

walden

Family Handbook

Walden School is a member of:

National Association of Independent Schools (NAIS)
California Association of Independent Schools (CAIS)
Western Association of Schools and Colleges (WASC)
Pasadena Area Independent Schools (PAIS)
Progressive Education Network (PEN)
Educators Consortium for Service Learning (ECSL)
Educational Records Bureau (ERB)
California Teacher Development Collaborative (CATDC)
Independent School Alliance for Minority Affairs (ISA)
National Business Offices Association (NBOA)
The Enrollment Management Association (EMA)
Southern California People of Color in Independent Schools (SoCalPOCIS)

In 2014, Walden School was granted a seven-year term of accreditation by the California Association of Independent School (CAIS) and the Western Association of Schools and Colleges (WASC).

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I MISSION AND PHILOSOPHY

MISSION STATEMENT

At Walden, we nurture a child's natural wonder and personal dignity. We provide a personalized, developmentally appropriate program that encourages responsibility, initiative, child-led inquiry, ethical behavior, and excellence. We promote positive conflict-resolution skills, understanding, and creativity in problem solving. Children learn academic skills and concepts through experience and Socratic discussion, as well as through direct instruction and practice. We teach children to value and respect diversity. We strive, therefore, to lay the foundation for wisdom, to encourage the spirit of Renaissance learning, and to teach that we all have stewardship for the world in which we live.

PHILOSOPHY

Walden is dedicated to fostering intellectual, social, and personal growth for each child, using both traditional and innovative methods within a developmentally appropriate curriculum. We believe in whole-child education and recognize grade-level developmental milestones in establishing curricular goals and expectations. When children are appropriately challenged, the excitement and joy of learning are more likely to be retained. In addition to laying a firm academic foundation, Walden encourages disciplined and imaginative thinking and strives to help students see the interrelatedness of all that they learn. Also stressed is the importance of self-esteem, of graciousness and generosity, and the appreciation of differences among people, as well as the responsibility each of us has as members of a school community. Walden hopes to instill a love of learning in its students, as well as an understanding of the importance and skill of making choices and decisions.

STATEMENT OF PARENTAL SUPPORT

Parents who have chosen to send their child to Walden have made an informed decision; therefore, we welcome parental support of Walden's philosophy of education and its expression in the day-to-day school and classroom programs. The education of your child is a joint venture of families and school, and your support of the School's policies and decisions and your willingness to communicate with us directly whenever concerns or questions arise is of the utmost importance. It is critical that parents take opinions, concerns, and comments about a staff member or a teacher's program or decisions first to the staff member/teacher, and if not resolved, to the Head of School. Adult relationship issues should not be discussed with the children. Parents can assist in the education of their child by taking an active interest in their child's work and life at school. Get to know staff and teachers, parents, and classmates by attending events and volunteering. We ask that you consider family activities, sports, creative projects, conversation, storytelling, and reading as an alternative to television and video games.

II GOVERNANCE

Walden School is incorporated under the laws of the state of California and is a non-profit, membership corporation. As such, it is governed by a Board of Trustees that is elected by the community of parents and staff and administered through the Head of School.

BOARD OF TRUSTEES

The Board of Trustees of Walden School is responsible for the overall welfare of the School. Board members serve as stewards for the School's mission and philosophy. Within that responsibility, the Board's primary function is to set broad policies consistent with the School's mission and to assure the fiscal stability necessary to maintain an educational environment which facilitates excellence in the realization of the School's philosophical and curricular goals. Additionally, the Board is concerned with the hiring and evaluation of the Head of School, legal issues, and fundraising. The Board consists of elected voting members. These members include parent representatives, two or three Walden faculty, the Head of School, and various community members whose expertise supports the mission of the School. The Board meets monthly.

The Board seeks to attract new members who possess the following qualifications:

- a commitment to the mission, philosophy, and goals of Walden School;
- intellectual integrity – an ability to consider all issues with an open mind and to hold an institution-centered, rather than a vested interest, perspective on issues;
- cooperative spirit – an ability to reinforce and support agreed upon Board policies and long-range plans;
- complementary expertise to those of the present Board members; and
- willingness to give and be actively involved in fundraising.

The overall responsibility of the Board is informed by the Principles of Good Practice for Member Schools as established by the National Association of Independent Schools (NAIS).

WALDEN ADVISORY BOARD

The Advisory Board is made up of members of the Pasadena community who provide voluntary counsel and support to the school because of their expertise and interest in and support of Walden's mission, philosophy, and program.

Please visit www.waldenschool.net/about-walden/board-of-trustees for a list of the current Board of Trustees and Advisory Board members.

III COMMUNICATION

Effective communication is the key to Walden's goal of involving parents in the education of their children. We look forward to working with you in assuring your child's successful school experience. Informing Walden families about their student's classroom life and school activities occurs in a variety of ways.

One of the biggest challenges a school can face during the year is to maintain an easily accessible two-way stream of communication with its community. Whether it's a reminder about an upcoming Bagels & Chatter event, or a new volunteer opportunity, or an e-mail address update, there's a lot of information to disseminate.

Employment changes are shared with the community when it is appropriate for both the individual teacher or staff member and for the school at large. This practice follows legal and professional norms, and we ask that you respect the personal and professional boundaries of our employees. Please keep in mind that staff changes are a normal part of any healthy school community.

WEBSITE

Walden's website provides a wealth of information regarding Walden's program, the school year, upcoming community events, and more! To access the website, please visit www.waldenschool.net.

Members of the Walden community also have access to "The Pond," which is a password-protected section of the website containing information regarding school activities, as well as other helpful links, forms, and updates. The Pond is also where you will find your child's biannual progress report.

STEP-BY-STEP INSTRUCTIONS FOR LOGGING INTO "THE POND"

1. Visit www.waldenschool.net
2. Click on "The Pond" link at the top, right-hand corner of the Walden website
3. You will be prompted to log in with the username and password provided to you by the School
4. If you need assistance with your username or password, please contact front desk at (626) 792-6166 or support@waldenschool.net

HOW TO UPDATE YOUR CONTACT INFORMATION

As Walden strives to maintain effective communication with its community members, it is important for you to ensure that the School has your most current contact information on file. You can update your information online by logging into [MyBackPack](#), located on [The Pond](#). After updating the information, be sure to click "Save" at the bottom of the page before logging off. Your information will not be saved unless you click "Save".

STEP-BY-STEP INSTRUCTIONS FOR UPDATING THE ONLINE STUDENT DATABASE

1. Visit www.waldenschool.net
2. Click on "The Pond" link at the top, right-hand corner of the Walden website
3. Log into "The Pond" with the username and password provided to you by the School
4. Click on the link for "MyBackPack Account"
5. Update your information and click "Save" then "Done" before logging off
6. If you need assistance with your password, please contact the front office at (626) 792-6166 or support@waldenschool.net

COURT ORDERS

Any specific court-mandated exclusions or conditions for emergency attention regarding custody and/or safety of children must be on file with Walden School.

PUBLICATIONS TO KNOW AND READ

WALDEN WEEKLY

The Walden Weekly is emailed to all families each Thursday and contains articles of interest from the Head of School and Parent Guild, as well as highlights of upcoming events. To have your announcement or reminder included in the Walden Weekly, please email the Director of Communications at communications@waldenschool.net by noon on Tuesdays.

EMAIL ANNOUNCEMENTS

In addition to the Walden Weekly, the School will send email announcements and invitations for school events and activities.

CLASSROOM AND SPECIALTIES NEWSLETTERS

Classroom teachers send monthly newsletters to the parents of the students in their class, highlighting student learning across subject areas and classroom events, as well as sharing resources, articles, and ideas to ponder. Specialist teachers send school-wide newsletters in a biweekly rotation, highlighting student learning across grade levels in art, music, science, library, physical education, dance, and Spanish.

WALDEN ANNUAL REPORT

As a non-profit organization, Walden annually publishes the audited financial figures from the previous fiscal year. The report also recognizes community members who have generously invested in and supported the Strategic Plan and future vision of the school with donations to The Walden Fund, Endowment, Capital Campaign, and Alumni Brick Walkway.

