

High School Student-Parent Handbook 26-27



Student Signature: _____ Date: _____

TABLE OF CONTENTS

TABLE OF CONTENTS	2
CONTACT INFORMATION	3
HIGH SCHOOL VALUES	3
MORNING VERSE	4
ATTENDANCE AND ABSENCES	5
School Start and Dismissal Times	5
Attendance Procedure and Tardies	5
Absences	6
Early Dismissal	6
Planned Absences	6
ACADEMIC GUIDELINES	6
Classroom Expectations	6
Atmosphere	7
Being Prepared	7
Required School Supply List	7
Leaving the Classroom	7
Class Meeting Advisory	8
Academic Standards	8
Completion of Courses	8
Missing or Late Assignments and Incompletes	8
Failed Courses and GPA Requirements	9
Required Attendance to Receive Credit	9
GRADING SYSTEM	10
COMMUNICATION	11
Office Phone/Cell Phone Use	12
Electronic Device Policy	13
Exceptions:	13
Violation of the Policy:	12
Chromebooks:	14
Student Email Protocol + MySMWS	14
Computing Code of Conduct For Students	15
Basic Agreement:	15
Access and Proper Use:	16
Internet (aka WiFi):	16
Google Drive:	16
Living Community Principles for Adults	17
STANDARDS OF STUDENT CONDUCT	16
Definitions	16

Behavior Expectations	17
Substance-Free Students	18
Clean Campus Policy	18
Conflict Resolution at the High School	19
Policy on Reporting to Colleges	21
Academic Integrity and Ethics	21
Cheating	22
Plagiarism	22
High School Dress Code	22
Class-Specific Dress Guidelines	23
Concert Dress	23
SPECIAL PRIVILEGES	23
Campus Lunch Policy 2026-2027	23
12th Grade Lunch Policy 2026-2027 Driving Off-Campus	23
Off-Campus Driving Policy (School-Related Events)	24

CONTACT INFORMATION

SHINING MOUNTAIN WALDORF HIGH SCHOOL

1100 Violet Ave.
Boulder, CO 80304

Tel: 303-447-1973
Fax: 720-927-6975

General high school questions or correspondences can be sent to the High School Leadership Team | hslt@smwaldorf.org

Educational Support Coordinators | Kerry Kent kkent@smwaldorf.org, Jill Ryerson jryerson@smwaldorf.org

Student Counselor | Tal Liza Mizrahi | tmizrahi@smwaldorf.org

HIGH SCHOOL VALUES

We VALUE and COMMIT to the following:

Cultivating an inspiring and creative learning community
Nurturing meaningful relationships and true sense of belonging
Fostering a connection to our natural environment
Promoting global citizenship and local engagement
Encouraging academic engagement, innovation, and intellectual risk
Acting with empathy, compassion, and authenticity

MORNING VERSE

I look into the world
In which the sun is shining,
In which the stars are sparkling,
In which the stones repose;
Where living plants are growing,
Where sentient beasts are living,
Where human souls on earth
Give dwelling to the spirit.

I look into the soul
That lives within my being.

The world creator weaves
In sunlight and in soul light,
In world space there without
In soul depths here within.
To thee, Creator Spirit,
I will now turn my heart,
To ask that strength and blessing,
For learning and for work,
May ever grow within me.

Rudolf Steiner

ATTENDANCE AND ABSENCES

SCHOOL START AND DISMISSAL TIMES

We recommend arriving at school by 8:00 am as regular school days begin promptly at 8:20 am and go through 3:25 pm MTWF, and end time is 2:20pm on Thursdays. Students gather for an all High School group goodbye from 3:25-3:30 MWF. On Fridays students engage in chores throughout the High School, and on Thursday students dismiss promptly at 2:20pm.

ATTENDANCE PROCEDURE AND TARDIES

Students are most successful when they arrive at school on time and ready to learn each day. It is the responsibility of parents and guardians to support consistent attendance and punctuality.

HSLT manages attendance. Parents/guardians are responsible for notifying the HSLT of circumstances related to attendance using the SchoolPass app or via email. In the case of student absence or tardies, their status will be updated if they arrive late.

Attendance at the start of the day will be taken by students checking in on the attendance ipad using their 4 digit pin. We recommend arriving at school by 8:00 am as the first class starts promptly at 8:20. In order to be considered on time, students must sign in no later than 8:19 in order to get to their classroom by 8:20. A bell system will serve as a reminder of the 1 minute warning to get to class.

