

# Highland Hall Waldorf School

Inspired **learning** for life



## Parent Handbook 2017-18

Highland Hall, a non-profit school, does not discriminate due to race, religion, gender, national origin, disability, or other basis protected by law.

Highland Hall Waldorf School  
17100 Superior St, Northridge CA 91325  
www.highlandhall.org

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High School Attendance	818-349-1394 x201
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High School Office	818-349-1394 x201
Athletic Office	818-349-1394 x212
Sports Line/Recorded Info	818-349-1394 x390
Business Office	818-349-1394 x209
After School Care (after 3:15pm)	
- Early Childhood Center	818-349-1394 x229
- Grades 1-12	818-349-1394 x224
Development Office	818-349-1394 x222
Emergency & After Hours	818-919-1246 or 818-535-6187
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# School Mission, Vision & Values

## **Mission**

Highland Hall's mission is to guide students from nursery age through high school in the unique Waldorf curriculum, striving to endow each student with discernment in thought and action, a joy of learning, and a sense of wonder and reverence for life.

## **Vision**

Highland Hall's vision is to be exemplary in providing Waldorf education, in modeling organizational self-governance, and in fostering healthy human relationships and a spirit of service to others.

## **Values**

The values commonly held in Waldorf education lead to our commitment to:

- a pedagogy that recognizes and teaches to distinct phases of child development,
- an age-specific curriculum and manner of teaching,
- recognize the integration of body, soul and spirit as the foundation of education,
- interest in, understanding of, and appreciation for all cultures,
- modeling reverence for the earth and humanity,
- integration of beauty and art in all we do,
- individual freedom of thought and the responsibility to act ethically,
- collaborative self-governance, and
- supporting the development of health of the individual and the community.

“Our highest endeavor must be to create free human beings,  
who are able of themselves to impart purpose and direction to their lives.”

~ Rudolf Steiner

## About Highland Hall Waldorf School

The Waldorf educational movement is part of an emerging category of developmental or holistic education that is rapidly growing in influence worldwide. There are more than 900 Waldorf schools in over 40 countries. In North America there are over 244 schools affiliated with the Association of Waldorf Schools of North America, and a number of public schools using Waldorf methods to enrich their teaching. There are also over 50 full-time Waldorf teacher-training institutes around the world; of these 17 are in the United States and 2 in Canada. No two schools are identical; each is administratively independent. Nevertheless, a visitor would recognize many characteristics common to them all.

Highland Hall Waldorf School was founded in 1955 when there were only five such schools in North America. It is still a pioneer among Waldorf schools, integrating a comprehensive early childhood-to-12th grade program.

Highland Hall is fortunate to host a sister organization, the Waldorf Institute of Southern California (WISC), which offers a Waldorf teacher education program to the local community. There are still relatively few Waldorf schools outside Europe having a full program with grades K-12 with a separate adult training program on campus.

As a Waldorf school, offering a curriculum which arises from the principles of anthroposophy, Highland Hall sees each child as a unique individual who brings creative potential that manifests gradually during the stages of childhood and adolescence.



Highland Hall is a member of the Association of Waldorf Schools of North America (AWSNA) and is accredited by both the Western Association of Schools & Colleges (WASC) and AWSNA. The Association of Waldorf Schools of North America is a member of the National Council of Private School Accreditation (NCPSA) and is accredited by NCPSA.

## Introduction to Waldorf Education

The Waldorf educational approach is based on a spiritual-scientific world conception called "anthroposophy" developed by its founder, Rudolf Steiner, an Austrian scientist/philosopher. The first Waldorf school was founded in 1919 in Stuttgart, Germany, as a counter force to the destruction of World War I and the social-cultural chaos of Germany at that time.

Waldorf education arises from Steiner's concept of the human being as a spiritual being in a physical body. It focuses, not on the animal nature of the human body, but on the transcendent nature of the spirit, which can attain to such heights as the imagination conceives and courage allows.

The human being is equipped with the powers of thinking, feeling and willing, which unfold and become active in freedom through a true education. Each child is seen as a unique individual with creative potential that manifests gradually from childhood through adolescence. Steiner created Waldorf education as a developmentally appropriate education so that the capacities of free thinking, feeling, and willing will be awakened in future generations.

## General School Information

### School Hours

Nursery/Kindergarten	ECC Students should arrive no later than 8:15am.	8:00am – 3:00pm
Lower School	Grades 1-2	8:10am – 2:30pm
	Grades 3-8	8:10am – 3:15pm
High School	Grades 9-12	8:00am – 3:15pm
Lunch	Grades 1-12	12:15pm – 1:00pm
After School Care		Until 6:00pm 5:00pm on Early Dismissal Days (see school calendar)

### Office Hours

During School Sessions .....8:00am – 4:00pm  
Thursdays only.....8:00am – 3:30pm (faculty meetings in session after 3:30pm)  
During Vacation Breaks .....10:00am – 2:00pm (M –TH)

### Lunch & Snack

Highland Hall does not provide snack or lunches for students in grades 1-12 or lunches for ECC students. The Lower School and High School offer a hot lunch program through ChoiceLunch which delivers healthy lunches to our school. Lunches may be ordered online with least one day in advance of delivery. Please remember to send a snack and a drink with your child.

For more information visit: [www.choicelunch.com](http://www.choicelunch.com) Registration code: Highlandhall

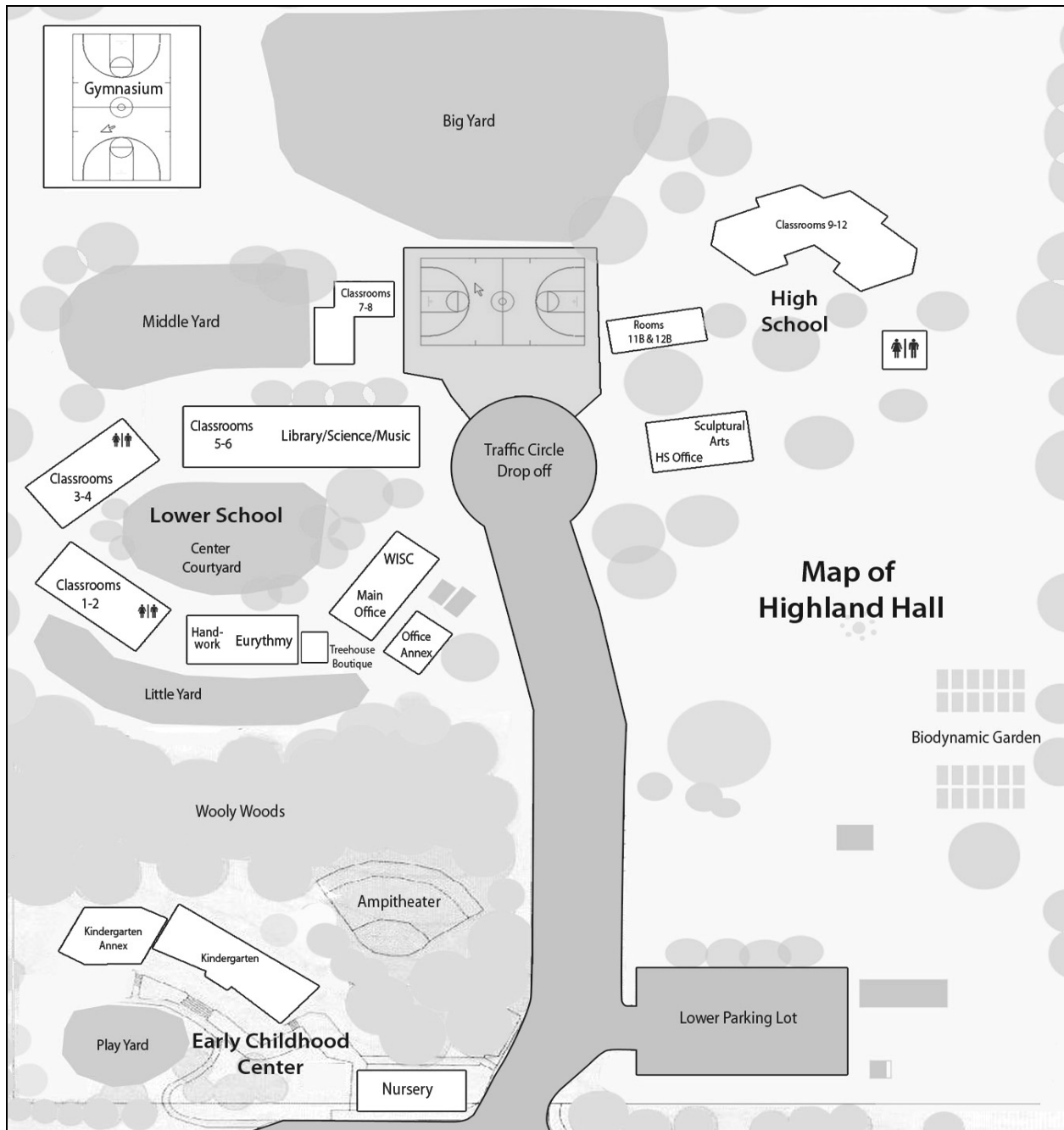
In grades 1 - 6, snack is at approximately 10:15am. Grades 7 & 8 have snack at 9:45am. The High School provides a recess from 9:40am - 9:55am at which time snacks brought from home may be eaten. Lunch time for all grades is from 12:15 – 1:00pm. Please be sure to provide your child with a snack and lunch each day.