WALDEN YEARBOOK

In partnership with the students and faculty, Parent Guild yearbook volunteers team up throughout the academic year to publish the Walden yearbook, which is given to all students and staff free of charge at the end of the school year.

SOCIAL MEDIA

Under the social media handle @lifeatwalden, the School shares stories and updates about Walden's school and community life on Facebook and Instagram.

IV COMMUNITY

COMMUNITY GUIDELINES

When there is any kind of conflict or concern, we encourage you to resolve it face to face as other forms of communication can take on a life of their own, going viral and losing their meaning and context. We teach the students to do the same, in part by modeling this behavior for them.

If you have a question or concern about curriculum or anything else classroom related:

Please do...

Reach out to your classroom teachers.

If further discussion is needed, contact the Director of Curriculum or the Head of School to make an appointment. Approach and address all parties in a respectful manner.

Please avoid...

Sending mass email to your class or to the school or posting about classroom or school issues on social media.

Parents are encouraged to "try on" curricular changes when they occur, to allow for ongoing exploration and growth in the classrooms.

COMMUNITY: ALL-SCHOOL EVENTS

Every school needs active participation in order to thrive. Throughout the school year, many important opportunities exist for your support and involvement. Please visit the online calendar in [The Pond](#) to view a listing of the important events for the year. Included below is a partial list of our all-school events.

NEW FAMILY WELCOME & ORIENTATION

September

All new families and new students attend this information afternoon. Meet the Head of School and faculty and receive important information about life as a Walden parent. The Parent Guild Hospitality Committee hosts beverages and snacks for everyone. Do not miss this special welcome!

KICK-OFF FAIR

September

This casual and fun event brings together new and returning families, faculty, and staff. All families are invited to spend an afternoon eating, playing, and socializing on the Walden School campus. This is a great opportunity to find out about Walden activities and events throughout the school year. Meet PG Committee Chairs, explore volunteer opportunities, help kick off the Walden Fund, and have fun along the way with food, games, and more!

BACK-TO-SCHOOL NIGHTS – *(For adults only)*

September and October

At Back-to-School Nights, the Head of School first welcomes parents in the Toby Hayward Community Room. Teachers are introduced, and parents are then invited to visit their child's classroom to learn about the curriculum, field trips, birthday parties, and cultural festivities. Teachers will outline parent volunteer opportunities in the classroom and answer questions. These are adult-only events and childcare will be provided on select nights with advance RSVP. Please check The Pond calendar for details.

HALLOWEEN CARNIVAL

October

This free annual event brings together the whole community and is a beloved tradition for both students and adults alike. Featuring a different theme every year, it puts the creative talents of our parent community on display. From games and activities hosted by classrooms to food donated by families, from the haunted hallway to the costume parade, this evening is put on by a dedicated parent committee and is enjoyed by gremlins and witches of all ages.

PARENT EDUCATION SPEAKER SERIES

November – March

This annual speaker series is an opportunity for parents to explore and discuss issues that are of interest to the Walden community. Expert speakers lecture and facilitate discussion, and the larger community is also invited to attend. Events are free and childcare for school-aged children is provided with reservations for a fee. Check the [Online Calendar](#) for exact dates and details.

GRANDPARENTS & GRAND FRIENDS' DAY

November

Grandparents and grand friends are welcome to attend a morning of show and tell. A popular day with our Walden students, as they get to share their classrooms, introduce their teachers, and tell of the wonderful projects and learning in their classrooms. Please plan ahead and think about an adult who might wish to come and be with your child on this special day. Invitations are mailed to all of the grandparents on our mailing list, so be sure to complete the information in MyBackPack. Invitations are mailed in mid fall.

WINTER SING

December

This is a wonderful way for the whole family to get together and enjoy our Ponderers' (4th, 5th, and 6th grade students) winter performance! The Music teacher will publish performance details.

BOOK FAIR AND STORY FEST

November and February

Walden holds two Book Fairs each school year: during a designated week in November, Vroman's Book Store donates 20% of all proceeds from shoppers from the Walden community back to Walden, and in February, the Toby Hayward Community Room transforms into a pop-up book store for a week where you can browse books for purchase. The February Book Fair culminates with the Story Fest, an afternoon celebrating reading, writing, and storytelling. Meet authors, attend readings or a workshop, and enjoy home baked goods from the bake sale.

BIG HELP

March

This event highlights the school's efforts to enable Walden students to practice community service with their extended neighborhood. Organized by the Parent Guild, Big Help offers a variety of service projects in the greater Pasadena area that might include weeding and planting at a local park, performing for seniors, preparing care packages for children and animals, making lunch for a homeless shelter, collecting books for under-served schools, and many other project opportunities. All families are encouraged to participate. For more information, please contact the Parent Guild Big Help Committee.

OPEN HOUSE

May

This is your child's opportunity to take you, the parent, around their classroom and tell you all about what goes on at school. All classrooms are open for you and your child to visit, giving opportunity to meet teachers in other core divisions and preview the curriculum in other grade levels.

ANNUAL ALL-SCHOOL MEETING

May

As a membership non-profit corporation, Walden School holds an annual meeting where business of the School is reported. Typically, it is at this meeting that new Board Trustees are confirmed for the coming year.

PARENT SUPERVISION DURING COMMUNITY & ALL-SCHOOL EVENTS

Please keep a watchful eye on your child/ren during the various meetings and school events that your family will attend outside of regular school hours, both on campus and at other venues. During many community events, faculty and staff are busy and not available to adequately supervise your children. Examples of these events include, but are not limited to, the Kick-Off Fair, the Halloween Carnival, Winter Sing, and Open House.

V SCHOOL FINANCES

TUITION & FEES

Walden School is a non-profit organization with all fees being applied to the support and improvement of the School and program. As the School is maintained through tuition, prompt payment is important.

PAYMENT PLANS

Walden offers three tuition payment plans as a convenience to families:

1. One payment: due June 1
2. Three payments: due June 1, October 1, and February 1
3. Ten payments: due the 1st day of the month, June – March.

LATE PAYMENTS

The School sends monthly statements. Invoices that are paid via auto-debit will be specially marked and do not require a check. All other invoices payments are due on the first of the designated month. Write the student's name on the payment check to ensure proper student account credit.

Walden School must maintain a strong financial position in order to ensure its ability to provide a strong program for its students. With that in mind, a late fee of 5% of the outstanding balance will be added to all accounts unpaid by the fifth of the month. If any portion of the student's account remains delinquent at forty-five (45) days beyond its due date, that student will be dismissed from Walden School and not be allowed to return at any time in the future. Questions about student accounts should be addressed to the Director of Finance.

FREQUENTLY ASKED QUESTIONS ABOUT TUITION & FEES

1. Is tuition pro-rated for shorter months?

Although the number of school days varies from month to month, tuition payments remain the same, since each payment represents a portion of the cost for the entire year and not a separate fee for each month or each day.

2. Are The Village fees pro-rated for shorter months?

Although the number of school days varies from month to month, The Village fees remain the same for all months, including those months when the School does not meet for a full month.

3. What happens if my check bounces?

Any check returned for insufficient funds will be subject to immediate collection and a handling fee of \$25. If a second check is returned for insufficient funds, the School will require that all future payments be made by cashier's check or money order.

WITHDRAWAL INFORMATION

Per the (Re)Enrollment Contract:

1. If the student leaves during the current school year, it is the family's obligation to pay the tuition listed in this contract for the full academic year. No portion of the tuition paid will be refunded and/or balance due will be cancelled if the student voluntarily or involuntarily leaves or withdraws from the School.
2. If the student will not attend Walden School the next school year, the Re-Enrollment Contract may be cancelled by notifying the School in writing before June 1. If the Re-Enrollment Contract is cancelled, the Deposit already paid will not be refunded.
3. On June 1, the obligation to pay full tuition becomes fixed and irrevocable. Cancellation on or after June 1 carries the obligation to pay the entire year's tuition. The fact that the tuition may be paid in multiple installments does not constitute a divisible contract. To review the complete Reservation Agreement/(Re) Enrollment Contract and Tuition Insurance Plan, please contact the Business Office.

