over 15 minutes late during hours of operation, an additional hour is charged to account.

If over 15 minutes late after hours of operation, \$1.00 per additional minute accrues and is charged to account.

Lost and Found

All lost and found items are kept in a storage container outside of the grades buildings. At regular intervals through the school year, items left in the lost and found will be donated.

School Closures

Micha-el School follows delays and closures for Portland Public Schools AND No. Clackamas Schools. Please check your local listings for this information whenever there is inclement weather. If either of these school districts is delayed or canceled, so are we.

An all-school email will be sent from an office employee to inform the parent community of closings and delays. Decisions to close the school or operate under a delayed schedule will be made based on actual and/or predicted weather conditions with safety as a priority. Inclement weather can include heavy winds, severe air quality or power outages.

Communication about the decision to delay or close school will be communicated via email from the school office, **and** directly from class teachers to their classes. Communication will go out between 6:30 and 7:00am, so as to inform our community in a timely manner. It is the parents' responsibility to check email and text on days when potentially inclement weather is forecasted.

If inclement weather arises during the school day and it is necessary to release children early, the office will notify parents via email.

DRIVERS OF CHILDREN*EMERGENCY PROCEDURES*VISITORS

Front passenger seat occupancy for all field trips is limited to the driver's own children. No students of any age are permitted to sit in the front passenger seat with anyone driving other than their parent or guardian. All state regulations regarding the use of seatbelts, car seats and booster seats are to be followed.

All field trip drivers are to leave copies of their license and driver's insurance information in the office prior to

any trips.

Students of the Micha-el School practice for fire and earthquakes regularly. In the event of an actual disaster, children will be under the covered area between the parking lot and North Clackamas park if their classrooms are deemed unsafe. Class Teachers and the Office will make every attempt to contact all parents with information as quickly as possible should such an event occur.

SCHOOL CALENDAR

Micha-el 2023-24 Calendar

The Micha-el School distributes a general school calendar with closure dates at the beginning of each school year. The calendar is also posted on our website. The calendar is a living document and occasional changes are made to it that are then communicated via the School Office email.

SICK CHILDREN

Micha-el School strives to create a safe and healthy campus for all students, faculty, staff, and members of the wider community whose lives we all touch. If your child is ill, please keep them home and contact your child's teacher.

Please keep your child at home if he, she, or they:

- has vomited within the last 12 hours
- has a fever exceeding 100.4 degrees
- has pink eye or discharge from the eye
- has a medically diagnosed contagious or infectious illness

Routine childhood respiratory illnesses such as the common cold (adenoviruses, coronaviruses, rhinoviruses) or conditions such as bronchitis, sinusitis, and tonsillitis caused by a variety of bacteria and viruses occur throughout the year. Other conditions such as gastroenteritis (norovirus most frequently), croup (most commonly parainfluenza), and influenza (A & B) most often occur seasonally. Other common conditions include strep throat, hand foot and mouth disease, fifth disease, and staph skin infections.

Students should be excluded from school for signs of infectious diseases, per existing school policy and protocols. See below for OHA/ODE Communicable Disease Guidance.

Please notify the school if your child is diagnosed with a CONTAGIOUS DISEASE, including these: chickenpox, Monkeypox, COVID-19, diphtheria, E. coli diarrhea, hepatitis, measles, mumps, pertussis, rubella, Salmonella, scabies, shigellosis, tuberculosis, or another disease as requested. The school will protect your private information as required by law. [OAR 333-019-0010; ORS 433.008.]

Emergency signs that require immediate medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face

Please contact your health care provider about any **SERIOUS ILLNESS** or if you are worried about your student's health. It is every family's responsibility to notify the school if your student requires **MEDICATIONS** during school hours. Follow school protocols for medication at school. If your student's illness requires antibiotics, the student must have been on antibiotics for at least 24 hours before returning to school, and longer in some cases. Antibiotics are not effective for viral illnesses. We are here to support your students. Please contact us if you have questions or concerns.

Isolation and Exclusion Protocols

Isolation at School

Should a child come to school and it is determined they have symptoms of an illness, they will be isolated from other students to the best of our capacity, while still being under adult supervision. With limited staffing, it is essential that children are picked up promptly. We do not have a school nurse on staff.

