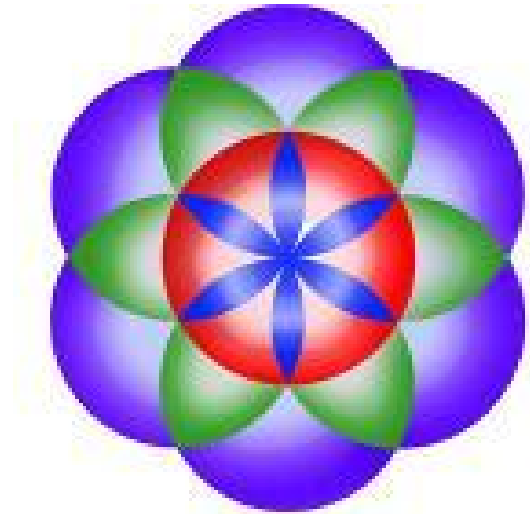


# Emerson Waldorf School

## High School Student / Parent Handbook

2010-2011



6211 New Jericho Road  
Chapel Hill, NC 27516  
High School Office Phone (919)-932-1195

[www.emersonwaldorfschool.org](http://www.emersonwaldorfschool.org)

**MAIN OFFICE (919) 967-1858**

**Fax (919) 967-2732**

**Monday - Friday 8:00 a.m. - 4:00 p.m.**

**HIGH SCHOOL OFFICE (919) 932-1195**

**Monday - Friday 7:30 a.m. - 3:30 p.m.**

**KINDERGARTEN OFFICE(919) 967-3362**

Nancy Balasubramanian	History Teacher	<a href="mailto:nlbowman89@hotmail.com">nlbowman89@hotmail.com</a>
Jessie Onuf	Humanities Teacher	<a href="mailto:jonuf@hotmail.com">jonuf@hotmail.com</a>
Jason Child	Music Teacher	<a href="mailto:jasonchild@waldorfmusic.com">jasonchild@waldorfmusic.com</a>
Laura Guinan	Art Teacher	<a href="mailto:vallaura@bellsouth.net">vallaura@bellsouth.net</a>
Kathleen Jackson	Guidance Counselor	<a href="mailto:ewscounselor@earthlink.net">ewscounselor@earthlink.net</a>
Lisa Krogh	Math Teacher	<a href="mailto:l.krogh@fullsppectrumleader.com">l.krogh@fullsppectrumleader.com</a>
Mary Kirchoff	PE Teacher	<a href="mailto:kirchoffmary@gmail.com">kirchoffmary@gmail.com</a>
Dan Moise	Science Teacher	<a href="mailto:dan_moise@yahoo.com">dan_moise@yahoo.com</a>
Peter Moyers	Practical Arts	<a href="mailto:papamoyers@gmail.com">papamoyers@gmail.com</a>
Robert Rich	Math Teacher	<a href="mailto:robertrich@nc.rr.com">robertrich@nc.rr.com</a>
Leigh Sparacino	Administrative Asst.	<a href="mailto:annefairleigh@gmail.com">annefairleigh@gmail.com</a>
Angelo Sphere	Humanities Teacher	<a href="mailto:asphere9@aol.com">asphere9@aol.com</a>

**Visit our website at [www.emersonwaldorfschool.org](http://www.emersonwaldorfschool.org).**

**Non-Discrimination Statement:** The Emerson Waldorf School does not discriminate on the basis of race, color, creed, national or ethnic origin in the administration of its educational policies, admissions policies, tuition adjustment program, athletic, or other school-administered programs.

*The Faculty and Administration reserve the right to amend these policies at any time with written notification to parents.*

EMERSON WALDORF SCHOOL  
HIGH SCHOOL STUDENT/PARENT HANDBOOK  
2009/2010

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## I. INTRODUCTION

**Mission Statement:** The Emerson Waldorf School provides an integrated Waldorf curriculum and environment which encourage and promote independent thinking and social responsibility, as well as academic and artistic excellence. The unique gifts and contributions of each child are honored through a developmentally appropriate awakening of thinking, feeling and willing. Further, the Emerson Waldorf School understands children as beings of body, soul, and spirit, and guides them to develop compassion and reverence for themselves and the world community.

The culture of Emerson Waldorf High School is one of learning and mutual respect. Our fundamental expectation is that all members of our community act respectfully towards persons and property, and are receptive and reciprocal in personal growth and learning. The students of EWHS consider these norms essential to their success and to the health of our high school:

**Respect**  
**Integrity - kindness - courtesy**  
**Responsibility for self, others, and school**  
**Dedication to work - motivation - participation - focus**

We expect these qualities to motivate the behavior of our students, faculty, staff and parents, in **all school activities, whether on or off campus**. It is the responsibility of the faculty and staff to interpret and enforce both the spirit and the letter of school rules.

## II. SOCIAL CONDUCT

### **PERSONAL AND INTERPERSONAL NORMS**

**Decorum:** Our school is a community space for a community of learners; student behavior must reflect appropriate decorum and respect for the needs of others. We expect behavior which maintains an atmosphere of positive educational and social interactions among classmates and faculty.

