



# High School Handbook 2011-12



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## Morning Verse

I look into the world  
In which the sun is shining  
In which the stars are sparkling  
In which the stones repose.  
The living plants are growing  
The feeling beasts are living  
And human beings ensouled  
Give dwelling to the spirit.  
I look into the soul  
That lives within my being,  
God's spirit lives and breathes  
In sunlight and in soul light  
In heights of worlds without  
In depths of soul within.  
To thee o spirit of God  
I will now seek and turn  
To ask that strength and grace  
For learning and for work  
In me may live and grow.

This verse by Rudolf Steiner is recited each morning in Waldorf high schools and upper grades all over the world. It calls on us to balance the outer and the inner and to rededicate ourselves daily to the task of learning.

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## Introduction

*Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. - Rudolf Steiner*

The Honolulu Waldorf High School offers an education that balances the academic, the artistic, and the practical. The curriculum is based on the insights of Rudolf Steiner and is designed to cultivate the natural idealism of youth as a foundation for a purposeful and productive adulthood. We work to build the capacities, skills, and imagination essential for the development of free-thinking, moral human beings who will make positive contributions to the world.

In each student, the Honolulu Waldorf School seeks to develop a healthy balance of the following capacities:

- Intellectual flexibility, independent thinking, and an unquenchable curiosity, all supported by a strong foundation of academic achievement.
- A strong and creative imagination.
- The ability to reflect inwardly in a careful and thoughtful manner.
- The social skills and understanding necessary to live compassionately, responsibly, and with moral courage in the community of humanity.
- Aloha ‘aina for our island home, and a feeling of stewardship and caring for the earth.
- Joy in the ability to express herself/himself through a variety of artistic experiences.
- A healthy, coordinated, and active physical body.

Welcome to the Honolulu Waldorf High School. The faculty has written this handbook to answer any questions you might have about our school and how it works. After you have read it, please let us know if there is anything you are still wondering about.

We have developed the policies and procedures described here to support the mission and vision of our school and to build integrity, trust, and respect among all members of our school community. We hope these common expectations of conduct, academic responsibility, and communication will help us to create a healthy academic and social community.

All students and parents are expected to read this handbook before school begins and to agree to abide by its policies.

## **Accreditation**

The Honolulu Waldorf School is an accredited member of the Association of Waldorf Schools of North America (AWSNA), the Hawaii Association of Independent Schools (HAIS) and the Western Association of Schools and Colleges (WASC).

## **Nondiscrimination Policy**

The Honolulu Waldorf High School admits students of any race, color, religion, gender, sexual orientation, and national or ethnic origin. All the rights, privileges, programs, and activities are generally accorded or made available to all of the students at the school. The school does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national or ethnic origin in the administration of its educational policies, employment policies, athletic, or other school-administered programs.

# School Year Events 2011-2012

August 15-18, 2011	High School Orientation
August 16, 2011	Rose Ceremony, Classes Begin
August 19, 2011	<b>Admission Day (Statehood Day)</b> <b>NO SCHOOL</b>
August 30, 2011	All-High-School Parent Evening
September 5, 2011	<b>Labor Day - NO SCHOOL</b>
September 24, 2011	Saturday Detention
October 7, 2011	<b>Noon Dismissal</b> for October Break
October 7 - 9, 2011	50 <sup>th</sup> Anniversary Celebration
October 8, 2011 -October 16, 2011	<b>October Break - NO SCHOOL</b>
October 15, 2011	PSAT Administration
October 7, 2011	Mid-Term
October 22, 2011	Saturday Detention
November 4, 2011	Parent-Teacher Conferences
November 11, 2011	<b>Veterans' Day - NO SCHOOL</b>
November 11, 2011	Waldorf Handcrafters' Fair
November 19, 2011	Saturday Detention
November 24-27, 2011	<b>Thanksgiving Break - NO SCHOOL</b>
December 10, 2011	Saturday Detention
December 16, 2011	<b>Noon Dismissal</b> for Holiday Break
December 17, 2011-January 8, 2012	<b>Holiday Break - NO SCHOOL</b>
January 16, 2012	Martin Luther King, Jr. Day <b>NO SCHOOL</b>
January 17 - 21, 2012	Capstone Project Presentations

January 28, 2012	Saturday Detention
January 30, 2012	All-High-School Parent Evening
February 17, 2012	<b>Noon Dismissal</b>
February 18-21, 2012	<b>Teachers Conference - NO SCHOOL</b>
February 25, 2012	Saturday Detention
March 10, 2012	Waldorfaire
March 16, 2012	Mid-Term
March 16, 2012	<b>Noon Dismissal</b> for Spring Break
March 17, 2012 - March 25, 2012	<b>Spring Break - NO SCHOOL</b>
March 31, 2012	Saturday Detention
April 3, 2012	All-High-School Parent Evening
April 6, 2012	<b>Good Friday, Passover NO SCHOOL</b>
April 14-22, 2012	9 <sup>th</sup> - 11 <sup>th</sup> Grade Practicums
April 28, 2012	May Day Polynesian Voyaging Society Festival
May 5, 2012	Saturday Detention
May 25, 2012	<b>In-Service Day - NO SCHOOL</b>
May 28, 2012	<b>Memorial Day - NO SCHOOL</b>
May 21-June 3, 2012	Senior Trip
June 2, 2012	Saturday Detention
June 5, 2012	High School Dismissed at Noon
June 6, 2012	<b>Last Day of Classes</b> Closing Ceremony, <b>Noon Dismissal</b>
June 6, 2012	12 <sup>th</sup> Grade Graduation

# Honolulu Waldorf High School Full Time Faculty 2011 - 2012

The Honolulu Waldorf High School faculty meets weekly to discuss issues and concerns pertaining to the high school program and students. High school faculty are also represented on various committees that serve the whole school. The High School Chairperson, appointed by the Leadership Team, coordinates the work of the high school faculty, and represents the high school to the community.

Nicole Lueker - High School Chairperson, High School Counselor, Life Skills Teacher

Andrew Starzynski - Dean of Students, Mathematics & Computer Science Teacher

Antoinette DeNardis - Educational Support, Humanities Teacher

Gregory Stock - Collegium Chairperson, Humanities and Physical Education Teacher

Lynn Liverton - Arts Teacher, Deputy Dean of Students

Phil Dwyer - Arts and Computer Science Teacher

Jason Godwise - Biology & Physics Teacher

Hillary Godwise - Mathematics and Physical Education Teacher

Judy Journeay - Registrar, Earth Sciences Teacher

Elizabeth Allingham - College Counselor

Van James - Arts and Humanities Teacher

**NOTE:** Japanese, Spanish, Chemistry, some Physics, Music, Drama, Dance, and other arts are taught by visiting or Part-Time teachers during the 2011-2012 school year.

