



Highland Hall
Waldorf School

**Highland Hall
High School
Student / Parent
Handbook
2011-2012**

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1. MORNING VERSE

I do behold the world
Wherein there shines the sun;
Wherein there gleam the stars;
Wherein there lie the stones,
The plants, they live and grow,
The beast, they feel and live,
And man to spirit gives
A dwelling in his soul

I do behold the soul
That liveth within me.
God's Spirit lives and moves
In light of sun and soul,
In heights of world without,
In depths of soul within.

Spirit of God to Thee
Myself I seeking turn,
That strength and grace and skill
For learning and for work
In me may live and grow.

—Rudolf Steiner

2. ABOUT HIGHLAND HALL WALDORF SCHOOL

Highland Hall Waldorf School is an independent, coeducational day school based on the educational principles of Dr. Rudolf Steiner, Austrian philosopher and social scientist. Dr. Steiner established the first Waldorf School in Stuttgart, Germany, in 1919.

Highland Hall is the oldest Waldorf School in the western United States. We opened our doors in 1955 to students from the San Fernando Valley, Hollywood, the Westside, and Pasadena. Today we continue to enjoy the vitality and diversity of a multiethnic student population representing local communities from Venice to Palmdale, and from Malibu to Glendale. In addition, our foreign exchange students, who come to us from Europe, bring an intercultural awareness to our campus.

Academic standards at Highland Hall surpass the University of California entrance requirements. Scholastic discipline is balanced by artistic values and practical skills. High school students (Grades 9 through 12) study academic subjects in three or four-week blocks during the main lesson which is the first 1 ¾ hours of the day. The main lesson is followed by track classes in foreign language, mathematics, and English. The day concludes with artistic and physical education elective classes.

Main lesson and English classes are scheduled by grade and reflect the mixed abilities of students in each grade. We require each student, from Grades 9 to 12, to participate in physical education and artistic electives.

Although the environment at Highland Hall is deliberately non-competitive, we expect students to perform to their maximum potential in all academic and social situations. We encourage students to feel secure not only in *what* they know, but *that* they know. Our athletic program emphasizes a relaxed atmosphere in which students enjoy the activity itself as well as the win. We foster a social awareness which promotes interdependence and empowers each student with the possibility to emerge as a leader. Our students learn the balance between individual striving and concern for the group as a whole.

In 1975, the Western Association of Schools and Colleges (WASC) accredited Highland Hall School. In May, 1980; June, 1986; June, 1992; June, 1998; and again in June 2004, WASC accredited Highland Hall for the maximum term of six years.

3. THREE-FOLD COMMITMENT

In our admissions interview, we discuss Highland Hall's understanding of the three-fold commitment involved in enrollment in a Waldorf school. This commitment is embodied in an unwritten school-student-parent contract discussed below.

The commitment of the school is to give each student a quality education which adheres to the philosophy of Waldorf pedagogy and to administer the guidelines, procedures, and standards described in this handbook. Questions regarding the school's philosophy or methodology can be directed to either the sponsor or the High School Chair.

The commitment of the student is to work and to participate in the intellectual and social life of the class and the school. Homework, for example, must be completed on a daily basis. The student should schedule time each afternoon or evening to accomplish this task. Instructors will check frequently for progress or completion. During this time in the student's life, school comes first. After-school social life, jobs, athletics, etc., must be balanced with the responsibilities as a student.

The parents' commitment is to support their son or daughter as a high school student by ensuring that homework is completed on a daily basis. It is also the parents' responsibility to communicate with their student's teachers concerning their student's progress. To facilitate communication between the school and parents, the school sends out regular reports, schedules at least one parent-sponsor meeting during the year, and invites telephone calls or appointments whenever the need arises. If parents cannot reach the

appropriate teacher, they may speak with the class sponsor. In matters of discipline or clarification of school requirements, the faculty may request that the parents meet with faculty members, the High School Chair, and the sponsor.

Additional avenues for participation in the life of the school are open to parents. These opportunities include PATHS (The Parent Association of the High School), open house, school events and athletics, class trips, festivals, fairs, and other fund-raising activities. Parents may work as room representatives. Parents may also be invited to membership on the Board of Trustees.

