



**2011-2012
High School Handbook**

4800 Sangamore Rd, Bethesda, MD 20816
301-229-6107 www.washingtonwaldorf.org
CollegeBoard & ACT Code 210267

TABLE OF CONTENTS

STUDENT LIFE POLICIES AND EXPECTATIONS	3
STANDARDS OF CONDUCT	3
RESPECT FOR OTHERS & NON-HARASSMENT	3
SUBSTANCE USE	3
HEALTH	4
SAFETY & EMERGENCY DRILLS	4
CELL PHONES, PERSONAL LISTENING DEVICES & OTHER ELECTRONICS	4
DRESS CODE	6
CAMPUS USE	7
PROPERTY	8
SNACKS & LUNCH	8
ACADEMIC POLICIES AND EXPECTATIONS	9
ACADEMIC HONOR	9
ASSIGNMENTS	10
GRADUATION REQUIREMENTS & CREDITS	11
GRADE REPORTS & TRANSCRIPTS	12
STANDARDIZED TESTING & COLLEGE APPLICATION PROCESS	13
ACCOMMODATIONS FOR STUDENTS WITH LEARNING DIFFERENCES	13
STUDY HALLS	14
DISCIPLINARY POLICIES	14
TOOLS	14
NON-DISCIPLINARY ACTIONS	15
DISCIPLINARY ACTIONS	15
ATTENDANCE POLICIES AND EXPECTATIONS	17
DAILY ATTENDANCE & HOURS	17
INCLEMENT WEATHER & OTHER CLOSURES	17
TARDINESS	18
ABSENCE	19
EARLY RELEASE	19
VISITORS	19
ACTIVITIES AND ADMINISTRATION	20
CLASS SPONSORS & INDIVIDUAL ADVISORS	20
ATHLETICS PROGRAM & PARTICIPATION REQUIREMENT	21
COMMUNITY SERVICE PROGRAM	21
BOOKS AND SUPPLIES	24
FESTIVALS, EVENTS & FUNDRAISING	25
GIFTS TO FACULTY & CHARITABLE GIVING TO THE SCHOOL	25
GIFTS TO TEACHERS	25
STUDENT COUNCIL	25
EXTRACURRICULAR ACTIVITIES	26
STUDENT ID'S	27
DRIVER EDUCATION	27
WORK PERMITS	27
ASEBESTOS REPORTING	27

STUDENT LIFE POLICIES AND EXPECTATIONS

STANDARDS OF CONDUCT

A safe and civilized environment is essential to the well-being of the school community. We expect all students and visitors to abide by the following standards of conduct. These standards apply to all school-sponsored activities, on or off campus, including sporting events and trips. The standards are essential to the spirit of learning, cooperation and growth that we strive to cultivate at the Washington Waldorf School.

As members of the school community, we expect all students to:

- § Demonstrate kindness, appreciation, and respect for others both at school and as a representative of the school on field trips, at athletics events, and in the greater community. This includes use of polite and appropriate language.
- § Treat the buildings and grounds with respect and keep the campus clean. Respect school and personal property.
- § Be friendly and helpful to visitors, and be sensitive to the younger students on campus.
- § Attend school regularly, work diligently, and participate cooperatively in school activities and events.
- § Not use alcohol, illegal drugs, and other intoxicants.
- § Honor confidentiality and prevent the spread of rumors. Seek assistance from the faculty as appropriate.
- § Know and adhere to the school's policies and practices in letter and in spirit.

Any student who does not abide by our common standards of conduct may be met with consequences up to suspension, and expulsion or dismissal from the school.

RESPECT FOR OTHERS & NON-HARASSMENT

The school is non-sectarian and does not discriminate on the basis of race, religion, color, national origin, sex, age, veteran status, disability, marital status, political affiliation, or sexual orientation in its educational, administrative, admission and School programs and practices. We are committed to multicultural education, to a diverse student body and faculty, and to the support and respect for the dignity and worth of each member of our community. We intend to provide an environment that is pleasant, professional, and free from intimidation, hostility, or other offenses that might interfere with work performance of employees, education of students, or comfort of families.

Intimidation, bullying, threatening, and/or harassing any member of the school community based on race, religion, color, national origin, sex, age, veteran status, disability, marital status, political affiliation, sexual orientation, or physical appearance, in any format – verbal, physical, visual, written, and/or electronic - will not be tolerated. Web pages & journals, social media sites, email, instant messages, and text messages can be viewed by others and shared, sometimes beyond the author's original intentions, and their contents may also constitute harassment.

Participating in any kind of harassment will be cause for disciplinary action and may be cause for immediate dismissal from the school.

If any member of the school community, including a student, observes or becomes aware of possible harassment, s/he is responsible for reporting to the High School Chair, the High School Coordinator, or the Faculty Chair. The school investigates all such reports. The school will notify all involved parties and determine an appropriate course of action.

SUBSTANCE USE

We expect students to live in full, clear consciousness at all times while enrolled at WWS.

The school expects that students not possess, use, or be under the influence of illicit drugs; and that students not possess, drink, or be under the influence of alcoholic beverages. The school prohibits possession and/or use of tobacco products, illicit drugs, and alcoholic beverages at school events and on school-related excursions. Furthermore, students may not be under the influence of alcohol or illicit drugs at school events or on school-

related excursions. Any student who violates these expectations will be subject to disciplinary action, up to and including dismissal from the school.

The level of investigation and subsequent action taken by the school will be determined in part by, but will not be limited to, the circumstances and degree to which any possible or confirmed violation of the school's substance use policy involved the school, its students and/or its resources. The school may seek assistance from law enforcement as it deems necessary and appropriate.

The school expects parents to actively support this policy in each student's home life.

If the faculty's observations of a student lead to concern that s/he may be breaking the law or the school's expectations and rules with regard to tobacco, alcohol or drugs, the school will contact the student's parent(s).

The school may request or require laboratory testing as a condition of enrollment in cases of suspected or confirmed drug use or possession.

Each student and his/her parent(s) signs an acknowledgement of the school's substance use policy at the beginning of each school year. We expect students and families to demonstrate compliance with and support of this policy.

HEALTH

The school must have a current Emergency Contact and Authorization Form and an immunization record for each student in order for him/her to attend school. If a student takes any medication regularly, this must be noted on the Emergency Contact and Authorization Form to prevent potentially dangerous drug interactions in case of emergency treatment.

If a high school student is injured during the school day, the High School Coordinator or other faculty will provide first aid and will attempt to contact the student's parent(s) to inform or consult, depending on the nature of the injury. The school will call 911 if circumstances are questionable and/or require more care than we can provide. The school will make every attempt to contact and consult parents in cases of major injury or illness, and expects parents to make any arrangements necessary to meet the student and assume responsibility.

State law dictates that if a student must take any medication (whether over-the-counter or prescription) during the School day, the school is responsible for storing and administering the medication. The school requires a Medication Order Form, signed by the student's physician or the prescriber. Contact the High School Coordinator for one of these forms.

If a student is ill during the school day, the teacher will send him/her to the High School Office so that his/her parent can be notified and can arrange for the student to go home. We are not able to monitor and provide ongoing care for students who are ill during the school day, and the parent will be expected to make arrangements for student transportation and care as appropriate.

SAFETY & EMERGENCY DRILLS

Fire drills and other emergency drills will be conducted throughout the school year. Students must cooperate with instructions and must remain quiet and orderly during drills.

Any student who plays with, misuses, or tampers with any fire prevention equipment such as fire extinguishers may be subject to Mandatory Disciplinary Action or immediate dismissal from the school. Any student who possesses, claims to possess or threatens to bring a firearm, explosive, knife (except a knife used as a tool with teacher permission) or other weapon on to campus or to any school-sponsored event will be subject to disciplinary and may be expelled from the school.

CELL PHONES, PERSONAL LISTENING DEVICES & OTHER ELECTRONICS

CELL PHONES

High School Students may have cell phones in school as long as the phones are turned-off and stored out of sight during the school day. High school students must turn off cell phones before entering campus in the morning, and may not turn phones on again on campus for any reason or purpose until after dismissal. The only exception to this is that seniors who have off-campus privileges may use their phones while off-campus.

Once dismissed for the day, high school students may use cell phones once off campus or in the following designated places on campus:

- § Indoors in the high school wing. For this purpose, the high school wing is defined as inside the building between the auditorium doors and the library - including the hallways, common room, vacant high school classrooms and the auditorium if vacant.
- § Outdoors between the lab stairwell doors and the high school parking lot.
- § Inside cars on campus. Students may not use cell phones as drivers of moving cars on campus but may use cell phones in parked cars or as passengers.

Cell phones that are on and/or used against the above policies before school or during the school day will be confiscated and stored in the High School Office until the end of the school day, at which time it is the student's responsibility to pick the phone up again. Parents will be notified, and repeated infractions may lead to disciplinary action.

Any student using a cell phone against the above policies at the end of or after the school day will be required to hang-up / cease use immediately and hand the cell phone over to a faculty member. If the student will remain on campus / under school supervision for a school-sponsored activity (such as sports or drama), the cell phone will be given to the supervising adult, coach, or Athletic Director for return to the student at the conclusion of the activity. Otherwise, the faculty member may either confirm that the cell phone is off and return it to the student or the faculty member may choose to walk the student to his/her car or the campus limits before returning the cell phone.

PERSONAL LISTENING DEVICES (including iPods and other mp3 players)

Students may not use personal listening devices of any kind on campus at any time unless otherwise instructed by a faculty member (for educational purposes); this includes at activities such as but not limited to the Bazaar and yard sale set-up. If a personal listening device is brought to school, the student must turn the device off and put it away (including any headphones or earbuds) before entering the campus. S/he may not have the device out (including any headphones or earbuds) or on again until s/he is off campus. Personal listening devices are also not allowed at extra-curricular activities or on school trips. This includes sports. A student may not have a personal listening device (including headphones or ear buds) out or on while s/he is under the supervision of a coach or the school, even at an off-campus site.

