

# Austin Waldorf School Community Handbook 2023 - 2024

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The information in this handbook was the best available at press time. The school reserves the right to correct, adjust, or add any additional information as may be appropriate throughout the school year. Any changes in information or additions will be noted as such, from the original date of publication on the website with the date of change. The Community Handbook on the website will be the official document record.

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## **Our Mission (Our Purpose)**

***Nurture, inspire, engage: enlightening the journey toward a more humane, just, and sustainable future.***

### **Introduction**

Waldorf Education intentionally sees itself as a force of personal, social, and cultural renewal that reaches beyond our immediate time and into future generations of humanity. Within each child lives a future that we invite to unfold, beginning with the planting of a seed, protected and nourished in nutrient-rich soil, and gently nurtured to root and grow, eventually branching out, and standing strong in the world, like a live oak tree. Every child is asking to be seen; every child wants to find his or her way into the world. Every Austin Waldorf child is like a live oak.

The year 2020 marked the beginning of the second century of Waldorf Education and the 40<sup>th</sup> anniversary of the founding of the Austin Waldorf School. The first Waldorf school, founded in 1919 Stuttgart, Germany, was conceived in large measure as a response to a world imposing great trauma on its children and childhood. Arguably, 2020 marked a new age of trauma on the child and childhood, and therefore a renewed mission for The Austin Waldorf School.

While there is something very different about the world in this second century of Waldorf Education – the pace and scope of *change*, for instance – Waldorf Education remains incredibly vital and relevant. Students who join the Waldorf journey develop self-confidence, an ability to adapt to change, and the flexibility to learn something new. They learn how to make space for themselves and for others; they learn how to care for each other and for their world.

### **NON-DISCRIMINATORY POLICY**

**It is the policy of the Austin Waldorf School (“Austin Waldorf” or the “School”) to administer all its educational programs including admission and tuition assistance, without regard to race, color, religion, age, sex, gender (including gender identity and expression (sexual orientation, disability, medical condition, ancestry, genetic information, national or ethnic origin or any other category protected by federal, state, or local law.**

### **WHERE TO GO WITH QUESTIONS**

*Questions concerning curriculum, discipline, homework, schoolwork, progress reports, class trips, class standards, student support, etc.:*

- Speak to your child’s class teacher or high school class advisor (see directory for contact information)

*Questions concerning school policy, procedures, regulations, and concerns beyond the parent/class teacher relationship:*

- Mark Gerhardstein, Interim Head of School, x 105, [mgerhardstein@austinwaldorf.org](mailto:mgerhardstein@austinwaldorf.org)
- Marie-Hélène Harlow, Pedagogical Administrator, x 104, [mhharlow@austinwaldorf.org](mailto:mhharlow@austinwaldorf.org)
- Tammera Ordonez, Grade School Director, x 120, [tordonez@austinwaldorf.org](mailto:tordonez@austinwaldorf.org)
- Terri Everett, High School Director, x 154, [teverett@austinwaldorf.org](mailto:teverett@austinwaldorf.org)

*Questions Concerning: Physical or Mental Health*

- Kathleen Gutzwiller, Nurse, x 101, [healthroom@austinwaldorf.org](mailto:healthroom@austinwaldorf.org); or Jada D’Angelo; Counselor; x 283; [jdangelo@austinwaldorf.org](mailto:jdangelo@austinwaldorf.org)

*Questions concerning Parent Society:*

- Parent Society Leadership Council, [parentsociety@austinwaldorf.org](mailto:parentsociety@austinwaldorf.org) or your class parent representative.

*Questions concerning financial matters:*

- Suzanne Charioui, Interim Chief Financial Officer, x 102, [scharioui@austinwaldorf.org](mailto:scharioui@austinwaldorf.org)

*Questions concerning financial gifts, in-kind contributions, the Annual Fund, or Development events:*

- Ashleigh Lang-Tolliver, x 110, [atolliver@austinwaldorf.org](mailto:atolliver@austinwaldorf.org)

*Questions concerning admissions, enrollment, or exit interviews:*

- Kim Rector, Enrollment Director, x 103, [enroll@austinwaldorf.org](mailto:enroll@austinwaldorf.org)

*Questions concerning buildings and grounds:*

- John Maples, Facilities Director, x 109, [jmaples@austinwaldorf.org](mailto:jmaples@austinwaldorf.org)

*Questions concerning extended day, enrichment, camps, building use, buses, tea garden, school calendar:*

- Jessica Fisher, Auxiliary Revenues Director x 106, [auxiliaryprograms@austinwaldorf.org](mailto:auxiliaryprograms@austinwaldorf.org)

*Questions concerning athletics:*

- Erik Olson, Director of Athletics, x 209, [eolson@austinwaldorf.org](mailto:eolson@austinwaldorf.org)

*Questions concerning BigSIS or school communications:*

- Evan Cook, Database Manager x 252, [ecook@austinwaldorf.org](mailto:ecook@austinwaldorf.org)

*For all other questions:*

- The main office at (512) 288-5942 to be directed to the appropriate person.

## **OUR HISTORY**

### **About the Founders**

The Austin Waldorf School exists because two women, Helen Steele and Eileen Bristol, devoted their personal resources to what they saw as their mission—to create a Waldorf school that would serve the children of Austin, Texas. The dedication and passion of these two women and many who have followed them has allowed this school to flourish. The Helen Steele Memorial Garden may be found between the kindergarten and grade school, while the flow form fountain near the lower grades' playground is dedicated to Eileen's family. We hope you will take time to enjoy them both and remember their work.

### **About our School**

The Austin Waldorf School opened its doors in 1980 as a small elementary Waldorf school in downtown Austin on the shores of Town Lake. Over the next several years it grew and moved to its current location. At the time of purchase, this campus was an approximately 11-acre property with two houses, a barn, and a goat pasture. Over the summer of 1986, parents, teachers, and hired workers built the current grade school classrooms and transformed an existing home into two kindergartens. At the start of that school year the eurythmy lessons were conducted on the dirt floor of the barn, and the children played on the old goat pasture. More construction followed, and in the first weeks of that year, bathrooms were added, two playgrounds were created, and further modifications were made to existing buildings. In 1997, the school expanded to include a high school program.

Programmatically, the Austin Waldorf School grew from kindergarten through the 8th grade in a somewhat unique progression. Starting with a 1st grade, kindergarten, 2nd grade, and 4th grade were added in the second year, followed by a second kindergarten and a 5th grade in the third year. From then on, we added grade levels as each year passed and graduated a number of eighth grades. However, in 1992 we decided to cut back and offer only up to sixth grade in an effort to strengthen and focus on the middle school program. With an eye toward building enrollment for the future, we added a third kindergarten in 1996. A few years later the middle school program expanded back through the eighth grade and that particular class of students and parents continued on to be our first high school class, graduating in 2001.

This period marked a significant phase in the school's development as a capital campaign and support from the Rudolf Steiner Foundation supported a new performing arts center and gymnasium. The school also became accredited by both the Association of Waldorf Schools of North America and the Independent Schools Association of the Southwest. The main entrance of the school is named "Kirsten's Way" in honor of the beloved and strong-willed Kirsten Sotebier who single-handedly ran the business office and administrative functions of the school from its infancy until her death in 2001.

In 2008, we entered another period of organizational reflection and development and in 2009 produced a strategic plan to map the way forward. In 2013 another period of change brought a new system of governance and a three-fold organizational structure: Pedagogy, Administration, and Community and Resource Development (CaRD).

Then, in the summer of 2020 and spring of 2021, the School sold three acres and purchased an additional nine acres. In addition, as a result of the highway 290 expansion project, the school relinquished control of about an acre of land by the intersection with South View. For the 2022/2023 school year, Austin Waldorf School now possesses roughly 33 acres of land.

## ORGANIZATION

The Austin Waldorf School is a 501(c)(3) nonprofit corporation in accordance with state and federal laws. The **Board of Trustees** carries fiduciary responsibility for the organization, focusing on broad, long-term issues of institutional stability, and delegates leadership responsibility for day-to-day administration to the **Head of School**. The Head of School is responsible for oversight of all sections of the school and reports to the Board of Trustees. The **College of Teachers** is a group composed of teachers with a long-term commitment to the Austin Waldorf School and the spiritual underpinning of Waldorf education, and is responsible for guiding the pedagogical direction of the school. The **Pedagogical Administrator** is responsible for program and curricular decisions, teacher evaluations, mentoring, and hiring of teachers, and working closely with the Head of School and the College of Teachers to ensure the fulfillment of the pedagogical vision.

The **Parent Society Leadership Council** represents the parent body and is responsible for organizing parent input and support and serves as a crucial stakeholder group in the school.

### Board of Trustees

The business and property of the Austin Waldorf School is under the authority of the Austin Waldorf School Board of Trustees. The Board is composed of 10-18 Trustees, which includes three Teacher Trustees who are selected by the College of Teachers, the Head of School, and a number of External Trustees. External Trustees serve three-year, renewable terms. Board decisions are made by consent upon quorum constituency.

Board meetings are generally scheduled once each month on campus. Though these meetings are generally closed to the community, the agenda and summary of minutes are shared with the community on a regular basis, and are open for anyone to attend except during closed sessions. A list of Board Members and Officers is available in the school directory and on the web- site. Anyone interested in serving on the Board of Trustees should contact the Board Chair.

### Head of School

The Head of School ensures collaboration between the Pedagogical, Operations, and Community & Resource Development sections of the school. The Head of School is responsible for overall program delivery, and care and appropriate handling of all human, physical, and financial resources, as well as ongoing community and site development.

### Pedagogical Administrator

The Pedagogical Administrator inspires a culture of educational initiative and ensures that the faculty addresses matters of prime importance necessary for the effective functioning and overall health of the school. On a day-to-day basis, the Pedagogical Administrator serves the faculty, parents, and students of the school by providing:

- faculty leadership, support, and development
- pedagogical administration and management including program development and review
- parent and student liaison for ongoing communication, parent education, and conflict resolution.
- Reporting directly to the Pedagogical Administrator are the **Kindergarten Chair, Grades Director, and High School Director**. Each director provides leadership to their particular section and provides a point of contact for parents and students with issues or concerns pertaining specifically to the division. The directors also ensure continuity between the divisions of the school.

## **College of Teachers**

The College of Teachers is one of the Visioning Circles of the Austin Waldorf School, working closely with the Board of Trustees and collaborating with the Parent Society Leadership Council. Its membership includes full time faculty who are inspired to make a deeper commitment to guiding the pedagogical, cultural, and spiritual ideals of the school. It informs overarching policy decisions affecting curriculum and teacher development, strategic planning, festival life, and adult education. A list of College Members is available in the school directory.

## **Parent Society Leadership Council**

The Parent Society Leadership Council is composed of representatives from the Parent Society. The Parent Society Leadership Council provides input to the Head of School, the Pedagogical Administrator, and the Community and Resource Development Circle and has one representative on the Board of Trustees. A list of Parent Society Leadership Council members is available in the school directory and on the website.

## **GOVERNANCE STRUCTURE AND VALUES**

The Austin Waldorf School itself is governed by a structure of self-administration called Dynamic Governance (or Sociocracy). Dynamic Governance is a method of governance and consent decision making that helps an organization achieve its stated goals while maintaining equality among members.

## **Circles**

The Austin Waldorf School uses circles as a method of organization. A circle is a group of people who are operationally related. Each circle has its own aim and has the authority and responsibility to execute, measure, and control its own activities and to maintain an appropriate level of knowledge and skill. All circles are double-linked. A lower circle is always linked to a higher circle in such a way that an elected representative from the lower circle belongs to and participates in the decision making of the next higher circle. A higher circle has more abstract, general areas of responsibility and a lower circle more practical, focused areas of responsibility.

# GENERAL SCHOOL GUIDELINES

**WELCOME** to the Austin Waldorf School! Our purpose is to support the healthy intellectual, artistic, social, and moral development of the students. A shared understanding of the school's policies and procedures is a foundation of a healthy school community, and the aim of this handbook is to make those policies and procedures clear for students, parents, faculty, and staff.

Fundamental to our work as a school is the expectation that all members of our community—students, parents, teachers, and staff alike—will treat one another with respect and consideration. Students are expected to be courteous and considerate in both their speech and behavior toward all other students, faculty and staff, parents, and campus guests. Adults in the community model this behavior for the students.

## PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that parents, and students may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the High School Director.

If you have any questions about the Handbook or any of its policies, please refer to the contact list above for guidance.

## POLITICAL ACTIVISM

While the School recognizes and supports families' varying political activity, expressions, opinions, and engagement, families are not permitted to display campaign materials on the AWS campus or use the School's name or logo or otherwise represent authorization to speak on behalf of the school. Families must understand that while they can become involved in political activity and express their beliefs, they must be mindful that their actions reflect on the school.

## ARRIVAL AND PICK UP

This section contains information that is relevant to the entire school regarding arrival and pick up. Please review the following for grade specific guidelines.

Kindergarten: See Kindergarten Attendance, page 35

Grades 1-8: See Grades 1-8 Attendance, page 39

High School: See Attendance, Tardiness, and Participation, page 50

## **DROP OFF**

- There are defined drop-off points according to grade (see maps below).
- If you have more than one child to drop off, proceed to the drop-off location for your youngest child and drop off all your children at that location. For example, a family with a Kindergartener, a 5th grader and a HS will use the Kindergarten drop off.
- Do not drop off your children outside of the designated drop-off areas.

## **Drop Off Locations**

*Kindergarten:* Kindergarten parking area

*Grades 1-3:* Outside the Art Studio

*Grades 4-8:* Parking area outside the gym near the playing field

*High School:* Outside the high school. Please use the kindergarten entrance to facilitate traffic flow.

## **PICK UP**

- There are defined pick-up points according to grade (see below).
- If you have more than one child to pick up, the higher grades **go to the lowest grade waiting area**. For example, a fifth grader traveling with a student in kindergarten will go to the kindergarten pick-up spot.
- Parents should wait in their car. The children will be sent to the car by the teachers.
- Do not arrange to pick up your child at another location on campus.

## **Pick Up Locations**

*Kindergarten-Grade 1:* Kindergarten parking area

*Grades 2-3:* Outside the Art Studio

*Grades 4-8:* Parking area outside the gym near the playing field

*High School:* Outside the high school

**Please adhere to the 5 mph speed limit.**

**Cell phone use (including hands-free) while driving on campus is strictly prohibited.**

## **Routes of Travel: (see the following map)**

*Kindergarten:*

Turn right into the kindergarten entrance and continue straight and around the loop. Please do not park or get out of your car unless you are a kindergarten parent.

*Grades 1 through 3:*

Enter at the main entrance (at the Austin Waldorf School sign) and turn left into the area near the main office. Please exit past the school store rather than circling around next to the high school, especially during drop off.

*Grades 4 through 8:*

Enter at the main entrance (at the Austin Waldorf School sign) and turn right into the area near the gym and playing field. Exit past the paper recycling. There are two pick up lanes with a center travel lane.

*High School:*

Turn right onto the kindergarten road and then immediately right into the main parking lot and continue towards the High School. Pick up your high school student in front of the high school, and exit right, next to the AWS sign at the main entrance.

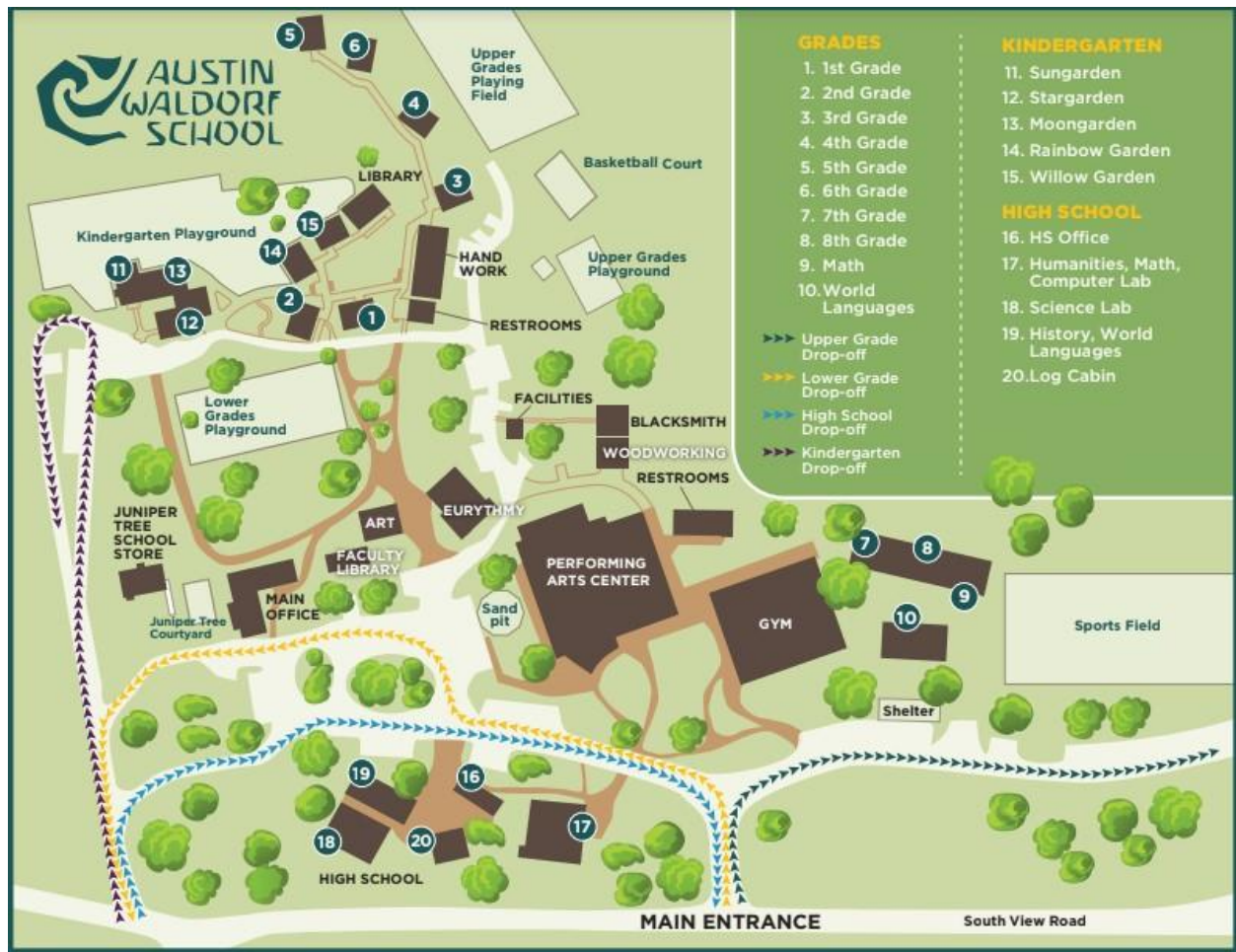
**Transportation Services**

Parents who use any third-party transportation services to transport their children to and from school do so at their own risk. Austin Waldorf School does not endorse the use of such services and, in no event, shall be responsible for any injuries or damages associated with their use.

**Communicating Changes to Pick-up**

If there are any changes regarding who will be picking up your child at any time (e.g., going home with a friend, leaving early, etc.) please send an email no later than 2:00 p.m. to your child's teacher and the main office front desk at [awsmail@austinwaldorf.org](mailto:awsmail@austinwaldorf.org) (512-288-5942).





