



Family Handbook 2016–2017 School Year

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

- Rudolf Steiner

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WELCOME TO THE WALDORF SCHOOL OF NEW ORLEANS!

INTRODUCTION

The Waldorf School of New Orleans (WSNO) is an independent school that believes education should nurture children to become individuals who are whole in body, intellect, and spirit. The methods used focus on developing not only intellectual abilities, but also the artistic, social, and emotional capacities of each child. The Waldorf curriculum and approach to education provides solid academic studies taught through the arts. At WSNO we strive to develop balanced individuals who are able to create a life full of meaning and purpose.

This Family Handbook is meant as a reference and guide for school policies and procedures and family questions and concerns. Although many topics are covered in this handbook, not all scenarios can be conceived and addressed. If at any time you are in need of clarification or have questions, please use the Handbook first and then confer with the appropriate party.

For more information about where to go for questions, please see the section entitled Communications.

For more information about Waldorf Education and the curriculum at WSNO please see the Curriculum Overview document.

ORGANIZATIONAL STRUCTURE

The Waldorf School of New Orleans is a non-profit 501c(3) organization called The Waldorf Parents Association, which conducts business as the Waldorf School of New Orleans. The school's organizational structure includes Faculty & Staff and volunteers who serve as members of the Board of Directors.

Faculty

Members of the Faculty are tasked with the education of students enrolled in the school. Teachers guide and develop the curriculum and educational programs and uphold the highest standard of Waldorf education in school endeavors. Faculty members are autonomous professionals who adhere to a standard of expectations and accountability established by the school. The Pedagogical Administrator oversees both the Early Childhood and Grades Programs, serving his or her colleagues by coordinating programs and projects of each department.

Parents should, initially, directly address teachers with questions related to pedagogy, the classroom, or student progress.

Administration

The Administration is currently comprised of a Business Administrator, Pedagogical Administrator, Enrollment and Outreach Director and two Office Managers who work closely with each other to manage day-to-day operations of the school. Finances, enrollment, business management, operations and facilities are all tasks guided by the Administration. The Business and Pedagogical Administrator also serve as a bridge between all parties of the school: Faculty, Board, Parents, and Community, and strive to facilitate communication and coordination between the many facets of school life.

The Business Administrator should be consulted for matters related to billing, financial aid, school-wide matters not related to pedagogy, questions on policy and other general questions. The Pedagogical Administrator should be consulted with matters directly related to the educational life of the school.

Board of Directors

The Board of Directors derives its authority from the Articles of Incorporation of the Waldorf Parents Association, a Louisiana nonprofit corporation. The Board for the Waldorf Parents Association takes ultimate legal responsibility for exercising the power of the non-profit corporation and for the management of all affairs in furtherance of the school's educational mission. The Board operates under the legal structure of the Articles of Incorporation and by following By-Laws that are amendable by a majority of the Board or a majority of enrolled families. Directors are uncompensated and elected pursuant to the By-Laws. Copies of the Articles and By-Laws are available for review in the school's office.

The Directors are faculty, parents, and community members. They strive to bring experiences, expertise, dedicated volunteerism, and a passion for Waldorf education and its philosophical values to the business of running a Waldorf school.

The Board acts predominantly in the realm of legal compliance, strategic planning, financial security and fundraising, and partnering with all the stake-holders in growing and strengthening the school.

Committees

The school has a variety of committees that work to serve the school. These include finance, outreach, fundraising, facility,

COMMUNICATIONS

TO WHOM YOU SPEAK REGARDING

Teachers and/or Pedagogical Administrator

Curriculum or pedagogy

Discipline questions

Field trips and events

Social issues involving your child

Homework

Absences in advance

Changes in pick-ups in advance

Requests for conferences

Business Administrator

Questions about bills or payment

Questions or suggestions for school policy

School-wide concerns or questions not related to curriculum

Accreditation

Safety concerns

TAP (Tuition Assistance)

Special financial circumstances

TADS account questions

Legal and liability questions

Facilities questions

Office Manager

Copies of paperwork sent home

Leave messages for faculty, staff, and board

School events and calendar

Absences the day of

Medication Dispensing

Illness and communicable diseases

Changes in pick-up day of
Communication and questions for committees and volunteers

Enrollment and Outreach Director

Enrollment and Admissions

Outreach Committee

Open House Events

Tours

Board

Annual Appeal

Strategic Planning

COMMUNICATIONS PROTOCOL

There are times when after addressing the appropriate party, questions or concerns may still remain.

If an issue is not resolved after speaking to the faculty member, parents may contact the Pedagogical Administrator. The Pedagogical Administrator will either work with the matter, individually, or take the question or request to the Faculty Leadership Council (comprised of all fully trained Waldorf Teachers, class teachers and the Pedagogical Administrator) for review.

The Pedagogical Administrator for 2016-17 is Mr. Jeff Feldman. His email address is: **pedagogy@waldorfnola.org**.

For questions that directly involve a member of the Faculty Leadership Council, the Council will process the request without the presence of the person in question.

For questions regarding the Pedagogical Administrator, inquiries can be sent directly to **board@waldorfnola.org**.

COMMUNICATION WITH TEACHERS

Morning drop off and afternoon pick up are a very busy and difficult time to communicate with the teacher. Please save communication at this time to essential information or written note. If you wish to leave a message for the teacher, you may hand them a note in the morning or leave a message in the office. For the Grades, please use the office phone number, (504)525-2420, or the school e-mail address **info@waldorfnola.org**, to communicate with the school. For the Early Childhood Center, Please use the office phone number (504)345-2366 or e-mail **lichtman@waldorfnola.org**. In addition, teachers and staff members have school email addresses which will be made available to parents. All efforts will be made to respond in a timely manner to your communication.

SCHOOL COMMUNICATIONS

All written communication is important and necessary in the healthy functioning of the Waldorf School of New Orleans. Please read thoroughly all correspondence sent by e-mail, mail, or home with your child as important information is being conveyed and may need a response in a timely manner.

In addition to flyers about events, administrative paperwork and updates, weekly e-mails from your child's teacher, and reminders from the office, the school also sends a weekly e-newsletter entitled the *Waldorf Weekly*. Important dates, events, and news are included in the newsletter.

GENERAL INFORMATION

ADVANCEMENT

At the Waldorf School of New Orleans, we strive to balance the energy and learning differences in every class, every year, to ensure an optimal learning environment for all students. In the process we take into account each child's academic, behavioral, and social development as we consider whether he or she is ready to advance to the next level. While we strive to work with all children, keeping in mind the Waldorf principle of children moving through the grades with the same classmates and class teacher, an individual child's advancement to the next grade and/or continuation at the Waldorf School is not guaranteed.

APPLICATION FOR ENROLLMENT & ACCEPTANCE

In accordance with the aim to provide an education which develops a child's full human potential, it is the intention and policy of the school to welcome students from the broadest possible range of social, economic, and cultural spectrums. Additional criteria include an interest in the program by both parents and children and an ability to meet the child's needs within the context of the classroom and with the resources available. Siblings are given preference.