VI FINANCIAL AID

PHILOSOPHY & PURPOSE

At Walden School, we value and respect diversity as a part of our mission. It is important at Walden to attract and maintain students from across the socio-economic spectrum. The need-based financial assistance available to Walden families is helpful in maintaining this wider range of families and providing access to a Walden education.

QUALIFYING FOR FINANCIAL ASSISTANCE

Walden believes the primary responsibility for financing education rests with the immediate and extended family. After all the family's own resources have been exhausted, parents may wish to apply for financial assistance. A family must establish that a need exists in order to receive assistance. Financial need is determined by considering many factors including total family income, assets (especially housing) and liabilities, standard living expenses, unusual expenses, discretionary funds, family size, and the number of children attending tuition-charging schools.

CRITERIA FOR AWARDING FINANCIAL AID

At Walden School, financial assistance is need-based and is first committed to our continuing qualified students who are already receiving financial assistance. The Financial Aid Committee then considers qualified continuing students who may, for the first time, be applying for financial assistance. Financial assistance is then offered to newly enrolled students. Walden may offer up to 75% of tuition in financial aid.

HOW TO APPLY

Please visit www.waldenschool.net and follow the instructions under the Admissions/Affording Walden tab. All applications for the upcoming academic year must be completed by the last Friday of January of the prior academic year.

CONFIDENTIALITY

The Financial Aid Committee maintains strict confidentiality over financial aid files. Teachers, members of the Board of Trustees, and students are not informed of financial aid applications or decisions. The Financial Aid Committee will consider financial assistance only for families who meet all of the published deadlines.

Walden School understands the personal and sensitive nature of financial documents and keeps all such information strictly confidential. It is also expected that families do not discuss confidential financial aid matters with each other.

VII PHILANTHROPY AT WALDEN SCHOOL

INVESTING IN VALUES

The strength of Walden School's educational program is due to the gifts of time, talent, and financial generosity of previous parents for five decades. We count on current parents to continue the promising future of Walden School.

VOLUNTEERING

Volunteering at Walden can take on many forms where each parent's skills and interests are utilized. You can start by volunteering for an existing task through your child's classroom or the Parent Guild (details below) and as you learn more about the community and its needs, you might offer a unique gift of your time and talent. Some volunteer activities happen outside of school hours and can be done from home or involve short-term projects, such as hosting a dinner. Walden School appreciates help from parents' diverse skills and expertise. Talk to teachers, administrators, and other families to find out what is needed and how your particular talents can best support the school.

PARENT VOLUNTEER HOURS

As part of the contractual agreement, all Walden families agree to volunteer at least 20 hours per family throughout the school year. Any unsatisfied volunteer hours as of May 31 will be billed to each family's account at the rate of \$50 per hour, with payment due on or before the final day of school.

STEP-BY-STEP INSTRUCTIONS FOR REPORTING PARENT VOLUNTEER HOURS

1. Participate in Walden events and volunteer your time and talents.
2. Every parent / family is responsible for tracking and reporting their own hours.
3. Report the date, activity/event, and the total number of volunteer hours by going to:
<https://www.waldenschool.net/support-walden/volunteer-hours> and follow the online instructions to log volunteer hours.

The Business Office maintains and tracks the reported hours and will send updates and reminders twice a year. Please contact the Business Office with any questions regarding your volunteer hours.

BOARD COMMITTEES

The Board of Trustees seeks new parent volunteers to work on various committees, such as Development, Environmental & Facilities, and Committee on Trustees. You do not have to be a Trustee to work on many of the Board committees. Interested parents who possess the qualifications listed below should contact the President of the Board of Trustees:

- a commitment to the mission, philosophy, and goals of Walden School;
- intellectual integrity – an ability to consider all issues with an open mind and to hold an institution-centered, rather than a vested interest, perspective on issues;

- cooperative spirit – an ability to reinforce and support agreed upon Board policies and long-range plans; and
- complementary expertise to those of the present Committee members.

The overall responsibility of the Board is informed by the Principles of Good Practice for Member Schools as established by the National Association of Independent Schools (NAIS).

CLASSROOM VOLUNTEERS

Walden School's program is greatly enriched by the talents and caring of parents and other volunteers. When working with the students, here are some guidelines to make your time at school as valuable as possible to you and the children:

- Remember that our emphasis is on helping children to develop self-reliance. Please do not do anything for a child that they can do alone.
- Keep in mind the specific ground rules and schedule of the class in which you are working. Schedule your time at school according to the needs of the class and be sure to keep your schedule. Teachers and children are counting on you!
- When you are in the classroom, you are part of the teaching team, and the students will need your full attention. Please do not bring other children or projects with you.
- When working in your own child's class, please make clear to your child that you are at school to help all the children in the class. Your child should go about their regular classroom routine and follow the usual classroom rules. It is difficult at first for some children to share a parent's attention, if that proves to be the case, it may be better if you help in another class until your child is ready to share you with others.

PARENT GUILD

All Walden parents are members of the Parent Guild. The purpose of the Parent Guild (PG) is to foster fellowship within the Walden community and to support Walden School by achieving the fundraising goals established by the Board of Trustees.

WHAT DOES THE PARENT GUILD DO?

The Parent Guild maintains a cooperative and collaborative environment in order to:

- enrich the students' educational experience at Walden;
- promote communication and mutual respect among parents, faculty, and administration;
- provide direct financial support to the school through organized fundraising events; and
- organize community-building events.

WHO IS IN CHARGE OF THE PARENT GUILD?

The Parent Guild Coordinators work closely with the Head of School and other senior administrative staff to oversee the PG Committees. Regular communication and planning meetings support a collaborative relationship between the School's valuable volunteers and the faculty and staff. PG leadership positions are typically filled in the spring of the academic year prior to beginning the term, or as positions become vacant. If you are interested in learning more about the responsibilities and commitments of being part of the PG leadership, please contact the current [PG Coordinators](#).

WHEN DOES THE PARENT GUILD MEET?

The entire Parent Guild meets at least twice a year and PG Committees will organize additional meetings, as needed. Check the Pond calendar for details. All parents, as members of the PG, are encouraged to attend. Childcare is available for PG meetings with advance reservations.

ROOM PARENTS

Room Parents volunteer to support their child's classroom teacher with a number of responsibilities, including coordinating the Class Coffee, field trips, and special occasions. Room Parents are not permitted to solicit gifts or cash for classroom activities; each class is provided a fund to cover cash needs for classroom activities.

Room Parents attend PG meetings and communicate information about PG activities, solicit, and organize volunteers for PG events, and direct parents to the correct party for questions and concerns. Interested volunteers should contact the PG Coordinators in the spring to find out about positions available in the next academic year.

FUNDRAISING

While philanthropy at Walden is mission based and volunteer centered, it necessarily also involves fundraising. Parents' investment of time, such as making annual fund campaign phone calls or serving on the Development Committee, significantly contributes to fundraising efforts of the community.

Walden, like most independent schools, relies on income in addition to tuition to fund each student's education. Gifts and voluntary contributions underwrite enhancements to Walden's educational program, because tuition does not cover all the special offerings and opportunities for enrichment. Since Walden School's founding, charitable donations have funded its land and buildings, academic and co-curricular programs, faculty professional development, and more. Voluntary giving enables Walden to offer a high-quality education and ensures that the school will continue to thrive long into the future.

As an independent elementary school, Walden draws from fewer supporters than a university or a large charity. Because the pool of the community is small, but the need is large, every gift counts. Choosing how much to give is a personal decision, but all gifts help move the school closer to its annual goals. No matter the size, all gifts are valued and appreciated, because we know that giving is a sacrifice and an investment in our students for all families. Making Walden School a philanthropic priority is an investment that truly pays off.

THE WALDEN FUND

The Walden Fund—our annual giving campaign—is the highest fundraising priority because of the critical role it plays in supporting the school’s operations. Charitable contributions to the School through The Walden Fund enable the School to sustain and enhance our educational program and facilities above and beyond tuition revenue.

ARE ALL PARENTS ASKED TO PARTICIPATE IN THE WALDEN FUND?