## **Communication**

Close communication between teachers and students and between home and school is essential to a good educational experience.

### **Students and Teachers**

Students are encouraged to speak directly to any teacher when they have questions or need assistance with course work. Students may also contact faculty members by email. Each faculty member has an e-mail address which is their first initial and their last name followed by @honoluluwaldorf.org. For example, Andrew Starzynski's e-mail address is astarzynski@honoluluwaldorf.org. Faculty members are happy to meet with students outside of class as needed. Students should check their mailboxes and the high school bulletin board throughout the day for messages, announcements or returned work. Teachers should speak directly to any student about academic or social concern.

Students are encouraged to speak to their class sponsor whenever they have a problem that is not related to a specific class or if they need help in approaching another faculty member. Students' requests for confidentiality will be honored except in situations where someone's well-being may be at risk. The faculty member will only consult or inform other individuals with that student's knowledge.

### **Students and Parents**

Students may not use cell phones (see Electronic Equipment later in the handbook for the school's cell phone policy) at any time on campus unless they request and receive explicit faculty permission. If they need to reach a parent or guardian, they may use the phone in the High School Office with permission from a faculty or staff member. Parents may leave messages for their student at the High School Office at 808-735-9311. Class will only be interrupted to deliver a message in case of an emergency, as it is very disruptive; otherwise messages will be put in student's mailboxes.

## Parents and Teachers

Parents may contact teachers either through email or voicemail as listed in the school directory. All calls and e-mails will be returned within 48 hours. Our electronic communications can sometimes be unreliable. If a teacher does not return a call or email within 48 hours, please leave a message at the high school office. The school communicates regularly with parents through email regarding upcoming events, updates of their student's progress as needed, and evaluations of the student's work at the mid-term and end of each semester. Weekly email blasts and *NewsNotes* are essential for news of school events. *NewsNotes* is published monthly, and families are notified by email when a new issue is posted on our website.

## Class Sponsors

Each class has two sponsors who follow the class' progress, oversee academic or social issues that may arise, and help organize practicums or service-learning trips and other class activities. Class sponsors organize the class meetings and parent evenings held throughout the year and can meet individually with parents to review a student's progress. Class sponsors are the first point of contact for parents who have questions about their son or daughters' overall progress. (Specific questions regarding specific classes should be directed to the appropriate instructor.) Parents may contact the class sponsors via the school's voicemail or email system. Class sponsors, students, and parents forge strong bonds during a student's high school years. Frank, open conversations in a trusting environment are an essential part of helping students face modern challenges and dilemmas.

Class of 2015 - Greg Stock, Hillary Godwise

Class of 2014 - Lynn Liverton, Jason Godwise

Class of 2013 - Antoinette DeNardis, Phil Dwyer

Class of 2012 - Andrew Starzynski, Nicole Lueker

## Parent Evenings

Class parent evenings are an important opportunity to keep abreast of students' progress and to discuss issues arising for the class. Three times a year, an all high school parent evening will

be scheduled at the same time so the entire faculty and parent body may begin in a large meeting to discuss school-wide issues and meet socially across the grade. Individual class meetings will take place afterwards. Note: Additional meetings may be scheduled as needed.

- All High School: August 30, January 30, April 3<sup>rd</sup>
- 9<sup>th</sup> Grade: February 28
- 10<sup>th</sup> Grade: October 25, February 28
- 11<sup>th</sup> Grade: October 24
- 12<sup>th</sup> Grade: To Be Announced

### **Parent-Teacher Conferences**

Parents are expected to attend a parent-teacher conference in the fall. Conferences are scheduled throughout the rest of the year on an as-needed basis. Parents or teachers may request a conference. This fall, parent-teacher conferences are scheduled for November 4.

### **Educational Support**

Our Educational Support Coordinator is Antoinette DeNardis. She concentrates on high school students who have learning difference or are having academic challenges.

The Honolulu Waldorf High School actively accommodates students who have documented learning differences such as dyslexia and dysgraphia. Documentation from a licensed clinical psychologist or equivalent educational testing professional must be on file in the high school office before a meeting with the student, parents, and teachers will be convened to discuss the appropriate recommendations. These may include, but are not limited to, extended time, use of a computer for written work, oral versus written tests, small group testing or the use of audio books. Those attending the meeting will sign an agreement which will document what has been recommended as well as what responsibilities are to be fulfilled by the student, parents, and the school. Later in the year, a second meeting will be called at a date TBA, to review the agreement, to revisit the needs of the student, and to consider any new recommendations. At the beginning of each new school year,

there will be a meeting to review the student's needs and to reformulate the accommodations, if necessary. Should one or more learning challenges be detected in a student's school work; the parents will receive a recommendation to have their child evaluated by a clinical psychologist or another educational testing professional. The evaluation must take place within a designated time frame of six weeks, unless there are extenuating circumstances. To make the process more expedient all inquiries and information should be communicated, as soon as possible, to the Educational Support Coordinator. The findings of this evaluation will aid the school in better serving the needs of the student. Therefore the school requires compliance with this request.

If academic difficulties should arise, notices of incomplete work, academic concern or failure will be communicated to the student and the parents. The student's progress will be monitored if grades fall below a C- average or a class has been failed. There will be a meeting to discuss the necessary interventions and then a written probation agreement will be signed by the student, parents, and the Educational Support Coordinator.

### **High School Counselor**

Our high school counselor is Nicole Lueker. She concentrates on coordinating support for the social/emotional health of our students.

### **Dean of Students**

Our Dean of Students is Andrew Starzynski. He coordinates and oversees disciplinary procedures in the high school (disciplinary policies are thoroughly described later in this handbook).

# Curriculum

Our curriculum is designed to balance academic richness, artistic expression, and practical skills, integrating arts, humanities, and sciences.

## **Main Lesson**

The 100-minute Main Lesson is the cornerstone of the day, developed to challenge and stimulate the students as their capacities of thought grow, and their questions become increasingly complex. There are typically nine Main Lessons each year, most taught in four week blocks.

## **Art Lesson**

The 90-minute Art Lesson challenges students to balance intellectual, practical, and aesthetic capacities, sharpening powers of perception and judgment. Students work in clay, wood, metal and fiber. They also study painting, photography, drawing and drama (which is categorized as a performing art but takes place during art class times for the seniors). Art classes meet three times per week and range from three to nine weeks in length.

## **Lab Classes**

These take place in blocks throughout the year during Art class times. The content ranges from basic science experiments to computer hardware and programming to geometric drawing to more complex science projects. These lab classes are meant to supplement the science curriculum and give the students more hands-on time in the lab.