Any device used against this policy will be confiscated and stored in the safest possible location at the discretion of the faculty member or coach. While the school will make every reasonable effort to store confiscated items securely until safe return to the student or parent, the school will not assume liability for any such item.

OTHER ELECTRONICS

See the above policies with regard to cell phones and personal listening devices. Students may not use other electronic devices in school, on school trips, or at school-sponsored events without the specific, expressed permission of the faculty. "Electronic devices" includes laptops, cameras, televisions, video and dvd players, radios, laptops, pda's, Bluetooth devices, game systems and handheld gaming devices.

Please note that this policy applies to laptops. If a student needs to use a laptop for a school assignment, s/he needs the clear permission of a faculty member, at the faculty member's discretion (we reserve the right to say "no"). The faculty member is to give the student a signed note with the date, times, and purpose of use to show that the student has permission. If a student needs to get an assignment off of his/her laptop to print at school, s/he should use the laptop at the printer so that its purpose will be clear. It is even better if students can retrieve their assignments from email / online if they must print at school, so that the laptop does not have to come in at all. Students do not have permission to use laptops for recreational / entertainment purposes or for projects outside of school during the school day.

Calculators are allowed and must be used at the discretion of and per the instructions of math and science teachers. If misused, calculators will be treated as any other prohibited electronic device.

If any electronic device is brought to school the student must turn the device off and put it away before entering the building in the morning and may not turn it on again until s/he is off campus at the end of the school day, unless otherwise instructed by a faculty member (for educational purposes). Electronic devices are also not allowed at extra-curricular activities and on school trips without the specific, expressed permission of the responsible faculty member or coach.

Any electronic device used against this policy will be confiscated and stored in the safest possible location at the discretion of the faculty member or coach. While the school will make every reasonable effort to store confiscated items securely until safe return to the student or parent, the school will not assume liability for any such item.

DRESS CODE

SCHOOL DAYS

While the school does not require uniforms and does not wish to discourage individuality, we expect students to follow the dress code. We also expect parents to actively support the dress code.

Faculty will ask a student to modify his/her attire if needed – and the student is expected to cooperate. If a student's appearance is not acceptable and is not easily modified, the school will contact the student's parent(s) to either bring appropriate attire to the student or to take the student home or WWS will provide the student with appropriate attire to wear for the remainder of the school day (to be returned to the school) if such attire is available. Any student in violation of the dress code may be held out of class until the violation is resolved. Any class that a student misses due to dress code violation will be considered unexcused, so that s/he will not be able to make-up any missed quiz, test, or in-class assignment. Any student who does not cooperate and/or who repeatedly breaks dress code will be subject to disciplinary action.

The high school student dress code for school days, including recess, and events, unless otherwise instructed:

- Each student should be neat, clean and well groomed, and his/her appearance should not be a distraction to others.
- Shoes must be worn at all times, and each student must have sneakers for movement education and outdoor activities.
- Clothing must be free of references to alcohol, drugs or violence, and of vulgar, prejudicial, or discriminatory language.
- Hats or head coverings of any kind, except for religious purposes, are not to be worn during classes or gatherings / assemblies / events (indoors).
- Particularly skimpy, sheer and/or tight shirts are not allowed. Shirts must have fabric at least 1 inch wide over each shoulder. Spaghetti straps, strapless, one-shoulder, and halter top shirts do not meet dress code.
- Hair should be neatly groomed and must not cover the student's eyes. Extreme hair styles are not allowed.
- Rib cages, midriffs and navels, and lower backs must not show. The upper and lower outer garments (shirt and pants/ skirt) must meet when the student is seated.
- Shorts and skirts must be at least as long as the student's fingertips with his/her arms hanging fully extended at his/her side.
- Undergarments, including boxers, bras, camisoles, and A-line undershirts ("beaters"), must not be worn as outer garments and must be completely covered by outer garments.
- Cut, frayed and/or torn clothing is not acceptable.
- Students may not wear sunglasses indoors.

Note: Attending one or more classes in violation of the dress code does not convey faculty approval, and the student may still be asked and expected to correct his/her appearance or attire.

CONCERT DRESS

The Choral Director and/or High School Coordinator will tell students when concert dress is required for performances and other events. Concert dress is:

White shirt / blouse, full-length black pants, and black shoes for all students (boys and girls)

No skirts, no dresses, no sweatpants, no leggings, no capri-pants, no sneakers, no flip-flops, and nothing torn or noticeably faded, please! No neckties or scarves, please. Boys' shirts should be collared and may be either short-sleeved or long sleeved. Girls' blouses may be sleeveless but need to have shoulders (not just straps, not one-shouldered, and not strapless or halter-top). Girls may wear black high heels of 3 inches or less, and must be able to walk and stand in them reliably. Small jewelry is fine, but not large or loud accessories. Any student not in appropriate concert dress (as described here) will be held out of performance and marked as absent, unexcused.

CAMPUS USE

CAMPUS LIMITS AND USE OF COMMON AREAS

Students are expected to behave appropriately on the playground with respect to dress, language, property and cooperation with the need to share with others.

During the school day, the outside area of the campus that high school students may use extends from the Spanish and weaving modular classrooms around to the playground side of the lower school wing of the main building, and is bordered by the top of the hill that leads down to the service road, lower field, and grade 1 playground.

Unless specifically directed or accompanied by a faculty member, the following areas are off-limits to high school students during the school day:

- Front parking lot, high school parking lot, all cars
- Woods bordering the school grounds
- Grade 1 playground (except seniors accompanying Grade 1 students)
- Tennis court
- Lower field, and all but the very top of the hill leading down to the lower field
- Sidewalk and grassy areas between the grade 7/8 end of the building and Sangamore Rd

Seniors may join the first grade on the Grade 1 playground with the permission of the teacher responsible for the first grade. Seniors may walk between the school's front entrance or side doorways and Sangamore Road in the course of exercising off-campus privileges, but the other areas described above remain off-limits during the school day.

Any student who leaves campus / campus limits without permission, including a senior who misuses or has lost off-campus privileges, may be subject to disciplinary action.

Defacing or abusing any part of a classroom, the school building, or the school grounds is a serious violation of community respect and will be met with disciplinary action. This principle also applies to school excursions and events. The school may seek assistance from law enforcement as it deems necessary and appropriate.

CAMPUS PARKING PRIVILEGES

Driving and parking on the campus is a serious responsibility and a privilege. Students who drive to school must sign a Campus Driving and Parking Privileges agreement in order to park on school grounds, and must register each vehicle as part of this agreement. Students must park in the high school student parking lot (the fenced area adjacent to the Children's Garden wing). The parking lot is off-limits during the school day, unless a student has the expressed permission of a faculty member.

Students must drive carefully on campus and in the neighborhood. Reports of careless or reckless driving will be taken seriously. Students who violate the terms of the parking agreement, or who park on campus without registering will not be allowed to park on school grounds for some or all of the rest of the school year, and may face other disciplinary action. Campus Driving and Parking Privileges agreement forms are available from the High School Coordinator.

BIKES

Student bikes need to be parked at and locked to the bike rack by the high school parking lot and Children's Garden entrance. Bikes should not be left at the rack over weekends or school holidays, and bikes left at the rack for long periods of time, over longer school holidays or parked / locked places other than the bike rack at any time may be either secured or removed by the school.

CHORES

We all need to take care of the school environment. Classes and individual students are assigned to clean-up the common areas in the high school – most usually the hallways, common room, activity buses and library, and busing dirty dishes left behind from lunchtime.

CUBBIES

Each student will be assigned a cubby for his/her use for temporary storage needs throughout the school year. Students are expected to store coats, books, bags, and food in or on top of the cubbies whenever possible - items should not block hallways. Larger items such as musical instruments and sports gear that will not fit into a cubby must be stored on top of the cubbies or brought to the High School Office for storage arrangements.

Students must keep their cubbies arranged neatly on a continuing basis, keep cubbies free of old food and take used food containers and utensils home at the end of each school day. Dirty dishes and food items left behind at the end of the school day may be discarded. Students will be asked to clear-out their cubbies several times a year, and items left behind will be discarded or donated to charity. Students may not post pictures or other items in or on the cubbies and may not write or draw on the cubbies.

TRASH AND RECYCLING

All students and faculty must dispose of trash in the trash bins and use the appropriate recycling bins. The school also collects cell phones and toner cartridges for recycling.

TUTORS & PRIVATE INSTRUCTORS

Any tutor or private instructor who will meet with one or more students on the WWS campus must have a recent background check (requires fingerprinting) on file, as is also required of all WWS faculty. Please see the Business Office for information and instructions.

PROPERTY

PERSONAL PROPERTY

Students must not open other people's bags, or move, borrow, or use other people's belongings without the rightful owner's knowledge and consent (faculty may move or open items as necessary). Students who must bring particularly valuable items or large amounts of money to school should seek advice about their safe-keeping from the High School Coordinator. While the school will make every reasonable effort to assist students in this regard, the school cannot assume liability for such items or amounts of cash.

SCHOOL PROPERTY, RESOURCES AND RECORDS

School and student records are confidential in nature. Students must not access faculty computers, desks, cupboards, or other storage areas without the faculty member's knowledge and expressed consent. Under no circumstances do students have the right to view each others' records (i.e. student files, grade books, school databases) or other confidential school records (i.e. personnel files). Any student who accesses confidential school records may be suspended until the faculty decides whether to re-admit or expel him/her.

School resources are available for student use as directed by the faculty, for educational purposes. The school's copier(s), computer(s), stationary and other resources are not for students' personal use. Computer Lab resources are available to students for educational purposes, at the discretion and direction of the Technology Teacher(s). Students will be granted permission to use school telephones in case of need to contact parents or other adults regarding urgent matters such as transportation and health / illness / injury, at the sole discretion of the faculty.