- Your child is exhibiting any symptoms of an infectious disease

Students and staff will be excluded from the school setting if they exhibit any of the following:

- **FEVER:** a measured temperature equal to or greater than 100.4°F orally. Temperature checked via other routes should be considered fever if equivalent to 100.4°F orally.
- **COUGH:** persistent cough that is not yet diagnosed and cleared by a licensed healthcare provider OR any acute (non-chronic) cough illness OR cough that is frequent or severe enough to interfere with active participation in usual school activities.
- **DIFFICULTY BREATHING OR SHORTNESS OF BREATH** not explained by situation such as exercise: feeling unable to catch their breath, gasping for air, breathing too fast or too shallowly, breathing with extra effort such as using muscles of the stomach, chest, or neck.
- **HEADACHE WITH A STIFF NECK OR FEVER.**
- **DIARRHEA:** three or more watery or loose stools in 24 hours OR sudden onset of loose stools OR student unable to control bowel function when previously able to do so
- **VOMITING:** at least 1 episode that is unexplained
- **SKIN RASH OR SORES:** new rash not previously diagnosed by a health care provider OR if rash is increasing in size OR if new sores or wounds are developing day-to-day OR if rash, sores, or wounds are draining and cannot be completely covered with a bandage.
- **EYE REDNESS AND DRAINAGE:** unexplained redness of one or both eyes OR colored drainage from the eyes OR eye irritation accompanied by vision changes OR symptoms such as eye irritation, pain, redness, swelling or excessive tear production that prevent active participation in usual school activities.
- **JAUNDICE:** yellowing of the eyes or skin that is new or uncharacteristic.
- **BEHAVIOR CHANGE:** may include uncharacteristic lethargy, decreased alertness, increased irritability, increased confusion, or a behavior change that prevents active participation in usual school activities.

Medication

If a child needs medication while at school, the medication should be given to the child's class teacher with written instructions.

Please notify the Office:

- if your home or work phone number changes
- if you change physicians

- if you change the person you want called if your child becomes ill and we cannot reach you.

LUNCH and SNACK

Micha-el School requests that food sent for snack and lunch be wholesome, balanced, and healthy nourishment to last throughout the day. Processed foods are discouraged. Gum, candy, and sodas are not allowed. Drinks other than water may include unsweetened beverages. Please, do not use commercial or cartoon-bearing lunch boxes or bags. We support the use of reusable containers for food and beverages.

WATCHES*CELL PHONES*ELECTRONIC DEVICES*DRESS CODE*MEDIA

Watches

Wearing watches is discouraged among the younger grades so the children can flow through the day without being time conscious. Digital watches with calculator and beeping functions are disruptive and are therefore prohibited in school. Watches with analog faces are appropriate for those in Grade 3 and above.

Cell Phones/Electronic Devices

Bringing cell phones to school is strongly discouraged. Children with cell phones at school must leave them off and in their backpacks at all times while on school grounds, unless asked otherwise by their class or supervising teacher. No other electronic devices are allowed on school premises at any time.

Dress Code

School clothing must be clean, mended, and appropriate for the weather. All children must have a complete set of rain gear at school at all times, including boots, raincoats, and rain pants.

Assembly wear needs to be appropriate for the weather and occasion. Assembly wear should be a step above regular school wear in terms of formality - white tops, black bottoms and black shoes. No rips, words or large images, or tears.

Other guidelines:

- Clothing will allow for freedom of movement.
- Footwear will be appropriate for all school activities, indoors and out.
- Clothing with images or wording including alcohol or drug references, sexual innuendo or profanity are not allowed at school.
- Clothing may not have media-related images or wording - including anything from movies, television, video games, websites or social media.
- Shorts, skirts and dresses may not be shorter than mid-thigh.
- Clothing should fully cover chests, stomachs and sides of the body.
- Wearing make-up and coloring hair unnatural colors isn't allowed.
- Nail polish may be worn by students in Grades 6 - 8 only.
- Earrings should only be worn in earlobes. Studs and small hoops only in Grs. 1 - 5. Dangling earrings are allowed in Grs. 6 - 8 as long as they don't hamper movement.

A teacher may request a change of clothing and accessories if they do not meet these requirements.

Media

The Micha-el School curriculum works to heighten and develop the imagination of children, through telling stories, and seeing and creating imaginative drawings, to name only a few pedagogical approaches. The children take these experiences into their sleep, where the images mature and progress, so that they can be further developed by the teacher the next morning. Television programs, computers, electronic games, movies, radio, and recorded music interfere with this process. They place a lifeless physical image into the mind of the child, and prevent the imagination from remaining full of life. If the use of media occurs, the task of the teacher becomes a therapeutic and remedial one, rather than that of cultivating the development of the child. It is the parents' responsibility to determine the amount of contact the child has with electronic devices. This decision should be as informed as possible. You may also wish to consult your child's teacher about this complex topic. We particularly request that your child avoid TV, video, and computer influences during the school week, including Sunday evening.