Everyone is asked to take uneaten items back home, rather than leave them for future snacks or lunches. Please pack lunches in a plain container. Many of the younger children use covered baskets. We strongly advise against glass containers, and encourage the use of reusable containers out of respect for the earth's resources.

### Lost & Found

Most found items are placed in the "Lost & Found" bin outside the music room. Small items of relatively high value (jewelry, glasses, etc.) are held at the front office. When the lost & found bin gets full, the items are donated to charity. Please check the lost & found bin frequently as large numbers of jackets, sweaters, sweatshirts, and lunch boxes accumulate there and must be given away!

# School Map





# About the School Day

## Early Childhood Center Arrival

The ECC opens at 8:00 am. Teachers request that you have your children in school by 8:15 am. It is difficult for the children to enter group play harmoniously when they arrive later than the other children. If your child must stay home for the day please report the absence to the class teacher.

## Lower School & High School Arrival

Consistent attendance and timely arrival at school are of utmost importance for students to receive all of the benefits of a Waldorf education. Both in main lesson and specialty classes, our students work with subject material that is presented by their teachers in a living way, as opposed to simply following a textbook. For this reason, it is not possible for a student to make up everything that is missed due to tardiness or absence.

- 7:50 am – Arrive (time for traffic circle/parking)
- 8:00 am – Grades 9-12 begin
- 8:05 am – Grades 1-8 line-up at door
- 8:10 am – Grades 1-8 begin

## Lower School Tardy Policy

Tardiness to any class is disruptive to the lesson and to other students. We expect parents and students to do what is necessary to arrive at school on time daily in respect of everyone's experience. If there is a long-term medical issue, please see the Registrar.

Students are allotted 10 tardies for the year (doctor's appointments, lost keys, not feeling well, flat tires, difficult mornings, etc.).

## Excessive Tardiness

In cases with 10 or more tardies corrective actions will be implemented. Possible actions for parents/students are:

- Required volunteer hours in the classroom or elsewhere
- Meeting with the Pedagogical Administrator
- Writing out morning late slips
- Reading and/or writing assignments
- Suspensions

## Lower School Absence Policy

1. Reporting an Absence: If your child must stay home for the day, please report the absence by 8:00am to the Receptionist at 818-349-1394 ext. 0. Parents are asked to send a note of explanation to the Receptionist along with the student when he/she returns from an absence.

2. Excessive Absences: More than five absences in a semester can put a student in a disadvantaged position in relation to the rest of the class.

- 5 – 9 Absences (per semester): Possible required private tutoring in subjects the student has fallen behind in.
- 10 – 14 Absences: ATTENDANCE REVIEW. Depending on the circumstances behind the student's absences the parent and/or the student may be subject to consequent actions, which may include parent conferences, student "study hall" time, tutoring or make-up work. You will be

notified in writing of any requirements. 15+ Absences: ATTENDANCE REVIEW. Depending on the circumstances behind their absences the parent and/or the student may be subject to consequent actions, which may include parent conferences, student "study hall" time, tutoring or make-up work. You will be notified in writing of any requirements.

- Student is significantly behind in any subject: Possible required academic probationary period in which specific progress must be made by the student. Probation terms will be determined by the class teacher. If the student does not complete the terms within the specified time, the teacher may recommend the student not return the following year.

### 3. Reasons for Absence

A child who has a fever, 100° or more, or any contagious illness should stay home for the day. However, overtiredness from weekend activities or parties is not a valid reason for absence from school. All weekend activities and events need to be manageable for the child within the context of consistent attendance at school. Family trips should be scheduled during designated school vacations.

### 4. Readmission—Communicable Diseases

Please inform the Registrar if your child has a communicable disease. For safety reasons, you may need to provide a doctor's note when your child returns after a contagious illness.

### 5. Making up Work

It is the responsibility of the student and his or her parents to make up missed work as possible. This may include obtaining any materials handed out during the student's absence, asking for guidance from the teacher, and at higher grade levels getting help from other students. Make-up work may be done at home or during recess time.

### 6. Prolonged Absence Due to Illness

If a student must miss school for a prolonged period due to a serious illness or injury, the parent should promptly contact the Registrar to notify the school of the reason and the class teacher to discuss what work can be done at home to keep up with academic work.

## **High School Attendance**

First bell rings at 7:55 am

Class begins at 8:00 am

Please see High School Handbook for the High School Tardy Policy & Procedure.

If your child must stay home for the day please report the absence to the High School Coordinator at (818) 349-1394 (x201).

## Drop off/Pick up

### Early Childhood Center (ECC)

In the morning, parents must accompany their children to the classroom to sign them into their Nursery or Kindergarten Class.

Parents or authorized adults must come to the classroom and sign their children out every day. It is important that you and your child say good-bye to a teacher in charge.

Please make your stay a short one. In the morning, the children only settle in when the parents have gone. In the afternoon, visiting parents hinder the work of the After School Care teachers. We are not licensed to care for any children who are not enrolled in our Early Childhood programs, so please do not bring older siblings, friends or car-poolers onto the Early Childhood campus unless you have discussed the arrangement with your child's teacher and you keep the non-enrolled child with you at all times.

### Lower School & High School Drop off & Pick up

In the morning, have your children ready to get out of the car by having belongings gathered, their hair arranged and conflicts resolved. Drop your children close to the curb and remind them to walk around, not across the traffic circle. Please have children exit on the **right** side of the car.

In the afternoon at 2:30pm, Grades 1 & 2 are excused from class and remain on the "Little Yard." Children may be picked up by a parent at this time from the "Little Yard."

At 3:00pm, Grades 1 & 2 are shepherded to the "Big Yard." As parents arrive in the Traffic Circle, the Traffic Director begins to call for those children. ASC personnel will send the children to the traffic circle. Grades 3 - 5 gather in the "Big Yard" after they are released from their classrooms, if they are not being picked up immediately.

