

# **PARENT & STUDENT HANDBOOK**

**2021-2022  
HIGH SCHOOL**



**WALDORF SCHOOL**  
ORANGE COUNTY

## **OUR MISSION STATEMENT**

*WSOC offers a curriculum which meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.*

## **OUR VISION STATEMENT**

*WSOC has a vision of the world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.*

# WALDORF SCHOOL OF ORANGE COUNTY HIGH SCHOOL

School Hours 8:15 to 3:15 Monday-Friday  
School Office Hours 7:45 to 4:00

**Main Office Phone Line (949) 574-7754**

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## HIGH SCHOOL FACULTY

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## 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.

### General Classroom Expectations

- Water is allowed in class; however, food must be eaten outside during snack or lunch.
- Personal electronic devices (headphones, iPods) must stay in your locker or backpack.
- Gum is to be saved for after school and not chewed in the classroom
- Vulgar, offensive, or disrespectful language is not acceptable in or out of the classroom.
- Keep your feet on the floor rather than the furniture.
- Shoes must be worn at all times on campus.
- Backpacks must be kept off tables.

### 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 through the front office gate. 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 in the parking lot. Please see the school-wide policy.

### Driving onto 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 7:45am to 4:00pm on school days. During the summer, hours are Tuesday - Thursday from 9am– 2pm.

### After School Hours

The high school campus is officially closed at 3:15pm. except for extracurricular activities. After 3:15 p.m. all high school students who are not involved in extracurricular activities must depart 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 Class Sponsor, or the High School Coordinator.

## **PARTICIPATION OPPORTUNITIES**

### **Club Creation**

We encourage students to create after-school clubs in their areas of interest. To create a club, students 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. Forms are available in the office.

### **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 the front desk. Community Service forms can be found in the front office.

### **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.

### **After School Activities**

When a student participates in after-school activities, such as sports or drama club, he or she is responsible for maintaining good academic standing and completing all assigned work. If a student's academic standing is jeopardized by participation in sports or other activities, it will be expected that a student may have to give up the activity for a time. Students should consult with their Athletic Director or HS Coordinator if they find themselves in this situation, and hopefully arrangements can be made to help them maintain their academic work and continue to participate in the activities

## **ATTENDANCE, TARDINESS, AND PARTICIPATION**

### **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. 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.

### **Arrival and Dismissal**

Each school day begins at 8:15 a.m. and ends at 3:15 p.m. There are spaces designated for the High School students to park in the lower school.

### **Tardiness and Absence**

Every student should be at school by 8:00 a.m. and ready to begin class at 8:15 a.m. After this time the student is marked as tardy. Parents must phone the high school office if a student will be absent or late. Unexcused tardies and absences will affect the student's 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.

### **Sign Out Policy**

If a student needs to leave school for an excused purpose during school hours, the parent must call the high school office (949-574- 7754) when they are in the HS parking lot and the student will be sent out. If the student drives themselves, an email or call from the parent is needed before the time the student needs to leave.

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 for more than 3 days of class, 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 affected by the student's 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.

## **ACADEMIC SUPPORT**

If a student is struggling in class, the teacher will notify the parents/guardians no later than 1 week into a block and/or 2 weeks into the quarter. At this time the teacher will meet with the student to develop a student success plan.

### **Teachers**

If a student or parent has questions or concerns about a particular class then they should contact the teacher of that class.

### **Resource Teacher**

The Resource Teacher is available to provide individual guidance pertaining to study skills, organization, time management and setting goals. In addition, if a student is in need of a learning support plan (ADA 504) the Resource Teacher will work with the student, their family and faculty to determine, document and implement a learning support plan. The Resource Teacher is available to meet with students during the school day and before or after school by appointment.

### **Failing Grades**

Students receiving a D or F in any course(s) must meet with the teacher(s) 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.

# STUDENT CONDUCT

## **Dress Standards**

Common sense dress applies. Clothing should not interfere with any student's participation in the classroom. Students may be sent home if dressed inappropriately for school.

## **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.

## **Physical Education Dress**

Students must wear proper athletic clothing (such as t-shirts, athletic shorts, or sweats) and appropriate athletic shoes for P.E. classes. Failure to fully or properly dress for P.E. class will result in loss of credit for the day.

## **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 Class Sponsor 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.

### **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.

### **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 Sponsor 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 sponsor, 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, or computer.

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:

- 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**

Students are required 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 Internet sources, 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, as does allowing someone else to copy your work. Both are serious infractions and will result in a zero on the assignment for all involved parties. For subsequent offenses, additional action will be taken, up to and including expulsion.

### **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. 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.

## **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, including vape, 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. Being present in buildings before or after hours without permission or supervision.
8. 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 sponsors 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, vape pens, 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, vaping, 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, vape, and smoke-free. This applies to everyone on campus: students, faculty, staff, parents, and visitors.

## **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.

### **Personal Property**

WSOC is not responsible for any personal items brought on campus. Backpacks are subject to search at any time.

### **Breaks**

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

When visiting the Company of Angels, students must stay on the approved path, may not hang out in the parking lots, and they must respect the rules and mood of the lower school at all times.

## **ELECTRONICS**

### **Telephone Messages**

If a student needs to contact their parent(s) during the school day, telephones are available in the HS with staff permission only. We request that parents use the office to relay messages to students, as cell phone usage is not permissible during school hours. Students may use cell phones in the office, with faculty/staff permission.

### **Cell Phones**

Cell phones are either to be left in the car or at home otherwise they will be collected at the start of the school day. Phones are returned at the completion of the school day or when a student is leaving campus.

If a student does not turn in their phone as required and is found with it on campus, a parent will be required to pick up the phone at the end of the school day. Should a second violation occur, the student's phone must remain at home.

### **Other Electronic Devices**

All electronic devices — including, but not limited to, cell phones, iPods, iPads, headphones — must stay in backpacks during school hours, except at the request of or with explicit permission from a faculty member.

## **GENERAL INFORMATION AND POLICIES 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.

## **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 School Administrator.

## **E-Mail Policy**

The school roster and class e-mails are for school-related business only. E-mails sent to community members should only be for informational purposes. If you have concerns it is requested that you speak directly with the teacher or college chair.

## **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.

## **Respectful Language**

Disparaging use of words or slurs based on any category of difference including but not limited to race, sex, gender, religion, class, sexuality, religion, or physical or cognitive ability, will not be tolerated in any context or form of communication, written or spoken.

## **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

## **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. 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 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, 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. 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**

WSOC is a non-profit school. To help supplement the programs we offer, our parents have an obligation to participate in our Scrip Program. This is a very successful and user-friendly fundraiser which makes a large contribution to our operating budget each year. Generating \$275 of profits for your children(s) classes is a requirement.

## **Annual Giving**

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.

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