

SAN FRANCISCO WALDORF HIGH SCHOOL

Student and Parent Quick Reference Guide

Below is a quick reference guide to the contents of the Handbook. A PDF version of the Handbook is on our website.

Communication:

Students will be issued a student SFWHS **email** account, which should be **checked daily** for notifications from teachers regarding classes or work and notifications from the school regarding events.

Weekly Bulletins with date sensitive information are sent weekly by email. Monthly **newsletters** are also sent via email. These give a fuller picture of some aspect of the school and news of alumni. Parents: please notify the school if you do not use email. **Announcements** are made to students during weekly all-school meetings or class meetings. Daily dismissal gatherings are also used to make announcements to students.

Teachers will use individual **mailboxes** to communicate with students in writing. Boxes should be checked **daily** and not used to store books, old mail, etc. There is a **message board** near the main front entrance. Check it for time sensitive and community announcements. For information on **Athletics**, consult the **sports bulletin board** on the lower level on the western side of the building or call the sports **hotline** to hear updated sports (415-213-6197) information.

For further information on **Athletics** games and practices, **Events**, other **Calendar** questions and more, refer to our school **website**

Communication with Teachers: We expect students to communicate with their teachers regarding their work by participating in class, attending office hours, using the teachers' mail boxes located in the second floor faculty room, or via email. Parents may communicate directly with teachers to resolve any issues that arise. Use the directory on page 11 and descriptions of administrative responsibilities on page 9-10 to help guide calls or email.

Evaluation reports are sent **via email** (please let the registrar know if you need a US mail copy) at the end of each semester. Brief updates are sent at the end of Quarter 1.

Attendance:

Students are required to attend all school days. Arrival time is at 8:05 (classes begin at 8:15am). **During the school day all classes and meetings must be attended.** Students are required to attend field trips and special events such as the Winter Concert, Founders' Night and other events announced as mandatory.

STUDENT ARRIVAL TIME: 8:05

TARDY: 8:15am

Students learn best when they arrive at school with plenty of time to spend a few minutes with friends or go to their locker before class begins. Chronic late arrivals disrupt the class and make it more difficult for students to thrive. We recommend that students plan to be on campus by 8:05am. Main lesson begins promptly at 8:15am.

Whether it is a traffic delay or an emergency, we understand that being late is sometimes unavoidable. We welcome a courtesy call from parents so we know that your student is safe and will be arriving to school, but there are no "excused" tardies. If a student arrives to class after 8:15am, they will be considered late. All students who arrive late must sign in at the front desk and receive either a class admittance slip or a detention slip to give to their main lesson teacher. This allows us to make sure that all students are accounted for each day. The front desk is in charge of tracking late arrivals and assigning detentions according to our policy.

Students are allowed three late arrivals per semester without repercussions. For each subsequent late arrival in the semester, the student will serve an after school proctored detention from 3:30-4:00pm on the same day as the late arrival. We will notify parents if a student is chronically late and request a meeting with the parents and student. Student tardies are part of their official school record and appear on their student evaluations/quarterly progress reports.

In addition to main lesson classes, students are also responsible for reaching all other classes, assemblies, field trip meeting locations and other events on time. Consequences for students who are late to track classes will be at the discretion of the individual instructor and may also include detention. Arriving on time is a healthy habit that we hope to cultivate in our students.

Recommendations:

- 1) If you determine that your muni line has a tendency to run late, you should alter your morning routine to take an earlier bus or streetcar.
- 2) Make certain your carpool members are reliable about getting you to school on time. Otherwise, make alternate arrangements.
- 3) If you feel sick in the morning, it is healthier for all if you stay home rather than run the risk of coming to school (late or on time) with an illness that could infect other students and teachers.

Student Athletes and Detention Protocol

Students on a sports team currently in season who will serve detention for late arrival will do so according to the following protocol:

- If late arrival detention is earned on a game day, and team departure is after 4pm, student will serve detention on that day from 3:30-4:00pm.
- If late arrival detention is earned on a game day and the team has departure before 4:00pm, then the student will serve their detention on the next team practice day. Should the student miss the team's departure for practice that afternoon due to detention, it will be the student's responsibility to get to practice by their own means.
- If late arrival detention is earned on a team practice day, the student will serve detention that afternoon from 3:30-4:00pm. Should the student miss the team's departure for practice that afternoon due to detention, it will be the student's responsibility to get to practice by their own means.