Grades 6 through 12 - Please remind your child(ren) that they must go to the circle upon the ringing of the 3:15pm bell. Instruct them to stay by the traffic circle and look for your vehicle.

You may also pick up your child by parking in approved spaces and walking up the hill to meet them at the Traffic Circle. Note: The Traffic Circle is a No-Parking Zone. Do not leave your vehicle unattended in the traffic circle. **DO NOT LEAVE VALUABLES IN YOUR CAR.**

*No Pick Up at The Bottom of Hill*



### Procedures for Traffic Circle

At the end of the school day, supervision of both lower school and high school students is only provided in the designated ASC locations and near the traffic circle. Therefore, for the students' safety, we must ask that all students wait at the top of the hill in the designated areas to be picked up, either by a vehicle in the traffic circle or by a parent/guardian on foot. Students are not allowed to meet their rides along Superior Street as the school does not provide supervision in that location. Parents are strongly urged to cooperate with the school's efforts to keep students at the top of the hill until they are picked up.

Because congestion and delays are not uncommon during the drop-off period (7:30am to 8:00am) and the pick-up period (2:45pm to 3:45pm), we request that you take a few minutes to review the procedures for the Traffic Circle.

- 1) Please follow the Traffic Director's instructions very closely. The director is there to ensure the safety of your children among moving cars.
- 2) Only one lane for cars going up and only one lane for cars going down.
- 3) Speed limit on all campus roads is 10 MPH.

- 4) Excessive speeds, unapproved u-turns, cutting in line, or other dangerous driving maneuvers are not permitted.
- 5) To leave the line, wave down or call for the Traffic Director to hold traffic. Attempting to maneuver on your own may create an unnecessary hazard for you and others and is highly discouraged.
- 6) If the traffic is not flowing smoothly, the first cars in line will be asked to move forward. At that point, if vehicles do not want to wait in line, they may park down the hill and walk. Again, please respect the Traffic Director's instructions.
- 7) Unsafe driving could result in suspension of driving privileges on campus.

**P**

#### Parking

The Traffic Circle is our official emergency vehicle turn-around lane as required by law. Please do NOT leave your car unattended in the traffic circle at any time. If you must leave your car for any reason, please park in a designated parking spot.

### Picking Your Child Up During the School Day

Currently, our insurance requires that all children must remain on campus until they are picked up.

**Early Childhood Center:** Please discuss with your Nursery or Kindergarten Teacher.

**Lower School:**

- 1) Parents must sign out students at the front office prior to picking them up.
- 2) Parents must sign students back in at the front office and receive an admission slip to give to the teacher of the class the student will be joining.

**High School:** Please see the High School Handbook.

## After School Care (“ASC”)

### Early Childhood Center

After School Care (“ASC”) is held on the Nursery/Kindergarten campus and is attended by the afternoon teachers. Snack is provided. One kindergarten classroom is designated the ASC room. ASC officially begins at 3:00pm when the children remaining are gathered for a short story/ring time. We ask that you not disturb this “quiet” time. The door/curtains will be opened when it is over.

Although supervision is provided until 6:00pm, parents are urged to pick up their young children earlier if possible. After School Care for children who are not regularly attending ASC in the ECC should be arranged in advance with the teacher. Please note that there is no After School Care in the ECC on Early Dismissal Days.

### Lower School & High School

After School Care begins at 3:35 pm, at which time all students who remain on campus and are not involved in after school sports or activities are promptly signed in to the After School Care program. After this time a parent or guardian must sign students out in Room 12B before taking them off campus.

Students must be signed out of After School Care. We are regulated by California Code of Regulations, Secs. 1011326.1 and 1011329.1 which allow for “efficient and safe transfer of responsibility for the children.”

We require a full, legible adult signature. If you are not picking up your child, the person signing out children must be 17 years or older and be on your child’s emergency list. If they are not on the list, the school will need either a) written message from you giving consent to release your child or b) to directly obtain permission verbally by calling you. Children should not be released until one of the two is completed.

ASC Hours: 3:35 – 6:00 pm (daily drop in fees are charged after 3:45 pm)  
On Early Dismissal Days, 12:15 – 5:00 PM

ASC Costs: The After School Care Fees are \$15 per child per day billed monthly for children who are not enrolled in our pre-pay plan. The Pre-Pay fee is \$150 per month. The monthly form and payment must be turned in before the beginning of the month in order to receive the monthly rate. Forms turned in late or without payment will incur the drop in rate.

**AFTER SCHOOL CARE IS IN ADDITION TO YOUR TUITION.**

ASC BILLING: ASC bills are sent monthly to parents who use the drop in service. Payment terms are net 30 days. (Non-payment may result in loss of service privileges.)

NOTE: If you are volunteering your time between the hours of 3:30 – 6:00 pm, your fees will be waived. To receive the waiver you must write the name of the committee or volunteer service you are doing on the back of the sign-out sheet for your child.

## Major School Standards

At Highland Hall Waldorf School, we strive to create an environment conducive to learning and personal growth for all students. We expect that students will maintain a level of conduct that demonstrates the core values of our community. These core values include honesty, personal integrity, respect for others and maintaining a learning environment. The essence of our expectations is embodied in the golden rule which inspires us to treat others as we would wish to be treated.

### Basic Guidelines for Conduct

- Students will arrive at class on time, prepared and ready to learn, with all required materials, and homework, if assigned.
- Students will be polite and respectful to teachers and staff, as well as to one another.
- Students will cooperate and follow all instructions from teachers and staff.
- Students will raise their hands and be called upon by the teacher to speak during a lesson, unless the teacher has given other guidelines for the class period.
- All students are expected to contribute to keeping classrooms & the campus neat and clean.
- Students will remain in the classroom (or if outside, with the class) until the end of the period or until dismissed by the teacher.
- Students will use the breaks provided between classes to use the bathrooms, so as not to disrupt others during class.
- Students will handle all school materials and property, such as musical instruments, with care.

### Students may not:

- Behave in a disruptive manner. Disruptive behavior is behavior which prevents the teacher from teaching and/or other students from learning.
- Eat, drink, or chew gum during class time.
- Disturb their own or other classes.
- Use obscene or anti-social language.

### Violations of the above basic guidelines for conduct may be handled by the teacher as follows:

- Remind the student of the appropriate conduct
- Move the student to another place
- Give the student a time out, an individual job or assignment, or extra homework
- Call the student's parents
- Send a note home
- Send the student to the office for the remainder of the class
- Have the student make up missed work at recess or after school
- Send the student home

Should these or similar interventions be insufficient to improve the student's behavior, the teacher may take further disciplinary actions, including suspension, parent conferences, student contract, probation, and expulsion.

### Dress Policy

Hats or other head coverings are recommended when playing outside in the intense Southern California sun. However, head coverings should be removed in the classroom. All items worn or brought to school should be labeled with your child's name. Many unlabeled items of clothing and jewelry end up in the Lost & Found.

## Lower School Dress Code

The major criterion is that clothing, jewelry, hair color, piercing, etc., are not distracting to the individual wearing them or to other students in the class or the school, and do not interfere with learning as determined by teachers.

It is strongly recommended that students wear the following:

- Clothing that helps encourage a learning atmosphere and conveys a respectful feeling;
- Appropriate shoes;
- Appropriate athletic shoes for games and gymnastics classes;
- A light wrap even on hot days due to the air conditioned rooms;
- Proper coats and rain gear for cold and rainy days; students will not be allowed outside during rainy weather without proper footwear and an umbrella or a rain-proof cover with a hood.