## **ATTENDANCE OVERVIEW**

Due to the experiential nature of Waldorf education, regular attendance is a priority. Regular attendance supports the student's ability for consistent knowledge and skills acquisition and contributes to the social health of the class. Noncompliance with the attendance policy may jeopardize a student's successful completion of a course of study and/or the student's enrollment status at Austin Waldorf School.

*Please review the following for grade specific guidelines:*

Kindergarten: See Kindergarten Attendance, page 35

Grades 1-8: See Grades 1-8 Attendance, page 39

High School: See Attendance, Tardiness, and Participation, page 50

## **BIRTHDAY CELEBRATIONS**

**K-8:** Teachers celebrate students' birthdays and will give parents instructions regarding celebration specifics. At these events, we strive to create a certain mood that cameras can disrupt. Video, photo, or cell phone cameras are not permitted. For all home celebrations, we ask that party invitations not be distributed at school. If your child wishes to exchange cards or gifts with another child, please do so off campus.

## CAMPUS

### General Information

The Austin Waldorf School campus has two entries and three exits. The kindergarten entrance is located at the southern end of the campus. The main entrance is centralized, and the playing-field parking lot exit is closest to Hwy. 290W. Note this is exit only.

### Cars

No vehicles are to be left on the campus overnight without permission from the main office.

### Bicycles and other wheeled devices (unicycles, scooters, etc.)

Students riding a bicycle (or other wheeled transportation) to school may ride on campus only to designated locations with bicycle racks. The bicycle will remain parked in the rack until the student leaves campus.

- *PAC location*--between the gym and PAC. Students may ride through the main entrance and to the bicycle rack. Riding is prohibited in the central traffic circle between the PAC and main office.
- *Kindergarten location*--between the Stargarden and the parking lot. Students may ride through the kindergarten entrance to the bicycle rack.
- *Middle school location*-- between Grades 7 and 8.
- *High school location*--courtyard

Riding a bicycle elsewhere on campus is prohibited during school hours. Bicycles must be walked on footpaths and sidewalks. Store bicycles at your own risk; a lock is recommended. Permission forms for walking or riding bicycles to/from home can be obtained from the main office or high school office.

### Crisis Management/Emergency Drills

Austin Waldorf School has a Critical Incident Plan in place in the event of any emergency. There will be frequent emergency drills. Evacuation routes are posted in each room. Students shall move to and from designated areas quickly and in silence. Children will not be released to a parent during an active drill.

### Emergency/Crisis Communication

When a decision is made to delay school, dismiss school early, or cancel school due to inclement weather or other emergency situations, the School will notify parents via a combination of automated phone messages, emails and/or text messages depending on the circumstances. Parent or guardian contact information provided at the time a student is enrolled will automatically be used for notifications. Please be sure to update contact information in BigSis (see Database section for more information) within two weeks after the date any information changes.

### Walking/Cycling Home

Students walking or riding bicycles to and from school must have written permission (click here to access form) from a parent on file in the main office or high school office and may not wait at the pick-up area.

### Parking

Parking is available along the playing field (except between 3:15 and 3:45 for afternoon carpool) and across from the main office. Any parking spaces anywhere on campus marked "Faculty" (including the service road and areas behind the handwork room) are reserved and assigned to specific faculty members Monday-Friday 8:00 a.m.- 4:00 p.m. Please do not park in these designated faculty parking spaces.

The kindergarten parking area is designated for kindergarten parents and staff only.

If no parking is available on campus, you are welcome to park completely off the blacktop on our side (west side) of South View Road. Please do not park on the east side of South View Road.

Please never leave children unattended in a parked car.

Cars parked in fire lanes, on our neighbor's property, and other undesignated areas MAY BE TOWED at the vehicle owner's expense.

For information on high school student driver parking see High School Driving and Parking, page 53.

### **Child Safety from Sexual Offenders and Predators**

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for School activities with unsupervised access to our students, are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from School.

### **COMMUNICATIONS**

The Austin Waldorf School utilizes multiple forms of communication. Every effort is made to provide clear, accurate, and timely notification of upcoming events, news, and emergencies. It is the responsibility of each parent, faculty member, staff member, and stakeholder to read and respond appropriately to communication requests, concerns, or inquiries in a timely manner.

#### **Staying Informed - A Shared Responsibility**

The school communicates with parents in the following ways:

- Email
- Online database (BigSIS)
- Weekly announcements
- Phone
- Website and blog
- Direct mailings
- Class e-mail lists

We try to make it easy for parents to stay informed and up-to-date on the events and opportunities happening at the school. It is each parent's responsibility to register in the FACTS portal database, read the notifications that are sent, and check the [online calendar](#). We make every effort to avoid overuse of email and are committed to consolidating announcements into one weekly email, the Weekly Announcements, which comes out each Sunday throughout the school year. Please read it regularly to stay informed.

## **Weekly Announcements**

The Weekly Announcements contain vital information about school events, some of which may be mandatory for your student. Please ensure that [aws\\_communications@austinwaldorf.org](mailto:aws_communications@austinwaldorf.org), our communications email address, is added to your contacts list so official school communications do not go to your junk folder or are deleted.

## **Calendar**

The official Austin Waldorf School calendar is available at [austinwaldorf.org/community/event-calendar](http://austinwaldorf.org/community/event-calendar). The online calendar is the most accurate source of event information. Dates on the calendar are subject to change. Please check the calendar periodically throughout the year.

## **Community Meetings**

Community Meetings are scheduled annually to share and discuss pertinent information with the community. Attendance is voluntary but highly recommended. Childcare is for enrolled Austin Waldorf School students and is free and underwritten by the Parent Society. See Parent Society Sponsored Childcare, page 25.

## **Database**

The Austin Waldorf School utilizes an online database called FACTS which parents use for the following purposes: accessing and updating contact information, all school directory, and viewing and downloading student reports and transcripts. Parents can and should update any contact information as soon as possible and no later than two-weeks after any changes through the parent portal, <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> with District code AW-TX. If you require any technical assistance, please contact Evan Cook at [ecook@austinwaldorf.org](mailto:ecook@austinwaldorf.org).

## **Directory**

Austin Waldorf School publishes a community directory once a year with contact information for all current families and faculty. There is also an up to date electronic copy of the directory available in the parent portal of the FACTS database. The Austin Waldorf School Directory is for the personal use of current families and faculty only. Use of names, addresses, phone numbers, and/or email listings for any business or commercial solicitation purposes, including copying, or other use, is prohibited. No part of the directory may be reproduced, stored in a retrieval system, or transmitted in any form or by any means including electronic, mechanical or otherwise without written permission from the School.

## **Flyers**

All event and marketing flyers or posters must be submitted to the Head of School for approval and dating before being posted on campus. (Examples: Winter Fair, Variety Show, etc.)

## **Parent Meetings**

Parent meetings are held for each class several times per year. These informational meetings cover topics related to the individual class and curriculum. Parent attendance is required at parent meetings. Parent meeting times and locations are listed on the [calendar](#). See Parent Society Sponsored Childcare, page 25 for information regarding childcare during parent meetings.

## **Parent-Teacher Conferences**

Conferences are an opportunity to share information about how your child is doing at school and at home. It is important that all parents attend these conferences.

## **ENROLLMENT**

### **Applications/Admissions**

All applications are considered and reviewed in accordance with the school's admission procedures and processes. A copy of the admission process is provided with all applications.

*Kindergarten to First Grade:* Students must turn six by June 1st to be considered age-eligible for first grade. The kindergarten and grades faculty work together to determine a child's readiness to move forward into the first grade by assessing the three major developmental areas: movement skills, cognitive development, and social/emotional behavior. The first-grade readiness team may determine that while a child is age-eligible the child has yet to meet other readiness markers. A decision could be made to have the child remain in kindergarten for the upcoming school year.

*Sibling and Alumni:* Notices are sent in the fall semester regarding the Sibling and Alumni Application. Completed applications are due by the last day of October. Failure to meet this deadline may result in forfeiture of consideration. The current enrollment of one child, or alumni status, does not guarantee a new child's admission into the school.

### **Contracts**

Re-enrollment contracts for a new school year are generally issued in late January following the Board of Trustees' approval of tuition and fees. The completed contract and the registration fee are required by a designated date in February to secure a child's place on a class roster. The issuance of a new enrollment contract may be withheld pending resolution of outstanding issues.

### **Tuition Assistance**

Austin Waldorf School is committed to assisting as many families in need as possible, and more than 20% of our families receive some level of tuition assistance. If a student is accepted to Austin Waldorf School, the student's needs, the family's circumstances and ability to pay, and the availability of tuition assistance funds are all taken into consideration.

Austin Waldorf School uses a third-party program, School and Student Services (SSS) to help assess a family's ability to pay school costs. SSS helps make objective and equitable tuition assistance decisions. Detailed information on tuition assistance is available on the school's website ([link here](#)) or in the Business Office.

We also know how fortunate we are that many of our families have more than one child enrolled at Austin Waldorf School. While we do not give tuition reductions for the number of children a family has in private schools, we are sensitive to this being the tipping point in some families' ability to stay at our school and encourage all of our families with multiple children to discuss their options for tuition assistance prior to withdrawal.

Please see the Tuition Assistance [page on our website](#) for information on how to apply, checklists and FAQs. All families interested in learning more about tuition assistance or are applying for tuition assistance for the first time, may schedule a meeting with Suzanne Charioui, Controller, [scharioui@austinwaldorf.org](mailto:scharioui@austinwaldorf.org), to answer any questions and help with the process or to discuss options. Your application is strictly confidential, but it does involve providing certain financial information and meeting several deadlines.

### **Financial Obligation**

**The Enrollment Contract is a legally binding contract for the entire school year.** All Parents or guardians of the Student who have the right to make decisions regarding the Student's education shall be jointly and severally responsible for the full financial obligation, including all tuition and fees, for the entire school year upon signing the Enrollment Contract. Any family who selects a monthly payment plan will be automatically enrolled in the Tuition Refund Insurance program, which is made available through the school, to protect the families yearly financial obligation under the terms of the Enrollment Contract. Families who chose the single payment option, have the option to voluntarily participate in the Tuition Refund Insurance program. Please see your Enrollment Contract for program specifics. The tuition, tuition deposit, enrollment fee, tuition insurance and the balance of tuition may not be transferred to another student. No part of the tuition or fees paid or outstanding, will be refunded or canceled in the event of absence, withdrawal, or dismissal from the school nor will the tuition be reclassified as a donation. A tuition account sixty (60) days in arrears may lead to student suspension and a hold on academic records.

### **Force Majeure**

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. Parents may be required to sign a waiver as a condition of on campus instruction. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

### **Adherence to School Rules**

The School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to all its students. The school expects and requires parents to adhere to the policies, standards, and guidelines in this handbook. All are expected to be respectful and cooperate with Austin Waldorf with respect to all decisions affecting the student. If any family member of a student (i) engages in behavior, communication or interactions on or off campus, that is disruptive, intimidating, overly aggressive or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes



with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates) the School reserves the right to place restrictions on the family member's involvement or activity at School, on School property, and/or at School-related events. Continued enrollment of a student is contingent upon the parent(s)/guardian(s) abiding by school rules and the decisions of the administration and Board of Trustees. By enrolling, parents understand that Austin Waldorf School reserves the right to revoke the privilege of enrollment or re-enrollment to any student if Austin Waldorf School reasonably concludes that the actions of the parent(s) or guardian(s) or the student(s) make a positive and constructive relationship impossible, or otherwise seriously interfere with Austin Waldorf's accomplishment of its educational purpose.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)'s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

### **Resolution/Dismissal Process**

The Austin Waldorf School enrollment contract represents a cooperative agreement with joint responsibilities of parents and the school. When issues arise, which may include academic, disciplinary, or learning challenges, efforts will be made to resolve them. While there are certain serious situations in which a student may be immediately expelled, there are other situations in which the school may determine that it cannot appropriately serve a student and decide to dismiss a student after a review process. The School encourages students and/or parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, grades director, pedagogical leader, or the Head of School. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

*Under development - the High School is exploring a role for students to play in the judicial governance of their school community.*

Dismissal of a student by the school may only be made with the approval of the Head of School after a good faith investigation of the recommendation to dismiss. The review process will be led by the Pedagogical Administrator and the Head of School.

### **Confidentiality**

When misconduct occurs, the school strives to allow the student and family to deal with the consequences in private. While the school cannot guarantee confidentiality in every circumstance, the school administration, faculty, or staff will generally endeavor not to disclose disciplinary information about our families unless required to do so by law. We appreciate parental cooperation in being similarly discreet if/when situations arise.

In the interest of maintaining the strictest confidentiality, parents are asked to refrain from approaching any faculty or staff member about an issue during carpool, or at any other time confidentiality cannot be guaranteed. If you need to speak to an employee, please call or email him or her to set up an appointment at a mutually agreeable time.

### **Freedom from Retaliation**

Neither the school nor any parent, student or school employee shall unlawfully retaliate against any Complainant for bringing a concern or complaint.



## **Withdrawal**

The withdrawal of a student must be communicated in writing and delivered to the Enrollment Office. All contractual obligations remain in effect for any withdrawal. Tuition Refund Insurance may help minimize the financial impact of withdrawing from a class after the school year has started.

## **Custody Issues**

In the event of divorce or separation, it is the policy of the school to provide the custodial parent, the non-custodial parent, and the stepparents equal access to all official records and reports regarding their child(ren). This includes all school announcements and related information. Moreover, each is granted access to the child(ren), faculty, and administrators. Such access is provided without notification of other parties, regardless of the party or parties paying tuition and fees. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when so ordered by a court of law. It is the responsibility of the custodial parent to provide the school with all legal documents related to custody arrangements and parental access to the child(ren) and information.

## **EXTENDED DAY**

Registration is required for participation in the aftercare program through CampBrain. The Extended Day program provides after school care for a fee to our currently enrolled PreK-8th grade students.

### **Extended Day (PreK-8)**

All students remaining on campus after 3:35 p.m. must be in a supervised location including extended day, athletic practice (team members only), or scheduled music and tutoring sessions. High school students may wait for pick-up in the high school courtyard.

Extended Day begins immediately upon release and ends promptly at 6:00 p.m. Extended Day is available only for students enrolled in the Austin Waldorf School.

The drop-in rate published for the current school year will be charged for any student in extended day beginning at 4:05 p.m.

Students who know they will be going to extended day can sign in directly after the 3:35 p.m. dismissal. Students who are not picked up at their pickup locations by 4:00 p.m. will be brought to the extended day location and signed in at the lower grades playground in good weather and the PAC in inclement weather. Signs will be posted at the lower grades playground announcing if extended day is being held in a place other than the lower grades playground.

- Students in extended day, athletics, or music lessons, grades 6-8 must get a pass from an extended day staff member to visit the school store.
- All students must be signed out to be released from extended day.
- If you have a message for a child in extended day, please call the extended day cell phone at (512) 767-5707.

## **Inclement Weather**

In the event of inclement weather, kindergarten, grades 1 and 2 will stay in their classrooms until the 3:35 p.m. dismissal and pick-up. Extended day will be held indoors, typically in the PAC Orchestra room. The change in location will be posted on the lowergrades playground shelter.

## Provisions

A healthy snack will be provided by the school. A water bottle should be sent with all children. You may send a snack with your child if they have a specific dietary requirement if you prefer.

Weather-appropriate clothing (layers in winter) is also important. All playground and school rules apply to children in extended day.

## Parent Society-Sponsored Childcare

The Parent Society may provide complimentary childcare for currently enrolled students during some school events. Specific communication when childcare is available will be sent through the weekly announcements. Common events with childcare include:

- Class Meetings (PreK-8): Parent Mornings/Evenings
- All School Community Meetings
- First Grade Parent Orientation
- Winter Fair Set-up
- Occasional special lectures/workshops

## Locations

*Good weather days:* Lower grades playground

*Inclement weather days:* PAC orchestra room.

A parent/guardian signature is required to drop off and pick up each student. Childcare ends thirty minutes after the scheduled end of the event.

## Reservations

**RESERVATIONS ARE REQUIRED FOR ALL PARENT SOCIETY SPONSORED CHILDCARE.** The Austin Waldorf School is required to maintain a certain ratio of adults to children. When younger children are present, more childcare providers are necessary. Therefore, we are not able to accommodate those without reservations.

The reservation deadline is 4:00 p.m. three business days (72- hours) before an event. Please call or come by the main office to register for this service. If the office is closed, you may leave a voicemail, which should include the child's name, grade, and age. If a child has any special needs, please contact the main office.

## FIELD TRIPS

Field trips are planned by the teachers to enrich the curriculum of each class. Each child must have written permission and a signed release on file from a parent/guardian at the beginning of each school year to attend a field trip. It is required that all students being transported to and from Austin Waldorf School activities wear seat belts. No child under the age of 13 years old may occupy the front passenger seat. The parent driver has discretion regarding their own child in their own car regarding use of the front seat. No electronic media such as car radios, tapes, CDs, DVDs, or electronic media be played during the field trip.

Detailed arrangements regarding finances, food, duration of stay, etc., are made by the class teacher and/or parent representative who then provides parents with all the details.

A copy of each participating student's Emergency Card will accompany the teacher should an emergency arise while away from the school.

## **Chaperones and Drivers**

All parent chaperones and drivers must undergo a background check and provide the main office with a copy of their current driver's license and vehicle insurance.

## **FESTIVALS**

Our festivals connect us with cultures throughout the world and changes in the seasons. We come together as a community to celebrate such events as Michaelmas in the fall, Las Posadas in winter and Maypole in the spring. In addition, individual classes have traditionally acknowledged Sukkot, Dia de los Muertos, and Advent. For more information, please visit our website, [austinwaldorf.org/community/festivals/](http://austinwaldorf.org/community/festivals/).

## **Family Matters**

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative may call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

## **FUNDRAISING**

As an independent school, tuition and fees are not enough to meet our operating budget demands. Generous donations from our community are needed to allow campus improvements, the retention of excellent faculty and staff, and the full range of our unique curriculum - from welding to eurythmy. We count on all our families to contribute generously, within their means, to the Giving Tree Annual Fund.

We invite you to support the excellence of Austin Waldorf School by contributing your time, talent, and financial resources to our fundraising initiatives, including the Giving Tree and Spring Benefit. We work with key volunteers to enhance the educational environment for our students through the following fundraising activities:

### **Annual Fund**

Our Annual Fund is at the heart of our philanthropic efforts. Each year parents, trustees, faculty and staff, grandparents, alumni families, and friends impact the lives of our students by contributing to the Annual Fund. The Annual Fund is so important because funds raised can be spent where they are needed the most, allowing us to go above and beyond, supporting a wide range of opportunities for learning and discovery.

We ask that every family make a meaningful gift to the Annual Fund. Your gift, of any size, is important to our school. The participation of 100% of our parents, trustees, faculty, and staff demonstrates tangible commitment and leverages support from our broader community of grandparents, alumni families, corporations, and foundations, helping our school continue its legacy as a thriving center for Waldorf education.

It is easy to make a one-time or recurring gift to the Annual Fund. Make your gift online at [www.austinwaldorf.org/support](http://www.austinwaldorf.org/support), write a check payable to the Austin Waldorf School, or set up a FACTS agreement and make your contribution along with your tuition payments. Contact [giving@austinwaldorf.org](mailto:giving@austinwaldorf.org) or (512) 288-5942 x 110 for more information.

