



Highland Hall
Waldorf School

**High School
Student/Parent Handbook**

Revised October 2018

High School Student/Parent Handbook

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1. Introduction:

a. **Morning Verse:** Spoken in Waldorf schools throughout the world:

I do behold the world
Wherein there shines the sun;
Wherein there gleam the stars;
Wherein there lie the stones.
The plants, they live and grow,
The beasts, they feel and live,
And man to spirit gives
A dwelling in his soul.

I do behold the soul
That liveth within me
God's Spirit lives and moves
In light of sun and soul,
In heights of world without,
In depths of soul within.

Spirit of God to Thee
My self I seeking turn,
That strength and grace and skill
For learning and for work
In me may live and grow.

–Rudolf Steiner

b. **Three-Fold School-Student-Parent Commitment**

In our admissions interview, we discuss Highland Hall's understanding of the three-fold commitment involved in enrollment in a Waldorf school.

The commitment of the school is to give each student a quality education that adheres to the philosophy of Waldorf pedagogy and to administer the guidelines, procedures, and standards described in this handbook. To facilitate communication with parents, the school sends out regular reports, schedules two parent-teacher meetings during the year, and invites telephone calls or appointments whenever the need arises.

The commitment of the student is to work and to participate in the intellectual and social life of the class and the school. Homework, for example, must be completed on a daily basis. The student should schedule time each afternoon or evening to accomplish this task. Instructors will check frequently for progress or completion. During this time in the student's life, school comes first. After-school social life, jobs, athletics, etc., must be balanced with the responsibilities as a student.

The commitment of the parents is to support their son or daughter as a high school student by ensuring that homework is completed on a daily basis. It is also the parents' responsibility to communicate with teachers concerning their student's progress. If parents cannot reach the appropriate teacher, they may speak with the class sponsor.

Additional avenues for participation in the life of the school are open to parents. These opportunities include PATHS (The Parent Association of the High School), open house, school events and athletics, class trips, festivals, fairs, and other fund-raising activities. Parents may work as room representatives and may also be invited to membership on the Board of Trustees.

c. About Highland Hall Waldorf School

Academic standards at Highland Hall Waldorf School high school surpass the University of California entrance requirements. Scholastic discipline is balanced by artistic values and practical skills. High school students study academic subjects in three- or four-week blocks during the main lesson which is the first 1 hour 40 minutes of the day. The main lesson is followed by track classes in foreign language, mathematics, and English. The day concludes with artistic and physical education elective classes.

Main lesson, academic, and art block classes are scheduled by grade and reflect the mixed abilities of students in each grade. We require each student, from grades 9 to 12, to participate in musical and artistic electives; grades 9 – 11 are required to take a physical education elective. All electives are composed of mixed grades.

Although the environment at Highland Hall is deliberately non-competitive, we expect students to perform to their maximum potential in all academic and social situations. We encourage students to feel secure not only in *what* they know, but *that* they know. Our athletic program emphasizes an atmosphere in which students enjoy the activity itself as well as the win. We foster a social awareness which promotes interdependence and empowers each student with the possibility to emerge as a leader. Our students learn the balance between individual striving and concern for the group as a whole.

Highland Hall's high school has been accredited by the Western Association of Schools and Colleges (WASC) since 1975 and jointly by WASC and the Association of Waldorf Schools of North American (AWSNA) since 2005.

2. Academic Honesty Policy (revised May 2014)

It is expected that students will be responsible and honest about completing their own work, achieving their own test results, writing their own papers, and generally taking responsibility for their education.

Cheating and plagiarism are unacceptable actions in our community based on respect, trust, and honesty. Cheating and plagiarism are taken very seriously and incidents will be reported to parents.

When students cheat by giving or receiving homework or test answers, they are violating the trust and honor established between themselves and all the other students and high school faculty. When students plagiarize another person's words or ideas without acknowledging the source, they are also violating this trust. Students should clearly give credit to any work that is not their own. It is perfectly legitimate to use the words and thoughts of others, but proper acknowledgment must be given.

Plagiarism and/or cheating will result in a zero on the assignment. Plagiarism and/or cheating may lead to suspension for the first offense and expulsion for subsequent offences.