Students must not wear the following:

- Nail polish, acrylic nail designs and press-on nails;
- No unnaturally dyed hair with bright or unusual colors;
- Shorts, cutoffs, skirts, or dresses that go above mid-thigh, at sitting length;
- T-shirts with media characters, violent pictures, or advertisements;
- Tops with straps so narrow or armholes so large that undergarments show;
- Midriff-baring shirts;
- Torn clothing (accidental or otherwise);
- Pants with crotches so low that movement is inhibited or restricted, or that allow undergarments to show;
- Beach shoes or flip flops;
- Jewelry that inhibits movement or speech.

Students who violate the policy will be sent to the office to remove items or to call home to arrange for a parent to pick up student or bring new clothing.

## High School Dress Code

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

## Cell Phone Policy

Student use of cell phones is not permitted on campus from 7:30 am to 6 pm without the permission and direct supervision by a teacher for emergency or unusual situations.

- If a student brings a cell phone to school for use after leaving the campus for the day, the cell phone must be stored out of sight (such as in a backpack) with the ringer and the power turned off. Any cell phone use including texting, ringing or vibrating inside a backpack, will result in the phone being confiscated and taken to the office for safekeeping. A parent must make arrangements to retrieve the device. Subsequent violations will be subject to a \$10 retrieval fee.
- This rule applies during the entire school day, including before and after school care, as well as on field trips and class trips. Parents may contact their child in an emergency by calling the

school office or, if after 3:15pm, by calling the number for after school care.

Exceptions: Cell phone use will be permitted to arrange for parents to pick up students after off-campus sports events (high school only) or in the event of an unexpected early dismissal (high school only). Cell phones are permitted on the twelfth grade class trip.

Students' personal electronic devices such as headsets, CD/tape players, MP3s, iPods, DVDs, and electronic games are not allowed during the school day, including before or after school care and may be confiscated at the teacher's discretion.

## Standards of Behavior

In deciding to attend Highland Hall Waldorf School, students and parents agree to adhere to the following standards. The school assumes that students will follow both the letter and the spirit of these standards. Violation of any these standards will result in disciplinary action.

- Honesty – Academic and personal honesty is essential for the preservation of trust in a community. Lying, cheating, and plagiarizing undermine that trust. It is also dishonest for a student to mislead by not telling the whole truth, not stating important, relevant information, and not making all reasonable efforts to clear up misunderstandings.
- Bullying and Harassment – Any action deemed harmful, dangerous, or disrespectful to others is unacceptable. If a teacher determines that bullying or harassment is occurring or has occurred, all students involved will be required to participate fully in steps for resolution to be determined by the teacher.
- Physical Violence – Physical violence or the threat of physical violence may be grounds for suspension or expulsion.
- Alcohol or Drugs – No student may possess or consume alcoholic beverages or other drugs (non-prescribed or illegal) while under school jurisdiction, on or off campus. Possession or use of alcohol, drugs or drug paraphernalia on campus or at any school function is grounds for expulsion.
- Smoking – Students may not smoke or chew tobacco anywhere on the school grounds, or anywhere within sight of the school property. Students in violation of this rule are subject to suspension. If a high school student violates the non-smoking policy when off campus, the student's off-campus privilege will be suspended for one month. Any three infractions will result in expulsion.
- Vandalism and Theft – Destruction of school property or the property of others, borrowing without permission, taking property of others, or keeping stolen property are examples of vandalism and theft and will result in disciplinary action appropriate to the violation. Disciplinary actions may include restitution for damages, suspension or expulsion.
- Weapons – Knives, firearms, or other weapons (either real or imitation), fireworks and other incendiary devices are forbidden on campus. Their possession will result in immediate suspension and may be grounds for expulsion.
- Skateboards/Bicycles – Skateboards, bicycles, roller blades, and roller shoes may not be used on campus. If used or if stored inappropriately, they may be confiscated and taken to the office.
- Inappropriate Materials – Pornographic or other inappropriate materials are forbidden and will be confiscated as will any device used to display such materials.
- Fire Regulations – Flammable materials such as matches, candles and incense may not be lit by students in any building without the direct supervision of a teacher. Students may not carry cigarette lighters or matches to school. Students may not tamper with the fire equipment or alarms.
- Off-Campus Events – All rules of appropriate conduct as well as major school rules apply to all off-campus school events including social events, games, field trips, and class trips.



Persistent Violations – Persistent neglect of assigned work, persistent willful insubordination, persistent violations of rules, or excessive truancy may result in probation, suspension or expulsion and will be reflected in the student's permanent record.

## **Student Dismissal**

It is always difficult when Highland Hall must ask a student/family to leave the school. A child may be dismissed for various reasons, including poor academic progress, antisocial behavior or failure to observe discipline policies, excessive tardiness or absences, or if the school cannot serve the special needs of a child.

Dismissal may also result from a parent's failure to meet the contractual obligation to the school or if their own conduct is detrimental to the school. It is preferable for dismissal to occur at the end of a term or school year: however, the school retains the exclusive right to determine the timing of any dismissal, as well as the procedures to follow and the reasons that justify dismissal.

Parents may appeal a dismissal decision to the Pedagogical Administrator.

## **Financial Obligations**

### **Tuition & Fees**

When your child is accepted by the faculty into a class at Highland Hall Waldorf School, we provide you with an 'Enrollment Agreement.' That agreement is the financial contract between you and the school. Please read this document carefully as it is a legally binding contract. Please remember, as of June 1, you are responsible for the tuition for the following school year. If you have questions regarding your Enrollment Agreement, please contact the Finance Manager.

In addition to the tuition & fees described in your enrollment agreement, other expenses associated with supporting your child's enrollment include: class trips and field trip fees, musical instrument rental, After School Care charges, sports fees, and fees associated with your child's specific classroom or extra-curricular activities. Fees and charges are generally described in the Tuition & Fee Schedule published each year as part of the Enrollment/Re-enrollment materials. Copies of the current Tuition & Fee Schedule are available in the school office and can be found on our website.

### **The Tuition Assistance Program**

Choosing to send your child(ren) to an independent school comes at a cost. Independent schools do not receive public funding and must rely on tuition payments and fundraising. Many families make serious sacrifices to support their children attending Highland Hall. For other families the cost can be prohibitive. Highland Hall does make financial aid available in the form of Tuition Assistance Grants. The Tuition Assistance Committee, comprised of faculty and parents, reviews all grant applications and awards grants based on each family's demonstrated need.

The application period for Tuition Assistance generally begins in February for the following school year, and ends on the last day of March. This allows sufficient time for processing the applications and notifying families of the outcome well in advance of the next school year. If you have any questions regarding Tuition Assistance, please contact the Finance Manager.

Information can also be found on our website [www.highlandhall.org/admissions](http://www.highlandhall.org/admissions)

# Expectations of You as Parent

## Help Your Child Arrive School-Ready

One of the most important things you can do to ensure your child has the best possible experience at school is to help him or her arrive truly ready for school. A child who is well-rested, relaxed, fed, dressed appropriately, and in possession of any required items (such as snack, lunch, homework and specially requested items) is most ready to benefit from what the school is offering. We encourage you to check in with your child's teacher periodically to get their insight on your child's readiness when he or she arrives at school each day.

Sharifa Oppenheimer's article "Home Life" in *Waldorf Education, A Family Guide*, edited by Pamela Johnson Fenner and Karen L. Rivers, has some excellent suggestions on this topic, particularly in regards to younger children.

## Media Policy

The Highland Hall Waldorf School media guidelines are designed to support the objectives of Waldorf education and to be workable in the homes and lives of school families in our current times.

### Media Guidelines that Grow with Your Children:

The following guidelines are excerpted from the Highland Hall media policy available on our school web site. To read the full policy and important information on this topic please read the full report which can be found in the Parents drop down tab at [HighlandHall.org](http://HighlandHall.org).

