



Olympia Waldorf

SCHOOL

Est. 1985



Family Guide

2025 - 26 Edition

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*Awakening minds,
enlivening hearts, and
engaging hands for lifelong
learning.*

Waldorf Education

Olympia Waldorf School is part of an international Waldorf School movement of more than 1000 schools in over 60 countries worldwide. Our educational framework created by Rudolf Steiner is over 100 years old. Our school was founded with the understanding that this type of education will engage and nourish the whole child in body, mind and spirit.

Waldorf Resources

There are an abundance of books and internet resources related to Waldorf education, the curriculum, and aligned practices.

Website:

www.waldorfeducation.org (AWSNA's website)

Family Guide Policy Revisions

The Olympia Waldorf School may modify the policies in this Family Guide without notice to best serve the interests and safety of our students, employees, and families.

OWS - DEI STATEMENT OF INTENT

The Olympia Waldorf School is committed to creating a learning environment in which all people are seen, heard, valued, and honored. We strive for fair and equitable ground, united by compassion for our common humanity, as we seek to recognize and celebrate our diverse ways of being. All cultures, races and ethnicities, sexual orientations, gender identities, religions and spiritual practices, bodies, and learning styles are welcomed within our school community. At OWS, we value clear, open, direct, and respectful communications in all aspects of our work. Educators and parents are to be leaders in modeling healthy, professional, and transparent communications.

History of Olympia Waldorf School

Inspired by an introductory lecture given by Elana Freeland in 1983, a handful of parents set to work to establish a Waldorf school in Olympia. In March 1985, the Olympia Waldorf Education Association was formed and was recognized by the Association of Waldorf Schools of North America (AWSNA). After gaining legal nonprofit status and adopting bylaws, Olympia Waldorf School opened its doors to 17 young children that fall. As momentum and enrollment grew, the school added grades one by one until in June 2000, when we graduated our first Grade 8 class. Now, each spring we send out into the world a group of amazing young people. Our program has expanded to include two preschools, three kindergartens, and grades one through eight.

Olympia Waldorf School's Prairie Hall was the home of the East Olympia School and was formerly called Chambers Prairie School. It was built in 1914, and opened its doors in 1916 to 38 students and two teachers in Grades 1 through 8. This inviting, wooden building is recorded as the longest continuous running school house in all of Washington State! After five years of renting space, Olympia Waldorf School took a great step forward in 1990 and moved into this beloved historical site. In 1999, our community built a new Middle School building, and in 2007, we renovated and opened the Kinderhaus on an adjacent property.

GENERAL INFORMATION

Phone (360) 493-0906 Fax (360) 493-0835

Mailing Address: P.O. Box 130

East Olympia, WA 98540,

Street Address: 8126 Normandy St. SE,

Olympia, WA 98501

E-mail: Info@olympiawaldorf.org

Website: www.olympiawaldorf.org

Front Office Entrance is located on 82nd Ave and Normandy St. (paved parking lot on side of Prairie Hall building).

School Schedule

Preschool: 8:30AM - 1:00PM

Kindergarten: 8:30AM - 1:00PM

Grades 1 - 8 8:10AM - 3:00PM

Wednesdays Early Dismissal at 1:15PM

Extended Care

Mornings 7:30AM

Afternoons available until 5:30PM

Absences

Please notify the front desk by email: info@olympiawaldorf.org and student's teacher. Note any illnesses.

School Closure

In case of inclement weather or emergency situation, an alert will be sent to your SchoolCues email and class email. You may also check our social media sites for information.

Visitors On Campus

All visitors during the hours 8:15AM - 2:50PM on campus must check in at the front office to sign in and receive a visitor pass, then sign out when leaving. This allows us to account for every person on school grounds in the event of an emergency. Early childhood families need to sign in at the office during hours 8:40AM - 12:50PM.

School Holidays and Events

The school calendar is a great way to keep track of holidays, events, and early dismissals. You can find the calendar on our website and in the front office.

The Chime

The Chime is our weekly email newsletter to help families keep track of events and fundraisers. If you would like to submit information regarding your business or event please email development@olympiawaldorf.org. Submissions are due the Friday before the following Tuesday's publication. Please indicate "The Chime" in the subject line. OWS staff reserves the right to edit all submissions.

School Policies and Guidelines

Start and End Times

Programs are based upon rhythms and routines that support children's healthy development. Please refer to the starting times for each program. Consistent on-time arrival serves your child(ren) as they are able to begin the day in the rhythm of their classroom. Punctuality creates healthy lifelong habits and parents/guardians are strongly encouraged to have their children to school on time to cultivate this capacity.