Consequence for Missing Detention

In the event a student misses detention for any reason, the student will report to the HS Chair for a meeting.

Excused Absences:

In the case of illness or family emergency parent/guardian must contact the school by 9:00 am. Student-placed calls will not be accepted. Students must bring in a note from their parents/guardians explaining why they were absent.

Planned Absences:

If you have an unavoidable reason for being out of school, you must go through the Planned Absence procedure (p22) in order to gain permission for your absence. Please note: It is at the school's discretion to agree that a Planned Absence requested will be recorded as an Excused Absence.

Unexcused Absences:

If a parent/guardian does not contact the school when a student is absent, this will result in an unexcused absence recorded on the permanent record. Neither a Planned Absence (including a note from parent/guardian) nor a parent phone call guarantees that an absence will be considered excused. Please see Section three for more detail. Taking vacation time on school days will not be approved as excused absences, except in extraordinary cases. Missing school for College visits prior to the spring semester of junior year is considered an unexcused absence (unless it is for an athletic interview).

Dress Code:

In general, the school dress code can be summed up as “clothing that would be suitable for a casual workplace environment.” Students are encouraged to express themselves in their dress within common-sense guidelines for a school-work environment. Ideally, parents and school work together to create an understanding that what is considered appropriate attire changes with different situations; what is fine for the beach is not ok at a family wedding, school concert or college interview. Learning to adapt to different situations is an important life skill. Students actively participate in PE classes, outdoor education/gardening, sports practices and field trips as well as classroom activities during the day so clothing should be adaptable for all such activities. All students have individual lockers where they can store athletic shoes, an extra sweatshirt or other items if needed.

Driving and Parking:

As a LEED-certified school, we are committed to reducing vehicle usage, making every effort to reduce the number of vehicles driven to our campus. Students are strongly encouraged to take public transportation, carpool, walk, or bike to school. We also understand that there are students traveling long distances to come to our school, and typically, we reserve very few spots each year for these students. This year, because of the construction, there will be no student parking.

Off-Campus Privileges:

Please read this section carefully. Students are given off-campus privileges increasingly as they progress through the high school grades. SFWHS reserves the right to revoke part or all of any student’s privileges any time during the year. Students should be aware that they have 50 or 60 minutes for lunch depending on the day.

Student ambassadors who are hosting a visitor on an off-campus day will not go off campus. They will be allowed off campus on another day instead.

Academic Responsibilities:

Please read this whole section very carefully before agreeing to abide by the academic requirements.

Students are reminded to:

Arrive equipped: Students must bring with them everything needed for class and must arrive on time.

Participate Fully: A significant part of the final evaluation for each class will be based on classroom participation in activities, discussions and field trips.

Complete Work: All classroom, homework assignments and Morning Lesson work must be completed. Students having trouble are expected to see their teachers for clarification or to discuss options if they have fallen behind. **Please note:** Late or incomplete work may earn lower grades or receive no credit. Students must make arrangements promptly with their teachers regarding the possibility for late work.

Be Honest: Plagiarism and cheating are taken very seriously at SFWHS. Any work that quotes another’s work without due citation will receive no credit. Any work that is copied from another student will result in both students receiving no credit.

Take Responsibility: At SFWHS students are expected to take full responsibility for their education and in particular, their academic work. Students are expected to be sure they understand the work in class through participation and to be clear about homework or assignment requirements and find out if they are unsure. Students must communicate with teachers if they are having any trouble or feeling that they may run late with work. Students may need parent/guardian support to take up these responsibilities. Please read the Academic Responsibilities section of the Handbook carefully.

Narrative evaluations are sent to parents and students at the end of each semester, and include reports for Main (Morning) Lessons, art blocks, and PE/movement education classes that concluded during the semester, as well as all ongoing humanities, math, language, and music classes. In addition, at the end of the first and third quarters, parents and students receive a brief Progress Report for the ongoing humanities, math, and language classes, as well as Main Lessons completed in that quarter. Unofficial transcripts are sent to families at the end of each school year.