Yes, all families, including families receiving financial assistance for student tuition, are asked to participate in The Walden Fund. Our goal is to achieve 100 percent participation of Trustees, faculty, staff, and parents. Choosing to give and how to give are clearly personal decisions, but ALL gifts are greatly appreciated by Walden and all gifts move us closer to our overall goals.

HOW MUCH SHOULD I GIVE TO THE WALDEN FUND?

Families are asked to support The Walden Fund to the best of their ability. In the past, gifts have ranged from \$25 to more than \$25,000. While large leadership gifts are crucial to Walden’s financial stability, gifts of any size make a difference. Walden’s goal is 100 percent participation by Walden families; the only gift that is too small is no gift at all.

CAN I DEDUCT MY GIFT TO THE WALDEN FUND ON MY INCOME TAX RETURN?

Yes, Walden School is a 501(c) 3 organization, and The Walden Fund gifts are deductible to the extent provided by IRS guidelines. You may be able to increase your gift by contributing marketable securities. Donors should consult their financial advisor or accountant for tax advice. Donors of outright contributions receive a receipt and acknowledgement for their gift.

PARENT GUILD FUNDRAISERS

Fundraising events are important to the Walden community because they balance fundraising needs with opportunities to get together and celebrate our community. Beyond The Walden Fund, all other fundraising projects are considered to be subject to each family’s interests. One of the Parent Guild’s important responsibilities is to support Walden by achieving the fundraising goals established by the Board of Trustees. The funds raised support the operating budget of the school.

In order to meet the varied interests of Walden families, the Parent Guild sponsors a number of activities designed to foster community spirit and generate unrestricted and restricted funds for a variety of purposes. Consider supporting and getting involved. Many of the fundraisers provide services to the Walden community:

- The Hot Lunch Program delivers over 3,000 pieces of pizza and chicken skewers, washes over 4,000 plates, and raises over \$24,000 annually for the school.
- The Book Fair provides the opportunity for families to gather for reading events, purchase books for their families and friends, and sponsor books for Walden classrooms. Up to 20 cents of every dollar spent at the Book Fair comes back to Walden— that's over \$3,000 annually.
- The Spring Fundraiser is the Parent Guild's flagship event. An end-of-school year celebration, this event raises from \$60,000–\$80,000 annually through various fundraising components such as a dinner event, online auction, raffle, sponsorships, and more.

THIRD PARTY REQUESTS

With permission only, Walden School allows, but does not promote, requests by independent organizations such as Girl Scouts. Requests for money or in-kind support for projects, events, or programs that are not expressly authorized or sponsored by the School are not permitted. Walden School does not permit unauthorized collections of money or in-kind support by parents for parties, trips, gifts, or classroom projects. Room parents, faculty, and staff are not permitted to solicit gifts of cash for classroom activities.

REQUESTS THAT ARE NOT CONTRIBUTIONS

Over the course of the school year, Walden parents receive a number of requests for in-kind support that, strictly speaking, are not contributions. Most of these are related to classroom projects and other programs that have been previously approved. Parents, faculty, and staff are not permitted to solicit gifts of cash for activities or teacher gifts. Each class is provided a budget to provide for cash needs for classroom activities. Parent Guild and classroom activities that solicit for in-kind contributions include, but are not limited to: classroom holiday projects, food, decorations, community service, in-kind item collections for at-risk children, canned good collections, teacher appreciation luncheon, and bake sales and other goods sponsored by the students for charitable causes.

VIII THE VILLAGE

The after-school childcare program at Walden School is called The Village. The program is named to reflect the community spirit of our school and is available to all students Monday through Friday from 7:00– 8:00 a.m. and 3:00 – 6:00 p.m., as well as, some non-school holidays. The Village program is committed to furthering the children's experience with the philosophy of Walden School while meeting parents' needs for quality childcare. We recognize the distinction between school hours and the after-school sessions; however, we strive for continuity. As an extension of our day program, the Walden philosophy, policies, and expectations for behavior and staff excellence are in effect during The Village.

Excellence, positive communication, caring, and conflict resolution are not just classroom catchwords. We encourage and support the practice of these principles during our after-school program, as well as, at home and in the community. In recognition of The Village as a helpful, but not mandatory, service to our families, it will be unavailable to children and/or parents who do not abide by the expected behavior guidelines or the philosophy and procedures of the School. For more details, visit www.waldenschool.net and look for The Village under the Our Program tab.

LATE PICK-UP CHARGES

The Village closes promptly at 6:00 p.m. We ask that you respect the needs of the staff and the School by arriving early enough so that you and your child/ren are prepared to leave by 6:00 p.m. Parents of children not picked up by 6:00 p.m. will be charged a late fee of \$1.00 per minute for each minute after 6:00 p.m. Cases of health or accident emergencies will be handled on a case-by-case basis. Traffic delays are not considered valid excuses.

SIGN IN AND OUT

For the safety and well-being of the students, it is imperative that children are signed in and out of The Village program daily. After school, the childcare staff will sign children into the program. To assure fairness in billing, all children are signed into The Village at 3:15 p.m. regardless of actual arrival time. Parents or designated persons listed on the emergency card must sign the child out. If you do not sign your child out, the School will bill you for the maximum cost for that day. If there is repeated failure to sign a child out of The Village, the privilege to have your child participate may be rescinded.

THE VILLAGE PAYMENTS AND LATE FEES

All prepaid fees for The Village are due on the first of the month and are considered delinquent if not received by the fifth of the month. In cases where payment for The Village is not received by the fifteenth of the month in which it is billed, the School reserves the right to ask the parent(s) to make other childcare arrangements for the student.

IX SCHOOL POLICIES

ANNUAL RE-ENROLLMENT PROCESS

Parents will receive Re-Enrollment contracts in early February. The completed contract, along with a non-refundable tuition deposit (that will be credited to your student account), must be returned to the School by the annual published Re-Enrollment date in mid-February. The purpose of this deposit is to assure a place at Walden School for next September and for the School to determine how many new students to admit based upon who will be returning. Our published Re-Enrollment deadline is firm.

SIBLING ADMISSION POLICY

Walden School has a strong commitment not only to individual students, but to families as well. Enrollment preference is given to qualified siblings of currently enrolled students but is not guaranteed. Sibling applicants need to meet all the admission criteria and application deadlines. Each year, there may be more applicant siblings than places available. The Admissions Committee seeks to create balanced classroom communities while also prioritizing the School's commitment to siblings, gender, and diversity. Interested parents should make an appointment with the Director of Admissions and/or attend a Prospective Parent tour in the fall prior to the application year.

PROCESS FOR LETTERS OF RECOMMENDATION

When your child is a sixth grader, or if you are moving out of the area, you will probably need teacher recommendation letters to be filled out by Walden faculty/staff as your child matriculates. The Office of Admissions coordinates all admission, matriculation, and transfer documents to other schools. To help ensure that all deadlines and documentation requirements are met, all requests for letters of recommendation must be submitted to the Director of Admissions by November 18.

To request student records, please contact Front Office Administrator, at support@waldenschool.net. Request should be made at least 24 hours in advance.

CONTACT AUTHORIZATION FORM

By filling out a Contact Authorization Form, you permit Walden School to send materials including Progress Reports, Enrichment rosters, classroom updates, and other communication to the individual(s) listed on the form. Both parents, if applicable, must sign the form. Only those individuals listed on a signed form will be added to contact lists; verbal and electronic requests are not valid. Please contact the Front Office Administrator at support@waldenschool.net with any questions or to obtain a form.

ACHIEVEMENT TESTING/STANDARDIZED TESTS

Students in grades three through six take standardized tests once each year in the fall. Along with other California Association of Independent Schools (CAIS) accredited independent schools in the area, Walden School administers the CTP IV (Comprehensive Testing Program) published by the Educational Records Bureau. The School does not encourage prepping your child/ren at home for the test, and we do not "teach to the test" per se. Test results help teachers to meet whole class and individual student's needs.

SUBSTITUTE TEACHER POLICY

In the absence of the regular lead teacher, the assistant teacher in each classroom will teach the class. In addition, we might ask another assistant teacher or teacher/substitute to join the classroom for the duration of the absence. If a long-term absence is necessary, a long-term substitute teacher will be hired.

