



T H E A R T O F E D U C A T I O N

High School Handbook



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INTRODUCTION

One of the foundations of Waldorf Education is the recognition that each person is an evolving spiritual being. From this comes the striving to achieve mutual understanding, to honor the worth of every individual, and to create a community based on honesty, truth, and respect. A healthy learning environment is created out of the willing cooperation of teachers, students, and parents in support of the philosophy, expectations, and policies of the school.

Working out of this spirit, the High School faculty assumes that students intend to do their best in all areas of school life. We have the highest expectations concerning academic and artistic work, behavior, social relationships, and care for and participation in our school community.

We look forward to working with you to ensure that you will benefit fully from what the school has to offer. The purpose of this Handbook is to provide some basic information about school policies and procedures. Below are some guidelines for the High School that we feel support the educational principles described above. If, after reading it, you still have questions, please contact one of your Class Advisors.

PART I: GENERAL EXPECTATIONS

CONSIDERATION FOR OTHERS

Because Waldorf schools recognize a divine spirit in every person, we have unreserved respect for individual differences in socio-economic background, ethnic origin, gender, race, religion, and sexual orientation. All members of the Kimberton Waldorf School community must, at all times, conduct themselves in a manner which shows respect for self and all other members of this community, whether they be adults or other students. Demonstrating a lack of respect for another is an act that threatens the ability of the school to function as a community.

Obscene or anti-social language – or any form of harassment, whether verbal or physical – is a serious violation, which cannot be tolerated. In order to maintain a community that is sensitive to and respectful of every member, the following guidelines are suggested in the event of verbal or physical behavior that seems inappropriate, annoying, or provocative:

- Let the offending person or people know that you want the behavior to stop. Say “No!” firmly. Do not apologize. Speak directly and give a clear message about how you feel.
- If you do not feel comfortable confronting the person alone, take a friend along or write a letter.
- Speak promptly with an Advisor or teacher about the situation. That person, in consultation with you, may refer the complaint to the appropriate person or group. If you do not feel comfortable speaking with an adult, take a friend along or write a letter.

When a serious breach of respect occurs, the Discipline Committee will take action based on the circumstances, which could include education, counseling, suspension, or dismissal.

HONESTY AND ACADEMIC INTEGRITY

Because our school community stands on the foundation of honesty, actions such as cheating, plagiarism, lying, and falsification of permission slips or forms are considered serious offenses that violate the integrity of the individual and the school.

Any student who presents another person’s ideas or work as his or her own is committing an act of academic dishonesty or plagiarism. This includes:

- Copying from books or from another student’s work

- Preparing an assignment with the help of parents or other students without the teacher's permission
- Presenting someone else's ideas in a paper without acknowledgment through parenthetical citations, footnotes, or bibliography
- Presenting another writer's exact words without using quotation marks and a footnote or citation
- Using textbooks, class notes, or other information – verbal or written – on tests without the teacher's permission
- Presenting another person's work as your own

Any student who provides information or materials to another student for a graded assignment without the teacher's permission is as liable to disciplinary action as the student who receives the information.

Cases of Academic Dishonesty constitute a major rule violation and will be referred to the Discipline Committee.

DISCIPLINE

In most instances disciplinary problems are dealt with directly between the teacher and student involved. Repeated minor infractions and inappropriate behavior that goes beyond an individual classroom will be handled by the Class Advisors. Chronic minor violations as well as serious violations of a student's commitment to the school community will be referred to the Discipline Committee (see *Part VI: Disciplinary Procedures*).

VIOLENCE

Firearms and knives are forbidden on campus and will be confiscated. Possession of weapons at school or at any school-related activity will result in serious consequences.

Fighting, physical violence, or verbal abuse directed at another student or teacher will

not be tolerated and will be referred to the Discipline Committee. Consequences for severe infractions may include suspension or dismissal.

SMOKE-FREE POLICY

Waldorf Education has as its goal the growth of each student's personal independence and strength of purpose. Because tobacco contains nicotine, a highly physically addictive substance, it is important that the school environment be free of the peer pressure, substance exchange, and addictive behaviors which smoking can bring to school life. The student's ability to concentrate during classes and to participate fully in the social life of the school necessitates that the school hours and all school events be smoke-free. In addition, because Waldorf Education strives to strengthen capacities with which the student will find his/her life's task and be of service to the future, the school must make strong efforts toward preventing the serious long-term health risks posed to those who become addicted.

If smoking interferes with a student's ability to participate fully in his or her education, the faculty may follow the guidelines set forth in the Drug and Alcohol Policy.

Statement of Policy

In the interests of the entire student body, present and future, the Kimberton Waldorf School campus is to be smoke-free. Smoking is not allowed in school buildings, on school grounds, at school-sponsored events, or on school trips (including class lunches with a teacher). No tobacco or smoking paraphernalia may be brought to school. Students are also expected not to smoke near the school grounds out of respect for our neighbors and those from the school community who drive by.

Any student violating this policy will be subject to appropriate disciplinary measures. Any smoking paraphernalia brought to school will be confiscated.

DRUG AND ALCOHOL POLICY

Kimberton Waldorf School requires all High School students to sign an agreement to remain substance free.

Introduction

In healthy adolescent development the young person's wellbeing, social awareness, and active thinking enhance one another. As Waldorf teachers our work can be effective only when all of these qualities are nurtured. The use of drugs or alcohol severely inhibits thinking and social awareness. These substances are physically debilitating, socially destructive, and extremely damaging to the processes of thought, perception, and creativity. As such, drugs and alcohol work at cross-purposes to the Waldorf curriculum and pedagogy and cannot be tolerated in this school.

Since we are primarily concerned with the health and education of the young people in our care and not only with the illegal aspects of drug and alcohol use on school property, we must clearly discourage any use of drugs or alcohol by Kimberton Waldorf High School students. The faculty also recognizes that weekend/vacation use of drugs or alcohol by students affects the quality of their work and their ability to participate in the school community. The faculty, through the Drug and Alcohol Committee, will actively pursue dialogue with parents where students may be involved in out-of-school drug and alcohol use.

We expect each student to make an inner commitment to abstain from drugs and alcohol and we expect parents to support this effort. We wish to help any student who discloses a problem with substance abuse, and it is our intention to meet each student individually.

Drug and Alcohol Policy Guidelines

Concerns regarding the use of drugs or alcohol by a student typically arise when:

1. ***A student volunteers information about personal drug or alcohol use and seeks help.***

In these cases, the student will be informed of available services, referred to the school counselor for further advice and assessment, and encouraged to talk with his or her parents. Depending on how and to whom the information is disclosed, the evaluation process (as described in #3 below) may be implemented. However, if information is disclosed solely to the school counselor, then the rules of confidentiality will apply, and parents will be notified only with the consent of the student unless the severity of the situation requires that the parents be informed.