Conduct:

The faculty, staff, and student community work together with cooperation, respect, integrity, trust, and honesty. All student work and activities should reflect this commitment to cooperation and respect for everyone in our community. Respect extends to all school facilities and property as well as the property of fellow students. When an infraction of

good conduct occurs, the faculty will assess the seriousness of the behavior and determine the appropriate consequence or disciplinary action.

Please read this whole section very carefully before agreeing to abide by the Conduct Codes and Facilities Policies.

Skateboards, roller blades, and bicycles may be used for transportation to and from school only and may not be used during school hours. *Skateboards must be kept in the music closet during the day. The use of skateboards on campus is strictly prohibited on campus and on West Portal Avenue.*

Bicycles must be kept in the outdoor bike rack and should always be chained or locked when in the rack.

Discipline:

When a student is disrespectful or contravenes SFWHS rules in some way a disciplinary process will begin. The process may be as simple as a warning or words from a teacher or staff member or it may require a meeting with the Guidance Committee or other faculty and/or staff group.

Detentions: Detentions are usually served on the day of the infraction and result from rudeness or other infractions. Lunchtime detentions may also be given in order to complete work.

Teacher Letter of Concern: A TLC is sent to parents when a teacher(s) identifies a behavioral or academic problem. A copy will be placed in the student's file.

Probation: Repeated detentions or behavioral problems can lead to Disciplinary Probation during which a student will be given a specific period of time in which to improve. – See Section 8 for details.

Suspension: Particularly disruptive or dangerous behavior can result in suspension. See Section 8 for a list of activities likely to result in suspension. A mandatory parent conference is a requirement for a student to return to SFWHS after suspension.

Dismissal: Every effort will be made to help students and their families resolve any problems that may arise. If, however, a problem remains unresolved, a student may be dismissed from the high school. See p 40 for a list of situations that may warrant dismissal.

Student Services:

Teachers: During class students should ensure that they understand both the content and expectations by asking questions. Teachers make themselves available at lunchtimes and after school to help with any course related questions. Parents with such questions are invited to phone or email teachers.

Academic Advisors: Each student has an academic adviser with whom he/she will meet as needed, to look at her/his overall academic achievement. If a student has any questions or concerns regarding his/her overall academic standing s/he should arrange to meet with her/his academic advisor.

Educational Support: **Margo Engels** is our educational support coordinator. If a student is experiencing difficulty, would like to arrange tutoring, or is concerned about learning differences s/he should make an appointment with Ms. Engels.

College/Career Counseling: **Diana Wuerthner** offers career and college counseling to all students. If students or parents have questions or concerns about college or a career, make an appointment with Ms. Wuerthner.

Faculty Class Sponsors: Class sponsors meet with the class regularly, hold daily dismissal gatherings, and arrange or support all class events. Students with questions or concerns about social life or class/school events should speak with one of the class sponsors.

Emotional/Behavioral Support: **Paige Whiteside** is our Student Mentor. If a student is concerned about their own behavior or emotional state s/he should make an appointment with Ms. Whiteside who is available Monday through Thursday by appointment.

If parents or students have any issues or questions that cannot be resolved through the above channels they may contact the **High School Chair, Jessica Eicher**.

Athletics:

SFWHS engages in a range of sports. See Athletic Director, Bryan Anderson, for information. Athletes must be disciplined, committed, and responsible students.

Student Life:

Student Service: Each student is required to perform 80 hours of service over his/her four years at SFWHS (20hrs yr.). There are a variety of in-school and out-of-school service options.

End of Year Senior Requirement: Seniors' choose to work on a self-selected senior project with guidance from a faculty mentor, or to work on the Senior play. Completion of either the senior project or senior play is required for graduation.

International Exchange: SFWHS 10th grade students may go on exchange to other Waldorf High Schools in Spain, Argentina, Colombia, Peru, Germany, Chile, Taiwan and other countries the exchange coordinator approves.

Applications are begun in 9th grade. Our Exchange Coordinator is Zoe Gressel, Spanish Teacher.

Student Council: is a representative body of elected students that meets weekly with their faculty mentor. The Student Council stocks the school vending machine as a fundraiser for the Student Activities Fund and sponsors student clubs as well as representing student ideas and concerns to faculty.

