

Welcome to Madrone Trail

We are excited to continue to learn and grow with you and your children. As a Waldorf inspired public charter school we have responsibilities to our own Waldorf pedagogy as well as requirements from the Medford School District. Please take your time going through the information in this packet and initial, sign and date the checklist. Enclose your supply fee in addition to your field trip fee, and return the completed checklist to the office within 2 weeks of receiving this packet.

If you have any questions or concerns, please contact the office 541-842-3657.

Back to School Packet Checklist and Forms

Although you may have filled out some of these forms in the past, it is important to fill out all forms for both new and returning students. The idea behind this packet is that we gather the information needed from you now so that we won't have to pester you throughout the year for more info. Please initial next to each item showing that you've read, filled out and signed where necessary.

- | | |
|---|---|
| <input type="checkbox"/> Registration form | <input type="checkbox"/> Waldorf Inspired Policies Form |
| <input type="checkbox"/> Supply Fee Paid (\$150) | <input type="checkbox"/> What is Waldorf |
| <input type="checkbox"/> Field Trip Fee Paid
(1st-3rd grade \$75)(4th-8th grade \$100) | <input type="checkbox"/> Festivals in Waldorf |
| <input type="checkbox"/> Activity Conduct Form | <input type="checkbox"/> Fundraising Overview |
| <input type="checkbox"/> Bus Conduct Form | <input type="checkbox"/> Importance of and Commitment
to volunteering at Madrone Trail |
| <input type="checkbox"/> School Bus Schedule | <input type="checkbox"/> Year-Long Volunteer Opportunities |
| <input type="checkbox"/> Skills Registry Form | <input type="checkbox"/> School Lunch Info |
| <input type="checkbox"/> Photo Authorization Form | <input type="checkbox"/> Free & Reduced Lunch Application
(Available online through MSD website) |
| <input type="checkbox"/> Communication form Madrone Trail | <input type="checkbox"/> Dress Code Policy |
| <input type="checkbox"/> Acceptable Use Policy | |

***Be sure to make copies of any pages you would like to retain for your records before returning this packet to the office.**

Thanks!

Signed _____ Date _____

Skills Registry Form

By filling out this form, you help us get a sense of the unique talents and skills you bring to our community, so that we can contact you directly when we are in need of your expertise.

Your Name _____

Occupation _____

Child(ren)'s name(s) & Grade(s) _____

Best Phone # _____ Email _____

Preferred Method of Contact: Email Phone Text

I do not have e-mail, please contact me by phone or text.

Please check any of the following skills that you have and/or that you would be willing to contribute to our community:

Office Skills

- clerical/office web design/Wordpress graphic design accounting
 Other _____

Maintenance Skills

- landscaping electrical work plumbing carpentry cleaning
 general labor Other _____

Crafting Skills

- sewing painting (walls) painting (art) photography knitting
cooking other craft (list) _____

Classroom Help

- music: instrument _____ academic subject (list) _____

Playground Helper (turning jump ropes, keeping order in ball games, supervision, etc.):

- before school lunch recess after school

Misc Skills

- dance yoga grant writing
Other _____

Please list any other skills, abilities or areas of service not already listed above that you would be interested in contributing to our community _____

Contact Information and School-Wide Communication

In an attempt to streamline our communication between Madrone Trail and our parent community, please fill out the form below with current contact information. The information provided will be used in our school directory as well as a way to ensure that we can communicate effectively with you.

Be sure that you've added *mtpcsnews@gmail.com* to your contacts to ensure they make it to your inbox. These e-mails are our primary way of disseminating important information to our parent community. It is important that you are reading these emails. In addition, if you have a Facebook account, please join our private group "Madrone Trail" as another way of staying in touch with the community. This group can be used to share school related events (including photos and anecdotes), advertise volunteer opportunities, keep parents informed and open school-related discussions. Please be sure to note the group description to see some general guidelines for what's appropriate.

