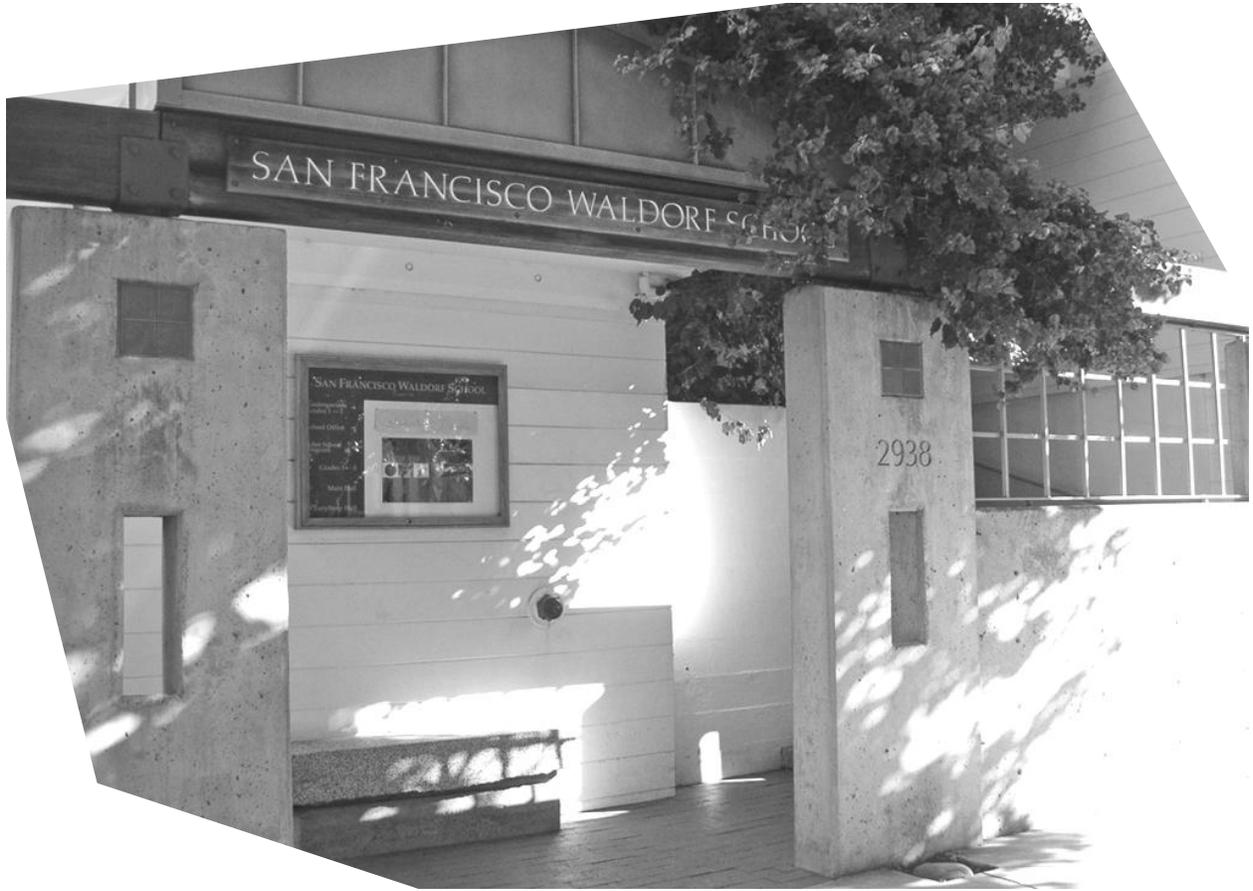


# **RUDOLF STEINER COLLEGE**

## **San Francisco Campus**

### **Student Handbook 2014-15**



**A Center for Waldorf Teacher Education, Transformative Learning, and the Arts**

**at the San Francisco Waldorf School**

**2938 Washington Street, San Francisco, CA 94115 ♦ 415-967-0016**

**[sfadministration@steinercollege.edu](mailto:sfadministration@steinercollege.edu)**

**[www.rudolfsteinercollege.edu/sf-waldorf-education](http://www.rudolfsteinercollege.edu/sf-waldorf-education)**

**Addendum to 2014-15 RSC Student Handbook**

This Handbook does not constitute a contract between the student and Rudolf Steiner College (RSC). RSC has made every effort to provide student with complete and accurate information, but the College reserves the right to modify, amend, or revoke its contents. For information on academic policies, regulations, and requirements, refer to the RSC Catalog.