3. Administrative Procedures:

- a. Posters/Announcements: All posters and announcements put on the high school bulletin board must be approved by the High School Chair.
- b. Textbook Covers: All textbooks must be covered within five school days after they have been handed out.
- c. Lost and Found: The school is not responsible for lost or damaged articles. To claim lost items, the student should check with the high school office during lunch or after the school day ends.

4. Alcohol, Drug, and Tobacco Policy:

a. Alcohol and Drugs

Our Belief: In healthy adolescent development, the young person's well-being, social awareness, and active thinking enhance and sustain each other. As teachers, our work can be effective only when these qualities are nurtured. The use of alcohol and recreational drugs can be physically debilitating, socially destructive, and damaging to the processes of perception and thought. We expect the parents of our students to support our belief and commitment.

Our Commitment: We are, above all, concerned with the health and education of the young people in our care, as well as the legal ramifications of alcohol and drug use. We commit to do

what is possible to discourage and prevent the use of these substances among our students and encourage opportunities for intervention.

Our Expectation: We expect each student to make a commitment to abstain from alcohol and drugs while a student at Highland Hall and that every parent will support us in this effort.

Our Policy: No student may possess, use, sell, or exchange alcohol or drugs, or be under the influence of alcohol or drugs on school grounds. Additionally, no student may possess, use, sell, or exchange alcohol or drugs during school hours at any school-related activity, including but not limited to, field trips, dances, sporting events, or performances, either on or off campus. Any transgression of this policy will be subject to disciplinary action and may be grounds for expulsion.

Should a student be found in possession of, using, distributing, or under the influence of alcohol, drugs, or other controlled substances, or in the presence of such students on school grounds or within the vicinity, or during off-campus school-sponsored activities, the following consequences will apply:

- i. Immediate suspension from school and other school activities at the discretion of the high school faculty and the student's sponsor(s). Suspension will be no less than two days and will last until the student is notified that he/she can return to school. Students will be expected to consult with teachers and make up all missed work. Students will not be allowed on campus for any reason during the term of the suspension unless otherwise authorized by the High School Chair.
- ii. Parents or legal guardians will be immediately contacted and asked to take the student home. The Administrative Director and the Pedagogical Chair will also be immediately notified.
- iii. If students are suspected of being under the influence of alcohol or drugs, or is found in possession of or distributing alcohol or drugs, their belongings may be searched by the High School Chair or a person designated by the High School Chair.
- iv. In cases of possession or distribution of illicit drugs, the police may have to be contacted before parents are called, depending on the nature of the situation as determined by the High School Chair, or a person designated by the High School Chair.
- v. Any display of rolling papers will lead to confiscation and parent notification. Display of other drug related paraphernalia will lead to further disciplinary action.

If faculty members observe a convergence of indicators such as excessive tardiness, fatigue in class, inability to concentrate, or a marked downturn in academic performance, social behavior, and/or attitude, a meeting will be arranged with the student and his/her parents, the sponsor(s), the school counselor, and the High School Chair to discuss possible causes, and the student may be asked to have an outside evaluation, which may include drug testing. The school may follow this same procedure if we are told by another student or parent(s) or outside source that one of the students has violated our policies as listed above.

One or all of the following actions may apply:

- i. A family meeting with the High School Chair and the student's sponsor(s) will be required for the student and his/her parents or guardians within 48 hours unless, for example, one of the parties is out of town, in which case alternate plans will be specified.
- ii. A substance abuse assessment by a California-certified substance use counselor may be required, to be completed within three weeks at the expense of the parents or guardians, concluding with a written report with the counselor's assessment and recommendation for substance abuse education sessions. The education sessions will take place outside of the school day, and proof of completion must be received by the school for the student to continue at Highland Hall.
- iii. The student may be barred from performing, competing, and/or representing the school in any school-sponsored activities for up to 14 consecutive calendar days unless otherwise specified by the high school faculty.
- iv. The student may be required to attend and complete an approved substance abuse treatment program at the expense of parents or guardian, to begin within 3 weeks.
- v. The student may be barred from representing the school in any school-sponsored

activities for 28 consecutive calendar days unless otherwise specified by the high school faculty.

vi. Immediate expulsion

Students using alcohol or drugs who seek help from any teacher or staff member may be allowed to forego the aforementioned consequences for their disclosure. Steps would be taken to insure that the proper support and intervention is available.