The application process is as follows:

- Receipt of a completed Application for Enrollment form and \$50.00 Application Fee.
- Receipt of signed Release of School Records form and the child's previous school records, if the child has previously been enrolled in school.
- Entrance interview with the child, parent(s)/caregiver(s), and one or more teachers.
- School Visit: Typically three days for grades children and a play date for Early Childhood applicants. Students who are accepted during the summer (and

therefore are unable to participate in a class visit) will be accepted on a probationary status only. The Waldorf School of New Orleans aims to process completed applications within two weeks. School holidays, events, or applications requiring more review may cause this process to be slightly longer. The school reserves the right to make a final decision at any point during the application process if it is determined that the school will not be able to accommodate the child or family. WSNO also reserves the right to request additional information, meetings, or visits, in order to determine if the school can fully meet the child's needs.

- Upon acceptance, the family is asked to confirm, with an enrollment deposit of \$1,200.00, in order to reserve a space in the class for the student for the upcoming school year. Enrollment deposits are applied to fees and are non-refundable. Families are then given necessary paperwork and information required for their child to begin, including an invoice for the annual tuition and all remaining applicable fees. The school uses TADS.com, a web-based school service for billing and enrollment information. All parents must have an accepted billing agreement in TADS.

Before children may begin school, the following requirements must be met:

- All required paperwork must be completed and submitted prior to the child beginning school: birth certificate, school physical, immunization records.
- Receipt of all annual fees and tuition as outlined in each family's payment option.

AUTHORIZATION TO RELEASE

School personnel will only release students to adults listed on the Emergency Contact or Authorization to Release Form. Please list all parents, friends, and family members that you anticipate will be picking up your child. Please make modifications to your list if necessary throughout the year. Changes may be made on TADS. Parents are asked to notify the office when a change is made so that office records can be updated.

If your child will be going home with a friend or will be picked up by someone not on the Authorization to Release Form, you must send a note to the school giving your permission for your child to go home with another person. Please include the date, name of the person, and your signature. A fax or e-mail may be accepted in the case of an emergency. Parents are asked to make every attempt to arrange for alternate transportation the evening before and to send a note. The office does not have the staff to field numerous calls from parents regarding changes to scheduled rides. Parents may not hold children at dismissal for other late parents. Please also ask anyone picking up your child to bring a photo ID.

CHILDREN WITH SPECIAL NEEDS

The education offered at the Waldorf School of New Orleans is based on a specific curriculum which embraces many learning modalities and styles.

However, the curriculum is not intended to specifically accommodate children who have special learning needs. Although the substance, cultural content, creative underpinning and social health of the classroom may provide positive experiences for some children with special needs, the Waldorf School of New Orleans has neither the services nor trained personnel required to meet the needs of a child with special learning needs or behavioral issues. If it is known or determined that a student has special needs in any area of their development or learning capacity, the Faculty and Pedagogical Administrator will meet to determine if the child can be accommodated within the school community.

If the Faculty and Pedagogical Administrator determine that the teachers and an additional support person and/or auxiliary services may successfully meet the child's needs, the support person and/or auxiliary services will become the financial responsibility of the family.

Students may also be accepted on probationary status.

CALENDAR

Please note that dates are subject to change due to extreme weather or other unforeseen circumstances. The most up-to-date and current information on activities, class schedules, or emergency closings will be posted on our website www.waldorfnola.org as well as communicated through email and/or the Waldorf Weekly.

As a progressive, urban school we are constantly in the process of transforming our festival life for our students and community. For this reason, festivals and other events may vary year-to-year in terms of location, scope, or execution. Parents will be informed of such details through the Waldorf Weekly and/or correspondence from teachers and/or administrative staff. Dates for such events are posted on the school calendar that is on our website.

COMMUNITY CODE OF CONDUCT

This Code of Conduct is intended to help adults in the WSNO community identify and resolve issues of conduct that may arise at school. The Student Code of Conduct can be found on page 33 while a Parent Code of Conduct can be found on page 34.

All schools are complex organizations with diverse populations that have different relationships to one another. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the School itself.

The Code is written in line with the school's values and expectations. These expectations include:

- A willingness to understand the situation of others and to attempt to be nonjudgmental
- A cooperative and respectful attitude in working with others
- Direct but compassionate communication
- Reverence for the world
- An appreciation of beauty in all its forms

- An ability to give others the benefit of the doubt
- Responsible actions

Each adult in our community has the following rights:

- To be respected and treated with professionalism, care and politeness by others
- To have sensitive issues treated confidentially
- To be listened to and clearly communicated with
- To have a timely response to concerns raised

We ask that each adult in our community:

- Respect the rights of other individuals
- Be aware that events have many sides, be prepared to listen to them and seek to verify facts
- Understand that divisive and disrespectful gossip regarding other parents, students, teachers or members of the school community runs counter to the values of our school
- Understand that harassing, abusive, or obstructive communication whether verbal, written, or electronic will be brought to the attention of the Board and may result in the removal of the offending individual (and child[ren], in the case of a parent) from the school community.

DANGEROUS OBJECTS & WEAPONS

The Waldorf School of New Orleans is a weapons-free environment. The possession of a weapon at the school facility or at school events by anyone is a serious offense and in the case of students may result in expulsion. Any person who has the legal right to carry a concealed weapon will, without objection, dispute or exception, abide by our no-weapons policy. This policy refers to students, parents, Faculty, and visitors to the school.

The following are considered weapons:

- Firearms and/or ammunitions

- Knife with locking blade, switchblades, pocket knife
- Razor with unguarded blade
- Air/spring projectile guns (BB, spot-marker, pellet, dart, paint guns)
- Look-alike firearms or weapons
- Taser and stun guns

The following constitutes a violation of the school's policy on dangerous objects and weapons:

- Possessing (on the person, desk, book bag, purse, pocket, vehicle, and/or any object assigned to, owned by, or controlled by the person) or using a dangerous object or weapon.
- Any person selling, transferring, or serving as an accessory to the sale or transfer of a weapon or dangerous object.
- Any person failing to inform school personnel when in knowledge of the presence or possible use of a dangerous object or weapon.

EMERGENCY SITUATIONS & SCHOOL CLOSURE

In cases of extreme weather conditions, local area fires or flooding, or facility problems, the school may close. Please listen to your local radio station in the event of extreme weather for school closure information. The school follows the closures of the Orleans Parish School Board system. If they announce a school-wide closure, the Waldorf School of New Orleans will also close.

In the event of an emergency or mandatory school closure occurring while the school day is not in session, the school will phone families to relay necessary information if time allows. The school office phone message and web site will also relay the same necessary information. In addition, an email message will be sent to all known email addresses for each school family.

Should the school need to close during the school day, school personnel will contact all parents and emergency contacts until an authorized person is able to pick up students. E-mail messages may be sent as well if possible.

