
PARENT AND STUDENT HANDBOOK

HIGH SCHOOL

2017-2018

OUR MISSION STATEMENT

WSOC is committed to providing academic excellence through awakening in our students genuine enthusiasm, an interest in the world, a love of learning and a sense of purpose in life. The Waldorf curriculum meets the student's age-related capacities and develops the student's initiative, creativity, critical-thinking, and self-reliance. Our educational approach encourages balance, engaging the student cognitively, emotionally and actively across all disciplines. We recognize and welcome the unique gifts brought by each student.

WALDORF SCHOOL ORGANIZATION

As is customary in Waldorf schools, Waldorf School of Orange County is governed by a three-fold structure comprised of the Board of Directors, which is responsible for legal and financial matters, the College of Teachers, which is responsible for pedagogical matters, and the Administration, which is responsible for the day-to-day running of the school.

The College Of Teachers

The College of Teachers is the guardian of the curriculum, the identity and the mission of the school. This is the body which makes final decisions about which teachers join or leave the school and which programs are offered (within budgetary limits). The College meets weekly and works collaboratively and through consensus. Its primary mission is to nurture and support the ideals of Waldorf Education within the school. It is comprised of experienced teachers, who have been at the school for at least several years, and others who may be invited to join.

The Board of Directors

The Board of Directors is comprised of parents, alumni, faculty, and friends of the school who have been invited to join as members, plus one Parent Representative from the Parent Association. All four administrative directors sit on the board on a rotating basis. The Board supports the work of the administration and the College of Teachers by discussing and making recommendations on budgets and finance, legal matters, fundraising and development, and long-range planning. Regular members serve for a term of three years. The Board has several standing committees, including a Finance Committee and a Strategic Planning Committee, and may establish temporary committees and Task Forces to accomplish special tasks. Members of the community are welcome to refer matters of concern to the Board through written communication with the chairperson. Board minutes are kept in a file in the Main Office and are available to the community.

Administration

Professional administrative staff brings support and oversight to a wide range of administrative and business matters. The Administration carries out the necessary day-to-day business activities of coordinating and operating an organization. The Administration has five main roles: Business Manager, Development Director, Admissions Director, School Administrator and Faculty Coordinator. These five positions carry out the decisions and standing policies of the Board and College of Teachers and strive to serve the needs of the faculty, parents, and students.

General School Policy Statement

- To create an environment that nurtures the development and growth of the child in order to enable each to realize his/her full potential.
- To respect and safeguard the professional status of teachers.
- To strive for cooperation between teachers, other educators, parents and children.
- To apply the latest findings from education, psychology and related fields as the College of Teachers shall consider relevant to the improvement of learning within the school.
- To stimulate public interest in education in general, especially approaches to learning indicated by the published works of Rudolf Steiner.

- To provide for the delivery and holding of lectures, games, concerts, dramatic or other entertainment, exhibitions, public or other meetings, classes and conferences directly or indirectly to advance the cause of education.

Consistent with the preceding policies:

- the school shall be non-denominational
- the school shall be coeducational
- there shall be no principal or head master
- there shall be no school uniform
- there shall be individual assessment and noncompetitive examination
- there shall be no corporal punishment
- the school shall not discriminate against any student for any reason, and every effort shall be made to integrate a student within the school.

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.

Driving on Campus

When driving on campus for any reason, please be aware that children may be found unexpectedly in parking areas or drives. Please reduce your speed and exercise extreme care and caution while entering, exiting and driving in the parking lot. The curbs in front of the kindergarten and administrative offices are strictly no parking any time. These are fire lanes and must be kept clear for emergencies. Please do not park in front of the gates near the kindergarten curb as this blocks trash pick-up. Parking spaces on the east side of the lot (against the Eurythmy Hall) are reserved for faculty, staff and those who will not be moving their cars during drop-off and pick-up times. Please aid in ensuring safe and efficient driving with a courteous and careful attitude.

High School Office Hours

The high school buildings and office are open from 8:00 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/Behavioral Probation

Academic:

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.

Behavioral:

When there are a series of behavior infractions over the course of a student's journey through the high school, Behavior Probation may result. During the length of the probation, students are supported with a behavior plan. Terms of the probation including length, expectations and ability to participate in school activities are decided by high school faculty.