However, continued behaviors that include possession, use, distribution, or being under the influence of alcohol, drugs, or other controlled substances on school grounds or during off-campus school-sponsored activities may result in immediate suspension from classes and the disciplinary procedures outlined in this policy will commence.

Appeal Process:

Students who wish to contest an alcohol or drug disciplinary action must submit a written request for appeal to the Pedagogical Chair within 3 days of the disciplinary action, to be followed by a hearing within two weeks. The case will come before a must be notified. A student may not give another student over-the-counter or prescription drugs specially designated group made up of the High School Chair, the student's sponsor(s), the administrative director, and other faculty members as deemed necessary. If the student was suspended or expelled, that status remains until the appeal determination is rendered. The appeal decision shall be made behind closed doors and reported to the student within two days of the hearing. The decision is final.

Note:

Parents and legal guardians are advised that serving alcohol or providing tobacco or illegal drugs to minors is illegal and can result in arrest, prosecution, and incarceration.

If a student is taking prescription drugs at school, the high school office and the student's sponsor(s).

b. Tobacco Policy

Students may not use tobacco products during the school day or at school-related activities. If found using tobacco, the student will meet with the sponsor(s); parents will be notified immediately and asked to take the student from campus for the remainder of the day.

Repeated occurrences may result in a 2-day suspension from school at the discretion of the sponsor(s) and the High School Chair. Any display of cigarettes, tobacco, or rolling papers during school or school activities will lead to immediate confiscation and parent notification. Records of all offenses will be kept. Students found smoking on field trips may be sent home at their families' expense.

5. Attendance

Regular attendance is critical to student success in high school. Absences and/or tardies will affect students' educational experience, their grades and, in extreme cases, their ability to remain at Highland Hall or to graduate.

- a. Parents are expected to notify the office by 8:30 am the day of the absence by calling the receptionist at 818-349-1394 ext. 0 or emailing to attendance@highlandhall.org.
- b. Doctor appointments should be made outside of school time.
- c. Work may be made up after absences at the discretion of the teacher. (See Grading Guidelines, 6-c).
- d. When a student misses a class, it is the student's responsibility to call the teacher directly or call another student to find out about assigned work. PLEASE DO NOT CALL THE HIGH SCHOOL OFFICE FOR HOMEWORK ASSIGNMENTS.
- e. A record showing excessive tardiness and/or absences will be noted by the high school chair and brought to a high school faculty meeting. Excessive absences or tardiness may lead to probation and, potentially, to expulsion.
- f. Tardiness: School starts promptly at 8:00 a.m. Tardiness to any class may result in a lower grade. Excessive tardiness will result in disciplinary action. Missing one-half or more of the class is considered an absence.

- g. Parent Pickup: All students waiting for a parent pickup must wait at the top of the hill. For legal and safety reasons, students may not wait to be picked up at the bottom of the hill.
- h. Leaving Campus: At no time is a student allowed to leave school without first signing out at the High School Office. A student must have a note from a parent or guardian; if not a staff member will call a parent or guardian to obtain permission for the student to leave the campus. A student will be considered truant if he/she is absent from a class without signing out. **Absence from class, whether excused or not, may result in a lower grade.** Parents picking up students are asked to wait in the main office.
- i. Students are expected to attend a full day of school in order to participate in extracurricular activities.

6. Block Work Deadlines

Main lesson books and/or other final block work are due on the last Friday of the block.

7. Class Trips and Field Trips

Class trips are designed to be social, educational, and fun. All students are required to participate. Class trips generally include experiences in the outdoors and camping. Students must agree to abide by guidelines set up by the high school faculty. Failure by a student to follow these guidelines could result in trip cancellation, either for the class or the whole high school. Behavior and conduct on such trips are the same as at school, with the following additional guidelines:

- a. Use of cell phones or other electronic equipment is not allowed.
- b. If tents are used on camping trips, no co-ed tents for sleeping are allowed.
- c. Night walks are permitted only in groups and with a responsible adult in charge.
- d. Students are not allowed to walk or hike anywhere alone. Under no circumstances is anyone to leave the group without permission.