We acknowledge the importance of conscious, developmentally appropriate use of electronic media as necessary and useful tools in our time. The following portion of the media guidelines is designed to answer specific questions parents may have regarding age appropriate exposure to electronic media. In support of the education Highland Hall Waldorf School parents have chosen for their children, the media guidelines need to be observed throughout the year.

### Early Childhood

The early childhood faculty requests that parents eliminate all media from the young child's life. We have found that media in all forms interferes significantly with the experience to be gained in a Waldorf Nursery/Kindergarten Program. It is important that all families support this request so that the children enjoy days filled with innocence, discovery, and joy. We are grateful for your participation in creating a media-free sanctuary for the children.

### Grades 1-5

Consistent with Waldorf education's emphasis on learning through direct experience, children in the lower grades (1-5) should be allowed to develop new ideas and attitudes based on real personal interactions, developing capacities that will be needed for later use, without the loss of sensory congruence that technology presents.

Ideally students in grades 1-3 will continue to be shielded from electronic media. They will be protected from television, movies, video games, computers, etc. Exposure to radio and recorded music will be limited and age appropriate.

Children in grades 4-5 should not have media exposure on a regular basis; we ask that particular care be used to avoid media on a school night or morning. The use of computers, video games, iPods/audio devices, and cell phones are best introduced at a later age. At this age we recommend carefully monitored introduction to age-appropriate movies.

### Grades 6-8

Our teachers recognize that having varying levels of media exposure among members of a class can be socially divisive. However, during grades 6, 7 and 8 it may be appropriate for parents to provide a gradual and guided introduction to the use and applications of electronic media, if desired. During these transition years, exposure would be limited, with clear parental guidance and participation. The content of TV programs, commercials, and movies often work directly against what is brought through the Waldorf curriculum by the teachers. We ask that middle school students continue to avoid media exposure during

the week and that any weekend viewing be parent-monitored. It is highly important that parents educate themselves on the use and abuse of social media in its ever-evolving forms, in particular, the dangers of cyber bullying, sexual exploitation, internet visibility, and the loss of privacy.

## **Support the Work of the Teachers and School**

By enrolling your child(ren) at Highland Hall, you join one of the most exciting and important educational movements in the world. You are also your child's most important teacher. As a Waldorf parent, you are providing your child(ren) with an education that will help them learn with their "head, heart and hands" to become thinking, ethical, free human beings. The more you know about Waldorf education, about child development and about what you can do at home to maximize the value of what the teachers can bring your children during the school day, the more your children will benefit from their Waldorf education at Highland Hall.

Please read the books we provide to each family applying to Highland Hall (Waldorf Education, A Family Guide for nursery – 8th grade families, Between Form and Freedom for high school families). In addition, our campus store, the Treehouse Boutique, sells many excellent titles.

## **The Parent-Teacher Partnership**

You and your child's teacher(s) want the same thing – to serve the children in the best possible way. Each adult brings unique perspectives, talents, and understanding of the children. Consciously thinking of the teacher(s) as your partner(s) and keeping them informed of important developments in your child's life (the death of a grandparent, a difficult relationship between the child and a friend from school, changes in eating habits, etc.) will significantly enhance the teacher(s)' ability to address your child where they are at that moment in his or her life. Similarly, by bringing to their teacher(s) issues you may be having with what you are perceiving in your child's experience at school as soon as they arise can be invaluable in making necessary adjustments. (See Communications Overview.)

Waldorf teachers are typically devoted to their work as far more than just their profession. This means that they are dedicating huge amounts of their personal reserves of energy, time and love. Keep this in mind when calling them in the evening or before approaching them with parental concerns while they are attending school events with their class or with their own children. Ask them when the best time to reach them would be – and do your best to contact them during that time.

## **Stay Informed and Involved**

Another key thing you can do as a parent is to know what is happening in your child's life, particularly as they get older, when their activities are more complex and you are less involved in them. Make a point of reading the weekly Lunchbox Express, emails from your class teacher, high school sponsor, room representative, articles, and other information your class teacher or sponsor may send home.

Talk to your child about what plays, sporting events, musical performances and projects he or she is doing. Attend your child's performances/sporting events! Come to the class meetings, Parent Association meetings and other school gatherings. By staying informed, you will have the dates on your calendar and can work in advance to avoid scheduling conflicts. By staying informed, you can become more involved in the life of the school, which for the years that your child is enrolled, means the life of your child. You will never regret it!

## **Communications Overview/Grievance Process**

Highland Hall Waldorf School strives to foster healthy human relationships between all members of the community. An important aspect of this is direct, open, two-way communication. The school welcomes parental feedback and understands that parents play an important role as advocates for their children and can partner with the school by enriching the community with their ideas, suggestions, talents, resources, and concerns.

Differences of opinion or perception do arise and need to be resolved. We ask that all community members bring any concern first to the teacher, staff member, or parent most directly involved. It may be helpful to ask another person to join the conversation.

However, concerns about potential child abuse or endangerment should be taken to the Pedagogical Administrator or Administrative Director immediately.

In some cases, discussing concerns may not be a comfortable process for any of the parties involved, and a direct conversation may not resolve the issue. The Pedagogical Administrator and Administrative Director are dedicated to assisting community members in resolving any difficulties that may arise. For pedagogical issues, such as with a teacher or a classroom situation, please contact the Pedagogical Administrator. For administrative issues, please speak with the Administrative Director.

After an initial conversation with you, the Pedagogical Administrator or Administrative Director will discuss the matter with the teacher, staff member, or parent involved. Other appropriate avenues are available if needed to bring the issue to resolution.

We hope that good will, compassion, and respect guide all communications in our community.

## **Use of Email**

Email is the primary medium of communication. It has improved the quality of communication and we embrace it as an efficient way for us to be informed and keep in touch. We would like to call your attention and consciousness to the challenges that it brings with it. First and foremost, email does not take the place of discussion and decision making. There may be instances where pro forma decisions can be made by email, but it is not the recommended practice. It is also not the appropriate way to express disagreement and continual discussion in a group or from one individual to another. Please use email as a way of providing information. Do not use it to reprimand someone, or bring disagreement in the form of scolding or continuing a dialogue. Please use discretion in the number of people to receive an email, copying people in a response if those people were not included in the original email, and forwarding emails, especially if there is a controversial tone to the email.

Parents using school email lists are asked to use blind copies (bcc), managed groups or other means to keep addresses hidden. School emails are not to be used for outside or personal solicitation.

## **Lower School Class Trips**

Camping and day trips are an integral part of the lower school experience. The students are in an experiential setting with different challenges: social, psychological, and physical. In keeping with the Class Teachers' interest in providing an optimal learning situation, the number of chaperones is held to a minimum, particularly after the fourth grade. This allows the students more freedom to be who they are in very different and often challenging contexts; it also allows greater interpersonal social experiences to arise.

The Class Teacher selects chaperones. They are parents/staff whom the Class Teacher believes can be very aware, trusted, hardworking, and capable of being both leader and follower. The responsibility is very significant and taken extremely seriously. There may be a varying degree of experience in a group of chaperones; Class Teachers consider this, as well as many other factors, when selecting chaperones.

While one may volunteer to chaperone, preference is not given to anyone in particular. The Class Teacher will select the group of chaperones that he/she believes will best serve the children; however, he/she may very well establish a core group once a system or routine proves effective. This serves to make the camping/field trip more harmonious, easier, and more comfortable for all.

Many opportunities arise to serve the school and the children. If you are not selected to chaperone, other opportunities will certainly arise.

## **Providing Financial Support**

The goal of fundraising is to manage and grow a sustainable, diversified portfolio of charitable resources to advance the mission of Highland Hall.

Community values, expressed as gifts of financial support, allow us to create a culture of generosity and to continually improve the programs we offer our students.