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 can 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.

GENERAL INFORMATION FOR PARENTS

LINES OF COMMUNICATION

Communication is the key element in any relationship, personal or professional. How we speak to each other, listen to each other and understand each other determines how well we live and work together. Our school consists of an intricate network of relationships. (For example, parent and child, teacher and child, parent and teacher and parent and parent, to name just a few.)

To meet one on one or in a group to share, learn, support and face challenges are central to developing a healthy community. Through regular meetings such as class evenings, parent/teacher conferences, information evenings, workshops and the weekly newsletter, the Waldorf School of Orange County has, over the years, established different channels of communication. These channels of communication are a means to ensure that all the members of the community are informed about and can participate in the life of the school. An important consideration, for all of us, is to imbue our communications with an attitude of interest and respect.

As a school, the focus of our work is within the classroom and what happens between the child and the teacher. Mutual respect and ease of communication between parent and teacher is the greatest support for developing healthy teacher/student relationships.

Classroom Questions

Any questions or concerns regarding the classroom need to be taken up with the teachers involved at the earliest possible opportunity (refer to channels of communications chart on page 5). If you feel that your question or concerns have not been resolved, you need to bring them to the attention of the Faculty Coordinator.

College of Teachers and Board of Trustees

If you still do not feel that your questions or concerns have been addressed you are encouraged to write a letter to the College of Teachers and/or the Board of Trustees. We request that communications be made in writing and only use email for informational purposes. If one wants a response, email does not lend itself to dialog. Please submit your concern in writing.

General Questions

Questions concerning events, committee work, enrollment and billing procedures, after-school care and items for the weekly newsletter should go to the front office and/or administrator.

E-Mail Policy

The school roster and class e-mails are for school-related business only.

E-mails sent to College members should only be for informational purposes. If you have concerns it is requested that you speak directly with the teacher or college chair.

Ombudsperson

S(he) stands ready to help you should you reach an impasse in conflict resolution or become frustrated with an aspect of your school life. Please note that the ombudsperson serves best as a later recourse, after normal channels and options have been explored.

Civility Policy for Adult Communication

Waldorf School of Orange County is committed to positive adult communication that models a civil society for our students. All WSOC community communications should be based on mutual respect and foster dialogue in a climate in which different perspectives are heard and valued. While it is natural for concerns to arise within any community, we ask that such concerns be communicated in a productive and constructive manner. In addressing concerns, an important starting point is the recognition that the best interest of the students is the first priority.

Waldorf School of Orange County is committed to an atmosphere of respect and reverence. One of the 12 senses described by Rudolf Steiner is the sense of ego. This is not a sense of self, but a cultivation of sensitivity to others. All interactions, large and small, should build a healthy environment for student learning and serve as role model of appropriate, constructive and collegial adult behavior.

Basic Principles

- Demonstrate respect, in both what is said and how it is said
- Focus on issues, not individuals
- Keep an open mind. Be positive and flexible. Ask questions first.

Guidelines

- Raise concerns with the appropriate person
- Use good judgment about the amount of contact that is appropriate. Be mindful of the amount of time discussions about an individual concern may take.
- Demonstrate public support for one another. Convey the message that parents, teachers and staff are on the same team
- Schedule appointments if a discussion is needed instead of making unplanned “drop-ins” or raising concerns in public settings (such as on the sidewalk area during drop-off).
- Keep in mind that voicemail and e-mail are public documents and that confidentiality cannot always be assumed. One rule of thumb to keep in mind is that you should not say or write anything in an e-mail that you wouldn't want printed in the newspaper. Please also strive to keep email communication to simple logistical matters, rather than conversation.
- Understand that conversations may be documented and a third person may be present.
- Verbal, physical or sexual harassment go against the core philosophies of our institution; they will not be condoned or tolerated.

Consequences

Egregious or repeated violations of the school's civility policy may result in one of the following:

- Meeting with school leadership
- An individual's limitation of access to the school campus, to faculty or staff members, to school events, or volunteer opportunities
- Dismissal

CPS Protocol

In the event Child Protection Services and/or the police come to the school to see a student, the following is the protocol in place:

- A. If the student interviewed is a suspected victim of child abuse or neglect:
 - The agency has the right to interview the suspected victim on School premises during the school day. (Pen. Code § 11174.3(a).)