### **Austin Waldorf School Spring Benefit: Save the Date!**

Each year, the Austin Waldorf School community comes together to celebrate at the school's annual fundraising benefit. Keep your eyes open for more information.

We invite our community to celebrate our school by attending the annual benefit, joining the Spring Benefit Committee, or sponsoring the event. Contact the Development department at [giving@austinwaldorf.org](mailto:giving@austinwaldorf.org) for more details. Your involvement is welcomed and appreciated!

### **Directed Giving to the Austin Waldorf School**

The Austin Waldorf School is grateful to community members who choose to make additional gifts where they can have an immediate impact. The Development department maintains a fundraising wish list and directed giving inquiries may be sent to [giving@austinwaldorf.org](mailto:giving@austinwaldorf.org).

### **More Ways to Help**

**Shop** at our wonderful store—**The Juniper Tree**—for all things Waldorf;

**Join us at Tea Garden** for family breakfast on most Fridays during the school year;

**Select Austin Waldorf School to benefit when you shop:** AmazonSmiles; Albertson's-Randall's Good Neighbor; True Botanica; and Goodshop.

**Join the Development Committee or the Spring Benefit Committee:** We invite you to consider joining our Development Committee - a dedicated group of parents, alumni, and faculty who meet most months throughout the school year. A subcommittee of Development, the Spring Benefit Committee will be active in the first quarter of 2022-2023 school year to ensure the success of this key community event.

**Non-Cash Donations:** The Austin Waldorf School accepts in-kind donations of furniture, woodworking tools, books, sports equipment, instruments, or other items that may benefit our students. If you would like to make a non-cash donation, please contact the Development office first at [giving@austinwaldorf.org](mailto:giving@austinwaldorf.org) to confirm that your items can be put to good use.

**Class Fundraising:** Each year the eighth grade and twelfth grade classes take trips designed to encourage and support social health, individual awareness, and emotional growth. These excursions are paid for by various fundraising efforts throughout the school year.

## **GIFTS TO EMPLOYEES**

The Austin Waldorf School recognizes that community members may wish to show appreciation to school employees. However, to avoid a conflict of interest, the appearance of a conflict of interest, or the need for our employees to examine the ethics of accepting gifts, the school does not allow individual gifts to employees.

Permissible Gifts:

- Gifts of books, teaching materials, or other classroom supplies from which the teacher receives no personal use or benefit.
- Group gifts such as gifts from a class to its class teacher or gifts made via AWS' semi-annual established gifting procedure which provide for the anonymity of individual gift amounts.
- Gifts of (\$25.00 or less) that are part of the overall accepted social-cultural exchange at holiday-time, for special events or milestones (i.e. birthdays, weddings, etc.).

## **HARASSMENT AND BULLYING**

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called “cyber-bullying” (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student’s “private parts,” to pull down another child’s pants, to look up a girl’s dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children.

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to a teacher or respected administrator. We also expect that anyone, whether student, faculty, staff, or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School’s ability to appropriately investigate.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **Hazing**

Although we encourage students to participate in School-related athletics, clubs, associations, organizations, and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student’s willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning

verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact a respected administrator and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to a teacher or respected administrator. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

### **Reporting Racism or Bias (optional)**

The School does not tolerate racism or bias based on race, color, national origin, or ethnicity whether it occurs on or off campus/at the School. Examples of racist comments and conduct include, but are not limited to:

- notes, cartoons, graffiti containing racially offensive language or pictures
- name calling, jokes or rumors involving race, color, national origin, or ethnicity
- threatening or intimidating conduct directed at another or a group of individuals because of the other's race, color, national origin, or ethnicity
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, national origin, or ethnicity
- written or graphic material, including on social media or circulated electronically, containing racial comments or stereotypes that degrade individuals or members of protected classes
- a physical act of aggression or violence upon another because of, or in a manner reasonably related to, race, color, national origin, or ethnicity
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, national origin, or ethnicity.

This policy applies to students, parents, employees, vendors, and visitors. Anyone who is the victim of this type of conduct or who becomes aware of it must report, it to Human Resources

You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact Human Resources. Please do not assume that the School is aware of the improper conduct.

### **Use of Surveillance Equipment**

The School may utilize surveillance video cameras in its non-private areas to assist with student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities may be



recorded and also may be monitored. These video recordings are the property of the School and the School generally does not make these recordings available to parents or students. However, the School may in its sole discretion provide the recordings to law enforcement or other governmental agencies.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including, dismissal.

## HEALTH - PHYSICAL AND MENTAL

The school nurse provides healthcare for children who become ill or injured at school. A parent or guardian should discuss special health needs of their child(ren) with the school nurse or school counselor.

### Accident Reports

As the safety of our students is of the utmost importance, all accidents on campus that involve serious injuries are recorded on an accident report form signed by the supervising teacher or staff member. Parents sign the original in the main office or high school office and receive a copy of the form.

### Illness

If your child is ill, they should stay at home. Please notify the main office (grades K-8) at [awsmail@austinwaldorf.org](mailto:awsmail@austinwaldorf.org) or high school office (grades 9-12) the nurse at [healthroom@ausintwaldorf.org](mailto:healthroom@ausintwaldorf.org) and your child's teacher when your student will be absent and include the nature of the illness.

Do not send your child to school if they have exhibited any of the following signs or symptoms within the last 24 hours:

Fever greater than 100 degrees	Loss of taste or smell
Vomiting	Unusual fatigue
Diarrhea	Persistent headache
Chills	Persistent earache
Yellow or green nasal discharge	Deep or persistent cough
Loss of appetite	Rash or other contagious skin condition

The school nurse may decide that a student needs to be sent home if they are feeling ill and not able to participate as usual. This is regardless of whether the student has a fever/rash/vomiting, etc. The school does not have the facilities and staff to care for students who are too ill to be in class.

Students are required to stay at home, and remain home until free of the following for 24 hours:

SYMPTOM	EXCLUSION GUIDELINES
Cough	If the student is experiencing severe, uncontrolled



	coughing or wheezing, having difficulty breathing, or requiring more than two (2) rescue respiratory treatments (metered doses inhaler) during the school day. Nebulizer treatments are not allowed at school due to increased aerosol spread/exposure of illness
Diarrhea	For 24 hours if any of the following conditions apply: the student has other symptoms along with diarrhea (such as vomiting, fever, abdominal pain, etc.), diarrhea cannot be contained in a toilet, or there is blood or mucus in the stool
Fever (defined as a temperature over 100.4 degrees F oral, temporal, or tympanic (ear))	A student must be fever-free for 24 hours without the use of medication before returning to school unless a note from the medical professional is provided releasing the student to return to school.
Headache	No exclusion is necessary unless the student has had a recent head injury
Head Injury	In the case of a head injury or concussion, progression is individual. Parents are expected to share a physician's diagnosis and individualized care plan with the school nurse who will disseminate it to the proper division head and teachers. Without a plan from a physician outlining return to classes, homework, tests, play, and/or athletics, the student will not be allowed to make up missed work. The student may not participate in school-sponsored extracurricular activities until cleared by a physician and the proper paperwork is presented to the school nurse.
Lice	The Austin Waldorf School recommends Weekly head lice checks at home. If your child has lice, you must be aware of the potential for infestation of your family, your child's classmates, and siblings in other classes. Notify the main office and your teacher at the first sign of infestation. If lice are found in a student's hair while at school, the student will be sent home. Your child may return to class once they are lice free.

Students too sick for outside play are not ready to return to school. A student with any serious infectious condition including, but not limited to, pneumonia, mononucleosis, pertussis, etc., must have a doctor's note before returning to class.

The school has a health room in the main office for the treatment of minor illness and injury, and the comfort of students waiting to go home for medical reasons. The faculty and staff of the Austin Waldorf School are not responsible for the diagnosis of medical conditions or injuries. If a student becomes ill during the school day with a condition that appears to be outlined in the illness policy above or cannot return to class within 15 minutes of treatment for any condition, a parent or guardian will be contacted, and the student must be picked up promptly. Having current contact information on file is essential.

## Immunization Requirements

Texas state law mandates that all schools maintain current immunization documentation for each student. Your child cannot attend school unless we have up-to-date documentation on file. Please refer to the information below to aid you in completing the immunization requirements for your child. The Austin Waldorf School respects the rights of parents to make these decisions and the school's role is limited to complying with state law.

There are two types of immunization records that you may provide to the school.

1. **Up-to-date immunization records** from your healthcare provider that meets Texas minimum state vaccine requirements, which are specified here:

<http://www.dshs.texas.gov/immunize/school/school-requirements.aspx>.

Remember that a valid immunization record has the child's full name, date of birth, and healthcare provider validation. Records that do not have this information are not valid.

2. **Immunization exemptions**

- a. *Medical exemption*

If your child cannot receive certain immunizations for medical reasons, you will need a signed letter from their physician exempting them from the appropriate immunizations. This is intended for families with children with health concerns or a history of vaccine reactions. Any M.D. or D.O. licensed to practice medicine in the United States can write the letter stating, "In the physician's opinion, the vaccine required poses a significant risk to the health and well-being of the child or any member of the child's household." If the letter also says this is for a lifelong condition (the condition does not need to be named), the exemption never has to be renewed. Otherwise, it has to be renewed annually.

- b. *Exemption of conscience (including religious exemption)*

If you have chosen to not immunize your child, or your child is missing immunizations that you do not wish them to receive at this time, you may submit a notarized "Affidavit for Exemption for Reasons of Conscience." Please go to the following website to request the form: <https://corequest.dshs.texas.gov/>. Once you receive this form, please complete it and have it notarized. Please note: this form must be notarized. This paperwork is valid for two years. More information can be found at <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>. A child or student who has not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the Texas Health and Human Services Commissioner.

## Medication at School

Your child may have an illness or injury that does not prevent them from attending school, but which requires medication for relief or cure. When possible, such medication should be scheduled to be taken at home. However, according to Texas law and Austin Waldorf School policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

- The school administration must have a written request/authorization from the student's parent or legal guardian and must contain:
  - The student's name;
  - The name of the medication to be given;
  - Date of permission and number of days the medication is to be given;

- Time of day the medication is to be given; and
- Signature of the parent or legal guardian.
- Medication may only be signed into the clinic with the nurse.
- All prescription and non-prescription drugs to be administered at school must be accompanied by a properly filled out Authorization to Administer Medication form, signed and dated by a parent or legal guardian. It must include the following information: full name of student, name of drug, amount of drug to be given, scheduled hour when the drug is to be given, reason drug is to be given. This form can be found on the parent portal or picked up in the main office.
- The authorization for medication administration at school can be found here:
- All prescription drugs and sample drugs dispensed through a physician's office must be in their original pharmacy container or packaging and labeled by the pharmacist or physician. The label must include:
  - student's name,
  - physician's name,
  - name and strength of the drug,
  - amount of drug to be given,
  - frequency of administration,
  - date the prescription was filled, reason drug is to be given
  - Expiration date of the medication. Please note, we cannot accept expired medications.
- All nonprescription drugs must be in their original container.
- Medications prescribed or requested to be given three (3) times a day or less are not to be given at school unless a specific time during school is prescribed by a physician or it is determined that a special need exists for an individual student.
- There will be no more than one medication per properly labeled container.
- All medications will be stored and dispensed in the appropriate school office. Exceptions must be approved by appropriate school authorities in advance.
- Students may not be in possession of prescription or non-prescription medications during school hours or at school-related activities, on or off campus. Exceptions must be approved by appropriate school authorities in advance.
- Asthma medications may be kept with the student with approval from the main office. A duplicate inhaler should be kept in the main office or high school office in case of emergencies.

Homeopathic Remedies are available at the main office and high school office. Parents must sign on the student's Emergency Card, giving the school authorization to administer homeopathic remedies to their child.

If your child needs medication dispensed during a field trip or campout, the medication, along with the *Medication Authorization Form* must be dropped off with the school nurse no later than the day before the trip.

### **Asthma and Severe Allergic Reactions**

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has a prescription and written authorization on file with the school from his/her/their parent and a physician or other licensed healthcare provider. The student must also demonstrate to a physician, health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents are required to discuss this with the school nurse.

Parents must submit a copy of the written authorization to the school nurse as well as upload it to Magnus Health.

Emergency Epi-pens are stocked in the health room for any emergencies on campus.

## **Health Screenings**

The school conducts vision, hearing, acanthosis nigricans, and spinal screenings according to Texas law. Parents will receive notification prior to screening for their child. Screening records are filed with the student's records and parents will be notified of the results of a screening only if professional follow-up is recommended.

Students may be exempt from any of the screenings by providing the main office with either a copy of the results of one or more screenings done by a medical professional during the current school year, an affidavit of exemption (spinal screening only), or by signing a waiver (hearing and vision only).

## **Inspection Policy**

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with or otherwise impedes an inspect by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

## **Investigations**

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the School reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

## **Mental Health Support**

The school has implemented programs to help with the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Safe, supportive, and positive school environments.

If a student has been hospitalized or placed in residential treatment for a mental health condition or substance abuse, AWS has procedures to support the student's return to school. Please contact the school's counselor or school nurse for further information. The student must have a written and signed statement from the physician stating the student is able to return to school.

The enrollment of your child is consent to allow your child to receive services through our counseling office. The School does not provide students or parents with therapeutic intervention but instead refers individuals to outside medical providers.

Students and parents should be aware that our School's philosophy is that conversations with guidance counselors will not be treated as confidential. The guidance counselor will remind the student of the non-confidential nature of the communication and, in appropriate circumstances, will encourage the student to communicate with the student's parents or other adults regarding the circumstances disclosed. The guidance counselor may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family.

Students and parents should be aware that the guidance counselor may be required to report communications from students to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm themselves or others, please report such information to a teacher or trusted administrator.

The School may require evaluation and/or on-going therapy along with a reciprocal release so that the School can openly communicate with the therapist as a condition of continued enrollment if the School deems an evaluation or therapy to be necessary. The School may further require a medical assessment confirming a student's ability to return to School in its discretion.

## **LIBRARY**

The school library greatly enhances the educational quality of our school. All parents at the school may check out books from the Parent, Grade School, and High School libraries. Students begin visiting the library during the spring semester of second grade and until then are dependent on their parents to check books out for them.

Library hours and reading lists, by grades, are available on the [Library page](#) of the school website.

## **LOST AND FOUND**

Please label all belongings with your child's name. A small item lost and found (for keys, jewelry, small toys, cell phones, etc.) is kept in the main office. Other items are collected on the lower grades playground, gym (delivered weekly to the lower grades playground lost and found) and high school and are donated to a charity at the end of each month if unclaimed. Please understand that the Austin Waldorf School is not responsible for damages to, or theft of personal property left on school grounds.

## ELECTRONIC MEDIA AGREEMENTS

*Electronic Media includes all digitally delivered content on any device such as computers, cell phones, video game consoles, tablets, radios, and smart watches. Electronic media also includes social media, email and other cyber communications.*

*"A child's brain develops rapidly . . . children learn best by interacting with people, not screens."  
--American Academy of Pediatrics.*

AWS supports a *Slow Tech Introduction* for children as recommended by many media literacy experts. Through discussion with your child's teacher and within class meetings, parents work toward agreements to support an intentional introduction and use of technology in a developmental timetable. Our Cyber Civics curriculum, starting in 6th grade, guides students' awareness and sense of responsibility. We wish students to recognize the value of electronic media as a useful tool with possibilities for positive impact on society. Until brain growth has reached maturity, parental control of content and use will benefit the overall health of our children and community.

Our stance on media reflects core values of a Waldorf Education:

- Commitment to responsible human interactions and engagement in the natural world.
- Protection of childhood stages, the developing senses, and feelings of reverence and wonder.
- Development of capacities for making one's own inner pictures, self-regulation, and freedom in thinking.
- Refining one's sense for goodness, beauty, and truth.

## A SLOW TECH INTRODUCTION THROUGH CHILDHOOD STAGES

**Preschool through grade 4:** No media exposure is requested to foster healthy sensory development, and freedom of play and expression. We understand that sometimes face-time with distant relatives is beneficial. Any such exposure should be with the participation of a parent.

**Grade 5:** Carefully chosen films, reflecting artistry and human values, could be introduced on occasion with parental participation. Weekends only. Emails could be sent to family with parent typing.

**Grade 6:** Gradual and moderate introduction may include limited, age-appropriate news, podcasts, and computer use for educational purposes with parental supervision. We do not recommend that children at this age have personal smartphones. If a child has a phone for special circumstances, we ask for no texting among classmates. A smart phone on campus must be approved by the Pedagogical Administrator and should not be used during the school day or school activities.

**Grades 7 & 8:** Increased, limited use of technology with parental oversight, along with family and class created agreements. We suggest the following:

- Guided internet use for research projects or access to educational content.
- Age-appropriate movies or educational content limited to weekends only. Know what your children are watching.
- Phones, if needed for individual situations, with a parental control app or without data, and with clear rules. Phones are not used during the school day or at school activities.

- Any video calls, texting, or emails with parental oversight.
- Video games have an impact on attentional capacities. If used, they are best restricted to non-violent, aesthetically pleasing gaming limited to 30 minutes on the weekends.
- Social media is known to impact social-emotional health at this vulnerable age and is not recommended. Carefully oversee and moderate any social media usage.

**For Grades 9-12, please see the high school section.**

### **Adult Use Guidelines**

To support a learning environment that values healthy human interaction, we ask that use of devices on campus be kept to a minimum and restricted to designated areas. Designated areas include the picnic tables between the office and the school store as well as your parked car or other private location. Please do not walk or drive on campus while using a device.

### **Protecting Reputation**

The reputation of our school is important to all of us. It affects how we are viewed in the Austin area as students, teachers, and as a school. Whether we realize it or not, all members of the school community are always representatives of the school, even when we are not on campus. Things we say or do, in public or online, that reflect on the school are the responsibility of all of us. Students should be aware that anything they say in public or post on the Internet is their responsibility, even when it is said or posted off campus and outside of school time or in a semi-private forum. Students may be subject to disciplinary action for statements or postings that reflect poorly on fellow students, the faculty and staff, or the school. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy, whether it occurs on or off school grounds.

### **Recording Audio, Video, and Photographs**

Parent agrees to allow Student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parent agrees to allow Student to be interviewed by the media on campus or at School-related events. Parent also consents to the recording and distribution or live streaming of Student's voice, image and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, video, image, or information.

If you do not want your student's voices and images recorded during distance learning, we are relying on parents to take steps with their computer or the spacing of the child to the computer to block their child's image from being recorded. If you do not want your student's voice to be recorded, we would similarly ask that you instruct your child not to verbally participate and advise the teacher of such instruction.

Further parents and students are prohibited from recording employees or other students while on campus or during School activities without their express consent.

### **Prohibition on Recording and Sharing Information**

The School prohibits screenshots, photos, audio/video recordings and distribution of any virtual or in-person educational experiences. This is to protect privacy, prevent cyberbullying and reduce distribution of content from educational experiences. In virtual settings, parents/guardians and other household members who normally are not privy to day-to-day



classroom activities, agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education. Parents and students must be mindful of anything in the background during virtual programs and activities and the School is not responsible for any content shared during those sessions.