2. ***A student or parent contacts a staff member regarding the use of drugs or alcohol by another student.***

We believe that students and parents are a valuable source of information; we also know that such information must be met with the utmost care and professionalism to protect the privacy and ***integrity*** of all involved. Therefore, in these cases, we honor the rights and confidentiality of both parties – the source of the information as well as the student who is the source of concern. In most circumstances, the following process will be observed:

The staff member will contact the Drug and Alcohol Committee. In most cases, the student who is the subject of concern will be informed of the content of the concern. Depending upon the content of the concern, the conversation with the student, and the existence of additional indicators of possible drug and alcohol use, parents may or may not be informed at this point. If parents are not informed at this point, but concerns continue or the committee receives additional information, the student's parents will then be informed. At the point that the parents are informed, we will follow the

evaluation process as outlined in #3 below.

3. **Faculty members observe a convergence of known drug and alcohol use indicators, including physical, emotional, or behavioral signs, and/or rumors.**
 - a A member of the Drug and Alcohol Committee will hold meetings, first with the student and then with the parent(s) of the student, to discuss the possibility that drug use may be contributing to the student's behavior and school performance. The faculty member who brought the concern may also attend the meetings. Under most circumstances the Drug and Alcohol Committee will arrange for the student to have an outside evaluation to further explore the concern.
 - b As part of the evaluation process, a member of the Drug and Alcohol Committee will require written recommendations from the evaluator and will be in contact with the evaluator to determine whether or not the student is in compliance with the recommendations. Recommendations could include drug testing and/or additional drug and alcohol counseling or education. The student must follow the recommendations in order to remain enrolled at Kimberton Waldorf School.

Disciplinary Procedures

If a student exhibits evidence of drug or alcohol use or is found in possession of drugs or alcohol at school or at a school-sponsored activity on or off school property, the following steps will be taken:

1. The staff member present will consider the need for immediate medical treatment.

2. The staff member present will confront the student about the behavior and seek verification of the behavior from a colleague.
3. The student's possessions may be searched and any substances found may be confiscated.
4. The student's parents will be contacted and asked to come to the site immediately.
5. The Discipline Committee will be notified of the incident, and will determine the consequences according to the following guidelines:
 - First Offense - the student will be suspended for a period of three to five days; drug testing may be required to determine usage.
 - If the Discipline Committee suspects a dependency problem, the family will be referred to the Drug and Alcohol Committee for a counseling or rehabilitation program.
 - First or subsequent offenses may result in dismissal from Kimberton Waldorf School.

If a student distributes drugs or alcohol at school or at a school-sponsored activity on or off school property, the following steps will be taken:

1. The student's possessions will be searched and any substances found will be confiscated.
2. The student's parents will be contacted and asked to come to the site immediately.
3. The Discipline Committee will be notified of the incident, and will follow the procedures outlined in *Part IV: Disciplinary Policies*.
4. Distributing drugs or alcohol at school or at a school-sponsored activity is grounds for expulsion.

5. In the case of expulsion, the student may reapply for return to Kimberton Waldorf School after a length of time determined by the school.

PART II: EDUCATIONAL EXPECTATIONS

Introduction

The Kimberton Waldorf School education challenges students with rigorous work in academics and the arts. At the same time, we work to meet each student's needs individually. We recognize that different individuals have different strengths and weaknesses.

To assist our students, faculty members are available to give extra help during free periods and after school. Students are encouraged to contact teachers for clarification at any time, well before an assignment is due.

We also offer some support services through our Educational Support Services. If you feel you could benefit from extra help, please talk with your Academic Advisor.

GRADES AND REPORTS

Report cards and written reports are mailed home at quarterly intervals. Individual Parent Conferences are scheduled twice yearly with the student's Academic Advisor. At the end of each year, a comprehensive written report from each involved teacher is sent home.

Report cards, signed by a parent, must be returned within three weeks of their receipt; if it is necessary to issue a duplicate report card, there is a \$5.00 fee.

WARNING NOTICES

Regular communication with parents is an essential part of education. When a student is struggling in a subject, the teacher will contact the parents personally to see how the student can be helped. If a High School student is doing failing or near-failing work in

a class, a Warning Notice advising the parents of the situation will be sent home. Academic Advisors also receive a copy.

A Warning Notice should precipitate a heightened concern for the student's work in that subject and a collaborative effort on the part of the student, teacher, parents, and Academic Advisor.

ACADEMIC PROBATION / GRADE-POINT AVERAGE

A student may be placed on "Academic Probation" when he or she is not meeting the academic standards of the school. The student, parents, and one or more of the teachers will meet to determine what steps can be taken to make academic success possible. While specific guidelines and expectations will be put into writing for each case, the faculty has adopted the following general guidelines concerning Academic Probation:

- A student must have a Grade Point Average (GPA) of 1.7 (C-) to move to the next grade or to graduate. In addition, a student must have a minimum grade of **D** in each of his/her English, Math and Foreign Language classes. **If one or both of these requirements is not met, the student will be required to attend summer school** with the intention that summer study in the course(s) failed will allow the student to improve his or her grades sufficiently to continue on. The student must pass a final re-examination in that course with a score sufficiently high to raise his or her GPA to 1.7 or better.

Summer study will be accepted from any accredited institution or approved tutor. A student who fails to bring his or her cumulative GPA up to the required level by the end of the summer will, in most circumstances, not be allowed to continue with the class.

- If, at the end of a quarter, a student has a GPA of less than 2.0 or failing grades

in academic subjects, he or she will be placed on Academic Probation. **Failing three Main Lessons will also result in Academic Probation.** Once placed on Academic Probation, a student must work to raise his/her GPA to a 2.0 or higher during the following quarter. If a student (including Seniors) does not meet this goal by the end of the school year, summer school will be required in one or more of the problem subjects.

Students on Academic Probation will ordinarily be ineligible to participate in after-school activities for the period of their probation.

PERSONAL APPEARANCE

Dress is an integral factor in the social aspect of the school, and the faculty appreciates the students' need to express themselves through clothing. At the same time, student appearance is expected to support a mood of serious academic and artistic work.

Appropriate dress in an educational setting means simple, neat, clean, subdued clothing that does not call attention to the student or detract from the educational process. Individual expression should be balanced by support for the atmosphere needed for learning. We ask parents to help students dress appropriately for school.

The Class Advisor will be the arbiter of appropriate appearance. The faculty reserves the right to adjust policies for dress and appearance as the need arises.