Student(s) Name(s) & Grades

Student(s) lives primarily with Both Mother Father

Mother's Name

Mother's Phone

Mother's Address

Mother's Email Address

Please add me to: Email Phone Text

I do not have e-mail, please contact me by phone for urgent matters.

Father's Name

Father's Phone

Father's Address

Father's Email Address

Please add me to: Email Phone Text

I do not have e-mail, please contact me by phone for urgent matters.

Signed

Date

The Medford School District publishes their school board policy regarding privacy laws and the school directory. Madrone Trail supports your rights to privacy and follows these guidelines

Photo Release Form & Photograph Restrictions

Madrone Trail has many opportunities throughout the school year to photograph the children including in the classroom and outside at different celebrations and festivals. Some of the photos taken could be used or chosen for use in marketing materials to promote our school, in the annual yearbook or in online communications including newsletters and Facebook.

Written permission from parents/guardian is required before a student’s name or likeness can be used for any promotional purposes involving the school, news or feature stories in any media, or other purposes. This includes still photos, motion pictures, audio or video takes, photograph and/or other reproduction, including voice and features with or without name.

Student(s) Name(s) & Grade(s):

I ask that you restrict the action of if using photos or publishing photos of my child per these guidelines:

- Images OK for all purposes (such as Facebook, school website, newsletter, yearbook, etc.)
- Taking photos OK for the yearbook exclusively. No other uses of my child’s photo allowed.
- Do NOT use photographs of my child(ren) at all.
- Other restrictions as explained here:

I understand that the staff, faculty and representatives of Madrone Trail Public Charter School will make every effort to respect the guidelines of my request detailed above, but cannot guarantee that my child will not appear as a member of a crowd in a large group or event photo of community wide festivals, assemblies, or other public events. Nor can the school guarantee control of the taking of photographs by parents or visitors to the school who are attending our public invitation and semi-public community events. MTPCS will act in good faith to meet these stated guidelines to protect the privacy of my child(ren).

Student Name: _____ Grade:

Signature: _____ Date:

Waldorf-Inspired Policies

Supply Fee

Our school strives to provide the highest quality supplies in our classrooms. Rather than sending a supply list home, we ask for a **supply fee of \$150 per child per year** that goes towards the purchase of specialty class materials. If you are unable to pay the supply fee at this time, please make arrangements with the office.

I have included my supply fee with this packet or have made arrangements with the office.

Initials_____

Integrated Policy

As a Waldorf inspired public charter school, we don't offer any electives because of our integrated approach to Waldorf pedagogy. To give your child a well rounded Waldorf education, attendance of all classes is mandatory.

I acknowledge that this policy has been communicated to me and I agree to comply.

Initials_____

Parent Meetings

Your child's class will have two to four parent evenings throughout the school year. These meetings will provide valuable information about your child's class curriculum, child development and the Waldorf method. Attendance is very important in support of your child's education.

I will make every effort to attend these regular Parent Meetings. Initials_____

Volunteer Hours

As a Waldorf inspired school charter school we depend on parent involvement. Each family is asked to volunteer 20 hours to the school. There are many ways to volunteer and your hours are very appreciated. You can log your volunteer hours, past and present, into the computer in the office.

I agree to volunteer 20 hours of service to our school. Initials_____

Media

In support of the education of your child, the faculty requests that our families consciously and significantly reduce or eliminate the use of media for children. We realize that limiting or eliminating media from your child's life might be challenging in today's world, however, with support and community effort, families often find that more free time means more creative play and more quality time together.

Initials_____

Food

Regarding food at school, we ask that you bring homemade fare rather than packaged foods when possible. Processed foods such as candy, gum, soda, and other foods that contain artificial flavors or have high sugar content are strongly discouraged. In an attempt to create less waste, please try to limit packaging and send your child's lunch in reusable containers with utensils.

Initials _____

Testing Opt-out Option

Each student has the option of opting out of standardized testing. The paperwork necessary to opt-out will be available in the office prior to the tests being administered. Contact Tracy in the office with any questions.