Rudolf Steiner College is a full member of the Association of Waldorf Schools of North America (AWSNA). The College has been approved to operate in the State of California by the Bureau for Private Postsecondary Education, and is authorized under federal law to enroll international students. The College also has been awarded accreditation candidacy status by the Western Association of Schools and Colleges.

**Dear Students,**

Welcome to Rudolf Steiner College!

This handbook insert provides information about Rudolf Steiner College San Francisco Campus. It is meant to help you understand the College and to make the most of your time here. Please read it through and keep it readily accessible. It is a reference that should prove useful in many ways.

Warm Regards,

Ronald E. Koetzsch, PhD  
Dean of Student Affairs  
Ronald.Koetzsch@steinercollege.edu  
916-965-1341

**Rudolf Steiner College (Main Campus)**

9200 Fair Oaks Boulevard  
Fair Oaks, California 95628  
916-INFO-RSC  
fax: 877-782-1884  
www.rudolfsteinercollege.edu  
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**Program Director: Joan Calderera**

joan.calderera@steinercollege.edu  
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**San Francisco Campus**

2938 Washington Street  
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The San Francisco Waldorf Teacher Education Program is an extension of Rudolf Steiner College. This three-year part-time program is specifically designed for those living and working in the greater San Francisco Bay Area. Classes meet at the San Francisco Waldorf School on Friday evenings and Saturdays, September through May and for three intensive weeks at the Fair Oaks campus, each July.

**For more information: The 2014-2015 Rudolf Steiner College Catalogue can be found on our website at [www.rudolfsteinercollege.edu/college-course-catalog](http://www.rudolfsteinercollege.edu/college-course-catalog). We require all students to become familiar with Section Four: Academic and Governance Policies and Procedures.**

## San Francisco Program Events Calendar: 2014-15

August 29	Engage! evening	SFWS Eurythmy Room
September 6	Engage! afternoon	SFWS Eurythmy Room
September 12	Opening Assembly: 7:30pm-9: 30pm and Visitor Weekend	SFWS, Dakin (Main) Hall
September 19-20	Visitor Weekend	SFWS
September 26	Michaelmas Festival	
October 3-4	Visitor Weekend	SFWS
October 17-18	Mini-Conference with John Bloom	
October 24-25	Conference with Linda Thomas and Others	San Fran Waldorf High School, 470 W. Portal Ave, SF, 94127
November 28-29	Thanksgiving Break	
December 5	Advent Garden, 7:00pm	SFWS Dakin hall
December 19-20	Shepherd's Play, Friday, time TBD Winter Assembly, Saturday, 11:00am	SFWS
Dec. 26 - Jan. 9	Winter Break	
January 10	Observation & Field Experience Prep	
January 12-30	Year 3 Field Experience	
February 7-8	Singing Conference with Christiaan Boele	San Fran Waldorf High School, 470 W. Portal Ave, SF, 94127
February 9-13, 26-27	Year One: Observation – 7 days	
February 15-18	Job Fair & Western Waldorf Educator's Conference	Fair Oaks Campus (open to Year 3 students)
February 20-21	Reading Week	
February 24, Tuesday	Engage! evening, 7:30pm	SFWS Eurythmy Room
March 7-8	Visitor Weekend	
March 26, Thursday	Engage! evening, 7:30pm	SFWS Eurythmy Room
March 28	Spring Festival (TBD)	
April 3-11	Spring Break	
April 29, Wednesday	Engage! evening, 7:30pm	SFWS Eurythmy Room
May 8-9	Guest Lecture, followed by Year 1 Workshop and Year III Project Presentation	8:35-10:00pm; 8:30-10:30am 12:05-3:00pm, SFWS Dakin hall
May 15- 16	Founder's Night, 7:00pm Closing Assembly, 11:15am-2:30pm	San Fran Waldorf High School, 470 W. Portal Ave, SF, 94127

- Events, Dates and Times are subject to change –

## Rudolf Steiner College, San Francisco Campus

The San Francisco Waldorf School (SFWS) provides a beautiful environment for the teacher education program. The faculty and staff of the school have worked hard to create a warm and supportive space. Treating the school buildings and all they contain with attention and care insures a harmonious relationship with the school and provides good training for aspiring teachers. It is extremely important that the campus be left in good order at the end of the program's weekend session.