Grades

Drop Off begins: 8:00AM

Grades Start Time: 8:10AM

Pick up at 3:00PM - 3:15PM (Mon, Tue, Thurs, Fri)

Pick up at 1:15PM - 1:30PM (Wednesdays)

Early Childhood

Drop off begins: 8:15AM

Start Time: 8:30AM

Pick up at 1PM - 1:15PM

Extended Care Hours:

Grades and EC Mornings: 7:30AM earliest drop off time

After School Grades: 3:00PM - 5:30PM

(Wednesdays: 1:15PM - 5:30PM)

After School Early Childhood:

1:00PM - 5:00PM

(or)

1:00PM - 5:30PM No morning care due to DCYF regulations

Tardiness

Please sign in student at the front office if arriving after 8:15AM for Grades and after 8:40AM for EC. Middle School Students are able to sign themselves in at the front office. Students will receive a colorful back-to-class slip to hand to their teacher.

Late Pick-Up

All students who do not have pre-arranged Extended Care must be picked up promptly at dismissal time. After the 15-minute pickup period, a \$25 late fee will be applied to the monthly statement, and the child will be taken to Extended Care.

Early Departure

Please inform the faculty and staff if you plan to pick up your child early. All students leaving early must be signed out in the Office. Office staff will retrieve the student from class.

Planned Absence

Waldorf curriculum is living and dynamic by nature, it may not be possible to make up missed class time. Therefore, we place a high value on consistent and timely attendance. We acknowledge that there will be times when children must miss school for various reasons and ask for your cooperation in facilitating their smooth transition if they are absent for multiple days of school. For a planned absence, a written notification is requested.

Unplanned Absence/Illness

For unplanned absence, such as illness, please call or email the school office as soon as possible. In order to ensure the children's safety, office staff will call the families of any child absent without notification. All students will be accounted for by school staff at the start of every school day. Additional follow up with staff may be requested in compliance with local health and safety regulations.

Phone Use

There is no phone available to students at the school. Office staff can call for a child if there is an important need. Middle school students may use a phone in the office with permission from the teacher and the front office staff.

Illness at Home

Keeping your child at home at the first sign of illness. It protects them from additional health problems and protects other students from exposure. Please review health and safety guidelines found on our website for more information on current protocols.

Illness at School

When a child becomes ill or injured at school, emergency contacts will be called to pick up the child. Every faculty and staff member is First Aid/CPR-certified. First aid will be administered appropriately should injury occur. Emergency services may be called without parent/ guardian consultation when staff deem it emergent and necessary.

Medications at School

If your child must receive over-the-counter or prescribed medication during the school day or on any school activity such as field trips and overnight excursions, you must have a Medication Dispensing Form signed by the parent/guardian and health care provider on file at the school. This includes Epi-pens that may need to be administered for allergies, vitamins, and homeopathic remedies. The medication must be in its original marked container and clearly marked with the child's name, medication name, and dosage. Medication must be handed directly to the front office staff.

Class Get-Togethers

Grades teachers may reach out to their class families for get-togethers and meetings during the summer break. Early Childhood teachers may plan get-togethers in parks or other meeting places during the summer months before the beginning of the school year.

6-week Evaluation Period

Every new student undergoes a six-week period of evaluation. During this time, the family becomes more familiar with the school, and the teacher is able to observe the student's needs and abilities. At the end of this observation period, the school may terminate the enrollment contract. In rare cases, the student may be transferred to a more appropriate class.

Tour of the Grades

The classroom is a dynamic, learning space with delicate rhythms that don't always lend themselves to outside observation. Parents of enrolled students who wish to observe should attend a Tour of the Grades event when classrooms are open to visitors. Classroom visits by parents and guardians are solely at the discretion of the teacher.

Safety

Fire and other emergency evacuation drills are conducted in compliance with local and state authorities. All students must have a comfort kit at school in case of emergencies. During an actual emergency, the school will notify families by SchoolCues email/text alert, class email, and/or by phone call.

Field Trips

Parents/guardians will be notified in writing at least one week in advance that a field trip is planned, including the date, time, and place. A permission slip must be signed and returned to school before a child can participate. Transportation will be coordinated by the teacher or a class representative.

Lunch and Snacks

Parents/guardians will provide a wholesome snack and lunch. No candy or excessively sugary foods please. Preschool, Kindergarten, and Extended Care will provide supplemental snacks.

Dropping Off Items

To reduce distractions to and interruptions of classes during the school day, please drop off any items for your child at the office. We will ensure the items get to your child.

Dress Code

The intent of our dress code is to support students' health and safety while fostering a focused, distraction-free learning environment. Parents and guardians are asked to ensure that their child comes to school prepared for the weather and for outdoor play.