Fundraising activities at Highland Hall help build community, support educational programs, create financial stability, build and maintain the educational facilities for our teachers and students, and advance the school's mission.

## **Annual Giving Campaign**

Each fall, the entire community participates in annual giving. All parents, including those on tuition assistance, are asked to honestly evaluate their own resources and give to the very best of their ability. We are blessed to have grandparents and other extended family members who give as well. Participation in Annual Giving is the barometer family foundations and corporate organizations use to determine how much support an organization enjoys.

Many parents ask, "How much should I give?" Clearly that depends on the income and obligations of each individual family. Like orchestras, museums, or hospitals, Highland Hall is a cultural institution that serves children and their families as well as the larger community; the school depends on the community it serves for support. We ask every parent to include their annual gift to the school in their family budget. 100% parent participation helps when applying for foundation grants, and generous contributions keep the school vibrant and healthy.

## **Parent Association Fundraisers**

Through some of its festivals and other fundraising programs, the PA raises money to support parent activities and make gifts to the school. Please make a point of utilizing these opportunities as they arise.

## **Parent Volunteering**

'Celebration of Service' – A Parent Association Program

50 Volunteer Hours Per Year for 1st through 12th grade\*

Highland Hall Waldorf School is structured so that parents have an opportunity to meet one another and participate in the cultural and social life of our wonderful school. Parents are encouraged to become partners in creating a nurturing and supportive environment for our children through volunteering. Each family is requested to serve 50 volunteer hours per year as part of our 'Celebration of Service' program.\*\*

Volunteer hours may be filled in a variety of ways. In addition to volunteering at school events or in the classroom, attending Parent Association meetings, class meetings and parent education workshops also count toward volunteer hours. There are incentives for each class to fulfill their Celebration of Service hours, so be sure to log in your volunteer hours on our website.

Your presence and involvement will enrich the life of the school and give you an opportunity to become more closely involved in your child's education and social life experience. To find out about opportunities to volunteer, contact your room representative or the Parent Association president at [parents@highlandhall.org](mailto:parents@highlandhall.org).

\*ECC families and single parent families are asked to log 25 volunteer hours per family per year.

## **Logging Your Volunteer Hours**

We ask that every family log in their volunteer hours on our website at [highlandhall.org](http://highlandhall.org), under the "Parents" tab. Your hours may be applied to more than one class if you have several children enrolled.

## **Highland Hall Volunteer Information**

Highland Hall greatly appreciates your volunteer service and your gift of time and help to our students and our school. As a volunteer, we would like you to be aware of the following:

- Highland Hall has a non-discrimination and non-harassment policy, and is committed to providing an environment free of unlawful discrimination or harassment in any form, including sexual harassment. Highland Hall considers harassment to be any offense that can result in action against the offending party, including employees, students, or volunteers. This policy prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in a related school investigation. Individuals who believe they have been harassed or discriminated

against should notify the Pedagogical Administrator so that the appropriate action may be taken to address the matter which may include investigation by the police or other authorities.

- In your capacity as a volunteer, you are not considered to be an employee of Highland Hall and are not covered by workers compensation insurance. Please see the Business Office if you have any questions regarding this matter.
- The school has certain requirements of its volunteers. Please see our website for detailed information regarding volunteer screening and approval requirements.

### **Student Tutoring**

If you are regularly volunteering with a group of students such as a reading group, outside the direct supervision of a teacher, please see the Human Resources Director regarding additional requirements that may apply to you.

### **Class Trips and Sports Activities**

If you are asked by a teacher to go on an overnight class trip, you must see the Human Resources Director and you must complete the Highland Hall Volunteer Agreement and turn it in prior to the trip. The information requested allows the school to complete a required background check for trip chaperones.

### **Waivers**

The school requires parents of students participating in school activities to complete waivers. These waivers provide a measure of protection to volunteers who accompany classes on trips and other special events against claims of negligence. The waivers are further intended to help maintain positive relationships between class parents. The waivers do not prevent claims asserting gross negligence or willful acts.

There is a wide range of volunteer opportunities available to you at the school. We rely on you to assess your own skills and physical capacities when accepting a volunteer assignment. We ask that you notify the school any time you feel unable to fulfill any volunteer task you have taken on. We want your volunteer service to be a positive experience, free of any injury.

These measures are in place for the safety and well-being of our volunteers, students, faculty, and other employees. If you have any questions regarding your volunteer experience at the school, please contact the Administrative Director.

## Organization of the School

Highland Hall is a self-governed, independent school seeking to fulfill its mission through the collective efforts of a number of formal groups and individuals associated with the school.

Highland Hall, Inc. is a California nonprofit corporation known as Highland Hall Waldorf School. As such it is a tax-exempt organization under IRS code 501-c(3). Highland Hall has Bylaws and Articles of Incorporation that establish the legal authority and define the operations of the corporation. The Bylaws are available for review in the school office.

### Board of Trustees

The board is the governing body of the school and, on behalf of the community, sees to it that Highland Hall achieves appropriate results for appropriate persons at an appropriate cost, and avoids unacceptable actions and situations. The board is composed of parents, teachers, alumni and other friends of the school. The board has adopted a governance process known as Policy Governance created by the John and Miriam Carver Model for Nonprofit Governance. In general, policy governance requires that the board approach its decisions from the perspective of the “moral owners” of the school and that it develop policies that define how the board operates and how the school operates as well. These policies link to the Pedagogical Administrator for the pedagogical side and the Administrative Director for the administrative side of Highland Hall. These two individuals are ultimately responsible for the operation of the school. The policies established are purposefully broad and generally identify what cannot be done so that there is freedom to make decisions within the defined boundaries. The Policy Governance document is available for review in the school office.

A non-profit organization exists legally and morally to bring about a change in the world desired by some group of people. The values and perspectives of this group should permeate the organization. Ownership is the basis upon which the board determines its accountability. The board is responsible to educate itself regarding the values held by the persons it represents and shall act always under the influence of those values. Defining the ownership assures that the board reflects neither its own personal views nor the views of those who may benefit from the organization, but rather those of its owners.

The moral owners of Highland Hall are those who demonstrate an active, determined commitment to the education of children in accordance with the highest intentions of Waldorf Education and who fully support the health and success of Highland Hall Waldorf School.

### The College

The College works to ensure the pedagogy of the Highland Hall Waldorf School and the quality of instruction, balancing the overarching vision for the pedagogy of the whole school and helping it find its fullest expression possible in each subject area. The College carries and cultivates the inspiration for the being of the school. Working out of Anthroposophy, the College seeks to ensure that the spirit of Waldorf education permeates all areas of the school's pedagogy. It has the authority to set pedagogical policy for the whole school, and is responsible for ensuring that the policies it sets are lawful and fair, and serve the school community.

### The Administrative Director

The Administrative Director (AD) reports to the Board of Trustees and is responsible for the operational achievement and conduct of the school. The AD oversees the day-to-day operations that support the school's pedagogical programs. She establishes policies in administrative areas and ensures that personnel matters, financial activities, student records and the physical plant are effectively managed. Community development – both friend and fundraising – are also responsibilities of the Administrative Director.

### The Pedagogical Administrator

The Pedagogical Administrator (PA) reports to the Board of Trustees and is responsible for coordinating the pedagogical operations of the school. The PA works with the College to oversee the faculty and the curriculum. He works to support faculty development and coordinates pedagogical and curricular issues. He also administers the school's pedagogical budget and the pedagogical aspects of the school's accreditation.

**Working together in collaboration the Board, College, Administrative Director and Pedagogical Administrator ensure that the school achieves the Ends Statement as approved by the Board of Trustees and College:**

Students will be educated in the Waldorf curriculum to become free human beings with the will to impart purpose and direction to their lives, and to have the option to pursue a wide range of vocational and educational opportunities upon graduation.