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4. ABOUT PATHS

The Parent Association of the High School (PATHS) extends a special welcome to new and continuing students to Highland Hall High School. The principal goal of PATHS is to increase parent participation in the curriculum and social life of the high school. PATHS helps students, parents, and faculty to enrich and maintain the learning atmosphere we have all come to expect from a Waldorf education. PATHS recognizes that the high school experience is substantially different in some respects from the lower school experience and that the high school student has different needs. We, the faculty and staff, want to discover new ways to assist students in their transition to high school and eventually to the world outside Highland Hall.

5. LINES OF COMMUNICATION

If a student has questions or is having difficulty in a class, he/she should contact the teacher as soon as possible. If, for some reason, there is no response in a timely manner, the student should contact the class sponsor(s). There is a faculty list in this handbook on page 27.

6. 2011/2012 SCHOOL CALENDAR

Sept. 6	Tues.	School Opens for High School/Beach Day
Sept. 7	Wed	High School and Lower School Classes begins Rose Ceremony
Sept. 17	Sat	Orientation for New Families
Sept. 21	Wed	Picture Day
Oct. 1 – Oct. 8	Sat – Sat	10 th Grade Native American Trip
Oct. 3 – Oct. 7	Mon – Fri	9 th & 11 th Grade Trips
Oct. 3 – Oct. 6	Mon – Thur	College Week for Seniors
Oct. 10	Mon	Columbus Day – No School
Oct. 12	Wed	PSAT's for 9 th , 10 th & 11 th Grades then Bowling
Oct. 19	Wed	High School Preview
Oct. 22	Sat	SAT I & II Subject Tests for Seniors (off site)
Oct. 26	Wed	Picture Day Retakes
Oct. 28	Fri	Pumpkin Carving for grades 1 & 12 (lunch)
Oct. 28	Fri	Hallowed Eve
Nov. 5	Sat	SAT I & II Subject Tests for Seniors (off site)
Nov. 11	Fri	1 st Quarter Ends (no teacher in service day)
Nov. 12	Sat	High School Open House
Nov. 23	Wed	School ends at 1:00 pm - High School Thanksgiving Lunch
Nov. 24-25	Thur & Fri	Thanksgiving Recess
Dec. 3	Sat	SAT's for Seniors (off site)
Dec. 3	Sat	Winter Fair
Dec. 8	Thur	High School Winter Concert 7:00 pm
Dec. 10	Sat	High School Open House
Dec. 16	Fri	Winter Assembly School dismissed after Assembly
Dec. 16	Fri	Shepherds' Play
Dec 19 – Dec 30		Winter Break
Jan. 3	Tue	School Resumes
Jan. 7	Sat	High School Open House
Jan. 16	Mon	Martin Luther King Jr. Holiday – No School
Jan. 27	Fri	1 st Semester/2 nd Quarter Ends
Jan. 27-29	Fri-Sun	High School Drama Production
Jan. 28	Sat	SAT's for Seniors (off site)
Feb 11	Sat	Daddy Daughter Dance 6:30 pm
Feb. 20-24	M-F	Presidents' Week Recess – No School
Mar. 10	Sat	SAT's for Juniors (off site)
Mar. 30	Fri	3 rd Quarter Ends (no teacher in service day)
April 2 – 13		Spring Break – No School
May 5	Sat	May Faire
May 5	Sat	SAT I & II Subject Tests (off site)
May 10	Thur	High School Spring Concert 7:00 pm
May 20-27	Sun-Sun	Senior Class Trip
May 28	Mon	Memorial Day – No School
Jun 2	Sat	SAT I & II Subject Tests (off site)
Jun 14	Thu	12 th Grade Play - Dusk
Jun 14	Thu	Last Day for Seniors & ECC
Jun 15	Fri	Final Assembly 11:00 am - School Dismissed after
Jun 15	Fri	Senior Graduation 6:00 pm

7. ADMISSIONS

The admissions process begins when the family requests information about Highland Hall. After a review of the prospective student's records by the High School Coordinator, the Enrollment Director will set up an interview and testing date with the candidate, the family, and the class sponsor(s). The student to whom we offer admission enters the high school with the understanding of his/her responsibilities in the following areas:

1. Academic proficiency: skills need to be at grade level or tutoring will be required.
2. Discipline: the student will conduct himself/herself in such a way that discipline from the teacher is unnecessary.
3. Absenteeism: The student will attend school on a regular basis.
4. Commitment: The student and parents are committed to do whatever is necessary to be successful participants in both the social and academic realms of the class and the school.