### **Use of Likeness**

Students are prohibited from reproducing, publishing, distributing, or posting anywhere on the Internet (either privately or publicly) likenesses (to include photos, video, or audio recordings) of students, teachers, or staff members of the Austin Waldorf School taken on school grounds or during school sponsored events. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy.

### **MONEY AND PERSONAL ITEMS**

All personal toys and money should remain at home. The Austin Waldorf School is not responsible for damages to or theft of personal property left on school grounds. A small amount of money may be brought by middle school or high school students for purchases from the school store.

### **On and Off Campus Behavior**

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a breach of these School values may result in disciplinary action. Students are expected to comply with School standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers, or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the School community.



## **PARENT INVOLVEMENT**

### **Parent Society**

The Austin Waldorf School parent organization is called the Parent Society. All parents are members of the Parent Society and are encouraged to actively participate. The role of the Parent Society is described below:

**VISION:** The Parent Society is an integral, vibrant, and transparent body within the Austin Waldorf School supporting and advocating for the community.

**MISSION:** To enrich the intellectual, physical, and social climate of the school by collaborating with faculty, administration, parent body, trustees, and wider community.

**AIM:** We aim to provide leadership in regard to:

- Cultivating a culture of volunteerism, communication, and service
- Building community
- Providing support for parents and guardians
- Supporting faculty and staff
- Facilitating communication between different dimensions of the Austin Waldorf School
- Encouraging engagement
- Planning and staging Parent Society sponsored events
- Supporting fundraising efforts
- Showing appreciation to all who volunteer time and services to the Austin Waldorf School

The Parent Society is guided by a leadership council and is funded through a small annual fee. The Parent Society holds four meetings every school year, where all parents are invited to share their thoughts regarding school and participate in various activities or learn something new about the school. Various parent-driven initiatives, festivals, and events are also discussed. The Parent Society also uses its funds to support various events and initiatives such as providing childcare for meetings, communication forums, Winter Fair and Spring Fair events, a Welcome Wagon picnic to welcome new families, teacher/staff appreciation events, and others.

### **Parent Volunteer Opportunities**

Volunteering is a great way to meet fellow parents and interact with the faculty and students. It is an essential form of support for faculty, staff, committees, and events. For information regarding volunteer opportunities, please contact your class teacher, the main office, or any member of the Parent Society Leadership Council. All volunteers working with students must have a criminal background check. Forms are available in the main office.

### **Parent Reimbursement**

Any parent who has purchased goods on behalf of a class or event must have done so with authorization from the teacher responsible for that budget. Any receipts must be submitted to the business office within 30 days of purchase to secure reimbursement and to ensure accurate tracking of school budgets. Receipts submitted after 30 days will not be reimbursed and will instead be considered an in-kind donation to the school. Sales tax will not be reimbursed; please obtain a tax exemption form from the main office to bring to retail establishments to avoid paying tax.

## **PARENT GUIDELINES FOR RESOLVING GRIEVANCES**

Parent complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships.

Therefore, when parents have complaints or disagreements with any parties at AWS, they should observe the following guidelines:

- If the complaint involves a situation in the classroom, parents should seek to resolve the issue with the classroom teacher as appropriate.
- If a resolution with the classroom teacher is not possible, parents should request a meeting with their section leader for the grades or high school.
- If a resolution with the section leader is not possible, parents should request a meeting with the Pedagogical Administrator.
- If a matter taken to the Pedagogical Administrator is not resolved satisfactorily, or if the complaint is with a school-wide policy, procedure or program/administrative area, the parent should seek to resolve the issue with the Head of School.
- If resolution is not possible with any of the parties above, parents may submit complaints in writing to address the Board of Trustees at a regularly scheduled meeting. When addressing a complaint to the Board of Trustees: Complaints should be made in writing to the Secretary of the Board, who will share the written complaint with the full Board of Trustees. This allows all parties involved to work from a consistent body of information. This is true even if the parent chooses to verbally address the Board at a meeting.
- If the complaint concerns actions taken by the Head of School that may constitute violation of any law or school policy (this may include a failure to address behavior of an employee that violates either the law or school policy), then the parent should not attempt to resolve the issue with the Head of School. The complaint should be made in writing directly to the Secretary of the Board. The Secretary will facilitate setting up a discussion in executive session before the full Board where both sides may be heard. Care should be taken that Board members are not contacted by either side in the dispute prior to the executive session meeting.

The Board of Trustees, in general, will not address a complaint:

- Based on hearsay or made on behalf of another parent or family.
- If resolution with the appropriate individuals above has not yet been attempted in good faith.
- That is made anonymously.
- About the performance of any individual school employee other than the Head of School.
- Brought in the open mic section at a public meeting.

This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004 and the Family Educational Rights and Privacy Act (FERPA) as amended, 1996.

## **PERFORMING ARTS**

To respect the performers and their work, and to enhance the viewing pleasure of all, we ask all those attending Performing Arts Center (PAC) events including, but not limited to, plays, concerts, and ceremonies, to adhere to the following:

- For safety and courtesy of others, small children must remain with parents at all times. Older children sitting in groups must be supervised by a designated adult.
- If it is necessary to speak during a performance, please whisper or use quiet voices and help children to do the same.
- Please turn off ALL electronic communication devices.
- Video, photo, or cell phone cameras are not permitted during Performing Art Center events. We strive to create and maintain a mood of reverence and respect that these can disrupt, and they can be a distraction for the performers.
- If you have a baby in arms or an active toddler, please sit at the end of a row to allow for a convenient exit so as not to disrupt the performance.
- If it is necessary to exit during a performance, please use the REAR doors of the theater.

NO:

- Standing in the aisles
- Feet on seats or seat backs
- Climbing on or over the seats
- Food or drink in the lobby or theater
- Running, swinging, or sliding in the theater

### **Policy for Students Who Turn 18 Years Old**

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidence the student's agreement with this requirement. Students must report to the School Office on their 18th birthday (or the first school day after their 18th birthday if their birthday falls on the weekend or a school holiday) to sign various school forms. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Head of School.

### **PROFESSIONAL REFERRAL POLICY**

#### **General Policy and Procedure**

There are times when differences in developmental, sensory, or learning functions can inhibit a student's successful classroom experience. If a student's learning or behavior indicates a need for additional support in these areas, a recommendation for professional services or assessment may be provided.

Recommendation for Support procedures are as follows:

- Teacher and parent(s) meet to discuss observations of the student's challenges or behavior. If learning challenges are indicated, a Student Support teacher may be included. Parents are always welcome to contact Student Support staff for further information about learning functions, therapies, or resources.
- A professional assessment, consultation, or therapy may be recommended. This could include (especially for younger students) occupational, sensory integration, speech/language, vision, or craniosacral assessments/therapies, or therapeutic eurythmy. Older students may be asked to receive academic assessments. Lists of professional services are available.
- Parents are asked to schedule appointments within 30 days and to notify the teacher of appointment dates. Please discuss with your teacher and/or Student Support any obstacles for compliance.
- Assessment reports should be turned in to the student's teacher or Student Support in a timely manner. These are held in the student's confidential file to be seen only by a student's teacher, Student Support advocate, school administration, or AWS tutor. These files are not passed on to any other institution without parental permission. Documentation of learning profiles and support plans through the grades facilitates accommodations being put in place in high school, especially for the SAT's.

\* Please note: At times, AWS's ability to continue to serve a student's educational needs may be dependent on these additional therapies, and admittance to special programs may be dependent on assessment. Your teacher or Student Support teacher will explain these circumstances.

## **Tutoring and Private Lessons**

In grades 3 and up, a teacher may recommend private tutorials in core subject areas for continued success. In some cases, this may be a requirement for continued enrollment. Please note: fees for these services are the responsibility of the parents.

**Note:** Our on-campus tutors and private lesson teachers are not employees of the school and are independent contractors. These independent contractors are not covered under the school's liability insurance. Therefore, the relationship is between the parent and the tutor or music teacher, and the tutor or music teacher is responsible for the student. The school does background checks and requires certain training for those teachers using school facilities. The school also requires those tutors and teachers meeting with students on campus to either provide proof of liability coverage or to submit a signed waiver from the parents.

## **PUBLIC DISPLAYS OF AFFECTION**

While the school supports modest physical affection between students, such as the holding of hands between friends or embracing after a good shot in a ball game, romantic physical displays of affection are not permitted on campus. Teachers will ask students to refrain from public displays of affection that, in the teacher's judgment, are distracting or disturbing to other students. The school reserves the right to take appropriate disciplinary measures as deemed necessary for any violations of this policy.

## **Reporting of Infractions to Colleges and Universities**

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident in a truthful and transparent fashion.

## **Child Abuse and Cooperation with Governmental Authorities**

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to documents, records, information, and recordings, such as of virtual classes, and surveillance video. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

## SOCIAL HEALTH—COMMUNITY STAR CODE

Social health involves the ability to form satisfying interpersonal relationships with others. It also relates to the ability to respond and adapt to different social situations, to transform and to act appropriately in a variety of settings.

Relationships among faculty, parents, and students should include strong communication skills, empathy for others, and a sense of accountability. These relationships are based on an underlying trust and understanding that we share the intention to serve each other and the school to be our best.

Each classroom and meeting space on campus displays and applies the Austin Waldorf School's Community Star Code:

*Respect* - for People and Property

*Kindness* – to Self and Others

*Celebration* – of Diversity

*Appreciation* – for the Good in Each Other

*Honesty* – in All Situations

*Responsibility* – for What I Say and Do

## COMMUNITY STAR CODE



## STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or a trusted administrator.

## Social Media and Social Networking Policies and Procedures

AWS supports a Slow Tech introduction for children as recommended by many media literacy experts. Through discussion with your child's teacher and within class meetings, parents work toward agreements to support an intentional introduction and use of technology in a developmental timetable. Our Cyber Civics curriculum, starting in 6<sup>th</sup> grade, guides students' awareness and sense of responsibility. We wish students to recognize the value of electronic media as a useful tool with possibilities for positive impact on society. Until brain growth has reached maturity, parental control of content and use will benefit the overall health of our children and community.

Inappropriate Use: We do not permit students to access social media and/or social networking sites while on School property or at a School related event. Specifically, you should ensure that your online activities do not violate the School policy regarding bullying or harassment, or other similar policies

pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline. If you are able to access such sites on School property or at a School related event, you should understand your activities could be in violation of School policy or result in disciplinary action.

Please consult the AWS Electronic Media Agreement for more specific information and guidance.

**Use of School Logo:** Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's communication. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

**School's Right to Inspect:** The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the internet and to discipline students for violation of these guidelines.

### **Services for Students with Disabilities**

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

**General Policy:** In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not pose a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the School nurse to discuss the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

**Release for Communications with Physician:** Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

**Assessment of Request:** Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested.



In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing medication through the Clinic.

### **Student Illness and Communicable Diseases**

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages, masks or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs, any student who for whatever reason is not immunized may be excluded from school and all school-related activities.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the school nurse if their child has a



confirmed communicable disease that poses a risk to others in the School community. The School will follow state law in determining when the Department of Health is notified due to a student being sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled may be required when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

### **SUBSTANCE USE POLICY**

The Austin Waldorf School campus is tobacco (including vaping), drug, and alcohol free for everyone at all times. Exceptions to this, such as adult gala events, must be authorized by the Head of School.

The use of drugs, alcohol, tobacco, and vaping inhibits and destroys healthy adolescent development, as well as our ability to work with the true being of the young person. For adolescents especially, these substances are physically debilitating, socially destructive, and cognitively damaging, undermining the subtle development of accurate perception, sound judgment, and independent, objective thought.

We expect each student to make an inner commitment to abstain from drug and alcohol use, and that parents will support this effort.

### **SUBSTANCE ABUSE**

Substance abuse is taken very seriously. All rumors of substance abuse, regardless of where the alleged abuse took place, will be investigated, including the questioning of the students involved, and the reporting of the allegation and findings to the parents.

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic sales or other substances) or possessing drug paraphernalia on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of illegal, mind-altering substances and off-premises alcohol use is also prohibited.

Testing: Students may be required to submit to urinalysis or hair analysis drug screens, blood alcohol tests, breathalyzer tests and/or other medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescriptions or nonprescription drugs must notify the School Nurse of this fact when they report to School.

## **TRANSGENDER AND GENDER NONCONFORMING STUDENTS**

The Austin Waldorf School has a comprehensive policy and set of guidelines to address the needs and concerns of transgender and gender nonconforming students. We welcome students and families of any religion, race, sexual orientation, gender identity, and national or ethnic origin.

The needs of each transgender or gender nonconforming student are assessed on a case-by-case basis. These may include the school's ability to provide particular support or accommodation and balancing a variety of different and competing considerations. In general, our goal is to ensure the safety, comfort, and healthy development of students who are transgender or gender nonconforming, and to maximize their social integration. The complete policy addresses confidentiality and disclosure, harassment and bullying, participation in sports, field trips, and restroom accessibility. Please check with the main office for more information.

## **VISITORS ON CAMPUS**

The Austin Waldorf School is a closed campus. This means that, while we welcome genuine inquiries about our school, we are closed to public access to our students and our campus. We require all visitors to sign in and obtain a badge at the main office.

If a teacher is expecting a visitor, the teacher must arrange to meet the visitor at the main office or high school office and escort them to any other location. Visitors will be given a name tag identifying them as a visitor. We encourage our employees and parents to be proactive in politely approaching people they do not recognize to inquire if the person is a visitor.

Sometimes, former students wish to visit the campus. This may be allowed on a case-by-case basis at the discretion of the class teachers, the High School Director, Pedagogical Administrator, or Head of School.

To maintain an academic environment, we do not allow students' friends to "drop-in" at any time during the school day. 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.

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 Director, Pedagogical Administrator, or Head of School.

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 law enforcement authorities will be contacted.

Campus tours need to be scheduled in advance with the Enrollment Office.

## **WEAPONS**

**Firearms, guns, explosives, knives, tasers and other weapons (“Guns”) are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Similarly, look alike or toy Guns are also prohibited on campus. Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a real, look alike or toy firearm, gun, explosive, knife, taser or other weapon. Campus security officers may be allowed to be armed on campus.**

## **THREATS**

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students and parents are prohibited from bringing any type of weapon (whether operable or not and whether licensed or not) or things that resemble weapons, such as martial arts training materials (training balisong, nun chucks, etc.) and look alike or toy weapons to School (including, without limitation, parking lots, athletic fields, and outbuildings) or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, knives (all types including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences. Violators of the School’s policies regarding weapons and threats will be subject to disciplinary consequences from the School, up to and including, expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student’s transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

# KINDERGARTEN GUIDELINES

## ATTENDANCE FOR KINDERGARTEN

### Attendance

The kindergarten and pre-kindergarten programs begin at 8:30. Students are expected to arrive at least five minutes before the start of class. The time when morning supervision begins for these programs will be included in the back-to-school information in August.

### Tardiness

If you arrive after 8:25 a.m., go to the main office for an admittance slip before taking your child to the kindergarten.

### Absences

If your child is absent, please notify the main office by email at [awsmail@austinwaldorf.org](mailto:awsmail@austinwaldorf.org) or by calling (512) 288-5942 along with emailing your kindergarten teacher.

## DISMISSAL

### Picking Up Early

To ensure the safety and security of our students, a check out pass must be obtained from the main office by the parent or guardian of any student who leaves campus before the usual pickup time. A check out pass must be obtained directly before the student is to leave campus. The parent or guardian may then retrieve the student from his or her class.

Please notify the main office of an alternate pick up by someone other than the parent (this individual must be listed on the authorized pickup list on the emergency contact form).

### Dismissal/Noon Program

If you know you will be arriving late (after 12 p.m.), please arrange for another parent to pick up your child. We strongly recommend a nap or rest time after lunch. Please note that the lower grades playground is not available for picnic lunches, however, there are picnic tables located between the main office and the school store.

### Dismissal/Afternoon Program

Kindergarten full-day children have lunch from 12:00 to 12:30 p.m. From 12:30 to 12:45 p.m., they pack up their lunch things and make their nap areas ready. Children are awakened at 2:00 p.m. and dismissed to the kindergarten playground at 2:30 p.m.

Full day kindergarten students may be picked up from the kindergarten playground any time after 2:30 p.m. In severe weather, kindergarten students will be in the classroom or cubby porch between

2:30-3:35 p.m. To support our extended day staff, we ask that parents and children leave promptly.

Drive-through pick-up begins at the kindergarten loop at 3:35 p.m. To facilitate pick-up, do not park in the kindergarten spaces closest to the buildings after 3:20 p.m.

Extended day begins at 4:05 p.m., for a separate fee, on the lower grades playground. In inclement weather, students will be in the Performing Arts Center. Signs are placed on the lower grades playground tables to denote the location change. A light healthy snack will be provided during Aftercare to the students from the school. The extended day program ends promptly at 6:00 p.m.

*All students must be signed out with the extended day staff when they are picked up.*

### **Early Dismissal Days**

Students in the morning program are picked up at their regular time. Full day students stay for lunch and are then picked up during the drive through pick-up. Updates to the early dismissal time will be communicated in back-to-school communications prior to the start of the school year.

### **DISCIPLINE**

Discipline in the kindergarten is achieved primarily through healthy rhythm, consistency, a nurturing environment, and mutual respect. A collaborative relationship between parents, students, and teachers helps decrease discipline problems, and we encourage regular communication. Individual disciplinary problems are first handled directly by the teacher. If not resolved these disciplinary issues may be escalated to the Pedagogical Administrator or delegated representatives.

#### **Behavioral Expectations:**

- Follow the rhythm of the day using contextual cues
- Work and play in a group harmoniously
- Participate in a group independent of their parents
- Follow simple directions
- Follow teacher at circle time and imitate the teacher's movements; not disruptive
- Participate during clean up
- Sit quietly and attentively during story time
- Sleep or rest quietly at nap time
- Use bathroom independently
- Appropriate behavior during snack and lunch
- Ability to communicate appropriately with teachers and other children
- No throwing objects, shouting, pushing, hitting, or other acts of social or physical aggression
- Respect classroom materials/environment
- Not unduly restless or lethargic

### **DRESS STANDARDS (KINDERGARTEN)**

Appropriate student dress is an integral factor in creating a healthy educational setting. In some situations, a student's dress can affect his or her performance in school. It can influence the social atmosphere of the classroom, the comfort of other students, and the younger students' perceptions of

what is appropriate school dress and behavior.

Students spend time outdoors every day and should be dressed appropriately. Check the weather daily so that you may prepare your child for changing weather conditions. Clothing should also be appropriate for the specific circumstances of a particular day.

As we cannot set down rules for every possibility of dress, the final determination in all cases relies upon the discretion and judgment of the teachers. Relative to discipline, the school has distinct dress codes to address particular needs and stages of development. If you have a question about our dress standards, please ask a teacher. It is the spirit of this dress code that we are most interested in upholding. We appreciate the cooperation of all in encouraging clothing and personal items that contribute to a learning atmosphere.

**Children should wear:** Simple, sturdy, and practical play clothes that fit properly, are appropriate for the weather, and allow for free movement during a range of activities. Natural fiber clothing is recommended. Children need to be able to dress themselves by fastening their own buttons, snaps, and zippers. This is especially important when they need to use the toilet in a hurry. We recommend pull-on pants and Velcro or slip-on shoes for younger children. Dresses and skirts must have shorts worn underneath. Hats should be plain and free of words, images, logos, or in character shapes. Hat and gloves are needed in temperatures below 50 degrees.