Clothing should provide appropriate coverage of the torso, buttocks, and underwear while allowing students to keep their hands free for learning and school activities. Light-up shoes are not permitted.

To support a comfortable environment for all students and staff- perfumes, fragrances, and scented products are not permitted at school.

Electronic devices are not permitted during the school day. This includes, but is not limited to, cell phones, smart watches, other wearable technology, tablets, gaming devices, music devices, headphones, and earbuds.

Medical devices are always permitted and will be accommodated as needed.

Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. Clothing may not advocate the use of illicit substances and will be free of media images that may be offensive, disturbing or distracting.

Pets on Campus

Pets may not be on school property (with exception of service dogs and for special pre-arranged school events). Children should not play with any unsupervised pet that comes onto school property. Adults must attempt to send the stray animal away. If the animal will not leave, it will be reported to the office and Animal Control will be called

Outdoor Gear Expectations (All Students)

Students must come prepared for the weather and they will go outside rain or shine. We suggest the following as a guide:

- Hot weather: One layer of clothing.
- Warm weather: Two layers of a shirt and sweater or light jacket.
- Cold weather: three layers, including warm coat, warm hat or hood, and gloves.
- Rainy weather: Full rain gear, including waterproof jackets, rain pants, waterproof shoes or boots, and rainproof hat.

*See the Outdoor School Shop website for more information on clothing and layering:
www.outdoorschoolshop.com.

Comfort Kit

Comfort kits help students safely meet their needs in the event of a short-term emergency or or if they are in need of a change of clothes. On the first day of school, bring a sealed zip lock bag with student's name clearly labeled. It should contain:

- a meaningful small item(for young child)
- extra clothing
- family photo and note of comfort
- one leaf/lawn garbage bag (rain gear)
- one plastic grocery bag
- space blanket
- small book/pencil and drawing pad
- deck of cards or small game
- a few band aids

Non-perishable food and drink items will be provided by OWS and kept in containers readily available.

Playground/Field Guidelines

- **Respect.** No forms of physical or verbal abuse by children or adults will be tolerated. Examples of inappropriate behavior: pushing, shoving, hitting, kicking, biting, spitting, use of profanity or derogatory language.
- **Banisters.** No sitting, standing, or sliding on stair banisters.
- **Digging.** Allowed in sandboxes only. No digging on the hill.
- **Fences.** No climbing on, digging under, or dismantling of fences.
- **Food.** No food, beverages, candy, or gum on the playground at recess.
- **Game Shed/Cubby.** Students who remove items from the Game's Shed or Cubbie, must return them when recess or freetime is done.
- **Playground Wood Chips.** Wood Chips within playground border areas should not be removed to other areas.
- **Pool Noodles.** Are only to be used during Games class which are directly supervised by faculty.
- **Rocks.** No throwing rocks (pea gravel), sticks, or dirt clods. No crushing pathway or sitting rocks.
- **Ropes.** Ropes are to be used for jumping or other games and are not to be tied to climbing structures, trees or rocks, unless approved and supervised by a teacher or designated supervisor.
- **Slides.** No pushing or rough play at the top of the slide, going down backwards, creating pileups, or blocking others from going down.
- **Spitting.** Spitting on school grounds is prohibited to ensure the health and protection of all students, and promote a sense of responsibility and goodwill toward others.

- **Swings.** Swings should be shared in a timely manner. No "pushoff" surfaces may be placed near swings. No side-to-side swinging. No wrapping swings around the frame to increase height. No twisting the seat to make the swing set higher. No twisting the chains together to spin the seat.
- **Toys.** Children are not to bring toys from home. This includes rollerblades, skateboards, dolls, boomerangs, etc. Sports equipment such as basketballs, baseballs, soccer balls, etc. are allowed with approval of the class teacher.
- **Tree climbing.** Tree climbing is allowed only as part of a class activity and under the direct supervision of classroom teachers and other faculty/staff. Tree climbing is only permitted in the Apple Garden by the Main Building and not in the Kinderwoods. Tree climbing is not permitted during recess or Extended Care. Students who are under their parents supervision are not allowed to climb trees.
- **Spin Tower.** There is a maximum body limit at any one time on the toy of 5 grades students or 6 EC students. All students under grade 4 must stay inside the netting at all times; hands, arms, legs, and heads must remain inside the netting at all times. Students grades 5 - 8 can stand outside the netting; feet must remain on the toy at all times. Students should stay 5 feet from tower while it is spinning. Students may not tie or attach themselves or others to the netting.
- **Double spinner.** There is a maximum body limit at any one time on the toy of 2 students. Students should stay 5 feet away while it is spinning
- **Cup spinner.** There is a maximum body limit at any one time on the toy of 1 person. Students should stay 5 feet away while spinning.