Should there be a need for a school closure due to an evacuation, school faculty and administration will make all attempts to contact school families at the alternate out-of-city contact information provided to the school office by each school family. The school will also communicate by e-mail, website, and school answering machine if possible. It is important that all emergency contact information provided to the school be kept current and be viable during the event of a major city/parish/state disaster.

MANDATORY REPORTING

Louisiana Revised Statutes 14:403 requires Faculty and Staff Members of the Waldorf School of New Orleans to immediately report any suspected child abuse or neglect.

NON-DISCRIMINATION POLICY

WSNO admits students and families of any race, color, religion, creed, sexual orientation and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. In addition, it does not discriminate on the basis of race, color, religion, creed, sexual orientation, and national and ethnic origin in administration of its educational policies, tuition adjustment program, and any other school-administered programs.

PARKING

To access Waldorf School of New Orleans Grades Campus, please approach the facility from Tchoupitoulas Street. The drop-off and pick-up line starts on Soraparu on the riverside of Rousseau and goes through the WSNO parking lot then back out to Soraparu.

When visiting the school, please follow the following parking guidelines:

- Please do not use the parking lot during drop-off or pick-up, even if you are only parking for a short time.

- Parents are asked to be extra vigilant when driving and parking around the school. Non-school traffic does not always abide by rules of the road, and students and parents are often exiting the area on foot or in cars. Please be especially vigilant of our littlest students who are not always visible from moving cars.
- Please never leave your child(ren) unattended in your vehicle for any length of time for any reason.
- Please do not park on the opposite side of the street from WSNO adjacent to Raphael Academy and the former Turnbull Bakery.

To access Waldorf School of New Orleans Early Childhood Center, please approach the facility from Peniston Street (one-way) headed towards the river.

When visiting the school, please follow the following parking guidelines:

- Please do not park on the grass of the neighboring properties.
- Please do not block driveways of the neighboring properties.
- Please be considerate of those who live in the neighborhood.

SCHOOL DIRECTORY

The School Directory with all students' contact information will be created each school year and updated as needed. The School Directory will be distributed to all current Waldorf School of New Orleans families for the purpose of appropriate communication within the school community. The information is solely provided for this purpose. The information is not to be used for solicitations, nor should it be given to anyone outside the school community. Please update mid-year contact information changes in TADS and notify the office of any changes.

SCHOOL HOURS

It is extremely important that all students arrive at school on time and are ready for their school day upon their arrival. For Grades students, school hours are from 8:20 am to 3:20 pm., Monday, Tuesday, Wednesday and Friday, and 8:20 am to 2:05 pm

on Thursday. Arrival time is between 8:05 to 8:20 am. Departure Time is 3:20 to 3:30 pm and 2:05 to 2:15 on Thursday.

School hours for the Nursery and Kindergarten are from 8:30 am to 1:00 pm Monday through Wednesday and Friday, and 8:30 am to 12:30 pm on Thursdays. Arrival times are from 8:20-8:30 am and dismissal is promptly at 1:00 pm, or 12:30 pm on Thursdays. Extended Day programs end at 2:50 pm with pick up until 3:05 pm.

Grades children arriving prior to arrival time or remaining after the established pick up time will be enrolled as a Drop-In to the Before School Care or After School Care Programs.

Early Childhood parents arriving after 1:05 pm and 12:35 pm on Thursdays will be charged the drop-in rate for After Care and school personnel will care for children. Parents/guardians will be responsible for all fees incurred. Parents are responsible for signing their child in for Before Care and out for After Care.

Before Care for both locations begins at 7:00 am. After Care at both locations ends at 6:00 pm. There is no Before Care or After Care available for nursery children.

SMOKING & DRUG USE

The Waldorf School of New Orleans is a smoke free facility. Please properly extinguish all cigarettes before entering the building. Please avoid smoking in or near the entrances to the school or play yard and in the school parking lot as many parents and children pass through these areas.

The Waldorf School of New Orleans is a drug free school. No student or employee may use drugs on school grounds, and alcohol is permitted only at school sanctioned, adult only events.

Please do not visit the school if you are under the influence of drugs or alcohol. If you appear to be intoxicated, you will not be able to pick up your child. If you are accompanying students on an excursion, smoking, alcohol, and drug use are not permitted at any time.

STUDENT PROGRESS REPORTS & PARENT TEACHER CONFERENCES

Student progress for all students is reported to parents three times a year. There is a parent-teacher conference and narrative mid-term report in the fall, a parent-teacher conference in the spring, and a comprehensive end-of-year narrative sent home in June. Grades teachers also may provide a short progress report at the end of each block studied.

It is recommended that parents adhere to the teacher's recommendation in passing on the content of these reports to their child. These reports are written adult to adult and include comments that reflect progress and concerns in the students' academic as well as physical, social, and emotional development.

STUDENTS

ACADEMIC SUPPORT

If a child is having academic difficulties, the teacher will contact the parents to schedule a meeting to discuss the teacher's concerns. Together the teacher and parent(s) will develop a plan to support the child in academic endeavors. If there is insufficient improvement within the specified time period, outside intervention, such as tutoring or an evaluation, may be advised. If after extensive efforts it is determined that the school cannot meet the academic needs of the child, the school may request that the child be withdrawn from the school and placed in a different academic situation. Parents will be notified of such a decision by personal meeting with the teacher and in writing.

The school offers limited student support during the school day with the assistance of a Resource Teacher. The class teacher will recommend students for testing and intervention with the Resource Teacher, if deemed necessary. Examples of areas of work for resource teachers and students include help with handwriting, reading and phonics, or mathematics support. If you feel that your child may benefit from resource

support, please address this with your child's class teacher. The Faculty and administration will make the final determination in scheduling.

ASSEMBLIES & FESTIVAL ATTENDANCE

Assemblies and festivals planned by WSNO, with performances by Grades students, are an important part of the life of the school. All students must attend these events and families are encouraged to attend when appropriate and possible. Parents will be informed, through the Waldorf Weekly and/or correspondence from their class teacher(s), about which events are 'in-house' and which ones are for the greater school community. In-house assemblies and festivals are generally for students, teachers and staff only. If they are opened up, parents will be informed.

ATTENDANCE

Regular attendance is essential for successful participation in school. Missing all or part of school days and early departure or late return from school breaks may seriously hinder a student's academic work. The Waldorf School of New Orleans strongly recommends that all appointments be made during non-school hours so as not to disrupt the child's school day or attendance and that all scheduled vacations be during the school breaks.

In the event that a student's absence is planned or unplanned, please contact your child's teacher and discuss the necessary work assignments that the child must complete while absent.

Parents/guardians should call the school office no later than 8:00 am, if the student will not be attending school for all or part of that day.

In accordance with the Louisiana Department of Education, students may not incur more than ten absences per semester, or twenty for the school year. In the event that this number is exceeded, the school will review the student's situation and a ruling will be presented to the family concerning the action that will be taken to address the issue. The student may face serious implications such as non-promotion to the next grade, or in serious cases, expulsion.

After five absences, teachers will remind parents of the school absence policy and of the importance of regular attendance. After ten absences, teachers will request a conference to discuss the situation and the affect it may be having on the child. Tutoring may be recommended and parents/guardians will incur any costs for these outside services.