Everyday Dress

1. Clothing:

- should be clean and without stains;
- should be well-fitting, not too big or too loose, not overly tight or revealing, whether standing, sitting or bending over (student will be given an article of clothing for modesty's sake, if needed);

- should be whole (hemmed and mended as invisibly as possible).

Underwear should not be visible.

Jeans, shorts, and T-shirts that meet these criteria may be worn.

2. Offensive images or writing such as anything promoting drugs, drug use, alcohol, sex, violence, offensive language, smoking, etc. **are not acceptable.**
3. Shirts must touch the top of pants or skirts when arms are down at one's side. If a shirt does not return to this position when arms are lowered, the student will be asked to wear a T-shirt (these are kept in the Office). At the time of a third infraction, the student will be sent home. This will be considered an Unexcused Absence and will carry the repercussions of such an absence.
4. Hats may NOT be worn in class, in the lunchroom or in assemblies. Bandannas and scarves may be worn except on Festive Dress days, when girls may wear decorative scarves. In cold weather, or in the case of illness, students may request permission to wear warm pull-on caps.

Consequences of wearing hats at inappropriate times:

- First Offense: hat is confiscated for one week from the day on which it is worn inappropriately;
- Second Offense: hat is confiscated for four weeks from the day on which it is worn inappropriately.

5. Hair must be **clean and neat** with no extreme styles or unnatural hair colors.
6. For safety and health reasons, **footwear must be worn at all times** (and should not mark the floors). Certain classes require special footwear (e.g. Eurythmy, P.E., woodworking, blacksmithing, and gardening).

7. Jewelry and makeup should be unobtrusive.

Dress for Gardening

Gardening classes take place outdoors in all varieties of weather. Students will need a second pair of work shoes and rain gear. After Gardening, students will change back into suitable clothes for regular classes.

Festive Dress

In the spirit of a festive celebration, it is important that appropriate attire be worn to reflect the special mood of the day. *Students must arrive at school wearing festive attire.* Festive Dress occasions include school assemblies, certain school events, and class picture days. It is important that everyone knows when Festive Dress is required. Most of these days are designated on the school calendar. A teacher may also require Festive Dress for a special activity or class trip, in which case parents will be notified.

Festive Dress for all grades is defined as clothing appropriate to the spirit of the festivity or season, such as dress shirt or blouse with optional tie, sweater, vest, jacket, or blazer (especially during the cold season).

BOYS: dress pants, dress shoes, and socks

GIRLS: dress pants, skirt or dress, dress shoes

No clothing with rips or holes, no jeans, no sweats (pants or tops), no T-shirts, and no sneakers.

At lunch, students may change into regular school dress that may be more appropriate to activities of the afternoon.

It is hoped that through attention to appropriate dress for festive occasions, students will sense an inner preparation as well. Assemblies requiring Festive Dress are noted on the school calendar and Class Advisors remind students several days in advance.

A student inappropriately dressed for festive celebrations will serve an after-school detention. The student may be asked to sit apart from his/her class during the festive assembly and will not perform unless appropriately dressed for the performance. Second offenses will require a parent conference.

Performance Dress

On certain occasions, High School performing groups will be required to wear Performance Dress, such as white shirt and dark skirt/pants. The teacher involved will define this specifically, well in advance of the event.

MEDIA

Waldorf Education is dedicated to cultivating the human senses as truthful windows to the world, and to strengthening the will. The work introduced in the classroom draws upon the students' finer sensibilities, encouraging them to listen, reflect and discriminate in a concentrated way. The present onslaught of the media on our young people attacks their developing senses with surrogate impressions and lames their will. It affects the students' receptivity to learning and concentration, and can contribute to a materialistic, acquisitive attitude toward the world that we do not want to encourage. This is why we urge all students to show discretion and moderation in their use of electronic media, including movies, and why we need parental support in this area.

To protect a human atmosphere at school, we do not allow students to bring tape recorders, radios, CD players, iPods, or electronically amplified musical instruments to school or on school trips except with prior permission from the teacher in charge. Otherwise, such apparatus will be confiscated and kept in the Office until the end of the school day.

PART III: ATTENDANCE

INTRODUCTION

Waldorf classroom learning is based on presentation and participation, and attendance is essential. No textbook can recreate the classroom experience.

- Medical and dental appointments, driving tests, etc., should be scheduled outside of school time if at all possible.
- ***We ask that parents not plan trips while school is in session.***
- Request for an excused absence from an individual class must be made ***the day before*** via a note from a parent to the Class Advisor and/or High School Secretary.
- Participation in after-school events is contingent upon attendance at school that day.
- When a student is absent from a class, it is his or her responsibility to find out what work was missed and when it is due.
- Excessive absences or missed work (over one-quarter of a Main Lesson) may affect course credit or graduation requirements.

EXCUSED ABSENCES

- If a student is absent from school for any reason, parents are asked to inform the High School Office by 8:45 am the day of the absence.
- After the 12th absence of the year for illness, a doctor's note will be required to consider the absence "excused" and a parent conference may be required.
- Absences due to personal illness, injury, or crisis in the immediate family are considered excused absences.

- Total absences of 21 or more days in a year require a faculty/parent conference, at which time concerns about promotion will be discussed.

Excused Absence Requests

Excused absences may be requested for the following reasons:

- Prearranged medical and dental appointments when not practical to schedule outside of school hours.
- Special circumstances or requests prearranged and approved in advance by Academic Advisors.
- Religious holidays (require a written explanation signed by the student's parents or clergy).
- Approved college visits by Juniors or Seniors (see "College Guidance and College Visits," in *Part V: Academic Policies*).

Excused Absence requests must be received by the student's Class Advisors **at least two weeks in advance** of the intended absence. If the Excused Absence is approved, the student will be given a form that must be signed by each teacher whose class will be missed. The teacher will indicate on the form whether or not the missed work can be made up and whether or not reduced credit will result from the absence. The completed form must be returned to the High School office at least two days before the scheduled absence. A copy will be sent to the student's parents upon request. In the event of a family emergency, please contact the Class Advisors as soon as possible.

UNEXCUSED ABSENCES

Any absence not specifically excused under the above guidelines will be considered unexcused. Skipping classes or leaving school without permission is a disciplinary matter and may result in an unexcused absence. More than **three unexcused absences** will require a faculty/parent

conference. *An unexcused absence causes the student to forfeit the right to make up tests or hand in assignments due on that day.*

Family vacations should be planned to coincide with the student's vacation times as noted on the school calendar. School days missed due to family vacations will normally be considered unexcused absences.