Initials _____

Parent Handbook

It is requested that all parents read the Parent Handbook which is available on our website at www.madronetrail.org. If you do not have access to the internet, copies are available in the office.

Initials _____

What is Waldorf Education?

The overall goal of Waldorf education is: “to produce individuals who are able, in and of themselves, to impart meaning to their lives”. The aim of Waldorf schooling is to educate the whole child, “head, heart and hands”.

Waldorf teachers are dedicated to creating a genuine love of learning within each child. By freely using arts and activities in the service of teaching academics, an internal motivation to learn is developed in the students, doing away with the need for competitive testing and grading. The Waldorf methods follow children’s developmental rhythm; kindergarten experience emphasizes a good deal of cultivation of pre-academic skills, and minimal academics in first grade. Reading is not taught until second or third grade, though the letters are introduced carefully in first and second. During the elementary school years (grades 1-8) the students have a class (or “main lesson”) teacher who stays with the same class for (ideally) the entire eight years of elementary school. There are no “textbooks” as such in the first through fifth grades. All children have “main lesson books”, which are their own workbooks which they fill in during the course of the year. They essentially produce their own “textbooks” which record their experiences and what they’ve learned. Upper grades use textbooks to supplement their main lesson work.

In addition to their main lesson teacher, our students enjoy music (with introduction of violin in 4th grade), handwork, games, wood working in older grades, and Spanish. All children learn to play recorder and to knit.

Outdoor class time/Rain Gear for younger grades

Outdoor, natural play is an integral part of learning in Waldorf. As such, recess as well as class activities are often held outdoors rain, snow or shine. It is recommended for K-2nd grade that rain boots and rain gear (coat and pants) are recommended to remain at the school to be prepared for all weather. Outdoor learning is not only for the younger grades. Please make sure all student come to school prepared to spend time outside at anytime of the year.

Teacher-Class Communication

Each class and teacher chooses the best form of communication for them. Email is most common but Shutterfly or other apps may be used. One of the most important parts of each class are the parent reps. This is one to two parents who attend parent council meetings and communicate with the teacher, then communicate with the rest of the class. Teachers also have parent nights throughout the year to share information about the class and Waldorf curriculum. Attendance is encouraged for these parent nights to better understand what is going on in the classroom.

Friday Assembly

Each Friday morning, 1st through 8th grade come together to watch each class rotate to make a presentation. These start with simple verses and songs in the early grades and progress to full plays in the middle school grades. It is wonderful to see the students support each other and the assembly ends in singing the school song as grades process back to their own classrooms. Parents are welcome to join the assemblies.

School Song

Friday Assembly always ends with a song that the whole school joins in on. Feel free to sing along...

We turn again to the sun
Arise everyone
We open our hearts to greet the day
Open our eye to work and play
Open our mind and begin to sing
Of all this day will bring

School Lunch Meal Options

Madrone Trail encourages healthy, natural lunches and discourages chips, cookies and candy in lunches. In addition to lunch please pack snack food for your child if needed. As part of the Waldorf ideal, we teach our children to respect our planet. Use of reusable dishes and containers and limiting trash is also encouraged.

School lunches are available for \$2.20. School lunch can be paid for in the office (and student may keep a tab open with the office). The office or the students teacher will need to know if a school lunch is needed.

Snack shack is a supplemental meal option provided by 6th grade as a fundraiser on Monday, Tuesday, Thursday and Friday for \$3.00. The office will also take payment for Snack Shack but preferred payment is directly to the Snack Shack.

On Wednesday the 7th grade offers pizza for \$1.50/slice. Payment for pizza is taken on Wednesday mornings.

Free breakfast is available during early am drop off from and is known as Breakfast Club.

Please note: Breakfast through the Medford School District is provided daily as well. This is not a free service unless you have completed a free and reduced lunch application. The application is available online through the MSD website.