Tardies will be considered excused if they are medical or safety (weather) related and must be excused by parents/guardians only through School Pass or an email to the HSLT. Examples of unexcused tardies include, but are not limited to, running late, poor sleep habits and traffic.

With each unexcused tardy, students' grade will decrease 1% per late arrival to specific class and an automatic email will be sent to parents and students as a notification. The tardies are recorded for each class separately. The bell schedule will serve as support for

reminding students to arrive in a timely manner to each class throughout the day. Besides setting expectations for the high schooler, we are also building the important life skills of time-management.

ABSENCES

Parents are urged to schedule non-emergency dental and medical appointments after school. When a student misses school due to illness or a family emergency, the teacher will decide the best course of action for making up missed work. Depending on the grade, work that is not made up may constitute an incomplete and credit for the course will not be granted.

Absences may become part of a student's formal record. Excessive/unexplained absences or cutting class will adversely impact student grades; please see p. 9 of this handbook for details on required attendance to receive academic credit.

EARLY DISMISSAL

If a student has to be released early, a parent/guardian must call the HS (303-447-1973) or email the HSLT in advance. This makes it possible for staff to ensure that a student has permission to leave the school premises, and for parents to understand what the child is missing. This is for all students, regardless of age. You may also inform us of absences/late arrivals and early dismissal through the SchoolPass app/website. Students may not arrange to be picked up during the school day without first communicating with the HSLT.

PLANNED ABSENCES

We expect families to plan vacation times in conjunction with the school breaks. To that end, we ask parents not to extend vacation times before or after the scheduled calendar dates. When planned absences are necessary, please keep in mind that early communication with your teachers and advisor is vital. Teachers must be emailed two weeks prior to the absence. Parents and students are responsible for initiating a plan to make up for missed work. Historically it is extremely difficult for the student to make up the work after these absences, or complete work during these absences, and this challenge has led to lower grades or lost credit. We ask that these kinds of absences are undertaken only when there is no other alternative.

ACADEMIC GUIDELINES

CLASSROOM EXPECTATIONS

ATMOSPHERE

Learning and teaching can only be effective in an environment which is respectful, courteous, and encourages free expression. This can be achieved by adhering to the following agreements:

- Listening respectfully to fellow students as well as the teacher.
- Raising a hand before speaking, when appropriate.
- Not interrupting fellow students or the teacher.
- Allowing fellow students to participate fully without fear of ridicule or harsh judgment.

BEING PREPARED

It is essential for students to come to class fully prepared with all necessary materials (pen, notebook, textbook, musical instrument, homework, reading completed, etc.).

Along with new pens, pencils and notebooks, some classes will require daily use of a computer. We will have Chromebooks ready to check out to any student while at school. Students will save their work on Google Docs so that they can access them on their personal computers at home. We also want to emphasize the importance of having access to a working printer at home. **You will need to come to school prepared with your printed assignment.** The office is often a busy hub for teachers and staff, and cannot make a habit of printing homework assignments for the students.

REQUIRED SCHOOL SUPPLY LIST

- Pencil
- Lead (if using mechanical pencil)
- Eraser
- Pen
- A set of colored pencils
- Personal pencil sharpener
- Container for school supplies listed above (small bag)
- Paper
- Folder/3-ring binder or spiral notebooks and pocket folders in which you keep class notes, extra paper, and handouts.

LEAVING THE CLASSROOM

When a student arrives late or enters or leaves the room during class, the whole class can be disturbed. Teachers are not obliged to allow a student to leave class for forgotten

materials. Students should use the bathrooms between classes. Students need to ask permission from the teacher to leave the classroom while class is in session.

OTHER CLASSROOM RULES

1. Students may not eat during class time unless by permission of the teacher. All garbage and dirty utensils are the responsibility of the student and must be taken care of.
2. Gum chewing is not allowed.
3. Feet are not allowed on desks.
4. Hats must allow for the teacher to see students' eyes clearly. At their discretion, a teacher may ask students to remove hats that cover or shadow their eyes.
5. Hoods must not cover heads while in the classroom.
6. Sunglasses may not be worn in class.
7. No earbuds or headphones are used in the classroom.
8. Vandalism of any kind to school property (drawing on furniture, forcing of locks/windows, forced access to vending machines) is strictly forbidden.

Consistent violations of these rules may result in a mandatory conference with the student, faculty/staff, and parents, and restorative work and/or loss of privileges at the discretion of the HS Director.