Activities which are not covered under the "Excused Absence" guidelines require that parents provide at least two weeks notice for class advisors to consider whether or not an exception will be made.

Parents may consider certain events or activities important enough for the student to miss school. However, due to the experiential and participatory nature of the instruction in a Waldorf classroom, classes missed cannot always be made up. In some cases, for example if a student misses 20 percent or more of a quarter, art block, or main lesson block, the work missed cannot be made up and, as a result, the student will receive partial credit for the course. This may affect promotion and/or graduation requirements.

EXCESSIVE ABSENCES

Excessive absences can jeopardize a student's learning. Continued or repeated illness justifies the administration, together with the Class Advisors, to ask for a statement from a doctor. A doctor's excuse will be required when a student has:

1. missed a total of 12 school days in the year due to illness;
2. accumulated six unexcused absences.

A parent conference will be called at the discretion of the Class Advisors in the event of repeated absences. The Class Advisors and a representative from the school administration will meet with the parents to consider the student's continued enrollment at the school.

MEDICAL LEAVE

If a situation arises in which a student may benefit from missing school to resolve a medical, mental health, or substance abuse issue, the student, the student's family, and the student's Class Advisors and Academic Advisor will meet to discuss the possibility of a medical leave. This meeting will take place prior to the start of the medical leave.

The following tasks will be accomplished during the meeting:

- Identify the treating professional involved with the student (a doctor or outside mental health professional);
- Establish goals and determine how they will be accomplished;
- Discuss schoolwork requirements and expectations;
- Identify requirements for return to school;
- Identify a faculty member who will maintain periodic communication with the treating professional during and, if necessary, after the leave.

In addition, the treating professional will confirm, in writing, the need for a medical leave. This letter will include a brief description of the reason for the medical leave, the anticipated start date for the leave, and any special restrictions or circumstances (i.e. homework restrictions, ability to participate in extra-curricular activities, etc.). Except in emergency situations, this letter is due to the school prior to the start of the medical leave; any absences accrued prior to the receipt of this letter will be considered excused or unexcused based on the attendance policy.

It is expected that the student will complete as much of the schoolwork as possible during the medical leave. Exceptions to this are based on need for attendance to complete the work and any restrictions outlined by the treating professional in the medical leave letter. It is the

student's/family's responsibility to request work from the student's teachers. The deadlines for work can be determined at the meetings before and after the medical leave.

When the student has been cleared by the treating professional to return to school, the treating professional will confirm the return in writing. Included in this letter will be the proposed return date and any specific strategies or suggestions for the transition back to school.

A meeting with the student, the student's family, the student's Class Advisors and Academic Advisor will take place prior to the student's return to clarify details and welcome the student back.

TIMELINESS

To ensure students receive the maximum benefit from any lesson, they must be in the classroom on time. The flow of a lecture, the understanding of a concept, the mood of an art class, for example, are all disrupted when someone enters late.

Late Arrival to School

Students who arrive at school after 8:05 am must report to the Office for a late slip before being admitted to class. Students who have three late arrivals to school in one quarter must serve a detention. Late arrivals are noted on report cards and a pattern of lateness will require a student/parent/teacher conference. Lateness will be counted cumulatively for the entire school year.

Arriving at school **later than 12:00 pm** will be considered a half-day absence, as the Main Lesson was missed. In the case of an unexcused lateness or absence, tests or quizzes may not be made up or due assignments handed in.

Students who have been absent half of the school day or more will not be allowed to participate in extracurricular activities that day.

Late Arrival to Class During the Day

A student who arrives late to a class during the day will have the lateness recorded by the teacher, who will instruct the student to report to the Office for a late slip before being admitted to class.

Students who have three late arrivals to class in one quarter must serve a detention. Late arrivals to class are noted on report cards and a pattern of lateness will require a student/parent/ teacher conference. Late arrivals to class will be counted cumulatively for the entire school year.

EARLY DISMISSALS

Prior Notice

While parents and students should make every effort to avoid early dismissals, there are times when students must leave school during the day. In those cases, the following steps should be taken:

1. A note from the parent requesting an early dismissal for the student must be presented to the Class Advisor the **day prior** to the early dismissal;
2. An Early Dismissal Slip will be given to the student and must be signed by all of the teachers whose classes will be missed, as well as by a Class Advisor;
3. The completed Early Dismissal Slip must be returned to the High School Office before the student leaves the school.

School vacations and noon dismissals provide opportunities to schedule dental, doctor and other necessary appointments when school is not in session. Please make an effort to schedule appointments at these times to eliminate unnecessary early dismissals.

Illness/Emergency

In case of sudden illness or emergency, the student should *first* check with a Class Advisor regarding his/her wish to go home.

1. A parent must be contacted by High School personnel before an Early Dismissal Slip is issued.
2. All teachers affected will sign the Early Dismissal slip and it will be returned to the Office.

When leaving for an early dismissal for any reason, the student must sign out in the High School Office before leaving the premises. When a student is dismissed from school before 1:30 pm and does not return later that day, it will be recorded as a half-day absence.

Whenever a student misses a class, it is the student's responsibility to get assignments from classmates or the teacher and to make up all work missed.

MISSED WORK POLICY

When a student is absent from school, the student will have two days to meet with teachers to determine what work has been missed, what work can be "made up," what work might need to be excused, and what needs immediate remediation or concept building. When a student experiences an extended illness, the student should contact his or her Academic Advisor, who will inform the Main Lesson and subject teachers of the situation. The student may rely on the Academic Advisor for help in working with teachers to determine what "essential" make-up work is required.

The student's teachers will be prepared for the student's return by having a list of missed work, a copy of notes from a competent student, and a negotiable plan for re-entry into the class. Students may be excused from composing and recreating large parts of the Main Lesson or class work and be provided with class notes (with author identified) that can be placed into the

student's book for completeness and studying. Only essential pieces of the missed work should be required and reasonable deadlines established. For Art Block classes, the teacher will discuss with the student what adjustments to the project may be necessary. The student may be asked to work on projects during designated lunch recesses to compensate for time lost during an absence.

Teachers **may** fill out the "make-up policy form" with the student during their meeting and, when the work is complete, the form will be signed by the teacher and sent to the student's Academic Advisor.

Teachers will inform a student's Academic Advisor when the student misses major assignments or tests due to absences.

Issues of grades and credit may arise. When a portion of the Main Lesson book is excused, write-ups should be provided and included in the book with the author clearly identified. Information needed to continue in the class will be provided, even for excused assignments. The grade for the book, block, or class should be based only on the portion of the work required of the student and no penalty should be imposed for excused work. However, if a significant portion of work is excused, there may need to be an adjustment of the credit granted for the class or block. This would be adjudicated by the Academic Advisor, teacher, and High School Team Leader.