*Adults are not allowed to be on a play structure or toy at any time and may not push students on any of the spinners.

Media Guidelines

Since the Waldorf curriculum relies on enlivening the imaginative life of children, many faculty members and families in the community find that restricted media exposure for children at the school allows the students to best take up the education. Every family is different, and every year more types of media exposure are available in our culture, so it is impossible to make a blanket statement about how families can or should chart their course through these decisions. The following are some suggestions and ideas you might explore in this arena:

- Limit or eliminate television, videos, or movies, especially for young children.
- Limit or eliminate video game use, especially for young children.
- Limit or eliminate these activities completely during the school week and make reasonable limits during weekends and vacations.
- Develop activities other than media-based ones to share as a family.

- Limit or eliminate computer use until middle grades, and provide training and supervision of students as they begin using computers, especially the internet.
- Talk with other parents about their choices, past and present, and share observations and ideas for finding the right balance in your family.
- Keep open communications with other parents about play date activities. Don't assume standards for media exposure are the same from family to family.
- Respect the choices and values of all families; engage in dialogue with open minds and interest, not judgment.

The most important aspect is that parents make conscious choices about their children's media habits or exposures, and that they become keen observers of the effects of these activities on the children. Reading on the subject includes: *The Plug-In Drug*, Marie Winn; *Four Arguments for the Elimination of Television*, Jerry Mander; and *Amusing Ourselves to Death*, Neil Postman.

Family Involvement

Volunteerism

Families are required to share 25 hours per school year of their time and talents in support of the classroom, school facilities, festivals, committees, the Board, and outreach efforts at OWS. Volunteer hours can be logged in-person at the front office or by a form online. Families have the option to opt-out of the 25 hours with a fee.

We encourage families to thoughtfully consider how they can contribute, in a way that honors both the needs of the school and their own family and personal well-being.

When this balance is approached with honesty and care, it creates the foundation for healthy growth, for both the school and its families.

Many hands make light work—and the faculty and staff are truly grateful to the families and community members who help make our school such a vibrant and thriving place.

Class Meetings

Teachers regularly hold parent/guardian evenings for the families in their class to share what is happening in the classroom, to discuss the growth and development of the children, and to plan for class activities. Regular participation in these meetings is an important part of supporting your child's progress at the school.

Classroom Tasks

Teachers request on-going support from parents/guardians with specific classroom tasks such as laundry, room cleaning, ironing, building, and mending. The class teacher and the Parent Association representatives organize and lead the class families in filling these needs.

Adult Enrichment Activities

Faculty and staff at the school organize activities to help parents/guardians understand and experience our unique curriculum in various ways. Parents and caregivers are encouraged to attend these offerings based on their interest and availability.

Family Class Mail

Most communication will happen via class email. Sometimes information will be sent home with the student. Families will have access to the class email list. Please keep conversations clear, open, direct, and respectful. Private and sensitive information about faculty and students should **NOT** be shared via email.

Encouraging the Love of Learning

Reading is a lifelong skill that is essential in our society and can bring much joy throughout a person's life. For young children, a strong foundation for reading is built through a variety of activities based in play including running, jumping, drawing, listening to stories, and building with blocks. For a great description about how to build this strong foundation for reading with our youngest children, refer to the following article by Laura Grace Weldon at:

<http://lauragracedweldon.com/2012/08/07/reading-readiness-has-to-do-with-the-body/>.

As children begin to learn to read in the grades, creating a daily routine for reading can solidify those developing skills. New readers love to show off their new skills by reading aloud to anyone and everyone who will listen! As children gain more skill and confidence in their reading abilities, they are able to follow their interests and begin exploring different genres.

Families can support a love of reading by making reading a family event, encouraging children to read daily, and expressing confidence in your child's ability to become a competent, lifelong reader. For suggestions on age- appropriate reading material, please ask your child's teacher.

Buildings and Grounds Work Parties

The Building and Grounds Committee as well as the Facility Manager oversee playground, garden, and building improvements and maintenance. Work parties occur before school begins, prior to major festivals and as needed. These work parties can involve the broader community but need school families to be successful. Families are expected to participate in at least one work party per year.

Communications

Day-to-day feedback, including commendations, questions, and complaints, should be directed according to the following process:

- First, share concerns or questions directly with the person involved, for example, your child's class teacher.
- Second, if a satisfactory resolution was not reached, please bring your concerns to the Lead Administrator.
- Lastly, we ask that that adults strive to maintain social hygiene by bringing concerns in a direct and timely way and maintain positive intentions to resolve any issue respectfully.