SNACKS & LUNCH

Morning snack items and lunch will be sold from the main kitchen most days of the school year. On days that food will not be sold, that a student will miss lunch time due to a field trip or other obligation, or should a student prefer, s/he should bring his/her own food to school.

With the exception of those students who have senior off-campus privileges (described below), students are not permitted to leave the school grounds or to go outside of campus limits (defined above) at lunch or at any other time during school hours without the permission of both a parent AND the High School Faculty.

Students may not order food to be delivered to school during the school day unless food service from the school kitchen had been promised but was cancelled on the same day it was to have been available. If notice of cancellation is given at any time during the previous day or earlier, students will not be allowed to order food. If a student orders food during the school day, the delivery may be refused and/or the food may be confiscated.

SENIOR OFF-CAMPUS PRIVILEGES

Parents may sign a Senior Off-Campus Privileges permission form to allow their 12th grade son or daughter to leave campus on foot to go to the local shopping mall during the school day. This privilege will be revoked if a student violates the agreement made on the permission form, if the student is placed on probation, or if the student requires extra study (at the discretion of the faculty). Permission forms are available from the High School Office.

Any student who leaves campus without permission, including a Senior who misuses or has lost off campus privileges, may be subject to disciplinary action (also see "Campus Limits and Use of Common Areas" section).

ACADEMIC POLICIES AND EXPECTATIONS

ACADEMIC HONOR

Each student is called upon to be a thoughtful, creative individual who develops and exercises his or her own capacity to learn. Therefore, all work submitted under a student's name must represent his or her own efforts. Additionally, students are required to use MLA format and guidelines to document sources used for written assignments in all classes. Cheating and plagiarism are not acceptable.

Plagiarism: Intentionally representing another person's words or ideas as your own. This includes the use of another person's notes without giving credit.

Cheating: Using or attempting to use prohibited materials or information, such as "cheat sheets" or sources other than those approved by the teacher; and/or fabricating or falsifying information or a citation; and/or intentionally helping or attempting to help another student cheat or plagiarize

A teacher who observes or otherwise suspects cheating or plagiarism may speak briefly with the student and will notify the individual advisor and Administrative Circle. The teacher will meet with the Administrative Circle to confirm or dismiss the allegations of cheating or plagiarism. The school will notify the student's parents.

The school plans to employ the following measures in response to what it deems mild to moderate instances of cheating and/or plagiarism, such as (but not limited to) students copying each other's homework or working together on an individual assignment, using another student's class notes without citing same, missing parenthetical citations, missing or fabricated sources, looking on another student's test paper, or lifting sentences verbatim from a source, or plagiarism of part of a paper. Please note that the school reserves the right to take other or more severe disciplinary action (up to and including suspension and expulsion) as it deems appropriate. More serious and intentional acts of plagiarism or cheating, such as (but not limited to) using a cheat sheet on a test or presenting an entire plagiarized paper as one's own will be met with more serious disciplinary action, up to and including possible suspension and expulsion.

Students in Grades 9 & 10

1st instance:

"0" (zero) for the assignment or test, with a re-write / re-test possible; progress report

2nd instance:

"0" (zero) for the assignment or test, with a re-write / re-test possible; progress report; parent meeting required

3rd instance:

"0" (zero) for the assignment or test with no re-write / no re-test and no other offset possible; parent meeting required; academic probation* with written notice of same

Students in Grades 11 & 12

1st instance:

"0" (zero) for the assignment or test with no re-write / no re-test and no other offset possible; progress report; parent meeting required

2nd instance:

"0" (zero) for the assignment or test with no re-write / no re-test and no other offset possible; final course grade lowered by 10 percentage points / one full letter grade; progress report; parent meeting required

3rd instance:

Mandatory Disciplinary Action* followed by probation* with written notice of same; parent meeting required

**While these actions may not be recorded on the student's WWS transcript, this information is actively sought by many colleges and other institutions in their application processes. WWS will report this information to colleges and other institutions as requested and within the parameters of the law.*

Any student who enters the WWS high school with a previous record of cheating or plagiarism will be allowed to begin with clean slate with regard to the above schedule of consequences, unless otherwise stated at the time of admission.

ASSIGNMENTS

GENERAL POLICY

We expect students to complete all homework assignments on time and with optimum effort. Students must show responsibility for any and all assigned work. If a student does not understand an assignment, s/he should contact the teacher for clarification well before the assignment is due. Late work may be accepted only on arrangement with the teacher, and the teacher may factor in lateness when grading the work. Late or incomplete work may be met with consequences from lower grades up to lunchtime meetings with teachers, suspension, and dismissal from the school.

ABSENCE

When a student is absent from school due to illness or emergency, s/he should contact a classmate to find out what short-term and long-term assignments were given during the absence. Upon return to school, the student should check-in with each teacher to make arrangements for catching up with missed material, assignments, and tests. Assignments due and tests scheduled for the day(s) of the absence, which were announced prior to the start of the absence or emergency event, become due immediately upon the student's return to school. Teachers will only grant extensions at their discretion in the case of extreme circumstances that would have made study and completion of assignments impossible or unreasonable (e.g. injured student has to visit the E.R. and cannot complete overnight homework).

If a student is excused from class(es) during part of a school day due to a routine appointment or other planned event, the student is responsible for making arrangements with the teacher for missed material, tests, and new assignments. Any assignment(s) due on the day of the absence remain due that same day and must be turned-in to the teacher either before the class – if the student is leaving school early, or as soon as the student arrives at school – if the student arrives at school after the class.

If a student will miss one or more days of school due to a planned absence (not illness or emergency), please see our policy on Planned Absence, in the "Attendance Policies and Expectations" section.

TARDINESS

Teachers will not grant students extended time for in-class assignments, quizzes, or tests to make up for time lost due to unexcused tardiness. In the rare case of excused tardiness, the student should consult with the teacher if the student needs additional time to complete in-class assignments, quizzes, or tests. Students should consult teachers and classmates outside of regular class time regarding any material missed due to tardiness.

WORD PROCESSING

Students are generally allowed and encouraged to word process take-home assignments. Teachers may instruct students to handwrite a particular assignment or a particular kind of assignment. Students are not permitted to use laptops during class, unless granted as an accommodation by the high school faculty (see "Accommodations for Students with Learning Differences"). If a student uses word processing for some written portions of a main lesson book or assignment, then for the sake of uniformity the student should word process the rest of the main lesson book or assignment, unless otherwise instructed by the teacher.

CALCULATORS

In the ninth grade we ask that students not use calculators, not even to check answers.

About midway through the tenth grade year, students begin to use scientific calculators. At this point the students are learning to use trigonometric, logarithmic, and exponential functions. The calculator does the arithmetic, enabling the student to concentrate on understanding the more advanced concepts. This requires a \$15 to \$20 scientific calculator. Do not buy a graphing calculator, which is more expensive and more sophisticated, having many functions that students will neither use nor understand until a couple of years later. We recommend the Texas Instrument TI 30X IIS.

At some point in the twelfth grade - the time depends upon which math course the student is in - students are asked to purchase a graphing calculator. We are currently using the Texas Instrument TI83, but the model choice could change in the future. We will let you know in the beginning of the twelfth grade year. Students should not put

computer games on their graphing calculators. If students play games on their graphing calculators, the calculators will be confiscated.

GRADUATION REQUIREMENTS & CREDITS

The Washington Waldorf School is accredited by the State of Maryland and by the Middle States Association of Colleges and Schools. The school is a member of and accredited by the Association of Waldorf Schools of North America. The school is also a member of Independent Education (formerly the Association of Independent Schools of Greater Washington) and the National Association of Independent Schools (NAIS).

The high school program meets the State of Maryland's requirements for graduation. Graduation from WWS requires participation in the full range of our curriculum. In special cases, the faculty may waive a particular course requirement (Maryland graduation requirements still must be met in order to receive a diploma), and families are cautioned that this may conflict with some colleges' and universities' admissions requirements or preferences.

MARYLAND STATE REQUIREMENTS

COMAR 13A.09.09.09

The State of Maryland requires that students in private secondary Schools complete a minimum of 21 credits for graduation, as follows:

English:	4 credits
Social Studies/ History	2 credits (incl. 1 credit U.S.)
Math & Science (at least 2 credits each):	6 credits
Additional, Determined by the School:	9 credits

WWS REQUIREMENTS

Successful completion of 21 credits as required by the State of Maryland is the required minimum for graduation. The additional, required 9 credits to be determined by the school (as required by the State of Maryland) are captured within the school's expectation of the following additional credits to be earned over a typical 4-year High School career at WWS, although these are subject to change:

English:	additional 1.5 credits
Mathematics:	additional .5 credits
Science:	additional 1.5 credits
Social Studies/History:	additional .75 credits
Foreign Language:	3 credits
Music:	2 credits
Art:	4 credits
Eurythmy:	2 credits
Misc (drama, tech, etc.)	2.25 credits

Each high school student is required to participate in all courses scheduled for his/her particular grade level, and to choose from among electives as offered. Courses are not offered a la carte, and do not become optional once minimum graduation requirements have been satisfied. Exceptions may only be made at the discretion of the faculty, most typically as an accommodation for a diagnosed learning difference. The school cannot waive course/credit requirements in conflict with the State of Maryland's minimum graduation requirements and still award a high school diploma. If a student fails a course or is otherwise missing credit required by the State of Maryland for graduation, the student must earn the credit through an accredited educational institution in order to graduate from WWS.