- The agency investigating the suspected child abuse is obligated to inform the student of his/her right to be interviewed in private or to select any school employee, or volunteer, to be present during the interview. (Pen Code § 11174.3(a).)
- If selected, the School employee or volunteer has the right to decline to participate.
- If the School employee or volunteer agrees to participate, he or she must maintain confidentiality. The purpose of his/her presence is to lend support to the child, not to participate in the interview. The School is permitted to require that the interview take place at a time when it is not an expense to the School. (Pen. Code § 11174.3(a).)
- Except when the student elects to have a School employee or volunteer present during the interview, School employees do not have the right to be present during the interview.
- The investigating agent may, in his/her discretion, permit a School employee to be present.
- If the police take the student victim into custody, the School should not inform the parents, and should provide the address and telephone number of the student's parents/guardians to the police officer. (Ed. Code § 48906.)

B. If the student interviewed is NOT the suspected victim of child abuse or neglect:

- The School may release the student to be interviewed by law enforcement officials so long as the School acts within the proper standard of care. This would include ascertaining the identity and official capacity of the peace officer, the authority under which he/she acts, and the reason for his/her action.
- A minor's parents need not be notified before the police can question a minor who has been temporarily detained but not taken into custody for the purpose of identifying the minor as a suspect, obtaining his/her full name and date of birth. (34 Ops.Cal.Atty.Gen. 93, 95 (1959).)
- The School must inform the student's parents if the student has been removed from school by law enforcement. (Ed. Code § 48906.)

Informing the Parents:

A. In cases of suspected child abuse by the parent:

- The school will not discuss with or inform the parents of the suspected victim of the report of child abuse, or that the report is being investigated by law enforcement or another agency. The police or other investigating agency should determine whether and when a parent should be notified of the interview or claim.

B. In cases of suspected child abuse by an individual other than the parent:

- The school will coordinate with the investigating agency to determine whether they would like the School to either inform or not inform the parents.

Emergency Preparedness

In the event of a disaster, the school has all needed supplies for up to 72 hours. We have on-hand: first aid, food, water, blankets and supplies. Our safety plan calls for drills and campus safety inspections at regular intervals, as well as CPR, First Aid and Incident Command training conducted every summer for all paid staff members. In addition, every classroom also has an emergency backpack filled with needed supplies, including the child's emergency information.

Each year the students are led through drills and briefed on how to respond and follow direction in the event of an emergency. The local fire marshal performs regular inspections for safety on and around our campus.

In the event of an emergency such as an earthquake, we will assess the situation at the school and, if phone service is available, we will activate our broadcast calling system to provide parents with detailed information and instructions. If parents are asked to come pick up the children or if phone service is down we have the following procedure in place for releasing students:

As you approach the school, there will be staff positioned at the end of Canyon Road directing traffic and letting you know where to park. You will then be guided to a release gate. At that gate you will give the name(s) of the child(ren) you are picking up and, while you sign off on the release form, a staff member will get the child(ren) and bring them to you. We will not allow parents on campus during this procedure as a measure to ensure all children are released appropriately. While there will be wait time involved with this procedure, it will nevertheless be the most efficient way to make sure that each and every child is accounted for and correctly released.

A copy of all emergency release forms are kept on file in our office, and a duplicate copy is kept in our disaster bin located on campus. It is imperative that you keep your emergency release form current. In the event of an emergency or disaster a student will only be released to those individuals who have been identified in writing on that form.

Health

If a student is sick, especially with contagious diseases such as conjunctivitis, flu, or a bad cough, please stay home until the illness is no longer in the contagious stage. If a student is diagnosed with mumps, chicken pox, strep throat or staph infections please notify the office. If a student has experienced a high fever they should not come back to school until 24 hours have passed since the fever has abated.

Head lice have no respect for age, education or economic situation. If a student discovers head lice, they should tell the office immediately.

If a student is unable to participate in the full curriculum due to mental and/or physical challenges, the school requires a physician's note indicating the diagnosis as well as specifics of capabilities and limitations.

