



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, gender, race, religion, sexual orientation, ethnic origin, and socio-economic background. 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. Any form of harassment, whether verbal, physical or sexual – 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 or an adult along with you.
- Speak immediately with an Advisor, School Counselor or teacher about the situation. That person, in consultation with you, will refer the complaint to the appropriate person or group. If you do not feel comfortable speaking with an adult alone, take a friend along.

Serious breach of respect or harassment will be referred to the Discipline Committee and if warranted, the police. (See Part IV)

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, internet sources or from another student’s work
- 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, internet resources or other information – verbal or written – on tests without the teacher’s permission

- Presenting another person's work in any form 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 may 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. Teachers may give permission for the use of pocket knives. Possession of weapons at school or at any school-related activity will result in serious consequences.

Fighting, physical violence, sexual assault 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.

TOBACCO/VAPE-FREE POLICY

Waldorf Education has as its goal the growth of each student's personal independence and strength of purpose. Because tobacco contains nicotine and e-cigarettes may contain nicotine or other toxic substances, it is important that the school environment be free of the peer pressure, substance exchange, and addictive behaviors which the use of such products can bring to school life. 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 makes strong efforts toward preventing the serious long-term health risks.

Statement of Policy

In the interests of the entire student body, present and future, the Kimberton Waldorf School campus is to be tobacco and vape-free. The use of tobacco and/or vaping 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, smoking or vaping paraphernalia may be brought to school. Students are also expected not to use tobacco products or vape 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/vaping 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.

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 (D & A) 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 Members of the D & A Committee will hold meetings, first with the student and then with the parent(s), 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 D & A 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 D & A Committee will require written recommendations from the outside evaluator and will ensure that 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 time determined by the discipline committee; drug testing may be required to determine usage and risk.
 - 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

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 Academic Support. If your child would benefit from extra help, please talk with their Academic Advisor and/or our Academic Support Coordinator.

GRADES AND REPORTS

Report cards are emailed home after each trimester. Individual Parent Conferences are scheduled once a year with the student's Academic Advisor. Parents may always request an additional conference with any faculty or advisor at any time during the school year. Official transcripts are available after graduation or withdrawal, and may be obtained upon request.

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 is sent to parents and Academic Advisors.

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.
- If, at the end of a trimester, a student has a GPA of less than 1.7 or has failed three Main Lessons, they will be placed on Academic Probation. Once placed on Academic Probation, a student must raise his/her GPA to a 1.7 or higher during the next trimester. If a student, including seniors, does not meet this goal by the end of the school year, summer school will be required.
- Students on Academic Probation will be ineligible to participate in after-school activities for the period of their probation.

PART III: ATTENDANCE

Waldorf classroom learning is based on presentation and participation. Attendance is essential.

- Family vacations, medical and dental appointments, driving tests, etc., should be scheduled outside of school time if at all possible.
- Participation in after-school events is contingent upon attendance at school that day. See **Late Arrival to School**
- 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.
- Approved college visits by juniors or seniors (see “College Guidance and College Visits,” in *Part V: Academic Policies*).

Excused Absence requests for extended trips 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 notify the office 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 may cause the student to forfeit the right to make up tests or hand in assignments due on that day.*

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. accumulation of 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 what types of support the student and family may need.

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 complete the school medical leave form. Parents, advisors and medical professionals will meet to develop an adjusted program for the student while on medical leave. 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

LATE ARRIVAL TO SCHOOL

We expect students to be on time 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 four late arrivals to school in one trimester will 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 10:40 am** will be considered a half-day absence. In the case of an unexcused lateness or absence, tests or quizzes may not be made up or due assignments handed in. Students arriving at or before 10:40 am will be permitted to participate in after-school activities

Students arriving later than 10:40 or leaving school early due to illness will not be allowed to participate in extracurricular activities that day.

LATE ARRIVAL TO CLASS

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

Students who have four late arrivals to class in one trimester 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.

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. Parent must notify the HS office (via email, note, or phone call) as close to the day of dismissal as possible.
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 signs out and leaves the school.

Illness/Emergency

In case of sudden illness or emergency, the student should:

1. Check in with the HS office and a parent must speak to 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 and to make up all work missed.

MISSED WORK POLICY

When a student is absent from school, the student will 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 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

PERSONAL APPEARANCE

Students are expected to dress in a way that contributes to a healthy social environment and an academic atmosphere. A student’s appearance should present themselves, and Kimberton Waldorf School, in a positive light that reflects the principles and policies of the school. High School students should remember that they are admired and closely observed by younger students.