### School Office

**Only the director of the teacher education program and faculty members who are also faculty of SFWS may enter the school office.** Those wishing to use the office copy machine must ask permission of the director or of one the SFWS faculty. The copy machine is only for materials related in the teacher education program. The same applies to the use of the office telephone. The door to the office is to remain locked at all times.

### Heating and Ventilation

The library and other older buildings have heating systems that are controlled by easy-to-adjust thermostats located in the space itself. The heat in these spaces should be turned off when not in use.

The HV/AC system for the rest of the campus is more complicated. It is usually set to operate during school hours. On the weekend, it is programmed to operate during the hours that the teacher education program is on campus. Only those people trained in the operation of the system should change the system or override it. Difficulties with the system should be reported to the school administrator.

### School Security

All school doors are locked from the outside at approximately 5:00pm at the end of the after-school program on Friday. They are reopened at 6:00pm for the teacher education classes, which begin at 7:00pm. Students may use the kitchen until the start of classes.

**The outside doors to the campus are locked for the evening at 8:00pm for security reasons.** The doors are checked again at 10:00pm. All outside doors should remain locked all evening. The outside doors are opened again at 8:00am on Saturday and locked again at 10:30am. School keys will *not* be issued.

### Earthquake Safety

In the event of an earthquake: Remain calm.

- Cover your head with your hands or with an object such as a large book to prevent injury from falling debris.
- Exit the building as quickly as possible.
- Move in an orderly fashion to Washington Street.
- Listen for instructions.

## Emergencies

In all emergencies, including a life-threatening medical emergency, possible criminal activity, and sexual or other assault, call 911. In a serious, but not life-threatening medical situation, go to the nearest hospital emergency room.

**The 24-hour hospital Emergency Room nearest the SFWS is:**

**California Pacific Medical Center**

**2333 Buchanan Street, San Francisco, CA 94115-1925**

*Directions:*

From SFWS, drive east on Washington St. toward Divisadero St.

Turn right at Scott Street

Take the second left onto Sacramento Street

The hospital is on the left.

- To report a sexual crime ex post facto to the San Francisco police, call 415-533-1361 or 415-553-1365.
- San Francisco Women Against Rape has a 24 hour-hotline at 415-647-7273 and a website: [www.sfwar.org](http://www.sfwar.org).
- The Rape Treatment Center at 2727 Mariposa Street, San Francisco, offers medical counseling. 415-437-3000.

## Parking

Parking is a problem in San Francisco. Carpooling is advised. Fortunately, regulations requiring a residential parking permit and restrictions related to street cleaning are in effect on weekdays only, so on weekends it is usually possible to find a space. Students are advised to arrive early to allow time for looking. Students should park legally—not in someone’s drive, not on the sidewalk in front of the school’s garages, and not double-parked in front of the school.

## Visitors

Spouses and friends of students, graduates of the program, and prospective students are welcome to visit at specific dates listed in the calendar of the year. Prior arrangements must be made for all visitors.

**Students wishing to bring a visitor to class should speak to Program Director Joan Calderara.** Children of students are not allowed on the San Francisco Waldorf School campus while the program is in session.

## Care of the Space

The following rules pertain to the program’s use of the school:

- Only equipment and supplies designated for use by the teacher education program should be used.
- All items should be returned to their proper place.
- All school spaces should be left as clean and orderly as they were and, preferably, cleaner and more orderly. This includes classrooms, bathrooms, the kitchen, and the outside yard.

## **Room Use and Care**

The meeting each Friday evening takes place in the eurythmy hall. The eurythmy hall and main hall are usually reserved for the teacher education program from Friday evening through Saturday afternoon.