Conduct Concerning use of Technology

One of the core principles of Waldorf education is to cultivate healthy relationships. Over time, we work with the developing individuality of each student and with each class as a whole to deepen their relationships with each other and with faculty and staff members. These relationships are essential to our entire community health. In our experience, cell phones at school distract from the learning environment—academic, social and developmental—that we are trying to create.

- Cell phones and other mobile electronic devices **must be turned off and put away in the student's backpack or locker** while students are on campus, including all outside areas within the school gates. Students may not carry cell phones in their pockets. Devices, which are seen or heard, will be confiscated.
- In some cases, with permission from a teacher, students can use their cell phones for a specific purpose, for example timing an experiment or recording a project. Students may use their mobile devices during off-campus lunches.
- Headphones for any device may not be used during the school day on campus **or at any school function.** Place them in your backpack or your locker when you arrive on campus. Teachers or staff members will confiscate headphones that are being used on campus.

The consequences for having a cell phone or other mobile device (which include tablets, smart/apple watches, mp3 players and headphones) on campus and not in your backpack or locker and turned off are below:

- **1st offense:** Device is confiscated for the remainder of the day. Policy is reviewed with student.
- **2nd offense:** Device is confiscated for the remainder of the day. Policy is reviewed with student and parent via a TLC letter home.
- **3rd offense:** Device is confiscated and student is referred to Guidance Committee and ILC committee for recommendations, as per SFWHS behavior policy. In addition to any recommendations from the Guidance Committee, device must be turned in every morning and picked up at the end of the day at the front desk for the remainder of the semester.

Ongoing infractions may result in more serious disciplinary action including probation, loss of off-campus privileges or suspension.

The SF Waldorf School is not responsible for damage to, or loss of electronic devices, which have been confiscated.

Computer Policy

Laptops, tablets and library computers are to be used on campus only for academic purposes. Students may use computers in the classroom if they have an accommodation or have been given specific permission from their teacher. Laptop use for academic purposes during breaks and lunch is restricted to a designated computer room. We do not permit students to play computer games or watch movies/videos during school time. Students may not use headphones/earbuds in class or during breaks and lunch without special permission from a teacher.

Laptop/Tablet Carts

One of the school laptop/tablet carts will be in designated computer room for student use during breaks and lunch. Teachers may choose to reserve laptops or tablets for in-class use as part of their curriculum. Laptops and tablets may not be checked out by students, but require a faculty member to sponsor their usage at all times. To access school

computers students have individual logins. Students should always log off when leaving a workstation or turning off a laptop/tablet. Students are responsible for returning laptops and tablets to the correct cart.

Students are provided with a network account and use of the school's computers and laptops as needed for classes or study. It is important to understand that technology provided for students or brought to school for student use must be used as educational tools only.

If a student wishes to use a personal laptop, permission must agree to abide by the Technology Policies when using personal devices at school. Handheld devices including cell phones must be stored in lockers during the school day. They may be accessed only during off-campus lunch times.

Parents are asked to refrain from calling or texting their child's cell phone during the school day. If you need to get an urgent message to your child, please call the main office at 415 431 2736. If necessary, students will be able to return the call during their next break.

Misuse of computer technology may include restriction of a student's network account, loss of computer technology access, disciplinary action, or criminal prosecution for violation of state or federal laws.

Emergency, Health & Safety:

Periodically SFWHS will conduct fire, earthquake and other emergency drills. Please ensure that your family has an earthquake response plan and that students are aware of it. We have recently adopted the Standard Response Protocol recommended by the SF Police Department. Information can be found at: iloveguys.org

Please read our Drug, Alcohol and Tobacco policies carefully before agreeing to abide by them.

Add sexual harassment/ Bullying bit

For the safety of all in the community, students are to refrain from any harassment or bullying of any kind

For Parents and Guardians

Tuition:

Tuition not only enables your child to benefit from Waldorf education, but also supports all aspects of the school's operations outside the classroom. Timely payment of tuition is important for the well being of the whole school, and each family's participation is a critical part of the school's fiscal and pedagogical success. If you anticipate financial difficulties, please contact the Assistant Director of Finance to discuss possible solutions. **Communication with the Business Office is very important in cases when regular payments may be interrupted.**

Please note that all tuition must be paid in full or an acceptable payment plan must be in place for 12th grade students to complete the school year and receive their diploma.