TARDINESS

While there may be extenuating circumstances that can result in late arrival to school, it is expected that all children will be at the school facility and prepared for school and class by 8:30 am for the Early Childhood program and by 8:20 for Grades students. It disrupts the rhythm of the class to have students arriving after the start of the school day and class. The school reserves the right to not allow entry into a class until morning exercises are complete. In that instance, the child who is late will need to wait in the office accompanied by a parent.

If you will be arriving late to school for any reason (planned or unplanned) please phone the school office as soon as possible to notify the class teacher. Please leave a voice message if the phone is not answered. Parents are asked to accompany their child into the building after arrival, sign the tardy log, and fill out a tardy slip (grades only). Please do not allow your child to enter the building alone. School staff may not know that they have arrived at school and this could result in a safety issue.

After five tardies, the teacher will provide a reminder to parents of the school's tardy policy. After ten tardies, the teacher will request a conference with the family to discuss the situation. Three tardies are equal to one absence and these absences will be counted toward the above maximum listed above, as defined by the Louisiana Department of Education. Further tardies may result in an action such as not be able to enter class until a given time or for the school day. Parents will be responsible for supervising their children in this instance. In extreme cases, dismissal may result. A tardy report will be filed in the child's attendance record.

BEFORE SCHOOL CARE & AFTER SCHOOL CARE PROGRAMS

Monday through Friday, Before Care is provided from 7:00 am until the start of the school day and After School Care is provided from the end of the school day until 6:00 p.m. Both programs offer quality supervision and interaction from a qualified and trained staff member and play. After Care includes outdoor play time, a snack, and quiet time for homework (grades only).

Children may attend either of these programs by enrollment or as a Drop-In attendee. Also available is a 10-punch before care card and a 10-punch after care card. If you enroll your child in either or both programs, you will be billed in TADS at the beginning of the month by ACH draft. If you use the service on a Drop-In basis you will be billed monthly. Students who are not enrolled for Before and After Care will be billed at the Drop-In rate even if they attend daily.

Before and After Care are not available for Nursery students.

TARDINESS FOR AFTERCARE & DISMISSAL

It is imperative that parents be on time and arrive no later than 6:00 pm to pick up children from after care. After care staff and children have often been at school since early in the morning and cannot wait at school for late parents. Please account for traffic and other unexpected events when planning your route to school. **Late parents will be charged \$1 per minute after the 6:00 pm pick up time.** Parents who are repeatedly late may be requested to have a conference with the Pedagogical Administrator, and repeat offenders may lose after care privileges.

Parents picking up children from the nursery and kindergarten are also expected to be on time and to account for traffic or unexpected events that can cause tardiness. Children who are not picked up by 1:05 pm, or 12:35 on Thursdays, will be charged the drop-in after care rate of \$20 per day. Repeated tardiness may warrant a conference as after care is not available for the half day program and staff may not always be available to watch children whose parents do not arrive at the designated time.

DISCIPLINE POLICY

The Waldorf School of New Orleans recognizes that mistakes and testing boundaries are a normal part of childhood growth and development. School personnel aims to prevent discipline problems through reminders of rules and expectations and healthy procedures that encourage and foster appropriate behavior. When used, the purpose of discipline is to allow the child to correct or learn from his or her error, and to create a healthy learning environment for all. Waldorf Faculty and staff do not yell, humiliate, or belittle children, and corporal or physical punishment of any form is never used.

Disciplinary decisions are at the sole discretion of the school's Faculty and administration. Without being limited to the following, the Waldorf School of New Orleans in its discretion reserves the right to impose any of these disciplinary actions for violation of the Community or Student Codes of Conduct:

- Student may be asked to sit out of any activity or be removed from the group
- Student may be asked to leave the classroom
- Students may be sent to the office and parents notified
- Student–teacher conference
- Parent conference
- Suspension
- Expulsion or withdrawal of attendance from school

In the context of an understanding and acceptance of the school's code of conduct and policies, any student or parent who has questions or concerns regarding any action taken by the school should refer to the Communications information and protocol on pages 10 and 11 of this handbook

In raising questions or concerns regarding actions taken by the school, students and parents are required to conduct themselves at all times in accordance with school

rules and standards of decent, respectful conduct toward others. Failure or refusal to adhere to school policy and standards of conduct constitutes immediate grounds for the school to discipline a student or terminate the privilege of the student's enrollment in the school.

DISCIPLINE PROCEDURES

EARLY CHILDHOOD:

A solid and predictable rhythm encourages self-discipline in our youngest children. Teachers use gentle reminders and redirection when necessary. In more challenging situations decisions about how to proceed will be determined by the teacher who may consult with assistants, other Early Childhood lead teachers and/or the Pedagogical Administrator.

GRADES 1 – 4:

Faculty and Staff use an escalating system of consequences that are considered developmentally appropriate. These may include:

1. Verbal reminder of rule and expectation.
2. Child may be sent to another teacher's class, to the front office or to the Pedagogical Administrator for a brief time out. A report is written and sent home for parents to sign.
3. If the behavior continues, the child is sent to the office and parents are notified and asked to pick the child up from school. A conference will be set up.
4. In exceptional circumstances parents may have to be called right away, even prior to children repeating certain behaviors.

GRADES 5 – 8

In order to learn, teachers and students need to create an environment in which the lessons are an opportunity to discover new ideas, practice skills and develop ways to support the striving of each individual, as each individual contributes

to the success of the whole. For a group to work together successfully, rules and guidelines are needed.

The expectations for all students in the middle school during class are as follows:

1. To be ready for class on time, with desk clear or with materials out as required by the teacher.
2. To focus attention on the lesson and work assigned, leaving chatting and socializing for recess and after school.
3. To raise their hands and wait to be called upon to speak during the lesson unless the teacher has other guidelines for the period.
4. To ask permission to leave their seats, unless prior permission has been given.
5. To complete assignments, and bring all necessary materials to school.

Expectations for the end of class and 5 minute break between lessons:

1. When students have been dismissed, they should leave the room or their desks tidy and clear for the next lesson. This is especially the case before or after snack or lunch.
2. Five minute breaks between lessons are for getting ready for the next class, i.e. getting a drink, going to the bathroom and getting ready whatever materials are needed.
3. Students may talk, but should be at their seats, ready to start as soon as the teacher walks into the classroom.

Safety and Civility Guidelines

There are some safety and civility guidelines in addition to the Community and Student Codes of Conduct by which all students are expected to abide. We expect students to:

- Behave in an orderly and courteous manner in the school building: i.e. holding the door for the person after you, no loud voices, running (especially in the halls), pushing, etc.
- Contribute to keeping rooms neat and clean.
- Put all garbage in the containers provided, and recycle whenever possible.
- Wear clothes appropriate for the weather.