We begin and end our days with moments of quiet community. During morning and afternoon circle, students, faculty and staff join for announcements, song, and verse; chatting is not appropriate. To facilitate full participation and presence during circle, students set aside all belongings, including drinking vessels, backpacks, sports equipment and musical instruments.

During the school day – in all classes, as well as at breaks and lunch--members of the high school community are expected to show courtesy and respect for the personal space of others and demonstrate an understanding of the public nature of school. Sitting and lying on the floor in the hallways is not permitted. Moderate to low noise levels are to be maintained on campus, especially indoors. Breaks, lunch and study halls are not opportunities for sleep. Rude or vulgar speech, crude behavior and disrespectful treatment of others, have no place in our school community. Inappropriate public display of affection, including but not limited to kissing, lengthy hugging, and sitting on laps, are not permitted. Teachers will discreetly and respectfully ask students to refrain from public displays of affection that, in the teacher's opinion, are inappropriate.

**Consequences of violation:** Students will be required to cease the offending behavior immediately. Failure to comply will result in detention and a conference with the student's parents. Repeated lapses or patterns of inappropriate behavior will result in further detention, suspension, a contract for continued participation, and/or expulsion. Egregious offenses can result in immediate suspension or expulsion.

**Harassment, teasing, bullying:** EWS provides an environment free from all forms of discrimination, harassment, bullying, teasing, and physical violence. It is of the utmost importance that students develop and practice a respectful sensitivity for the physical and emotional boundaries and well being of the other people in the school community. All forms of physical violence, verbal abuse, teasing, slurs, "hazing" or any behavior which threatens, bullies, or intimidates another person are strictly forbidden.

Each individual is entitled to the respect of his or her peers and all members of the faculty and staff regardless of sex, race, creed, political affiliation, belief, or opinion.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment. Sexual harassment in any form will not be tolerated, including unwanted touching, leering, sexually explicit remarks, or jokes about body parts or personal behavior (spoken, written, or gestured.)

A student in a situation involving harassment should immediately seek guidance and help from a trusted adult. Similarly, a student who witnesses a situation involving harassment has an obligation to report it to a parent or teacher so that the harassment can be immediately stopped. Any report or rumor of harassment will be thoroughly investigated by the faculty and reported to the parents of the students involved.

**Consequences of violation:** A student who is harassing another student will be required to cease the offending behavior immediately. Even with compliance, the harassing student may be suspended. Further offenses may result in expulsion. Any and all reports of harassment or discrimination will be thoroughly investigated by a group of faculty members in council with appropriate members of the adult community to protect and ensure the safety and well-being of all.

## **DRESS CODE**

Our dress policy helps to create an atmosphere in which attention is focused on learning and positive interaction, not clothing. The Dress Code applies to any and all school events, whether the events happen during the school day, in the evening, on the weekends, or off-campus. The faculty reserves the right to make exceptions for specific events.

Clothing worn by EWHS students, faculty and staff is comfortable, well fitted, and functional for the various activities of the day. Daily attire must be modest, neat, clean, and professional. Students are expected to dress appropriately for all classes. This may require additional clothing which may be different from daily dress and is appropriate for physical exertion or messy activities.

### **Unacceptable dress and ornamentation:**

- Clothing extending over hands and/or feet
- Shorts, skirts, and side slits higher (shorter) than fingertip length along the thigh
- Any sleeveless shirts for boys
- Sleeveless shirts and dresses for girls with straps less than 1.5 inches wide

- Anything that exposes – even in stretching – midriff, cleavage, underwear, or bra straps (including sports bras)
- Bare feet or flip flops.
  - NOTE: Closed-toed shoes must be worn for outdoor activities, movement classes, labs, and practical arts. Students are advised to keep a pair of closed-toed shoes in their lockers.
- Clothing with offensive, violent, or drug- and alcohol-related images and/or words
- Torn or stained clothing; cut-off sleeves and pant-legs
- Sleepwear, bathrobes, and slippers
- Distracting hairstyles or unnatural hair color
- Hats and sunglasses worn indoors or at opening and closing circle. This includes sunglasses worn on the head.
- Distracting jewelry; visible jewelry in piercings other than in the ears; visible body ornamentation, including tattoos, scarification, henna and other painting of or drawing on the skin

**Special Event and Assembly Dress:** The Rose Ceremony and other special events require more formal dress than day-to-day classroom wear. Students must follow the dress code standards in regard to hemline length and strap width. Girls must wear a dress, skirt or dressy slacks with a blouse that adheres to the dress code. Boys must wear dress pants and a polo-style or other buttoned, collared shirt. No shorts, T-shirts, heels more than 1.5 inches high, flip-flops, or sneakers for either gender are permitted at the Rose Ceremony and other special school events, whether on- or off-campus. Inappropriately dressed students will not be allowed to participate until they change clothes.

**Consequences of violation:** An inappropriately dressed student will be sent to the HS Office and required to immediately remove, change, or cover clothes or jewelry to bring apparel to standard. Any body ornamentation will have to be washed off or covered. Students who come to school with unnatural hair color will be sent home until the color has been washed out or dyed to a natural hue. Any time spent away from class because of dress code issues will be counted as tardiness or absence. With repeated offenses, the student will be sent home, given detention, suspended, and/or expelled.