## **Skills Classes**

Forty to fifty minute classes in English, mathematics, foreign languages and various electives are held three to four times per week each and continue throughout the year to enhance and hone skills.

**English / Humanities:** Students develop facility in critical reading, research and written expression. They study history as well as great works of literature in their historical context, and they explore fundamental human questions. Four years of humanities are required.

**Mathematics:** Mathematics is a training ground for rigorous sense-free thinking. Students are assigned to groups based on skill level. Three and a half years of mathematics are required.

**Foreign Language:** Foreign languages offer new perspectives on the world through a new way of speaking supplemented by national and cultural histories. Students are required to take three years of Spanish or Japanese. Levels are assigned across the grades based on proficiency.

**Life Skills:** Life Skills classes take place one double-period a week from 9<sup>th</sup> grade to 11<sup>th</sup> grade and covers a variety of topics concerning the everyday lives of teenagers.

**Independent Study:** For their senior year, students may request an independent study after successfully completing their foreign language requirements. A student wishing to take part in an independent study must submit a proposal to the faculty prior to the start of their 12<sup>th</sup> grade year. Several students may take part in a single independent study.

## **Movement**

The movement curriculum consists of at least two classes per week of physical education, at least one class of hula and one class of yoga. These classes generally meet for 45 minutes first thing in the morning so students are awake and ready to take on the day.

**Physical Education:** Physical education develops a healthy approach to movement and exercise, the ability to work and play in a group, and an understanding of the rules and skills of various individual and team sports.

**Yoga:** The word yoga is often associated with meditative practices in Hinduism, Buddhism and Jainism. The approach taken here will not include any spiritual references or practices but rely solely on the focus of the body in forming poses that are found in traditional yoga practice. Through these poses, flexibility increases, balance is enhanced and energy can be awakened.

**Hula:** Students of all skill levels will learn various Hula thus not only exerting themselves physically, but deepening their connection to our island home.

## **Performing Arts:**

Performing arts electives and all-high-school chorus are ongoing throughout the year. Currently, performing arts electives include band, choir and dance (ballroom and hula) and meet twice per week for 50 minutes. At the beginning of the school year, students make their choices with grade 12 having first choice, then grade 11 and so on. The all-school Chorus meets once per week for 45 minutes. Scheduled performances outside of the school day are part of the course requirements for performing arts electives and chorus. Parents can support the program by encouraging regular practice, knowing when performances are scheduled, and making sure students are on time for performances and properly dressed.

**Performing Arts Elective:** In the performing arts electives, students work in smaller groups to actively develop themselves as musicians and dancers. Regular practice is expected and music lessons are encouraged.

**All High School Chorus:** The entire faculty and student body participate in the all-high-school chorus.

**Drama:** The 12<sup>th</sup> Grade begins work on their play in the final semester of high school.

## **Honors Courses**

The Honolulu Waldorf High School offers honors work in every discipline. For a student to receive honors credit, the student must be able to work independently, stay on task, and complete exceptional work. They must also be passionate about the subject they want to complete honors work in. Honors work is different for each subject but it is always much more challenging than the non-honors coursework and requires a student to both cover more material and delve further into each topic. Honors work will only be offered to students in 10<sup>th</sup> - 12<sup>th</sup> grade. A student who successfully completes a block or track with honors will have that distinction noted on their transcript and it will also be reflected in their GPA. It is important to note that honors credit is very difficult to attain.

## Service Learning/Practicums

The academic year includes a one-week Service Learning/Practicum Trip for 9<sup>th</sup> - 11<sup>th</sup> graders and a 10 - 14 day trip for 12<sup>th</sup> graders. The 2011-2012 school year is the first year for these trips and it appears that the freshmen will work in a farm community on Oahu, sophomores on a building project on the big island, and the juniors will live and work in a community with developmentally disabled adults on Maui. Senior trips vary according to the needs and wishes of the class. By carrying out tasks that are strenuous, essential, and appreciated, and by meeting inspiring individuals who have made idealistic life choices, students experience a welcome antidote to the modern tendency toward cynicism. The Service Learning/Practicum experiences do benefit the communities we visit, but their primary purpose is to enhance students' educational experience.

## Community Service

The community service program is designed to provide the Honolulu Waldorf High School students with individual and group interactions with non-profit organizations in our community.

Students are required to perform a total of 30 hours of individual community service as a requirement for graduation.

The community service must be performed for a 501(c)(3) non-profit organization; students unsure of an organization's non-profit status should get approval from the high school office before volunteering.

No more than 10 of the required hours be done as service for the Honolulu Waldorf School.

Volunteer work done during school hours may not count toward the required 30 hours.

Students are encouraged to do most of their volunteer work in Grades 9-11 due to the heavy workload of Grade 12.

Throughout the school year, the Honolulu Waldorf High School has events such as Waldor Faire that require the entire school community, including our High School Students, to participate. Working at these events does not count toward the general community service requirements. *If a student misses any of these all-school events, the number of missed hours will be*

*added to the student's individual community service requirement.*

To receive credit for individual community service, students should obtain a Community Service Form on the school's website or from the high school office, have the form signed by the supervisor of the performed service, and then return the form to the office. Students receive recognition on their official transcripts only for documented hours.

## **Capstone Project**

All seniors are required to complete a Capstone Project that demonstrates their academic, artistic, and practical expertise in a subject of personal interest. Students meet with sponsors in the middle of their junior year to define the project. Throughout the second semester of their junior and the first semester of their senior year, they work closely with faculty advisors and outside mentors as needed. The Capstone Project includes a research paper, a related artistic or technical project, and, finally, an oral presentation and visual display during Capstone Project Presentation Week in January. Parents and friends are invited to attend the project presentations. The successful completion of the Capstone Project on time is a graduation requirement.

## **Foreign Exchange**

The Honolulu Waldorf High School students have opportunities to study abroad for three to five months at other Waldorf high schools in a reciprocal exchange. Waldorf, or Steiner education, is a worldwide educational movement, and Waldorf high schools exist all around the U. S. and the globe. The foreign exchange program is designed to support and enrich the foreign language curriculum, providing Honolulu Waldorf High School students in grade eleven with language immersion and cultural learning opportunities in real-life settings through daily interaction with host family, school, and local cultural activities. They will experience the richness of the foreign cultures they study side-by-side with an exchange partner from a foreign country of their choice. The Honolulu Waldorf High School students will live with a "brother/sister" host in a foreign country, and later host that same student in his/her home country (or vice-versa). Through

correspondence and phone conversations an attempt is made to identify an appropriate match for our students and their families. The Honolulu Waldorf School assumes that it is the primary responsibility of the Honolulu Waldorf High School family to assure themselves that the family overseas with whom their child will live is suitable and satisfactory.