PETS AT SCHOOL

Unless a teacher has invited pets for a special classroom pet-sharing day, no family pets are permitted on campus. Dogs are never permitted on the playgrounds at any time during arrival and dismissal.

FIELD TRIP POLICIES

Frequent field trips are part of the Walden experience. The teacher (or a person designated by the teacher, i.e. a room parent) makes arrangements. Before each trip, parents will be notified of the event time and place. Typically, parent volunteer drivers are used unless impractical, at which time a school bus will be chartered. Walden believes that parent participation is an important part of a successful trip experience.

At the beginning of the school year, any parent planning to drive on a field trip must:

- have their vehicle in good working order;
- fill out a form about their driving experience and the vehicle to be used. Drivers must have a safe driving record;
- have on file in the Business Office a copy of their current, unexpired driver's license and proof of insurance with appropriate limits. The School requires a copy of the insurance policy, including coverage amounts, not the proof of insurance card;
- be in good physical and emotional health; and
- be willing to supervise children in addition to your own for the duration of the field trip. You will be assigned several children for whom you will be responsible regarding their location and safety at all times during the field trip.

Walden School asks all field trip drivers to abide by the guidelines suggested by the teacher as well as the following:

- Faculty count on parent volunteers to be active participants and supervisors of all of the classroom children. Supervision of the children should balance common sense, health, and safety.
- Please keep the children within sight at all times. No child may use a public restroom without an adult. If bathroom stops need to be made, please keep all children with you as you accompany a child into the bathroom.
- Teachers organize carpools to encourage children to interact with a variety of their classmates, not just their friends. We ask that you not make changes in the teachers' carpool assignments.

- We ask that you leave pets and younger siblings at home to assure focused supervision. If you have pets that travel in your family's car, please notify the lead teacher in case one of the children has allergies.
- Since field trips are a natural extension of the classroom experience, we emphasize the educational value of the trip and discourage consumerism. In this light, we ask that you do not buy souvenirs or purchase treats or snacks. Additionally, special purchases for your carpool only may result in hurt feelings for other members of the class.
- Please do not make any additional stops on the way to or from the field trip.

EMAIL GUIDELINES

Parents and teachers have found class email to be an excellent way to communicate important information relevant to everyone in the class, as email has become one of the main sources of communication. Email lists are an efficient, inexpensive, and generally reliable way to establish lines of communication among parents and teachers.

Please email your child's teacher BEFORE you email the class list. Teachers are often asked by other parents about email communications and can only respond effectively if they are informed before the class list is emailed.

Mailing lists are a way of sending email to a large group of recipients by simply sending email to one address. Often, a teacher or room parent will set up a list for the class at the start of the year. In some cases, all parent and teacher email addresses will be added to the list without a parent having to do anything; in other cases, parents may "subscribe" to the list.

To ensure these lists are useful and reliable sources of information, it is important for everyone participating to follow some basic guidelines. When you send a message to a class list, you are sending a message to everyone currently subscribed to the list. There may be 40 or 50 people, many of whom will be receiving the message in their inbox at work. Given the volume of email we receive, we should be selective about those to whom we send the email and what we write. Keeping the following things in mind will make the list more useful to everyone:

- If your message is only relevant to a few people, it would be better to consult the Directory and address these people directly. A list shouldn't be used as a shortcut for sending email to only a few people.
- Class mailing should be considered "official," meaning the information distributed should be an integral part of class activities rather than a forum for personal communication. Remember to check with the teacher first!
- Be selective about what you write. "Me too!" replies are rarely of interest to the entire list.
- If sending a new message, try to make your subject line as descriptive as possible. "Quick Question" or "Curious" is vague. "Drivers Needed for June 10th Field Trip" is more descriptive.
- Be careful with attachments and avoid sending files greater than 500kb.

X DAILY PROCEDURES

SCHOOL HOURS

The school day for all Walden students begins at 8:25 a.m. School ends at 3:00 p.m. It is very important that parents are considerate of the starting and ending times of their child's school day.

Pre-K- 6th grade 8:25 am to 3:00 pm

Village morning care 7:00 am to 8:00 am

Village afternoon care 3:30 pm to 6:00 pm

The Village is offered every day that school is in session, except for the last day of school and most days with an early dismissal. Please check The Pond calendar for more details.

Enrichment Classes 3:30 pm to 4:30 pm

ARRIVAL AND DISMISSAL PROCEDURES

Walden's policies and procedures are designed to ensure the safety of our students and the requirements of the City of Pasadena. We must assure the least disruption to the school's neighbors in order for us to maintain our conditional use permit. We ask you or your child's designated drivers to follow these procedures and policies when picking up or dropping off your children at Walden. Please be sure that you give these instructions to everyone who might drop off or pick up your children at Walden School. Using the name cards on your visor also helps to avoid delays in our pick-up process.

Please note that state licensing of our Pre-Kindergarten program requires that all Pre-Kindergarten children must be walked into the Pre-Kindergarten room or yard and signed in by the parent/guardian or caretaker. Full signature is mandatory. Pre-Kindergarten children cannot be dropped off in the arrival car line.

AUTHORIZED PICK-UP LIST

Your child will only be released to individuals you authorize. Authorizations need to be in writing and part of your child's Emergency Contact Form. If your child will be going home with a friend or a different caregiver, it is essential that you notify the teacher in the morning. To minimize disruptions to the classroom during the school day, please communicate last minute changes to your pick-up routine to the Front Office at (626) 792-6166 and "Press 0".

CARPOOLS AND RIDE SHARE SERVICES

Every adult who drops off or picks up a student must be on the authorized pick up list to enter the school grounds. The use of ride-share services, such as Uber and Lyft, are not permitted for drop off and pick up of students. Walden allows students to be released to an authorized "Hop, Skip, Drive" driver when families list this company on their child's Emergency Information Form. Drivers will be asked for the "student password" and be asked to show a driver's license and provide their signature on the class dismissal sheet.

The School will deny access to companies providing this service if there are repeated violations of our traffic instructions.

BASIC DRIVING INSTRUCTIONS

The Walden driving pattern has cars arriving from the back (East) of the school. Cars should be traveling East on Colorado Boulevard, and then:

- Turn right onto Daisy Avenue. (Daisy is the first street East of San Gabriel Boulevard.)
- Make an immediate right into Thompson Alley behind the tire business. Stay to your far right. While in line to pick up your child, please do not block business driveways.
- Turn left into Sewell Alley. You will now be directly behind the furniture business, the antique slot machine building, and then the two Walden buildings. Again, hug the right side of the alley.
- Continue on Sewell Alley and stop at the East Gates to drop off or the South Gate on Rose Alley to pick-up children. No parking or stopping in the alleyway during arrival and dismissal.
- Exit by turning right on Rose Alley, and then turn right on San Gabriel Boulevard. The City of Pasadena prohibits left turns from Rose Alley to southbound San Gabriel Boulevard.

ARRIVAL

All car drop-off for arrival will take place at the East Gates. You may choose to walk your child onto the school grounds utilizing the South Gate. Please drop your child off at Walden between 8:00 – 8:25 a.m., so that school may begin promptly at 8:30 a.m. All gates except the Late Gate* (see below) will close and lock promptly at 8:25 a.m. Please do not ask anyone to let you or your child into the play yard after the gate has been closed by a staff member. For the safety of the children, a staff member will close the gates and secure the yards.

LATE GATE

If you arrive late (after 8:25 a.m.), The South Gate to the South Yard becomes the Late Gate (8:25–8:35 a.m.). You can still utilize the drive-up and drop-off system; staff will be available until 8:35 a.m. to help your child get safely from the car to the gate.

If you are parking and walking in late, please walk your child to the Late Gate between 8:25–8:35 a.m. Children entering the Late Gate after 8:25 a.m. will be marked as tardy. If arrival is after 8:35 a.m., use the school's Front Office doors and sign your child/ren in. We ask that parents never "drop their child off" alone at the front of the school. The City of Pasadena prohibits parents from parking in front of the school on San Gabriel Boulevard during school hours.