Supporting QWS

Gifts of time, talent and financial support are always appreciated by our school community. We value our parents and community partners as we create an enlivened, enriched educational experience for children and extend that vibrancy out to the greater community.

Building a Strong OWS Community

Families are our greatest support and resource! We encourage you to join us in maintaining a mutually-respectful, positive relationship with the school community by following these guidelines:

- Maintain a respectful relationship with your child's teacher. The teacher-student relationship is vital to your child's success at school. Speak positively about your child's teacher in front of your child and approach this relationship as you would any long-term relationship— with a willingness to get to know one another, work on building trust, and with a commitment to working together in the best interest of your child. Address any concerns you have directly to the teacher and keep such conversations among adults.
- Share your insights about your child with your child's teacher. Parents/guardians have a great deal of knowledge about their own children. Share this with your child's teacher. Though families and teachers have different roles in a child's life, sharing insights with one another can help build a more accurate picture of your child and support their growth.

- Praise the school in public, air concerns and resolve issues privately with school personnel. Your positive regard of Olympia Waldorf School is our greatest compliment and most effective advertising tool we have. As with any relationship, misunderstandings and challenges will occur. We are committed to working with families to resolve any issues, so please contact us directly before misunderstandings grow.
- Share your talent. Do you have a skill or talent that can be used to support your child's class or the school community in general? Let your class teacher or a member of the administrative staff know and we will look for opportunities to share your gifts with our students and parent body!

Community Festivals

The Waldorf festival life is a vibrant and living part of each school community. The attitudes of joy, reverence, and gratitude are apparent during our school-wide seasonal celebrations, which include our Festival of Courage, Winter Faire, and May Faire. In a conscious effort to honor all communities, we also incorporate many other celebrations into our school year.

For questions related to:	Please contact:
School Absences School Calendar General Questions Family Handbook	Sigrun Giannetti School Registrar Info@olympiawaldorf.org 360-493-0906 ext. 101
Your class curriculum Discipline Homework Class Trips Academic Standards	Your class/lead teacher
Waldorf Curriculum Parent/Class Teacher - Relationships Concerns/Grievances School Policy and Procedures	Kelly Horn & Sweekriti Apple Co-Lead Administrators Administrators@olympiawaldorf.org 360-493-0906 ext. 102
Tuition Payment Payment Plans Other Financial Matters	Gena Kraha Business Manager Business@olympiawaldorf.org 360-493-0906 ext. 105
Donations/Fundraising & Events Website Content The Chime Outreach Marketing	Ali and Cooper Carras Development Team Development@olympiawaldorf.org
Legal and Safety Compliance School Budget	Meaghan Anderson President of the Board of Trustees President@olympiawaldorf.org
Admissions	Enrollment Team enroll@olympiawaldorf.org
Tuition Adjustment	TA Committee President@olympiawaldorf.org
Extended Care	Extendedcare@olympiawaldorf.org

Communication and Accountability Pathways at Olympia Waldorf School

What to expect when you reach out to any of the governing bodies with a question:

- Timeline for response: Please expect an email response or phone call within two business days from our administrative team. Most of our administration does not use email over weekends or in the evenings, so please expect responses during working hours.
- Form of response: In most cases, we will respond in the same mode as the received message. There are many situations where a conversation will be more appropriate than an email to ensure everyone is on the same page.
- Follow up: If you have received no response to a message, it is always best to try again! Most of the administrative team receives many, many communications each day. If you have not received a response or want to discuss your concern or question with a larger team, please email administrators@olympiawaldorf.org.

Communication Norms

At OWS we value clear, open, direct and respectful communications in all aspects of our work. We have high expectations of our students in their ability to communicate in a respectful and effective manner, and we understand that their ability to do so is a direct impact of healthy communication amongst the adults surrounding them. With this standard in mind, we ask that all communication, written or verbal, strives to meet the following expectations:

- Assume the best intentions of everyone within our community
- Ask questions to understand and clarify
- Address concerns directly
- If the situation is not one of immediate danger, seek composure and calm prior to communication

How to communicate with the board

- Email president@olympiawaldorf.org or board@olympiawaldorf.org
- Attend the monthly board meeting! Date, time and location is posted in The Chime each month. Please email president@olympiawaldorf.org 48 hours in advance of the meeting if you would like to bring an item for the agenda.
- Attend the All School Meeting to hear from the board and to ask questions.