The Honolulu Waldorf High School students participating in the foreign exchange program will not pay additional tuition, fees, or living expenses while away from home, except for travel and pocket expenses. Parents agree to continue to pay the tuition and school fees at the Honolulu Waldorf School while their child is on her/his exchange. The Honolulu Waldorf High School students and their family agree to accommodate the exchange student of their son/daughter free of charge in one semester, and then do their exchange the following semester, or vice versa. The families and/or school help to determine the order of travel.

The Honolulu Waldorf High School students are expected to have a comfortable proficiency of the language of the country that will be visited. Exchanges may also be set up with English-speaking schools. The high school maintains a file of letters from students who live in Germany, Israel, France, Switzerland, Colombia, Thailand, Russia, and Hungary, who are interested in exchanging with students from The Honolulu Waldorf School. Our students have visited Germany, Japan, Israel, New Zealand, England, and New York City. The Honolulu Waldorf School is authorized under Federal law to enroll non-immigrant students.

Honolulu Waldorf High School students who are interested in this exchange program should obtain a Foreign Exchange Request Form online or from the Honolulu Waldorf High School office, complete it, and submit it with the Foreign Language Teacher Recommendation to the Foreign Exchange Coordinator early in Grade Ten because placement process may take 2-6 months. Students must be in good academic and social standing, have a certain maturity, independence, excellent behavior, and a flexible attitude in order to qualify for approval from the High School faculty to exchange. Please note that the submission of the request does not guarantee faculty approval to exchange.

Upon return to the Honolulu Waldorf High School after their exchange, students are expected to share a presentation of his/her exchange experience, and submit their completed main lesson books and a portfolio of other work completed to earn credit for the exchange in place of the missed credits at the Honolulu Waldorf High School. Faculty and students together will identify and document what academic work will be required, if any, upon return. Any additional academic work needed to complete this work will be at the expense of the parents.

## **Extracurricular Activities**

The following school-sponsored extracurricular activities are planned for the 2011-2012 school year (these are subject to change). Other activities may be added in response to faculty or student initiative. To participate in these activities a student must be in good academic and social standing, meaning they are not on academic or behavioral probation. Interscholastic League of Honolulu (ILH) sports activities also require health clearance. Some activities require fees for participation to cover the cost of the program.

- ILH Sports
- Student Council
- National Honors Society
- Drama Club
- Gay-Straight Alliance (GSA)
- Surf Club
- Math and Computer Science Club
- Poker Club
- Sewing Club

## **Academic Guidelines**

### **Evaluations and Grades**

Students receive narrative evaluations for every subject. Most subjects are graded, but Service Learning/Practicum Trips, Life Skills Classes and the all High School Chorus are awarded credit

only. Evaluations and grades reflect mastery of the subject matter, quality of the assigned work, timeliness, and participation. Additional or more specific criteria may be added for some courses as appropriate. Evaluations (which include grades) are put on Veracross, the school's database, at the end of each semester (for information on how to access and use Veracross, see the guide at the end of this handbook).

Evaluations and grades become part of the student's permanent record. Grades are recorded on the student's transcript.

### **Mid-Semester Progress Reports**

The mid-term progress reports that will be available on Veracross in the fall and spring summarize students' academic standing in track classes and may alert parents to situations requiring attention. Questions regarding a specific class should be addressed to the teacher of the class. Overall questions or concerns should be directed to class sponsors.

### **Assignments and Exams**

We expect our students to fully engage in all aspects of the curriculum, including homework, quizzes and tests, classroom activities, discussions, and field trips, and any other course requirements (library visits, performances) that may be assigned. Students are responsible for the timely completion of all assigned work and taking quizzes and tests as scheduled. Late work or incomplete work will not be accepted unless the student has an excused absence and arranges with the teacher to make up the work. Make-up work, quizzes, and tests will be arranged at the teacher's discretion. Consistently late or incomplete work will be called to students' and parents' attention with a Teacher's Letter of Concern (see below). In some cases outside support such as tutoring or professional evaluations may be required.

### **Submission of Work**

Students are responsible for handing work in on time. Computer difficulties are not a valid excuse for late work. Students may not print assignments once classes are in session. Essays, reports, and projects may only be submitted electronically with the prior approval of the teacher. Teachers may require students

to submit their work prior to the beginning of the school day in the homework box located in the high school office.

### **Teacher’s Letter of Concern and Notice of Failure**

A Teacher’s Letter of Concern will be sent home when a faculty member has a concern about a student’s work. Questions about the notice should be directed to the teacher who issued it. Parents will also be notified when a student fails or receives a D in a block or track. Failures are noted on student transcripts. Make up credit may be required depending on the situation. Students who fail classes may be required to attend summer school or obtain private tutoring. Required make-up credit for failures must be completed before the following school year. (Note: Make-up credit, although documented, does not replace a failure on the transcript.)

### **Tutoring**

If students receive outside tutoring that is not required by the school, the high school Educational Support Coordinator should be informed so that teachers and the tutor can coordinate their efforts. The high school Educational Support Coordinator can make referrals to tutors who are familiar with the Waldorf curriculum and pedagogy.

### **Academic Probation and Academic Contracts**

A student is placed on academic probation if his or her academic effort results in two grades of D or one F in a semester. When a student is put on academic probation, the student, the parents, at least one class sponsor and the learning support coordinator meet to outline what steps need to be taken. It is made clear to the student what his or her responsibilities are, and a written agreement may be signed by all present. A student faces expulsion on academic grounds if he or she fails to comply with the signed agreement, does not demonstrate a willingness to take responsibility for his or her academic work, or does not show an improved attitude toward the work. The academic probation period lasts for one semester.

### **Honesty**

Students are expected to be responsible and honest in their work. Lying, cheating and plagiarism violate the trust and honor

established between themselves, their classmates, and the faculty.

## **Cheating**

### **Cheating includes but is not limited to:**

- Copying, in part or whole, from another's quiz, test, paper, assignment, research or creative project, or the like;
- Submitting as one's own work a quiz, test, assignment, research or creative project, which has been purchased, borrowed, or stolen;
- Fabricating data;
- Consulting notes, sources or materials not specifically authorized by the teacher during a quiz or test;
- Communicating with another student during a quiz or test;
- Aiding or abetting another student in any dishonest means of obtaining or attempting to obtain credit for academic work;
- Any dishonest means of obtaining or attempting to obtain credit for academic work

## **Plagiarism**

### **Plagiarism includes, but is not limited to:**

- Copying the work or portions of the work of another (be it another student, published materials, or internet sources) without citing the source;
- Paraphrasing the work of another or taking an original idea of another and presenting it as one's own work without citing the source;
- Using block book material from another student without requesting written permission from the teacher and without indicating that it was borrowed in one's own book by a pencil notation indicating beginning and end of borrowed material.