Field trips and special activities take place throughout the school year. All school rules apply to those students who participate in the trips and activities.

8. College Counseling

Please refer to the Highland Hall website (www.highlandhall.org) for more information.

- a. Graduation Requirement Check: A graduation requirement check is performed for all students by the college counselor. Students and parents are notified in writing over the summer of unfulfilled requirements.
- b. It is incumbent upon the parents to help their students meet deadlines and work with the twelfth grade sponsor(s) and college counselor to see that all forms are completed and submitted on time.
- c. Testing: Juniors take the S.A.T. and the A.C.T. first in the spring and again in the fall of their senior year, if necessary. Students in the 9th, 10th and 11th grades are required to take the P.S.A.T. in October. Parents and students will be notified in advance of the date.
- d. Highland Hall no longer shows standardized test scores on a student's transcript. Standardized test scores must be sent directly from their source (College Board or ACT).

9. Discipline

We expect that students will operate from an inner discipline that takes into account responsibility for one's self, other students, the class, and the school. If discipline is necessary, the following are the general guidelines:

- a. The individual teacher will deal with minor problems with a student. However, continual problems may necessitate a meeting of the student with the High School Chair for appropriate action. Failure of a student to accomplish homework assignments is an example of a problem that may require disciplinary action.
- b. A student who is asked to leave class for disciplinary reasons must report to the high school office.

- c. A student who is sent out of any class will receive an absence or no credit on his/her attendance record for that day. Furthermore, the student's final grade may be lowered.
- d. A teacher may serve a disruptive student with a detention slip. The student will report to the College Counselor's office during lunch on a day to be determined. The student, parents and sponsor will receive a copy of the detention slip. Three detentions will result in a meeting with the parents.
- e. Individual teachers may advocate suspension for one day. Before any action is taken, the teacher must meet with and be advised by the sponsor(s) of the student in question or two other sponsors of the high school. Suspension can occur for the following reasons: cutting class, smoking on campus, fighting, drug possession, rude or anti-social behavior, vandalism, or other offenses that may warrant suspension.
- f. No weapons are allowed on campus at any time.
- g. All serious breaches of community standards or potentially harmful patterns of behavior resulting in suspension or dismissal from Highland Hall are reported to colleges.

10. Dress Code

Students at Highland Hall Waldorf School are expected to dress in a manner that is appropriate for a healthy social environment and does not distract from an academic atmosphere. We expect students to understand what reasonable and appropriate clothing for school is. If a student is noticed by a teacher/teachers as dressing inappropriately, he or she will be sent to the office and asked to change. If the student persists in dressing in a way that teachers perceive as inappropriate, a meeting with the parents will be called.

11. Electronic Devices

Students may not use cell phones or any other electronic devices during school hours (between 8:00 a.m. and 3:15 p.m.) unless given permission by their teacher. If students obtain permission from a teacher to use their electronics, they must have them turned off and put away before leaving to their next class. This includes any accessories, such as headphones, earbuds, or Bluetooth devices.

a. Cell Phones and Accessories:

- i. If a student brings a cell phone to school for use at the end of the school day, the cell phone and any accessories must be stored away at all times.
- ii. Any cell phone or accessory use without permission, including ringing or vibrating inside a backpack, will result in confiscation of the phone or accessory. Payment of \$10 must be made in order to retrieve the phone or accessory. These devices may be retrieved only after the end of the school day from the office. This rule applies during the entire school day as well as on field trips and class trips.

b. Parents should contact their children by calling the school office.

c. The high school allows students to listen to music with headphones/earbuds inside the classrooms during the lunch period.

d. Laptop Use:

- i. Students may use laptops during study hall periods or when otherwise allowed by their teacher. Laptops are for schoolwork and not for personal entertainment.
- ii. Violation of this policy will result in the laptop being confiscated. Confiscated laptops may be retrieved from the office at the end of the day upon payment of a \$15 fine.

Students are responsible for the security of their laptops at all times, and the school will not be liable for loss or damage. Students should take care in transporting/storing their laptops, by using a laptop case or a backpack with a dedicated laptop sleeve/compartment.