Every child must keep a full change of clothes at school. Label all the clothes with your child's name and place them in the extra clothes bag. It is the parents' responsibility to check their child's extra clothes bag regularly and make the necessary updates.

Unacceptable:

- Clothing with distracting graphics, sequins, prominent advertising (not including small manufacturer's labels), writing, pictures of musical groups or cartoon-like characters, sports references, media images, dress-up like, or of current trends
- Bare midriffs
- Cut-offs or torn clothing
- Make-up, face paint, hair color, rub-on tattoos, nail polish, perfume, jewelry, and watches
- Backpacks

**Shoes:** All children need sturdy play shoes: canvas or leather shoes are ideal. In warm weather, sturdy sandals with toe and ankle straps are acceptable and must be worn with socks. For rainy days, rain boots are worn with socks.

Unacceptable:

- Shoes with electrical wiring (light and/or sounds) or mechanical devices, cowboy/girl boots

**Socks/Slippers:** The children must wear socks and/or slippers indoors based on their class requirements. We ask that children wear well-fitting socks every day.

## FOOD

Full day kindergarten students should bring their food in a small cooler that fits in the cubby space. Make sure children can independently open all the containers. Label all their containers with their symbol.

**Containers should be leak proof and free of advertisements and consumer/media generated images.** Send two cloth napkins and any necessary utensils each day. All food should be of a wholesome and

nutritious nature. Foods with refined or artificial sugars/sweeteners and colors, processed food, candy, gum, chocolate, or caffeinated and/or sugary juice beverages are not to be brought to school.

### **NAP SUPPLIES**

Full-day children bring a **small** pillow with a pillowcase and two large solid color towels or a nap roll. Please label all items and ensure they are free of images. We cannot accommodate large pillows or bulky blankets, as our storage space is limited. Please do not send stuffed animals or toys from home for nap.

### **PLAYGROUND RULES**

- Children remain on the playground until picked up by an authorized adult.
- Play materials are used only for the purpose they are designed for and remain on the ground level.
- Sand stays in the sandboxes.
- Dig only in the sandbox and designated areas.
- Shoes or rain boots must stay on.

### **Refrain From**

- Unkind words or inappropriate language
- Running with sticks, buckets, shovels, etc
- Pointing sticks or weapons play
- Fighting, pretend fighting, rough play, martial arts moves
- Eating on the playground
- Running on concrete, up in the loft, or up and down steps
- Picking flowers, leaves, bark, buds, twigs, etc., off of living plants on campus
- Standing or sitting on picnic table tops
- Twisting swing chains, standing on swings, or swinging side to side
- Running around or through swings
- Climbing on castle walls other than rock wall
- Climbing on the fence
- Throwing rocks, sticks, sand, dirt, buckets, scoops, articles of clothing, and shovels
- Going behind the storage shed or behind the retaining wall in the swing area

### **During Drop Off:**

- The area in front of the central picnic tables is a walking or skipping zone only.
- Class items from the cubby porch, such as jump ropes and walking blocks, are not used.
- Items from the shed are not used.
- No water play.



# GRADES 1-8 GUIDELINES

## ATTENDANCE FOR GRADES 1-8

Due to the experiential nature of Waldorf education, regular attendance is a priority. Regular attendance supports the student's ability for consistent knowledge and skills acquisition and contributes to the social health of the class. Poor attendance develops poor habits and invariably erodes a student's sense of personal accountability, relationship to their work, and overall educational performance. Noncompliance with the attendance policy may jeopardize a student's successful completion of a course of study and/or the student's enrollment status at Austin Waldorf School.

### Attendance Policy

- Parents are required to contact (phone or email) the main office by 9:00 a.m. on the day the child is absent, as AWS must know the whereabouts of all students expected at school.
- Successful completion of a main lesson block or a subject class may be given only if a student attends at least 80% of the total days the main lesson block is offered.
- The Austin Waldorf School may choose not to advance an 8th grade student who fails to successfully complete a main lesson block or subject class due to absences.
- We urge parents to schedule all medical appointments and vacation plans for after school or on school holidays to avoid excessive absence. Please speak with your student's teacher when family emergencies, religious observances, or unusual circumstances arise. Notify the main office when your child will be absent.
- Students are responsible for missed work. When a student is absent for an extended period of time, the parent is responsible to contact all teachers to determine work that needs to be completed.
- Upon the fifth absence within a month, administration will send the parents a letter of concern. If the student is absent more than 10 consecutive days within a month, administration will contact parents to discuss the effects on the student's educational needs and to engage in a problem-solving dialogue. The student's continued enrollment in Austin Waldorf School may be jeopardized.
- If a student is not in attendance for 30 consecutive calendar days (excluding official school holidays), and if no prior written arrangements have been made and approved, then AWS will consider the student voluntarily withdrawn from enrollment and subject to the tuition/fees liability under the terms of the Enrollment Contract.

### Arrival

Morning drop off begins at 8:00. Students will be directed where to proceed upon arrival.

*Inclement weather location: Gym*

### Tardiness

In all grades, main lesson begins promptly at 8:30 a.m. Students who arrive after 8:25 a.m. are considered tardy and must check in at the main office to receive an admittance slip before going to the classroom.

Upon the fifth tardy within a month, administration will send the parents a letter of concern. Upon greater than ten tardies in a semester, administration will contact parents to discuss the effects on the student's educational needs and to engage in a problem-solving dialogue.

### Assemblies and Performances

Assemblies and performances are curricular activities and attendance is required. These events are prepared and rehearsed as a group and each individual's attendance and efforts are required to represent the work. Students are expected to stay for the assembly or performance until their group is dismissed.

## **Dismissal**

Grades 1 & 2: At 2:30 p.m., students are dismissed to supervised play on the lower grades playground and must be signed out by an authorized pick up to be released from the playground. At 3:35 p.m., students are escorted to their respective pick-up areas.

Grades 3 - 8: At 3:35 p.m., students move to designated pick-up areas or to Extended Day on the lower grades playground.

It is against school rules to meet anywhere else or for a child to await pick-up in any other location. Infractions of this rule cause serious safety concerns on behalf of the child. No student may be on campus unsupervised.

At 4:00 p.m., all remaining children at pick-up locations move to the lower grades playground and are signed into Extended Day.

With permission of the extended day staff, students may sign themselves out in the following instances:

- Grades 3-5 may sign out to music lessons or tutoring sessions with written permission from a parent and consent of the extended day staff.
- Grades 6-8 may sign out to music lessons, tutoring sessions, or if on a school team, to practice or games (only team members can sign themselves out to either practice or games).

Unless the student is picked up directly from the lesson or event, he or she must return to extended day to ensure their safety on the campus.

Parents are responsible for Extended Day fees if children are not picked up during drive through pick up.

Please remember to sign out with the extended day staff when you pick up your child.

School Store Policy for the Grade School: After being dismissed at 3:35 p.m., all students must go directly to extended day, pick-up, or study hall. Students in sixth through eighth grade may get a pass from study hall or extended day to go to the school store. All other students must be accompanied by a parent when buying items in the store.

## **Early Dismissal**

To ensure the safety and security of our students, a check out pass must be obtained from the main office by the parent or guardian of any student who leaves campus before the usual pick-up time. Check out passes must be obtained directly before the student is to leave campus. The parent or guardian may then retrieve the student from his or her class.

## **DISCIPLINE POLICIES**

### **Grade School**

Grades 1 – 8 Basic School Rules are based on the values of our Community Star Code: Kindness, Respect, Responsibility, Honesty, Appreciation, and Celebration. We expect that behavior in the classroom supports a learning environment.

- Students treat others and others' personal items with respect.

- Students treat school property with respect.
- Students follow protocols established by each teacher for their class.
- Student behavior on campus and during school events reflects the values of our Community Star Code.

### **Overview**

Discipline in Waldorf schools is achieved primarily through creating a community atmosphere of love and respect, as well as adherence to our Community Star Code. Direct and respectful communication between parents, students, and teachers help keep problems from escalating. In most cases, individual disciplinary problems are handled directly by a teacher and communicated to the parents.

Serious behaviors may warrant a discipline referral and/or meeting with a discipline committee. A discipline referral is a written report sent home to be signed by the parents and returned to the teacher(s). Copies of each discipline referral are given to the class teacher and the Grade School Director.

**Behaviors Warranting a Discipline Referral and/or a meeting with a discipline committee include, but are not limited to:**

- Obscene or abusive language
- Gossiping about, teasing, or harassing another student or any member of our AWS community
- Stealing
- Showing disrespect, lying to, or deceiving a faculty member or other adult
- Skipping classes
- Leaving the school grounds without permission
- Pushing or physically getting in another person's space
- Fighting
- Defacing school property
- Pulling a fire alarm as a prank (a false alarm)
- Throwing hard or pointed objects such as rocks or sticks towards a person
- Possession of tobacco, alcohol, or any intoxicating or controlled substance
- Possession of firearms, knives, or other weapons
- Possession of sexually explicit or suggestive subject matter
- Use of a cellular phone during the school day or during school activities
- Persistent or chronic misbehavior
- Disrespect for school rules, school property, or people in our AWS Community
- Cyberbullying

### **Discipline Referral Procedure**

The discipline referral procedure is a graduated approach that takes into account the age and development of the student. Any teacher or employee may issue a discipline referral for a student when one of the values of our Star Code is violated. Here is the step by step process.

#### ***For students in Grades 1-2***

For behaviors that warrant a discipline referral, the teacher will consult with the Grade School Director on next steps. Next steps may include any or all of the following:

- The student meets with the Grade School Director.

- The student and parents meet with the Grade School Director and the teacher.
- The student is asked to repair any damage that was done by them.
- A behavior plan may be made and monitored by the teacher, the counselor, or a student support teacher.
- The full discipline referral process below may be warranted.

#### ***For students in Grades 3-8***

1. A faculty or staff member issues a discipline referral to the student. A call to parents will be made, and the referral will be sent home for the parents to sign and return. A copy goes to the class teacher, the issuing teacher (if different) and the Grades Director.
2. The second time a discipline referral is issued, the student is sent to the Grades Director's office with the referral in hand. The Grades Director and student will call the student's parents to notify them of the situation. The written discipline referral will be sent home to be signed by the parents and returned directly to the Grades Director.
3. If a third discipline referral is issued, the student will meet with the Grade School Director and be sent home for a period of time determined by the discipline committee.

#### **Discipline Committee**

Some serious situations may be referred to a discipline committee immediately. The discipline committee is an ad hoc group composed of the Grade School Director and additional teachers. The discipline committee will gather the facts and determine the consequences for the student(s) involved. All parents will be notified of the situation and the consequences assigned to the student(s).

#### **Discovery Process**

In certain cases, the discipline committee may need more time for a discovery process. In this case, the students may be asked to remain at home while the facts are being gathered. This protects the social and physical safety of all involved. During an extended discovery process, the student(s) are not considered suspended and may receive work to do at home from their teachers.

#### **Situations that may warrant immediate suspension or dismissal**

In certain serious situations, a student may immediately receive a one or more day(s) suspension or be dismissed from the school without prior notice or warning.

#### **These situations include, but are not limited to:**

- Possession of a firearm, knife, or other weapon
- Fighting or physically assaulting another
- Refusal to cooperate with a teacher, teaching assistant, administrator, or staff member's request
- Disrespectful or violent behavior toward any member of the AWS community

If a student receives a suspension for one or more days, in consultation with the Pedagogical Leader, the Grade School Director will communicate the period of suspension to parents along with any reflective or reparative activity for the student to do while at home. Part of the student's return plan may include expectations for how they can make up missed school work.

Upon return from any at home time, the student and parents will meet with the Grade School Director to review the student's return plan. Pending the outcome of the discovery process, the student's return plan may include a behavioral plan and expectations for restoration to good standing. If the student is not successful in remedying their behavior with the support of a clearly defined behavioral plan and a faculty advocate, they may be dismissed from the school.

**The Pedagogical Leader and the Head of School will review any process that involves a student's dismissal and will have final authority on that decision.**

### **DRESS STANDARDS (1-8)**

We expect students to dress in a manner that is practical and safe for school activities. AWS students spend a lot of time throughout the day in a variety of physical activities, both indoors and outdoors, in all kinds of weather. In all grade levels, students' clothing should be flexible, comfortable, weather-appropriate, and allow for full and unrestricted movements.

#### **Clothing must:**

- Be clean, fit well, and be in good repair.
- Cover private areas, midriff, and undergarments at all times.
- Be appropriate to the seasons and the weather.

#### **The dress code supports all students in wearing:**

##### **Tops**

- Opaque tops. Long sleeves must leave the hands free, and sleeveless tops may not have spaghetti straps. Transparent material is acceptable on the sleeves.
- Solid colors, stripes, and repeated patterns (polka dots, plaid, for example).
- Clothing with a logo that is of credit card size or smaller.
- In 6th-8th grade, tops with university or state park logos and designs are permitted.

##### **Pants, shorts, skirts, and dresses**

- All bottoms must allow for unrestricted movement, and cover private areas, midriff, and undergarments at all times. Sports shorts are acceptable.

##### **Footwear**

- Closed-toed and athletic shoes (no electronic components) are acceptable.
- Sturdy sandals with back straps and closed-toed are acceptable.
- Hiking boots, cowboy boots, rain boots, and winter boots are acceptable if they meet the requirements of the day.
- If the student has games or gym class that day, s/he will need the appropriate footwear.
- Woodworking, G7 and 8 chemistry labs, and gardening classes require closed-toed shoes.

##### **Accessories**

- Analog watches can be worn beginning the second semester of third grade. Digital watches may be worn at the beginning of 6th grade. These watches are for telling time only. Watches that

perform other functions in addition to telling time are not allowed. This includes smartwatches and fitness trackers.

- Simple jewelry is acceptable including earrings under one inch in length. Jewelry must not be a distraction or hinder a student from performing school activities.
- In 6th-8th grade, nail polish is permitted.
- In 8th grade, make-up is permitted and must be natural looking.
- Tattooing, body piercing jewelry, and other forms of skin ornamentation are not permitted.

#### **Hair**

- Hair that is clean and neat, does not obscure the face, and is a natural color is permitted.
- In 7th and 8th grade, students may color their hair.

### **Dress Code Enforcement**

#### **1st through 8th grades**

If a student's clothing does not meet our dress standards the student may use a change of clothes from home. If the student does not have a change of clothes, the school will provide clothing for the student to use for the day. When this occurs, parents will be notified and responsible for returning cleaned clothing to the front office within a week.

### **Dress Code Referral consequences**

#### **1st through 3rd grade**

If a student's clothing repeatedly does not meet school standards, the class teacher will have a conversation with the parents.

#### **4th through 8th grade**

- For the first and second infractions, the parents will receive an electronic notification from the school.
- For the third infraction, the parents will receive an electronic notification from the school and the student will be assigned campus community service during school hours.

### **Assembly Wear General**

Assemblies (in-school events, e.g., Rose Ceremony) give children opportunities to share what they are learning with the whole school community. With this in mind, we ask that children be dressed to reflect this special experience. All assembly clothing should be dress code compliant and follow the guidelines for acceptable assembly dress (see below).

#### **Acceptable Dress:**

- Dress or skirt no more than 3-4 inches above knee
- Clean, non-athletic shoes or sandals
- Dress pants or belted trousers (No jeans or sweats)
- Blouse or collared dress shirt

### **Concert Dress**

Musical organizations, from school choruses to professional symphonies, utilize uniformity of attire to encourage audiences to focus on the musical content of concerts. Our concert dress requirements reflect

the cooperation and unity needed to perform as a group and minimizes the visual distraction of individual styles of dress. A change of clothing may be brought for the rest of the school day. Dress shoes are required for music assemblies.

Concert dress should reflect the tone of the occasion - uniformity, formality, and simplicity. Students should avoid jeans, shorts, tight-fitting pants, shiny or metallic materials, athletic clothing, and athletic shoes. ("athletic shoes" includes Converse style shoes)

### **Grades 4 and 5 Concert Dress**

There is no formal color scheme for the 4th and 5th grades. Any jewelry should be small and simple. The school dress code applies, along with the following expectations:

- Dresses, skirts, or slacks - skirts and dresses should be below the knee
- Blouse or a collared shirt - blouses and dresses should include at least a cap sleeve, collared shirts must be tucked in
- Slacks should not be tight-fitting (no skinny pants or leggings)
- Shoes should be dark in color, non-athletic and flat sandals must have a back strap
- Vests, jackets, and/or ties are acceptable, but not required

### **Grades 6-8 Concert Dress**

The color scheme for middle school ensembles is white tops and black bottoms with black shoes. Any jewelry should be small and simple. The school dress code is applicable, along with the following expectations:

- Plain black dresses, skirts, or slacks - skirts and dresses should be below the knee
- White blouse or collared shirt - blouses and shirts should be opaque and include at least a cap sleeve, collared shirts should be tucked in
- Slacks should not be tight-fitting (no skinny pants or leggings), leggings with shorter skirts are not permitted
- Black shoes with black socks, or black sandals. Heels should be no higher than 2"

### **Eighth Grade Ceremony**

The eighth-grade celebration marks a special moment in the life of a class, celebrating the culmination of their journey at the grades. For the occasion, the students may wear:

- Semi-formal wear (cocktail dress, slacks, dressy blouse). For student comfort, dresses below the knee are recommended as they will be seated on an elevated stage facing the audience. Heels of 2" in height are acceptable.
- Semi-formal wear (slacks, dress chinos, buttoned-down, collared shirt, dress shoes); jacket and tie optional. Further specifics will be discussed with the class teacher.

The basic principles of the dress code apply to this semi-formal event.

### **Field Trips**

Field trips are occasions when we represent our school to the community. Dress code standards are to be followed.

### **FOOD**

Lunch and snack are brought from home and may only be eaten at the designated snack and lunch times. Families are encouraged to send their students to school with foods that are free from refined or



artificial sugars/sweeteners and colors, overly processed food, candy, gum, caffeinated and/or sugary beverages. Containers should be labeled, leak proof, and free of advertisements and consumer/media related images.

In some classes, there is a group snack. If no group snack is arranged, morning snack is brought from home. Please speak with your child's teacher if you have questions about lunches or snacks.

## **GRADE STUDENTS WORK EXPECTATIONS**

### **Classwork and Homework**

All class work is to be completed in a timely manner and to the best of a student's ability. Artistic striving and accuracy are expected of all student work. Materials, such as lesson books and drawing and writing equipment, must be kept in good condition and readily available for classwork and homework. Poor quality work may need to be redone, and incomplete assignments will have to be completed on the student's own time.

Homework is given to strengthen the student's ability to work independently. Homework should also be a quiet opportunity to review what was presented in the morning lesson or in other classes. It is ideal for each student to have a quiet space consistently available where she or he can do homework at the same time each day, afternoon, or evening. The more this is established in the home, the easier it will be for students to manage the work in the upper grades. A chronic pattern of incomplete or inferior quality schoolwork will result in a note home to parents.

### **Curricular Activities**

Class plays, music concerts, and other class specific events are curricular activities and attendance is required.

### **Eighth Grade Class Trip and Ceremony Participation Requirements**

To participate in the eighth-grade class trip and ceremony, a student must be in good standing. All class work requirements must be complete as determined by the class teacher.