CREDITS

1 credit = 120 hours

Courses are credited as follows:

Main Lesson:	0.25 credit	
4 periods/week:	0.33 credit per trimester	1.0 credit per year
3 periods/week:	0.25 credit per trimester	0.75 credit per year
2 periods/week:	0.167 credit per trimester	0.5 credit per year
1 period/week:	0.084 credit per trimester	0.25 credit per year

If a student is absent from any course for 20% or more of the class meetings in a grading period (trimester or block), the student may lose credit for that grading period, at the sole discretion of the teacher and school. If a student is unable to participate in movement classes for 20% or more of the class meetings in a grading period, the

student will lose credit for that grading period. Please also note that we are required to report absences on each student's official transcript.

Generally, the school does not grant credit for extra-curricular studies unless the course/credit is needed to meet graduation requirements or the faculty has approved an independent study plan.

GRADE REPORTS & TRANSCRIPTS

Narrative reports with grades are mailed home within 3 weeks of the end of each trimester. Narrative reports are issued for courses in the first and third trimesters, and for single-trimester courses in the second trimester. Narrative reports are not issued for continuing courses in the second trimester. Transcripts are mailed home at the end of the second and third trimesters.

To request a copy of a student's transcript at any other time, please contact the Registrar. Likewise, if you have questions about the transcript or believe that there may be an error, please contact the Registrar. However, if you dispute the teacher's decision about a grade or the teacher's grading practices, please address the High School Chair in writing.

Please note that a student's reports and transcript will be held if the family has outstanding accounts to settle with the Business Office, and may be held if the family has outstanding accounts (e.g. for books, uniforms, fees) to settle with the Library, Athletics Department, or High School.

GRADING

Each teacher evaluates and grades students on the quality of their work, class participation, completion of assignments, effort, and written or oral reviews. Please note that within these guidelines, the particular system used and the weight of class components, as well as grades given are at the discretion of each individual teacher.

Academic course grades are based on several components, including competency, skill, effort, participation and presentation. Non-academic course grades are based on consistency in effort, preparation for class work, focus, cooperation and participation. Attendance (absence & tardiness) can affect grades. Please also see our policies regarding tardiness and unexcused absence.

Grading Scale

97-100	A+	93-96	A	90-92	A-	
87-89	B+	83-86	B	80-82	B-	
77-79	C+	73-76	C	70-72	C-	
67-36	D+	63-66	D	60-62	D-	0-59 F

Grade Evaluations

Academic Classes:

- A** Superior effort; excellent work showing a strong command of the subject and a strong use of skills and expression. Perfect or almost perfect work.
- B** Good work; well presented and well organized work showing extra effort and care and a good use of expression and skills.
- C** Satisfactory effort, meeting the requirements of the course with adequate skills and expression.
- D** Substandard work; substandard skills and expression; missing or incomplete work.
- F** Inadequate work and effort; substandard presentation; missing or incomplete work; lack of basic understanding of course content.

Non-Academic Classes:

- A** Superior and consistent attention and effort; always prepared for class work. Perfect or almost perfect work.
- B** Good, solid participation and effort. Well prepared and cooperative.
- C** Satisfactory attention, but not always prepared or ready for class work.
- D** Often distracted or unprepared for class work; sometimes uncooperative and distracting to others; missing or incomplete assignments.
- F** Consistently unfocused or distracting in class. Unfocused and uncooperative; missing or incomplete assignments.

Special Circumstances Grades:

P Pass or **F** Fail. Given in a pass / fail program for students who need time to adjust to the curriculum (i.e. foreign exchange and ESL students) or arranged as a part of a plan for students with learning differences or other special needs. Students cannot receive a combination of pass / fail and traditional letter grades in a grading period.

INC Incomplete. Given by arrangement with the teacher for students who legitimately need more time to complete work. An incomplete must be made up within two weeks of the close of the course or the close of the trimester. Otherwise, unless other arrangements are made between the family, student, teacher and registrar for an extension greater than two weeks, the registrar will record the grade as an F. If an extension is granted, the new due date must be met or the registrar will record an F.

GRADE POINT AVERAGES

Each student's transcript will reflect a cumulative Grade Point Average (GPA) for all of the courses reported on the transcript. Grades for honors and advanced placement (AP) courses may be assigned a greater than standard weight at the sole discretion of the teacher and the School. Please note that the school does not rank students, and the transcript will not reflect a class ranking.

ATTENDANCE RECORD

Each student's attendance record, reporting total absence and tardiness, will be posted to the transcript at the end of the school year.

COURSE WITHDRAWAL

Students may withdraw from an elective / optional course without penalty in the first 2 weeks of the course by arrangement with the High School Coordinator, and with instructor permission. Withdrawal after this period may result in loss of credit and/or a failing grade.

RETURN OF WORK

Teachers are responsible for returning homework, main lesson books, projects, and tests in a timely manner, enabling each student to assess his/her progress. Any student or parent who believes that work is not being returned in a timely manner should contact the Administrative Circle as soon as timely return becomes an issue.

STANDARDIZED TESTING & COLLEGE APPLICATION PROCESS

College Board # for WWS: 210267 Info & Test Registration:
Princeton / SSS # for WWS: 8144 www.collegeboard.com , www.act.org

The Registrar works with the high school faculty, students and parents to coordinate the PSAT's, SAT's, ACT's and other college-related testing, teacher recommendations, and is the WWS contact person for colleges and college counselors. The school provides a college counseling and application information evening to families and offers a PSAT / SAT prep workshop to students during junior year. Please refer to the College Board's website, www.collegeboard.com , for a wide range of information and test registration for the SAT family of tests, including SAT II subject tests and AP exams. The school's identification number for College Board testing is 210267. For information about the ACT, please refer to the American College Testing Corporation website at www.act.org.

Contact the Registrar as early as possible to apply for SAT and/or ACT testing accommodations due to learning differences.

ACCOMMODATIONS FOR STUDENTS WITH LEARNING DIFFERENCES

The high school requires documentation of a student's learning difference and/or other disability(ies) in order to make any corresponding accommodation(s), such as extended time on tests or the use of books on tape. The student's family should provide the high school with a copy of professional diagnosis/assessment, including any recommendations, completed within the last 3 years. If a disability has been diagnosed at or before the time of admission, the parent(s) must provide the corresponding information in the admissions process. The school may require that the family obtain a new or additional assessment in order to begin or continue accommodation(s), and/or as a condition of admission or continuation, and may recommend educational testing for a student according to teacher observations. Please note that the College Board also requires current documentation for any accommodation on the PSAT's, SAT's and other standardized tests (contact the Registrar for more information).

The school will evaluate whether or not to provide requested / recommended accommodations, and will advise the family accordingly. The school will not allow audio or video recording of classes.

If it is deemed necessary and appropriate per the student's educational assessment or other professional assessment and by the faculty, and if the student is still on track to meet Maryland's minimum graduation requirements, the faculty may waive a particular course requirement for a student. Families are cautioned that this may conflict with some colleges' and universities' admissions requirements or preferences.

Otherwise, all students will be responsible for all of the material, assignments, and tests of every course in which enrolled, and will be graded according to the regular grading scale.

STUDY HALLS

ACTIVITY

Students are expected to do work from / for WWS courses (written assignments, reading assignments, studying / reviewing notes and course materials) during study halls. Seniors may work on college essays / application materials. Study hall is not a free period, and is not a time for eating / preparing meals, sleeping, chatting, working on group projects, recreation outdoors, or checking email. Students must be physically upright, not reclining or lying down, during study halls.

LOCATION

Unless being supervised by a teacher in an assigned location (as in the case of a class split with one section assigned to a room for study hall), students must use the Library for study halls. If the Library is unavailable, as determined by the Librarian, High School Coordinator, or another faculty member, then students may use the Common Room. An individual student may study in an available High School classroom only with the permission of and at the discretion of the High School Coordinator or another faculty member.

TIME

Students are expected to report to the appropriate study hall location (or the High School Office if a question or problem re: location) at the start of the class period and to remain there, studying as described above, through to the end of the class period.

ADMINISTRATION

The faculty reserves the right to check / review the work being done by a student during a study hall period, to redirect same, and to separate / move students. Students are expected to comply with a faculty member's requests regarding study hall material, activity, and/or location.

Any arrangement for different expectations (activity, location, or time) for one or more study hall periods must be put in writing (explanation of arrangement, signature, date) by a faculty member, and must be carried and presented on request by the student in order to be considered valid. Faculty members may not grant requests for special arrangements that would treat a regular, recurring study hall as a free period against the spirit of these expectations and rules.

Inappropriate use of / failure to adhere to rules for study halls (and/or other school rules during study hall periods) may result in a behavior report home to parents, as in any other class. Ongoing problems will be identified and addressed on a case-by-case basis, and may result in disciplinary action and/or required tutoring / monitoring at parent expense.

DISCIPLINARY POLICIES

All of the actions described below will be taken / accompanied by written notice to the parent(s), with a copy to the student's file and communication to all regular members of the high school faculty. Mandatory Disciplinary Action and suspension warrant notice to the College of Teachers, while expulsion and non-disciplinary dismissal require the consent of the College of Teachers.

TOOLS

The following are not considered disciplinary actions, but rather tools of communication and early intervention / support. The school will employ these to the extent it deems practicable and appropriate, and reserves the right to take disciplinary action as it deems necessary and warranted regardless of the number or nature of earlier communications and/or interventions.

BEHAVIOR & PROGRESS REPORTS

Teachers try to send reports home, usually by email, to describe instances such as but not limited to a low test or assignment grade, attendance issues, a late or missing assignment(s), difficulty in a particular subject area, inappropriate behavior, or marked improvements in behavior or academic performance. If a student regularly earns grades below a B- during the trimester and/or has not turned in significant assignments so that his/her overall course grade is likely to be below a B-, the teacher will try to send a progress report to inform parents. Please note that it is not necessarily possible to report dramatic changes in the last week of a course, and not necessarily possible to predict a low or failing grade on a final exam. Teachers are not required to report grades of B- or better. Parents are encouraged to follow-up with the teacher or individual advisor upon receiving a report. Please note that failure to report a low grade(s) or missing assignment(s) will not entitle the student to a higher grade or removal of a poor grade.