### **USE AND MAINTENANCE OF PROPERTY**

All members of the community are expected to show respect and care for all school property, resources, materials, and facilities including but not limited to books, furniture, equipment, buildings, and grounds.

It is expected that all students and faculty of the high school will contribute to monitoring litter and cleaning the buildings, classrooms, and surroundings. All students are required to participate in clean-up actively and productively without reminders.

Faculty must grant permission for students to use the telephone, copier, computers, office and art supplies, maintenance and cleaning supplies and other items belonging to the school or to individual faculty members. Likewise, permission must be granted by students for use of their personal property. It is expected that loaned items will be carefully maintained and returned as agreed. Destruction, damage, misuse or vandalism of property belonging to the school or to members of the community, is not tolerated.

Students should prepare adequately at home and not expect to have access to copiers and computers at school. The offices in the high school are faculty and staff workplaces only. Likewise, telephones are available for student use in case of real need, but are not intended for daily use to arrange rides or the delivery of forgotten lunches, musical instruments, or homework assignments.

**Consequences of violation:** Detention; replacement or repair of damaged property at the offender's expense and inconvenience; suspension or expulsion for repeat or severe offenses.

## **CAMPUS RESTRICTIONS**

### **Boundaries and limitations during the school day:**

Parents are asked to drop students off in front of the kindergarten or lower school. They are NOT to drive up to the high school building itself to drop students off. (Exceptions can be made, of course, in case of injury.)

Students must remain – in the morning before circle and during the course of the day – in or within sight of the high school building. They may not go to the "Fairy Meadow," the lower school, Hinoki Theatre or the woods behind the high school.

Students must remain, during class time, with their classmates – unless they have been excused to the Office due to illness.

The Front Office is a workspace that is available to students only in case of need, and not as a lounge or place of refuge. During morning break and lunch, students may congregate outside (within sight of the building), or in classrooms.

The faculty room and faculty restroom are off limits to all students, as are the dishes, flatware, and other supplies stored in those rooms.

### **Food and drink:**

No food is allowed during class time or during the gatherings for morning or closing verse. Food is to be eaten ONLY during the designated lunch and snack periods, inside classrooms or outside the building. Eating is not allowed in the hallways.

Students are strongly encouraged to stay hydrated throughout the day by drinking water. Sodas are unhealthy and are strongly discouraged.

No chewing gum is allowed at Emerson Waldorf School.

Students must provide their own utensils and dishes for lunch and snack. These items cannot be provided by the school. No paring or other sharp knives can be brought by students. Fruit, vegetables, etc. must be sliced at home.

**Consequences of violation:** Students will be required to immediately cease offending behavior. Failure to comply or repeated offenses will result in detention, parental conferences, suspension and/or expulsion.

**Electronic devices:** The use of electronic devices detracts from healthy human interaction on a school campus. These devices include, but are not limited to, cell phones and other telecommunications devices; personal music or video devices; handheld games; laptops; and cameras. Calculators are allowed.

Upon arrival at school, students must turn in to the office all electronic devices, properly contained, clearly labeled with the student's name, and with the power off. Devices will be returned at the end of the day.

Students must have express written permission from a faculty member to possess or use electronic devices on school grounds. Written faculty permission will be held in the front office by the High School Administrative Assistant.

**Consequences of violation:** Devices will be immediately confiscated and will only be returned – to a parent--after a direct conversation between the parent and a faculty member. Repeat offenses will result in detention, suspension, and/or expulsion.

**Controlled substances:** Drugs, alcohol, and tobacco are physically debilitating, socially destructive, and damaging to the development of the capacity to think, perceive, and create. Abstinence from these substances is required for enrollment and continued participation in the school community. Prescription drugs require proper notification from a parent or physician and their administration and use is monitored by the school.

**Consequences of violation:** Any alcoholic beverages, tobacco, unauthorized drugs or drug paraphernalia brought on campus or at any school trip or function will be immediately confiscated. Noncompliance with controlled substance policy will result in parental conferences, suspension, required consultation with outside counselors, contracts with individualized requirements, and/or expulsion.

**Weapons:** Weapons of any kind, real or simulated, including but not limited to firearms, knives, sling shots, and similar devices are strictly forbidden.

**Consequences of violation:** Parental conferences, suspension, required consultation with outside counselors, contracts with individualized requirements, and/or expulsion.

**Visitors to Campus:** For security and safety reasons our campus is not an open campus.

To maintain an academic environment, we do not allow students' friends to "drop in" at any time. Guests of a currently enrolled student who wish to attend an after-school game or evening performance are expected to respect the school's culture and rules. Any violation of this expectation will result in their being asked to leave campus immediately.

All visitors to the High School must sign in at the High School Office and sign out when leaving campus.

Expelled students, regardless of when the expulsion took place, are not permitted on campus unless they have requested and received written permission from the High School Chair.

Visitors in violation of the above guidelines will be asked to leave the campus immediately. Visitors who fail to comply or ignore and abuse these guidelines will be regarded as trespassing, and the law enforcement authorities will be informed of the problem.