Unacceptable behaviors include but are not limited to:

- Chewing gum on school grounds.
- Use of I-pods or MP3 players on school property, school trips /or school vehicles.
- Use of cell phones on school grounds.
- Obscene or rude language and racial/ethnic/sexual slurs, or threats to another person.
- Bullying or harassment.
- Fighting or rough play such as tackle football.
- Bringing weapons (including knives) or flammable objects (such as matches or lighters) or explosives (including firecrackers) to school.
- Defacing school or another person's property, or vandalism of any sort.
- Bringing alcohol, cigarettes or other illegal substances onto school grounds.

Demerits

There is a system of demerits for middle school students as a response to inappropriate behavior and unmet expectations. What follows is an explanation of the demerit, and the three levels of response that can be employed in a disciplinary situation.

Level One: Demerit (a formal record of misbehavior that is sent home to be signed). Given when expectations are not met, guidelines are not followed, for dress code violations and for certain unacceptable behaviors.

Consequence: Under normal circumstances, each student is given two chances to curb their behavior before a demerit is issued. First a verbal warning is given, and then if the behavior continues, the student's name is written on the Board as a visual reminder. If the student is still unable to behave appropriately, then the student will be sent to the office and a demerit will be issued. The teachers reserve the right to issue a demerit immediately, however, if they feel that the misbehavior is serious enough to warrant it.

Level Two: After-School Detention and In-School Suspension. Given for repeated demerits.

Consequence: For repeated misbehaviors the following protocol is followed: every three demerits will earn a detention, which means that the student will provide an hour of service to the school from 3:20 to 4:20 PM, usually on a Friday. This service might include cleaning the school, sanding the play yard fence, or office work. The receipt of nine demerits results in an in-school suspension, which means that the student will come to school for a full school day, but will perform service to the school instead of attending classes. The student may not have any contact with his or her classmates throughout the day, and is not allowed to participate in any special activities that might take place. In addition, a meeting is required involving the student, his or her parent(s) or guardian(s), the class teacher and the teachers who gave the student the demerits before the student can be welcomed back to class. All demerits are wiped clean at the end of the semester (December 20, 2013 this year), and a new record is kept until the end of the year.

Level Three: Suspension, with the possibility of expulsion after three in-school suspensions; Immediate Suspension, or Expulsion. Given for a serious infraction including but not limited to: intentional rudeness, bullying, harassment and/or

verbal abuse, purposely causing physical harm, leaving campus without permission, stealing, vandalism, skipping class, bringing alcohol, cigarettes or other prohibited substances onto school grounds, possession or use of weapons, firecrackers, flammable objects, and explosive devices.

Consequence: Immediate suspension of a student (parents are called to take the student home). During the suspension, the class teacher will arrange a time to meet with the student, parents, Administrator and/or any other teachers involved in order to discuss the difficulties and to determine a plan for change and/or other remedies. If the meeting is positive, the student will be invited to return to class the next day, and the plans for change/reparation put in place.

If the infraction was of a very serious nature, the suspension may be extended so the issue may be brought to the Faculty and the Administrator. Then the student, the parents or guardians, the teachers and the Administrator will meet to discuss the difficulties and the consequences.

Process Details:

1. Any student who has received a demerit must return the signed demerit form to the teacher who gave it to him or her by the end of the lunch period the following day. It is the student's responsibility to remember to do this. Failure to return the form results in another demerit and a call home.
2. The class teacher will call the parents to confirm and schedule a detention. All other plans must be canceled.
3. Because in-school suspensions must be followed by a meeting of the student, parents or guardians, the class teacher and the teachers who have given demerits (as many as can come) before the student can return to class, this meeting must be scheduled either immediately after school on the day the student has served the suspension or before 8:10 am on the next school day. The class teacher will contact the parents to make these arrangements.

The policy as set out above is not meant as a legal document, and teachers reserve the right to respond differently than outlined if they feel it is necessary.

DRESS & APPEARANCE

Appropriate student dress and appearance is an integral factor in creating a healthy learning environment. Simple, clean, modest clothing which allows for freedom and safety in movement and which is not distracting to others supports this premise. Layered clothing is recommended in the cooler seasons as it can be cold in the early hours but warms up later in the day. We ask that parents/guardians help their child(ren) select appropriate school attire and assist their child(ren) in being prepared for school. As well, we request that your child(ren) are prepared for school by being dressed in clean and appropriate clothing, wearing appropriate footwear, and general attention being given to basic hygiene. All of these details positively contribute to how your child begins and spends his or her day and feels about him or herself.

Appropriate school attire and appearance includes:

- All clothing must be clean and in good repair (no rips), should fit well (not excessively tight or baggy) and be modest. Camouflage and sheer clothing is not allowed.
- Clothing should be free of advertisements, media imagery, and logos larger than 1." Stripes, plaid, and small, non-distracting nature images are allowed.
- Shirts must cover the midriff and have shoulder straps at least 1" wide.
- Sports jerseys may only be worn on special dress down or sports days that will be determined by the school and communicated to the parents.
- Skirts, shorts, and dresses should be fingertip length. Please have your child wear shorts underneath skirts.
- Undergarments must be concealed.
- Footwear should be comfortable, low in height, and securely fashioned to the child's foot. Footwear must be worn at all times outside the classroom without

exception. Flip-flops, crocs, or high heels are not easy to play in and are not appropriate for school.

- Jewelry should be modest and appropriate if worn.
- Sparkly, glittered, or costume-type apparel should be avoided.
- Makeup should not be worn and hairstyles should be worn in a way that does not distract the student or other students.
- If the hair is worn long, it may not regularly hang in the child's face. Hair can be secured and kept out of the child's face with a hair band, a barrette, or headband.
- Bathing and brushing teeth and hair regularly is requested so that the child may be prepared to attend school.
- If the student has a Physical Education class athletic shoes, shorts and t-shirt are required.

Enforcement:

The school reserves the right to determine whether or not a student is in compliance with a dress code. Individual class teachers may also have additional requirements, depending on the age and activities of the class.

Students whose clothing does not comply with the dress code will be asked to correct the infraction when possible by removing the article of clothing (such as a sweatshirt worn over a shirt, weather allowing) or turning a shirt inside out. Students may be required to purchase a school t-shirt or parents may be contacted to bring appropriate clothing to school.

If the student's dress and appearance become an issue, the teacher will request a meeting with the parent(s)/guardian(s) and student to discuss and plan for a resolution. If no resolution can be met, the school may ask the family to withdraw their child due to a lack of support of the school's requests to create and support a healthy learning environment.

Guidelines for appropriate dress at school assemblies and events (grades only) will be provided prior to the occasion. In general, assembly and event dress is:

Boys: belted dress slacks (no jeans, sweat pants, cargo pants or shorts), collared dress shirt, and dress shoes.

Girls: dress, slacks, or skirt with blouse and dress shoes (heels or platform shoes must not be higher than 1”).

ELECTRONIC DEVICES

Use of electronic devices, such as electronic watches, tablets, MP3 players, phones, iPod Touches, hand-held electronic games, and remote control toys are not allowed at school. The school office or teacher may hold these items for pick up by parents.