12. Expected Classroom Behavior

The school expects students to maintain a certain standard of behavior while on campus or while attending school-sponsored functions. The following guidelines will help students understand and follow the standards for behavior:

- a. Students must be in the classroom and ready to start class by the time the second bell rings.
- b. Students are not permitted to eat, drink, or chew gum during class time.
- c. Teachers and students are responsible for keeping rooms neat.
- d. Students must remain in the room until the end of the period or until dismissed by their teacher.
- e. Students may not use obscene or anti-social language

13. Foreign Exchange Program

Highland Hall offers the opportunity for our students to exchange with students from other countries, which have included Germany, Israel, Switzerland, Austria, the Netherlands, France, and Brazil. We are working to expand our exchange program to Spanish speaking countries.

A student interested in exchanging must turn in an application, found in the high school office and on the school website, to the High School Chair. The Chair asks the student's sponsor to confer with teachers and complete a recommendation form. The school expects students who exchange to be in good academic standing, have exemplary behavior and positive interpersonal skills, and exhibit the maturity to be away from home for an extended period of time.

While it is possible to exchange at a later time, it is recommended that students exchange in 10th in order to not unduly affect their preparation for college.

Applications for exchange must be received by the High School Chair as early as possible, ideally before the first day of the school year in which the student wishes to exchange.

The school has on file a list of students who wish to exchange with one of our students. Usually, the foreign student visits Highland Hall first, and then the Highland Hall student goes to the foreign country and stays with the exchange student's family, already knowing at least one member of the family.

14. Fundraising

High school classes often need to raise money for special projects, class trips, etc. All class members are expected to participate in the fundraising projects of their class. All fundraising activities undertaken by an individual student or parent must be cleared through the high school faculty in addition to the Development Office.

15. Grading Guidelines

Students having questions about the criteria used for grading in a particular course should clarify the question with the teacher at the beginning of the course. In addition to test scores, attitude and work habits also affect the letter grade. The chart below details the grading system in use at Highland Hall:

Letter grades are based on the following percentages:

A+ 98 & above	B+ 88-89	C+ 78-79	D+ 68-69	F 59 or lower
A 93-97	B 83-87	C 73-77	D 63-67	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

The following information pertains to the school's policies regarding "D" or "F" grades, failed courses, late work, effect of poor attendance on grades, and extracurricular activities:

- a. D-F slips: When a student is getting a "D" or an "F" in a given course or if other problems arise, the teacher has the option of sending a D-F slip to the student's parents. In some instances, this option is not possible. For example, if the grade is based on an outside project, the teacher may not know if the student's work is at the "D" or "F" level before the end of the course. The faculty of Highland Hall makes every possible effort to communicate with the parents when a student is doing poorly; however, final responsibility rests with the student and his/her parents.
- b. D or F Grades: The student has the following options if the grade is "D" or "F":
 - i. A student receiving a "D" or "F" grade in an academic track class may attempt to earn

- a better grade by repeating the course. This repetition may be done in the following year, if the schedule allows. The student may also attend summer school or take an online course.
 - ii. A student who receives a “D” or an “F” grade for a main lesson course may be offered the opportunity to perform further work to satisfy the teacher; however, teachers are under no obligation to make such an offer.
- c. Attendance Affects the Student’s Grade: The following guidelines explain the policy of Highland Hall with regard to attendance:
 - i. A student who misses five or more days in a main lesson block may receive no credit for that block or may receive partial credit depending on the nature of the class and the teacher’s judgment.
 - ii. A student who misses ten (10) or more days in a track class may receive no credit for that course, or partial credit may be given as noted above.
 - iii. A student may also receive a lower grade or fail a course due to excessive tardiness or absences.
 - iv. Three tardies in any given course may count as one unexcused absence for grading purposes.
 - v. In the case of a prolonged illness verified by a doctor’s note, a teacher may waive the above guidelines and allow a student to make up the work and receive credit for the course
- d. Extracurricular Activities: Students must attend all classes on the day of an extracurricular activity in order to participate in that activity. Examples of such activities are plays, musicals, sports competitions, rehearsals and practices. Any exceptions to the attendance rule will be considered on an individual basis.
- e. Failed Course: Students who fail classes may be asked to leave the school. Every effort is made to help a student pass a course. A grade of “fail” at Highland Hall usually reflects a negative attitude or little or no work attempted.
- f. Late Work: Students who miss deadlines for whatever reason will receive a lower grade regardless of the quality of the work.
- g. Add/drop requests: Students who wish to add or drop elective classes may do so within the first two weeks of a new semester. They should first see the class sponsor(s). If the request is approved by the sponsor(s) and both teachers involved, the student must obtain the “Drop” and “Add” forms. The sponsor(s) and teachers involved must sign the forms, and the student must return the signed forms to the High School office within the designated time.