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

Medication

If your child is to take any medication at school, we must have your, and your physician's, express written permission detailing the method, amount and time schedule by which the medication is to be taken. Medications are substances used to prevent, diagnose, cure or relieve signs and symptoms of disease. The Education Code regulations for medication administration in school include over-the-counter products. The school must have written permission from the parent, as well as written permission from the physician, for all medications given in school. The school must have a "Medication in School" form filled-out for each child requiring medication during school hours. Without this documentation, the school is unable to dispense any medication. It is essential that the child's name be on the original container. No medication will be administered from anything other than the original container. Similarly, if two siblings require identical medication, they each need their own separate, original prescription or container with his/her name on it.

Social Networking Photo and Personal Identification Posting Policies

There are times when parents wish to post photos of a child on a social networking site to share with others. Parents may choose to post photos of their own child at school or on field trips, but to respect the privacy and confidentiality of other enrolled children, parents are not at liberty to post photos of other children on social networking sites, even if those children are photographed during play with their own child. No one is allowed to

post identities or personal information regarding staff, children, or parents featuring school activities on any social networking site.

Fundraising

The school conducts several fundraising events each year earmarked to support the general operating budget. Examples of fundraising events are: the Annual Gala/Auction, the Golf Tournament, and the Move-a-Thon. There are many different ways for a family to support each of these events, and any effort made toward the success of those fundraisers is greatly appreciated and highly needed.

Scrip is a very successful and user-friendly fundraiser which makes a large contribution to our operating budget each year. Generating \$275 of Scrip profit per year is part of each family's enrollment agreement. Profits beyond \$275 per family are split between your child's class (or children's classes if multiple children are enrolled) and the general school operating budget.

Annual Giving is the cornerstone of the school's giving program. Each of our families is asked to make a heartfelt gift to the Annual Giving Campaign each year, in addition to paying tuition. The goal is to achieve 100% participation by all our attending families AND for these gifts to collectively make a significant contribution to the Operating Budget each year. When the Annual Giving ask is made, we request each family to thoughtfully consider their ability to make a gift that is significant for their own family, and then to make the gift promptly. Gifts may be made in lump sums or monthly installments. A volunteer team of Annual Giving callers will try to reach any families who have not yet contributed, in an effort to reach 100% participation. Please recognize these volunteer callers are from our own parent community, they have already made a gift, and they are working on the school's behalf.

Occasionally the school embarks on a capital improvement, such as a new building, or a large piece of equipment, that cannot be achieved within the scope of the general operating budget. The school will launch a capital campaign in order to raise funds to fill the need.

Individual fundraising

We encourage every student or parent who is fundraising for causes near and dear to their heart. While we would greatly enjoy supporting and promoting each of your individual efforts, it simply is not possible. The school is already managing a large fundraising effort, while balancing the fundraising needs of our classes and school groups. Please do not use the physical campus or the school-wide or "class of" email rosters for solicitation of your individual fundraising efforts. This is not to say that you cannot ask your WSOC friends to support your cause via other methods. It is our desire for you and your chosen charities to be successful. Thank you for your understanding.

Personal Gift Policy

We recognize that members of the WSOC community may wish to express their appreciation to teachers and other WSOC employees by giving gifts. A gift should be a voluntary expression of gratitude, and no member of the community should feel obliged to make an individual gift or to contribute to a group fund for purchasing gifts for a WSOC employee.

A gift is a personal benefit we receive for which we did not pay. Gifts can include cash, merchandise, food, tickets, use of facilities, investments, discounts not offered to the public, or forgiveness of debt, from parents, students, vendors or others related to the school. Gifts intended for the personal benefit of a WSOC employee cannot be donated to the school in order to be passed on to the employee.

Employees must not solicit parents, students, vendors or others related to the school for anything that provides a personal benefit different from the public. Employees must not allow the amount (or absence) of a gift from a community member to influence the employees' decisions on the job with respect to that community member or his/her family.

Donations of supplies, services, cash or other contributions intended for the classroom, or for the benefit of the operation of the school, and not for the personal benefit of an employee, are not gifts covered under this policy. Donations to the school are tax deductible. If you wish to make a donation to the school for a specific purpose, rather than to the general operating budget, please coordinate such a gift with the Director of Development.