### **Extracurricular Activities**

Questions regarding sports, music lessons, and various other activities that take place outside of school should be directed to the class teacher or Athletic Director. Generally, activities should complement the Waldorf curriculum and should not interfere with completing homework assignments.

### **Instrumental Music**

Few activities work as potently to develop aesthetic faculties as playing an acoustic instrument. To this end, all students are expected to study an orchestra instrument and practice it regularly between class periods (ideally daily). Instruments are not to be left on campus from week to week.

## **PLAYGROUND RULES**

### **Playground Guidelines**

Our primary goals are the safety of our students and our courtesy and kindness to one another. All children and adults are expected to respect and abide by any directives given by the playground supervisors.

### General Playground Rules:

- Students may enter the playground only when a supervisor is on duty.
- Students must be within the supervised boundaries at all times unless they have permission from the supervisor to be elsewhere.
- Only respectful language is permitted at school.
- All equipment must be put away at the end of recess.
- Students must wear shoes on campus.
- Climbing trees with yellow rings around the branches are designated for climbing. Students must keep feet below the yellow ring.
- Students must be prepared for the weather when on the playground (raincoats, umbrellas, rain proof hoods, rain boots etc.)
- Students must sit at a table or in other designated areas when eating on the playground.
- No...
  - Running with sticks
  - Throwing of rocks or gravel
  - Sand, water, or rocks in the loft
  - Sitting on fence railings and the railings of the boardwalk
  - Climbing over the fence to retrieve balls
  - Rough play

### Respect for School Property

- General respect for all school property will be expected and upheld.
- Leave the bark on the trees.
- All pea gravel and wood chips must stay in designated areas.
- No...
  - Skateboarding, rollerblading, or roller-skating are allowed on school grounds.
  - Playing or climbing on the building roofs.
  - Rough play on the boardwalk
  - Climbing, swinging, or hanging from the railing or overhead beams on the boardwalk
  - Running on the boardwalk or walkways
  - Bicycling on the boardwalk or walkways

## SPORTS

The Austin Waldorf School has an active sports program and is a member of the Austin Inter-Parochial League (AIPL), which includes 17 other private schools in the area.

All students in the 6th, 7th, and 8th grades are welcome to participate on the following teams:

	August-October	November-February	March-April
Boys and Girls	Flag Football	Basketball	Track & Field
Girls	Volleyball	Basketball	Track & Field

Students in sixth, seventh, and eighth grades may also participate in the tennis and golf tournaments offered by the AIPL in the spring.

All parents are invited to attend games. Please sit with your children and supervise them at all times, both inside and outside the gym, on the flag football field, and as respectful guests at all other schools' facilities. All children must be in the care of a responsible adult.

Although students who are not on a team are encouraged to support their schoolmates at games, they must sign into the aftercare program if they are not picked up right after school. Students may be released only to those persons whose names are on file in the office. That adult, as mentioned above, must escort the student to the gym or field and supervise them before, during, and after the game. Children may not be unattended.

### **GRADES 1-8 STUDENT SUPPORT PROGRAM**

AWS strives to ensure that foundational skills are developed in all types of learners and that each student experiences continuing success and growth.

To this end, the Grade School Student Support Program assists teachers in early identification and classroom accommodation of learning/behavioral differences. Two full-time learning specialists offer support through collaboration with parents, student advocacy, and/or intervention. Other tutors may be available on campus for skill instruction or for English language learners. Some programs, including the Academic Language Therapy Program for dyslexic students, involve additional fees.

Our full-time Student Support staff is available to consult with parents at any time a concern arises about your child's development or learning experience. Collaboration between parents and teachers to understand the student and enhance well-being is central to the work of the AWS Student Support Program.

# HIGH SCHOOL GUIDELINES

## HIGH SCHOOL HOURS OF OPERATION

### School Year Hours

The high school buildings and its office are open from 8:00 a.m. to 4:15 p.m. during the school week.

### After-School

The high school campus officially closes at 4:15 p.m., except for study hall, extracurricular activities, or work sessions.

### Summer Hours

During the summer, the high school office is staffed from 9-3.

## DECISION MAKING IN THE HIGH SCHOOL

The full high school faculty meets weekly to make decisions on proposals that have been developed in the appropriate committees described below. The High School Director is the operational leader of the high school.

### Administration/Outreach Team

Team Members: Solomon Masala and High School Office Manager

1. Communication
2. Daily & weekly operations
3. Events planning specific to the High School
4. After school study hall
5. After school duties (chores)

### Student Life: Co-curricular and extracurricular activities

Chair: Terri Everett

Subcommittees and working groups:

1. Class Advisors
2. Athletics
3. Campout (seasonal)
4. Festivals (seasonal)
5. Electives (seasonal)
6. Clubs
7. Community Service
8. Student Council
9. Work Experience (seasonal)
10. Discipline (ad hoc)
11. Chair is also a liaison to the Parent Representative group

### Pedagogical: High School curriculum and instruction

Chair: Deborah Mann

Departmental subcommittees and working groups:

1. Academic Monitoring Program
2. Student Support Program
3. Senior Projects
4. Gym/Games
5. Humanities/World Language
6. Math/Science/Digital Arts/Computer Sciences

7. Performing Arts
8. Visual Arts
9. Scheduling (seasonal)
10. International Study Program

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

### **Arrival and Dismissal**

Main lesson begins promptly at 8:30 a.m. For students to be ready for class, it is advised that they arrive by 8:10 a.m. Chronic tardiness will negatively affect the student's grade. The last class ends at 3:35 p.m. and is followed by after school duties; dismissal is at 3:45 p.m. After the last class, all students are responsible for after school duties and should report directly to their assigned classroom and teacher. They may leave campus only after their after-school duties have been satisfactorily completed.

Students not participating in an on-campus after school activity (i.e., athletics, clubs, study hall, etc.) should be picked-up by 3:50 p.m. or sign into study hall. Students waiting for a late ride should wait at the high school courtyard.

### **Attendance**

Regular attendance is an important factor in the quality of students' academic performance. Students are expected to attend school every day for the entire day.

Students absent from school on the day of a school-sponsored extracurricular event, including sporting events, are not allowed to participate on the day of the absence without the express permission of the High School Director.

When absent for any reason, students are responsible for missed work and assignments. Absences, whether planned or not, may have a cumulative effect on graduation credits. Incidence of absence that exceeds five occurrences will prompt a parent conference.

During regular school hours, ONLY students with siblings in the lower grades may attend school play assemblies, unless the whole class is attending.

Every attempt should be made to schedule medical and dental appointments during vacations or after school. Main lesson is the least acceptable time to schedule appointments.

### **Planned Absences**

Only religious holidays, college visits (5-day limit), or an extraordinary circumstance such as a medical procedure, funerals, weddings, or athletic event may qualify as a planned absence. Planned absences will not be granted for the extension of vacation times. The school encourages parents to make vacation plans in accordance with the school calendar. The extension of vacation times compromises a student's experience and success in school.

Grades and credits depend on the successful and timely completion of each and every main lesson block. Main lesson exams and project presentations must be completed in accordance with a schedule established by the teacher. Work that will be due during a planned absence should be submitted prior to the absence.

Students are responsible for all schoolwork assigned during a planned absence and must complete a Planned Absence Form in advance of the absence.

## **Excused Absences**

An absence is considered excused when there is timely communication from the parents to the high school regarding both the reason for the absence and anticipated duration. Parents may email the high school office at [highschool@austinwaldorf.org](mailto:highschool@austinwaldorf.org) or call (512) 301-9550 by 9:00 a.m. the day of the absence or leave a voice message on the high school office phone the night before. Such absences should be reported to the high school office as soon as possible. If a student is absent and a parent has not called or emailed by 9:00 a.m., an email will be sent home in the interest of the student's safety. Leaving school and returning the same day for a doctor's appointment requires a note from the doctor.

## **Unexcused Absences**

Any unexcused absence from any class or school-related curricular activity, such as an evening music concert is regarded as an offense warranting serious disciplinary action and could ultimately result in suspension. All absences where the school has not been contacted will be considered unexcused. Work missed due to an unexcused absence will receive zero credit. Unexcused absences will prompt a conference with parents.

## **Participation**

In addition to being actively involved in all classes and completing assignments in a timely manner to the best of their respective abilities, students are expected to participate in all High School curricular events, including but not limited to: assemblies, concerts, class play performances, campout, field trips, and class trips. A student who anticipates being unable to participate in a school event should communicate directly with that faculty member as soon as possible. A chronic pattern of missed events will result in the faculty reviewing the appropriateness of a student's enrollment in the school.

*Note: All High School School fall campout is a required event, participation is not optional.*

## **Tardiness**

Chronic tardiness indicates that a student is not engaging in the work of the school. Main lesson begins promptly at 8:30 a.m. For students to be ready for class, it is advised that they arrive by 8:10 a.m.

Students arriving late for any class must obtain a late slip from the high school office before being admitted to class. A student's tardiness is a matter between them and the school, and consequences will not be waived because a parent or sibling caused the student to be delayed.

- A tardy will not count if a student has a note from a professional explaining the reason for the student's tardiness.
- A student who has a note from a teacher will not be considered late to the next class.
- A student who is late to any class (including main lesson, skills, and art and music classes) may suffer a reduction of the final block grade according to the teachers' course syllabi.
- A student who is more than 20 minutes late to main lesson will not receive main lesson credit for that day. The student, however, will be expected to attend class to not fall any further behind.
- After the fifth main lesson tardy in a semester, the student and their parent/guardian will be required to meet with the high school director to explore/determine the cause of tardiness and strategy for remediation.
- If a continued pattern of tardiness occurs after this action, the student will be placed on academic monitoring and may be asked not to return to school the following year.

## **Sign-Out & Sign-In Policy**

Students who need to leave school during the school day (except seniors who may sign out to go off campus for lunch and sign back in) are required to provide documentation from parents that permission has been given to leave. The policy extends to all planned absences that commence during the school day. The documentation must be in one of the following forms:

- A phone call or email notifying the High School office of the students' early departure. The parent and/or student is still required to sign-out and, if necessary, sign-in again upon their return.
- A signed and dated note from that student's parent stating the time of and reason for the student's departure.
- The parent directly signs the student out from the High School office or, if the High School office is unattended, the main office.

## **CAMPUS RULES AND GUIDELINES**

### **Campus Use and Boundaries**

Students are expected to respect the physical property, condition, and appearance of the school by treating all classrooms and outside areas and their furnishings with respect. There should be no graffiti or drawings/writing on any school property, including desks. Disposing of litter correctly is everyone's job and helps your school look its best!

The Austin Waldorf School is not responsible for damage to, or theft of personal property left on school grounds.

Students are to remain on the high school campus (areas bounded by stone curbing and South View Road). The grade school and kindergarten campuses are off-limits except for scheduled classes and events.

### **Recess and Lunch Location**

Students are encouraged to go outside during recess but must stay within set campus boundaries.

Students may have their lunch within the designated high school boundaries or in the gym with permission from the gym teachers. Students may go to the school store during snack or lunch times to purchase snacks but must return to the high school campus immediately. While students may retrieve items left in their cars, the parking lot may not be used as a recess or lunch area.

### **Student Locker Policy**

The Austin Waldorf School provides a locker for each high school student to use during the school year. Expectations for the use and care of student lockers include the following:

1. Students are responsible for their assigned locker. The locker may only be used by the assigned student. Students may not use an unassigned locker. Any request to change the locker assignment must be done through the high school office.
2. The school is not responsible for loss or theft, or damage of material stored in student lockers and encourages students to not leave valuables in the lockers overnight.
3. Only school issued locks may be used on student lockers. A school issued lock will be assigned to a student upon request from the high school office. Students will be charged \$10.00 to replace a lock.
4. No food should be kept in the locker overnight.
5. No illegal substances, weapons, or other prohibited or offensive materials are to be placed in school lockers.
6. No graffiti, disfiguring, or damage of school lockers is allowed. Any decoration of school lockers must be tasteful and not offensive. All decorations must be removed by the last day of school, returning the locker to the original clean and plain surface and condition. Failure to do so may result in a monetary fine to the student, disciplinary action, or the termination of future locker use.



7. Accidental damage to lockers must be reported to the high school office immediately. Students may be held responsible for the costs of repairing damage to school property including lockers.
8. Permission to use lockers may be terminated when a student does not comply with the conditions of use, school policies or rules.
9. Students should keep in mind that lockers are school property and may be inspected at the school's discretion. While students may personalize their lockers, we advise not to treat them as private spaces.

## **Driving and Parking**

Due to the limited parking on campus, students who wish to park their cars on campus must obtain parking permission from the high school office. Only students in the 10th grade and above may drive and park cars on campus.

At the beginning of the school year, seniors are assigned reserved parking spots. All other students may park on a first- come-first-served basis in the student parking area along the playing field. Students are strongly encouraged to lock their vehicles while parked on campus. All students are asked to use the wooded path alongside the gym to ensure a safe walk to and from the student parking area, and not to walk in the road.

Cell phone use while driving or walking on campus is strictly prohibited.

***While driving on campus, please adhere to the 5-mph speed limit.***

Students who fail to respect any of the school's driving and parking policies may have driving and parking privileges revoked, either temporarily or permanently depending on the infraction. This will be determined through review of infractions with a faculty and student review council. Creating a safety hazard with careless driving is immediate grounds for driving and parking privileges being revoked.

## **Food**

- Food and drinks are not permitted in any class except with specific approval of the teacher.
- Students must bring lunches and snacks from home, and these should be eaten outside whenever possible except in inclement weather.
- We encourage a healthy lunch and snack and discourage refined sugary snacks.
- Food delivery to campus - Students may not order out for food to be delivered to campus without prior arrangement with their class advisor(s). Such arrangements will be limited to one delivery per month per class.
- Drinking at least 64oz of water per day is strongly encouraged.
- Candy, caffeinated, and high sugar drinks are strongly discouraged.

## **Transportation to School Events**

For any event that requires a Field Trip Permission Form, students are not allowed to drive themselves or others. The school will provide such transportation using adult drivers.

The high school discourages students driving other students to any extracurricular activity. Parents are encouraged to be involved in arranging transportation to such events.

Away Games: The high school will attempt to provide team transportation to and from away athletic events with the school buses. If buses are not being used, parents will provide transportation to and from away athletic events.

## Mobile and Electronic Devices

Electronic devices detract from healthy human interaction on a school campus, and their use is restricted. When students are preoccupied with their electronic device, they are not engaged with the academic and social responsibilities of school.

1. Electronic devices can be used during snack and lunch periods, before main lesson, or after the last class of the day, and students are only allowed to use them in the designated electronic device zones which are clearly marked on the high school campus.
2. Electronic devices are to *remain off* and in the student's backpack or locker during the rest of the school day, including during classes and transitions between classes.
3. The first time an electronic device is used during the school day outside of allowed times and outside of the designated zone without permission, it will be confiscated and stored in the high school office until picked up by the parent at the end of the day. This includes ringing or vibrating phones, even if they are not answered.
4. If the device is used outside of these guidelines a second time, in addition to confiscation, a work session will be assigned, and a \$15 recovery fee will be collected prior to the release of the mobile phone. Subsequent confiscations will result in a work session, *and* an increase of \$10 in the recovery fee (3rd time \$25, 4th time \$35, 5th time \$45, etc.) All recovery fees collected are deposited in the student council account.
5. The use of mobile devices during extra-curricular school events is determined by the faculty or staff overseeing that event.
6. Students found using technology for nefarious, harmful, or illegal purposes, will be subject to further disciplinary action.

## Laptop & Notebook Computers

Students must obtain permission from a teacher to use a laptop or tablet, school computers, or any other electronic device and may then use the device only for school related work. During lunch, students may use their computers for school related work in the computer lab or upon permission, in other locations.

## Electronic Submissions and Use of School Printer and Photocopier

Students are responsible for handing work in on time, regardless of the lack of availability or the failure of electronic devices either at home or on campus.

## Printing and Photocopying

1. Essays, reports, and projects may be submitted electronically with the prior approval of the teacher involved.
2. The photocopier in the office may be used only with permission from Ms. Sauer in the high school office. The faculty and staff have priority.
3. The computer lab has a printer/copier and a color printer students may use.
4. If a student's home printer is not operational, the faculty recommends hand-writing the document or emailing the document needing printing to a friend who can then bring it to school.
5. Neatly handwritten and properly formatted assignments are always acceptable unless a teacher indicates otherwise. If a student's printer is down, handwritten work must be submitted.

## Public Displays of Affection

The high school faculty acknowledges the privacy and integrity of romantic relationships between students. And since the school is an educational environment, overly demonstrative physical affection is inappropriate. Students are asked to be particularly discreet where grade school students may observe their behavior (when attending events in the gym or PAC, or socializing near the parking lot, for example.) Teachers may ask students to refrain from public displays of affection that, in the teacher's

opinion, are inappropriate. After two warnings, the school reserves the right to take appropriate disciplinary measures as deemed necessary for inappropriate public displays of affection.

### **After School Duties**

In the interest of keeping the campus clean and tidy as well as developing personal responsibility for their use of the campus, all high school students are assigned after school clean-up duties to be completed at the end of every school day. These duties are simple and easy to do, consisting of tidying rooms, emptying trash, and picking up around campus.

It is expected that each student will be conscientious in the fulfillment of this duty. Failure to satisfactorily complete a task by 3:50 p.m. will result in a student being assigned a work session. *Students with planned absences are expected to make arrangements for their duties to be completed by another student.*

## **DRESS AND PERSONAL APPEARANCE STANDARDS**

### **Austin Waldorf High School Dress Code**

*Students are encouraged to understand the purpose and the spirit of this dress code. If students have questions, they are invited to approach the Student Council, Advisors or the High School Director for clarifications.*

#### **The high school dress code:**

- Honors the developmental and social needs of our adolescent students
- Considers the larger cultural environment of our K-12 learning community
- Aims to avoid marginalization based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size

#### **We expect our high school students to:**

- Choose daily attire that honors the ***guiding principles*** and ***specifics*** of the dress code
- Choose clothing that allows full participation in movement, athletic activities, and other circumstances that require specific attire (blacksmithing, for example)
- Understand that how one presents themselves has an impact on others and choose attire that contributes to a healthy social culture at AWS

#### **Guiding principles of the high school dress code:**

- 1) **PROPRIETY**: We believe students are able to use common sense and courtesy as they choose proper attire for a K-12 school environment. Clothing that follows the principle of propriety covers what are commonly called “private” areas of the body such as buttocks, upper thighs, genitals, chest, and midriff. Clothing must also meet a standard of attire that is reasonably neat, clean, and in good condition.
- 2) **SAFETY**: All students have the right to learn in an emotionally, culturally, and physically safe environment. Students also have the right to safely express themselves within reasonable boundaries. We believe high school students can select clothing that is self-expressive while also remaining respectful of peers, younger children, parents, teachers, administrators, and other community members.

- 3) **CONTEXT:** High school students find themselves in many contexts on campus at school events throughout the school. Our adolescent learners will have frequent encounters with kindergarten and grade school students, parents, and staff members, and experience a wide variety of classes, all-school festivals, and important events like Rose Ceremonies. Students can plan ahead for these contexts by following the dress code, consulting schedules, and reading the weekly announcements sent by the school.