How to communicate with the administration

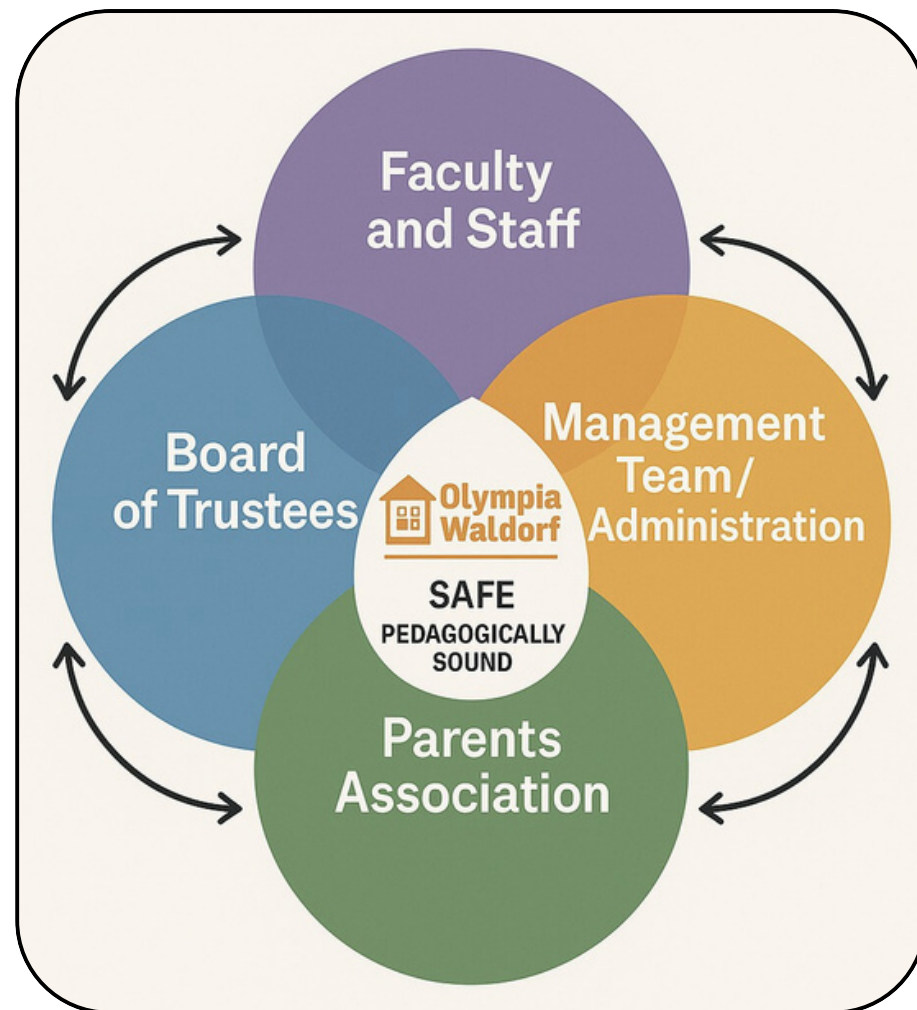
- Email administrators@olympiawaldorf.org
- Call the front office at 360-493-0906 or email info@olympiawaldorf.org
- Come to the front office to ask a question. The front desk can advise you on the best way to advance your query.

How to communicate with the faculty

- Each classroom teacher will share with families the most efficient ways to reach them. Typically, drop off and pick up times are too busy for in depth conversations with families.
- Emailing is one way to ensure your thoughts are organized and comprehensive. Faculty may not have time built into their schedules to respond promptly, so following up in person may be necessary.

How to communicate with the Parent Association

- Email parentassociation@olympiawaldorf.org
- Attend a PA meeting! Held on the first Monday of each month, the times and locations are announced in The Chime. Childcare is provided for attendees who register ahead of time.



Each group is responsible for managing a component or components of the school's organization: financial, legal, pedagogical, operational, and communal. The Bylaws held by the Board of Trustees outline the responsibilities of each group. Inbound communication to each group about issues needing attention or management can come from any entity or stakeholder, and each group is responsible for communicating any decisions made or actions taken to all the others in a professional and timely manner.

SOCIAL HEALTH

“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.” - Rudolf Steiner

OWS CODE OF CONDUCT

We operate under two guiding principles: **Safety & Respect**. As we live into these ideals, we encourage the following behaviors:

- Use kind words.
- Offer helping hands.
- Be careful and safe with our bodies.
- Include everyone.
- Forgive mistakes and start over.

Our Approach to Discipline

Our philosophy of discipline is rooted in a recognition of and respect for that which is unique and highest in each individual human being. In order to nurture new steps in growth, our school is a place where safety, security, and protection, both physical and emotional, are asserted.