RAINY DAYS

Children will be dropped off at the East Gate near the Toby Hayward Community Room. The drop-off traffic line will be slower than usual; plan to arrive at school earlier.

EARLY MORNING CHILDCARE

This fee-based childcare option is available from 7:00 – 8:00 a.m. Please follow the basic driving instructions as stated above and park your car in the alley in marked stalls only. Do not block our neighbors' access to their driveways or garages. Walk your child into the Toby Hayward Community Room through the East Gate and sign-in.

DISMISSAL

All dismissal will occur from the South Gate. All children will be dismissed at 3:00 p.m., but you may arrive to pick your child up between 3:00 – 3:30 p.m. Students will sit with their teacher in the designated class area. Teachers will sign out students as parents/caregivers pick up the students.

The play structure in the South Yard is closed between 3:00 – 3:30 p.m. during Dismissal. Parents are responsible for supervising their child/ren during dismissal, once the teacher has signed out the student.

RAINY DAY DISMISSAL

All children will be released at the East Gate near the Toby Hayward Community Room in the South Building.

LATE PARENT (after 3:30 p.m.)

If you arrive late to pick up your child, your child will be checked into The Village at 3:30 p.m. and billed as "occasional use," if no billing plan is pre-selected. The Village Childcare Dismissal

When you arrive to pick up your child, please park your car in the alley in marked stalls only. Cars not in marked stalls will be ticketed! Do not block our neighbors' access to their driveways or garages. Buzz the bell at the East Gate to allow entry to the Toby Hayward Community Room and sign your child out.

PARKING

If you decide to park your car and walk your child into/out of school, please enter the school at the South Gate.

NEVER PARK

- In front of the school on San Gabriel Boulevard. Parents are not allowed to park in front of either building of the school during the school day.
- On San Gabriel Boulevard just south of the school exit driveway. Parked cars block the view for exiting cars and create a safety hazard.
- On San Gabriel Boulevard just north of the school. These are private businesses that need their own parking.
- In driveways or alleys behind or around the school.

TRAFFIC REMINDERS

- We have a one-way stream of traffic, but the apartment tenants do not. Please be considerate of them as they exit and enter their homes.
- Many residents will need to get into or out of their garages and driveways during the pick-up hours. Walden traffic must yield to the residents, including backing your car up when necessary.
- If you park on Daisy Avenue and walk your child through Rose Alley to the South Gate, please be respectful of the noise level near our neighbors' homes. Please do not walk your child through the apartment complexes, but rather walk them through the alley to school.
- Do not "jaywalk" your child across San Gabriel Boulevard. Use the cross walk at Colorado Boulevard.
- The City of Pasadena police have specified that all students must exit cars on the right side of the car only.
- Do not get out of your car in the car line, unless you are helping your Pre-K child into a car seat.
- Please follow staff and faculty instructions during arrival and dismissal.

TOUCHPAD ENTRY

The front door to the school and the east gate to the South Yard (Village entry) are equipped with touchpads used for entry. The code is the same for both touchpads and will be distributed separately to current families, as needed.

The east gate touchpad may be disengaged (i.e. locked) during school hours, as all visitors to campus are required to enter the school and sign in at the Front Office.

During high transitory times (arrival and dismissal), we will disengage the front door lock; however, the front door will be locked outside of these heavy foot traffic times.

While we understand that children may learn of the code, we ask parents/guardians to be the ones who use the touchpad. Also, children need to be accompanied, as before, anytime they're entering the school either from the front door or east gate.

VISITORS ON CAMPUS

Visitors on campus must register with the Front Office Administrator and receive a nametag. If a student would like to bring a visitor to the school, arrangements must be made well in advance with the school office. Alumni visitors are welcome but also need to register with the Front Office Administrator upon arrival. They will be issued an alumni visitor badge. If alumni would like to stay for the day, this visit will need to be scheduled in advance with the school office. Please contact the Front Office Administrator or email support@waldenschool.net.

PHONE MESSAGES TO STAFF AND CHILDREN

Voicemail messages for staff will be answered as soon as their schedule permits, usually before and after school. We ask that you review your family schedules for the day on the way to school so that children know what to expect. Should there be an unforeseen change in plans, you may call the Front Office, and we will get a message to the teacher and your child, or you may email the teacher directly in the morning. In an emergency/accident situation, please call the school and press "0" and your message will, of course, be delivered to your child and the teacher immediately.

ATTENDANCE

Absences and tardies appear on your child's progress reports and become part of his or her permanent attendance record. Please make sure your child arrives on time to ensure a smooth start to the day.

ABSENCES

We ask that you phone the Front Office by 8:00 a.m. if your child will be absent from school. You may call the School and follow the voicemail instructions for student absence notification (extension 300). The beginning of the school day is also the best time to request homework assignments for students who will be absent. Please be sure to call the School and verify that assignments are ready to be picked up. Students are responsible for all homework assigned during their absence. The teachers will be happy to supply the necessary assignments by 3:30 p.m. of the day it is requested.

Sometimes, it is necessary for students to leave the school during the day for appointments. In order to guarantee the accuracy of absence/tardy reports, we ask that you let us know by note in advance when a student will be leaving school early for any reason. The note should come to the Front Office and will be copied for the teacher. Any student leaving after 8:30 a.m. must be signed out in the Front Office by the parent or guardian before leaving the building.

TARDINESS

It is imperative that all children be prompt to class. Late arrivals disrupt instruction and the concentration of children and faculty alike. Unnecessary or consistent tardiness interrupts lessons and circle time, and your child has to catch up with what is in progress. Your promptness also teaches children that they must be responsible for preparing promptly for school. Arriving after 8:25 a.m. is considered to be tardy. If entering at the "Late Gate" (South Gate of south play yard) between 8:25-8:35 a.m., or the Front Office after 8:35 a.m., the child must be signed in by his or her parent or guardian before reporting to class. This procedure is imperative in case of an emergency where accurate counts of children are critical. If you know in advance that your child will be absent or tardy on a particular day, a short note to the teacher is a courtesy. Please note that excessive tardiness (greater than 5 per month) will result in a tardy reminder to the family. If there are ten (10) or more tardies in a month, the parents will meet with the Head of School to discuss the tardy problem.

FAMILY VACATIONS

By law, illness is the only valid excuse for student absences. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips to coincide with the days when the School is closed, and no parent conference is scheduled. We strongly discourage parents from removing their children on regular school days. Make-up work can never provide the same depth of understanding as the presentation, discussion, and supervision of classroom practice. Consistent attendance fosters a positive attitude of commitment to a strong educational program. In addition, unnecessary absences unfairly increase the workloads of both teacher and student and complicate the timing between a child's current assignments with make-up work.

HEALTH

By law, for the health and safety of all students and teachers, no child can be admitted to our program without a completed health form signed by a physician. All new students are given this form prior to entering the school. The office should be kept up to date with any changes in the child's health status (i.e. immunization, hospitalizations, allergies, and health problems of any kind). All student health information is updated on the Magnus Health Website.