CLASS MEETING ADVISORY

CLASS MEETINGS

Each week, students and faculty gather for Class Meeting. This is a time to discuss academic and social concerns, plan high school events, hear from guest speakers, and talk together as a community. Attendance at Class Meetings is essential.

ACADEMIC STANDARDS

COMPLETION OF COURSES

To receive a diploma from Shining Mountain Waldorf School a student must complete all courses unless excused by the HSLT and Governance Counsel for reasons to include doctor's exemptions, or ILP Guidelines. A student may miss one ML Block in a school year due to unforeseen illness only. Recreational travel, personal interest, and teacher preferences are not valid reasons for dropping a course.

MISSING OR LATE ASSIGNMENTS AND INCOMPLETES

Missing or late assignments can drop the final block grade by a full grade or more and can mean the difference between passing and failing a course. **Teachers are not obliged to accept late work.** An incomplete in a class will only be given in exceptional circumstances, such as emergency situations or illness, when special arrangements are made with the teacher and approved by the High School Leadership Team.. Extensions may be granted at the discretion of the teacher, up to a maximum of 2 weeks following the final class session; after this time, the student will receive the grade earned according to the teacher's rubric. Teachers will communicate any revised deadlines and additional requirements for submitting late work in writing to students and their parents. Students who miss class work because of a suspension will not be eligible for an incomplete.

FAILED COURSES AND GPA REQUIREMENTS

Students receiving a D or F evaluation in any course(s) may be placed on academic probation for two grading periods or up to a semester if this occurs repeatedly.

If a student's academic GPA for the current school year falls below a 2.5, the student will be placed on academic probation. If a student is not demonstrating a positive change of academic performance or their academic GPA falls below a 2.0, they may be asked to leave at any time. In this case, academic probation ends when a student's academic GPA rises above a 2.0. Also, if a student receives two failing grades during their four years at SMWS, the student will be placed on academic probation and their ability to graduate will be jeopardized. In this case, academic probation ends when the student completes two successful grading periods without a failing grade. Any student receiving a third failing grade will be on academic probation for 12 months and must make up enough work to pull at least one of the failing grades up to a passing grade since the graduation requirement is that a student have no more than two failing grades in order to graduate. In either case, academic probation means the student may be required to attend study hall during lunch every day; the student may lose their off-campus lunch privileges; and the student may be asked to leave at any time. Students who play sports through SMWS (or other district schools) must maintain at least a C in their current classes during the sports season. If their grades fall below a C, supportive action will be taken.

REQUIRED ATTENDANCE TO RECEIVE CREDIT

In order to be guaranteed full credit a student must attend a minimum of 80% of a course. If a student is unable to attend 80% of a course, they must meet with the teacher and their advisor to make an alternative plan for modified grading/assignments and/or applying for No Course/No Credit. In the case of illness or a planned absence the teacher may still require the student to complete all or a portion of the assigned coursework.

GRADING SYSTEM

NUMERICAL

	B+ ≥ 87	C+ ≥ 77	D+ ≥ 67	F = Below 60
A ≥ 93	B ≥ 83	C ≥ 73	D ≥ 63	
A- ≥ 90	B- ≥ 80	C- ≥ 70	D- ≥ 60	

ALPHABETIC

- A Truly superior work; high intellectual achievement coupled with consistent effort; excellent organization and efficient work habits; independence of thought; intuitive and resourceful in performance; accomplished work well beyond minimal requirements; evidence of originality and imagination.
- B Above average in achievement (on a college preparatory standard); generally good to very good work; good comprehension of the subject matter; all work and all aspects of an assignment completed to a high level of quality; independent work habits; consistent effort.
- C A satisfactory level of work that merits college recommendation, showing reasonably adequate comprehension, but without the grasp which characterizes the A or B student; only fair independence and initiative; work is not always corrected and may be somewhat incomplete. A grade of 'C' is often received when significant components of otherwise good work have been omitted or carelessly done.
- D Passing but less than satisfactory work, may indicate sporadic effort.
- F Below any satisfactory standard – little work, effort or interest; not even the minimal requirements of a course or assignment were met.
- P Pass – any grade 'D' or above– given in a Pass/Fail course.
- INC Incomplete – work needs to be handed in before a grade can be given. A grade of 'INC' becomes an F six weeks after grades are issued, unless the work is appropriately handed in.
- NC No Credit – given if there was a significant amount of the class missed due to illness or other reason.