Disciplinary Procedures

When a student's behavior does not comply with the Code of Conduct or disrupts the healthy flow of school activities, we recognize five levels of response that may be taken: informal consequences, formal disciplinary action, disciplinary conference, suspension, and expulsion. Some acts of emotional or physical violence may warrant swifter, stronger action. In these instances parents/ guardians will be contacted as soon as possible and appropriate action will be taken to ensure the health and safety of our community. In some cases, law enforcement may be required to be notified.

Bullying Prevention and Intervention Policy

Olympia Waldorf School is committed to providing a caring, friendly and safe environment for all our students so they can learn in a comfortable and secure atmosphere. Bullying of any kind, including harassment or intimidation, is unacceptable and will not be allowed. We are a vigilant, informed school and community. This means that bullying which is known or suspected will be reported. Incidents will be dealt with promptly and effectively. If you are concerned about bullying towards or by your child, please contact your child's teacher immediately.

Student Dismissal

In the case of a student dismissal, parents/guardians are asked to remove a child from the school before the term is expired. Dismissal is a rare event in the life of a school and is only undertaken after careful process and deliberation. The school's process may include a faculty study of the child's situation, meetings with the parents, consultation with the Lead Administrators, and an opportunity for appeal of the decision.

Administrative Staff

The administrative staff is responsible for the administrative needs of the school. Staff members serve on committees, report to the Lead Administrators, and oversee the day-to-day operations of the school. Typical positions within the administrative staff include the Business Manager, Development Manager, Enrollment Team, Facilities Manager, Facilities Staff, Extended Care Coordinator, and Student Registrar.

Faculty

The faculty, is responsible for all pedagogical educational matters of the school. This includes curriculum, student discipline, and admission of new students. Faculty members are represented on the Board of Trustees, the Parent Association and all committees. The faculty includes a class teacher for each grade and each Early Childhood class, as well as teachers of the specialty lessons which supplement the main lesson curriculum.

Extended Care Staff

Our extended care staff provides care for families before and after school hours, during after school meetings, break care, and camp programs.

Board of Trustees

The Board of Trustees is responsible for oversight of the financial and legal matters of the school. The Board is comprised of a Faculty Representative, and community members, with each member serving a three- year term. Board members are elected by vote as the terms of their predecessors expire. Meetings are open to the community, though parts of meetings may require confidentiality and may be closed to non-Trustees. The Board holds monthly meetings and also convenes All-School Meetings twice a year, in Fall and Spring.

Committees

The Board and Administrative staff delegate some of their work to committees that engage faculty, staff, families, caregivers, and Board member participation. The current committees are as follows:

- Finance Committee holds the school's short-term and long-term financial vision and assists the Board of Trustees in the stewardship of the financial resources of the school.
- Festival Committee plays a vital role in planning our school's seasonal celebrations. The festivals are brought to life through the efforts of our entire school community.
- Fundraising Committee holds the long range planning for the school and manages activities relating to fundraising, annual fund drives, and capital development.
- Emergency Management evaluates our school's emergency procedures to ensure we are in compliance with state and federal mandates and operating under best practices.

- Social Health holds the social health of our faculty and staff. They plan the monthly social collegial meetings and will plan other parties and events as needed.
- Tuition Assistance evaluates the tuition assistance requests. They issue communication around financial awards.
- Facilities Committee help to plan and maintain the structural and visual integrity of the school buildings and grounds.

Parent Association

The Parent Association is comprised of members of the parent/guardian community and seeks to inspire, inform, and organize the parent/guardian body. The Parent Association nurtures a healthy social network at the school through fostering warmth and communication between all members of the community. The Parent Association is composed of up to two members from each class who serve staggered two-year terms. There are additional liaisons from faculty and staff.

Hazardous Materials Notice in Prairie Hall

Prairie Hall is over 100 years old. We are honored to be the stewards of this historic school house. This building is listed on the national and state historical registries. One of the challenges that comes with a historic building is to mitigate exposure to building materials from the past. Our beloved Prairie Hall was built with products that contained asbestos and the original paint contained lead. We have encapsulated all known elements with these items so that there is no exposure to children.

The Environmental Protection Agency regulates asbestos in Federal Law (40 CFR 763) which mandates we notify families that small amounts of asbestos are in the building (completely enclosed in a soffit located in the north wall in the faculty office and mechanical rooms) but they pose no immediate risk to the health, safety, and well-being of our students, staff, and their families. To keep these items secure, please do not alter any part of Prairie Hall and promptly report any new damage to the our Facilities Manager. We have also created a 20' buffer zone around this building in which no food will be grown or eaten.