**Drinks and food are not allowed in the eurythmy hall and the classrooms.**

Three rooms are designated for use by the teacher education program. These are the only rooms that should be occupied unless special arrangements have been made. Changes in room use will be announced at the town meeting on Friday evening.

These classrooms should be left as they were before use by the program and even more clean and orderly. Important tips on leaving classrooms in a condition that will be satisfactory to the class teacher include:

- Do not erase any blackboard drawings left by the class teacher.

- Clean all chalk dust from the chalk tray and floor.

- Clean the chalk erasers.

- Never use water on a blackboard.

- Erase boards and only with the erasers.

- Do not deposit trash in the classroom waste bins.

- Carry all garbage to the kitchen trash.

- Close all windows.

- Turn out lights.

- Tuck chairs under desks or place on the tables, depending on how the room was found.

- Lock the doors when leaving Saturday afternoon.

- Do not place anything on top of the pianos.

- Use only those classrooms designated for use by the program.

**Students should not use the school office or the faculty room.**

## **Food**

All students in the program will be asked to provide light snacks for the Saturday morning break at least once per semester. Students can sign up for a particular weekend. The snacks should not cost more than \$30 and should be able to feed about 40 people.

Year 1 students are asked to bring bread and cheese. Year 2 & 3 students are asked to bring fruit, vegetables and spreads, coffee, tea, cream and sugar. Snack responsibilities can be shared between two students in each group. The class secretaries make and confirm the list of the snack providers for each weekend.

**Snack providers are responsible for cleaning the kitchen after classes conclude Saturday afternoons.**

Additionally, all students are asked to provide one food item at events during the year, including gatherings and assemblies. Typical food items are cookies, bread, or a potluck item. Detailed instructions will be given several weeks before these events occur.

***Food and beverages are not permitted in any room. Students may eat in the yard or in the kitchen.***

## **Kitchen Use**

Students may keep their own food in the kitchen refrigerator. Since other school events take place on the weekends, all food items should be clearly marked. Students should use only those staples in the cupboard assigned to the teacher education program.

The kitchen is part of the kindergarten classroom. Students and faculty using the kitchen to prepare food for themselves should:

- Clean counters, sinks, the stove, tables, and the floor after each food preparation.

- Wash, dry, and put away all dishes.

Those students responsible for providing snacks for break should thoroughly clean the kitchen and return to their proper place all items used in snack preparation and presentation, including knives, cutting boards, bowls, tea kettles, and flower arrangements.

At the end of the weekend all food belonging to program students and faculty should be removed from the refrigerator. The school is not responsible for food items left after the weekend.

## **Neighborhood Considerations**

The school is located in a residential neighborhood and it is important that good relations with neighbors be maintained. To that end, students should:

- Refrain from playing a recorder and from making noise in the outside spaces.

- Arrive early to be able to find a parking space.

- Drive slowly and carefully while looking for a parking spot.

- Refrain from blocking a residential driveway.

- Leave the school driveway free, as Faculty need access to the school garages at all hours of the day.

## **Alcohol, Tobacco, and Drugs**

The San Francisco Waldorf School is an alcohol-free & smoke-free environment. Alcohol use & smoking are prohibited in the school and in front of the school building. The use of any illegal drug or consciousness-altering substance is also prohibited.

## **Sleeping Arrangements**

The SFW grade school cannot offer the possibility for overnights accommodations. Out-of-town students are responsible for arranging their own accommodations within city limits.

# Student Information

## Practice Teaching/Observation

First-year students have a seven-day Waldorf class observation period in February. Second-year students have a three-week field experience in January. Third-year students have a four-week field experience in January. Serious preparation for and review of the field experiences are an important part of the second- and third-year studies.

**To be eligible for the Year 2 field experience, students must have completed the Year 1 summer intensive courses.** To be able to continue in Year 3, students must have completed the Year 2 summer intensive courses, since most of the classes in Year 3 are a continuation of the material presented during the summer. This is a general rule. However, if students are unable to complete certain requirements from the Year 2 summer session, they might be able to continue on into Year 3 studies, but they will not be eligible for the Year 3 field experience.

Students may be requested by the Waldorf schools they are attending to have a Live Scan and a tuberculosis (TB) test. Please search the Internet for a testing place in your area.