Festivals and Events

Waldorf schools build community and rhythm through festivals. Celebrating these festivals helps us to connect with the cycles of nature and establish a yearly rhythm for our children. Through these festivals, the school cultivates community among children, teachers, parents and friends. In addition to the community wide festivals listed here, teachers celebrate other festivals in the classroom, including those connected to different cultures being studied.

Rose Ceremony

Each year on the first day of school, the incoming first grade class is welcomed with a Rose Ceremony. Incoming first grade students present their teacher with a rose or other flower, which are then gathered together in a bouquet to symbolize the creation of the class unit. 1st graders also get to meet their 6th grade buddy who will help usher them into the school and share activities and events.

Michaelmas

In the autumn, at harvest season, we celebrate Michaelmas (pronounced Mick-el-mas). Michaelmas is September 29th and celebrates the forces of the Archangel Michael (usually pronounced Myk-i-el). Michaelmas, as it is observed in Waldorf schools, is the “festival of courage” celebrated as the earth traverses the tail end of the late summer meteor showers and the northern hemisphere begins to tilt away from the sun. Michael, the archangel who inspires courage, is associated with this festival time. Through the inspiration of this angelic being, the lowly peasant, George, was inspired to persevere, though the odds were stacked against him, to complete a daunting task, slaying the “dragon”.

Tips: Everyone wears the color red to represent the courage that we gather to ‘fight the dragon’.

St. Martin’s Day/Lantern Walk

In early November, a Lantern Walk, commemorating St. Martin’s Day (or Martinmas) is held for K-3rd grade. St Martin was a soldier in Rome in the 4th century. Legend says one wintry night he met a poor beggar, half-naked and freezing. Martin removed the heavy military cloak from his shoulders and, drawing his sword, cut it in two, and gave half to the beggar.

The children make their own lanterns, and gather with parents and teachers, then walk around the school yard singing, with glimmering lanterns held high, to carry light into the approaching darkness of winter. The lanterns, often decorated with stars, suns and moons, are symbols for the children of their own individual light. This walk into the cold, dark evening, following a story recognizing “the light” of another, gives the children an experience of caring and sharing when the darkness of winter approaches.

Winter Spiral of Light

In this reverent and beautiful ceremony of light, children are led along a spiral path of evergreens. Reaching the center candle, the children light their apple candles and set them along the spiral path, slowly bringing light into the darkened hall.

May Fair

The May Fair is a celebration of May Day, an ancient festival welcoming spring. It is one of our biggest community events and fundraisers of the year and takes place on the first weekend in May on the playing fields at the school. The school is decorated with bountiful fresh flowers and music, food, maypole dancing, and games and crafts create a fun, festive environment for families. Each class holds a booth to complete an activity or craft. Vendors are also present and part of their profit comes to our school

Tips:

- **Students are encouraged to wear white to the festival and will participate in the crowning of the queen of spring as well as the may pole dance.**
- **Bring sunblock, blanket and/or chairs to watch the maypole dance.**
- **This is a fundraiser for parent council so bring cash to spend at each of the classes booths.**

Middle School Field Events

- 5th grade- Olympiad
- 6th grade- Medieval Games
- 7th and 8th Grade- attend and participate in a full track and field meet

The Importance of Fundraising at Madrone Trail

Madrone Trail Public Charter School is able to offer a high quality Waldorf-inspired education while receiving significantly less funding than the district's public schools. In order to be able to do this we have to work together as a community creating strong fundraisers and taking as much personal financial responsibility as we are able to for our children's education. Charter schools receive considerably less district funds than general public schools.

Our Fundraising Committee exists to help offset general funds above the allocated amount from the district and is designed to manage a set of existing fundraising events throughout the year and to maintain and foster community relationships that benefit both the school and the community. This Committee includes various aspects of Fundraising including the Auction Committee, Grant-Writing Committee, and General Funds Committee.

All fundraisers must be approved by the Fundraising Committee. Aside from 6th-8th grade events, all funds raised, except Friday Bake Sale funds, will be added to the general fund. Starting in 6th grade, each class will have a designated class fundraising event that runs throughout the year. These events stay with the class and are managed by that specific grade. These three grades can have additional fundraising events to augment the 8th grade trip accounts only after the required documents have been completed and approved.