### III. ACADEMIC CONDUCT

#### ATTENDANCE

**Absenteeism:** Regular and timely attendance is a basic expectation at EWS and families must make attendance a priority.

- Attendance is taken in the morning and by subject teachers during the day.
- With the exception of sudden illness or injury, the school must receive written advance notification explaining the reasons for a student's absence.
- Absences due to illness must be reported directly to the High School office by a parent by 9:00 a.m.

- Absences of three days or more require arrangements regarding school work and credit.
- Students are responsible for all content and assignments missed during absence.
- Students leaving campus or the HS building must check out at the office. No students will be released without parental consent and arrangement, including times of illness or scheduled medical treatment.

**Consequences of violation:** Skipping classes or leaving the building or campus without permission will result in detention, suspension, and/or expulsion.

A student missing more than 20% of class time - *in any class* - due to unexcused absences will lose credit for that class. This means that in a three-week Main Lesson Block, a student may miss three (3) classes without loss of credit. In a four-week block, a student may miss four (4) classes without loss of credit. The same basic formula applies to track classes and afternoon classes. When a student loses credit, s/he will be expected nonetheless to complete the work of the class, and will receive a grade for the work completed. That grade will be reported on their transcript with an explanation as to why credit is not being recorded.

Absences will be recognized as excused if, when a student is ill, there is a doctor's note provided as to the student's illness. Similar documentation must be provided for family emergencies or funerals. Said *documentation must be provided on the day that the student returns to school*. If this is not done, the absence will not be recognized as excused. Absences due to routine dental and medical appointments, family vacations, headache, cramps, fatigue, and/or other symptoms that do not result in a doctor's visit and note will not be recognized as excused absences.

**CAVEAT:** Any combination of excused or unexcused absences exceeding 30% of the class time will result in loss of credit. This means that a student may miss four (4) days in a three week block or six (6) days in a four-week block before credit is forfeited.

**Tardiness:** Tardiness is a significant distraction to our rhythms. Students are expected to arrive at school and check in at the office no later than 8:10 a.m. and join the morning circle before it begins at 8:15. "Check-in" at the office is the time to deliver to the HS Administrative Assistant any notes that will excuse them during the course of the day for medical or other appointments.

**Consequences of violation:**

- Failure to check in at the office, whether arriving late or on time, will result in being marked **absent**.
- Checking in after the bell, but as morning circle is beginning, will result in being marked **tardy**.
- Three tardies to morning circle will result in detention. For seniors, more than one tardy to morning circle in a week will result in a loss of Off-Campus Lunch privilege for that week.
- Students missing 50% or more of any class period will be marked as absent.
- Three tardies for any class are marked as an absence.
- Parents will be notified of their child's attendance patterns, noting any behavior which could threaten the student's success. A pattern of repeated tardies or absences may result in suspension and/or expulsion.

## HOMEWORK

Students should expect homework assignments in all High School classes. It is the student's responsibility to fully understand assignments and to complete them on time. If a student is absent for any reason or is struggling to understand the assignment, it is his or her responsibility to speak with the teacher for assistance or an extension before the deadline.

**Consequences of violation:** Teachers are not required to accept or to give credit for late work and are not obligated to grant extensions. Late work may be graded down at the discretion of the teacher. Parents will be notified of patterns of late submission of work.

## INCOMPLETE WORK

A grade of Incomplete is granted very rarely, and only under extreme circumstances. Incomplete work must be made up within a period of time granted by the teacher, or the final grade will be given based on the incomplete body of work.

## PLAGIARISM AND CHEATING

Plagiarism is defined as failure to properly credit sources in written work whether they are published, online, or generated by a teacher, parent, or fellow student. This includes paraphrasing as well as direct quoting. Cheating includes sharing work, repeating quiz or test questions to other students, and obtaining forbidden outside aid. Shared work is only allowed when group work or group projects are assigned. Willful deception of any kind--in homework, written work, or verbal exchanges--is considered a serious offense.

**Consequences for violation:** All cases of plagiarism or cheating will be referred to the HS faculty for deliberation. Depending on the severity of violation, consequences include reduced grades, a failing grade for the assignment or the course, suspension, or possibly expulsion.

## **IV. GRADUATION REQUIREMENTS**

### ACADEMIC REQUIREMENTS

The credits required for graduation are currently under revision. This information will be issued in the fall semester 2009-10.

### COMMUNITY SERVICE

As part of our obligation to the larger community, each student is required to perform ten hours of Community Service work for each year at the high school. This yearly requirement may be prorated for those students who attend school in a foreign country for a portion of the year, or who join the school midyear.

The work must be for a charity or non-profit organization that meets a specific need in the community, and may not be for pay. In the past, students have worked for many local groups including food banks, animal shelters, environmental organizations, and hospitals. To ensure that the service will count, students are required to get approval in advance from the Community Service Coordinator before doing their service for any organization.

Up to five service hours each year may be served working for an approved Emerson Waldorf activity. Students are notified of these occasional opportunities during the announcement portion of opening verse or closing verse. All other service opportunities are found by the student, often by checking with upper classmen about their prior Community Service experiences.