PART IV: DAILY LIFE AND EXPECTATIONS

PE REQUIREMENTS

To fulfill the PE/Sports requirement, each high school student must participate in at least one sport each year. Students who pursue extra-curricular activities outside of school may request to have such an activity fulfill their PE/Sports requirement for two of their four years in high school. To do so, the

student must **submit a letter of request**, explaining the activity and time involved.

INTERSCHOLASTIC SPORTS

Our athletic program emphasizes physical fitness, skill development, participation, and sportsmanship. Interscholastic sports provide an opportunity to meet and interact with students from other schools. In addition, athletics can help develop school pride and spirit. Students in Grades 6-12 may participate in the following interscholastic sports: soccer, field hockey, basketball, and lacrosse. Cross country, tennis, and volleyball are only available for Grades 9-12.

Games

Sports schedules are published at the beginning of each sports season. Special tournaments occur twice a year, including the All Waldorf School Varsity Basketball Tournament, which is hosted by Kimberton Waldorf School. ***Students who are absent for more than one-half of the school day may not participate in after-school activities that day.***

COMMUNITY SERVICE

Recognizing the need of today's young people to reach out to the world, the High School instituted a Community Service Program. Students in Grades 9 and 10 are required to donate 20 hours of volunteer service outside of school time; the place and type of work to be chosen by the students with guidance from parents and the Community Service Coordinator.

The program will be explained in detail at parent meetings. Service must be completed by the end of the last day of the specific school year.

LIBRARY SERVICES

The library is a place of quiet, and students are asked to respect the wishes of those who need to do serious studying by speaking and moving quietly. Following

these rules will help the library to serve students in the most efficient way:

1. The libraries are open every school day from 8:00 am to 3:30 pm, including recess and lunchtime.
2. Books may be borrowed for up to three weeks. Books may be renewed if they are presented on or before the due date.
3. There are no library fines. If a book is lost, parents will be charged.
4. Special reference books may be taken out the last period of the day and must be returned before the first period of the next day. Some books, which are valuable or irreplaceable, are not to be removed from the library and are marked with special labels.
5. Books may be reserved in advance but will only be held for 24 hours.
6. The school libraries are not open during the summer.

CLEANING

Students are expected to do their part in keeping the High School neat and clean, using trashcans and recycling bins, and not leaving trash in or writing in/on desks. Cleaning assignments will be given out by the Class Advisors and will be carried out during the time scheduled for this in the school day.

BOUNDARIES (during Morning Break, Lunch and Lunch Break)

During Morning break (10:20 - 10:40 am) and the break following lunch (12:20 - 1:00 pm) students may be in the Gymnasium or academic building or on the walks and lawn in front of the gym or High School building. During lunch, students must be in the lunchroom or along the walkway or lawn in front of the gym until the grace bell has rung to dismiss students. Students who want to spend break times elsewhere must get prior permission from their Class Advisor.

FOOD AT SCHOOL

- Food and drink (including water bottles) may not be taken into class or school appointments;
- Food should be kept in lockers and may be eaten in halls and outside buildings during breaks;
- Food and drink are not to be taken into the library;
- *Gum chewing* is not permitted during school hours, unless permission is given by Academic Support Coordinator, or while waiting for pick up by car or bus. Neither is it permitted in any school building at any time without said permission.

SKATEBOARDS

Skateboards are not permitted on school property. The paved surfaces on our campus are heavily traveled by pedestrians and vehicles and do not provide a safe place for this activity. Skateboards brought to school will be held in the Office until dismissal time.

TELEPHONE USE

Students may ask to use the **phone** in the High School office. Please discuss transportation arrangements **BEFORE** the student leaves for school in the morning. Limited staff and phone lines make it difficult to take messages to students during school although we will accommodate any last minute change in plans.

CELL PHONE USE

Cell phones can cause many disturbances in the daily life of school. If a student brings a cell phone to school it must be **turned off and remain in a car or locker**. Students should not make outgoing calls during the day except in case of an emergency and, in such cases, they must **have permission from their Class Advisor**. Outside of school hours, cell phones must be used outside the building.

Consequences for inappropriate use of cell phones:

- First Offense: phone is confiscated until the end of the school day; parents are not notified; student may then retrieve phone
- Second Offense: phone is confiscated for a week (from the day) and parents must call the school so student can retrieve phone
- Third Offense: phone is forfeited for the remainder of the school year

JOBS

We understand that some High School students need to take jobs in order to help with finances. A job can also bring a young person important experiences and lessons about life. While some students are able to work a part-time job without letting it interfere with their schoolwork or the many extracurricular activities that take place in the course of the year, others are not. For many students, the time and energy given to their jobs does detract from their responsibilities at school.

If a student must work, we urge that it be only on the weekends. Students who work on weeknights often come to school tired and poorly prepared. This is frustrating for the teachers as well as for the students, whose general welfare and performance are hampered. We ask the students to use good sense when they consider taking on a job. If parents have any questions about their son or daughter seeking employment, please call the student's Academic or Class Advisor.

PART V: ACADEMIC POLICIES

CLASS ADVISORS AND ACADEMIC ADVISORS

Each student has two types of Advisors.

- Class Advisors are responsible for homeroom tasks, class supervision and the overall social experience of the class.
- Academic Advisors monitor the academic progress of their advisees. Student requests for a specific Academic Advisor will be honored whenever possible.

FOREIGN EXCHANGE PROGRAM

A Foreign Exchange program is offered to interested and capable students who wish to live and learn in an environment where the language they are studying is spoken. The process is as follows:

1. The student writes a letter to the faculty, signed by his or her parents, expressing interest in study abroad and indicating the preferred country and desired timeframe. The faculty should receive the letter before Thanksgiving vacation of the year the student would like to exchange.
2. The faculty reviews the request and makes recommendations.

For additional information, speak with the Foreign Exchange Coordinator or High School Secretary.

FIELD TRIPS, PRACTICA, AND SOCIAL SERVICE PROJECTS

At Kimberton Waldorf School, we lead adolescents to responsibility for the earth through outdoor learning, to an active relationship with the world through vocational practica, and to community life through service.

Field trips, practica, and social service projects are an integral part of the curriculum and fulfillment of the requirements for these activities is mandatory. Some of these activities may take place on weekends or during the summer break; we will try to give as much advance notice as possible so students can plan to participate.

COURSE CHANGES

A student wishing to change a class or drop a course must first consult with the teacher of the course, then with his/her Academic Advisor. A Course Change Form must be completed, signed by the parents and respective teachers, and returned to the Office **BEFORE** the change can be made. All course changes must be made no more than three weeks after classes have begun.