- Highland Hall serves children whose families support the school's educational philosophy and who meet the enrollment requirements.
- As used here, becoming a free human being means awakening in responsibility towards self and the world beyond, and striving to be aware of and to overcome hindrances that prevent one from fully developing intellectual, artistic and social capacities.

Furthermore:

- Students will exhibit capacities that are appropriate to their developmental stages as indicated by Rudolf Steiner.



# Community Life

## Parent Association

All parents at Highland Hall are automatically members of the Parent Association. Active involvement is welcomed and urged. The Parent Association strives to:

- Support Highland Hall as needed, with specific priorities determined on a yearly basis by the parents or at the request of the Board, Pedagogical Administrator, Administrative Director and Faculty.
- Foster community spirit and enhance communication.
- Help raise funds for the school

The Parent Association traditionally sponsors the Welcome Teas for new parents, New Parent Orientation and May Faire. The PA also organizes a Hot Lunch Program, Parent Association meetings and adult education programs. It is also responsible for the network of Room Reps and, as described below, PATHS.

## PATHS

Parent Association of The High School (PATHS) is a group held within the PA to address the special needs and requirements of the High School. PATHS sponsors many activities of the High School including the Play, Tech Week, Prom and various functions for high school parents.

## Room Representatives

The Room Representatives or Room Reps are the class representatives to the Parent Association meetings who bring ideas and concerns from the class to the meetings and bring information back to their class. Some of the other responsibilities are:

- Coordinating the communications with class parents
- Welcoming new parents to the class
- Organizing class get-togethers
- Coordinating volunteers for school activities (e.g. Faires, "A Hallowed Eve")
- Collecting contributions towards class fund.
- Facilitating class trips
- Coordinating refreshments and childcare for class meetings.

Working on behalf of the Parent Association, the Room Rep needs to be someone who has a dedication to the class and school, and someone with whom the teacher feels comfortable working. Several people can share this position each year and divide the responsibilities to serve the needs of the class.

Class Funds - Class funds allow parents to combine resources to support various class activities and projects outside the school's own programs. Parents normally contribute a set amount for the year as directed by the teacher and room representative. Class funds are common in grades 1 through 12.

Class funds do NOT belong to the school, are NOT under school control and are NOT subject to the school's budgeting and financial disciplines. All aspects of class funds are determined by and between parents and the class teacher or sponsor.

Many classes find banks that will hold these funds in a joint account in the name of the teacher and one or two parents. Classes should avoid putting funds in an account under the control of a single parent or comingling class funds with any individual's personal accounts.

## The Treehouse Boutique

The Treehouse Boutique, nestled among the trees atop the hill, is the social hub of our school community. The Treehouse provides a shady oasis to enjoy a cup of coffee, browse our store and mingle with other parents. Our boutique offers many unique products that support Waldorf education: wooden and handmade toys, arts and craft supplies, organic personal care products and artisan gifts. The Treehouse also features thoughtfully selected books on natural parenting, child development, Waldorf education and children's books for all ages.

Drop by our shop and enjoy a cup of coffee and experience the warmth we have to share! Our store hours during the school week are: 8:00 am to 10:30 am and 2:00 pm to 3:30 pm. We are closed Wednesdays. Profits from all sales are dedicated to serving school programs.

## Communications

### Lunchbox Express Newsletter

The Lunchbox Express Newsletter is sent via email each Monday (Tuesday if school is out Monday) and contains important news and timely reminders of events taking place at Highland Hall. In an attempt to conserve valuable paper resources, we have moved to email only for communications for all parents. It is very important for at least one parent to read school emails.

### Website

Our website, [www.highlandhall.org](http://www.highlandhall.org) contains useful links to information such as our school calendar, parent resources, upcoming events, online giving, college counseling and much more.

### Community Bulletin Board

Notices from community members regarding rooms/homes for rent, services offered, items for sale and events of interest are posted on the Community Bulletin Board outside the office. Items for posting should be brought to the school office; we will use our best efforts to keep postings timely and to include items as space permits. These items are posted as a community service; no endorsement by Highland Hall of items or services offered is expressed or implied.

### Yearbook

The school's annual yearbook includes photos of all children enrolled in our Nursery – 12th grade classes, pictures, senior pages and images from events throughout the year from all areas of the school and more.

### Messages

There is no public address system forwarding messages to the classes. In an emergency someone from the office will go directly to the classroom to summon your child. Please keep calls to a minimum by planning ahead.

### School Song

Of light and darkness and the colors seven,  
Stretching their rainbow bridge from earth to heaven,  
We sing this day with thankful hearts and say  
Alleluia, Alleluia.

Of sun and moon, the lamps of night and day,  
Stars and the planets sounding on their way,  
We sing this day with thankful hearts and say  
Alleluia, Alleluia.

Of Man with hand outstretched for service high,  
Courage at heart, truth in his steadfast eye,  
We sing this day with thankful hearts and say

### ALLELUIA FOR ALL THINGS

The musical score is written on four staves in G major (one sharp) and 4/4 time. The lyrics are: "Of all cre - a - ted things of earth and sky", "Of God and man things low - ly and things high", "We sing this day with thank - ful hearts and", "say Al - le - lu - ia Al - le - lu - ia".

Alleluia, Alleluia.

## Waldorf-Related Organizations & Information

### Association of Waldorf Schools of North America (“AWSNA”)

2344 Nicollet Ave. South, Minneapolis, MN 55404  
(612) 870-8310

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

Why Waldorf Works, published by AWSNA, is your definitive source of news and information about Waldorf Education. The website contains useful articles and resources about Waldorf Education.



### Waldorf Institute of Southern California

Waldorf teachers training located at Highland Hall  
877-394-1444

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

### Waldorf Early Childhood Association of North America (“WECAN”)

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

### Southern California Waldorf Schools:

Pasadena Waldorf School  
(626) 794-9564  
[pasadenawaldorf.org](http://pasadenawaldorf.org)

Westside Waldorf School  
(in Pacific Palisades)  
(310) 454-7064  
[wswaldorf.org](http://wswaldorf.org)

Waldorf School of Orange County  
(in Costa Mesa)  
(949) 574-7775  
[waldorfschool.com](http://waldorfschool.com)

Maple Village Waldorf  
(in Long Beach)  
(562) 434-8200  
[maplevillageschool.org](http://maplevillageschool.org)

Waldorf School of San Diego  
(619) 280-8016  
[waldorfsandiego.org](http://waldorfsandiego.org)

Sanderling Waldorf  
(in Carlsbad)  
(760) 635-3747  
[sanderlingwaldorf.org](http://sanderlingwaldorf.org)

Waldorf School of Santa Barbara  
(805) 967-6656  
[waldorfsantabarbara.org](http://waldorfsantabarbara.org)



***Do you want to learn more about Waldorf education? Excellent opportunities exist throughout the year, right here at Highland Hall.***

We invite you to get acquainted with the **Waldorf Institute of Southern California (“WISC”)** at [www.waldorfteaching.org](http://www.waldorfteaching.org), on Highland Hall’s campus. Founded in 1972, WISC is one of fourteen American teacher education programs recognized by the Association of Waldorf Schools of North America (AWSNA). WISC has a three-year, part time teacher training program. Classes take place on Saturdays during the school year and intensive one-week sessions during the summer.

Many seminars and art classes may be taken individually as separate courses. If you are interested in gaining more insight into Waldorf education and anthroposophy or simply would enjoy taking an artistic class like painting or clay modeling, please contact WISC at 818-349-6272.