**Consequences of Violation:** Students in grades 9, 10, and 11 have the whole school year and the subsequent summer to comply with each year's Community Service requirement. A student who is not current at the beginning of each school year will not be allowed to participate in extracurricular activities until caught up. Seniors who are not current at the start of their senior year will not have off-campus lunch privileges until they have met the requirements for grades 9, 10, and 11. Seniors are required to complete their Community Service by April 30 of their senior year. Starting May 1, seniors will lose off-campus lunch privileges and be in danger of losing Senior Trip privileges until their Community Service obligation is complete. **Seniors will not receive their diplomas, nor will their final transcripts be released, until they have completed the full community service requirement for graduation.**

### **JUNIOR INTERNSHIPS**

Each student carries out a one-week internship in the fall of the junior year. This is a meaningful work experience for full working days, five days a week. On-site supervisors complete an evaluation at the end of the week, and the juniors present their experiences to the school community in a public forum.

### **SENIOR PROJECTS**

All seniors conceive their own independent Senior Projects in May of the junior year, and then work with a mentor throughout the senior year until their public presentation in March or April. The Senior Project is the culminating experience in the student's high school education and should demonstrate the student's ability to devise, plan, undertake, complete and publicly present a self-chosen, weighty project that has been previewed and approved by the High School faculty. Senior Projects from our school and others have been varied and diverse using many of the artistic and academic disciplines that are offered at a Waldorf school. EWS Senior Projects have included: piano compositions, photojournalism; a short play written and performed; fashion designed, produced and modeled; a mythological graphic novel written and illustrated, and musical instruments built. All ideas are welcome, indeed invited. They need only be substantive and include both an academic and artistic component.

In all cases, the students set out and meet a significant challenge, one that requires them to make a substantial advance in already-existing capacities or to make a marked breakthrough into a discipline which is entirely new. EWS values the Senior Project as a tool for self-education and individual expression; the Projects are source of great pride for the students. While these projects are an integral part of Waldorf education and successful completion of a student's senior project presentation is a graduation requirement, no grade is given. The Senior Project is viewed as a rite of personal passage into adulthood; as such, each individual student is left to personally evaluate the level of success achieved.

One faculty member coordinates and administratively supervises senior projects (Senior Project Coordinator). This ensures a line of communication throughout the year between the faculty and students. Each senior chooses a Faculty Project Mentor for general support and a Community Mentor for specific guidance and assistance. Students are responsible for regular and timely communication with the Senior Project Coordinator and the Faculty Mentor regarding project progress throughout the year. Some supervised class time is provided during the senior year for students to work on their projects.

## PROBATIONARY PERIOD

New students to the school are automatically placed on four-month probation in their first semester. Continued enrollment is contingent on satisfactory academic and social performance in that four-month period.

Any student, whether new or not, can be deemed “at risk” and put on academic and/or social probation. The period of probation, which may vary, is intended to call the student’s and parents’ attention to the problem, and to encourage the student to return to good standing. Once placed on probation, the student must comply with written, individualized requirements in order to maintain enrollment. This written contract will be placed in the student’s file and given to the student, the parents, and the advisor.

## V. SPECIAL PRIVILEGES

### STUDENT DRIVING

Students may drive to school after they have registered with the office. To register, both student and parent(s) must read and sign the Student Driver Registration, and a photocopy of the student’s most recent driver’s license must be submitted to the Main Office.

Restrictions:

- Students must park in the lot across New Jericho Road from the lower school, and nowhere else.
- Students may not drive on campus during school hours – ever!
- Student drivers may not have other students as passengers unless the parents of both students grant written advance permission. These written agreements are kept in the HS Office for ready reference.

**Consequences of violation:** Revocation of driving privileges for a period of time to be determined by the High School faculty.

### OFF-CAMPUS LUNCH

Seniors may have the privilege of extended, off-campus lunch one day a week (Fridays during the 2009-2010 school year) if they meet the following criteria:

- **A good attendance record to classes and to morning verse.** More than one tardy to morning verse in a week will result in the loss of privilege for that week. Repeated attendance problems of any kind may also result in a loss of the privilege.
- **Up-to-date community service hours.** Community service hours for the preceding year must have been completed.
- **Good academic standing.** The student must maintain at least a C- average in all classes and must not be grossly behind in any assignments. Faculty members can express any concerns they have about a student's performance to the High School Discipline Committee. That body will make a determination about the temporary or permanent revocation of the privilege.
- **Good behavioral standing.** The student must have no current disciplinary issues at school. Repeated violations of the dress code or other policies may result in the suspension of off-campus lunch.
- **Timely return from off-campus lunch each week.** If the HS Administrative Assistant or the teacher for the 2:15 class on Friday reports a late return from lunch, the student will

lose the off-campus privilege for the following week. Only a verifiable illness or accident will excuse a late return.

## **TRIPS**

All field trips, curriculum trips, and class trips are subject to school rules, including dress code, general conduct, and banning of electronic devices and cell phones for students. Any exceptions will be spelled out in permission slips in advance of the trip.

Participation in any excursion off-campus requires a permission slip signed by the parent. Parent signature implies agreement with all of the stipulations spelled out in the permission slip.