Employees who receive gifts in violation of this policy will be required to return the gifts, or reimburse the donor for their value, and may be subject to disciplinary action.

PARENT PARTICIPATION

In addition to serving individual classes as room representatives, parents participate in the life of our community through serving on the committees that best meet their interests and talents:

Committees

Committees accomplish much of the school's organizational work. Most committees are true partnerships of parents, teachers, board members and staff working in the school.

Please review the following list of committees and select areas to donate your time. Parents are needed to serve as chairpersons, co-chairs and general members. Whether available during the day or evening, or for limited blocks of time, our committees need your participation. To volunteer your services, contact the Parent Association chair. Some committees require a nomination to serve on them.

List of Committees

- Campus Beautification
Description: Maintaining and improving the aesthetics of our campus by working on special projects and participating in "all hands" Campus Beautification Days; coordinating with Grounds Committee on beautification tasks.
Jobs Include: Planting, watering, general landscape maintenance.
- Crafting for Service (separate and distinct from our social Craft Group)
Description: Creating Waldorf-inspired craft items to be used for outreach events, benefits and festivals.
Jobs Include: Sewing, knitting, felting, embroidery, doll-making, woodworking, jewelry making, and more.
- Faculty & Staff Appreciation
Description: Supporting annual faculty/staff appreciation, periodically providing meals for College of Teachers meetings.
Jobs Include: Cooking, baking, decorating, planning, hosting.
- Festival of Children
Description: Weekend staffing of the WSOC Information Booth at South Coast Plaza during the following weekends: Sept.....
Jobs Include: Interaction with the public, general knowledge of Waldorf education, enthusiasm about WSOC.
- Admissions Hospitality
Description: Assisting our Admissions Director with welcoming potential and newly enrolled families to our school. Events include New Family Orientation, Welcome Tea, Open Houses, Walks Through the Grades, Information Evenings, Mornings in the Kindergarten.
Jobs Include: Cooking, baking, decorating, greeting, and providing a feeling of general warmth and helpfulness.
- Company of Angels Bakers
Description: Providing baked goods for our pastry shop in the Company of Angels on a rotating basis. Pastries are provided daily for sale.
Jobs Include: Baking.
- Special Event Support
Description: Working with our Development Director on special events. Please indicate your interest in the following events:
Annual Benefit,
Grandparents Day

Move-a-Thon

Jobs Include: Decorating, cooking, organizing, administrative support, set-up, clean-up.

- Yearbook

Description: Helping to create a wonderful keepsake for students and families!

Jobs Include: Photography, editing, desktop publishing, coordinating.

- Library

Description: Organizing and staffing the school library for use by parents and students

Jobs Include: Cataloguing, shelving, assisting library customers, increasing awareness of library through book fairs and special events.

The following volunteer opportunities require an interview process. If you are interested in any of the following, please indicate below:

Board of Trustees

Community Building Chair for Parent Association

Parent Education Chair for Parent Association

Fundraising Chair for Parent Association

Outreach Chair for Parent Association

Scrip Store Assistant

Company of Angels Salesperson

FINANCIAL POLICIES

Registration:

All rising students are required to re-register during Registration Week

A late fee will be charged for those who do not complete their registration within this period.

Without their registration completed, a student's place in the class will be held for eight weeks before being released for consideration of those in a wait pool

The student would then be required to re-apply for consideration

Registration Fee:

Registration fee and supply fee are non-refundable and payable to The Waldorf School of Orange County for fall enrollment as stated in the re-enrollment package.

Tuition:

Tuition will be paid in full by August 1 for the following school year, or can be paid in ten (10) equal monthly installments through the WSOC payment website beginning August 1, with the final payment due May 1. The Parents understand and agree that the Student is subject to dismissal by WSOC if any tuition payment is delinquent more than thirty (30) days. All installments must be secured by ACH.