COMMUNICATION

OFFICE PHONE/CELL PHONE USE

Students must directly communicate with the HS Office before contacting parents/guardians in case of illness and for non-emergency messages. Students will not be released without office staff hearing directly from the parent or guardian. Please refer to the New Electronic Device Policy for further information on cell phone use.

ELECTRONIC DEVICE POLICY

To optimize learning and to promote a healthy social climate, Shining Mountain Waldorf High School students are not allowed to use cell phones and other electronic devices (including, but not limited to smart watches, tablets, digital music players, laptops and games) during class unless specifically instructed by the teacher.

- Cell phones will be powered off and put away (not “on your person”) during the school day from 8:20-3:25 and will not accompany students for all off campus trips (Fall retreat, Spring trip week, and day trips).
- Students may put their phones in the cell phone lock box at the front desk and keep the key themselves, **or** they may choose to keep phones in their backpacks, lockers, or vehicles. Keeping phones in a pants pocket or jacket is considered “on your person” and is not allowed.

EXCEPTIONS:

Cell phones may be used for brief communications only when following these guidelines:

- Students may use their phones with permission and for a purpose, such as:
 - calling or texting a parent
 - taking a photograph of the board
 - for students whose learning accommodations require use of specific technologies in the classroom).
- If a teacher observes a student using the phone without permission, the teacher will ask the student to put it in the cell phone lock box and the student will hold the key until the end of the day, at which time the student and teacher will discuss the infraction, with a parent informed. After the second infraction, the Parents will be notified and asked to keep the phone at home for one week. will have a conversation with a teacher, parent/guardian and the Student Support Task Force chair, Mike Terborg. If there is a third infraction, parents will be asked to keep the cell phone at home for the remainder of the semester. At Shining Mountain Waldorf High School we make cultural agreements. When there are infractions on

our cultural agreements, we restore our culture with logical/natural consequences and restorative practices.

VIOLATION OF THE POLICY:

After the first violation, the electronic device will be taken by any school employee (faculty, staff, or administrators) and held at the front office until the end of the day.

After a second violation, there will be a conversation with the student, parents/guardians, faculty advisor and high school director:

- At the meeting, the student will be expected to explain the circumstances of the violation and to articulate why they want to be part of the HS community, including demonstration of an understanding of and willingness to abide by school policies.
- One goal of this meeting will be to develop a proposal for an appropriate consequence for subsequent violations.
- Following the meeting, the student must summarize the conversation in writing. The written explanations and proposal, signed by parents/guardians and advisor, must be submitted to the High School Director for approval.

If a third violation occurs before the proposal is accepted, suspension is a possible consequence.

CHROMEBOOKS:

Use of Chromebooks is allowed:

- in classrooms where they are required, for the purpose of doing school work
- to do school work during lunch time in the designated classroom

Unapproved use of laptops on school grounds may invite personal liability, security issues, and unnecessary damage among other problems, and will be addressed similar to phone violations.

STUDENT EMAIL PROTOCOL + MySMWS

Email is one of the primary means of communication between the school and families, and between the student and teacher. Each high school student is assigned an SMWS email address following the FirstNameLastInitial@smwaldorf.org format. Students should ensure during the first week of classes that they are able to both access their school email and log into the MySMWS portal (the latter being the place grades and other class-specific information will be posted). In addition, the following protocols apply:

1. Students should know how to check their email accounts and check them regularly.
2. Communications with teachers and staff should always be sent through students' SMWS accounts, not personal emails.
3. Students should not text teachers or staff.
4. Communications sent through school accounts should reflect the values and integrity of our community. Please revisit our Values section for details.
5. For password/account issues and transcript questions, please contact Registrar Ashley Wiley at awiley@smwaldorf.org.

COMPUTING CODE OF CONDUCT FOR STUDENTS

Shining Mountain Waldorf School provides information technology resources to a large and varied group, including faculty, staff, students, and guests. All members of this community are responsible for using these resources in an effective, efficient and ethical manner that does not interfere with the reasonable use by other community members. Access to the technology resources within the school and beyond the campus, sharing of information, and security of the intellectual products of the community, all require that each and every user accept responsibility to protect the rights of the community. The information technology policies noted below apply to the entire Shining Mountain Waldorf School community and its guests.