The **Anthroposophical Society**, founded by Rudolf Steiner, is a world-wide association of people who support the work being done in, and in connection with, the School for Spiritual Science at the Goetheanum (the Society’s center) in Dornach, Switzerland. The Los Angeles Branch of the Anthroposophical Society in America hosts conferences, weekend workshops, lectures, study groups, and artistic performances and classes. For programs and information, call (818) 578-7513.

The **Rudolf Steiner Library and Bookshop** features books on spiritual science by Rudolf Steiner and other authors, children’s books and toys, and Weleda & Hauschka toiletries. It is located in the Anthroposophical Society building at 110 Martin Alley, Old Town, Pasadena. Call (818) 578-7513 for hours and phone orders.

## Health & Safety

The State of California requires all children entering school for the first time to have current emergency medical information on file and a Physician's Report completed by their doctor prior to admission. The California Health and Safety Code requires that all children entering school comply with certain regulations including receiving specific immunizations according to the Immunization Branch of the California Department of Health Services.

Highland Hall complies with all California vaccination and reporting laws and encourages parents to make informed vaccination decisions in partnership with their family physician. The school operates in accordance with California Health & Safety Code 120325(c), in which the legislature provides "exemptions from immunization for medical reasons or because of personal beliefs." More details are available at the website: <http://www.shotsforschool.org/immunizationlaws/>

There are first aid supplies in every nursery through 12th grade classroom. Children who need more care will be sent to the office and parents may be contacted, depending upon the situation. When a kindergarten or nursery child is ill or injured, parents are called directly by the teachers.

Please make sure you have emergency contacts on file with the Registrar for when you are not reachable (it is requested on the Enrollment and Re-Enrollment forms). Be sure your emergency contact information is up-to-date and accurate at all times!

If immediate medical attention is required, parents/legal guardians on record will be notified right away and the child will be taken to a nearby emergency facility. If parents/legal guardians cannot be reached the emergency contacts on file will be called. Whenever parents are not present on campus, we utilize the parent consent to treatment form which allows medical treatment to begin.

Highland Hall carries student insurance for students who have accidents on campus. If your child has an accident that requires medical attention, or if you need more detailed information, please contact the Registrar within 24 hours of the injury.

Please immediately report communicable diseases to the Registrar and your child's teacher.



### Administering Medication to Students

We recognize there may be times when a student is well enough to attend school, or for other reasons, may need to take medication during the school day. As a service to our students and their families, we will administer medication to students under the following guidelines.

All medication to be administered (prescription or over-the-counter) must be accompanied by a signed authorization. This form is available in the front office. Required information includes the name of the child, the name of the medication, and the dosage, frequency, and duration to be given. This note is to be kept with the medication at all times. The medicine must be in its original labeled container. Medications will be kept in the appropriate office/location for the Early Childhood Center, the lower school or the High School. Parents must pick up unused medication by the last day of school or it will be discarded; it will not be sent home with the student.

"Medications" include any prescription or over-the-counter substance, including cold/cough medicines, lozenges and drops, food/herbal supplements, vitamins, Rescue Remedy, homeopathics, etc. The school will not administer oral medications, (such as Rescue Remedy or pain relief tablets or liquids), without a parent note as described above.

There are exceptions to these guidelines which include inhalers that are kept by the student him/herself and medicine for anaphylactic shock caused by severe allergic reaction. Appropriate faculty, staff, and ASC providers are made aware of the students for whom allergic reactions are a possibility so they can administer Epi-pen treatment immediately (with follow-up notification to the main office required). Students who keep their inhaler with them must have signed authorization on record in the office.

Appropriate and reasonable accommodations will be made for exceptional medical conditions.

## **Sexual Harassment Policy**

It is the policy for Highland Hall to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all student and adults are treated with dignity and respect.

## **Compliance with State Laws concerning Child Abuse – Mandated Reporting**

Like doctors, therapists, and other professional care givers, teachers and other school employees are legally responsible for the well being of the children in our school and are mandated by California law to report any signs of abuse of a child in our care to the child protective services. This law requires that we immediately report behavior, comments or physical markings to the proper legal bodies. Furthermore, we are legally bound to cooperate with the authorities regardless of who initiates a report. In addition, under California law, parental permission is not required, to authorize the interview of one of our students on school premises by a law enforcement representative.

We ask parents for their support with this critical subject which demands a raising of awareness and consciousness from adults who are entrusted with the care of children. Of course we want what is best for the individual child and ask that the community support the school in this endeavor. Whenever such a situation might arise, we ask that you protect the child by respecting confidentiality and by holding him or her in a compassionate and soul supporting spirit, which does not ostracize or further victimize an innocent child.

## **Lice Policy**

Head lice are a nuisance, but are not usually a health issue. Parents who find their children have head lice, either live lice or nits, should do two things:

- 1) Inform the school office promptly

The school will notify all families in the class that a student in the class has head lice and will provide material on the appropriate steps to take. The notification and materials will be supplied via email.

- 2) Treat your children using one of the recommended treatments to kill and remove lice prior to bringing students to school. There are many treatments available that parents can do themselves. There are also private firms who can provide this service.

The school will not inspect any students for head lice. The school considers inspection and treatment to be each parent's responsibility. The school's participation will be limited to informing parents when head lice are discovered in their class, and providing information about treatment.

## **Responsibility for Children at Community Events**

Every school day the children pass from the hands of their parents to those of the teacher, and back again. This is how it should be, with the children constantly under the loving eyes of those who have responsibility for them.

Generally speaking, PARENTS are responsible for all of our children all of the time – except when the faculty are with the children as a class or the children are specifically enrolled in our After School Care or other organized childcare arrangements. Children should be supervised at community events and not left to roam freely. This is especially important at all times for their safety and out of respect at plays and graduation.



# Fire, Earthquake & Other Emergencies

## Emergency Drills

Highland Hall performs regular fire, earthquake and other emergency drills. The primary purpose of these drills is to eliminate confusion during an emergency and to insure effective performance of personnel in their assigned duties.

## Earthquake

In the event of an earthquake, after the initial shock and as soon as it is safe to do so, children will follow the fire drill procedure for evacuation and assemble on the big field on the south side of campus on the top of the hill, away from buildings and overhead wires.

Trained teams of faculty will form and follow their procedures. Some of these teams are: First Aid, Search & Rescue & Security. Phones may be inoperative after a major quake. We will use cell phones to provide status reports regarding Highland Hall to our out of state contacts. You will be receiving an emergency card early in the school year with phone numbers which you or your relatives can contact to get information about the situation at Highland Hall.

We naturally expect that those parents who can, will attempt to pick up their children. There will be a guard posted at the front gate monitoring everyone coming onto the campus and checking the rosters for children who are being picked up. No child will be allowed to leave with an unauthorized person.

We are prepared for 72 hours of emergency care including water, food and blankets. If your child has special medical needs, please talk to your class teacher and arrange for medicines, including usage directions. Medicines will be stored in your class' emergency backpacks when provided by the parent and accompanied by a written release/authorization from the parent and the child's doctor.



### In Case of Inoperative Phones

Please call our primary contact:  
Chicago Waldorf School  
773-465-2662

Backup Contact: Rudolf Steiner School of Ann Arbor  
734-995-4141

## School Lockdown

The Administrative Director has implemented a lockdown procedure to ensure students are secured in their classrooms and the campus is closed if a situation warrants such action. During such situations, the school will alert parents via texting and/or email as to the current situation and inform them when it is safe to pick up their children.

## Emergency Closure

Please listen to the Emergency Broadcast station KNX 1070 AM to find out if Highland Hall has closed due to heavy rains, earthquakes, etc. If questionable circumstances develop during the day, please call the office.

Emergency and After Hours School Contact: 818-322-5820 or 818-535-6187