Students are not allowed to photocopy each other's work but instead must hand-copy in the event that they miss a class.

Teachers will give students additional guidance on how to recognize and avoid plagiarism each year as appropriate.

Cheating and plagiarism are serious offenses and automatically result in loss of academic credit or a grade of “F” for the assignment. They may also result in a grade of “F” in the course, and possible suspension and/or dismissal from the Honolulu Waldorf High School. Families will be notified in cases of plagiarism.

For more information on how to correctly cite sources, see the Honolulu Waldorf High School Style Sheet.

## **Graduation Requirements**

Listed below are the required credits that a student must complete in each subject in order to receive a Honolulu Waldorf School diploma. Honolulu Waldorf High School graduation requirements meet or exceed the number of credits most colleges expect a graduating high school student to have earned.

Math	3.5
English	4
Science	3
Foreign Language	3
Social Studies	3
Movement	2
Art	3
Performing Arts	2
Other (Life Skills, Capstone Project)	<u>1.5</u>
	25

A student will receive a diploma only when all graduation requirements have been met. If the requirements have not been fulfilled by 3pm on the last day of school, a student still may, at the discretion of the high school faculty, participate in the

graduation ceremony. In order to receive a diploma, any missing credits must be made up by July 31<sup>st</sup> of the graduating year; after this date the student will no longer be eligible for a diploma from Honolulu Waldorf High School. Graduation requirements include completion of required credits, including all aspects of the capstone project, participation in the senior class trip, completion of community service hours, return of all loaned books, locker clean-out, and all financial responsibilities.

## **School Facilities and Supplies**

### **Learning Resource Center**

Students may use the LRC whenever it is open and a teacher is overseeing the space. This may include before school, during lunch and after school. Students may be unaccompanied in the LRC if they have express consent from a teacher.

### **Lockers and Personal Property**

Students are provided with assigned lockers in which they may store gym clothes and other personal items. Classrooms and hallways are not storage areas, and the school cannot be liable for the loss or theft of a student's personal property. Students are strongly encouraged to put locks on their lockers. All lockers are subject to search at any time.

### **Classroom Books**

In some courses, students may be given books that become their personal property. Sometimes the school retains ownership of books that are more expensive or difficult to obtain. Students are expected to return those books in good condition. Families will be billed for lost or damaged books through the Business Office.

### **Respect for School Property**

Students are expected to be respectful of all school property and to take proper care with all desks, equipment, and the grounds of the school. Families will be billed for any damage to school property through the Business Office. Students are always expected to leave the classrooms and common areas clean and neat, and to pick up after themselves and/or others. Litter should be disposed of properly. Recycling bins are available in

every classroom and throughout the school as well as in the hallways and common areas.

## **Post Secondary Planning**

### **College Counseling**

The Honolulu Waldorf High School is committed to helping students identify and work toward their educational and professional goals. College counseling is an important part of this process. The College Counselor works closely with parents and students to help students determine which postsecondary schools and programs best suit their needs and interests and to advise them in the application process. Parents and the student meet with the College Counselor in the spring of the student's junior year or in August of the senior year.

In addition to attending meetings with their parents, all students should meet by appointment with the College Counselor at least once during the sophomore year, every four to six weeks in the junior year and regularly as needed during the senior year.

In addition, the College Counselor visits parent evenings and organizes a financial aid workshop presented by a local college financial aid officer. Resource materials and appropriate assistance from the College Counselor are available for parents and students throughout the year. Please contact the College Counselor, Elizabeth Allingham, for more information.

### **College Visits**

The Honolulu Waldorf School hosts visits from about 30 college admissions representatives during the school year and encourages students from any grade to attend them. To be excused from a class for college visits, students must ask their teacher to sign a College Visit Request Form (available online or from the High School Office) no later than the end of the school day before the visit is to take place. Students who miss a class to attend the presentations agree to make up all work from the class missed.

### **Standardized Tests**

The Honolulu Waldorf High School administers the Preliminary American College Test, plus vocational and interest surveys

(PLAN) to grade 10 in the spring and the Preliminary Scholastic Achievement Test (PSAT/NMSQT) in mid-October to grade 11. Students register to take the SAT I, SAT Subject Tests and ACT examinations by following the directions at [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org), and may request assistance in doing so at any time.

## **Attendance and Punctuality**

### **Absences**

Because of the fast pace of the blocks, and because of the Waldorf emphasis on observation and experience, absences are difficult to make up. Students who are ill or who have a family emergency must be excused by a telephone call by a parent or guardian to the High School Office before 7:50 a.m. We are concerned about our students' safety and well-being. A phone call saves us time and worry. Excessive absences will affect students' academic standing. Students are responsible for making up their work fully and promptly following an illness or other excused absence. Students are encouraged to contact their teachers or classmates to find out what assignments they missed.

### **Illness in the School Day**

A student who becomes ill during the day should go to the High School Office for assistance. The office personnel will telephone a parent to report the illness and obtain permission for the student to be dismissed. No student may leave school without parental permission and letting the office know. Leaving school without office permission is considered an unexcused absence. In case of a serious illness or injury, 911 and the student's parents will be called immediately. Except in a life-threatening emergency, hospital personnel may not, by law, provide medical services without the consent of a parent or guardian.

### **Excused Absences in the School Day**

Medical appointments should be made outside school hours if at all possible. If a student must miss school for an appointment, a parent or guardian should notify the High School Office in advance. The student is responsible for notifying his/her teachers of the absence in advance and making up any

assignments, quizzes or tests by an agreed- upon date. Students who arrive late or leave early must be excused by a parent and must sign out or check in with the High School Office. Students who do not sign out or check in will receive a demerit (see demerits later in this handbook).

## **Planned Extended Absences**

A student planning an extended absence (an absence of 2 days or more) must do the following:

- Submit an Advanced Notice of Absence form at least two weeks prior to the start of their absence to their class sponsor. The sponsor will then bring the form to next high school faculty meeting for approval.
- If the high school faculty approves the extended absence, the student must then obtain signatures from his/her individual teachers and have them write comments on the form.

The form must then be signed by the student's parents and returned to the front office.

Students who receive approval for an extended absence will be allowed to make up the work to meet the requirements of the missed courses or to petition to have the courses waived. If the courses are waived and the removal of those credits brings the student's credits below the graduation requirements, the student may need to make up the credits via approved summer or correspondence courses in order to receive a diploma. If faculty approval of the extended absence is not obtained, the student will receive an F for any missed assignments and possibly for the courses.

## **Unexcused Absences**

Any unexcused absence from a class, an assembly, or required school event will result in disciplinary action ranging from a demerit to suspension depending on the situation. In addition, a student who cuts class will receive a grade of zero for all work missed or due. A student who repeatedly cuts classes will face further disciplinary action.