COLLEGE GUIDANCE AND COLLEGE VISITS

Students in their Junior year of High School are permitted to miss up to one and one-half days of school for the purpose of visiting colleges. Seniors are permitted to miss up to three days. Students and parents should follow these steps to request an excused absence for a college visit:

1. The parent or student should call the college to set up an interview and campus tour.
2. After the appointment is made, the student should submit a written request from his/her parents to the College Guidance Office **ONE WEEK PRIOR** to the visit.
3. The student should ask the College Guidance Counselor, his/her Class Advisors, and his/her teachers to sign an Excused Absence Request Form (available in the High School Office). This form must be signed and returned to the Office at least **2 days before** the day of the college visit.

If a student fails to follow these procedures, his/her absence from school will not be excused, nor will credit be received for work that was missed during the college visit.

SENIOR YEAR AND GRADUATION

Completion of the senior year at Kimberton Waldorf School is one of the requirements to receive our Diploma. Toward the goal of receiving a KWS Diploma, the school will not honor any alternative arrangement for the senior year, such as early entrance to the freshman year of college, as a substitute for Grade 12.

PART VI: DISCIPLINARY POLICIES

DISCIPLINE COMMITTEE

The Discipline Committee makes decisions on behalf of the full High School for most major rule violations. The committee is made up of High School faculty members and operates by consensus; if it cannot reach consensus, the committee will take its recommendation to the full High School faculty for decision. The Class Advisor(s) of a student under consideration will also take part in the deliberations of the committee.

The Discipline Committee operates with the intention to work with students who have committed infractions in such a way as to create an opportunity for learning and transformation. Consequences will be specified and appropriate time lines identified. The Discipline Committee determines all consequences except expulsion. In the event that expulsion is an appropriate consequence, the committee is empowered to bring that recommendation to the High School faculty for final decision.

Once a concern or incident is identified or reported, the Class Advisor(s) of the student(s) identified in the incident will speak to the High School Team Leader (or a representative, when appropriate) to clarify the situation. The Class Advisor(s) and the

High School Team Leader will decide whether or not it is necessary to convene the Discipline Committee. If necessary, the Class Advisor(s) and the High School Team Leader will confer with the Discipline Committee to determine whether the committee should begin the disciplinary process outlined below.

Disciplinary Process

1. The Class Advisor(s) will inform the student that he or she will meet with the Discipline Committee. The Class Advisor(s) will inform the student of the time and date of the meeting and tell the student that he or she may select a faculty member not on the committee to accompany him or her to the meeting as support.
2. The Class Advisor(s) will make sure that the student is aware of the discipline process.
3. The student's parents will be notified that the Discipline Committee will meet with the student to gather information about the incident. The parents will be informed about the incident and the process by which the committee will operate.
4. Following the meeting with the student, the Discipline Committee will meet to discuss how best to address the situation, including what consequences, if any, are necessary.
5. The High School Team Leader will call the parents to inform them of the committee's decisions, and the student will be asked to meet with the committee to hear the decision. If the parents request it, the Discipline Committee will meet with them to present its decision.
6. The committee will provide written communication outlining the incident and any consequences that ensued. A copy of this communication will be placed in the student's school file.

DETENTION

Beyond the first week of school, detentions are given for minor rule violations of our general expectations. The student's Class Advisor or teacher will send the Detention Notice to the student's home to be signed by a parent and returned to the school. A copy will be sent to the student's Class and Academic Advisors so they can carry a cumulative sense of the student's behavior.

Students receiving repeated detentions may be referred to the Discipline Committee or become the subject of a parent conference, depending upon the circumstances.

Repeated minor infractions of our general expectations include but are not limited to the following:

- Lateness to class (three times per quarter);
- Failure (three times) to bring equipment/dress for classes requiring specific equipment or dress;
- Failure (three times) to bring musical instruments;
- Gum chewing without explicit permission or food in class;
- Missing a scheduled class or High School event without first obtaining permission to miss the class or event;
- Inappropriate language;
- Disruptive behavior.

Class Advisors will assign detentions for the following:

- Three unexcused latenesses in a quarter will result in a detention;
- Infractions of the Dress Code;
- Failure to wear Festive Dress as requested;
- Lunch activity and boundary guideline violations;
- Misbehavior at assembly.

SUSPENSION

It is not a light matter to prohibit students from participating in school. However, there are circumstances where a student needs to be separated from the school community for a time; for example, for a serious violation of school policy that calls into question the student's relationship to the community. Such violations will result in an off-campus suspension.

The Discipline Committee will set the length of suspensions, conditions to be met for return, and additional consequences. If suspended, the student will forfeit the right to make up tests and assignments due.

All suspensions require a parent conference and become part of the student's permanent record.

SOCIAL PROBATION

The Discipline Committee may assign social probation for disciplinary reasons. Social probation means that the student is given a set period of time during which to restore him/herself to good standing. The Discipline Committee will set the conditions of the probation.

DISMISSAL

In rare instances, dismissal from the school may be necessary. Possible reasons for dismissal include a serious misdeed, a pattern of behavior which shows a lack of commitment to the community standards of Kimberton Waldorf School, or a failure to meet academic requirements or the terms of social or academic probation. The decision to dismiss a student is made by the High School faculty.

REPORTING OF DISCIPLINARY PROCEEDINGS

KWS reports disciplinary proceedings, including but not limited to suspensions, to colleges that ask for such information, as do all Common Application schools. The College

Guidance Counselor works with each senior so he or she can explain to the college the incident, the consequences, and the lessons learned. Students are encouraged to reflect honestly on the incident concerned. Colleges recognize that young people make mistakes and look for signs of growth and maturity in the student's response.

PART VII: STUDENT PRIVILEGES

STUDENT GOVERNMENT

We have years where students wish to come together out of a common desire for representation and greater involvement in the life of the school. When this is the case, faculty members join interested students to form the Student Government.

Through Student Government student initiatives can take life, concerns can be addressed, and students can help review and form policies in certain areas. Student Government forms or dissolves through the initiative of the students.

STUDENT COUNCIL

Some years Student Council is formed by students who volunteer to support the social life of the High School. In weekly lunch-hour meetings and in student initiatives the Student Council plans all-school dances, service projects, and activities that build school spirit. Students from all grades are welcome.

DRIVING GUIDELINES

ALL High School students must fill out an Automobile Usage Permission Form, which is available in the High School Office. A parent must sign this Form. The Automobile Usage Permission Form is also used to give a student permission to ride in another student's vehicle.

LUNCH OUT

Seniors may request in writing the privilege of leaving campus for Lunch Out once a

week. A second Lunch Out during the week may be requested after the First Quarter.