All parents who volunteer at the Emerson Waldorf School must complete a background check in the school office before driving or chaperoning on field trips or working with the students in any capacity. Drivers must also have a copy of their driver's license and current insurance certificate on file in the office. Please see "Emerson Waldorf School – Field Trip Policy and Procedure" for details regarding off-campus events and trips.

## **EXTRACURRICULAR ACTIVITIES**

The High School offers extracurricular activities, including athletics, clubs, and service opportunities. These activities are available to all students who are in good academic and disciplinary standing, have submitted written parental permission, and have no known health issues that would prohibit their safe involvement.

**Athletics:** EWS administration and faculty set policy to guide and support the Athletic Director, who is responsible for managing issues with coaches and players that involve the team or athletic events. They may step in where necessary to advise or to resolve disputes.

Students who elect to participate in a sport should plan to attend all practices, games, and other events. However, students are not permitted to participate in a game or practice on days that they were absent for half a day or more, or had to leave early for any medical reason. Players may be placed on suspension or probation from athletics in response to academic or disciplinary concerns.

## **VI. COMMUNICATION**

### **CHANNELS OF COMMUNICATION**

The High School Complaint Process is similar to the whole-school policy, with some additional steps added that are appropriate to the governing structure of the high school. When a student or parent has an issue to address concerning the high school, clear, quick and direct communication with the individual(s) involved should be initiated. If such communication seems difficult or proves unfruitful, the student or parent should then approach the student's advisor for assistance. If the advisor is unable to mediate the situation, the High School Chair can be brought in for resolution.

Only if the problem cannot be resolved within the high school will the Administrator or the College of Teachers be asked to step in. The High School Chair will assist in determining to whom the concern should be referred. A completed and signed "Assistance Request Form," available in the Main and High School offices, is required for the involvement of the College.

In general, issues can be resolved only if both parties are able to discuss the circumstances giving rise to the concern or grievance. Anonymity is therefore inadvisable.

Please refer to the whole-school Parent Handbook for further information.

## **GRADING AND REPORTS**

Teachers write grade reports at the conclusion of each block and at the mid-term and conclusion of all track classes. Reports are mailed to parents on a regular basis. If a student is struggling in a course, the teacher will contact parents as soon as the problem is identified.

Letter grades are assigned for all classes and grades are scaled from A to F (4 point scale) with plus or minus grades assigned. Grade Point Averages are calculated for college admission purposes and transcripts can be reviewed by the family and others designated by the family with advance notice of forty-eight hours.

There are no Honors or AP classes, and there is no ranking of students.

Cumulative high school transcripts are sent home each June after all grades have been entered. Parents and students are asked to carefully review transcripts for errors or omissions and immediately report any problems to the HS Counselor.

All grades, reports, records of disciplinary actions, complaints, and honors become a part of the student's permanent record.

In accordance with all-school policy, **family accounts with EWS must be paid in full** for grade reports to be mailed home and for official documents such as transcripts and letters of recommendation to be sent to colleges and other institutions.

## **TELEPHONE**

The HS Administrative Assistant is responsible for covering the phones from 7:30 a.m. until 1:00 p.m. every day. In the event that she has stepped away from office, parents can leave a voice mail message and expect a timely response. When voice mail messages are left outside of office hours, they will be answered as soon as possible. In an emergency situation, parents should contact the Main Office of the school in the event that they cannot get through to the high school. Main Office staff will carry an emergency message to the high school.

Parents are expected to arrange changes in transportation, classmate visits, medical and dental appointments, etc. well enough in advance for their child to know before coming to school. The school offices are not responsible for relaying any non-emergency messages.

Faculty telephone numbers and hours of availability are provided to parents at the beginning of the school year.

## **WRITTEN CORRESPONDENCE**

Parents and students are expected to read thoroughly and in a timely fashion all written correspondence that is sent home by faculty and administration. Major correspondence, such as student reports and summer information packets, are sent via post. In an effort to save paper and time, announcements, updates, and other routine correspondence are sent via email. Parents should ensure that the HS Administrative Assistant has up-to-date email addresses that can be used to contact the family.

HS faculty and staff email addresses are listed at the beginning of this handbook. Parents who email faculty can expect an acknowledgement within forty-eight hours. If no response is received, parents may follow up with the HS Administrative Assistant for assistance.

## **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

In the event of inclement weather or other emergency conditions EWS will be closed or delayed if any of the following school districts are closed or delayed: Orange County Schools, Durham County Schools or Carrboro/Chapel Hill City Schools. This decision will be made by 6:00 a.m. The message on the school's message system will indicate if school is closed (967-1858).

Information concerning the school's status will be on radio stations 1360 AM, 91.5 FM and television channels 5 and 11 (note: WRAL's website lists EWS closing information at [www.wral.com/weather/closings/](http://www.wral.com/weather/closings/)). Also, our schools website will have information on the main page - [www.emersonwaldorf.org](http://www.emersonwaldorf.org). It is the parent's responsibility to be informed of the opening status of school – there will be no parent phone trees to notify of morning closures and delayed openings. The school's message line and website are generally the most reliable information source, as radio and television stations are sometimes difficult to reach due to congested lines. When school is closed or delayed, all levels, Nursery through High School are closed or delayed.