## **Tardy Policy**

School begins promptly at 7:55 a.m. Punctuality shows respect for fellow students and faculty. Late arrivals disrupt the learning environment. Students are expected to be punctual for all classes. This means being seated and ready to work at the start of class. Late students must obtain a tardy slip at the High School Office in order to be admitted to class. Students who are more than 10 minutes late to the first class of the day or more than 5 minutes late to any other class will receive a demerit. Three tardies in a semester equals a demerit. Teachers may choose to have punctuality reflected in a courses grade. Chronic tardiness may also result in consequences including loss of credit, revocation of open campus privileges, suspension, or dismissal from school.

## **Teacher Tardiness**

In the rare event that a teacher is more than five minutes late for a class, students are required to immediately notify the High School Office or High School Chairperson. Failure to do so may result in disciplinary action. The students should then remain in the classroom until further notice.

## **Appearance Guidelines**

Students are expected to dress in a way that contributes to a healthy social environment and an academic atmosphere. High school students should remember that they are admired by elementary school students who visit the high school campus and are also closely observed by members of the larger community. Students should not dress in a way that is distracting or makes others feel uncomfortable. They should present themselves in a way that shows respect for themselves and the entire community.

*Regardless of one's interpretation of the rules, if a teacher feels a student's dress is inappropriate, the student must go and change immediately. If the student feels that the teacher's judgment was unjust then, after changing their clothes and at a later time, the student may request a meeting with that teacher and their Sponsor to discuss the matter.*

## **Clothing**

Students should be clean, neat, and well-groomed. Dress should allow for a full range of activities including yoga and physical education. Clothing should not be excessively baggy or revealing.

### **Here are more specific requirements:**

Short pants, board shorts, skirts, or dresses must fall below your fingertips when hands are open and hanging at your side.

Tops must cover all undergarments and may not reveal cleavage or midriff

All clothing is required to be free of derogatory graphics, including, but not limited to, any references to alcohol, drugs or profanity.

Undergarments must always be worn but not visible (swimwear is considered unacceptable as an undergarment).

Shoes must be appropriate for specified classes and be worn at all times. For any footwear, the distance from ground to any part of the foot may be no more than three inches.

Head gear; Caps that provide sun protection can be worn for PE class but must be removed prior to entering the school building.

No headgear allowed on campus (including beanies).

Hair must not obscure the eyes.

## **Piercings and Body Art**

No visible body piercings are allowed with the exception of a single nose stud and a maximum of three piercings in each ear.

Other facial piercings and tongue rings are not acceptable.

No visible tattoos are allowed.

## **Field Trips and Special Events**

Students should consider these events as extensions of classroom work and dress appropriately. Exceptions are at the discretion of the teacher.

## **Concert Performances**

Students should wear concert dress, which may be white shirts and blouses, black pants and skirts, and appropriate dark shoes

and socks. Athletic shoes and slippers are not appropriate. Aloha attire may be requested for some events. Students are expected to comply with the school dress code at all times while they are on the premises of a concert event.

### **Consequences for failing to adhere to these rules**

Students who are out of dress code will be asked to change clothes. If they refuse or are repeatedly out of dress code over the course of a year, disciplinary action will be taken.

## **General Conduct Guidelines**

We expect students and teachers to conduct themselves honestly, respectfully, and with integrity. It is assumed that a student's word may be taken as honorable and truthful at all times. It is also hoped that when an infraction of school policies occurs, a student will voluntarily come forward and speak with a faculty or staff member.

### **Respect and Concern for Others**

The Honolulu Waldorf High School seeks to build a climate of mutual respect, trust, courtesy, and fairness. When anyone in the school is uncivil, disrespectful, or disruptive, the whole community is diminished. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints and opportunities for the respectful exchange of ideas.

### **Bullying**

Bullying behavior can include the following, especially when it is prolonged, persistent, and deliberate: physical abuse or hitting, verbal abuse or name-calling, disrespect of property or stealing. Inciting or coercing someone else to do any of these things is also bullying.

### **Teasing**

Teasing becomes bullying when it is carried too far. If teasing is meant to hurt someone or put someone down, if a person being teased asks for it to stop and it doesn't, if a person being teased reacts in a negative way, if no one will help a person being teased because they are worried they'll be teased, or when it is meant to hurt or put down another, then bullying is taking place.

## **Harassment**

Harassment is repeated, unwanted, and disrespectful attention. It can take many forms - verbal, written, visual, physical, or psychological. It is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, or physical characteristics. Harassment is any behavior that has the intention or effect of harming or intimidating others, of creating a hostile or offensive environment, or of interfering with another's school or work performance. Sexual harassment involves uninvited and unwanted sexual advances, requests for sexual favors, and other verbal, written, physical, or visual conduct of a sexual nature.

The Honolulu Waldorf High School considers any form of bullying, teasing, or harassment a serious violation of community values. Consequences may include: verbal warning, counseling, demerit, detention, suspension, probation, or dismissal.

## **Respect for Property**

Students are expected to respect one another's property and school property. Any lost property should be turned into the High School Office. Theft and vandalism (graffiti, defacing of school property) are serious offenses. In both cases, restitution is the first recourse, followed by disciplinary action. Tampering with school computer files or computerized data may be construed as either vandalism or theft.

## **Drugs, Alcohol, Controlled Substances**

Drug and underage alcohol use is illegal and incompatible with the aims of the Honolulu Waldorf High School. Our educational mission is to nurture each student's capacity for clear thinking, sound judgment, and strength of will; the use of consciousness-altering substances hinders this development. We therefore expect students to remain drug and alcohol-free while enrolled in the Honolulu Waldorf High School. The school grounds, and the surrounding neighborhood, are drug-free environments. This policy also includes all events occurring outside of the regular school day such as school dances, weekend rehearsals and performances, fund-raising events, and any school trips. The promotion, possession, use, or being under the influence of alcohol or drugs is strictly prohibited.

## **Possession of drugs**

Any student found to be in possession of, using, distributing, or promoting alcohol, illegal or misused drugs or drug-related paraphernalia at school or at school-related functions or trips will be suspended immediately and subject to expulsion.

## **Student Testing**

Every parent is required to sign a drug-testing consent form at the start of the school year to be kept on file. Prior to a student being tested the parents will be informed, but parent consent (other than the previously signed form) is not required for the test to be given. Parents will be billed for the cost of this test.

*All test results are confidential.*

## **Group Concerns**

When there is suspicion of drug use within a specific grade level or the school at large, the school reserves the right to test an entire grade level or the entire student body. If there is rumored, wide-spread drug use in a grade level or the school, it is in the best interest of the whole group to support such testing (financially and otherwise) because it helps to end hurtful and often untrue rumors, and brings to light actual drug use.