8. GRADUATION DIPLOMA

Highland Hall gives a High School Diploma to students who have completed all State of California requirements

9. DISCIPLINE

We hope that the student will operate from an inner discipline that takes into account responsibility for one's self, other students, the class, and the school. If discipline is necessary, the following are the general guidelines:

1. The individual class teacher will deal with minor problems with a student. However, continual problems from a student may necessitate a meeting with the high school faculty for appropriate action. Failure of a student to accomplish homework assignments is an example of a problem that may require disciplinary action.
2. A student who is asked to leave class for disciplinary reasons must report to the High School Coordinator.
3. A student who is sent out of any class will automatically lose off-campus privileges for one week and receive an absence on his/her attendance record for that class. Furthermore, the student's final grade may be lowered.
4. Individual teachers may advocate suspension for one day. Before any action is taken, this teacher must meet with and be advised by the sponsor(s) of the student in question or two other sponsors of the high school. Suspension can occur for the following reasons: cutting class, smoking on campus, fighting, drug possession, rude or anti-social behavior, vandalism, or other offences that may warrant suspension.

10. SCHOOL-WIDE STANDARDS OF BEHAVIOR

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

The basic guidelines for conduct are as follows:

1. Students will arrive at class on time, prepared and ready to learn. Students will bring all required materials, including assigned homework.
2. Students will be polite and respectful to teachers and staff as well as to one another in all forms of communication, i.e. verbal, written, and texting.
3. Students will cooperate and follow all instructions from teachers and staff.
4. Students will raise their hand and be called upon by the teacher to speak during a lesson unless the teacher has given other guidelines for the class period.
5. All students are expected to help keep rooms neat and clean.
6. Students will remain in the classroom or with the class if the class is outside, until the end of the period or until dismissed by the teacher.
7. Students will use the breaks provided between classes to use the bathroom so as not to disrupt others during class.
8. Students will handle all school materials and property with care.
9. Students may not:
 - a. Behave in a disruptive manner. Disruptive behavior is behavior which prevents the teacher from teaching and/or other students from learning.
 - b. Eat, drink, or chew gum during class time.
 - c. Disturb other classes.
 - d. Use obscene or anti-social language.

If a student violates the above basic guidelines for conduct, the teacher may employ any of the following disciplinary actions:

1. Remind the student of the appropriate conduct.
2. Move the student to another place.
3. Give the student a time out, extra homework, or an individual job or assignment.
4. Call the student's home.
5. Send a note home.
6. Send the student out for the remainder of the class.
7. Have the student make up missed work at recess or after school.
8. Send the student home.

11. SCHOOL-WIDE STUDENT GOALS

Several years ago, the following student goals were developed through an extensive community-wide effort by faculty, staff, and parents. During the 2003-2004 accreditation process, the entire faculty and staff reviewed these student goals, validating and reaccepting them without recommendation for change. The review acknowledged that the greatest difficulty in achieving the student goals was how to include the "non-measurable" aspects of the goals. Since the overall intent of our education is to develop well-rounded individuals, the attempt has been made to balance the spiritual qualitative expectations with the specific quantitative expectations.

1. Moral/Spiritual: Graduates will have a lifelong interest in developing themselves on a moral/spiritual basis. They will:
 - a. Have confidence in their own abilities.
 - b. Be able to make life choices according to their own views, values, and goals.
 - c. Be able to identify and pursue their own goals for moral/spiritual development.
 - d. Be aware of the importance of harmonizing the physical, mental, emotional, and spiritual aspects of their being.
2. Thinking: Graduates will demonstrate complex thinking skills, including:
 - a. The ability to assimilate, analyze, and organizes information for themselves and others to use.
 - b. The ability to resolve problems and situations involving multiple ideas or aspects.