School Verse

To wonder at beauty
Stand guard over truth
Look up to the noble
Resolve on the good

This leadeth one truly
To purpose in living
To right in one's doing
To peace in one's feeling
To light in one's thinking

And teaches one trust
In the workings of Nature
In all that there is
In the width of the world
In the depth of the soul

School Song

The sun is in my heart,
It warms me with its power.
And wakens life and love, in
bird and beast and flower

The stars above my head,
are shining in my mind
As spirits of the world,
that in my thoughts I find

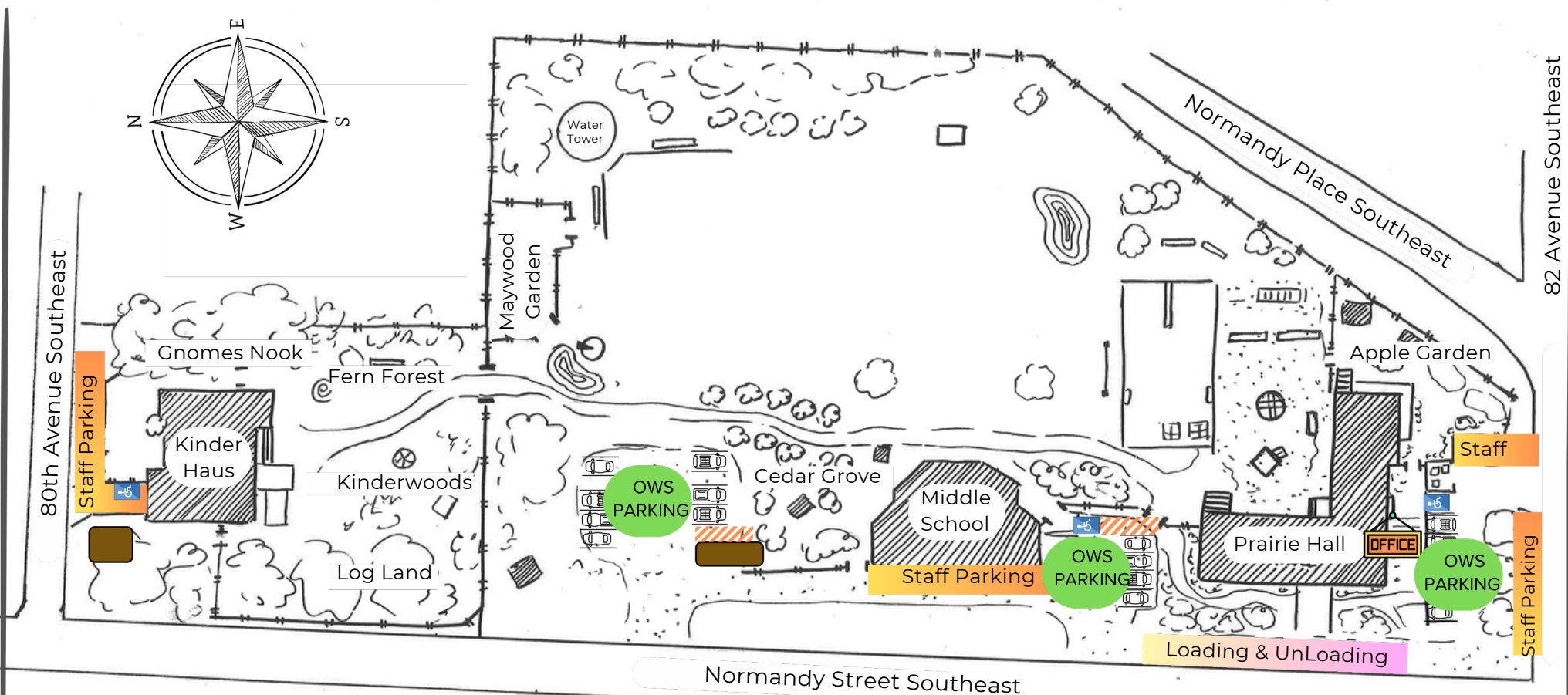
The earth where on I tread,
lets not my feet go through.
But strongly doth uphold,
the weight of deeds I do

Then must I thankful be,
that here on earth I dwell.
To know and love the world, and
treat all creatures well



Olympia Waldorf

SCHOOL



our office has moved and can be accessed by using the south entrance.
Please note that parking is prohibited on Normandy Street and at the Fire Department.

*Olympia Waldorf School
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*For more information on our programs, enrollment,
tuition, financial policies, discipline and other policies
and procedures, please contact our office.*