A tuberculosis test and a Live Scan (electronic fingerprinting) are mandatory for California employees and volunteers who are in contact with minors. Before a field experience begins, students should ask the administrator of the Waldorf School they will be visiting if the tests are required, because regulations vary from state to state. A student doing a field experience in another state may have to have additional tests. The cost for a Live Scan is approximately \$93.

Information concerning California regulations regarding tuberculosis testing (California Health & Safety Code No. 3454) is available at [www.ed.gov/pubs/RegPrivSchl/californ.html](http://www.ed.gov/pubs/RegPrivSchl/californ.html).

Information regarding fingerprinting (California Education Codes No. 49406, chapter3, article10) is available at: [www.leginfo.ca.gov/.html/edc\\_table\\_of\\_contents.html](http://www.leginfo.ca.gov/.html/edc_table_of_contents.html).

Information regarding Live Scan procedures and sites is available at: [www.ag.ca.gov/fingerprints](http://www.ag.ca.gov/fingerprints).

## Student Helpers

The San Francisco program engages a number of student helpers. They include:

- Class Secretaries, one for each program-year group. The class secretary helps with classroom setup, makes announcements related to the program and prepares the snack-provider list.
- Operations Chief. Holds keys, interfaces with our host school, and establishes room use, as well as coordinating volunteers for special events.
- Librarian. The librarian keeps track of the in-and outs of the books that students can borrow from our shelves in the eurythmy room.

## **Western Waldorf Educators' Conference in Fair Oaks, California**

During the third week of February—usually including Presidents' Day holiday—the West Coast Waldorf Teachers' Conference is held on the campuses of Rudolf Steiner College and the Sacramento Waldorf School in Fair Oaks. Waldorf teacher education students in the last year of the program are encouraged to attend this conference to deepen their understanding of Waldorf pedagogy, meet over 400 Waldorf teachers from many different schools, and to interview for teaching positions. The conference fee is waived for students in their final year of teacher education.

This is a professional conference that is not open to any students other than those training to be Waldorf teachers.

## **Summer Housing and Childcare in Fair Oaks, California**

In March or April, College Housing Coordinator Ron Wayne will send information regarding summer housing. This includes information detailing the costs of three weeks of accommodations and a housing request form to be filled out and returned.

The Sacramento Waldorf School, adjacent to the College's Fair Oaks campus, has a summer camp for children. The informational brochure can be requested by calling 916-961-3900.

A list of Waldorf-based daycare centers near the College can be obtained from the reception office of the Fair Oaks campus.

**Students should make housing and childcare arrangements early.**

## **LIST OF BAY AREA WALDORF, CHARTER AND WECAN SCHOOLS**

### **WALDORF SCHOOLS**

#### **Berkeley Rose School**

1442 A Walnut Street #395  
Berkeley, CA 94709  
Phone: 510-859-7679  
Website: [www.berkeleywaldorf.com](http://www.berkeleywaldorf.com)

#### **East Bay Waldorf School**

3800 Clark Road  
El Sobrante, CA 94803-2132  
Phone: 510-223-3570  
Website: [www.eastbaywaldorf.org](http://www.eastbaywaldorf.org)

#### **Marin Waldorf School**

755 Idylberry Road  
San Rafael, CA 94903  
Phone: 415-479-8190  
Website: [www.marinwaldorf.org](http://www.marinwaldorf.org)

#### **San Francisco Waldorf School**

2938 Washington St.  
San Francisco, CA 94115-1727  
Phone: 415-931-2750  
Website: [www.sfwaldorf.org](http://www.sfwaldorf.org)

#### **San Francisco Waldorf High School**

470 West Portal Ave.  
San Francisco, CA 94127  
Phone: 415-431-2736  
Website: [www.sfwaldorf.org](http://www.sfwaldorf.org)

#### **Santa Cruz Waldorf School**

2190 Empire Grade  
Santa Cruz, CA 95060-9702  
Phone: 831-425-0519  
Website: [www.scwaldorf.org](http://www.scwaldorf.org)

**Summerfield Waldorf School**

655 Willowside Road  
Santa Rosa, CA 95401-5527  
Phone: 707-575-7194  
Website: [www.summerfieldws.org](http://www.summerfieldws.org)