- c. The ability to look beyond the immediate and see the “big” picture.
 - d. The ability to form new questions through active imagination.
3. Thinking: Graduates will be effective and creative communicators who can:
 - a. Organize and develop ideas and present them in clear, correct verbal and written form.
 - b. Express themselves creatively in at least one art form.
 - c. Listen to others with interest and compassion.
 4. Social: Graduates will have the determination to create healthy relationships with other human beings as individuals and within groups. They will:
 - a. Be able to accept and work with people of different backgrounds, cultures, temperaments, and levels of capacity.
 - b. Have appreciation for others’ efforts and achievements and for each individual’s unique value.
 - c. Have an awareness of the power of individuals and groups to create change.
 5. Orientation: Graduates will have the ability to make significant contributions to the world as adults. They will be able to:
 - a. Orient in time and place and be interested in the world.
 - b. Take initiatives and positive action.
 - c. Enter and meet the adult world with a conscious ability to trust and balance with discernment.
 - d. Commit to lifelong learning and the development of their highest capacities.

12. BASIC GUIDELINES FOR CONDUCT IN THE HIGH SCHOOL

The faculty and staff and Highland Hall expect our students to maintain a certain standard of behavior while on campus or while attending school-sponsored functions. The following guidelines will help students understand and follow the standards for behavior:

1. In the Classroom: Students must be in the classroom and ready to start class by the time the second bell rings. Students are not permitted to eat, drink, or chew gum during class time. Teachers and students are responsible for keeping rooms neat. Students must remain in the room until the end of the period or until dismissed by their teacher.
2. Language: Students may not use obscene or anti-social language.
3. **APPEARANCE GUIDELINES:** Students are expected to dress in a way that contributes to a healthy social environment and an academic atmosphere. High school students should remember that they are admired and closely observed by the early childhood and elementary school students.
 - a. **Clothing:** Students should be clean, neat, and well-groomed. Dress should allow for a full range of activities including eurythmy and drama. Clothing should not be excessively baggy or revealing.
 - Boys should not wear:
 - sleeveless shirts.
 - clothing with pictures or writing which are considered vulgar, profane, or sexually suggestive.
 - clothing which advocates racial, ethnic or religious prejudice may not be worn.
 - Girls should not wear:
 - strapless tops, halter tops or spaghetti straps—straps should be no less than 1” wide.
 - cleavage and stomachs should not be exposed.
 - skirts and shorts should be no shorter than mid-thigh in length.
 - visible underwear, sleepwear and swimwear are unacceptable.

- appropriate footwear must be worn at all times, e.g., stiletto are prohibited.
 - no torn leggings or tights.
 - no see-through (sheer) or mesh fabric.
 - no clothing with pictures or writing which are considered vulgar, profane, or sexually suggestive.
 - no clothing which advocates racial, ethnic or religious prejudice may not be worn.
- b. **Headwear:** Hats, caps, hoods and sunglasses are not appropriate attire inside the classrooms.
 - c. **Symbols/Imagery:** Clothing and/or jewelry with symbols related to alcohol, drugs, sex, violence, and/or any television or movie imagery are prohibited.
 - d. **Body Piercing:** Piercing of the mouth or tongue is not allowed.
 - e. **P.E. Attire:** Tee shirts, closed-toed athletic shoes, and sweatpants or shorts (at mid-thigh length) should be worn unless student is wearing the team uniform. No jeans or cut-offs are appropriate.
 - f. **Assembly Attire:** For assemblies in which the students perform, assembly dress is required. Specific guidelines will be designated as each occasion warrants, however blue jeans, tee shirts, flip flops or sneakers are never appropriate.

Students who are inappropriately dressed and/or groomed at school or school events will be sent to the High School Office. If incident occurs when the office is closed, teacher or staff member will deal directly with student. Students requested to remove jewelry or change clothing are expected to cooperate. Students in violation of the dress code may be sent home and may lose credit for missed classes/events. Appearance issues that arise that are not covered by the above stated policy will be addressed as they occur and at the teacher's discretion.