Everyday Dress

1. Clothing and shoes:
 - Should be clean and not torn.
 - Should be well-fitting, not too big or too loose, not overly tight and should cover the body from underarms to backside, whether standing, sitting or bending.
2. Offensive images or writing such as anything promoting drugs, drug use, alcohol, sex, violence, offensive language, smoking, etc. are not acceptable.
3. Teachers have discretionary veto of accessories worn in their individual classrooms, such as hats and jackets.
4. For safety and health reasons, footwear must be worn at all times. Certain classes may require specialized clothing and footwear.
5. Students may be asked to remove or plug piercings depending on area where the piercing is and size of hole.

Festive Dress

Festive Dress 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. A student inappropriately dressed for festive celebrations may be asked to not perform with their class.

Festive Dress is defined for all students as: dress clothing (shirt, pants, skirt, dress) and dress shoes.

MEDIA

We urge all students to show discretion and moderation in their use of electronic media, and we ask parental support in this area. Students may ONLY access electronic equipment with explicit prior permission from the teacher in charge, including but not limited to cell phones, tablets, computers, cameras or other devices.

Computer Use

We have a “bring your own device” policy in the high school. Students may bring their own computers to use during the school day. We also have Chrome books, stored in the office that may be signed out for use in school. Our school is proud of our commitment to a social curriculum. We aspire to and value face to face interactions; student to student and student to faculty. We have created device free zones during the course of the day. Those time zones are; beginning of the day until 8:05, morning break, lunch and recess, after school from 3:15 – 3:30. If students need to do schoolwork on a device during those free times, they can work in the HS Conference room with permission.

Students also have access to a cloud printer in the library. They may print in the mornings before 8:05, break, lunch and immediately after-school if they have been given permission to use their devices.

PE REQUIREMENTS

To fulfill the PE/Sports requirement, each high school student must participate in at least one sport each year.

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, co-ed unless otherwise specified: *Fall* Tennis, Cross Country, Volleyball (girls 8-12), Soccer; *Winter* Basketball (boys and girls); *Spring* Tennis, Track, Lacrosse (girls 8-12); and *Year-round* Eurythmy Group (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 past 10:40am or go home early due to illness may not participate in after-school activities that day.

COMMUNITY SERVICE

Recognizing the need for today’s young people to reach out to the world, all Students in Grades 9 through 12 are required to participate in our Community Service program. The high school is committed to creating a culture of service in our students. We ask each student to commit to an organization or cause and spend time volunteering for that organization/cause throughout the fall and spring. Class advisors are the administrators of our Community Service Program. There will be school wide opportunities open to all students and faculty throughout the year. Any student that has not participated on their own in community service will be required to attend these events. Student will record their participation and complete a short reflection on each of their experiences during the 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 3:15 pm, including recess and lunchtime, except when reserved for special school or admissions events.
2. Food and drink are not permitted in the library by students, unless specifically authorized for a special event.

3. A research librarian is available to assist students during specific-school hours.
4. Books may be borrowed for up to three weeks. Books may be renewed if they are presented on or before the due date.
5. There are no library fines. If a book is lost, parents will be charged.
6. 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.
7. Books may be reserved in advance but will only be held for 24 hours.
8. Students are permitted to use the cloud printer in the library for school use only. See technology policies for specific details.
9. The school libraries are not open during the summer, all books are to be returned by the last full school day.

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 after lunch and at the end of the 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, but only with faculty supervision, the high school 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 and the person in charge of the area where they are going.

FOOD AT SCHOOL

- Food and drink may not be taken into class without permission.
- Snacks can be eaten in the hallways and outside during breaks.
- Food and drink are not to be taken into the library.
- Hot water is provided during the school day for student use.
- 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.

CELL PHONE and TELEPHONE USE

Students may ask to use the phone in the High School office or their own cell phone in the office during the day or at the student parking lot entrance immediately after school if they need to make calls.

Cell phones must be turned off and remain in a student's locker. Students may ask to use their cell phones in the office during the day. They are permitted to use their cell phones in the designated areas of the high school after school. Cell phones may be used as assistive devices with permission from Academic Support.

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:** parents are notified and the phone is turned in daily for a week or remains at home.

- **Third Offense:** parents are notified and a phone contract is established where students turn their phone in daily and pick it up at the end of the day for the remainder of the school year or as decided by the parties involved.

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.

EXCHANGE PROGRAM

A Foreign Exchange program is offered to students who wish to live and learn in another country or another part of the United States. For additional information, please speak with the International Exchange Coordinator: Elisabeth Burgess.

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 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.