General health expectations

- Determining when to exclude children due to health issues can be difficult yet necessary to ensure the wellbeing of all children at Walden. The general rule to follow is, if a child is unable to participate comfortably in school activities, their parent/guardian will be called to pick up their child. Children who are experiencing any of the following will be sent home for the day:
 - Fever
 - Vomiting
 - Diarrhea

- Any injury that requires medical treatment
 - Head lice
 - Productive cough
 - Upset stomach that persist for more than 1 hour
 - Any signs or symptoms of communicable or infectious disease
- Inform the Front Office if you administered any medication (other than your child's normal medication) to your child before dropping them off at school. We highly advise against administering any medication before school that controls fever or pain.
- Please call each day your child is ill and leave a message early in the morning indicating your child will be absent. If your child will be absent due to an illness, please indicate the symptoms your child is experiencing. Children must be feeling well, fever free, and acetaminophen/ibuprofen free for at least 24 hours before returning to school. Children who are absent for more than three (3) days shall provide a doctor's note stating the reason for the absence. Please ensure specific dates are included in the doctor's note. There may be some instances where readmission to school may require a doctor's note. This depends on the type of illness your child experienced.
- Children who were diagnosed with a communicable or infectious disease are able to return to school once they are symptom free. Contact the Front Office once your child has been diagnosed with a communicable or infectious disease so we can alert the rest of the class/school by email.
- If your child contracts head lice, they must remain at home until treatment has been administered and they are nit free. An accurate diagnosis is needed to help avoid unnecessary treatment. Physician involvement in the diagnosis and treatment of head lice may help reduce costs on nonprescription head lice treatments. Failure to follow product instructions correctly, not removing all nits, not using enough product, misdiagnosis, and failing to clean the environment adequately all contribute to head lice treatment failure.
 - According to the Centers for Disease Control, 6-12 million head lice infestations occur each year among U.S. children. Having head lice is not a sign of uncleanliness or poor hygiene. Lice do not carry disease but are highly contagious and can spread quickly from person to person, especially in group settings (schools, childcare centers, slumber parties, sports activities, and camps). If a child is sent home with lice, all children in the affected class (and their sibling's class) may be checked. Any child who has been sent home with lice will need to be rechecked at school before s/he is permitted back in the classroom. Parents can help prevent school infestations by regularly checking their child's scalp for live lice and nits and by seeking professional treatment when lice are diagnosed.
- If there is a special family situation causing stress or anxiety, please tell your child's teacher or the Head of School, so that we know how to best support your child. Your privacy is always respected.

FIRST AID

All faculty and staff are trained in basic first aid. If your child is feeling ill during the school day, we will check for fever and assess the illness. If we think that your child should go home, we will contact you by phone to come and pick up your child as soon as possible. If you have approved acetaminophen and/or antihistamine to be administered on the Emergency Form, and if conditions are appropriate for administration, we will do our best to first contact you. If we are unable to reach you, we will leave a message on your phone stating the type of medication that was administered, the reason why, and the time. If you administer acetaminophen or antihistamine prior to arrival at school, please notify the Front Office to let us know which medication was given, why, and the time. Band-Aids are applied to scrapes, and cold compresses to bruises, unless parents instruct otherwise. Accidents which may potentially involve serious injury are reported to the Front Office by the supervising teachers along with, if possible, an eyewitness to the accident. Prudent care is observed in moving the student to the Front Office where first aid may be administered. If necessary, parents and/or paramedics will be called. All substantial head bumps and face injuries are reported immediately to parents. If hospital treatment is needed, we either meet the parent at the hospital or the child is picked up at the school. The decision to take a child to the hospital is based upon the immediate urgency of the situation. The staff member who helped the student will complete an accident and illness report.

MEDICINE

We realize that there may be times when it is necessary for a child to take medicine while at school. A medication authorization and release form must be completed (available online or in the Front Office) for any medication, including over-the-counter drugs, homeopathic remedies, cough drops, cough syrup, antihistamines, etc. All medication must be in the original container and plainly marked as to dosage and time of administration. Give the medication, along with the signed authorization and clear directions, to Walden Front Office personnel directly. For the safety of our children, do not send medication to school in your child's lunch box. The Front Office staff must dispense all medication.

EPIPENS

Students who have been prescribed an EpiPen must keep the pen with them at all times. This means that EpiPens, unlike other medications, should be kept in the child's classroom for ease of use. In the best-case scenario, two EpiPens would be on campus: one in the classroom and one in the school office. In keeping with current state laws, Walden does not keep additional EpiPens on hand.

AED

Walden School has an Automated External Defibrillator (AED) on campus to aid in an emergency. AEDs are used when a person has gone into cardiac arrest. From the RedCross.org website, an AED is "... a medical device that analyzes the heart's rhythm." If necessary, it delivers an electrical shock, known as defibrillation, which helps the heart re-establish an effective rhythm." All faculty and staff members are trained in the use of AED as part of their First Aid and CPR certification.

EMERGENCY AND DISASTER PREPAREDNESS

At Walden, we have procedures to ensure the safety of the children and staff in case of a major emergency or earthquake. All faculty and staff are required to have training in first aid and CPR. Our buildings have been upgraded and retrofitted to meet and exceed basic seismic structural requirements. We hold regular fire drills and drop-cover-hold earthquake drills. During those drills, children learn about evacuating the building, keeping safe, and the importance of being quiet, so they can listen to adults for directions.

If you happen to be on campus during an emergency drill, you are required to participate in the exercise.

Make sure your family earthquake plan is up to date. Make plans on how you will communicate with each other and caregivers in the event of a major earthquake during school hours. Visit <http://www.ready.gov/earthquakes> to learn more about creating your family plan.

We maintain a 72-hour supply of food, water, and medical supplies at Walden. All children must have a disaster preparedness pack ("earthquake kit") on the first day of school. Since we update our lists each year, a specific list of personal pack contents will be mailed to families each summer.

In the event of a quake or other emergency, we ask that parents not call the school. We will need phone lines to be clear, so that we may coordinate with local authorities and agencies. In case of a major quake, we will follow your instructions based on the emergency information cards that are duplicated and on file at the school. Parents are asked to listen to emergency broadcasts on their television or radio (KFWB AM 98). If phone lines are available, parents may also receive an automated Emergency Response System voicemail or text with current information from the School.

We ask that, when you arrive at the school following a major emergency (such as a major quake event), you are patient with the forms you will be asked to complete and that you follow the instructions of the staff in charge. We recognize how stressful emergencies are, but we ask that you help all of the children stay calm and safe by taking the lead and listening to the staff who know how eager you will be to see your child. Please pick up your child at the South Gate.

INSIDE SAFETY DRILLS

Walden School conducts bi-yearly Inside Safety drills. This drill is designed to help students and staff respond to unexpected events on campus or in the local community. During these drills, students and all staff lockdown in their classrooms, remain quiet, and await further instructions from the security team and administration.

In the event of an incident in the surrounding area requiring the school to lockdown, the following procedures will be followed:

- Students will return to their classrooms and be supervised by their teachers while awaiting further instruction from the security team and administration.
- The campus will be locked and secured, and no persons will be admitted.
- Do not try to call the school. We will need to keep our lines free to contact emergency services. The school may communicate with you through an emergency communications system, either an automated call or SMS text message, if possible.
- If the incident occurs around pickup time, streets may be blocked off by authorities, and you may be unable to access the school for some time. Please check your email and phone for communication from the administration about when it is safe to pick up your child.

CLASSROOM SUPPLIES

Although the school provides materials and supplies for class projects and activities, personal supplies such as paper, rulers, pencils, markers, etc. should be replenished by parents, as needed, for their child. Teachers will provide a list of personal classroom supplies in their summer welcome letters to families.

CELEBRATIONS

Children love to celebrate their birthdays with their school friends. We encourage these celebrations and plan for them. If you would like to bring treats to share on their birthdays, consider relatively sugar-free items such as fruit kabobs, trail mix, bran muffins, cheese and crackers, vegetables with dip, 100% frozen fruit bars, or frozen yogurt. We ask, however, that cakes and cupcakes be saved for home celebrations. Check with your child's teacher in advance to find out the guidelines for in-class celebrations and allergies, which might preclude a child from joining the festivities. Parents of children with dietary restrictions may provide alternatives to be stored by teachers. Facilities for refrigeration are not available.

PARTIES AND GATHERINGS

Most children will make their best and closest friends at school, and these are the children whom they will want to invite to their parties. Although the size of parties varies greatly, we ask that great awareness and sensitivity to children's feelings be exercised with party invitations. Invitations to parties may not be distributed at school.

BIRTHDAY BOOK CLUB

Many children like to present the school with a library book to celebrate their birthdays or a holiday. These are greatly appreciated, and the presentation will be commemorated with a bookplate inscribed with the child's name. Please check Walden School's wish list located in the Library, if you would like some suggestions.

FOOD – FUEL FOR SCHOOL

We can help your children to learn about nutrition at Walden, but we need your help. Breakfast is the most important meal of the day, and students who skip breakfast or who grab a doughnut are often tired and easily distracted by mid-morning.

As educators, we believe there is a strong relationship between nutrition and learning. Our nutrition lessons emphasize the connection between the variety of foods needed each day to provide essential nutrients and how these foods affect the human body in its ability to process information, exercise, and perform daily tasks.

