
PARENT AND STUDENT HANDBOOK

HIGH SCHOOL

2015-2016

GENERAL POLICIES

General Expectations

Fundamental to our work as a school is the expectation that all members of our community—students, parents, and teachers alike—will work with each other out of a sense of mutual respect and consideration. We expect students to be courteous and personally considerate in both their speech and behavior towards all other students, the faculty and staff, parents, and guests on campus. Rude and vulgar speech, crude behavior, or mistreatment of property has no place in our school community.

Parents on Campus

We respectfully request that parents refrain from entering the high school campus, with the exception of the high school office. Students may be picked up at the curb in the parking lot. Please see the school-wide policy.

Closed Campus Policy

In the Waldorf curriculum, teaching is not limited to the classroom. In light of this, and for the safety of our students, the campus needs to be free of non-staff, non-students, and non-volunteer parents during the school day. If you will be on campus working as a volunteer, please check in with the main office before entering the campus.

High School Office Hours

The high school buildings and office are open from 7:50 a.m. to 4:00 p.m. on school days. During the summer, hours are Tuesday, Wednesday and Thursday from 9am – 2pm in the main office.

After School Hours

The high school campus is officially closed at 3:15 p.m. except for extracurricular activities. After 3:15 p.m. all high school students who are not involved in extracurricular activities must leave campus. After 3:15 p.m., WSOC is not responsible for students not involved in extracurricular activities, and parents are liable for the actions of their children. Students waiting in the High School parking lot area must be cognizant of the presence of the broader school community and conduct themselves accordingly.

Faculty Availability

Students are encouraged to go directly to any teacher for extra help or to express a concern. In situations when contacting the teacher has not provided resolution, a student should contact their advisor.

Advisors

Faculty advisors are assigned to individual students upon matriculation. At the end of the 9th grade (or the student's first year at WSOC) students may request to change advisors, but afterward are expected to remain with that advisor unless extenuating circumstances merit a change.

Advisors meet regularly with their advisees to check in about classes, homework, personal concerns that affect school life, social concerns, etc.

Advisors sit in on all meetings concerning their advisees.

Advisors receive all communications that are sent home, including grades and progress reports.

Advisors update the IEP/special circumstance binder and keep their advisees' teachers abreast of required educational supports.

Advisors collect and keep track of advisees' Community Service hours (see page 8).

Advisors are the first point of contact for parents with concerns, except in situations involving another faculty member, in which case we ask parents to contact that faculty member directly (see Channels of Communication).

Class Sponsors

Class sponsors focus on the needs of the class as a whole, from academics to social issues.

Class sponsors hold weekly class meetings and facilitate regular parent evenings throughout the school year.

Class sponsors may be invited to sit in on parent/teacher conferences and other relevant meetings.

Channels of Communication

Concern/question about...	Who to go to....
a particular class/block	Teacher of that class
overall academic standing of student	Advisor
specific social situation	Advisor
community service hours	Advisor
parent/teacher conference	Advisor
academic probation	Advisor
special accommodations for your student	Advisor
overall class dynamic	Sponsor
class parent evening	Sponsor
senior class trip	Sponsor
weekly class meeting	Sponsor

Fundraising for Senior Trip

There is a budget cap of \$2,500 per person (students and chaperones) for the senior trip. Our fundraising structure harnesses the collaborative fundraising efforts of the entire high school, with students participating all four years in a series of fundraising activities. This allows each 12th grade class to earn the funds it needs. Fundraising events emphasize service to the community that is consistent with our school's focus. Please note that while funds raised during the four years in high school will be pooled, the scrip funds, restricted gifts, and funds carried over from 8th grade will remain in the account of that particular class.

General Classroom Expectations

- No food during class, only water allowed
- No electronic devices, aside from those required for a particular class
- No gum chewing
- No vulgar, offensive, or disrespectful language
- No feet on furniture
- Shoes must be worn at all times on campus
- Backpacks must be kept off tables

ATTENDANCE, TARDINESS, AND PARTICIPATION

Arrival and Dismissal

Each school day begins at 8:00 a.m. and ends at 2:50 p.m. The school day begins promptly at 8:00 a.m. and students are asked to arrive by 7:50 a.m.

Attendance

Regular attendance is an important factor in the quality of a student's academic performance. Students are expected to be in class every day, all day, except in case of illness, family emergency, specific requirements of an Independent Education Program, or, in the case of juniors and seniors, college visits (three days per year). Every attempt should be made to schedule doctor and dentist appointments during vacations or after school. Vacation plans should be made in accordance with the school's generous vacation schedule.