One Lunch Out per week may be requested in writing by the Juniors after Thanksgiving and may be granted provided the class demonstrates sufficient maturity and responsibility.

To maintain the Lunch Out privilege students must be on time to class after lunch, follow individual sign-in and sign-out procedures, and behave appropriately while off-campus. The Class Advisors may revoke this privilege for any student who does not follow these guidelines or for the entire class if a negative pattern develops. Class Advisors will determine the duration of any revoked privilege.

Lunch Out days will be canceled when inclement weather makes driving unsafe. The High School Team Leader will make this decision following consultation with the Class Advisors.

VISITORS

A request for a guest to visit the High School must be made to the host student's Class Advisor at least two days before the intended visit. If the request is approved, the Class Advisors will inform the Office. The visiting student must sign in and out at the Office on the day of the visit. The host student should introduce the guest to each teacher during the day of the visit. The guest student is expected to uphold the community standards during his/her visit.

DANCES, FIELD TRIPS AND OTHER SCHOOL ACTIVITIES

At any school function, whether at school or away from school, our students are to remember that they are the school's representatives. The general guidelines for behavior apply to any school party or activity as well as to school buses or public conveyances carrying KWS students.

Any student or guest who leaves a school function will not be allowed to return to the

event unless he or she obtains permission from a chaperone before leaving the event.

Students or guests attending school dances in the Gymnasium must leave their backpacks in the lobby of the gym.

OFF-CAMPUS ACTIVITIES: PARENT SUPPORT

We encourage all parents to fully support each other, their children, and the law by forbidding drug and alcohol use by students in their homes. The growing concern among all families today regarding drug and alcohol abuse can be ameliorated when parents know that other parents will not allow such abuse to occur in their homes.

We ask that parents be present at all KWS home parties. Parents are legally responsible for the health and safety of the children they entertain and should feel neither guilty nor embarrassed about setting their own house rules and insisting they be respected. We expect parents to provide an environment for guest children and their own children that respects the law and other families' concerns for safety and acceptable behavior. Parents and guests should not hesitate to call if they are unsure about chaperones at a party, and hosts should respect the call as a legitimate expression of concern and support for the children. Students, for their part, should understand that they are guests and behave accordingly.

It is important to note that it is illegal in Pennsylvania for a person under the age of 21 to possess, buy, or drink any alcoholic beverage, including beer. It is illegal for an adult to provide liquor or beer to a minor or to aid the minor in possessing or drinking it. It is illegal for anyone to possess, buy, or sell controlled substances.

STUDENT I.D.

A student I.D. will be made for any student who requests it, at a cost of \$1.00. The student must provide a picture for the I.D.

PART VIII: GENERAL SCHOOL INFORMATION

THE WALDORF HIGH SCHOOL

The first Waldorf School in Stuttgart, Germany, began with a lower and middle school. As children grew up through the grades, Rudolf Steiner helped to form the first Waldorf High School. Drawing upon colleagues from many subject areas, he gave very basic outlines for the curriculum. One can, however, recognize Rudolf Steiner's desire that the children be exposed to a great variety of phenomena in the world of nature and culture. They would learn to become independent thinkers; this thinking would be illuminated by the light of the heart, cultivated through the arts, and would be of service to mankind.

By fostering self-discipline, self-confidence, capacity for discernment, competency, and life-long desire to learn, the school strives to prepare students for higher education and the whole of life. Although the High School is made up of many specialty teachers, they have the task to help the young people recognize wholeness in the diversity, the unifying principles throughout their subjects. The arts and movement then can support the sciences and humanities; the careful observation and attentiveness trained in the sciences serves the growing artist or craftsman in his or her skill.

To further the understanding of Waldorf Education, the following books are recommended:

Between Form and Freedom, Betty Staley

LifeWays: Working with Family Questions, Davy & Voors

Recovery of Man in Childhood, A.C. Harwood

Thirteen to Nineteen, Julien Sleigh

Towards Wholeness: Rudolf Steiner Education in America, M.C. Richards

CONTACTING THE SCHOOL

The High School Office is open from 8:00 am to 4:00 pm, Monday through Friday.

Address: 410 W Seven Stars Rd,
PO Box 350
Kimberton, PA 19442

Phone: 610.933.3635, ext. 2

Fax: 610.917.3805

Email: kupdike@kimberton.org
(High School Secretary), or
dmerroth-ahola@kimberton.org
(High School Team Leader)

SCHOOL HOURS

High School students should arrive at school no later than 8:00 am. so they can be in the classroom at 8:05 am.

After-school sports for Grades 6-8 extend until 5:15 pm and for Grades 9-12 extend until 5:15 pm on M/W/F and until 4:15 pm on T/Th. Athletic coaches cannot be responsible for students not involved in team sports. Students staying at the school after 3:15 pm must be on a sports team, supervised by a parent, or have a teacher's permission (i.e., for detention, make-up work, yearbook, etc.).

MEDICAL AND EMERGENCY INFORMATION

An Emergency Card for each student must be completed at the beginning of the school year. This card, which requires the signature of a parent or guardian, is taken on all field trips and would accompany any injured student who is taken for emergency medical treatment. Please inform the office promptly of any changes in phone numbers or addresses during the school year.

As stipulated by the Pennsylvania School Health Act, physical examinations are required for all students in Kindergarten, Grades 6 and 11, and all new entrants.

Dental examinations are required of all students in Kindergarten, Grades 3 and 7, and all new entrants. It is preferable to have the examinations performed by your family physician or dentist. Forms are provided and should be returned to the Office before the first day of school. The school doctor and dentist, at no expense to the family, will examine all children who have not seen a private doctor or dentist.

BUS RIDERS

We provide area school districts with the names of students attending our school who reside in their district. Respective school districts inform the parents either by mail or public notice about transportation arrangements. Parents should check their mail and/or local papers for transportation information.

Under Act 372, public school districts must provide "similar" transportation for students who attend a non-public school that is within the district's boundaries or not more than 10 miles outside the district's boundaries by the nearest public highway.

SNOW DAYS, DELAYED OPENINGS, AND EARLY CLOSINGS

School districts that provide busing to our students will notify KWS if they decide to cancel school or delay opening for one or two hours. When we receive notification, class phone chains are initiated for the entire school and announcements are made by the following AM radio stations: KYW (1060), WPAZ Pottstown (1370), WCHE West Chester (1520), and WCOG Downingtown (1420). School closings and delayed openings can also be accessed online at www.kyw1060.com.

Our school closing number is 867.