The modern teaching tool is called "My Plate," designed by the U.S. Department of Agriculture as the government's primary food group symbol, consistent with the 2010 Dietary Guidelines for Americans. This model replaces the "Pyramid." It is made up of five food groups with daily servings recommended for each group. In accordance with this guide, we teach your children how to be informed consumers by being aware of a product's list of ingredients. We ask that you support our efforts and invite your child to participate in snack and lunch planning and preparation using "My Plate" as a guide. If you need some suggestions for healthful breakfast and lunches, our library has books and cookbooks for you to borrow.

We have four food policies at Walden that are enforced for the health and welfare of the children. The following items may not be eaten at or brought to School:

1. Chewing gum – absolutely no gum is allowed at school before, during, or after school hours. It distracts many children from paying attention in class, and it gets stuck on shoes, carpets, chairs, and tables.
2. Sodas, candy, sweet drinks, sugary foods – should these items be in your child's lunch, we will ask that it be returned to their lunch box and eaten at or on the way home.
3. Canned fruits or puddings – they can be hard to open, often have sharp edges, and leave a mess if they're not eaten entirely.
4. Frozen meals, "Cup of noodles," and similar foods requiring hot water or microwave access.

NUT-FREE CAMPUS

Walden School is a nut-free campus due to severe nut allergies. Please do not send any peanut or nut containing products to school with your child.

TRASH-LESS LUNCH

Our mission states that we all have stewardship for the world in which we live. We ask that your child's lunch be packed in re-useable containers and thermoses. Such practices can save money and the environment! Please mark all of your child's containers with their name in permanent marker.

SNACKS AND DRINKS DURING THE DAY

Each classroom at Walden has a different snack policy. Please ask your child's teacher at the beginning of the year for snack expectations. The school provides 2% milk to the children each day with lunch, and water is always available. Consider a re-useable water bottle for your child.

SCHOOL CLOTHING

Walden students are active children. Our program involves a good deal of physical activity, both in our physical education classes and in other aspects of the school day. We request that you provide comfortable clothing that is neat, modest, and appropriate. Students should wear athletic shoes only. Sandals with heel straps may be worn; however, appropriate athletic shoes must be available for participation in physical education classes. Tobacco or alcohol-related or violence-oriented theme clothing are not permitted. No *undergarments* (bra straps, slips, underwear) may be showing. T-shirts and tops should overlap the tops of shorts, pants, or skirts. Clothing should not be overly tight and spaghetti-strap tops are not appropriate. As a guide, shorts, skirts, and dresses should be no shorter than where your child's fingertips touch their legs when the arm is extended. No jewelry other than simple, non-dangling earrings or watches should be worn to school.

HATS

Children may wear hats on the play yards to protect their eyes and face from the sun, but inside, hats may only be worn at each teacher's discretion.

SHARE DAYS

Pre-K through first grade often experience share days when children bring toys or other objects from home. Share items must remain in the classroom during the day. Guns and war or violence-themed toys are not permitted.

CELL PHONES

Children are discouraged from bringing cell phones. If you think that there is a compelling reason for your child to carry a cell phone, you will need to obtain and sign a parent consent form from the Front Office. Cell phones will remain "off" during school hours and during The Village after-school care.

ELECTRONICS

CD players, iPods, electronic hand-held toys, etc. are not usually permitted during school hours or during after-school care. Your classroom teacher or The Village childcare director will inform you if there are any exceptions to the “no electronics” rule.

LOST AND FOUND

Please make sure that all items such as lunch boxes, books, jackets, sweaters, etc. are plainly marked with your child’s name. Our Lost and Found is on the South Yard. The Lost and Found should be the first place that students look for lost items. Since the amount of clothing, etc. that finds its way to the Lost and Found is substantial, unclaimed items are given to a local charity at the end of each month. Valuable items should not be brought to school. If a valuable item is found, it will be held in the Front Office.

FORGOTTEN ITEMS

Students should be prepared to have everything they need for each school day. Should a student forget their lunch, homework, or other items, at the discretion of each teacher, the student may have the opportunity to call home. Parents may drop off these belongings in the Front Office.

MONEY AT SCHOOL

In general, please do not send money to school with your child. If money is sent to the school, please SEAL it in an envelope and write your child’s name, teacher’s name, and what the money is for on the front of the envelope.

TRADING

Trading cards, stickers, virtual pets, or other toys are often sought items for trades. Trading should occur at home under parent supervision in order to avoid hurt feelings.

SCHOOL LIBRARY

The Library is open five days a week. Exact times are posted on the Library doors. Children are permitted to use the Library, at the discretion of their teachers, at recess and lunch, and at the discretion of The Village staff. Parents are welcome to borrow books as well. The Library is happy to accept appropriate, hardcover, gently used volumes. Please contact the Library Manager at ext. 118 regarding book donations.

XI DISCIPLINE

AGREEMENTS, CONSEQUENCES, AND RESTITUTION

One of the many reasons parents choose Walden School for their children is our firm and supportive approach to discipline. To help guide the quality of relationships we expect at school, students and staff wrote the Walden Agreements.

We encourage all community members to use the Walden Agreements to assist in both community building and problem solving. These guidelines are posted in all the classrooms and are regularly used by the students and faculty.

WALDEN AGREEMENTS

1. I cooperate with all of the adults at school.
2. If I get mad, I solve it without hurting anyone or anything.
3. I stay with my group unless my teacher gives me permission to be somewhere else.
4. I try to keep myself and others safe.
5. I give my best attention and effort to my schoolwork.
6. I respect other people's rights.
7. I respect my environment and all of the living things in it.
8. I'm responsible for my own feelings, my own actions, my own learning, and for using my wise mind to help me do my best.
9. I try to help others keep these agreements by setting a good example.

The second agreement on our list is especially important because it has to do with anger: "If I get mad, I solve it without hurting anyone." Children are expected to try to solve their disagreements by talking politely and firmly. If polite discussion does not work, they are to ask a teacher to help them solve the problem. This is different from "being a tattletale;" they are requesting a mediator. The teacher will see that each child tells their side of the story, and then the children can often solve the problem on their own. If not, the teacher will follow through to be sure that the problem is resolved.

If the child cannot function within the discipline policy, or seriously compromises the safety of the students, suspension and/or expulsion may be necessary. We make the area of discipline a focus for everyone's growth. We establish clear agreements, give polite and honest "I" messages, distinguish between assertion and aggression, and uphold the right of each person involved.

Occasionally, of course, a child forgets and breaks one of the agreements. Whenever we can, we give the child something helpful to do in restitution. That way, the child realizes that actions have consequences, that mistakes are for learning, and that he or she can make up for the mistake. Sometimes, it is not practical to arrange for restitution, and the consequence may be the loss of a privilege, such as recess or free choice activity. In any case, there is a consistent and developmentally appropriate consequence and the expectation that the child will learn from the mistake.

XII GENERAL POLICIES

NON-DISCRIMINATION POLICY

Walden School admits students without regard to sex, disability, race, color, or national or ethnic origin to all of the rights and privileges, programs, and activities available to students. Walden does not discriminate in the administration of educational policies, financial aid programs, athletic programs, or any other school-administered programs.

NON-CUSTODIAL PARENT POLICY

Walden abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the School with an official copy of the court order.

FAMILY EDUCATION AND PRIVACY ACT OF 1974

According to the Family Education and Privacy Act of 1974, parents and alumni 18 years of age and older may review their own school records. Release of information to other schools or other appropriate agencies requires the signature of a parent, or the student, if s/he is 18 years old. Arrangements for the review of a student's cumulative file must be made with the Director of Admissions, and the file must be viewed in the presence of the Director of Admissions to help ensure the integrity of the child's cumulative academic file for school transfer.

CHILD ABUSE LAWS

Walden School abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services.

XIII CONCLUSION

Building and sustaining the health of the Walden community is the responsibility of everyone. A positive and constructive relationship between families and the school leadership, administration, and faculty and staff are essential for the fulfillment of the school's mission and educational purpose. It is understood that all parents have read the Handbook and will follow its guidelines.