Tardiness and Absence

Every student should be at school by 7:50 a.m. and ready to begin class at 8:00 a.m. After this time the student is marked as tardy. **Parents must phone the high school office before 7:50 a.m. if a student will be absent or late. Unexcused tardies and absences will affect the students participation grade.**

Any student who arrives after class has begun must obtain a tardy slip from the high school office. To be allowed into class, students must give the tardy slip to the teacher whose class is being interrupted by the late arrival. Chronic absences and tardiness will result in a conference between student, parent or guardian, teacher(s), and advisor to assess the future of the student at WSOC.

Sign Out Policy

If a student needs to leave school for an excused purpose during school hours, the parent or guardian must come into the high school office and sign the student out, or they may call the high school office (949-574-7754) when they are in the HS parking lot and the student will be sent out.

A student who becomes sick during the school day should notify the high school office. The student will remain on campus until the parent or guardian signs them out in the high school office.

Planned Absences

If a student must be out of school for reasons other than illness or family emergency, a Planned Absence Form must be completed. The Planned Absence Form gives teachers and students the opportunity to reduce the loss a student will incur from missing class. The form is required to inform faculty and staff of a planned absence. Note that whether or not a Planned Absence Form is completed, absences can still result in loss of credit.

The student and parent/s must complete and return the Planned Absence Form to the high school office at least one week in advance of the requested absence time, though more notice is preferable. Planned absences include religious holidays, college visits, or extraordinary family circumstances. Students are responsible for all schoolwork assigned during a planned absence, and the faculty reserves the right to deny credit for such requests. Planned Absence Forms are available in the high school office.

Extended Absences

Extended absences must be proposed in writing to and approved by the high school faculty as far in advance as possible, but not later than three weeks before the proposed absence. Students are responsible for organizing, planning, and proposing a schedule of make-up work for all affected classes.

Participation

Students are expected to attend all classes and scheduled events, including class trips. Absences can lead to no credit given for a course and can affect the student's good standing with the school.

To remain in good standing with WSOC the student must meet the minimum number of cumulative credit requirements. Credits are issued based on fulfilling attendance requirements and meeting minimum grade requirements. Too many absences can lead to a loss of credit, as can a failing grade. However, credit may be lost due to excess absences even when a student is otherwise receiving a passing grade.

If a student is unable to participate in the full curriculum due to mental and/or physical challenges, the school requires, in a timely manner, a physician's note indicating the activities effected by the students condition.

If the student's inability to attend the full curriculum continues for an extended period of time, a review process will determine the best course of action.

Failing Grades

Students receiving a D or F evaluation in any course(s) must meet with the teacher(s) and advisor to set up a plan to redeem the grade, if the teacher will allow the grade to be redeemed. A redeemed grade may only be brought up as far as a C.

Academic Probation

Students receiving one or more D or F evaluations for either a quarter or semester grading period will be placed on Academic Probation until the end of the next grading period. The student's advisor will schedule a meeting with the student, parents, and relevant teachers. Placement on Academic Probation for two consecutive grading periods may result in expulsion.

Dress Standards

A student's appearance is expected to support a mood of serious academic and artistic work. Appropriate dress in an educational setting means simple, neat, clean clothing that does not call unnecessary attention to the student, or detract from either the student or the educational process. Individual expression needs to be balanced by support for the atmosphere needed for learning.

Festival and Special Events Dress Code

Festivals and special events such as Grandparents' Day and Open House are a time for our students to show themselves at their best, and that includes being sensitive to the audience and dressing accordingly.

The following definitive rules apply:

- NO SHORTS
- NO CLOTHING OF ANY KIND WITH HOLES OR TEARS
- NO COMPLETELY FADED JEANS
- NO T-SHIRTS WITH COMMENTARY
- NO VISIBLE UNDERGARMENTS
- NO SHORT SKIRTS/DRESSES WITH HIGH HEELS

In addition, there may be more specific instructions (e.g. concert attire) provided by individual teachers.

Thank you for following these guidelines and respecting the visitors who come to enjoy our special events.

Physical Education Dress

Students must wear proper athletic clothing (such as t-shirts, athletic shorts, or sweats) for P.E. classes. Athletic clothing, in addition to proper athletic footwear, is to be worn to each P.E. class. Failure to fully or properly dress out for P.E. class may result in loss of credit for the day.