**Waldorf School of the Peninsula**

**Los Altos Campus** (Pre-5)  
11311 Mora Drive  
Los Altos, CA 94024-6523  
Phone: 650-948-8433  
Website: [www.waldorfpenninsula.org](http://www.waldorfpenninsula.org)

**Waldorf School of the Peninsula**

**Mountain View Campus** (Grades 6-12)  
180 N. Rengstorff Ave.  
Mountain View, CA 94043  
Phone: 650-417-7600  
Website: [www.waldorfpenninsula.org](http://www.waldorfpenninsula.org)

**WALDORF-INSPIRED CHARTER SCHOOLS****Community School for Creative Education**

8755 Fontaine Street  
Oakland, CA 94605  
Phone: 510-516-2723

**Live Oak Charter School**

100 Gness Concourse, #1  
Petaluma, CA 94952  
Phone: 707-762-9020

**Novato Charter School**

940 C St.  
Novato, CA 94949  
Phone: 415-883-4254

**Sebastopol Independent Charter**

PO Box 1170  
Sebastopol, CA 95473  
Phone: 707-824-9700

**Sonoma County HS Initiative**

17811 Arnold Drive  
Sonoma, CA 95476  
Phone: 707-996-9576

**Sophia Project**

210 Prospect Drive  
San Rafael, CA 94901  
Phone: 510.268.3916  
Website: [www.sophiaproject.org](http://www.sophiaproject.org)

**Stone Bridge School**

1870 Salvador Ave.  
Napa, CA 94558  
Phone: 707-252-5522

**WECAN SCHOOLS****Apple Garden School**

3026 Hagen Road  
Napa, CA 94558  
Phone: 707-251-9988

**Bernal Heights Preschool - Lifeways North America**

741 Lakeview Ave  
San Francisco, CA 94112  
Phone: 415-587-0802

**Compassionate Counsel**

1556 F. Pershing Drive  
San Francisco, CA 94129  
Phone: 415-752-2474

**Dandelion Playgarden**

575 Harrison St. 3  
Sebastopol, CA 95472  
Phone: 707-823-9646  
Website: [www.waldorfpreschools.org](http://www.waldorfpreschools.org)

**Friends of Potrero Hill Nursery School**

1215 Carolina St. Room 100  
San Francisco, CA 94107  
Phone: 415-864-5464

**Golden Boat Daycare**

1512 Madrone Lane  
Davis, CA 95616  
Phone: 530-753-2203

**Golden Bridges School**

3358 22nd Street  
San Francisco, CA 94110  
Phone: 415-912-8666  
[www.goldenbridgesschool.org](http://www.goldenbridgesschool.org)

**Greenwood School**

17 Buena Vista Avenue  
Mill Valley, CA 94941  
Phone: 415-388-0495

**Heart and Hands**

611 Mountain View Ave  
Petaluma, CA 94952  
Phone: 707-763-5018  
Website: [www.waldorfpreschools.com](http://www.waldorfpreschools.com)

**Hummingbird Playgarden**

735 West Sexton Rd.  
Sebastopol, CA 95472  
Phone: 707-823-1838

**Merry Garden Preschool**

7234 Calder Ave 3  
Sebastopol, CA 95472  
Phone: 707-824-4332

**Mulberry Cottage Mountain View**

2136 Creeden Way  
Mountain View, CA 94040  
Phone: 650-941-4825

**Neighborhood Playgarden**

59 Grand View Avenue  
San Francisco, CA 94114  
[waldorfplaygarden@yahoo.com](mailto:waldorfplaygarden@yahoo.com)

**Redwood Garden Preschool**

1211 Talbot Avenue  
Berkeley, CA 94706  
Phone: 510-524-4606

**Singing Stones**

353 Rose Avenue  
Danville, CA.  
Phone: 925-948-5006  
Website: [www.waldorfkids.com](http://www.waldorfkids.com)

**The Mountain School**

50 El Camino Drive  
Corte Madera, CA 94925  
Phone: 415-924-4661

**Waldorf Preschool & Kindergarten**

1811 West 3rd St.  
Santa Rosa, CA 95401  
Phone: 707-579-8058