BASIC AGREEMENT:

- 1) I agree to abide by the Shining Mountain guidelines for proper use of Information Technology Resources
- 2) I understand that I am responsible for the security of my Chromebook and other devices connected to the network and for all activity originating from my devices, including but not limited to:
 - Traffic generated by viruses and malware;
 - Sharing of music or other media files; and
 - Other users who have gained access to my computer.
- 3) I understand that I am not guaranteed a network connection or a specific amount of network bandwidth. Network resources may be managed to optimize performance of some essential applications or resources and slow down other applications or resources.

- 4) I understand that my networking or computing services can be suspended or terminated at any time if I violate this agreement. Misuse may result in further disciplinary actions.

ACCESS AND PROPER USE:

I will not:

- Provide access to any school computing resource to anyone not eligible or allow others to access such resources using my identity.
- Perform any action that denies another network user access to network resources.
- Distribute copyright protected materials in violation of applicable state and federal laws.
- Attempt to gain access to services, resources, networks, or computers for which I am not authorized.
- Scan computers to detect access points or vulnerabilities.
- Perform any action that would impair the function or compromise the integrity of the network or result in the denial or degradation of another user's access to the network.
- Alter network wiring, equipment or jacks, or extend the network.

I understand that:

- Excessive use of the network is prohibited and subject to restrictions. Excessive use is defined as using an amount of network resources beyond what is comparable to a single, interactive network session such as web browsing. This includes but is not limited to the legal sharing of music and other media files.

INTERNET (AKA WiFi):

When I use the WiFi/Internet provided by the school network I will:

1. Visit appropriate sites
2. Use connectivity for school-related activities
3. Use bandwidth efficiently (e.g., no gaming, or video)

GOOGLE DRIVE:

Google Drive is a tool to ease file sharing in our community. I will:

1. Use Google Drive for sharing documents with other students or faculty
2. Not post inappropriate files on Google Drive

3. Delete files that are no longer needed

LIVING COMMUNITY PRINCIPLES FOR ADULTS

Introduction:

The following Living Community Principles were developed by and for the community as part of Shining Mountain's Social Health program. As adults in the SMWS community, we commit to do our best to meet one another according to these Living Community Principles. We understand that none of us will be able to uphold them perfectly and agree to presume that in each moment, each person is doing their best to meet the situation with good intent.

Confidentiality, Transparency, and Decisions

We, as adult members of the community, strive to maintain clarity, appropriate transparency, and professional confidentiality in our protocols and processes. When decisions are made in our community, we understand that they take into account what is best for the child, the class, and the school in addition to our individual needs and desires. When appropriate, all involved individuals will be given the opportunity to provide input and be informed of decisions in a timely manner. We will respect the school's decision even when it does not match our individual viewpoint.

Communication

We strive to work with integrity and discretion, communicating in open-hearted, respectful interactions to create trust in our relationships. As individuals we will extend to others our trust in them and their work. We hold ourselves and others accountable for clear communication and dialogue. We will seek to understand, use I-statements, work toward a solution, and offer observations rather than accusations. When we have a concern, we will share it directly with the person (or people) involved at an appropriate, agreed-upon time. When we are approached with a request or concern, we will listen and be receptive, and answer the request to communicate in a timely way.

To resolve a difficulty, all involved parties should be present in the conversation. If that is not possible, we will remind one another to speak directly to those involved and bring them into the conversation. When we must speak about another in their absence, it is our intention that conversation be objective, reasonable, constructive, and respectful, holding the highest good for everyone involved. We recognize that there are situations when it is not appropriate to go directly to the person involved (i.e. sexual harassment). Our goal in these situations is to create an emotionally safe and healthy process for everyone involved. These types of concerns may be brought to the school's administrative leadership and/or the Social Health Group to determine the appropriate process for action and/or resolution.

Modeling Inclusive Behavior

The work of the school and its teachers is to provide Waldorf education. The role of the parents/guardians is to support this work. As adults in the community, we agree to consciously model inclusive behavior and to collaborate with the school to foster social health. We strive to be aware of how our own child's behavior impacts others inside and outside the classroom. Our goal is to contribute to and support a positive atmosphere for all.

Conflict of Interest

We value trust, confidence, openness, and equality. We recognize that an individual in our community may wear several "different hats" while serving the school community in multiple roles. Therefore, each individual has a responsibility to name any conflicts of interest they perceive with tact and sensitivity, so that individual recusals occur when possible, and conflicts of interest can be taken into consideration when recusal is not possible.

STANDARDS OF STUDENT CONDUCT

DEFINITIONS

Verbal abuse includes withholding, bullying, defaming, defining, trivializing, harassing, diverting, interrogating, accusing, blaming, blocking, countering, lying, berating, taunting, put downs, abuse disguised as a joke, discounting, threatening, name-calling, yelling and raging.