**Specifics of the high school dress code:**

- 1) Students must wear attire that is neat, clean, in good condition, and will be appropriate for all the day's classes and activities. Students should plan ahead for situations such as:
  - a) Gym, eurythmy, art, handwork, and other classes with specific clothing expectations
  - b) All-school festivals or ceremonies for which assembly dress is required
  - c) Field trips or class outings
- 2) **TOPS** - Students must wear a top that:
  - a) Is made of opaque fabric in the front, back, and sides
  - b) Covers the chest and midriff (the midriff is the area between the chest and belly button)
- 3) **BOTTOMS** - Students must wear bottoms that do not reveal undergarments or private parts when sitting, standing, or in movement of any sort. Short items should fully cover the buttocks at all times.
- 4) **FOOTWEAR** - Students must wear shoes appropriate for the activities and terrain of a typical AWS school day and plan for any classes in which specific footwear is required.
- 5) Students **MAY** wear:
  - a) Religious headwear
  - b) Hats and hoods that are taken off in classrooms
  - c) Logos and brand identifiers that are relatively understated
  - d) Hair color of student's choice
  - e) Clothing or accessories that have any size text, any size image, any density of color, as long as it is appropriate and abides by the guidelines stated in section 6d below
  - f) Sunglasses except in classrooms or in any other learning situation
  - g) Pants with rips in the legs only, and must not reveal undergarments or private areas
- 6) Students **CANNOT** wear:
  - a) Sleepwear, swimwear, or underwear as clothing (including sport bras and boxer shorts)
  - b) Items not designed to be clothing
  - c) Items that can be considered dangerous or used as a weapon
  - d) Clothing or accessories that includes words or images that:
    - i) Depict or encourage violence (including weapons)
    - ii) Depict or encourage drugs and/or alcohol
    - iii) Depict or encourage any illegal item or activity
    - iv) Include or suggest hate speech and/or profanity
    - v) Includes sexually suggestive material

- vi) Are otherwise deemed inappropriate for our school setting by faculty or administration

### Dress Code Enforcement

Dress code violations will be handled via a referral system. Referrals will not prevent a student from attending a class unless the clothing in question is a potential safety issue. All dress code infractions will be processed as follows:

- First, the teacher or adult who will issue the referral will first have a conversation with the student to discuss the dress code infraction, so the student understands the infraction, can discuss options, and has the opportunity to rectify the infraction.
- Then, a [Dress Code Referral Form](#) will be provided to the student in a discreet manner and will include the date and nature of the infraction.
- The teacher or other adult issuing the referral will notify the High School Director.
- The student will take their referral form to the High School Director (or HS Office) before the end of that school day. Students who do not turn in their referral form to the High School Director will automatically be issued a Work Session in addition to other referral consequences.

### Dress Code Referral Consequences

- **First referral:** This results in a warning, a notification to parents, and a request to change clothes if available.
- **Second referral:** This results in an assigned Work Session, a notification to parents, and a requirement to change clothes (clothes that the student has on hand, or clothes provided by the school).
- **Third referral (or more):** Beyond notifying parents, assigning a Work Session, and requiring a change of clothes, the school may take additional action according to school policies regarding repeated infractions of any sort.

### Concert and Assembly Dress

Concert dress should reflect the tone of the occasion - uniformity, formality, and simplicity. Students should avoid jeans, tight-fitting pants, shiny or metallic materials, athletic clothing, and athletic shoes. ("Athletic shoes" includes Converse style shoes.)

The color scheme for high school performance ensembles is black tops and black bottoms with black shoes. Any jewelry should be small and simple. The school dress code is applicable, along with the following expectations for acceptable concert dress:

Acceptable concert dress for students:

- Black slacks without patterns or other colors (formal, non-jean material, looser-fitting)
- Black mid-calf or longer skirt, opaque, without patterns or other colors (formal, non-jean material)
- Black blouse with at least a cap sleeve and without obvious patterns
- Black button-down shirt with at least a short sleeve and without obvious patterns
- Black opaque dress without patterns or other colors, mid-calf or longer, cap sleeve or longer
- Black dress shoes, the heel of the foot no more than 2" from the floor
- If clothing is female-oriented, shoes or sandals should have at least a back strap

- If clothing is male-oriented, include black socks, black belt, and tucked-in shirt

***IF IN DOUBT, ASK YOUR DIRECTOR FOR GUIDANCE.***

## **Special Days**

Parents will be notified via email whenever a special day occurs.

*Examples:* Grandparents and Special Friends Day, Rose Ceremony, Michaelmas, May Pole

Dress standards:

- Overall, a more formal look
- No writing on shirts
- Collared shirt preferred
- No athletic attire preferred

## **DISCIPLINE POLICIES**

### **Discipline Committee**

This is an ad hoc committee made up of the High School Director, Class Advisors, and pertinent faculty or administration. Their purpose is to gather facts, interview students involved, and decide on a course of action. Students from Student Council may also play a role on the Discipline Committee, as determined by the high school director.

### **General Guidelines**

Responsibility for one's actions, respect for all individuals and the property of others, and kindness for oneself and others are at the foundation of the school's discipline policy. Students are expected at all times to strive to integrate into their behavior the ideals of the education in which they are engaged. The faculty reserves the right to judge the seriousness of inappropriate behavior during regular school hours and school sponsored events. Here, as with the Discipline Committee, students may be included in the process at the discretion of the high school director.

- Class Advisor(s), Student Life Chair, High School Director, or other faculty members may address minor behavioral and citizenship failings in a manner appropriate to the offense.
- Repeated and serious lapses or chronic breaches of self-discipline will be referred to the High School Discipline Committee and will result in a conference with the student, his or her parents or guardian, and member(s) of the Discipline Committee.
- Inappropriate dress, littering, eating in class, neglecting after school classroom duties, disrespectful classroom behavior, or being found beyond high school campus boundaries may result in a work session.
- Cutting class is regarded as a serious breach of trust between students and teachers and may result in a suspension.
- The most serious offenses—acts of physical or emotional violence, including threats against persons or property, profanity directed at any member of the school community, spoken, or written, or acts involving drugs, theft, or vandalism— can result in immediate suspension and removal from campus until the High School Discipline Committee and administration reviews the student's future standing in the school.
- A student who brings a weapon to school (other than a household cutlery used for snack or lunch) without permission from the High School Director will be immediately suspended and removed from campus until the administration reviews the student's future standing in the school.
- In a situation involving any degree of non-cooperation by a student when drugs, violence, or weapons are involved, law enforcement authorities may be called.

- Note that the following can be grounds for expulsion:
  - *Harassment, violence against, or harm to, a member of the school community*
  - *Bringing an unapproved weapon to school*
  - *Bringing or using at school, tobacco, illegal substances/drugs, or alcohol*
  - *The student's behavior is destructive to the social well-being of the school, or the student willfully refuses to abide by the school's rules.*
  - *A suspension is not resolved to the satisfaction of the faculty.*
  - *An academic or social probation is not resolved to the satisfaction of the faculty.*
  - *A second violation of the school's substance abuse policy.*

In all cases, the School reserves the right to impose discipline as it deems appropriate in the Pedagogical Administrator's or Head of School's discretion.

### **Drug, Alcohol, Tobacco, and E-Products (Vaping) Policy**

The use of drugs, alcohol, tobacco, and vaping inhibits and destroys healthy adolescent development, as well as our ability to work with the true being of the young person. For adolescents especially, these substances are physically debilitating, socially destructive, and cognitively damaging, undermining the subtle development of accurate perception, sound judgment, and independent, objective thought.

We expect each student to make an inner commitment to abstain from drug and alcohol use, and that parents will support this effort.

We strive to do everything possible to discourage and prevent the use of drugs anywhere by Austin Waldorf School students. We are primarily concerned with the health and education of the young people in our care and not merely with the illegal aspects of drug and alcohol use on school property.

The school reserves the right to contact and work with law enforcement agencies as it feels appropriate regarding controlled substances, particularly in situations involving trafficking drugs or operating vehicles while under the influence.

### **Disciplinary Actions**

#### *On Campus (school related)*

Students who are using, exchanging, or appear to be under the influence of alcohol, non-prescribed drugs or medicinal substances, or any consciousness altering substance on school grounds or at any school event will be subject to disciplinary action. Similarly, students who are exhibiting a convergence of indicators such as: excessive tardiness, absenteeism, fatigue, inability to concentrate, and a downturn in school performance, or reasonable cause may be approached by faculty about drug and alcohol use out of concern for their health and well-being and may be required to take a drug test. The school reserves the right to search any student's property.

1. A first offense is likely to necessitate suspension, notification of parents, and a meeting called between the student, parents, and faculty members prior to the student being allowed to return to school. The student will be required to sign a Drug and Alcohol Use Contract including some or all the following points:
  - The faculty may require a comprehensive drug/alcohol evaluation or drug test as the objective means for determining whether a substance-abuse problem exists.
  - This evaluation is to be completed within one week of the meeting, and a copy of the results forwarded by the testing service to the High School Director.
  - Refusal to receive an evaluation will be regarded by the faculty as unwillingness to support the values of the school community or work with the faculty and may result in the student's expulsion from school.
2. If it is determined that the student has a substance abuse problem, the student must participate in and complete, to the satisfaction of the high school faculty, a counseling and/or rehabilitation



program. Only when a student and the family agree to such a program can there be the basis for a continued working relationship between the student, the parents, and the Austin Waldorf School community.

3. Any further offenses will be regarded as a violation of the trust established in the first meetings and will likely result in expulsion from the school.

### **Off Campus (non-school related)**

On occasion information comes to the faculty regarding possible drug and alcohol use off campus in non-school related circumstances. This is outside of the school's jurisdiction, but within the scope of our concern for the social and academic welfare of the student. When rumors of substance use are reported the school will ask for a meeting with the student, class advisors, and the High School Director to express concern based on health and safety. This will not lead to disciplinary action but may result in more conversation with parents and a plan to address correcting the behavior with the support of the school.

### **Self-Endangering and Socially Destructive Behavior**

As an institution dedicated to the healthy development of adolescents, we regard it as the school's responsibility to work directly with students and their parents to correct any self-endangering and socially destructive behavior in which an adolescent might be involved. These behaviors include talk of suicide or attempted suicide, drug and alcohol use, self-harm, abusive relationships, unsafe operation of a motor vehicle, and illegal activities such as shoplifting or vandalism.

- All rumors of any self-endangering and socially destructive behavior, regardless of where the alleged behavior took place or how minor it might seem, will be taken seriously by the faculty and investigated by meeting with the students involved. Parents will be notified that such a suspicion has arisen and informed of what has been learned. We would be irresponsible to remain silent at such times.
- Students can be instrumental in securing help for classmates in need. We also encourage them to approach a parent, teacher, or a school employee for help in finding a way of addressing a problematic situation without "betraying" a friend. Such situations are usually far more serious than they appear on the surface, and we look to the students to develop the courage, maturity, and compassion to help each other when someone is engaged in dangerous behavior. Friends do not let friends hurt themselves.
- Parents who are aware of self-endangering behavior by high school students are encouraged to view the Austin Waldorf School as a community and to help as much as they feel personally capable.
- The school supports students and their families who find themselves in difficulty and are willing to work with us in overcoming problems.

## **DISCIPLINE PROCEDURES**

### **Work Sessions**

1. Work Sessions are given for minor policy infractions.
2. It is expected that all work sessions will be completed as scheduled.
3. All outstanding work sessions must be completed prior to the end of each semester of the school year. Seniors with outstanding work sessions will not be permitted to graduate.
4. Student transcripts and/or reports will not be released until the outstanding work sessions have been completed.
5. Cell phones will be held in the high school office during work sessions.

## **Situations Warranting a Work Session**

1. Use of electronic devices outside of the device policy
2. Disrupting a class by having to be asked to leave a class
3. Dress and personal appearance standards infractions or refusal to correct them after a warning
4. Failure to do an assigned after school duty
5. Leaving the boundaries of the high school campus without permission
6. Littering
7. Eating in class
8. Excessive public displays of affection after a warning
9. Other situations that break school rules or defy acceptable school behavior or negatively impact the student's connection to the academic and social working of the school

## **Procedure**

Upon being assigned a Work Session, notification of this session will be given and emailed to the student and emailed to the parents.

## **Scheduling**

Work sessions will be scheduled after school from approximately 3:45 to 4:30 p.m., and an email will be sent informing the parents of the upcoming Work Session one week in advance.

Any student who cannot attend a scheduled Work Session must reschedule with the high school office prior to the day of the Work Session.

Except in situations of unplanned absences, students who do not make alternate arrangements and miss a Work Session will have to make up not only the missed session but also an additional one.

## **Social or Citizenship Probation**

1. Any student who seriously undermines the health of the school's social environment will be placed on probation until the faculty's trust in that student is restored by the student's corrective actions/behavior. The faculty will determine the terms of the probation (i.e., the restorative behaviors).
2. A student on social probation may be prohibited from participating in all extracurricular activities during the period of probation.
3. A student on social probation may be denied participation in class trips and outings, dances, proms and other school social events, or the high school campout.
4. A senior on social probation may have his or her senior privileges suspended for the period of probation.
5. A senior on social probation during the final term of 12th grade may be denied participation in the 12th grade trip if the discipline committee determines that the student's participation poses an obstacle to the trip's success.

## **Suspension**

1. Certain specific infractions or repeated problematic behaviors lead to a suspension, during which time the student may not return to school or attend school events. Suspension terminates the student's right to participate in all extracurricular school activities for a term established by the discipline committee.
2. When a student is suspended, the parent(s) will be contacted, and the student sent home.
3. Before the student returns, a meeting must be held between the student, parent(s) or guardian(s), class advisor(s), High School Counselor, and High School Director.

4. In each situation, the age of the student and previous disciplinary action will be taken into consideration.
5. A suspension may result in the student being placed on social probation.
6. A senior who has been suspended may lose his or her senior privileges.

### **Offenses causing suspension**

- Disrespectful or violent behavior toward anyone
- The use of profanity in either writing or speech
- Refusal to cooperate with a teacher's request
- Dishonesty, including lying, stealing, cheating, and plagiarizing
- Forging the signature of a teacher, parent, or guardian, or adding or subtracting information to a document previously signed by a teacher, parent, or guardian
- Skipping class
- Missing an event required by the high school
- Leaving campus without signing out or transporting a student who does not have permission to leave
- Chronic violations of the dress code
- Being present in buildings before or after hours without permission or supervision
- Smoking, vaping, or the possession of smoking/vaping materials on one's person at school or any school event
- Violation of the drug, alcohol, smoking, e-products (vaping) policy
- Bringing a guest who is in violation of the drug, alcohol, smoking, e-products (vaping) policy onto campus or to a school event
- Vandalism
- Possession of firearms or any other weapon.

### **Expulsion**

The school reserves the right to expel any student. Please remember parents are contractually responsible for the remaining tuition.

### **Expellable Offenses**

- Harassment, violence against, or harm to, a member of the school community
- The student's behavior is destructive to the social well-being of the school, or the student willfully refuses to abide by the school's rules.
- A suspension is not resolved to the satisfaction of the faculty.
- An academic or social probation is not resolved to the satisfaction of the faculty.
- A second violation of the school's substance abuse policy.
- Bringing an unapproved weapon to school
- Bringing or using at school, tobacco, illegal substances/drugs, or alcohol

### **Attendance at School Events by Expelled Student**

- Expulsion terminates a student's right to attend and participate in school events and activities.
- An expelled student may petition the High School Director for permission to attend only the following school events: class plays, concerts or assemblies, sports events, or commencement ceremonies. Such a request must be submitted in writing to the High School Director at least two weeks prior to the event. If permission is granted, the expelled student will receive a letter detailing the conditions for attendance at the event.
- Any expelled student granted permission to attend an event must be accompanied by a parent or legal guardian.

- An expelled student attempting to attend or participate in a school event who does not meet the above conditions will be trespassing and told to leave the campus and/or the event.
- No exceptions will be granted for school excursions, trips, or dances, including the prom. No refunds will be given for event expenditures.

**The School reserves the right to impose some, all, or none of the above consequences in its discretion and the Pedagogical Administrator or Head of School has final decision-making discretion as to all matters of discipline.**

## **STUDENT GRIEVANCES**

In the flow of all human interactions there are inevitable bumps along the way. At AWS, we see these as wonderful opportunities for growth for all involved: faculty, students, parents, and administration.

When an issue arises, we want to work quickly to engage dialogue and address the situation with presence and compassion. The following outlines our process for addressing concerns and issues. The goal is to create a culture of empowerment and trust for students, parents, faculty, and administrators.

We encourage using the following steps.

1. Students bring the concern to their teacher. Whenever possible, we encourage students to speak directly with the teacher or staff member with whom there is a challenge. Often, this will resolve the issue.
2. If the issue continues or the conversation does not create resolution, speak with the Class Advisor, and ask for their support in connecting with the teacher. The Class Advisor will help to gather information, understand the nature of the issue, and determine/support the best course of action towards resolution.
3. If necessary, the student meets with the Class Advisor and the teacher. The Class Advisor acts as a mediator for the process of resolution.
4. If necessary, the student meets with the Class Advisor, teacher, *and brings in parent(s)*. Again, the Class Advisor acts as a mediator for the process of resolution.
5. And finally if resolution has not been reached, the High School Director or lead administrator facilitates a meeting of involved parties.

## **CURRICULUM COMMITTEE**

### **Credits**

The High School uses a credit-based promotion and graduation system. Credits are distributed between main lesson blocks, with credit given upon submission of final grades, and ongoing skills classes, with credit awarded at the end of each semester. A detailed breakdown of required credits can be obtained from the counselor.

### **Credits Options**

Three options are available: full credit, pass/fail, and no grade/no credit. The pass/fail and no grade/no credit options are available for extenuating circumstances and require a completed form which can be obtained from the counselor. Poor attendance will jeopardize credit standing in a course, especially the in-class components of study, which is at the teacher's discretion.

1. **Full credit**- The most common and recommended option, students receive full credit in a completed course and the grade is calculated into the student's grade point average. When credit may be in jeopardy due to absences, the student and teacher may develop a plan of action. The course teacher will determine whether credit will be given for that course.
2. **Pass/Fail** - Upon approval of the Curriculum Committee, a student can take a course as Pass/Fail when the student:
  - Has missed a significant portion of a course due to extenuating circumstances (e.g., family emergency, death in the family, illness with a doctor's note, etc.),
  - Is still able to meet minimum course requirements, and
  - Can still receive credit for the course.

Exceptions can be made for students approved through the Student Support Program or who formally request a Pass/Fail for non-emergency situations with at least one month notice before the class begins. In non-emergency situations, the Pass/Fail option may not be undone.

The following guidelines should be taken into consideration when requesting to take a course Pass/Fail:

- All students enrolled in a course on a P/F basis are expected to meet the academic and behavioral requirements as set forth in the syllabus or course description (e.g., reports, papers, examinations, laboratory attendance). Students are expected to demonstrate proficiency in coursework and assessments. Students in the Student Support Program may have different academic requirements.
  - At the end of the semester, students enrolled on a P/F basis are awarded a regular grade by the teacher. Any grade of D– or above is converted in BigSIS to a Pass (P). If the student earns a P, credit is earned and included in the student's transcripts. The grade P is not calculated in the grade point average (GPA).
  - The grade of F earned under the P/F option is included in the calculation of grade point average as a 0.
  - A maximum of 2 AWS courses can be taken as Pass/Fail during a student's time in high school. Variances are considered by the High School Director and Student Support Coordinator on a case-by-case basis.
  - A meeting between the student, parent(s)/guardian(s), and involved school staff members is required before final approval is granted.
3. **No Grade/No Credit**- Upon approval by the Curriculum Committee, a student can receive a No Grade/No Credit in a course when the student:
    - Has missed a significant portion of a course due to extenuating circumstances (e.g., family emergency, death in the family, illness with a doctor's note, etc.), and
    - Is not able to meet the academic requirements of the course due to that specific circumstance.