### **Delayed Opening**

When a "2 hour delay" is announced school will start at 10:30; earliest drop off is at 10:15 a.m. Note that any day the school has a delayed opening, there is the possibility that Afterschool will close early and that extracurricular activities will be cancelled. Regarding extracurricular and evening activities – a decision to continue or cancel extracurricular activities will be made by 10:15 a.m. Parents need to call the office to check on the status of music classes, sports, PO meetings, class meetings, and Afterschool.

### **Closure after school in session**

If you feel that weather and driving conditions are deteriorating once school is in session, please feel free to call the office to arrange early pickup of your child. In the event of an early closure, parents will be called and asked to pick up their children. Please make sure that the school has the most up-to-date contact information for your child!

**Note:** Students in Nursery should arrive at school no earlier than 8:00 a.m. and no later than 9:00 a.m. Students in Kindergarten should arrive at school no earlier than 8:00 a.m. and no later than 8:30 a.m. Students in grades 1 through 5 should arrive at school no later than 8:25 a.m. to be ready for class at 8:30 a.m. Students in grades 6-8 should arrive at school no later than 8:10 a.m. to be ready for class at 8:15 a.m. High School students should arrive by 8:10 a.m. Please notify the appropriate school office before 8:00 a.m. if your child will be absent that day.

## **PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE**

- NC law requires that everyone report suspected child abuse, neglect, or dependency. "Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent shall report that case to the Director of the Department of Social Services in the county where the juvenile resides or is found." The law makes no exceptions to the reporting requirement, i.e. even in relationships that usually involve confidentiality: it includes attorney/client, husband/wife, etc.
- At EWS, it is the responsibility of the individual teacher to make the report of suspected abuse, neglect, or dependency directly to the Director of the Department of Social Services. The teacher has legal protection under the law from defamation. It is not the duty of the College of Teachers or Board to investigate the situation. Allegations could be defamatory if made public to the College of Teachers or Board and are unfounded. After a report is made, the College of Teachers shall be notified on a need-to-know basis.

- A representative from the Department of Social Services will meet at the beginning of each school year with full and part-time faculty and staff to present the NC Child Abuse and Neglect Reporting Law and answer questions about the teacher’s responsibility.

**Orange County Department** – Child Protective Services -- To report suspected child abuse/neglect, phone 968-2000 ext. 224.

**2009-2010 FINANCE OFFICE INFORMATION - JUNE 2009**

**Application Fee:** a \$50.00 non-refundable fee for applications for students not currently enrolled must accompany the application form.

**Payment of Tuition:** Families may opt between paying tuition for the entire year in advance and paying in twelve monthly installments.

**Advance Payment:** Families electing to make a single tuition payment will be eligible for a 4% discount. To make a single annual payment, please pay the amount shown on the Tuition Schedule in full to TADS by July 1st.

**Monthly Payments:** Families electing to pay monthly will be enrolled in the TADS Tuition Program. Monthly payments are due on the 10th of each month beginning in the June before the school year starts. TADS handles tuition payments through a coupon book, automatic draft, or credit card.

**Proof of Payment:** Parents are liable for proof of payment. Acceptable forms of proof include canceled checks, money order traces from the issuing agency, credit card statements, and School receipts (issued upon request for cash only). In matters of dispute, lack of proof of payment will be construed as non-payment.

**Tuition Levels:** Tuition levels for 2009-10, not including applicable sibling discounts, will be:

	<i>Base Tuition</i>	<i>Single payment – 4% discount</i>	<i>Monthly payment amount</i>	
			<i>Re-Enrolling Students</i>	<i>New Students (deposit of</i>
Nursery 4-day	\$5,655	\$5429	\$429	\$409
Nursery 5-day	\$6,938	\$6,660	\$536	\$516
Kindergarten	\$8,774	\$8423	\$690	\$669
Grade School	\$12,360	\$11866	\$988	\$967
High School	\$13,845	\$13291	\$1,112	\$1,091

**Tuition Deposit:** The deposit for families enrolling their children for the first time at EWS is \$750 per child; the deposit for re-enrolling families is \$500. The tuition deposit is non-refundable and non-transferable. The deposit will be applied fully towards next year’s tuition provided the enrollment agreement and deposit are submitted by the re-enrollment deadline. If the enrollment agreement or deposit is received after the deadline, only half the deposit will be credited towards next year’s tuition.

**Sibling Discount:** A discount of 10% is applied against the tuition for the younger siblings, enrolled in Grades 1-12, of children enrolled in Grade 1 or higher. The sibling discount does not apply to children enrolled in the Nursery or Kindergarten programs.

**Late Fees:** Monthly tuition accounts for which a payment is received 10 business days past due are assessed a \$29 late fee by TADS. Parents/guardians having difficulty paying tuition or

other fees should contact the Finance Manager to make alternate arrangements. Also see the EWS Arrears Policy.