Physically abusive behavior includes but is not limited to: striking, punching, pushing, pulling, slapping, striking with an object, pinching, kicking, tripping, kneeling, head-butting, throwing a projectile, biting, excessive tickling.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome.

Teasing is when someone asks for words or actions to stop and they don't, when the person being teased reacts negatively, when the words or actions are hurtful or disrespectful, when others don't help for fear of being teased.

Bullying includes persistency of the following: Exclusion of someone, physical abuse, verbal/relational, sexual abuse (intimidation, name calling, manipulating, teasing, rolled eyes, poking, inappropriate touch, vulgar language, showing private body parts...), ignoring, hurtful rumors, disrespect of property, ganging up, getting others to do any of the above. Bullying is a type of hurtful behavior that occurs when someone uses their power unfairly and repeatedly to hurt someone else.

Cyberbullying is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another child using the internet, mobile phone, or other type of digital technology. It has to be a child on both sides. If either party is an adult, it is not considered cyberbullying. Instead it is called cyber-harassment or cyberstalking and is a very serious crime.

Sexting is the slang term for the use of a cell phone or other similar electronic device to distribute pictures or video of sexually explicit images. It can also refer to text messages of a sexually-charged nature.

PDA (Public Display of Affection) - While we support a warm social environment on our campus, public displays of affection need to be limited to holding hands. Extended full body contact, sitting on laps and kissing are not allowed. Repeated violations will lead to disciplinary consequences.

BEHAVIOR EXPECTATIONS

Our goal is to provide a safe, welcoming and inclusive environment for each student. Teasing, bullying, and other abusive behaviors (defined below) are not tolerated at SMWS, either on campus or off-campus at school-sponsored events.

Safety First: Including but not limited to:

- No hitting, pushing, shoving, tripping, pinching, destruction of property, or other unsafe physical actions.
- We are a drug-free, alcohol-free and weapon-free school.
- Students are not to loiter in the parking lot or in parked cars during the school day.

Respect others and yourself. Including but not limited to:

- No name calling, no put-downs.
- Use of offensive language is not allowed. Words are powerful. They can bring people together, or quickly put them on opposite sides. Use of offensive, disrespectful language can create a feeling of inclusion for some, but exclusion for others. We ask that students speak to each other, the faculty, and staff with great care and the highest regard. Repeated use of offensive language will lead to disciplinary consequences.
- Be responsible for your own learning.
- Be supportive of everyone's learning.

If a student breaks the behavior policy of respect, a teacher will respond immediately in class and then ask to talk with the student after class. After class, the teacher will discover why the behavior was broken, remind the student why this behavior is not

allowed here, and come up with a plan for respectful communication in the future. A parent will be notified by the high leadership team that a conversation took place between the student and teacher. If the behavior continues to happen a second time, there will be a meeting with the student, their parents/guardians, teacher, advisor, and SSTF chair. In this meeting, a behavior contract will be completed, including the agreed upon consequences for if this behavior happens again.

SUBSTANCE-FREE STUDENTS

Drug and underage alcohol use is both illegal and incompatible with the mission of our school. The use of consciousness-altering drugs and alcohol has adverse effects on the healthy development of adolescents. It is our expectation that all students remain drug and alcohol-free while enrolled at Shining Mountain. It is our expectation to have all parents'/guardians' support in this regard.

CLEAN CAMPUS POLICY

The school campus is a drug, alcohol, nicotine, and tobacco-free environment. The promotion, possession, use, or being under the influence of alcohol or drugs by any SMWS student is strictly prohibited. This policy applies to our students at all school-sponsored events including those occurring outside of the regular school day, on or off campus. Students who appear to be under the influence of drugs or alcohol will be removed from class or an activity and their parents/guardians will be called to pick them up.

Students are under the jurisdiction of the School when they are on school property, on school sponsored trips, at school-sponsored events, in school buses, or in commercial vans or buses going to and from school. When Shining Mountain students are on or off campus for a school-sponsored activity, they are expected to follow all school regulations and policies and to conduct themselves in an appropriate manner. Behavior should reflect pride in oneself and in Shining Mountain. Behaviors that occur at other times that so violate the School's expectations such that they negatively impact the safety and well-being of others, adversely affect the School's reputation, reasonably interfere with students' education, social standing, and/or opportunity to participate in school activities/events/organizations/etc., or compromise the teacher-student relationship may be considered violations of our behavioral expectations and subject to disciplinary action.