4. **Electronic Devices:** Students may not use cell phones, headsets, CD/tape players, MP3s, iPods, DVDs, and electronic games on campus. The following rules govern the use of electronic devices:
 - a. If a student brings a cell phone to school for use after leaving the campus for the day, the cell phone must be stored out of sight (such as in a backpack) with the ringer and the power turned off. Any cell phone use, including ringing or vibrating inside a backpack, will result in confiscation of the phone. **The phone will be returned at the end of the day and a charge of \$10.00 per incident will occur.** Payment must be made in order to retrieve the phone. This rule applies during the entire school day as well as on field trips and class trips. Parents may contact their child in an emergency by calling the school office or, if after 3:30 p.m., by calling the number for after school care (Ext. 224).
 - b. Cell phones are permitted in the following circumstances:
 - i. After off-campus sports events
 - ii. In the event of an unexpected early dismissal (high school only)
 - iii. On the twelfth-grade class trip
 - c. Electronic devices may be used during the Friday lunch in the high school classrooms if specified by the high school faculty.
5. **Firearms:** Students who possess firearms and knives on campus will be expelled.
6. **Student Drivers:** Students are subject to the laws of the State of California while driving to and from school and while on school property. Students may park only in the lower parking lot. This lot is closed for students' use during the school day except when the students are approved to leave or leave and return to school prior to the end of the school day. Approval to drive off school grounds requires a written note or a call from the parents. The school will ordinarily not grant approval for students to leave school grounds for lunch, community services, school-related errands, or field trips except in extraordinary circumstances. The school will provide transportation when students need to attend sporting events and then

return to the school for dismissal. Students may not use their own transportation to attend sporting events if they plan to return to the school per our insurance company. Student drivers may not drive students from Highland Hall to school-sponsored activities. Student drivers must have Permission to Drive onto Campus and a Release of Claims forms completely filled out and on file in the high school office. Violation of the rules for student drivers may result in suspension of driving privileges. A student in any after school program may not be driven off-campus and back by another student driver.

7. Student Parking Lot: Students may park in designated areas only. Students may pick up and drop off riders in the lot at the bottom of the hill. The student parking lot is off limits during the rest of the day except by permission of high school personnel. There must be no loitering in the parking lot.
8. Fighting: Fighting will result in suspension.
9. Telephone Calls: Students may use the telephones in the high school office at recess or lunch with the permission of the High School Coordinator or a member of the high school faculty.
10. Absences: The following guidelines apply to student absences from school:
 - a. If a student will be absent for all or part of the school day, a parent or guardian must inform the High School Coordinator via phone or email.
 - b. Doctor appointments should be made outside of school time.
 - c. Work may be made up after absences at the discretion of the teacher. When the absence is for all or a major portion of a block, the teacher will determine how the student may make up the work or if he/she should withdraw from the class.
 - d. When a student misses a class, **IT IS THE STUDENT'S RESPONSIBILITY TO CALL THE TEACHER DIRECTLY OR CALL ANOTHER STUDENT TO FIND OUT ABOUT ASSIGNED WORK. PLEASE DO NOT CALL THE HIGH SCHOOL OFFICE FOR HOMEWORK ASSIGNMENTS.**
 - e. A record showing excessive tardiness and/or absences will be brought to a high school faculty meeting. Excessive absences or tardiness may affect the student's ability to fulfill requirements for the class and/or graduation.
11. Tardiness: School starts promptly at 8:00 a.m. Tardiness to any class is unacceptable. Excessive tardiness will result in disciplinary action and can affect the student's class grade. Missing one-half or more of the class is considered an absence.
12. Leaving Campus: At no time is a student allowed to leave school without first signing out through the High School Office. A student must have a note from a parent or guardian. If the student does not present such a note, the High School Coordinator will call a parent or guardian to obtain permission for the student to leave the campus. A student will be considered truant if he/she is absent from a class without signing out. The High School Office will report the absence to the sponsor, and the student will lose off-campus privileges for one week.

13. ALCOHOL AND DRUG POLICY

1. Our Belief

In healthy adolescent development, the young person's well being, social awareness, and active thinking enhance and sustain each other. As teachers, our work can be effective only when these qualities are nurtured. The use of alcohol and recreational drugs can be physically debilitating, socially destructive, and damaging to the processes of perception and thought. We expect the parents of our students to support our belief and commitment.