HEALTH

GENERAL POLICY

The Waldorf School of New Orleans requests that all children attending school be in good health so that they may function to the best of their ability. If a child is not well, please keep the child at home so that he or she may receive proper attention to be well again. A child is considered not well if: he or she has head lice, a fever, chills, headache, sinusitis, coughing, aches/pains, congestion, a rash, hives, an allergic reaction to anything, active Tuberculosis, chicken pox, conjunctivitis (Pink Eye), Influenza, Measles, Mumps, Rubella (German Measles), Scabies, Scarlet Fever, Streptococcal infections, or Bronchitis. The child must be free of all illness and symptoms of illness before returning to school. In the event a child has head lice, all nits and eggs must be removed before the child may return to school. A child should be free of fever, vomiting, or diarrhea for 24 hours before returning to school.

It is the responsibility of the parents/guardians to confidentially inform the school if their child is known to have any communicable infections or illnesses.

ADMINISTRATION OF MEDICATION

Over the Counter and/or prescription medication will only be administered under special circumstances and with parental approval.

IMMUNIZATIONS

In accordance of the Law of the State of Louisiana, the Waldorf School of New Orleans requires that all children beginning school be vaccinated according to state guidelines, and that all children at approximately 6th grade receive the appropriate vaccinations or booster shots.

Exemptions may be made for medical, religious, or philosophical reasons. However, either vaccination records or exemption forms for each student must be on file with the school in order for a student to attend class and updated annually.

INJURY & ILLNESS DURING SCHOOL

In the event a child is injured or becomes ill while at school, school personnel will respond with first aid care as appropriate. No topical or oral medication will be administered to any child without written permission. In all circumstances, an Incident Report will be completed by the person administering the first aid care and/or the person witnessing the injury or illness and given to the parent/caregiver on the day of the injury and/or illness.

If the child is injured or ill, first aid will be applied and will not exceed the use of comfort, resting, wound cleaning with water, a bandage and the application of ice as needed. If the injury or illness warrants, the family will be contacted and asked to respond appropriately to their child's injury, which may include retrieving the child from school and keeping them home until they are well enough to participate in school. Parents/Caregivers should come within the hour from when called if a student needs to be picked up from school due to injury or illness. The school does not have the staff or facilities to care for children who are ill. If the injury warrants it or the injury is severe, we may recommend a physician examine the child. If the injury or illness appears to be life threatening or we are unable to contact parents, the school

will contact emergency services and the child will be transported to the nearest emergency room.

MEDICAL RELEASE

A signed Medical Release form for each student must be completed and signed by the parent/guardian, submitted to the office, and updated as needed. The Medical Release form gives the school permission to seek emergency medical care for a child in the event such care is deemed necessary. All costs incurred from such emergency medical care will be the responsibility of the parent or legal guardian.

FOOD & NUTRITION

The Waldorf School of New Orleans requests and urges all families to provide their child(ren) with nutritious and wholesome food and a beverage to maximize your child's learning capacities. Remember, what your child eats is his or her fuel to learn and play. The school also requests minimally processed foods with no artificial ingredients. Junk food and sugary foods are prohibited. This includes candy, soda or sugary drinks, gum, desserts, and candy yogurt.

Suggestions for snacks and lunch are: sandwiches, soup (in a thermos), noodles with a protein, vegetables, dips for fruits and vegetables such as hummus or peanut butter, fruit, salad, plain yogurt with fruit, granola, nuts/seeds, crackers, cheese, burritos, pizza, and dinner leftovers. If you should have any questions about appropriate foods or meal times, please speak with your child's teacher.

Every day, please provide your child with a hearty lunch, a full, refillable water bottle, and a nutritious beverage such as 100% juice or milk if you choose. A light snack is provided by the school for children in the Early Childhood program and for After Care. Grades students should bring a morning snack. Filtered water is available at school.

It is recommended that all students bring their food and beverages in insulated containers with a cool pack to keep food cool. As well, if a food item needs to be kept warm, please put the warm food in a thermos when sending to school. The Waldorf School of New Orleans does not provide a way to refrigerate or heat food.

Food containers, including lunch boxes, sacks, and coolers should be simple and without advertisement or media characters, and reusable when possible.

INVITATIONS

In order to support the work of the class teacher in promoting a healthy social environment for the children, parents are encouraged to include all children in their child's class in any birthday parties or celebrations. If this is not possible, parents are asked to extend invitations to these events outside of school and to encourage children not to discuss play dates or parties where it may not be possible to include every child

MEDIA

An important aspect of Waldorf education is to protect the growing child from harmful influences. Based on an understanding of the nature of child development and the nature of electronic media, WSNO considers screen watching (including television, videos, movies, and computer games) to have a negative effect on the senses of a growing child and to be a harmful influence physically, mentally and emotionally. It is well documented that early exposure to electronic media impacts learning as passively receiving impressions from electronic media does not support the child's inner efforts to concentrate, sustain an imaginative train of thought, or to follow a complicated thought process. Our teachers often report that they can clearly see a difference in the quality of learning and play when a children's creativity is influenced by 'media-generated' ideas and images as opposed to those that arise, more naturally, from within the child's own consciousness.

As we value our school community and strive to foster a sense of shared values, we also want to respect families' interest in raising children without the influence of the media. WSNO discourages discussions about movies, video games, and computer games. We request that each family strive to eliminate or limit screen time in your child's lifestyle. If you choose to expose your child occasionally to media, we request that it not be viewed on school nights/days and recommend that you exercise caution and discernment in your selections for your child. Please consider the impact your choices have on your child and the rest of his or her classmates.

Faculty members invite questions and discussions about the effects of screen watching on child development, and we urge parents to educate themselves.

PHONE USE

Mobile phones are not to be used during school hours. The office telephone is available for use by a student if needed. If you need to relay a message to your child during the school day, please phone the school office and a timely message will be delivered to him or her.

If parents deem that a student may need a cell phone once they have departed the school grounds at the end of the day, these may be brought on campus as long as they are turned off and remain in the child's backpack at all times. Any cell phones discovered in view will be confiscated by the teacher or staff member and turned in to the office. Parents must retrieve cell phones from the office. After a second offense, the office will hold the cell phone for a period of one week before being returned. Subsequent offenses will result in the cell phone being held by the office until the end of the school year.

Please encourage your child to leave cell phones at home unless communication with your child is absolutely essential after school once he or she has left the school. If a child must bring a phone to school, please explain the school policy and remind him or her that the phone must remain off and out of view.

Thank you for not using mobile phones in the school office, classrooms or hallways. If you need to use your mobile phone while visiting WSNO, please use them outside the building. We also appreciate you silencing your phone when entering the building.

STUDENT CODE OF CONDUCT

The Waldorf School of New Orleans expects all community members to treat one another with respect and courtesy, thus allowing the children to unfold and blossom as secure, caring, self-confident and independent human beings. Every child has the right to feel safe at school. Any student who is abusive to other children or to the school facility or property will be subject to serious consequences.