COLLEGE GUIDANCE AND COLLEGE VISITS

Juniors 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.

PART VI: DISCIPLINARY POLICIES

DISCIPLINE COMMITTEE

The discipline committee is an ad hoc committee made up of High School faculty members, and operates by consensus. 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. If expulsion is recommended, that recommendation goes to the Upper School Core Team for review.

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 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.
3. 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.
4. The committee will inform parents of the decision, and the student will be asked to meet with the committee to hear the decision. The Discipline Committee will meet with parents to present its decision and 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

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.

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 (four times per trimester);
- 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.
- Missing a scheduled class or High School event without first obtaining permission to miss the class or event;
- Inappropriate language
- Disruptive behavior

Detentions may be assigned for the following:

- Four times unexcused lateness in a trimester
- Failure to wear Festive Dress as requested
- Lunch activity and boundary guideline violations
- Misbehavior

SUSPENSION

A serious violation of school policy that calls into question the student's relationship to the community may result in an in-school or out-of-school suspension. The Discipline Committee will set the length of suspensions, conditions to be met for return, and additional consequences if any. If suspended, the student may 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.

DISMISSAL

In rare instances, dismissal from 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 academic probation.

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

DRIVING GUIDELINES

High School students must have parental permission to drive to and from school, and to ride in another student's vehicle or drive other students. This permission is part of the back to school forms for all high school students.

LUNCH OUT

Seniors may request in writing the privilege of leaving campus for "Lunch Out" once a week. A second day of the week may be requested in November.

One "Lunch Out" day 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 Advisors 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, and bring a completed emergency contact form, to be obtained prior to 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.

STUDENT IDENTIFICATION

A student Photo ID will be made for any student who requests it.

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. Check the website for specific contact information. Teacher and staff emails consist of their first initial and last name with the ending @kimberton.org

SCHOOL HOURS

High School students should arrive at school no later than 8:05 am. Regular dismissal is 3:15 pm. See sports schedule for your teams after school days and hours. Students staying after 3:15 for any other reason must be supervised by a parent or have teacher's permission and supervision.

MEDICAL AND EMERGENCY INFORMATION

Emergency Contact information pages in the KWS on line Parent Portal are to be completed before attending school, and reviewed for updates at least at the start of every school year. This information 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.

Parents must bring any prescription or over the counter medications to the office for dispensing as needed, both temporary and long term. The school does not supply medications such as pain relievers for headaches and cramps. Any devices needed for the student (i.e. asthma inhalers, Epipens, etc.) must be brought to the office for storage, in addition to those carried by the student. These should be clearly labeled and include doctor's instructions.

PHYSICAL AND DENTAL EXAMS

Vision screening tests take place each year for all grades; hearing screening tests are given in Kindergarten and grades 1, 2, 3, 7, and 11. Scoliosis screening takes place each year in grades 6 and 7. The tests are conducted by school nurses from the Owen J. Roberts School District. If the results of the vision, hearing, or scoliosis screening indicate a concern, a second screening will be scheduled. Parents will be notified of any atypical results of the second screening.

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.

WEATHER DELAYS AND EARLY CLOSINGS

School districts that provide busing to our students will notify KWS if they decide to cancel school or delay opening. When we receive notification, a determination is made for our school, and families are notified via automated calling and emails. Closings can also be found online on most local news sites. Our school closing number is 867.

Families 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, please be aware of the possibility of an early dismissal. 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 via automated calling and emails. If your student is riding the bus, they will be picked up from school according to the school district schedule. Parents should have a plan in place for students arriving home early on a snow day, and should remain in contact with their home district for those details.

As a general rule, if it begins to snow substantially during the day, parents who drive their children may pick them up any time.

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. The Midweek Messenger notifies the school community about upcoming festivals.

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*

Martin Luther King Day of Service

Kimberton faculty offer volunteer opportunities to middle and high school students in conjunction with the National Day of Service.

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*

Graduation

The KWS community is invited to celebrate graduation. — *11th and 12th Grade 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 (Not the bus line). 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.

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 kept in the HS Lost and Found closet, and periodically combined with a collection in the gymnasium.

Midweek Messenger will announce times for collected items to be displayed near the parent hub (see below). Unclaimed items will be distributed to families in need after the close of school in June.

SEVEN STARS SHOP and PARENT HUB

The school shop is located in the lobby of the Gymnasium. It is open every Friday and sells Waldorf supplies and inspired gifts and toys. This area is also designated as a parent hub, where weekly coffee cart and other occasional gatherings are often held. **Parking** is in the High School lot – NOT in the Lower School Circle.