Any teacher / faculty member may send a behavior or progress report.

WARNING REPORT & STATUS

If the faculty is concerned that a student is trending toward difficulties, either due to a number of negative reports, a specific incident(s), or the shared observations of two or more faculty members, the school may put the student in warning status. The student's individual advisor will phone to notify the parent(s), followed by a conference (telephone or in-person, at the School's discretion) and a written notice. The expectations for success and length of time before re-evaluation will be determined by the high school faculty. The high school faculty will determine to what extent the student has demonstrated success in order to remove the warning, continue it, or take some other action.

NON-DISCIPLINARY ACTIONS

The following are not considered disciplinary actions. These actions are to be taken as deemed appropriate by the school at its discretion.

NON-DISCIPLINARY PROBATION

In the event that the school is concerned that it may not be able to appropriately meet the needs of a given student, and/or as a provision of admission or continuation at the school when the school has concerns about whether or not a student's needs are being met appropriately, the school may admit or place a student on probationary status.

The High School Enrollment Committee (at admission) or Administrative Circle (if already enrolled) may place a student on non-disciplinary probation and determine the terms and length of same.

NON-DISCIPLINARY DISMISSAL

In the event that the school determines that it is unable to appropriately meet the needs of a given student, and/or if provisions of admission / continuation at the school with regard to the student's needs have not been satisfied, and/or if the school finds it impossible to work effectively with the parent(s), the school reserves the right to dismiss the student immediately upon notice of same to the parent(s). It is the school's intention, but not a requirement, to work with the parent(s) on an exit strategy for the student to include a mutually agreeable last day of attendance, any formal farewell to occur during the school day, and the opportunity for the parent(s) to voluntarily withdraw the student.

Non-disciplinary dismissal requires the recommendation of the High School Faculty and confirmation by the College of Teachers.

DISCIPLINARY ACTIONS

Any student who behaves in a way contrary to the school's policies / prohibited by the school may be subject to disciplinary action. While disciplinary action is generally intended to be incrementally progressive as described below, allowing for each student's growth and learning, the school reserves the right to take other or more severe disciplinary action (up to and including suspension and expulsion) as it deems appropriate.

Many colleges and other institutions actively seek information in their applications processes about any disciplinary actions to which a student has been subject. The following are considered disciplinary actions and will be reported to colleges and other institutions as requested and within the parameters of the law, regardless of whether or not the action is recorded on the student's transcript.

PROBATION

Probation is used as an intervention when the School has concerns about a student's behavior and/or academic performance, and defines a period of time in which the faculty will look for improvements. Probation automatically follows mandatory disciplinary action (see below).

The terms of probation may include, but are not limited to, the inability to participate in sports, trips, events, and Student Council, and suspension of any off-campus or other special privileges. In order for a student to successfully complete a period of probation, the faculty will require, but is not limited to requiring, that the student earn course grades of "C" or higher, and that the student keep his or her record free of incidents of unacceptable behavior. Seniors may be barred from participating in the Hermit Island trip and/or the Senior Trip while on probation.

The individual advisor will notify the parent(s) if the faculty places a student on probation. The High School Faculty will evaluate the student's progress by the end of the probationary period. Failure to meet the terms of the probation may result in suspension, expulsion, or dismissal.

The Administrative Circle may place a student on probation and determine the terms and length of same. The high school faculty evaluates the success of a student who has been on probation, and determines what his/her status is to be and what, if any, additional actions, terms or conditions of continuation are appropriate.

MANDATORY DISCIPLINARY ACTION (MDA)

Mandatory Disciplinary Action (MDA) is intended for use in the case of a student whose behavior is either acutely or incorrigibly disruptive to the learning environment, as determined by the faculty, but who is expected to continue at least in the short term as a member of the student body. The following actions will be met with MDA:

- Compromising the safety and well-being of others – including but not limited to physical violence, or
- Harassment - including but not limited to threats of violence, or
- Cheating or plagiarism, or
- Extreme or frequent verbal incivility, or
- Vandalism,
- Repeated violation of the School's policies or rules (i.e. dress code, cell phone use, etc.),

Other actions may also be met with MDA, at the discretion of the high School faculty.

MDA will include, but is not limited to the following:

- The student will be sent home. This will be referred to as "reflection time". A parent will be notified at the onset, and again as to the length of the reflection time (may exceed 1 day).
- A parent-teacher conference will be required (may be by telephone or in person, at the faculty's discretion).
- The student will either return to school on probation or will be suspended (see below).

While in reflection time, a student may not participate in school events, trips, or sports, and may not come onto the campus without the specific permission of the high school faculty. The student is responsible for all material covered and assignments due or given during reflection time. The student will not be permitted to make-up quizzes and tests missed during the reflection time, which may lead to a lower course grade(s).

As long as the action does not change to suspension (see below), MDA and the corresponding reflection time and probation are not recorded on the student's transcript.

The High School Chair or his/her designee and any one other member of the high school faculty initiate Mandatory Disciplinary Action and determine the length of reflection time.

SUSPENSION

MDA reflection time will be considered a suspension if the severity of the student's actions or the student's record cause the faculty to consider his or her dismissal from the school.

The School may also suspend a student if the severity of the student's actions or the student's record cause the faculty to consider dismissal. Suspension is recorded on the student's transcript.

The Administrative Circle may suspend a student. The high school faculty will then decide whether to continue the student and under what conditions or to recommend expulsion to the College of Teachers.

EXPULSION

The school may expel a student if the severity of the student's actions or the student's record cause the school, at its sole discretion, to determine that the student's continuation at WWS would seriously disrupt the education of other students and/or pose a danger to members of the school community.

Examples of actions that may warrant immediate expulsion (without prior disciplinary action) include but are not limited to: possession of a firearm or other deadly weapon on campus, possession and/or distribution of alcohol or of illegal substances on campus, severe bullying or harassment of a member of the school community, major and intentional violation of academic honor such as buying or selling papers and/or exams, or an extreme offense committed outside of school that will potentially damage the student's ability to continue and/or the school's good standing in the community.

Expulsion is recorded on the student's transcript. In order for the school to even consider readmission, the student must formally apply.

Expulsion requires the recommendation of the High School Faculty and confirmation by the College of Teachers.

ATTENDANCE POLICIES AND EXPECTATIONS

DAILY ATTENDANCE & HOURS

Regular attendance is critical to each student's best educational success at WWS. Tardiness and absence work against student participation and may harm student achievement directly and/or indirectly.

Students are expected to be on time and to meet all obligations. Regular high school hours are 8:15 to 3:00. Class begins promptly at 8:15. Students who are late should report to the High School Office for a late pass in order to be marked present for the day. Transportation to and from school is each family's responsibility, and we expect families to make and adjust transportation arrangements so that students will be present for the beginning of class each day.

The school cannot assume responsibility for high school students who arrive before 7:45 am. In cases where a high school student brings one or more younger student(s) to school, the school cannot assume responsibility for the younger student(s) until faculty supervision begins at 8:10 am.

All students should leave school by 3:30 pm, or within 30 minutes of dismissal, unless they are involved in an adult-supervised after-school activity. The school cannot provide supervision or assume responsibility for students who remain after school. Parents should also arrange transportation so that students can leave the school grounds promptly at the end of after-school activities. The school cannot provide supervision or assume responsibility for students who remain past the conclusion of an after-school activity.

INCLEMENT WEATHER & OTHER CLOSURES

**WE ASK THAT ALL HIGH SCHOOL PARENTS SIGN-UP WITH
www.schools-out.com and www.montgomeryschoolsmd.org/emergency/alertmcps.aspx
FOR EMAIL / TEXT / CELL NOTIFICATION OF WWS & MCPS DELAYS & CLOSINGS**

Our policy follows, and please remember that in addition to notification from schools-out.com and/or the Montgomery County Public Schools (MCPS) AlertMCPS system, you can check the School's home page for a banner message and/or the greeting at the School's main number for information about delay or closure due to inclement weather or other emergency. www.washingtonwaldorf.org, 301-229-6107

POLICY

If Montgomery County announces late opening (of any length of time) due to inclement weather, then WWS will open at 10:00 and high school classes will begin at 10:00 am.*

If Montgomery County announces that Schools will be closed due to inclement weather, then WWS will be closed.*

If Montgomery County announces early closing due to inclement weather, then WWS high school classes will be cancelled and students will be dismissed as soon as possible after the announcement (depending on the specific circumstances), unless a parent has called the School to make other arrangements.* We will gather the students together for announcements and messages regarding dismissal, carpool and transportation arrangements. We will send email and update the high school voicemail greeting regarding the time of the early dismissal. If your family has siblings or carpool arrangements in the lower school or Children's Garden, please plan ahead so that your high school child will know whether or not to collect younger students in the event of an early dismissal.

If Montgomery County will operate on a regular schedule, then please note that in the event of snow, ice, or other emergency, parents may arrange for students to leave school early. However, students should not solicit early dismissal from their parents, and may not use school phones or cell phones to do so. Students who act against this policy may be subject to disciplinary action.

In the event of an emergency or potential emergency related to impending severe weather or security issues (i.e. tornado or police event), WWS will follow our internal guidelines and notify students and parents as soon as possible of our plans for managing the specific situation. WWS has a flexible emergency response plan, with options including lockdown, sheltering in place, and evacuation, that we will tailor to meet the demands of a particular situation as it evolves. If you would like more information about our emergency response plan, please contact the Facilities Manager, *John Cox*, at jcox@washingtonwaldorf.org.