2. Our Commitment

We are, above all, concerned with the health and education of the young people in our care, as well as the

legal ramifications of alcohol and drug use. We commit to do what is possible to discourage and prevent the use of these substances among our students and encourage opportunities for intervention.

3. Our Expectation

We expect each student to make a commitment to abstain from alcohol and drugs while a student at Highland Hall and that every parent will support us in this effort.

4. Our Policy

No student may possess, use, sell, or exchange alcohol or drugs, or be under the influence of alcohol or drugs on school grounds. Additionally, no student may possess, use, sell, or exchange alcohol or drugs during school hours at any school-related activity, including but not limited to, field trips, dances, sporting events, or performances, either on or off campus. Any transgression of this policy will be subject to disciplinary action and may be grounds for expulsion.

Should a student be found in possession of, using, distributing, or under the influence of alcohol, drugs, or other controlled substances, or in the presence of such students on school grounds or within the vicinity, or during off-campus school-sponsored activities, the following consequences will apply:

- a. Immediate suspension from school and other school activities at the discretion of the high school faculty and the student's sponsor(s). Suspension will be no less than two days and will last until the student is notified that he/she can return to school. Students will be expected to consult with teachers and make up all missed work. Students will not be allowed on campus for any reason during the term of the suspension unless otherwise authorized by the high school chair.
- b. Parents or legal guardians will be immediately contacted and asked to take the student home. The school administrator and Interim School Council will also be immediately notified.
- c. If a student is suspected of being under the influence of alcohol or drugs, or is found in possession of or distributing alcohol or drugs, the student's belongings may be searched by the high school chair (on behalf of the high school faculty), the high school coordinator, or a person designated by the high school chair.
- d. In cases of possession or distribution of illicit drugs, the police may have to be contacted before parents are called depending on the nature of the situation as determined by the high school chair, the high school coordinator, or a person designated by the high school chair.
- e. Any display of rolling papers will lead to confiscation and parent notification. Display of other drug related paraphernalia will lead to further disciplinary action.

If faculty members observe a convergence of indicators such as excessive tardiness, fatigue in class, inability to concentrate, or a marked downturn in academic performance, social behavior, and/or attitude, a meeting will be arranged with the student and his/her parents, the sponsor(s), the school counselor, and the high school chair to discuss possible causes, and the student may be asked to have an outside evaluation, which may include drug testing. The school may follow this same procedure if we are told by another student or parent(s) or outside source that one of the students has violated our policies as listed above.

5. One or all of the following actions may apply:

- a. A family meeting with the high school chair, the high school coordinator, and the student's sponsor(s) will be required for the student and his/her parents or guardians within 48 hours unless, for example, one of the parties is out of town, in which case alternate plans will be specified.
- b. A substance abuse assessment by a California-certified substance use counselor may be required, to be completed within three weeks at the expense of the parents or guardians, concluding with a written report with the counselor's assessment and recommendation for substance abuse education sessions. The education sessions will take place outside of the school day, and proof of completion must be received by the school for the student to continue at Highland Hall.

- c. The student may be barred from off-campus lunch privileges and from performing, competing, and/or representing the school in any school-sponsored activities for up to 14 consecutive calendar days unless otherwise specified by the high school faculty.
- d. The student may be required to attend and complete an approved substance abuse treatment program at the expense of parents or guardian, to begin within 3 weeks.
- e. The student may be barred from off campus lunch privileges for the remainder of the year and from performing, competing, and/or representing the school in any school-sponsored activities for 28 consecutive calendar days unless otherwise specified by the high school faculty.
- f. Immediate Expulsion

Students who are using alcohol or drugs and who seek help from any teacher or staff member may be allowed to forego the aforementioned consequences for their disclosure. She/he would be referred to the student counselor, and steps would be taken to insure that the proper support and intervention is available.

However, continued behaviors that include possession, use, distribution, or being under the influence of alcohol, drugs, or other controlled substances on school grounds or during off-campus school-sponsored activities may result in immediate suspension from classes and the disciplinary procedures outlined in this policy will commence.