Exceptions can be made for students approved through the Student Support Program or who formally request a NG/NC for non-emergency situations with at least one month notice before the class begins. In non-emergency situations, the NG/NC option may not be undone.

The following guidelines should be taken into consideration when receiving a NG/NC:

- A student receiving NG/NC in a course would still adhere to all school attendance policies and must follow classroom academic and behavioral expectations as outlined by the instructor.
- Upon full completion of the course as outlined below, the course grade will be marked as "NG/NC" on the student's transcript and the course will not affect the student's GPA.

- A student can fail a NG/NC course if the student does not meet the expectations agreed to between the student and teacher. In this case, the student will receive a 0.0 for their GPA.
- Students would still need to satisfy all AWS graduation requirements, and it is required that the student and counselor take a close look at the student's transcript before requesting NG/NC in a course.

## **Grade Point Averages**

Grade point averages are calculated at the end of each semester and recorded on students' transcripts. All subjects are equally calculated as part of a student's grade point average.

## **Cheating and Plagiarism**

AWS regards academic honesty as foundational for our learners. All work submitted to teachers should be a true reflection of the student's effort and ability during their years at AWS.

Plagiarism is defined as copying and passing off as one's own, the ideas or words of another, using someone else's created production without crediting the source, or committing outright literary theft. Examples include but are not limited to the following:

Submitting an assignment, in whole or part, as one's own, when in fact it may contain:

- a. quotations of another person's (including students)
- b. actual spoken or written word without citing the source
- b. words or paraphrasing of theories or ideas from an encyclopedia, book, textbook, website, database, or other, without citing the source
- c. facts, statistics, graphs, drawings, pictures, sounds, or another piece of information without citing the source.
- e. Using online translators for assignments and assessments

The first-time plagiarism is found to have taken place; the student will receive a zero on the assignment but will be given the opportunity to rewrite the assignment according to teacher specifications and deadline.

- a. The student's grade on the rewritten assignment will be no higher than an 80.

A second plagiarism offense will result in an automatic zero for the assignment.

- b. Including that zero, the student will receive the grade they earned in the course without the option for P/F, or NG/NC.
- c. The student will be placed on academic monitoring for four weeks. At that time, the student will meet with the appropriate HS faculty about their reflections and learnings.

If a student has a third plagiarism offense while at AWS, they will have either suspension or expulsion, based on what the school determines.

## **Academic Monitoring**

A student who shows a pattern of unsatisfactory work will be placed on Academic Monitoring, at which time the Student Support Coordinator or an assigned member of the high school faculty will meet with

the student on a scheduled basis to support the student in his or her work. Academic Monitoring does not initially entail any reduction of student privileges or participation in extracurricular activities. Each student is monitored on an individual needs basis and depending on the length of time in the program and/or gravity of a situation, such things as participation in extracurricular activities and/or sports could be affected. The goal of the program is to support students who fall into a pattern of low grades so that they may go back to performing their greatest ability.

When a student is placed on Academic Monitoring, a letter goes home to the parents and arrangements are made for increased support through an individualized program. Involved in this process are the Class Advisor(s), the High School Curricular Committee Chair, and the Student Support Coordinator.

Academic performance is reviewed at each grading period, and monitoring is lifted when grades improve. In the spring semester, the High School Director will call a meeting to speak individually with the parents of any student who has been on Academic Monitoring for a significant portion of the school year. The purpose of the meeting is to discuss the circumstances needed for the student to continue at AWS for the following school year. **AWS reserves the right to hold or withhold a student contract for the coming school year based on a student's grades, social, or academic performance.**

1. Any student who fails any class will be placed on Academic Monitoring.
2. Any student with D's in multiple classes will be placed on Academic Monitoring.
3. Any student caught cheating, plagiarizing, or forging work may be placed on Academic Monitoring.
4. A student on Academic Monitoring may be prohibited from participating in extracurricular activities for the period of time to focus on their academic performance.
5. A senior on Academic Monitoring will have his or her senior privileges suspended.

## **STUDENT SUPPORT PROGRAM**

The purpose of the High School Student Support Program is to inspire students with moderate learning, visual, physical and attention challenges to develop the skills necessary to succeed in the Austin Waldorf High School setting. \* The program assists students to develop, integrate and refine their capacities for learning individually and in classroom settings, thus enhancing their educational experience at the Austin Waldorf High School.

### **The Program Provides:**

- **Identification** of moderately challenged students.
- **Student Success Plan:** Identified students and parents meet annually with the High School Student Support Coordinator in August to develop a plan based on the psychoeducational assessment from a licensed educational psychologist or diagnostician, recommendations from previous teachers, and student feedback.
- **Regularly Scheduled Meetings:** Students meet with the Student Support Coordinator throughout the year to develop communication skills, time management skills, self-advocacy skills, and to arrange for additional support from teachers and tutors.
- **Guided Study Skills/Study Hall:** All ninth-grade students attend classes twice weekly during the fall semester to support their transition to high school. Students are coached in study and organization skills, test taking, time management, note-taking, and self-advocacy.
- **Quiet testing plus additional time** is provided for academic classes, the PSAT, and PreACT.
- **Accommodation applications** to the College Board (SAT) and ACT are presented.
- **Ongoing communications** with parents of students in the Student Support Program as needed.
- **Guidance for students** in development of self-advocacy and creative solutions for partnership between students, their teachers, and other adults.
- **Referrals for tutors, life coaches, and psychological services** are made available when needed or requested by any family. It is the responsibility of the parents to support their children with



tutoring or other services when it is recommended. Please contact the High School Student Support Coordinator for more information.\*\*

*\*AWS High School Students and Parents served:*

- Any student who has received support for a diagnosed learning challenge in middle school.
- Any student who has been newly diagnosed with learning challenges.
- Any student who has been placed on High School Academic Monitoring.
- Any parent who has questions or concerns about their child.

## SENIOR ACTIVITIES

### Senior Lunch Privilege

Seniors in good standing are permitted to leave campus for lunch but must sign out and sign in and must be on time for their next class. ***Seniors who are late to the first class after lunch because they have not arrived back on campus or who do not sign out when they leave and sign in when they return*** will have their off-campus lunch privileges revoked for five school days. Seniors, however, who have had an excessive number of tardies, who have received a work session or are on any form of probation or suspension, may have these senior privileges suspended. Repeated infractions may result in the indefinite suspension or revocation of this privilege.

Freshmen, sophomores, and juniors are not allowed off campus at any time during the school day, and seniors may only leave campus during lunch.

### Senior Bamberger Trip - Required

During the 12th grade biology block, the seniors take a full week residential trip to the Bamberger Ranch, a working hill country ranch in Johnson City that has been ecologically restored. This trip provides a wonderful opportunity for students to have a direct experience of field science, as well as working together without the distractions of the everyday world. All school rules are in effect while at the ranch.

### Senior Projects - Required

Seniors Projects provide the students the opportunity to explore an area of personal interest in depth. Areas explored by past seniors have included the widest range of interests, such as the production of a class yearbook, the building of a kayak, a solo eurythmy performance, advanced portraiture, and music composition, to name just a few.

These projects are presented to the whole school community and are a 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 since, as a rite of passage into adulthood, each individual student is left to personally evaluate the level of success achieved.

### Senior Class Trip

The Senior Class Trip is one of the culminating social experiences for a class of Austin Waldorf School students. While the substance of such trips will naturally reflect each senior class's particular interests, the following general conditions must be fulfilled for the trip to take place:

- The trip occurs during the last month of the school year and will be chaperoned by at least two advisors or teachers.
- As with any other school event, all school rules apply.
- Three types of trips consistent with the values of Waldorf education are possible: a cultural trip to a major city, an anthropological and cultural exploration, or a wilderness adventure.

- The trip's expenses are set by the board. If you have any questions, contact the High School Director.

## Senior Commencement Week

The twelfth grade's commencement week is marked by four required ceremonies:

1. The *Leaving Ceremony*, which takes place on Thursday evening, is an internal graduation between the graduating seniors and the full faculty and is not open to the public.
2. The *Rose Ceremony* takes place on Friday morning and gives the first graders an opportunity to bid farewell to the seniors on behalf of the whole school. Twelfth grade parents are invited to attend.
3. The *Final Assembly*, which is open to the public, follows the Rose Ceremony.
4. The *Commencement Ceremony* is set annually and is open to the public.

## ADVISING AND COUNSELING

Ideally, a class usually has two class advisor(s), who work with the class through its full four-year stay in the high school. The Class Advisors are the primary contacts for a class and mediate between the students and the high school faculty. The Class Advisors are generally responsible for keeping abreast of all social and academic issues that may exist for the class, collectively and individually. While it is always recommended that parents first contact the teacher involved when a concern or question about a student's academic performance arises, parents are encouraged to keep the class advisors abreast of such issues.

Class Advisors have many specific responsibilities:

- Assess and oversee the general well-being of the class.
- Keep abreast of academic, social, and disciplinary concerns within the class.
- Serve as personal contacts for students in the class.
- Review the reports for the whole class and coordinate, with the high school faculty, strategies for assisting individual students in setting and meeting academic goals.
- Coordinate additional support with the counselor or other faculty member.
- Act as a representative of the class to the high school faculty meeting.
- Act as a liaison between the students of the class, its parent representatives, and other faculty members on matters of class and school business.
- Act as a liaison between parents and other faculty members on issues of class business.
- Act as a liaison between individual students as needed when social issues arise. Help to resolve social concerns or questions that parents, or students bring forward.
- Hold weekly class meetings.
- Hold at least three parent meetings a year.
- Participate in interviewing potential students and their parents for the class.
- Helps to guide fundraising ideas for their 12th Grade Class Trip.

## High School College Counselor

The High School College Counselor observes, listens to, and advocates for the students. Students, parents, and faculty may approach the counselor concerning academic questions as well as post-high school plans. First and foremost, the counselor is available to meet with a student or group of students whenever needed. A meeting may be requested by a student, teacher, parent, or class advisor(s), or by the counselor.

During junior and senior year, the counselor will help each student formulate post-secondary school plans. This process will include helping students become aware of their particular abilities and interests so that they may plan future study and work. Meetings with parents or guardians will be arranged to

discuss these plans. The counselor handles all school required details of students' college admission applications as requested and assists students in managing the details of their applications.

The counselor serves as the College Board and ACT testing coordinator. As part of post-high school planning, all tenth and eleventh graders will be registered for these tests. The counselor also serves as the host for college admission representatives visiting the school campus to meet with students. The counselor attends local university and college annual updates, information sessions, conferences, and receptions to keep abreast of current information and practices and to foster understanding of the Austin Waldorf School and its students.

## **INTERNATIONAL STUDY PROGRAM**

The Austin Waldorf High School is recognized as an SEVP (Student Exchange and Visitor Program) designated school. The high school offers guidance to students wishing to study abroad. Those studying German may participate in a one-semester exchange, during the spring semester of the students' 10th grade year. Those studying Spanish may participate in a two-to-three-month long exchange during the summer between 10th and 11th grade, or between 11th and 12th grade. The Austin Waldorf High School faculty will consider Waldorf schools in German and Spanish speaking countries to support the language programs offered at the Austin Waldorf High School.

### **To Be Considered For Study Abroad**

1. The family should speak with the appropriate world language teacher in the high school.
2. The student and parents will complete a Study Abroad Application, available from the world language teacher.
3. The world language teacher will make recommendations to the high school faculty based on the eligibility requirements and the completed Study Abroad Application.
4. If the below requirements are met, the appropriate world language teacher will begin conversations for admissions with the receiving school on behalf of the Austin Waldorf High School student.

### **Eligibility Requirements**

1. The student must be in good academic and social standing in the Austin Waldorf High School and must consult and receive approval from the high school world language teachers and World Language Chair to confirm language proficiency.
2. The student should choose a Waldorf school in either a German or Spanish speaking country. Consult with the high school world language teachers for possible schools.
3. The student will be asked to present and share their experiences with the high school classes upon their return.

### **Exchange Student versus a Visiting Student**

An Austin Waldorf School exchange student family will continue to pay tuition to the Austin Waldorf School as stated in the enrollment contract. In an exchange situation, this means that no tuition will be required by the designated receiving school for one semester of studies. The receiving school will communicate with the Austin Waldorf School about an appropriate host family and assist with the facilitation of pertinent details. Any expenses deemed necessary outside of tuition are to be stated by the host family and agreed upon by the sending family.

Should an Austin Waldorf High School family choose to send their child abroad without meeting the eligibility requirements or following the steps as outlined by the Austin Waldorf High School, in conjunction with the International Exchange/International Studies Committee, then the international study is considered as a student visiting status. A family will need to withdraw their child from the Austin

Waldorf School with the understanding that any enrollment contract in effect will be binding in terms to the Austin Waldorf School.

Please direct any questions to a member of the International Exchange/International Studies Committee.

## STUDENT LIFE COMMITTEE

### Field Trips

Excursions and trips supplement every student's education at the Austin Waldorf High School, and at this stage of the High School's development, trips depend greatly on the parents' generosity with driving and organizational assistance. Regardless of the destination of a trip during the school day, parents will receive ample notice. Permission slips and/ or email permission are required for each individual field trip. The teacher planning a field trip will inform parents in advance and will send home a permission slip to be signed and returned before the trip. ***No student will be permitted to participate in a field trip without their parents signing and returning the permission slip in a timely manner.*** The costs of such trips will vary and will be borne by the students.

### Extracurricular Activities

1. To participate in extracurricular activities, students must maintain good academic standing. If the quality of a student's work is in question, a meeting will be held between the student, parents or guardian, High School Counselor, class advisor(s), and the activity's supervising adult.
2. Students who are suspended or are on Academic Monitoring or Social Probation may not be allowed to participate in any extracurricular activities.
3. Students who do not spend a full day at school may not participate in extracurricular activities on that day. A student who tries to circumvent this policy will be subject to disciplinary action and may be prohibited from participating in future extracurricular activities.
4. If a medical or other appointment requires missing classes on the day of an extracurricular event, the student must make arrangements with the High School Director in order to participate in an extracurricular activity.

## STUDENT ACTIVITIES

### Student Council

The student council is made up of two representatives from each grade and four officers.

Representatives are elected each fall, and officers are elected in the spring. Students running for any officer position in the student council must be approved by the high school faculty. As officers of the Student Council, they will be asked at times to represent the school; therefore, they should be in good academic and social standing. A student who has been suspended for any reason might not meet faculty standards of approval. The Student Council meets once a week.

### Clubs

Students are offered a variety of clubs with which they may choose to participate. Club offerings vary from year to year and are based on the interests of the students and faculty.

Students involved in producing the yearbook or newspaper require prior permission before photographing events and may not record or photograph classes without prior written permission (using the Permission Form.) Photos for the yearbook and newspaper are property of the school and cannot be used without the school's permission.

## **TEAM SPORTS AND ATHLETICS**

### **Conduct**

Since Austin Waldorf School athletes represent the school, it is vital that they conduct themselves responsibly and in a sportsmanlike manner. Student athletes are expected to arrive on time and be prepared for games. They must obey the rules. Poor sportsmanship may result in removal from the game and further disciplinary action.

### **Accommodations for Away Games**

Students participating as a team member in AWS school sports/activities requiring extended transportation time:

- May take advantage of a study hall during a scheduled gym class the same week as the away game.
- Must ask for and receive one extra day to complete an overnight assignment that was assigned the same day as the game. Students are responsible for the timely completion of any work assigned before the day of a game.
- Will remain in school until the departure time determined by the athletic director.

### **Practices**

No practices may take place without the direct supervision of a coach.

## **SOCIAL GATHERINGS AND HIGH SCHOOL EVENTS**

Members of the Student Council, individual classes, or clubs collaborate with the faculty to organize a wide range of recreational activities, which can enrich the social fabric of high school life.

Rules for high school social activities include the following:

1. No alcohol, drugs, smoking, vaping, or weapons. If there is any infraction of this rule by Austin Waldorf School students or their guests, parents will be notified immediately to come to school to pick up the student (and guest). (See (Drug, Alcohol, Tobacco, and Vaping Policy for further consequences.)
2. Chaperones selected by the faculty will be present.
3. No student may leave the prescribed area of the activity.
4. A faculty member must review the music or skits for any event prior to the scheduled event.
5. Music at a dance or event is coordinated by the students and approved by the faculty liaison to the dance. The hiring of a faculty approved DJ is the responsibility of the student coordinators.
6. Room lighting is the responsibility of the chaperones. Lighting design is the students' responsibility.
7. Age limits for dances: no younger than ninth grade, no older than 20 years of age. Any student wishing to bring a guest needs to submit the guest's name, age, and school at the time of ticket purchase.
8. High School social activities are for students currently enrolled at the Austin Waldorf School. Each student may invite only one guest unless prior arrangements are made with the High School Director. For dances, tickets must be purchased in advance. No exceptions will be made at the door of an event.
9. Students must adhere to the dress guidelines for each dance or other event, as established before the event through a dialogue between representatives of the Student Council and the faculty.
10. Non-enrolled guests are bound by the same policies, rules, social standards, and guidelines—including language, appearance, and general behavior—that apply to students.
  - Austin Waldorf School students are responsible for communicating these guidelines and the Drug and Alcohol Policy to their guests.

- The school reserves the right to ask any guest to leave campus or any off-campus school activity whose reputation or behavior is such that their presence disrupts the social well-being of the school community. Failure to comply with such a request will result in law enforcement being called.
11. Once a student leaves a school dance they may not return. The school is only responsible for those students present at the dance. Students who appear impaired will not be allowed to leave an activity until a parent or guardian arrives to take them.
  12. If a student is not present for a full day of school, he or she may not attend the evening social event unless special arrangements have been made with the high school faculty.

### **ADDITIONAL EXPENSES**

Generally, additional expenses not covered by tuition may occur during the year for field trip admission, transportation, social events, and so on. Parents will be informed of these additional expenses as they arise.

### **HIGH SCHOOL PARENT REPRESENTATIVES**

Class parent representatives from each of the high school classes assist with communications, activities, and events that help sustain a healthy social and academic environment in which high school students can thrive. The representatives meet monthly with representatives of the Student Life Committee. Since Class Parent Representatives change each year, their names are shared in High School announcements at the beginning of the year.

- Representatives act as coordinators, supporters, and assistants to the class advisor(s) with class business in their respective classes.
- Representatives are in touch monthly with the Parent Society, to which all members of the parent body automatically belong by having children enrolled at Austin Waldorf School.

# ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook and agree to comply with these terms. We understand and agree that if this Acknowledgement is signed electronically, a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as wet ink signature.

_____ Student	_____ Age	_____ Date
_____ Parent or Guardian	_____ Relationship	_____ Date
_____ Parent or Guardian	_____ Relationship	_____ Date