In addition to the general expectations outlined in the Community Code of Conduct we ask students to uphold the following rules:

- Be prepared to actively participate in the learning experience.
- Be considerate and respectful of all materials, equipment, buildings and grounds.
- Stay within school and designated boundaries at all times so that teachers on duty are able to see you at all times.
- Maintain orderly conduct in classrooms and on the school grounds.
- Follow directives given by teachers in class and on the school grounds.
- Respect and abide by all school rules
- The following activities are strictly prohibited:
 - Disruptive or endangering behavior
 - Disrespectful, bullying, or harassing behavior
 - Use of tobacco or alcohol and/or illegal drugs
 - Failure to follow instructions from any Faculty or staff member
 - Leaving the classroom or an area of supervision without permission
 - Abusive or obscene language
 - Gambling
 - Cheating, including giving or receiving unauthorized assistance on any test or assignment, altering test answers or grades
 - Possession of any type of firearm, ammunition, weapon, or dangerous object.

In certain instances, there may be conduct off campus, not during school hours and unrelated to a school function, that places into question whether the student should be allowed to remain at the Waldorf School of New Orleans. In those instances, the

school reserves the right to take whatever action it deems necessary, including, but not limited to expulsion.

PARENTS

FAMILY RESPONSIBILITIES

Participation in the Waldorf School of New Orleans benefits not only your child but your whole family and the school community as well. Family involvement is vital to the success of the Waldorf School of New Orleans, and we believe a strong relationship between home and school is essential for your child's success at WSNO. The talents and strengths that each parent and family brings is an important component of the Waldorf experience and community. Families are encouraged to take every opportunity to participate in the education of their child.

Parent volunteers also keep tuition low by providing services and resources to the school as well as participating in fundraising efforts such as Starry Night and the Annual Appeal. We also encourage parents to participate in school workdays and outreach events and to share your enthusiasm of our school and Waldorf education with others.

Class Meetings take place a minimum of twice a year to discuss curriculum and activity plans for the year. It is essential that parents attend these meetings to be informed about their child's learning experience and how they can best support the learning process. Additional class meetings may be held at the teacher and parents' discretion.

Class Parents for each class are crucial to assist with being a liaison between the teacher and other parents. A class parent can assist with planning field trips, coordinating class events, making phone calls for the teacher, etc. This responsibility may be shared over the course of the year.

Parent Meetings are held throughout the year in the form of a Back to School Orientation and Parent Council meetings. Attendance at these events is a way to meet members of the school community, learn about school events, and become more involved in our school community.

Parent Teacher Conferences are scheduled for each student two times a year. All families are expected to attend this scheduled conference. If the need arises, the teacher or parent may request additional conferences.

Volunteering: We require each family to volunteer at least 25 hours of time (40 hours for families and 25 hours for single parents receiving Tuition Assistance). Each family is asked to dedicate half their hours to their child(ren)'s class and half to the school in general, and to log hours in the binder located at the front desk. See page 41 for ideas on ways to become involved.

PARENT CODE OF CONDUCT

As a parent or guardian, you play a leading role in the development of your child's sense of justice, equity, and respect of differences. You also act as one of the most influential role models within your child's life. For these reasons, it is the expectation of the school that all parents will model acceptable behavior at all times within the school community.

In addition to following the general Community Code of Conduct, we also ask parents and guardians to:

- Develop an understanding of Waldorf curriculum and support the philosophy of Waldorf Education.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Respond immediately to direct communication from the school or teachers.
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child's teacher in a constructive manner.
- Follow the school communication policy regarding questions in order to obtain direct answers whenever possible.
- Attend all class meetings. This is often where new school policies are communicated, as well as updated information on your child's progress.

- Do your best to implement the pedagogical recommendations of your child's teacher.
- Support your child(ren) in all educational endeavors by giving praise and showing interest in school activities.
- Adhere to the school's policies, as expressed by class teachers and in the Family Handbook, and strive to support them in the home.
- Co-operate where your child's behavior has overstepped accepted school standards, as outlined in the Family Handbook and work with the Faculty to find ways to overcome issues.

FINANCIAL RESPONSIBILITIES

The Waldorf School of New Orleans operates primarily on tuition funds. As a small school with limited resources, it is vital to the fiscal health and functioning of the school that all parents comply with financial procedures. Parents are asked to participate in this process by paying bills on time, adhering to the school's financial policies, and communicating with the school regarding financial issues.

Once enrolling and signing the Tuition Agreement, all parents are responsible for the entire year's tuition, regardless of whether a student attends a full year, withdraws, or does not attend at all. The Waldorf School of New Orleans does not issue refunds. Please see below regarding private Tuition Insurance through Dewar Insurance Company.

TUITION DEPOSIT

In order for the school to effectively plan for the upcoming school year, including securing space, staffing, ordering supplies, and setting a budget, it is imperative that the school have an accurate enrollment account. For returning parents the school requires an enrollment deposit of \$1,000. For new enrollees the school requires an enrollment deposit of \$1,200. This amount is credited towards the annual fees for the upcoming school year, and is non-refundable. The deposit is due within two weeks of acceptance for new students and by March 1 for returning families in order to secure your child's place in the class. Returning families may turn in deposits after this date,

but outside of extenuating circumstances, there is a \$100 late fee that is not refundable or applied to tuition.

Tuition and payments begin for the following school year in June.

TUITION PAYMENT

The Waldorf School of New Orleans offers three payment plan options which are:

- An Annual Payment Plan – All tuition and fees are due by June 25th prior to the upcoming school year.
- A Semi-Annual Payment Plan –60% of tuition and fees is due by June 25th, prior to the upcoming school year, and the remaining 40% is due by November 25th of that the school year. There is a \$75.00 billing fee with this option. Parents must enroll in an ACH draft with TADS.
- Monthly Payment Plan-Tuition and fees are payable in 8 equal monthly installments from June-January. Parents must enroll in an ACH draft with TADS. There is a \$150 billing fee for this option.

For all payment plans there is a \$45 agreement fee that is charged by TADS and is not a school fee.

TUITION REFUND

The Waldorf School of New Orleans requires all families to purchase Tuition Insurance. The charge for Tuition Insurance is 3.5% of the annual tuition and is mandatory due to the size of the school. A copy of the terms is available in the office. Tuition and fees are otherwise non-refundable.

LATE PAYMENTS

All payment plans incur a late fee of \$29.00, assessed through TADS, when payments are not made on time. School invoiced charges for Before and After Care are due within 30 days. A late fee of \$50 may be levied after 30 days for open invoices.

In the event that tuition, fee or before and after care invoices become more than 30 days past due, parents will be contacted by phone and email. At 45 days overdue, a

letter will be sent. At 60 days the overdue account will be referred to the Board. At this stage the student may be removed from school until payment agreed upon by the Board and Administration has been made.

In addition, accounts with a balance from the previous year must be paid in full before a student can begin the next school year. The school may choose to refer the financial issue to a collection agency and pursue legal action in the event a payment plan cannot be agreed upon between the school and the family. All fees and costs incurred by the school including attorney's fees and collection costs are the responsibility of the family.