At Madrone Trail, we always welcome new fundraising ideas. If you have an idea for a fundraiser, please visit the office and submit a proposal to the Fundraising Committee. This process is crucial to manage the efforts and to be sure funds are funneled to the appropriate usage. General funds raised will be available for use by every class upon approval. There should be no need for individual classes to raise their own funds, except for the 6th-8th graders raising funds for their class trip.

Permanent 8th grade trip fundraising events:

Wednesday Pizza Sales

Snack Shack

Permanent General Fund events:

JOG-A-THON –October

AUCTION - Spring

MAYFAIRE - May

If you have any questions regarding Fundraising at Madrone Trail or have an idea for a new fundraiser, please contact the Fundraising Committee at by filling out a fundraising proposal form in the office.

The Importance of Volunteering at Madrone Trail

Waldorf schools and charter schools are communities characterized by parents and teachers united together on behalf of our children, with each person contributing their time, energy, creativity, and resources to meet the needs of the entire community. **At Madrone Trail we ask that each family contributes 20 hours of volunteer time.** Not all volunteer hours will look the same and you are welcome to get creative in the ways that you are able to help. Many parents aren't able to attend meetings or help in the classroom but may be able to help from home or on campus on weekends. All of your volunteer time is essential, invaluable and immensely appreciated. Don't forget to log your volunteer hours in the office.

Sign up for a Committee

Each family is asked to sign up AND participate in a parent council committee. Take a moment now to choose a committee where you can share your interests and skills to help our school. Each committee will hold meetings throughout the year and there will be various opportunities to participate. Expect to be contacted by the committee chair in the first month of school.

PARENT COUNCIL

Parent Council is all the parents of the school getting stuff done! We have created our five fundamental committee's in which to process our projects. We meet monthly at a time to be determined by the current Parent Council Chair. These meetings will always begin and end on time and will go according to the meeting agenda. Our meetings are a time for communication between committees, faculty, administration, school board and parent reps. All parents are welcome!

Parent Representative

Parent Reps are the ambassadors to the parents of the class. Every class has a self elected parent (or co-parents) who's willing to take on the responsibility of attending Parent Council meetings on behalf of the parents of that classroom. After the meeting, they will send out emails providing parents with the information they've gleaned from our PC.

Outreach Committee

Community at large

Maintaining an awareness of Madrone Trail to our community at large in the Rogue Valley. This is not intended to solicit for more families to attend (our classroom waiting lists are plenty long), however to bring a full appreciation of what our Waldorf school provides to this valley. We want everyone who's heard of MT to know what an amazing school it is. The one event that is a

must is the Chinese New Year Parade we always participate with in Jacksonville in the month of February.

Community within

We have new parents and old, who all need help plugging into the school rhythm and community. The Outreach committee plays a huge role in welcoming these families in and keeping everyone included. Welcome packets are given to new parents and upon request. Those parents are then contacted directly to see if they have any questions or need help in their adjustment to MT. We want every family informed and a part of this wonderful community!

Faculty lunch/ Teacher Appreciation

This one person organizes faculty lunches on Wednesday afternoons and makes sure faculty is appreciated for all their hard work.

Middle school sports

This one person organizes sports activities at the school and helps connect our middle school kids into sports programs offered in the valley.

Volunteer Committee

This is the most important committee of all, as volunteers are the lifeblood of our school! We need people on this committee who are good at networking and pulling folks together. The responsibilities are having the skills registry distributed and being aware of everyone's unique talents. When an event is coming up, these committee members find the muscle and wit in our school community and rally the volunteers to come help. They will be given a month's notice for any volunteer needs and will be given a ton of support by the Parent Council to execute this most precious task.