* WWS reserves the right to override the MCPS decision, and would only do so in very rare / unusual circumstances

TARDINESS

Regular attendance is critical to each student's best educational success at WWS. Tardiness and absence work against student participation and may harm student achievement directly and/or indirectly.

Procedures

Tardiness is recorded when a student arrives after class has begun. Classes do not begin before their scheduled times, and may begin slightly later at the discretion of the teacher, so a student who is in the classroom and ready to begin at the scheduled time will always be on time.

Teachers are also expected to report to their classes on time and to dismiss their classes on time. In the rare instance that a teacher dismisses a class late, the teacher is responsible for reporting to the teacher(s) of the next class.

Each student will have 1 automatically excused tardiness per main lesson (these do not carry-over from one main lesson to the next). All other tardiness will be unexcused.

There will be no automatically excused tardiness for classes after main lesson. Tardiness may only be excused by the request of a faculty member in extreme instances of illness, other bona fide emergency (i.e. physical injury), or if a teacher has held a student past the end time of the previous class. In the latter case, the teacher is required to accompany the student or send a note with him/her to the next class. All other tardiness will be unexcused.

Teachers will not grant students extended time for in-class assignments, quizzes, or tests to make up for time lost due to unexcused tardiness.

Students arriving late for a class should respect the classroom and recognize that their tardiness may be disruptive. Teachers may, at their sole discretion, either lock the classroom door or ask students who are late to wait outside to be admitted at the least disruptive time. The student should then wait quietly outside the classroom until the teacher opens the door or invites him/her student to enter.

Penalties

The class participation portion of a student's grade will be lowered for unexcused tardiness.

If a student is late 7 times in one main lesson block (includes the 1 excused tardiness per block) or for any other class 7 times in a trimester, the student may be subject to disciplinary action.

Tardiness after any initial disciplinary action (for tardiness) will be met with increasing disciplinary consequences.

ABSENCE

Regular attendance is critical to each student's best educational success at WWS. Tardiness and absence work against student participation and may harm student achievement directly and/or indirectly.

ILLNESS, EMERGENCY, OR APPOINTMENTS

We expect students to attend school whenever it is in session, except in cases of an illness or a genuine emergency. We expect parents to make dental and medical appointments for students outside of school hours when possible. We expect families to schedule travel/vacations during school vacation times and over weekends.

If a student must miss school, will arrive late, or will leave early, the student's parent (not the student) must notify the high School office. Please note that while a student may miss or leave school at a parent's request, this does not automatically excuse the student from class responsibilities and other obligations.

In the case of a "same-day" absence for illness or emergency the student's parent (not the student) should telephone the high school office by 9:00 am. If a parent can foresee a prolonged absence (more than 3 consecutive days) for illness or emergency, the parent should let the High School Office and/or the student's individual advisor know.

PLANNED ABSENCE

When a planned absence of one full day or more is necessary, parents must send a written request to the faculty at least 2 School weeks in advance for allowance for any missed work, including quizzes and tests. This request should be sent by email or delivered in writing to the High School Coordinator and the student's individual advisor. Even if the faculty excuses the absence, it may not be possible to make-up all missed work, including quizzes and tests. If the faculty excuses the absence, it will set conditions for missed work, and the family can plan accordingly. Generally, the faculty will not excuse extra vacation days or personal days. The faculty will not consider requests to excuse absences without a written request at least 2 school weeks in advance (except for illness/emergency). In the case of a late request, teachers will not be compelled to provide the student or parents with a statement of specific impact of the absence in advance of the absence.

To request a planned absence, a student's parent(s) should deliver written copy of or email the following information to both the individual advisor and the High School Coordinator at least 2 weeks in advance:

§ Times and dates of the absence

§ Classes that will be missed

§ Reason for the absence and the reason it must be planned for a School day(s)

The High School Coordinator will notify the family of the faculty's decision and any conditions within 5 school days of receipt of the request. It is the student's responsibility to follow-through on any conditions set by the faculty.

A pattern of unexcused absences may result in disciplinary action.

ABSENCE & LOSS OF CREDIT

If a student is absent from any course for 20% or more of the class meetings in a grading period (trimester or block), the student may lose credit for that grading period, at the sole discretion of the teacher and the school. If a student is unable to participate in movement classes for 20% or more of the class meetings in a grading period, the student will lose credit for that grading period. Please also note that we are required to report absences on each student's official transcript.

EARLY RELEASE

The parent(s) of any student who wishes to be excused from school early on a regular, recurring basis must make a formal, written request to the high school faculty, and should request further information and guidance from the High School Coordinator. Requests for early release will be granted at the sole discretion of the faculty and may result in loss of credit.

VISITORS

From time to time, students and/or adults will visit the high School during the regular School day. Most of these visitors will be prospective students, prospective parents, or educators.

HIGH SCHOOL STUDENT VISITOR DAYS

We will try to plan one or more high School visiting day(s) each School year on Montgomery County Public School holidays, and perhaps on one other local school system holiday, for former WWS students currently enrolled in

grade 9-12 (at other schools). Students may visit 8:15-3:00 (full day), or 8:15-1:15 (morning classes and lunch), or 12:30 – 3:00 (lunch and afternoon classes), and will attend classes. Due to the small size of our classes, we can accommodate a maximum of 4 visitors per grade. Reservations will be made on a first-come first-served basis. Students who would like to visit should request a reservation with the High School Office. We will then provide permission slips and more detailed information to potential student visitors and their parents.

OTHER STUDENT VISITS

Visits by prospective students are arranged by the Enrollment Director.

We do not allow visits by friends or former students (of high school age) who live within the commuting area, except to allow former students to visit during lunch (12:30-1:15). Any former student (of high school age) who comes onto campus during the school day - to visit during lunch - must report to the front office and/or high school office to check-in on arrival and again to check-out at departure.

We will consider house-guests and other long-distance visitors (of high school age) as a courtesy to the WWS host family, with a written or emailed request from the WWS host family to the High School Coordinator at least 1 school week in advance. The request should name the visitor, explain the reason for the visit to the school, and give the dates and times requested. If granted, this kind of visit will not exceed 3 school days. The school reserves the right to deny any visit request and to shorten the length of any visit.

ADULT VISITS

Visits by prospective parents are arranged by the Enrollment Director. Visits by educators, journalists, other professionals and teachers in training / interns are arranged by or with the consent of the Faculty Chair.

Current WWS parents are generally welcome to visit high school classes by arrangement with the High School Coordinator and at the discretion of the high school teachers. Please send a written request by email or hardcopy to the High School Coordinator. Such visits are assumed to be for general informational purposes unless otherwise specified.

THE SCHOOL CANNOT ACCOMMODATE AND WILL NOT ACCEPT RESPONSIBILITY FOR UNEXPECTED VISITORS.

ACTIVITIES AND ADMINISTRATION

CLASS SPONSORS & INDIVIDUAL ADVISORS

Questions or concerns about a whole class should be directed to the class sponsor. Questions or concerns about an individual student should be directed to the student's individual advisor.

CLASS SPONSORS

Each class has a sponsor. Class sponsors focus on the social life of the class and the needs of the class as a whole to help the class meet the challenges of each year. Class sponsors may vary from year to year, according to the needs of the class and of the high School. Class sponsors work with the class to establish good communication and a spirit of collective cooperation within the class and within the school, plan and lead class forums, plan and manage fundraising activities, plan class trips, and plan and lead parent meetings.

INDIVIDUAL ADVISORS

The individual advisor focuses on the individual student with regard to the student's academic and social life at School. Any changes in a student's situation should be reported to the individual advisor for care or action as needed. Parents and/or students may contact individual advisors whenever the need arises, and are encouraged to schedule appointments to allow time for longer conversations. Duties include the following:

- § Meeting with advisees to review progress and goals, helping with short and long-range goals
- § Meeting with parents at least once during the school year
- § Reviewing course placement with advisees
- § Reviewing trimester grades with advisees
- § Seeking information regarding special situations or needs that may arise, and reporting to the faculty or administration as appropriate
- § Providing a point of contact for the advisee and family

§ Providing recommendations to colleges, other educational institutions, and organizations / special programs

Parents, please plan to attend a parent/teacher conference with your child's individual advisor annually. Advisor/advisee meetings will be scheduled during the school day at least once every trimester. Parents, students and advisors are also welcome to arrange additional meetings / phone conferences as needed.

If you would like to request a particular advisor or a change in advisors, please contact the high School office.

ATHLETICS PROGRAM & PARTICIPATION REQUIREMENT

ATHLETICS PROGRAM

The school has several competitive sports teams, and opportunities to join will be announced throughout the year. Team membership is open to all high school students who are willing to commit to the schedule of practices and games/events, be positive representatives of the school, and participate to the best of their abilities. Additional fees and permission forms are required. More information about permissions and fees, equipment, game and practice schedules (and updates), and directions are available from the athletics office.

PARTICIPATION REQUIREMENT

We require that every high school student participate on one interscholastic sports team per school year. Before the start of the school year each student will be asked to select at least one of the above sports teams in which to participate this coming school year (new students will be asked to choose at enrollment). The student will then be expected to attend corresponding practices and games. We recognize that students tend to have a variety of extra-curricular activities and obligations and may have occasional scheduling conflicts. If a student is going to miss a practice or game, s/he will be expected to notify the coach in a timely and appropriate manner. Otherwise, the absence will be counted as unexcused. The decision of whether or not to excuse an absence will be made by and at the discretion of the team's coach and the Athletic Director. Three or more unexcused absences may prevent the student from satisfactory completion of the requirement, in which case the school will notify parents and consider remedial actions and/or disciplinary action. Attendance is critical for individual and team success.

Possible Exceptions

The Athletics Director and Administrative Circle will consider waiving the athletics participation requirement for a student who meets any of the following criteria, and who makes a written request for such a waiver to the Athletics Director in a timely fashion (during the time that students are asked to choose a sport or as soon as the criteria becomes applicable, if it could not be planned/foreseen), with corresponding documentation.