Intramural Sports Dress

The school will provide team sports uniforms for intramural sports, with a deposit to be paid at time of issue. Uniforms must be returned clean and in good repair to the coach within one week of the end of the sport's season.

Club Creation

We encourage students to create after-school clubs. To create a club, students should submit a formal proposal to the high school faculty. Proposals should include the name of the club, the purpose of the club, how many students are interested, when and where it will meet, financial requests, and the name of a faculty sponsor who has agreed to provide oversight.

Community Service Hours

In addition to our regularly scheduled HS-wide community service events, students in grades 9 through 11 are required to perform ten hours of community service each year (August 1 – July 31). Students must submit all completed Community Service forms to their advisors. Community Service forms can be found in the front office.

CAMPUS

Visitors to Campus

For security reasons we have a closed campus. Any visitor to the high school must sign in and out at the HS office. To maintain a focused academic environment, students from other schools are not permitted to visit with our students during school hours. Permission to visit during lunch may be requested from the office.

Drug-Free Campus

WSOC is a drug-free campus by principle and policy, as well as county, state, and federal laws. For details please see the Drug and Alcohol Policy at the end of this document.

Campus Use and Boundaries

1. Students are expected to respect the physical property, condition, and appearance of the school by treating all classrooms and outside areas and their furnishings with respect. Personal litter, especially after snack and lunch break, is to be disposed of properly.
2. As a general rule, students should remain within visual distance of the high school buildings. Students may visit the lower school blacktop area during snack break and lunch, but must behave respectfully and appropriately around the younger members of our school. No electronic devices (iPods, cell phones, etc.) are to be brought onto the lower school campus at any time. Students who, with permission of their teacher, wish to work on a project during break or lunch should inform the high school office where they will be.
3. Students share in the responsibility of maintaining the high school campus, including buildings and grounds.

Lockers

Lockers and combination locks will be provided by the high school office upon written request at the beginning of the school year. Students are responsible for the condition and cleanliness of lockers throughout the school year, and will be held accountable for repair or replacement costs. Students will lose their \$5 deposit per lost or

damaged lock. Students must empty and clean their lockers at the end of the school year. Locks must be returned to the high school office at the end of the year. Lockers are subject to search at any time.

Personal Property

Be aware that any personal items left on the high school campus and not stored in lockers after school hours and over weekends could be vandalized by unauthorized visitors to campus.

Breaks

Students have two breaks each day: snack and lunch.

During breaks students may congregate in the high school quad, visit Company of Angels, play basketball on the lower school court or play on the green field within set boundaries.

When visiting Company of Angels, students must travel on the approved path and respect the rules and mood of the lower school.

MESSAGES, ELECTRONICS

Telephone Messages

High school phones are available for student use with permission. We request that parents only ask the high school office to relay emergency messages to a student.

Electronic Devices

All electronic devices — including, but not limited to, cell phones, iPods, iPads, — are not allowed on school grounds during school hours, except at the request of or with explicit permission from a faculty member.

Cell Phones

1. Cell phones may not be on seen or heard on campus during school hours. After school, students may only use cell phones directly outside the high school faculty office.
2. Students may not use their phones to take photos or play games. Cell phones may not be used as calculators.
3. First and second violations of the cell phone policy will result in phones being confiscated and stored in the high school faculty office until the end of the school day. Should a third violation occur, the student's phone will need to be turned in to the faculty office each morning, and retrieved at the end of the school day.

DISCIPLINE POLICIES

General Guidelines

Self-discipline, consideration, and respect for the persons and property of others are the foundation of WSOC's discipline policy. Students are expected to strive to integrate the ideals of Waldorf education into their own behavior. The high school faculty reserves the right to judge the seriousness of inappropriate behavior during school. The following outlines both general and specific disciplinary policies and procedures:

1. The student's advisor handles minor failings in behavior and citizenship in a manner appropriate to the offense.
2. Repeated infractions, chronic tardiness, inappropriate dress, chewing gum, or neglecting classroom chores may result in extra work sessions after school. (See section below.)
3. Repeated or more serious lapses of self-discipline will result in a conference with the student, parents, and advisor, as well as any other relevant faculty. Failure to resolve difficulties may lead to suspension or expulsion.
4. The most serious offenses are acts of violence, including threats against persons or property, and acts of theft or vandalism. Such offenses will result in immediate suspension and removal from campus until the faculty decides the student's future standing in the school.
5. Students should demonstrate respect for other students. Aggressive or threatening physical behavior, including hitting, punching, pushing or kicking, is not acceptable, nor is foul or abusive language. Bullying in any form (see definition below*) is not permitted.