In addition to checking for our school closing number, parents and students should also check the number of their school district to determine if and when bus transportation will

be provided. If your school district cancels school and KWS is open, please do not risk driving on unsafe roads to get to school; this is an excused absence.

If it begins to snow during the day, students may be dismissed early. School districts that provide busing to KWS will let us know when they are sending their buses. Our closing time will be based on the time the majority of our students will be picked up by the buses, and we will announce our closing time on KYW (1060 AM). Parents may call the school for closing information, but please be aware that due to the heavy volume of calls you may not get through the first time.

As a general rule, if it begins to snow substantially during the day, parents who drive their children may pick them up any time after Main Lesson. Please be aware of the possibility of an early dismissal if it begins to snow during the day, and listen to the radio or check KYW's website. We will also contact parents by phone and cell phone using our emergency alert system.

FESTIVALS

Rhythm is at the heart of Waldorf Education and the significance of the earth's rhythms is reflected in Waldorf schools through the celebration of festivals. Living closely with the steady, repeating cycle of the year gives students strength, confidence, and a firm foundation. Festival celebrations help create our relationship to time, nature, and community and strengthen our relationship with the Earth, a higher reality, and each other.

Listed below are festivals celebrated during the year and the groups that carry them:

Michaelmas – September 29

Michaelmas closely follows the autumnal equinox and is celebrated with a school assembly. The students learn the story of St. Michael and the Dragon, which symbolizes our search for inner courage to overcome

the growing darkness of the coming winter.
— *Festivals Committee, Faculty and Staff*

Advent Spiral Garden

On the first Sunday of Advent, Kindergartners, First Graders, and Second Graders participate in a winter ceremony of "bringing light from the Center to the World."
— *Kindergarten and Second Grade Parents*

Advent Assemblies

Each Monday morning in December, the entire school gathers together to sing and hear a story told by a Senior. — *Festivals Committee*

St. Nicholas Day – December 6

On December 6, St. Nicholas and Rupert surprise the lower grades with a treat and a personal message for each student. — *Lower School Faculty and Staff*

St. Lucia Day – December 13

On December 13, St. Lucia and the Second Grade visit the other classes, bringing song and baked treats. — *Second Grade Parents*

Easter/Spring Assembly

We celebrate the rebirth of Nature and the return of the light with various artistic offerings at our Easter/Spring assembly. — *Festivals Committee*

May Day

This is a joyous day! Classes dance around the Maypole to music provided by student ensembles. Parents are invited to watch the students weave colored ribbons around the pole for each dance.
— *Festivals Committee, Eurythmy Faculty*

May Faire

An all-school celebration, a day full of fun and family activities which has included square dancing, Maypole dancing, boat races, pony rides, craft and food booths, and a silent auction. — *Festivals Committee, KWS Parents*

SPECIAL EVENTS

Rose Ceremony

At an all-school assembly during the first week of school, Seniors welcome each First Grader with a rose. — *First Grade Class Teacher, Senior Class Advisors*

Craft Show

Eagerly anticipated by the KWS community and the greater community, this annual event raises money for the J. Terry Neville Scholarship Fund. The Craft Show features handmade crafts by juried craftspeople, a Tea Room, and children's activities. — *Craft Show Committee, KWS Parents, Students*

Varsity Basketball Tournament

Varsity boys' and girls' teams from several Waldorf schools travel to Kimberton for three days of exciting games. — *Parents, Faculty and Students*

Senior Project Presentations

The Senior Project is an opportunity for students in Grade 12 to show personal initiative and independence while deeply exploring an area of personal interest. At the Senior Project Presentations, students share their experience and process with the community. — *Senior Project Committee*

Field Day

Grades 3-12 are divided into two teams (Blue and White) and compete in athletic contests, including a final Grand Relay. Spectators are welcome. — *Athletic Department, 7th Grade (snacks and lunch)*

Graduation Rose Ceremony

At an all-school assembly the First Graders present each graduating Senior with a rose and good wishes for the future. — *First Grade Class Teacher, Senior Class Advisors*

VISITOR PARKING

PLEASE DO NOT PARK IN THE DRIVEWAY IN FRONT OF THE HIGH

SCHOOL BUILDING. THIS AREA MUST BE KEPT FREE FOR BUSES.

If the visitor parking lot is full, please use the High School student parking lot at the west end of the High School building.

STUDENT PICK-UP

Pick-up at 3:15 pm

ALL STUDENTS BEING PICKED UP BY CAR, including High School students, should be picked up in the Circle. Traffic from the circle should continue straight out to Seven Stars Road.

Parents arriving later than 3:35 pm should pick students up at the bus stop in front of the High School.

Pick-up from Sports at 5:00 pm

ALL STUDENTS BEING PICKED UP FROM SPORTS PRACTICE OR GAMES should be picked up in the Circle.

SCHOOL PHYSICIAN

The Waldorf School Physician plays a unique role in the educational process by bringing his or her perception and understanding to a child's development and recognizing how that development may affect or be affected by the child's physical and emotional health, academic work, and social interactions. Dr. Richard Fried is our school physician.

Our school physician will act as a consultant if a teacher or parent requests a consultation. Consultations requested by Class Teachers or Class Advisors are offered without charge to the student's parents.

The Waldorf School Physician is not meant to replace a student's personal physician.

LOST AND FOUND

A student's clothing and equipment should be labeled with the student's name. Articles found in the school that are not labeled with

a student's name will be turned in to the Lost and Found in the Middle School Office, High School Office, or Gymnasium.

During Fall and Spring Parent/Teacher Conferences and at the end of the school year, all unmarked clothing and equipment will be displayed in the foyer of the Gymnasium. Unclaimed clothing will be distributed to families in need after the close of school in June.

SEVEN STARS SHOP

The newly renovated shop is in the former instrument closet in the Parent Hub located in the lobby of the Gymnasium. It is open every Friday and sells Waldorf supplies and inspired gifts and toys.

Parking

Shoppers should park in the High School lot – NOT in the Lower School Circle.

Shop Entrance

The entrance to the Shop is in the Parent Hub in the lobby area of the Gymnasium.

TUITION

Tuition may be paid through any one of three payment plans:

- One payment of the full amount, due August 1;
- Two payments, due August 1 and January 1;
- Ten monthly payments, July through April.

Contracts are issued in February or March for the following school year. Parents indicate their desired payment option on the contract and return the signed contract to the school along with the registration fee.

STUDENT FEES

The cost of normal school projects is included in the tuition. Parents will be billed for Academic Support in the High School

and some material needs for Handwork, Woodwork, and Sculpture projects.

The school reserves the right to withhold final report cards, transcripts and diplomas from those students whose full financial responsibilities have not been met.

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