Family Support

We believe the primary responsibility for teaching and modeling healthy choices for our students lies with the family. It is essential that open communication takes place on the

issues related to substance use/abuse. It is our expectation that the parents/guardians will support this policy of all SMWS students being drug and alcohol free.

How SMWS Handles Substance Use and Abuse

The School recognizes that in addition to the social consequences of the use of tobacco, alcohol or controlled substances, there are also health risks inherent in their use and abuse. Students who believe they may have a substance abuse problem may seek help through the counseling office at Shining Mountain without disciplinary consequences. If a student has violated our drug and alcohol policy, our purpose is to develop a plan that will support the student toward discontinuing drug/alcohol use. However, continued use will result in the student's dismissal from the school.

School Support

SMWS will offer substance use/abuse education on an ongoing basis. In conjunction with this education, we urge community members (students and adults) to refer anyone with whom they are concerned to Safe-2-Tell (www.safe2tellco.org). In addition, referrals can be made to our school counselor. Depending on the situation, others within the school will be made aware.

CONFLICT RESOLUTION AT THE HIGH SCHOOL

We take a restorative approach to building community, resolving conflict and repairing harm.

Restorative Practices

Restorative practices work to resolve conflicts by putting the focus on the harm that has been done. To resolve the conflict, all affected persons are asked to come together to find ways to repair the harm.

The 5 R's of Restorative Practices

Respect

Respect is the key ingredient that holds the container for all Restorative Practices, and it is what keeps the process safe.

Responsibility

For Restorative Practices to be effective, personal responsibility must be taken. Everyone needs to accept responsibility for his or her own behavior and this begins with the student of concern.

Repair

The restorative approach is to repair the harm that was done to the fullest extent possible, recognizing that harm may extend beyond anyone's capacity for repair. It

is through taking responsibility for one's own behavior and making repair that persons may regain or strengthen their self-respect.

Relationship

Relationships may be mended through the willingness to be accountable for one's actions and to make repair of harm done. Restorative practices recognize that when a harm occurs, individuals and communities have been violated.

Reintegration

For the restorative process to be complete, the student of concern and any others who may have felt alienated, must be accepted back into the community. This reintegration process is the final step in achieving wholeness.

How We Implement Restorative Practices

Our faculty and staff have been trained or are currently being trained in using restorative practices. When a conflict arises, a restorative meeting can be called that invites the student of concern and any school community members who have been affected. Three guiding questions led the restorative meeting:

- What is the harm?
- What needs to be done to repair the harm?
- Who is responsible for this repair?

Even though a student of concern has gone through the restorative process, certain situations may call for the student to also be put on probation, suspension or expelled as appropriate consequences for the harm that has been caused.

Probation. A student may be placed on probation (academic or disciplinary) for a specific period of time. The purpose of probation is to alert the student and parents to serious concerns about a student's academic performance or behavior. It defines a time during which improvement will be sought. Parents will be notified in writing of the specific terms and conditions of the probation.

Suspension. Suspension requires confirmation by the High School Director, and generally will include consultation with the student's advisor, the social health group or Pedagogical Director.

- If the situation warrants immediate removal from school, the student will be sent home after parents/guardians have been notified.
- The parents/guardians and student must meet with the student's advisor and high school director, in order to determine the conditions for re-admittance and continuance in the school.

- A written record of the suspension will be sent to the parents/guardians and included in the student's records.

Expulsion. In the case of a serious or repeated breach of discipline or decorum, inability to abide by our basic guidelines, or failure to successfully complete probation, expulsion may become necessary. If time and circumstances allow, the possible expulsion of a student should first be discussed in the high school sectional meeting (brought forth by relevant staff or faculty). The input from this discussion is then taken to the HSLT and Governance Counsel.

- High School Faculty, by consensus decision, makes a recommendation for expulsion to the School Director.
- The School Director approves that recommendation and informs the GC and the Board prior to notifying the student and family.

POLICY ON REPORTING TO COLLEGES

Shining Mountain Waldorf School reports disciplinary proceedings to colleges that ask for such information; that list includes all Common Application Schools. The question asked on the Common Application that Shining Mountain is asked to complete is the following:

Has this student ever been found responsible for a disciplinary violation at an educational institution attended from the 9th grade forward (or the international equivalent), whether related to academic misconduct or behavioral misconduct, that resulted in probation, suspension, removal, dismissal, or expulsion from the institution?