*Bullying is defined through the California Department of Education as follows:

Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.

Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

Bullying is also one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act, as defined.

An "electronic act" is defined as transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

6. Waldorf School of Orange County maintains a "zero tolerance" policy toward weapons on campus.

The California Legislature amended Education Code (EC) Section 48915 (c) to fulfill the federal mandate. California law also adds a requirement for the mandatory suspension and the recommendation for expulsion of students who:

Possess, sell, or otherwise furnish a firearm

Brandish a knife at another person

Sell a controlled substance

Commit or attempt to commit a sexual assault or sexual battery

Possess an explosive

Additionally, the Waldorf School of Orange County extends this zero tolerance policy to all weapons, meaning any objects, devices or instruments designed to be capable of threatening or producing bodily harm. This includes objects that may be used to inflict self-injury, including, but not limited to the following:

-firearms (whether loaded or unloaded), airguns, pellet guns, and BB guns.

-devices or instruments having the appearance of a weapon, including, but not limited to, above-listed weapons that are broken or nonfunctional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

-knives, belts, combs, pencils, files, scissors, etc., which shall be considered weapons if they are used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

In the event a student brings a weapon to school ("weapon" is defined in the aforementioned paragraph) the police will be called, and the student will immediately be suspended pending a decision by the faculty as to the student's status in the school.

Plagiarism and Cheating

The faculty expects students to do their own work. Plagiarism means passing off the work of another person as one's own. Students who fail to acknowledge and cite borrowed text from any source, including the internet, are committing plagiarism. We require all students to use the Modern Language Association (MLA) guidelines for citing another person's work.

Copying another student's work in any way constitutes cheating. Letting someone else copy one's work is as serious an infraction as copying from another person. Plagiarism and/or cheating will result in a zero on the assignment, and may lead to suspension for the first offense and expulsion for subsequent offenses.

Harassment

1. The school strives to nurture the emotional well being of its whole community. To that end, all students are expected to refrain from any comments, attitudes, physical touching, or attention that is unwanted by or upsetting to another person. It is of the utmost importance that each student develops and practices a respectful sensitivity for the physical and emotional boundaries of others.
2. Harassment (repeated, unwanted, and disrespectful attention) takes many forms, all of which are serious personal and social offenses. Sexual harassment in any form cannot be tolerated, including unwanted touching, leering, and making sexually explicit remarks or jokes about body parts or personal behavior (spoken, written, or gestured).
3. If one finds oneself in a situation involving harassment, it is of the utmost importance that one immediately seeks guidance and help from a trusted adult. Similarly, if one witnesses a situation involving harassment, one has an obligation to report it to a parent or teacher so that the harassment can be stopped. Any report or rumor of alleged harassment will be thoroughly investigated by the faculty and reported to the parents of the students involved.
4. Students should demonstrate respect for other students. Aggressive or threatening physical behavior, including hitting, punching, pushing or kicking, is not acceptable. Foul or abusive language will not be tolerated. Bullying in any form is not permitted. Weapons are not allowed on campus. Sexual behavior is not permitted, whether it is sexual harassment or consensual sexual activity between students.

PDA (Public Display of Affection)

While we support a warm social environment, public displays of affection between students have no place during school hours. Public displays of affection will be limited to holding hands. Extended full body contact and kissing are not allowed.

1st Offense – Verbal warning, documented in student’s file

2nd Offense – Students’ parents are called and students are sent home.

Extra Work Sessions

Whenever a student has broken his or her commitment to cooperate in fostering a healthy social and academic environment, the opportunity to restore a connection to the community is required in the form of an extra work session. This service to the school community, received with gratitude, is seen as an honorable way to redeem the given situation. Details of extra work sessions will be determined by faculty on a case by case basis.

Situations Warranting an Extra Work Session

1. Tardiness to any class more than three times per semester.
2. Second-time dress standards infraction.
3. Failure to do an assigned chore.
4. Second reminder about gum chewing.
5. Leaving a mess for someone else to clean up.
6. Other situations that break the student's connection to the academic and social working of the school, such as disruptive behavior during class.

Behavioral Probation

Any student who seriously undermines the healthy social environment of the school will be placed on probation until the faculty's trust in that student is restored. The faculty determines the terms of the probation.