General Student Conduct Expectations

Among the highest goals of Waldorf education is to foster a sense of respect among people. This includes honoring one another's thoughts, feelings, physical bodies, personal space, and possessions. We strive to create a safe environment where reverence and beauty are actively encouraged among the children. Discipline in Waldorf schools is achieved through the establishment of love and respect between the children and their teachers. Close relationships and good communication among parents, children, and teachers help to develop this discipline in children.

We offer the following guidelines for conduct at the Micha-el School:

- Respect one another's space and possessions. No means no. Stop means stop.
- Respect one another's feelings and bodies.
- Listen to one another actively.
- Treat one another as you wish to be treated.
- No physical contact that is aggressive or harmful
- No inappropriate intimate play
- Use appropriate behavior for respective activities.
- School property is valued and respected.

Within the school day, it is the responsibility of the class teacher to deal with behavioral problems in a way that will make progress, on a case-by-case basis, toward this goal. Children in aftercare are the responsibility of the aftercare teacher. When in the teacher's opinion, a student's behavior violates the school's guidelines, the teacher will discuss and work with the parents to find solutions, if possible. However, if a child has been **suspended** (sent home or asked to remain at home) twice, this can be grounds for **expulsion**.

Examples of behaviors that would lead to being suspended:

- Continuous defiant attitude; non-compliance with school rules.
- Use of foul language. No curse words are permitted at school at any time.
- Directing foul or abusive language at others.
- Harming others physically.

- Possessing any items not allowed at school as described in this handbook.
- Bringing objects and/or substances to school that will put people or animals at risk or may be used to harm/vandalize the grounds.
- Inappropriate sexual behavior.
- Continuous or long term disturbance of class work.
- Use of fire.
- Vandalism of school or landlord property or the property of others.

Holiday Breaks at Micha-el

Micha-el School is unique in that our teachers also carry significant administrative duties. This is one of the reasons we are able to keep our tuition much lower than other area Waldorf schools. The school offers a two week spring and a three week winter break in order for our teachers to have ample time for relaxation and renewal. In the history of the school this has been looked forward to by the majority of families. While winter break is often an inner and family time, in the spring there is opportunity to get outdoors and experience the change of the seasons. If it is challenging for your working family or single parent household please reach out to other community members to help with childcare sharing. The students look forward to meeting up with their classmates and coming up with new sparks of creativity and imagination. Out of boredom comes opportunities that would not be there if solutions were given to children. In the spring, our neighboring Waldorf School often offers camps. Spring camps have been difficult to staff for our small independent school.

Policy Regarding School Responsibility During Extended Absences due to illness

If your student is home 1-3 days due to experiencing symptoms related to a communicable illness there will not be any work sent home in any grade. Any work missed can be handled on a case by case basis depending on grade and Main Lesson Block.

If isolated because of an exposure or having received a positive test result you can expect the following from your child's class teacher (there will not be any work sent home for specialty classes).

If your child is in

Kindergarten- No work will be provided.

Grade 1 - The children are not at an age where book work is expected to be done at home.

Grade 2 - The teacher will send home work that reviews/deepens concepts already introduced in class as well as artistic work to be done while at home.

Grade 3 - The teacher will send home work that reviews/deepens concepts already introduced in class, Main Lesson book work to keep your child caught up with the rest of the class, as well as artistic work to be done while at home.

Grades 4 and 5 - The teacher will send all assigned homework, Main Lesson book work assigned while your child is absent and any assigned reading material that may be appropriate.

Middle School - Teachers will provide access to all assignments, reading material, and lesson content in written form. This may be done over email and/or parents may be asked to pick up from school, when it is not in session.

PARENT SUPPORT

Common areas of parent support include volunteering to clean classrooms, help with the garden and grounds maintenance, and other needed tasks as communicated to you by your child's Class Teacher or the School Office. Volunteer work of this type most often takes place after school hours or on weekends. This support is

greatly appreciated and absolutely necessary for the continued health and growth of our school.