Festival and Event Committee

The festivals are a huge part of Waldorf pedagogy. The lantern walk, festival of lights and Mayfair are the three that this committee helps take care of. The Mayfair is our Parent Council fundraiser and we're able to have so much more of an impact with this fundraiser set aside for our PC yearly budget. Along with festivals, this committee helps with the logistics of parent nights. Set up and take down is overseen by designated committee members. This does not mean they do all the work. Many hands make work light and the whole school works together to put these events on. Consequently this committee oversees those event logistics.

Beautification Committee

Working along with the site plans for our school, the beautification committee is the outlet for the creative aesthetic plans. The committee is responsible for keeping the bulletin boards festive and up to date. Keeping the flower boxes out front weeded and replanted if necessary. Last year they were responsible for the play curtains used in the gym. The year before, they took care of the school sign that greets Ross Lane. The brainstorming and execution is up to these go-getters.

Auction Committee

The auction is our school's biggest fundraiser. This committee is responsible for executing this yearly event. The proceeds from this fundraiser goes towards our school's mortgage. The auction committee works closely with the school director in making the event happen. The time dedication to this committee can vary greatly based upon what you're able to commit to.

The following volunteer opportunities are crucial to smooth operation, maintenance and upkeep of our school. For full details and an updated list of jobs available, please visit the office.

Office

Parking attendant

Communication

*Website Maintenance

Newsletter Helper

Yearbook Editor

Message Board Updater

*Phone Help

(following up with waiting list families, pledge collection, volunteer hours follow-up, donation solicitation, etc)

Site Maintenance

Weeding Flower Boxes and Gardens (bi-weekly)

Deep Cleaning Classrooms (monthly)

Washing Windows (monthly)

Garden Maintenance

Friday Grounds Cleanup

Lost and Found Maintenance

Faculty Appreciation

Meals for faculty meetings (weekly)

Cleaning/organizing faculty room

Cleaning faculty kitchen area (weekly)

Classroom/Playground Help

Playground helpers

Handwork assistants

Spanish helper?

Class Reps

Outreach

Welcoming Committee

Grant Writing

***Jobs marked with and asterisk (*) could easily be done from home!**

HAVE YOU REGISTERED AS A VOLUNTEER?

HOW TO REGISTER AS A VOLUNTEER...

1. Go to the internet explorer.
2. Type in the following web address: www.medford.k12.or.us
3. Scroll down, and click on <Community>
4. Then click on Volunteer MSD.
5. Scroll down, and click on hyperlink that says click here (below VIMS handbook link).
6. Click <start>
7. Fill in all four parts of the application.
8. Click <submit application>*

*The current wait time for your application to be processed is two weeks.

Once your application has been processed your name will appear in the Madrone Trail Volunteers list of the Volunteer LogIn site. You should then be able to login your hours.

HOW TO LOG ON AND RECORD YOUR HOURS...

FROM THE SCHOOL COMPUTER

1. Click <Volunteers>
1. Choose your name from the Madrone Trail Volunteers list. *Don't see your name? Your application may not have finished processing yet. Check back with us later. Thanks for your patience, and understanding.
2. Choose your activity OR click <Enter hours worked earlier> if recording previous volunteer time. *Don't see your activity listed? Write suggestions down, and place them in the Volunteer box located in the office OR email madronetrailvolunteers@gmail.com with your suggested additions. Your Volunteer Coordinator will add them as soon as possible.
3. Fill in all necessary information, and click <submit>
4. IF you are logging in to volunteer today a badge will be printed that includes a barcode. Please remember at the end of your volunteer time to scan your barcode, and you will be logged out with your hours recorded. *Forgot to scan your badge to log out? See the office for how to correct your hours.

FROM YOUR HOME PC

1. Go to web address <https://helpcounterweb.com/signin/index.php>. *You will need to see the office to obtain username and password.

2. Follow steps 1 – 3 as previously mentioned in the “How to Log On” from the school computer section.

5. Fill in all appropriate fields and click <submit>

6. If you have chosen to <log in> rather than <enter hours worked earlier> don't forget to log out by returning to the helpcounterweb.com site and click <I'm done for the day>.