Suspendable Offenses

1. Leaving campus during the school day without signing out.
2. Smoking or having smoking materials on one's person during school hours or at school events, on or off campus.
3. Violation of the drug and alcohol policy.
4. Dishonesty, including lying, stealing, cheating, and plagiarizing.
5. Vandalism.
6. Possession of firearms or any other weapon.
7. Unapproved absence from a scheduled class or high school event.
8. Being present in buildings before or after hours without permission or supervision.
9. Breaking PDA policy.

Suspension

1. Certain specific infractions or repeated problematic behaviors lead to suspension. During a suspension the student may not return to school or attend school events. A meeting must be held with the student, parents or guardian, that student's advisor before the student may return to school.
2. Students may not participate in *any* school activities during a suspension.
3. In every situation, the age of the student as well as any previous disciplinary actions will be taken into consideration.

Expulsion

The school reserves the right to expel any student under the following circumstances:

1. The student's behavior is socially destructive to the life of the school, or the student does not willingly abide by the school's rules.
2. A suspension is not successfully resolved to the satisfaction of all parties.
3. An academic probation is not successfully resolved to the satisfaction of the faculty.

SELF ENDANGERING AND SOCIALLY DESTRUCTIVE BEHAVIOR

As an institution dedicated to the healthy development of adolescents, we regard it as the school's responsibility to work directly with students and their parents towards the correction of any self-endangering and socially destructive behavior. These include emotionally and physically self-destructive speech and behavior, such as talk of suicide, drug and alcohol use, self-mutilation, abusive relationships, unsafe operation of a motor vehicle, and illegal activities such as theft, vandalism, or driving under the influence.

1. All rumors of self-endangering and socially destructive behavior, regardless of how petty or where the alleged behavior took place, will be taken seriously by the faculty and investigated by questioning the students involved. Parents will be immediately notified that such a suspicion has arisen and informed of what has been learned. We would be irresponsible to remain silent at such times.
2. Students can be instrumental in securing help for classmates in need: such situations are usually far more serious than they appear on the surface. We look to the students to develop the courage, maturity, and compassion to help each other when someone is engaged in dangerous behavior. We also encourage them to approach a parent, teacher or administrator for help in finding a way of addressing a problematic situation without "betraying" a friend. True friends do not let friends hurt themselves.
3. Parents who are aware of the repeated use of harmful substances by high school students are asked to contact a faculty member and be prepared to help as much as they feel personally capable.
4. It is the school's policy to actively work with and support students and their families who find themselves in difficulty and are willing to work with us in the overcoming of such problems.

DRUG AND ALCOHOL POLICY

Substance Abuse

Since our foremost concern is with the health and education of young people in our care—and because we are aware of the illegal aspect of drug and alcohol use—we are committed to preventing the use of drugs anywhere by WSOC students. We expect that each student will make an inner commitment to abstain from illegal drugs, including tobacco and alcohol. We also expect that parents will actively support their child's commitment. We wish to help any student who voluntarily discloses a problem with substance abuse.

The possession and/or use of drugs, tobacco products, alcohol, or any drug paraphernalia on campus, or at any school function, constitutes grounds for suspension or expulsion, as does arriving at school or any school function while under the influence of drugs or alcohol.

Students who use, exchange, or are under the influence of drugs or alcohol on school grounds or at any school-related event (such as dances, sports events, campouts, field trips, work experience programs, or community service) will be subject to the following consequences:

1. A first offense will necessitate a meeting between the student, the parents, and selected faculty before the student can return to school. At this meeting, it will be determined whether the student will be expelled or suspended, and whether the student will be required to participate in a counseling or rehabilitation program. WSOC reserves the right to require a student to participate in outside counseling or rehabilitation if deemed necessary. Failure to comply will result in expulsion.
2. Any further offense will result in immediate dismissal from the school.
3. If faculty members observe a convergence of indicators of drug or alcohol use, such as excessive tardiness, fatigue in class, inability to concentrate, a downturn in academic performance, etc., a meeting will be arranged with the student, his or her parents, and the student's advisor to discuss what is best for this student. At this meeting, WSOC may request an outside, professional evaluation for substance abuse to be sent to the school.
4. Students who are habitually or repeatedly using drugs or alcohol outside of school are undermining the values of the high school and place themselves at risk of being dismissed from WSOC. What happens outside of school affects what happens at school.

Smoking and Tobacco

WSOC is committed to the education and healthy development of young people. The habits of smoking and chewing tobacco, which have been proven to cause disease, undermine the healthy development of the human will.

The entire WSOC school campus is tobacco and smoke-free. This applies to everyone on campus: students, faculty, staff, parents, and visitors.