- A student who participates in an organized, school-year long, unpaid activity(ies) scheduled for 3 or more days per week (weekdays) before or after school.
- A student who is unable to participate in any of the sports offered due to physical disability or injury (as certified by a physician).
- A junior or senior who demonstrates a professional level of dedication to the study of an instrument or another discipline (regularly scheduled, professional instruction, 2 hours of practice at least 5 days /week).

Any waiver of the requirement will be considered by and made at the discretion of the Administrative Circle and the Athletics Director.

Penalties

If a student does not fulfill the participation requirement (and the school has not waived the requirement), then the student will be suspended from school for 1 day, and this suspension will be recorded on the student's official transcript, with the note "Failure to fulfill athletics participation requirement [YEAR]". As is the case with suspension, the faculty may decide to dismiss the student from the school. Assuming that the student returns to school s/he will be on probation, the length and terms of which are to be determined by the faculty.

COMMUNITY SERVICE PROGRAM

There are two parts of the school's community service program:

- § Individual Community Service – an annual requirement for service outside of school hours
- § Service Learning Provided by the School – program cycles to be provided by the school, generally within School hours

INDIVIDUAL COMMUNITY SERVICE REQUIREMENT

Each student in grades 9 through 12 is required to complete a minimum number of hours of community service in each school year that s/he is enrolled at WWS.

Grade 9:	10 hours
Grade 10:	15 hours
Grade 11:	20 hours
Grade 12:	25 hours

GUIDELINES

Only service with and documented by a recognized 501(c)(3) organization¹ will apply toward satisfaction of the requirement and be reported on the student's transcript. Service must be performed outside of school hours, without pay, without in-kind compensation, and without academic credit. Service must be supervised and verified by someone who is not a member of the student's immediate family. Service cannot be part of a requirement of membership in the organization for which the service is performed.

The School will provide a list of organizations and opportunities in an effort to support individual students in finding community service organizations and opportunities, but students are not limited to the information provided by the school, and the school will not assume responsibility for either finding service for a student to perform or for the content and quality of a particular service opportunity.

A student will be credited for a maximum of 10 hours of service per day. If a student performs service for a 501(c)(3) organization as part of an away program, the program organization must document the amount of time spent on actual service (-v- other program components), and the school will credit a maximum of 10 hours of service per day. Travel time to and from a community service activity does not count as community service hours.

Service performed with a WWS class, whether as part of service-learning or as another kind of group activity, will not be counted toward this requirement. However, service for which a student signs-up through the school and then performs as an individual will be counted subject to the other rules and requirements of this policy.

For this purpose, each school year begins the day after the last day of School in the previous School year; so that a student may complete the required community service hours in the summer before the classes for that School year begin. Community service hours must be completed by the last day of school for the school year. Any service in excess of that required will be recorded (if properly documented) on the student's transcript, but will not count toward satisfaction of a future year's requirement(s).

- § A student who is away for some or all of the school year on either a leave of absence (for other than health reasons) or a foreign exchange must complete the annual requirement in full.
- § A student who enrolls at WWS on or before the last day of September in any given school year must complete the annual requirement in full.
- § A student who enrolls at WWS on or after the first day of October and before the last day of February in any given school year will must complete ½ of the annual requirement for that school year.
- § A student who enrolls at WWS on or after the first day of March in any given school year will not be subject to the requirement for that year.
- § A student will not be required to complete / make-up what would have been the required hours for years in which the student was not enrolled at WWS.
- § Except as stated above, the requirement may only be waived at the discretion of the faculty for a student who is granted a leave of absence from the school due to a physical and/or mental health emergency. The requirement will not be waived due to either mandated or voluntary participation in after-school activities such as jobs, non-qualifying service, sports, drama, the study of an instrument, tutoring or other instruction. Also, the requirement will not be waived due to family obligations such as babysitting younger siblings, or due to family financial obligations such as working in the family business or earning money toward tuition.

¹ Note: Service outside of the US will be accepted (subject to all other provisions and requirements) if: the work performed is charitable in nature (relief of the poor or underserved, advancement of education, eliminating prejudice and discrimination, and defending human and civil rights), for an organization, does not profit any private interest (such as those of the founders, owners, or investors/shareholders); and the organization for which the service is performed has a stated charitable mission, a fixed address, and a phone number or email address by which it can be contacted.

DOCUMENTATION & REPORTING

Only service documented as follows will be applied toward a student's satisfaction of the annual requirement and reported on his/her WWS transcript.

- § Complete and accurate documentation must be submitted to the Registrar by hardcopy, email, or fax, within 60 days of the latest date of the community service to be reported by same. *For example, documentation of community service performed for the same organization in July, August and September is due to the Registrar within 60 days of the last day of service in September.*
- § Documentation must be either by a completed WWS Community Service Verification Form or on letterhead or sent from an official organization email address, and must include:
 - Name, address, phone number and email address/ website of organization (may be part of letterhead)
 - Statement of organization's 501(c)(3) status²
 - Full name of student
 - Description(s) of service performed
 - Date(s), hours, and location of serviced performed (hours for each date)
 - Organization representative's full name
 - Organization representative's signature and date signed

WWS reserves the right to contact organizations directly to verify the nature and hours of service performed and to withhold or deny credit for hours that cannot be verified or do not meet the guidelines and requirements described above.

Community service hours will be reported on each student's transcript as follows, for each school year: [School Year] Community Service Hours: [Number of Hours]

NON-COMPLIANCE

In the event that a student does not complete and provide acceptable documentation of the required amount of community service within 60 days of the last day of the school year:

- § The school will report "Failure to complete community service requirement; student completed [number completed] out of [number required] required hours" on the student's official transcript.
- § If returning to WWS, the student will be subject to Mandatory Disciplinary Action. Although s/he will not be kept out of school, s/he will begin the new school year on social probation, as described in the High School Handbook. Note that while on social probation a student does not have off-campus privileges, is not eligible to serve on the Student Council, and his/her participation in trips is at the discretion of the faculty.
- § Please note that as described in the High School Handbook, MDA may be treated and recorded as suspension if the student's actions and/or the student's record lead the faculty to consider dismissal from the school. The conditions that may lead to a suspension include but are not limited to repeated failure to meet the community service requirement.

In the event that a student is dismissed from, withdrawn from, or does not re-enroll in the school and has not provided acceptable documentation of the required amount of community service for the given school year:

- § The student's transcript will note that s/he completed [number of hours documented] hours out of a required [number of hours required] hours of community service for that school year as of the earlier of a) the date dismissed / withdrawn, or b) the last day of the school year. The school will record a total number of community service hours subject to all of its regular requirements using the earlier of a) the date dismissed / withdrawn, or b) the actual last day of the school year as the last day of the school year for the student. The school will update the student's transcript as necessary to reflect community service performed by the last day of the school year for the student (as described in the previous sentence), for which we receive acceptable documentation within 60 days of the last day of the school year for the student (as described in the previous sentence).
- § There will be no penalty.

² In the case of service performed outside of the US, for which 501(c)(3) status is not applicable, documentation must include the organization's stated charitable mission and a statement that the organization's work does not serve private profitable interests of any individual(s) such as its founders, owners or any investors/ shareholders.

SERVICE LEARNING PROVIDED BY THE SCHOOL

The school will provide at least two service learning cycles for the whole HIGH SCHOOL student body and/or individual classes, 9th through 12th, each school year. By definition, service learning is a combination of instruction and reflection around meaningful service, so each service learning cycle will include an introductory session(s), an activity session(s), and a session(s) for reflection.

Each student will be required to attend and participate in all sessions of each service learning cycle, unless excused due to absence or emergency. Any student who is absent from more than one service learning session in the school year may be required to present a doctor's note or other proof of illness or emergency in order to be excused. Any student who is absent from a service learning session unexcused will be subject to disciplinary action. Generally, the school will not excuse planned absences from service learning sessions, so families should not view these as potential times for appointments or vacation days. Please note that an excused absence from one session (i.e. for illness or emergency) does not excuse the student from subsequent sessions in the cycle.

Service learning cycles may include guest speakers, service or other activities outside of the school, and may include some research, journaling, or other work to be done by students. Each student must complete his/her assigned class work and homework in order to receive full credit for the corresponding service learning hours.

Service learning hours will be recorded by the faculty and reported on each student's transcript. Only successful service learning time – for which the student was present, participated appropriately, and completed any and all assignments – will be recorded: [School Year] Service Learning Hours: [Number of Hours]

BOOKS AND SUPPLIES

The high school distributes report covers, and gives and loans course-related materials to students throughout the year for blocks and class work. We provide planners to freshmen and to upperclassmen by request. Each freshman is required to use the planner as instructed by the school unless and until s/he demonstrates that s/he is successfully organized by some other method. Each new high school student is issued a colored pencil set and an MLA guide that s/he should keep and use for the remainder of his/her high school career at WWS. Students may purchase replacement colored pencil sets (\$15) and MLA guides (\$15) from the High School Coordinator while supplies last. Otherwise, the High School Coordinator can provide information for the direct purchase of these items. All students should purchase a three-ring binder with dividers to organize their work, paper (lined and unlined), pens (blue and black), and regular (graphite) pencils for all class work. Please see the "Academic Policies and Expectations" section for information about calculators. As any additional/special supplies become necessary, teachers will either provide the supplies or tell the students what supplies to purchase/bring from home. Students are generally not asked to purchase books, music, or pay laboratory or studio fees, so it is critical that students treat books and other school supplies with respect and care, so that the school can continue this practice. Books, music and team uniforms are loaned in good condition, returned in good condition, or repaired/replaced by the student/parents. The school will notify families of any loaned items that are not returned, and of replacement costs for any tools or other supplies that a student damages or loses. Please note that some loaned items (including textbooks, library books, and uniforms) must be returned to the lender and/or replacement fees must be paid before the student's final reports or transcript can be released.