16. Grading Procedures

- a. All students receive written reports and final grades at the end of each quarter.
- b. Progress reports are mailed at appropriate intervals between grading periods. Parents will be informed in writing of consistently incomplete work. In addition, parents with questions concerning their student’s progress may contact the teachers at any time.
- c. Grade Change: Requests must be made within 12 days of the report being emailed.
It is the student’s responsibility to notify their teachers of any grade error. The error will be handled according to the policy detailed in g - Grade Review (below).
- d. Incomplete: An INC (Incomplete) will be used only when a student, due to sickness or other unavoidable, documented, emergency, has not had reasonable time to complete the required work. The student and parents will be notified of an INC along with the conditions for completing the course, if applicable. In order to receive credit, the student will be assigned make-up work by the teacher, which must be completed within a designated time frame and before the beginning of the next school year or semester. Missed deadlines for make-up work or insufficient work will result in an “F” or a grade assigned at the discretion of the teacher. The grade will appear on the official transcript.
- e. Withdrawal: Withdrawing from a course is recognized as officially and permanently leaving that course after the student has already enrolled and participated in the class. A withdrawal may be obtained only due to sickness or other extenuating circumstances. Requests for withdrawal will be honored on a case-by-case basis.

- f. **Grade Review:** If a student wishes to contest a quarter or semester grade report, a review procedure requires the student to do the following:
 - i. Approach the teacher who awarded the grade and ask for a review of the grade.
 - ii. If the teacher does not agree with the student's request for a grade change, the student may file a written request for review with the Grade Review Committee. The request must include the relevant work and the teacher's written findings.
 - iii. The Grade Review Committee is composed of the High School Chair, the teacher of the course in question, and a faculty member of the petitioning student's choice. The Committee will make the final determination based on its review of the relevant information.

17. Graduation Requirements:

- a. Students at Highland Hall Waldorf School must take part in all the offered courses. By doing so, students will meet or exceed the entrance requirements of the University of California (<http://admission.universityofcalifornia.edu/freshman/requirements/index.html>) and other highly selective colleges.
- b. At Highland Hall Waldorf School, all courses are equally valuable for every student. Therefore, all classes, including physical education, art, music, and class trips are required for graduation.
- c. **Graduation Requirements**
 - i. Students must take part in all offered courses. In rare cases, the high school faculty may decide to require fewer credits in chosen areas for individual students and still grant a high school diploma, or may allow students to complete some coursework at outside institutions.
 - ii. Students must make up any credit deficiencies in order to graduate. Students are expected to do so through a separate institution. Setting up such course work is the family's responsibility. Correspondence through BYU (<http://is.byu.edu/site/>) or another approved online provide is one option.
- d. **Learning Accommodations**
 - i. Students with documented learning challenges may be granted learning accommodations. A professional educational assessment must be completed for the student prior to the creation of accommodations. Families are responsible for coordinating such assessments outside of Highland Hall. Accommodations are based upon the professional education assessment and meetings with the students and their parents/guardians and the high school faculty.
 - ii. Learning accommodations are kept on file in the high school office and are shared with the student and his/her family, the student support manager, and the high school faculty only. Learning accommodations are not noted on a student's transcript. Please contact the student support manager for more information.
- e. Absences from classes due to illness, injury, or family crisis may result in altered grading practices and/or reduced course credits.
- f. **Academic Probation:**
Students may be placed on academic probation if they have not demonstrated the expected responsibility required in their academic work. Expulsion will result unless they take the responsibility required within the timelines specified in the formal terms of the academic probation. During academic probation, students are expected to make up work. Students may also be required to participate in after-school or tutorial sessions (that parents may be required to fund separately). The privilege to participate in extracurricular activities may be withdrawn during academic probation.
- g. **For transfer students:**
 - i. Upon entering Highland Hall, students' transcripts and coursework will be evaluated.
 - ii. Students who have taken similar courses at another school are not excused from taking them at Highland Hall. After the student has completed the course, Highland Hall will keep the higher of the two grades as long as the number of credits is met.