Other ways parents can support their children's education:

- Become acquainted with the aims and impulses of Waldorf education! We encourage parents to attend the Micha-el Institute Introductory Courses on Thursday evenings from 7-9pm. These are held at the Micha-el School in the Gr. 6 classroom. Visit www.micha-elinstitute.com for more information.
- Create a home environment that supports their school experience.
- Make sure children arrive on time and properly dressed for the weather.
- Attend all Class Parent Meetings.
- Attend all Parent Education and Community Meetings. It is essential for teachers and parents to communicate as much as possible. Class Parent Meetings are the basis for this communication. Please make every effort to be there. If you cannot, please inform your child's teacher beforehand.
- Communicate with teachers regularly, both with your concerns and your positive comments about what your child is experiencing.
- Attend Parent Collective Meetings

Class Parents

Class Parents are appointed by and work in close cooperation with the Class Teacher. They act as a liaison between the teacher and the other parents of their class and will help to organize various tasks. Class parents ensure that a parent of the class attends each Parent Collective meeting.

Some of these tasks are listed below:

Classroom Needs – from general cleaning and maintenance to larger repairs, decorating and painting.

Fund-raising – organizes class specific fund-raising efforts.

8th Grade Class Trip - working with the 8th Grade Class Teacher to plan, organize, staff and fund this trip. Details as to current school policy regarding costs and distance to be shared by the 8th grade teacher.

Assemblies

Assemblies are most often held in the church basement, commonly referred to as "the undercroft".

The "stage" is oriented on the South side of the church basement. Chairs are set up in two sections with an aisle in the center. They are staggered for optimal sight lines. Classes will sit together with their class teacher at the front of the audience unless otherwise requested. Please reserve enough seating for the students and teachers and mark these areas clearly.

At school assemblies or class plays held after regular school hours, all children must sit with their families. Appoint an usher to guide latecomers quietly to a spot in the back without disrupting the performance. Class Teachers may have additional requests for certain assemblies. Please check with the teacher who is leading the event prior to organizing the set-up.

Potlucks

Each family volunteers to bring a dish or two to each potluck. The community as a whole has a blessing before lining up for the buffet. The blessing is led by one of the teachers. The blessing is a round in two parts: *"For health and strength and daily bread we praise thy name dear Earth."*

The order for the potluck line is as follows:

1. Older family members
2. Parents with babies in arms
3. Teachers
4. School parents with their children.

Parents are responsible for their children at all potlucks. Children may not go through the potluck line unattended. Desserts are best served at a separate table. A dessert table monitor would be helpful. All families are asked to bring their own plates, bowls, utensils, napkins and drinks for each family member. All dishes, cups, leftover food items, utensils, etc., need to be taken home immediately after potlucks. If food items are left, they are to be disposed of. Any dishes, cups or utensils that are left should be taken by a volunteer parent, washed and brought back to the school lost and found.

SCHOOL FESTIVALS

Michaelmas Festival is a festival that was very common in the Middle Ages. The Earth outside is growing old and

beginning to die. The time of year serves as a call to our inner human strength, requiring us to wake up so that we can separate what is living within ourselves from the dying nature around us. This takes determination so that these festivals are annually changing acts of courage where the children might be speaking their verses and singing their songs against the forces of nature such as a waterfall or a canyon, taking a strenuous walk or digging potatoes. They are helped by the stories of fighting against the adversary or the dragon, saying their verses or singing their songs together in unison.

Martinmas, celebrated in many European countries, recalls the deeds of St Martin of Tours, a Roman soldier, who

became aware of the needs of others especially those who suffer with the onset of winter. He saw a half naked beggar as he entered the town gate. Martin took off his cloak and shared his warmth by cutting it in half and giving one piece to the beggar. The children walk with lanterns in the darkness singing their songs of carrying their [inner] light and warmth into the darkness. The procession of lanterns indicates that each individual has their own light with which to negotiate the darkness of the outside world.

Advent Spiral or Spiral of Lights [First Monday in Advent]. The theme of carrying the light into the darkness is enriched by going into a spiral of greenery in the darkness to a central lit candle to light your own candle. When the children bend down to light their own candle they become a little disoriented and need to find their way out of the

spiral to set down their own light on a golden star. Doing this carefully they notice the gleam of the crystals shining out from the greenery of nature. Adults or older children sing songs or play music as they go. A story related to the event is told before the spiral is walked to heighten the anticipation and imagination.

May Faire is a celebration of the earth's spring rejuvenation. After the dark and cold days of winter, all the earth is budding and blossoming in a beautiful reflection of our awakening spirits. We hold a yearly festival to acknowledge this most hopeful and bright time of year with dancing, music and community.

Acknowledgement of Receipt and Support

I have familiarized myself with the 2023-24 Parent Student Handbook and Communicable Disease Plan. I will uphold the Micha-el School and Community with the parameters within.

On behalf of my family and I

Date/Name/Signature_____