SCHEDULES

Please see the main lesson schedule and daily class schedule for each grade level.

Please refer to the main school calendar of holidays and events and check email and the weekly bulletin regularly for calendar and event information once the school year begins. We will also schedule Class Parent Evenings for each high school class over the course of the school year

Every high school student is a member of the Chorus and/or Orchestra and is required to participate in scheduled performances, which are announced at least 1 month (if not several months in advance) and/or printed on the main school calendar. Absence from a performance will only be excused in the event of bona fide illness or emergency, or with the school's approval of a request to be excused made to the High School Office and Choral Director in writing or by email at least 2 weeks in advance of an immovable and important obligation such as a family wedding. Unexcused absence will count against the student's grade and may also result in disciplinary action up to and including MDA.

FESTIVALS, EVENTS & FUNDRAISING

We will notify parents of class events and school events that students are expected to attend outside of the regular school day.

Grade 11 families are asked to work at the Senior Graduation reception and all families in grades 9, 10 and 11 are asked to contribute to the reception.

Parents and students will be asked to participate in whole-school, class, and other fundraising activities throughout the School year, particularly in the 12th grade year. Please contact the class sponsor for more information about class fundraising events, and the Development Director for more information about whole-school fundraising events such as the Bazaar and Gala.

Betting pools and other forms of wagering are not allowed on campus, except as organized by the school for official fundraising purposes (i.e. raffles).

GIFTS TO FACULTY & CHARITABLE GIVING TO THE SCHOOL

WWS, like virtually all independent schools, relies on the charitable gifts from its extended community to sustain the School. Annual giving accounts for six to seven percent of our operating budget. Each year, we appeal to the entire WWS community to support our annual giving campaign. All current parents are expected to support the campaign, consistent with their financial means.

We recognize that some may wish to restrict their charitable support to specific projects. Although the school certainly appreciates restricted gifts, we ask that community members support the annual giving campaign first, as annual giving supports the operating budget of the school, which reflects the priorities of the Faculty and Trustees Council.

Most classes, especially Grades 3, 5, 7, 8, and 12, also must raise additional funds, primarily to support class trips. Our longer-term goal is to reduce the need for class-based fundraising, in part by building a robust annual giving campaign that will allow us to fund major class trips through the operating budget. We are not yet at that point, however, and some class-based fundraising is still required. Class teachers and sponsors will work with parents to specify how much fundraising is needed and to identify fundraising projects that have a record of success at WWS. Please discuss new ideas for any fundraising with the Development Office before deciding definitely on a plan with your child's class. The Development Office, in conjunction with the Development Committee, has oversight over all the fundraising activities in the school, and they may suggest alterations to scale and timing depending on what else the school has planned.

GIFTS TO TEACHERS

Before the winter break and at the end of the school year, some parents or students may wish to give gifts to their teachers. Sometimes classes pool money to purchase a gift or gift certificate for a teacher or teachers. Individual contributions for such items should not exceed \$20. Cash gifts to teachers are not appropriate. Simple, handmade gifts or cards from students are always warmly received. Parents or students are under no obligation to give gifts to the teachers, and there is no expectation that they will do so. Please be mindful of this and do not pressure parents when approaching them to pool donations for gifts.

When a teacher leaves the school, or a sponsor or class teacher leaves the particular group of students under his or her charge, it is acceptable for families to join together to give a somewhat nicer gift in appreciation for the teacher's work. Again, no parent is under any obligation to contribute.

ANNUAL GIVING COMMITTEE

The Annual Giving Committee is composed of parents who have agreed to represent the annual giving campaign to other parents. They play a vital role in the success of the campaign by conveying information (through email, in class meetings, and phone-a-thons) to parents about the need for annual giving and the status of the campaign. Committee members are generally recruited by the Development Committee; anyone who might be interested in serving the school as member of the Annual Giving Committee is encouraged to contact the Development Director or a member of the Development Committee (listed on the *Giving* page of our website).

STUDENT COUNCIL

The Student Council's mission is to work with the faculty to create the optimal academic and social environment for the students and faculty within our school community. To support this mission, the Student Council works to

determine positive, responsible, collective action in social endeavors, community service, fundraising for charitable causes, school spirit, and class or whole high school concerns.

Each class elects three representatives to serve on the Student Council. Student Council members show commitment in support of school activities that require extra-curricular time. Members must be in good standing, socially and academically, in order to participate. Individual members represent their classes and help coordinate and maintain good communication between the class, Student Council, and Faculty. The Student Council has a Faculty Sponsor to facilitate communications and advise the Student Council in practical matters such as school processes, policies and budget.

The Student Council meets regularly at weekly or bi-weekly intervals with the Faculty Sponsor, at a time mutually agreed upon by the members and Faculty Sponsor. The Faculty Sponsor must be in attendance in order for the meeting to be considered official.

Each year the Student Council will elect the following officers:

Chair: A junior or senior. Sets agendas, facilitates meetings, meets regularly with Faculty Sponsor.

Secretary: Takes and maintains meeting minutes.

Treasurer: Oversees budget. Maintains records of income and expenses.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities such as drama club, tech crew, yearbook, foreign exchange, and instrumental music. However, if a teacher or advisor feels that a student's work is suffering, the student may be asked to forego these activities until his/her school work improves.

DRAMA CLUB & TECH CREW

The drama club meets regularly after school to prepare performances for students and/or adults. Some productions are open to all students who are interested, willing to commit to the schedule of and participate fully in rehearsals and performances, while others are cast by audition only. Please contact Elizabeth Sawers, esawers@washingtonwaldorf.org, for more information.

The tech crew provides technical support (lighting, set, props) for the performing arts at WWS, including the Grade 8 play and Senior Play each School year. Students interested in joining should see/contact the stage manager, Elizabeth Sawers, esawers@washingtonwaldorf.org.

YEARBOOK

The whole-school yearbook, *The Phoenix*, is created by a staff of students, led by a Faculty Advisor / Editor-in-Chief and several Student Editors. Yearbook sales are advertised on campus and in the weekly bulletin. Yearbook editor and staff positions will be advertised to the high school student body annually so that students may apply to participate. Please contact Bonnie McClelland, bmcclelland@washingtonwaldorf.org, for more information.

FOREIGN EXCHANGE PROGRAM

The high school has an active foreign exchange program. Students must be in good academic standing, the family's school account must be in good standing, and we must be able to secure exchange arrangements agreeable to both schools and both families involved, including any required visa. Our program is designed for 1-trimester exchanges in the sophomore or junior year with other Waldorf Schools outside of the U.S. More information about participating in an exchange is available from the Registrar, Marta Schley, mschley@washingtonwaldorf.org.

STUDENT SOCIAL ACTION COMMITTEE (SAC)

Student Social Action Committee (SAC) members provide mentoring and role-modeling of appropriate social interactions to younger students, may be called-upon to have a role in resolving conflicts between younger students, and strive to serve as positive examples among their peers and within the larger School community. The Student Social Action Committee works with faculty sponsors throughout the School year and occasionally with an outside consultant in Social Inclusion™ for continued training. Students in good standing in Grades 8 – 12 may join the Student Social Action Committee with permission of the high school faculty (9th-12th) or LS Teacher (8th). Permission will be given to students who are not only in good-standing academically and socially, but also in whom the teachers have great confidence with regard to proactively keeping up with any material, assignments, or tests missed in the course of training and/or other SAC work and activities.

STUDENT ID'S

A student ID is provided to each new high school student. The ID is marked as valid through the student's projected graduation date. Replacement ID's cost \$10 each. If a student is dismissed or withdraws from the school, the student's parents are responsible for either returning the ID to the school or destroying the ID.

Students may qualify for reduced rates on public transportation. More information is available at <http://www.montgomerycountymd.gov/tsvtmpl.asp?url=/content/dot/transit/index.asp> and through Metro's website at www.wmata.com.

Please note that most school-issued ID's, including ours, do not satisfy Transportation Safety Authority (TSA) and other official requirements, for which students may need government-issued identification such as a passport or driver's license. Students who do not have a driver's license or passport may want to obtain a "walker's ID" from the Department of Motor Vehicles (DMV) or Motor Vehicle Administration (MVA),

DRIVER EDUCATION

WWS does not offer a driver education course. Driver education requirements vary slightly from state to state and for DC. Generally, students will need both classroom and behind-the-wheel instruction. We recommend that you consult the state DMV or MVA for licensing requirements, and then contact either a private driving school for registration information or the public school system for summer School information.

Maryland MVA: www.mva.state.md.us

Virginia DMV: www.dmv.state.va.us

District of Columbia DMV: <http://dmv.washingtondc.gov/main.shtm>

WORK PERMITS

Generally, students under the age of 16 need work permits for paid employment, and employers will direct students to obtain work permits as needed.

Maryland: Work permits are available from the High School Office.

DC & Virginia: Contact your local public high school for assistance obtaining a work permit.

ASEBESTOS REPORTING

As part of the Federal Environmental Protection Agency regulations governing asbestos in Schools under the Asbestos Hazard Emergency Act (AHERA), it is the responsibility of the School to annually keep you informed with regards to Asbestos Containing Material (ACM) in the building as well as the Management Plan provided by Montgomery County. The Management Plan is available in the Business Office upon request.

Under Federal Environmental Protection Agency (EPA) regulations for private and public Schools, any ACM within a School building must be re-inspected every three years, in order to verify the integrity of the material, and to update the management plan.

As required under the AHERA Act, this notification must appear in an annual School publication as well as being posted in the faculty room.

Questions about Washington Waldorf School's management plan should be directed to John Cox, WWS Facilities Manager. He can be reached at jcox@washingtonwaldorf.org.