Tuition Refunds: You may withdraw your student (cancel their tuition contract) and receive a full refund of all tuition and fees (except for the nonrefundable registration and supply fee) if written notice is received by the School on or before May preceding the school year in question. The Parents may also withdraw their student by providing written notice to the School between June 1 and August 31 preceding the school year. The Parents shall then be responsible for fifty percent (50%) of annual tuition and fees. Beginning September of the school year in question, parents may not cancel their tuition agreement under any circumstance and are not entitled to a refund of any tuition and fees for any reason whatsoever. Overhead, salaries, and other costs to the School do not diminish in the event of a Student's absence, withdrawal, suspension, or dismissal from WSOC. Therefore, the obligation to pay all tuition and fees is unconditional and no portion of such fees paid or outstanding will be refunded or canceled.

Late Payments:

Any tuition payments received after the 10th of the month will be assessed a \$15.00 late fee. As stated in the enrollment agreement, families are required to be current with tuition payments or make appropriate arrangements with the Finance Mandate Group to assure continued enrollment.

Returned Check Policy:

A family will be on a cash or cash-equivalent basis for payment of school expenses if the bank returns three personal checks unpaid in a twelve-month period. This includes checks written for tuition, fees, and scrip and to the Company of Angels.

Cash and cash equivalents include currency and coin, credit cards processed at time of payment, money orders, cashier's checks and payment by online banking.

Any person or family may reapply for the ability to write personal checks after being on a cash-only basis for twelve months. Application will be made to the Finance Mandate Group, which will make the final decision.

Criteria for acceptance will be based on an acceptable payment history during and before the time when the person or family was placed on cash-only status.

Sibling Discounts:

The second child receives a 10% discount on their tuition. The third child receives a 15% discount on their tuition.

Tuition Adjustment

Tuition adjustment is based on the ideal that Waldorf education should be accessible to all families who wish it for its own values, no matter what their economic status may be. Through our tuition adjustment program, we insure that the acceptance of a child into our school is not dependent on the financial resources of the child's family.

If a family is unable to pay the suggested tuition, the family completes a Tuition Adjustment application. A meeting will be set up with two members of our tuition adjustment committee. During this meeting both the school's budget and the family's budget are reviewed closely. The tuition is based on an understanding of the school as a whole. Neither the family nor the school determines the tuition amount, and neither maintains a comfortable position in this process; each stretches to meet the needs of the other. The final step in this meeting is to arrive, by consensus, at a tuition amount that is kept confidential.

With the tuition adjustment program, we are attempting to move our thinking away from the abstract economics of dollar amounts by trying to gain a real understanding of the value of Waldorf education. Our tuition adjustment program involves a commitment to enter a relationship with members of our community and become aware of the needs and gifts of each member. It is working together in a fiscally responsible way toward the goals of our school, based on the values and ideals of Waldorf education, a value that is unique for every family, child and individual.

Scrip

The Waldorf School of Orange County is a non-profit school. To help supplement the programs we offer, our parents have an obligation to participate in our scrip program. In brief, a parent will give us a check and the school exchanges it for a gift certificate we refer to as scrip. This scrip may be used in frequented establishments such as supermarkets, department stores, restaurants and the like. Although the parent has not lost a penny in the transaction, in-turn, our school earns a percentage of the sale. As a school, we receive anywhere from 5- 25% of the transaction. This is pain-free fundraising. Participation is mandatory and the \$275 obligation of scrip will be billed in June for the following school year. Once you have reached your \$275 you can either be refunded your 'deposit' or you can roll it over for the following year.

Annual Giving Campaign

Every year our school conducts an Annual Giving Campaign where we ask each family in our school to consider giving a financial gift, above and beyond tuition, to supplement operating expenses. Our tuition income covers approximately 85% of the costs to operate the school, with the other 15% coming from the Annual Giving campaign, the Scrip Program and the Company of Angels school store. Your support of these fundraising initiatives allows the school to keep our tuition costs down while still maintaining the quality of our program. Our goal in the Annual Giving campaign is to achieve participation from 100% of our families each year, as we strive together to support our beautiful school.

HANDBOOK ACKNOWLEDGMENT

I, _____, hereby acknowledge that I have received and read my copy of the 2017/2018 handbook in its entirety.

By signing this form, I am agreeing that I understand and will adhere to the policies set forth in the handbook.

(Student signature)

(Date)

(Parent signature)

(Date)