## **Individual**

When a student's behavior or physical condition matches the behaviors or conditions related to being under the influence of a substance, and/or if the student has been found to be in possession of drugs, then the school will consider this probable cause sufficient for having that individual student tested. We will not test individual students based on rumor, stereotypes, or their hobbies.

## **Consequences**

If a student admits to being under the influence or tests positive, he or she will be immediately suspended from the school and a meeting with his or her parents will be arranged.

At the meeting these items will be discussed:

- Do the child and parents agree that drug use is a problem?

- Are the child and parents willing to commit to a drug treatment program and make whatever efforts are necessary to end drug use?
- What will the support plan be for this student (including deadlines)?
- The student and parents must agree to 1 and 2 in order for the student to remain in the school.
- The student will not be allowed back into school until he or she has begun drug treatment and or appropriate counseling.
- Once the student returns to school, he or she will be tested once per month without warning for at least six months, and with follow up testing less frequently.
- If the student tests positive again, he or she will be expelled from the school.

### **Use of drugs outside of school**

The Honolulu Waldorf High School wishes to emphasize to parents that the use of drugs is illegal and incompatible with the aims of the school. Further, it is illegal for people under the age of 21 to be served alcohol. We expect that parents will support students in helping them abstain from the use of these substances.

Private parties are not school-sponsored activities. We request that parents or guardians who allow their children to host parties see that the gatherings are chaperoned to ensure that alcohol and drug use does not occur. Parents or guardians of a student hosting a get-together for his or her peers are legally responsible for all minors who attend such events.

It is the responsibility of the parents or guardians of Honolulu Waldorf High School students to satisfy themselves that any private party attended by their child is adequately supervised. If there is a doubt as to whether an event is school-sponsored, please contact the high school Dean of Students.

If the Honolulu Waldorf High School receives information regarding out of school parties involving drug or alcohol use, we will encourage the informant to communicate directly with other involved parents.

## **Medications**

Students may not share medications of any kind, whether prescribed or over-the-counter. Should a faculty member witness or hear about the exchange or non-prescribed use of such substances on campus or at a school event, the parents/guardians will be contacted immediately.

## **Smoking**

Cigarette smoking or the use of any tobacco products during the school day is not allowed, even if the student is off campus and over 18 years of age. Any student caught smoking in violation of this rule will face disciplinary action.

## **Weapons**

The possession of firearms or any other weapon is prohibited on campus or at any school event. Historical or cultural items or props that are to be used as part of a presentation may be brought on campus only with explicit permission of the faculty member for whose course they will be used. Violation of this rule will result in automatic suspension.

## **Behavior Outside of School**

Students' behavior outside of school hours and during vacations is the responsibility of parents/guardians.

### **Recommended Guidelines**

The Honolulu Waldorf High School recommends that parents and students develop clear agreements regarding social activities outside of school.

These agreements should include an awareness of the following laws and liabilities:

- Hosts' legal responsibilities for events in their homes
- Laws and liabilities connected with student driving
- Legal curfew times
- Legal ages for smoking and drinking
- Laws about possession and/or use of controlled substances

## **Electronic Social Networking**

The Honolulu Waldorf High School faculty encourages faculty and current students not to interact with each other on social networking sites. The school does not search the Internet for students' personal information; however, should anything of a concern be drawn to our attention, we will respond.

## **Snack, Lunch and Open Campus**

Without proper nutrition during the day, students cannot hope to learn properly. Students are strongly encouraged to bring a substantial snack and lunch every day. There is one refrigerator, microwaves and a toaster oven available. In addition, there will be a lunch program in which students may preorder lunches and snacks may be for sale by various classes who wish to fundraise for their senior trip. Sophomores, Juniors and Seniors have open campus Tuesday through Friday during their scheduled lunch period only. Freshmen do not have open campus during their first semester but will be allowed off campus second semester. There are no off-campus privileges on Mondays. Excessive tardiness will result in the loss of open campus privileges for individual students and possibly for the entire student body. While off-campus during school hours, students must be within a half-mile radius of the school. They may not enter alleys, canals, cars, or private homes or use public transportation. Open campus privileges are not available to students on behavioral probation and may be revoked by faculty or parents at any time. Students who go off campus while under revocation of privileges or on days when campus is closed will be subject to disciplinary action. It is important to note the open campus is a privilege that will be revoked if abused in any way.

## **Student Driving and Parking**

Students with a valid driver's license and auto insurance are allowed to drive themselves to and from school; however parking is limited. Students may not park in front of the school or in the Grace Chapel Parking Lot. Students should park on Nenuue street. Students may not drive themselves to PE. All PE classes will meet at the high school and head to the park from there.

## **Crossing Kalanianaʻole Highway**

Cars usually drive very fast on Kalanianaʻole Highway. Any student seen crossing the highway against a traffic light and/or not in a crosswalk will automatically receive a demerit.

## **Drop-off and Pick-up**

Students and parents must drop-off and pick-up directly in front of the school inside our gate. Picking up and dropping off in Grace Chapel is strictly prohibited and could get the school's parking privileges revoked. Picking up and dropping off at any of the nearby intersections is dangerous and therefore strongly discouraged. It is important to note that once a child is dropped off and before they are picked up, they are subject to school rules even outside of school hours. On days when students have PE as a first class, parents should still drop off their son/daughter at the high school. The entire class will travel to PE together.

## **High School Visitors**

Any student wishing to visit the High School for potential enrollment should contact our Admissions Office to set up a visiting day at 808-377-5471. Students who are not enrolled in the school are not allowed to visit Honolulu Waldorf High School students during the school day. Outside students are encouraged to see their friends outside of school hours or better yet, apply to our school!

## **Additional Behavioral Guidelines**

### **Gum, Food, Drink**

Food and beverages (other than water) may be consumed only at picnic tables by the ocean, or just outside of the student kitchen or just outside of the student kitchen. All other locations in the school are off-limits to food consumption except with express permission from a teacher. All beverages, *including water*, and food are banned from the Learning Resource Center. Gum-chewing on campus is not allowed at any time.

## **Skateboards (or anything with wheels)**

Students are not allowed to ride anything with wheels on school property at any time.

## **Electronic Equipment**

Education works best in a distraction-free environment. The Honolulu Waldorf High School strongly encourages students to leave all non-school-related electronic equipment at home or at least turned off in their backpacks. Electronic equipment such as cell phones, laptops, ipads and mp3 players (ipods) should never be used on campus by a student without consent of a faculty member. If any of these items or any other non-school related electronic items are seen or heard on campus, they will be confiscated for two school days and turned into the front office. For example, an item confiscated on Monday could be picked up Wednesday and an item confiscated on Thursday could be picked up on Monday.