18. Health & Safety

- a. **First Aid:** The school is not allowed to give students any oral medication, including aspirin and Tylenol, without written permission from their parents. For external first aid, students should report to the main office. In an emergency, students should try to remain calm, not

move, and wait for help. Student insurance covers emergency treatment. An Incident/Injury report must be filled out and turned in to the high school office within 72 hours of the accident or injury.

- b. **Illness: Students who feel ill in class should get permission from the teacher to go to the high school office. In the office, they can make arrangements with the High School Chair** and their parents to be picked up and taken home after officially signing out.
- c. Medications: Parents must notify the Main Office and the class sponsor(s) if a student is on medication.
- d. Earthquake/Natural Disaster: If, because of a natural disaster or inclement weather, there is a question if the school will be open, students and parents should tune to Radio Station KGIL – 1260 AM, or check Highland Hall's website: www.highlandhall.org. DO NOT call the school. In case a disaster or other serious event occurs while school is in session, students will not be allowed to leave the school or evacuation site until their parents pick them up.

18. Honor Roll Program

To recognize students who have done outstanding work at Highland Hall, an honor roll and awards system has been established. Eligible students will receive letters or certificates at the end of each year indicating the honor or awards they have received. The following sections cover the descriptions of the awards and the National Honor Society, Rudolf Steiner Chapter:

- a. Highland Hall Awards Descriptions
 - i. Commendation for Highest Honors: An overall GPA of 4.0 or above.
 - ii. Commendation for High Honors: An overall GPA of 3.75 to 3.99.
 - iii. Commendation for Distinguished Student: An overall GPA of 3.50 to 3.74.
- a. Special Awards for seniors: To qualify, students must have been at Highland Hall for all four years of their education. Participation in the exchange program counts as part of these four years. The student must have exhibited a positive and helpful attitude towards fellow students and the school community as a whole.
 - i. The Scholastic Achievement Award is given to the student who has the highest overall GPA of 4.0 or above.
 - ii. Citizenship
 - iii. Math
- b. National Honor Society, Rudolf Steiner Chapter

Each year the high school faculty nominates members of the eleventh grade for the Honor Society. The selection is based on four ideals: character, leadership, scholarship, and community service contributions within the school as well as outside the school community. No student is inducted solely on high academic performance; however, a 3.5 academic GPA is required for nomination.

The National Honor Society strives to recognize the total student: one who excels in the above-mentioned virtues and one who shows promise to hold true to these expectations. Membership is contingent on continued exemplary behavior. The student will be notified by mail of his/her acceptance into the Rudolf Steiner Chapter before the start of the twelfth grade.

19. Lines of Communication

- a. Students having questions about or difficulties in a class should contact the teacher as soon as possible. If, for some reason, there is no response in a timely manner, the student should contact the class sponsor(s).
- b. If problems develop at any time during the school year, the student or parents should first consult the teacher. If further discussion is necessary, the student or parents should consult the class sponsor(s). Special requests or concerns should be brought to the attention of the high school chair.

20. Physical Education and Athletics

- a. Physical education classes are required for all students in grades 9, 10, 11 and for seniors who have not passed 20 units of P.E. Students choose classes three times a year, coinciding with the season (i.e. baseball in the spring.) Classes depend on student interest

as well as the availability of teachers and proper facilities. If a P.E. class is to be held in facilities that are off campus, parents must give their permission and may be required to pay an extra fee for their student to participate.