In the case of such reporting, our College Counselor and High School Director work with each senior so they can explain to the colleges the incident, the consequences, and the lessons learned. Students are encouraged to reflect honestly on the incident concerned. Colleges recognize that young people make mistakes and look for signs of growth and maturity in the student's response.

ACADEMIC INTEGRITY AND ETHICS

Shining Mountain Waldorf School is dedicated to Academic Integrity through the commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. Shining Mountain is committed to striving for excellence not only in scholarship but also for integrity of character. It is imperative that students present only their own ideas and insights.

CHEATING

Cheating is a serious offense, whether committed on a large test, or a small quiz. Talking or communicating with another student during a quiz or test may be considered cheating. Cheating includes giving answers as well as receiving them. The consequences of cheating shall be decided by the HSLT after consulting with the teacher.

PLAGIARISM

Plagiarism is an equally serious academic offense. Plagiarism consists of submitting someone else's work and representing it as one's own. This includes copying material from books, computer sources, other published material, using any form of generative AI (such as ChatGPT), or another student's work, without clearly identifying the source. The consequences for plagiarism shall be decided by the HSLT after consulting with the teacher.

HIGH SCHOOL DRESS CODE

Students at Shining Mountain Waldorf School are expected to wear clothing that will contribute toward an atmosphere focused on learning and being able to participate in all activities safely and comfortably. Clothing choices need to support a healthy, inclusive social atmosphere. No hate speech or references to illegal substances or activities are permitted on clothing and accessories at school. High school students need to remember that they are ambassadors for the whole school – they are admired and closely observed by the younger students.

High school students will adopt lower school standards for dress when they are working with LS classes on the lower school campus (see guideline #1 below).

For whole-school assemblies, the attire of the high school students will reflect the respectful mood of the assembly. This means dress pants, collared dress shirts/tops, dresses, and/or skirts. No torn clothing may be worn for assemblies.

Concert dress standards set by the music teachers will be adhered to for performances (see details below).

If a student is in violation of the dress code, they will be asked to go to the high school office and put on school appropriate clothing.

HIGH SCHOOL DRESS CODE GUIDELINES

1. When on the lower school campus, we ask the high school students to adhere to the lower school dress code.
2. No hate speech/obscenities, or drug/violence references are allowed on clothes.

CLASS-SPECIFIC DRESS GUIDELINES

Occasionally students will be required to wear specific clothing for a particular class or event. The teachers will inform the students of what clothing is required for class. Being unprepared for class could affect the student's grade.

CONCERT DRESS

Black shirts and dress pants for high school students. Concert dress policy also includes the following: no tight clothing, plunging necklines, bare midriffs or visible underwear.

Students who arrive for a performance inappropriately dressed may be asked to borrow appropriate clothing provided from the school's costume room (if available), or will be excluded from the performance. If a student is excluded from a performance because of dress, their grade will be affected in that class.

SPECIAL PRIVILEGES

CAMPUS LUNCH POLICY 2026-2027

1. Students in grades 10, 11 and 12 are permitted to go off campus at lunchtime starting the second week of school, pending their signed permission forms. This privilege may be revoked if abused or if they are repeatedly late to their advisory period.
2. Students in grade 9 may go off campus at lunchtime, starting the second week of school if their parents have signed the permission form. This privilege is dependent on their ability to manage their schedule and arrive on time for class consistently. If anyone in the 9th grade is late to return for the class meeting, the privilege will be revoked for the entire 9th grade for one week, at which time they may all have this privilege granted again.
3. All students may walk or ride their bike and this is preferred over vehicles.
4. No student may go off campus during the 15-minute morning break.
5. **Students must sign in and out at the front office when going off high school grounds (this includes walking around the lower school campus and going to Festival Hall).**

12TH GRADE LUNCH POLICY 2026-2027 DRIVING OFF-CAMPUS

1. Starting the second week in September, 12th grade students can drive off campus for lunch, provided that their parents have signed their permission

form.

2. 12th grade student passengers are allowed to be driven off campus at lunch by 12th grade drivers if their parents have signed their respective permission forms.

OFF-CAMPUS DRIVING POLICY (SCHOOL-RELATED EVENTS)

Students may not drive themselves to field trips or other school-related events during the school day. They need to ride with a parent or school representative who is cleared through the business office. There may be times that parents are to drop off and pick up their students at a farm or a hiking location. Specific communication will be shared by the coordinating teachers.