**Facilities Maintenance Fee:** All families are required to pay a one-time \$1,300 Facilities Maintenance Fee for each student enrolled. We encourage families to pay for the Facilities Maintenance Fee in full when the first tuition payment is due. New students enrolling in the Early Childhood program have the option to make a smaller deposit towards their Facilities Maintenance Fee (\$200 for Nursery, \$300 for Kindergarten) rather than paying the entire fee immediately. For all new students, payment plans may be set up through the Finance Office. For complete details, families of new students should refer to the Facilities Maintenance Fee Description and Agreement found in your enrollment package.

**AfterSchool and AfterCare Tuition:** Payments for the AfterSchool program (Grades 1-8) and AfterCare (N-K) are in addition to the tuition payments and are billed in arrears, due monthly, at the first of the month. Separate enrollment agreements are available through the directors of each program. The 2009-2010 fees for these programs will be \$14/day for AfterCare (N-K), \$15/day for drop-in AfterSchool (Grades 1-8). Parents can choose to pre-register for AfterSchool (Grades 1-8) at a reduced rate of \$13/day. Late pick up fees of \$1/minute will be charged for late pick up from AfterSchool and AfterCare.

**Late Pick Up Fees:** Lower School children not picked up by regular dismissal time, will be enrolled into AfterSchool and charged accordingly. Early Childhood children who are not pre-registered for AfterCare and not picked up by regular dismissal time, will not be enrolled into Aftercare, but will be charged a fee of \$1/minute.

**PO Dues:** Parent Organization dues for EWS families will be included in the tuition on the enrollment agreement.

**Direct EWS Statements:** Monthly statements are sent at the end of each month for amounts billed by EWS (e.g., Facilities Maintenance Fees, AfterSchool) and are due no later than thirty days after the invoice date. EWS accepts credit card payments for single-payment tuitions and will include a 5% transaction fee on those payments. This fee is subject to change without notice.

**Returned Check Fee:** There is a \$35 charge for all returned checks. This fee is subject to change without notice.

**Tuition Adjustment:** The School will consider Tuition Adjustment (TA) for families who demonstrate financial need; this adjustment applies to tuition only. It may not be possible, however, to accommodate every family's unique circumstance. Therefore, the School asks parents/guardians to pursue all other sources of income for tuition payments. Information concerning the Tuition Adjustment program, as well as applications, is available through the Director of Administration.

**Withdrawal of an Enrolled Child:** Intention to withdraw a child from the Emerson Waldorf School must be made in writing to the Director of Administration. The withdrawal will be effective as of the date of receipt of the letter or the last day of attendance, whichever is later.

## **FROM THE EWS BOARD: ON MEETING OUR TUITION OBLIGATIONS THE EWS ARREARS POLICY**

The EWS Board of Directors, which bears the responsibility for the financial health of the school, would like to see all families meet their tuition obligations in a timely fashion. From time to time, however, families in our community face financial hardships such as job loss, illness and so on. Frequently these hardships also impact the School in the form of missed or

late tuition payments. Since EWS depends on tuition for 90% of its income, the late payment of tuition may well impair our ability to pay teachers and staff and to run programs, ultimately adversely affecting the quality of our children's education.

A family knowing it will have difficulty meeting its tuition payments must write a letter to the Finance Manager immediately. The school will work with the family to try to find a mutually agreeable way to meet the tuition obligation. As always, all financial information is confidential.

In the event a family falls into arrears with its tuition payments, and the Finance Manager has not received written communication from the family, the following steps will be taken:

1. When a payment is 30 days past due, the Finance Manager will send a statement to the family showing the past due amount.
2. When a payment is 60 days past due, the Finance Manager will attempt to contact the family by email or telephone to see whether temporary payment restructuring is needed to restart the payments. At this time a letter can be sent that warns that full payment or a satisfactory payment agreement will be necessary to ensure the continued enrollment of the child(ren) involved.
3. If steps 1 and 2 fail to result in payment within one or two weeks, the Director of Administration will be notified of the delinquency and will also attempt to contact the family to effect temporary payment restructuring.

When payment is 75 days past due, the family will be required to keep the child(ren) at home. If a child is brought to school despite this requirement, the class teacher or high school adviser will send the child to the office and the parents will be called for immediate pick-up. No one at Emerson Waldorf School wants to lose a single family. We all appreciate the struggle and sacrifice made by many families in order to provide their children with a Waldorf education. We encourage you therefore to be in contact with the School in the event you foresee having difficulty meeting your tuition schedule.

### **Opportunities for Parent Participation**

- All parents belong to the Emerson Waldorf School Parent Organization.
- Parents receive a weekly newsletter containing school events, updates and community information. EWS strongly encourages parents to attend class meetings. The meetings provide school and pedagogical information and promote parent-teacher as well as parent-parent communication and relationship building.
- Grandparent's Day is held annually on the day of the spring assembly.
- Each year a volunteer survey is filled out so parents can choose the events and activities they are most interested in participating. Examples of some of those opportunities include:
  - School grounds workdays
  - Holiday Faire and May Day celebration
  - classroom projects
  - School planning and implementation teams
  - Share skills, knowledge and cultural celebrations with the teacher and class
- The PO and other EWS related committees host various classes, workshops, study groups and lectures for parents throughout the year.
- Parents are encouraged to attend Waldorf Education Day, a full day Saturday workshop held on campus each autumn.