- b. Clothing for PE: T-shirts, closed-toed athletic shoes, and sweatpants or shorts (at mid- thigh length) should be worn unless a student is wearing the team uniform. No jeans or cut-offs.
- c. Physical education classes occur on Tuesday and Friday afternoons. Inappropriate attire is not an excuse for non-participation or absence from a P.E. class. Both non- participation and absences from P.E. classes will affect the student's final grade.
- d. Participation on teams is not based on ability; therefore, all participants qualify to play. However, athletic programs are possible only when there is enough student participation. A physician's statement may be required in order to participate.
- e. Athletic eligibility is based on regulations issued by the State of California, which permit participation if student has a "C" average or better and is not failing any classes. A student may be suspended from athletics for being chronically tardy to other classes or consistently failing to meet deadlines. Such suspensions will exclude the student from participating in at least one game. In addition, the coaches may suspend a student from participating in games for showing a poor attitude, unsportsmanlike conduct, or other conduct which violates the ethics and standards of the school while participating in an athletic contest.

21. Private Parties

School-sponsored activities are designated by letters sent home or by permission forms that parents must sign and return to the school. Students sometimes hold parties after events such as the Three Kings Play, the senior play, the prom, and graduation. These parties are private; they are not school functions and are not supervised by faculty. Parents of students who host private parties are legally responsible for all minors who attend.

The social interaction between students at private parties has an effect on the ability of the students to develop moral consciousness and clear thinking through Waldorf education. Alcohol and drugs inhibit such development. Highland Hall requests that parents who allow their children to host private parties see that these parties are chaperoned to ensure that students do not use alcohol and/or drugs.

It is the responsibility of parents of students attending parties to satisfy themselves that their children are adequately supervised. If there are questions about a function being school-sponsored, the student or the parents should contact the sponsor or the High School Chair.

Advertising of private parties by the posting of a notice of any kind is not permitted in the classrooms or on school grounds except by permission of the high school faculty.

22. School-Sponsored Social Functions

School sponsored social activities outside of school hours will be coordinated by a member of the faculty. Such school-sponsored social events, such as dances or art exhibitions, take place a few times a year. All school rules for acceptable conduct apply at these functions.

Notices of such events will be sent home with the beginning and ending time made clear. Parents are responsible for ensuring that students are picked up promptly at the end of the event. Guests, who are the responsibility of the students inviting them, should be made aware of the school rules regarding smoking, drinking, drugs, etc. For the prom, a guest pass must be filled out and turned in to the high school office prior to prom night. The prom is a high school function; eighth graders are not permitted to attend.

23. Student Driving

Students are subject to the laws of the State of California while driving to and from school and while on school property.

- a. Students driving cars to school must have proof of a valid driver's license, proof of insurance and proof of financial responsibility on file in the high school office. Forms may be obtained from the Administrative Assistant or online. If insurance forms are not on file, students will be unable to bring their cars on campus. .
- b. Students must park on the campus lot, south side. The lot is closed for students' use during the school day unless they obtain approval from the school to leave or return to school prior

to the end of the school day. Students may not park on the street; any student found parking on the street will be served with a detention slip,

- c. Approval to drive off school grounds requires a written note or a call from the parents. The school will not grant approval for students to leave school grounds for lunch, community services, school-related errands, or field trips except in extraordinary circumstances.
- d. Students may not use their own transportation to attend sporting events if they plan to return to the school, per our insurance company. Student drivers may not drive students from Highland Hall to school-sponsored activities, nor may they drive students in after school care program off campus and back again.
- e. Student drivers must have Permission to Drive onto Campus and a Release of Claims forms completely filled out and on file in the high school office. Violation of the rules for student drivers may result in suspension of driving privileges.

24 Student Jobs

Students may wish to take jobs to earn money and to gain experience. However, during the school year, attendance and satisfactory completion of school work should take priority in the students' lives. School-related obligations include participation in scheduled class projects such as class trips, concerts, and rehearsals. See the High School Chair for work permits.

25. Valuables

- a. Students should not bring sums of money over \$20 to school. If they must carry larger sums of cash, they should check the money into the high school office.
- b. Students should not bring to school other valuable items, such as jewelry, expensive watches, etc. If the student must bring such valuable items, he/she should check these into the high school office rather than leave them unattended.
- c. Musical Instruments: Instruments should not be left unattended in classrooms but should be kept in the music room. The school cannot be responsible for the loss of instruments that have been left unattended.