RETURNED CHECKS

A fee of \$25.00 will be charged for any returned checks for any type of payment.

TUITION ASSISTANCE PROGRAM (TAP)

Every family is fully responsible for the cost of their child's education at the Waldorf School of New Orleans. The school requests that all families make all efforts to cover their child's educational costs to best support the operation of the school. The Waldorf School of New Orleans also recognizes the financial hardship that the cost of private education may be for some families and thus offers limited financial assistance.

PHILOSOPHY AND OBJECTIVES

The Tuition Assistance Program (TAP) of the Waldorf School of New Orleans (WSNO) is designed to provide qualified students with an opportunity for a Waldorf education that might otherwise be unobtainable and to provide the school with a student body reflecting the social and economic diversity included in the school's values and mission.

No family with a qualified student should be deterred by financial reasons from applying to WSNO, and families that require financial assistance are encouraged to apply to the Tuition Assistance Program. At the same time, WSNO is mindful of its obligation to assign funds responsibly, prudently and within the school's financial means and policies.

Tuition Assistance funds are primarily reserved for the Grades program (1-8), and no assistance is currently offered in the Nursery.

POLICIES

Selection

The number of applicants accepted for admission and qualifying for tuition assistance may be greater than the number we can afford to support. Although financial need is the first requirement for assistance, we make choices that balance the financial hardships of the family with the needs and goals of the school and community.

Renewals

All tuition assistance awards are made for one school year and may be renewed or adjusted subject to 1) parents' filing the required annual financial statements, 2) the school's Tuition Assistance Program budget and 3) maintenance by the student and parents in meeting expectations of the school. Tuition assistance may be continued throughout the student's enrollment, but may be adjusted based on the family's financial status and the school's available funds.

Computation

WSNO subscribes to the principles and services of TADS tuition services, which provides us, at the request of the family, a financial analysis based on the confidential statements of need. The report provides a framework and point of departure for the decisions made by the Finance Committee.

As a private school, there is a direct cost in providing quality education to each child. The Board of Directors has determined a maximum TAP budget for each school year. Even though the parental contribution calculated by TADS may be less than the awarded amount, the school does not offer full tuition assistance at this time.

A TAP applicant is considered only after the school has decided upon student admission for the upcoming year. Families accepted for admission are asked to apply for financial assistance within two weeks of acceptance. The decision to process a late application is entirely up to the Waldorf School of New Orleans.

Priorities

- Consideration for tuition assistance awards is given in the following order.
- TAP applications from current recipients who have completed renewal requirements by stated deadlines.
- New TAP applications from currently enrolled students who have completed requirements by the stated deadline.

- New TAP applications from candidates accepted for admissions that have completed requirements by the stated deadline.
- Emergency applications completed after specified deadlines, if funds remain available.

Family Contribution

WSNO attempts to meet each family's demonstrated need as closely as possible. WSNO expects those who apply for a TAP discount to contribute as much as they are able toward their own child's education. Thus we encourage and utilize offers of payment beyond the amount calculated by TADS and the Finance Committee.

All families receiving TAP are also required to contribute 40 hours of volunteer service annually, or 20 hours for single parents. Parents are asked to write a brief letter outlining how they plan to fulfill hours.

External Resources

Any financial support, educational or otherwise that may be available beyond the parent's own income and assets must be reported for consideration by the school. These include resources that might be expected from grandparents or other relatives, church funds, other scholarships or grants, etc.

Divided Families

Before offering a tuition assistance program award, the Finance Committee will consider the resources of both known natural parents even if the parents are separated or divorced. If the known parents have remarried, we may consider the resources of the stepparent as appropriate. The custodial parent, non-custodial parent and any stepparents should be included on the application.

Confidentiality

Financial information submitted by families in support of a tuition assistance program discount is held in strict confidence by the school office and personnel. Tuition assistance program recipients are not identified at the school, beyond necessary record keeping, except as necessary to qualify them individually for assigned assistance or grants.

Procedure

New families should submit a completed application to TADS.com and supply all accompanying documentation. Current families should apply February 1 of the school year prior to the year in which they need the award.

Applications are reviewed during Finance Committee meetings which occur the first Wednesday of every month. You will be notified in writing about the Tuition Assistance Program amount within two weeks of review of your application.

Families must accept or decline awards within 2 weeks of receiving their Tuition Assistance Program letter including their awarded amount. **Tuition deposits will be due at that time.**

Late Applications & Emergency Funds

Funds may remain, or become available, after the initial financial awards have been offered. Families whose enrollment application has been initiated after the Tuition Assistance Program application deadline, or families who require emergency assistance due to loss of employment or other life events, are encouraged to apply for a financial assistance award. Resources cannot be guaranteed and amounts awarded at this time may be reduced.

VOLUNTEER OPPORTUNITIES AND COMMITTEES

FACILITIES COMMITTEE

Participate in workdays and general upkeep of the school. Volunteers may have a skill such as carpentry, handyman, or gardening. With the direction of the school, committee may research quotes or projects for current and future facilities.

FUNDRAISING COMMITTEE

ANNUAL APPEAL

Giving campaign to close the gap between the amount of tuition charged and the actual cost of operating the school. Volunteers may prepare mailings, make phone calls, and offer administrative support to the chair.

STARRY NIGHT

The Waldorf School of New Orleans' primary fundraiser, held in the spring, is an elegant and fun evening of food, drink, entertainment, and auction. Volunteers solicit donations for silent auction, food and beverage, sell tickets, set up and clean up, volunteer at the event, or serve as a committee chairs.

GRANT-WRITING

Grant writers seek out appropriate grants, gather information, and write proposals. Some experience is helpful, but not necessary

OUTREACH COMMITTEE

Assist with Open House, citywide events, distribution of promotional materials, and special committee projects. Meetings held monthly.

DOCENTS

Parent tour guides who participate in training and accompany prospective parents during tours.

GENERAL SCHOOL SUPPORT:

FESTIVALS

Assist the teachers with planning and logistics of festivals.

Tasks may include errands, simple preparations, or communication.

LIBRARY

Re-shelving of books, soliciting donations, visiting book fairs, and data entry.

PARENTS COUNCIL

The Parents Council works to represent the needs of the parent body in the school community by:

- Building school-wide community through hosting social events for parents, families, and staff.
- Facilitating open lines of communication between the parent body and school through forums, the annual Parent Survey, the class representative network, and other initiatives.
- Representing the views, needs, and concerns of the parent body through representatives to school leadership groups and school-wide committees.

Parents are invited and encouraged to attend the three school-wide open meetings during the year, utilize the class representative network for ideas, questions and concerns, join Parents Council committee work, and serve on Parents Council Steering Committee. Dates, details and further information about the Parents Council can be found on the Parents Council website, which is accessible through the "Parent Resources" portal on the school website or at parentcouncil.waldorfnola.org. The password to this private website is "FLOW". The Parents Council email is **parentscouncil@waldorfnola.org**.