Furthermore, cell phones may not be used by students on school-related events such as excursions, field trips, service learning/practicums, or campouts.

Students are welcome to call their parents from the phone in the front office with permission from a Honolulu Waldorf High School faculty member.

## **School Computers**

School computers may only be used for academic purposes and with faculty permission. Non-academic pursuits such as playing games and checking e-mail are not allowed. When doing internet research on school computers, students are expected to abide by generally accepted rules of Internet etiquette as well as by rules of school decorum. The Honolulu Waldorf School disclaims all liability for the content of material a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use or for any other consequences of a student's Internet use.

## **Vulgar Language**

While students are expected to use expressive language, vulgar or disrespectful language is not acceptable and will not be tolerated.

## **Public Displays of Affection**

Students are expected to maintain an inclusive social environment throughout the day. Excessive public displays of affection are destructive to the mood of social inclusion and are not acceptable behavior in school.

## **Disciplinary Procedures**

At the Honolulu Waldorf School we strive to provide an education that fosters in each child a sense of meaning and purpose in life, and the confidence to meet his or her individual destiny.

We recognize and welcome the unique gifts brought by each child we serve. We are committed to supporting each child in his or her intellectual, physical, emotional, and spiritual development by offering a will-based curriculum that integrates academic, practical, experiential, and artistic work. We strive to educate each child so that he or she will contribute to the future of the world with clear and creative thinking, compassion and moral strength, and the courage to initiate change. The highest goal of education is the realization of responsible human freedom.

In order for the Honolulu Waldorf High School to achieve these goals and to maintain a proper learning environment, students must have respect for the faculty and each other. Disobeying and/or arguing with member of the Honolulu Waldorf School faculty or staff is considered a sign of disrespect and is grounds for disciplinary action. Violating any rules set out in this handbook, particularly after a warning from the member of the faculty or staff, is considered a sign of disrespect and will result in disciplinary action.

**There are four levels of disciplinary action that can be taken by the Honolulu Waldorf High School faculty:**

### **Demerit**

The Honolulu Waldorf School faculty will assign a student a demerit if disrespect is shown. Disrespect can be shown in many ways including breaking rules but if a teacher warns a student and they continue to break a minor rule such as gum chewing or wearing a hat inside, that is disrespectful and they will receive a

demerit. The word merit refers to a commendable quality or an action that justifies a reward. Demerit is the absence of merit and those who are disrespectful are lacking merit. Students may work off their first or second demerit in a semester by approaching the Dean of Students. One demerit is equal to 1.5 hours of work.

### **Saturday Detention**

Saturday detentions are held once per month on Saturday mornings from 8 AM to 12 PM. A student will be assigned a Saturday Detention when the third demerit is received in one semester. Saturday detentions may also be assigned directly when behavioral disturbances warrant more than a demerit but do not warrant a suspension.

### **Suspension**

If a student receives two demerits in one day, he/she will be sent home immediately. The Dean of Students, in conjunction with faculty members, will decide whether the behavior of that student should be classified as a suspension. Suspensions may also be assigned for major behavioral disturbances. If a student is suspended, he/she may not return to school until a meeting has taken place between the student, the student's parents or legal guardians, the Dean of Students, class sponsor(s) and any faculty members involved.

### **Expulsion**

Expulsion is the termination of a student's relationship with the school. The Honolulu Waldorf High School faculty will determine whether and when the student may reapply for admission. A student may be expelled from the school if the Honolulu Waldorf High School faculty feels his/her behavior is severe enough to warrant expulsion. Students may also be expelled for repeated behavior infractions and/or for not fulfilling any academic or behavioral probation agreements.

### **Notification of Disciplinary Action**

Any time a student receives a demerit or Saturday Detention, his/her parents will immediately be notified by an e-mail from Veracross. The e-mail will contain a description of why the student received the disciplinary action. If a student is

suspended, his or her parents will be called immediately and will be required to pick up the student at that time. Any questions that a parent or student might have concerning discipline should come to the Dean of Students. It is also important to note that suspensions are placed on a student's permanent record and will be reported to colleges or other schools a student applies to.

In order for our students to become free-thinking individuals who are adaptable to any environment, they must learn to respect their surroundings. Only then can they hope to respect themselves and thus achieve their goals.

## **Therapeutic Relationships**

Class sponsors are responsible for developing, with the students, a healthy social organization within the class.

Students are encouraged to meet with their class sponsor or our High School Counselor any time they need to talk with someone. Of course, students are also welcome to speak with any faculty or staff member of their choosing.

We encourage our students and their parents to seek the support of doctors and therapists if the need arises. There may be times that the Honolulu Waldorf High School faculty perceives that outside help is needed and will require that a student receive outside professional treatment.

## **Consent for Exchange of Information**

If a student is in a therapeutic relationship that is related to the student's school experience, the school may request contact with the student's doctors, therapists, or other support staff. It is important for us to support the student's active engagement in the therapeutic process. We have found that sharing appropriate information with care providers is helpful in the course of treatment.

## **Full Disclosure**

Parents are expected to provide full disclosure regarding previous or ongoing therapy that is related to the student's ability to fully engage in the life of the school. Lack of full disclosure, either in the admissions process or during the time a student is enrolled, may be grounds for dismissal.

## **Medications**

Parents must keep the school fully informed in writing about any prescribed medications students are taking or when a change in medication occurs. The Honolulu Waldorf High School faculty and staff are not able to dispense either prescribed medications or over-the-counter oral medications without express parental permission.

## Assembly Verse

To wonder at beauty  
Stand guard over truth  
Look up to the noble  
Resolve on the good  
This leads man truly  
To purpose in living  
To right in his doing  
To peace in his feeling  
To light in his thinking  
And teaches him trust  
In the workings of God  
In all that there is  
In the widths of the world  
In the depths of the soul.

*Rudolf Steiner*

# Honolulu Waldorf High School Statement of Agreement 2011-2012

I have read, understood, and agree to abide by the guidelines set forth in the Student Handbook.

Date: \_\_\_\_\_

Grade level: \_\_\_\_\_

Student  
Name: \_\_\_\_\_

Student  
Signature: \_\_\_\_\_

Signature of Mother  
or  
Guardian: \_\_\_\_\_

Signature of Father  
or  
Guardian: \_\_\_\_\_

**Please detach this page and return to the High School Office by August 22<sup>nd</sup>, 2011. Each parent and student needs to sign this form. If you have specific questions about the policies, please feel free to contact one of your class sponsors.**

Mail to: Honolulu Waldorf High School  
5257 Kalanianaʻole  
Honolulu, HI 96821

Or fax to: (808) 373-4982