Appeal Process:

Students who wish to contest an alcohol or drug disciplinary must submit a written request for appeal to the Interim School Council within 3 days of the disciplinary action, to be followed by a hearing within two weeks. The case will come before a specially designated group made up of the high school chair, the high school coordinator, the student’s sponsor(s), and the administrative director, and other faculty members as deemed necessary. If the student was suspended or expelled, that status remains until the appeal determination is rendered. The appeal decision shall be made behind closed doors and reported to the student within two days of the hearing. The decision is final.

Note:

Parents and legal guardians are advised that serving alcohol or providing tobacco or illegal drugs to minors is illegal and can result in arrest, prosecution, and incarceration. If a student is taking prescription drugs at school, the high school office and the student’s sponsor(s) must be notified. A student may not give another student over-the-counter or prescription drugs.

Tobacco Policy:

Use of tobacco products during the school day or at school-related activities is not permitted. A student found using tobacco during the school day or at school-related activities will meet with the sponsor(s); parents will be notified immediately and asked to take the student from campus for the remainder of the day.

Repeated occurrences may result in a 2-day suspension from school at the discretion of the sponsor(s) and the high school chair. Any display of cigarettes, tobacco, or rolling papers during school or school activities will lead to immediate confiscation and parent notification. Records of all offenses will be kept. Students found smoking on field trips may be sent home at their families’ expense.

14. GRADING GUIDELINES

Many colleges and universities are taking into account the minus and plus signs on a grade when computing a student’s G.P.A. Highland Hall began recording grades that include a plus or a minus sign in June of 1988. For example, there is a vast difference in the quality of work between a B+ and a B-, and some difference between a C+ and a B-. Attitude and work habits can affect the letter grade. If a student has any question about the criteria used for grading in a particular course, he/she should clarify the question with the teacher at the beginning of the course. The chart below details the grading system in use at Highland Hall:

Letter grades receive the following values on the 4.0 scale:

A+ 4.3	B+ 3.3	C+ 2.3	D+ 1.3
A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7

The following information pertains to the school's policies regarding "D" or "F" grades, failed courses, late work, attendance with respect to grades, and extracurricular activities:

1. D-F slips: When a student is getting a "D" or an "F" in a given course or if other problems arise, the teacher has the option of sending a D-F slip to the student's parents. In some instances, this option is not possible. For example, if the grade is based on an outside project, the teacher may not know if the student's work is at the "D" or "F" level before the end of the course. The faculty of Highland Hall makes every possible effort to communicate with the parents when a student is doing poorly; however, final responsibility rests with the student and his/her parents.
2. D or F Grades: The student has the following options if the grade is "D" or "F":
 - a. When a student receives a "D" or "F" grade in a track class, such as math or foreign language, he/she may attempt to earn a better grade by repeating the course. This repetition may be done in the following year, if the schedules allow. The student may also attend summer school.
 - b. The student may also attempt to earn a better grade by working with a tutor. The student can then satisfy the teacher's requirements, usually by taking an examination after the tutoring period.
 - c. A student who earns a "D" or "F" grade will not be regarded as prepared to take the next level of continuing course work until the unsatisfactory grade has been improved by one of the above routes. If the unsatisfactory grade is earned in the first semester of the year, the student will be required to obtain tutoring during the second semester to enable him or her to cope with the material of the second semester.
 - d. A student who receives a "D" or an "F" grade on a main lesson course may be offered the opportunity to perform further work to satisfy the teacher; however, teachers are under no obligation to make such an offer.
3. Attendance Affects the Student's Grade: The following guidelines explain the policy of Highland Hall with regard to attendance:
 - a. A student who misses five (5) or more days in a main lesson block may receive no credit for that block or may receive partial credit depending on the nature of the class and the teacher's judgment.
 - b. A student who misses ten (10) or more days in a track class may receive no credit for that course, or partial credit may be given as noted above.
 - c. A student may also receive a lower grade or fail a course due to excessive tardiness or absences.
 - d. Three (3) tardies in any given course may count as one unexcused absence.
 - e. In the case of a prolonged illness, a teacher may waive the above guidelines and allow the student to make up the work and receive credit for the course.
4. Extracurricular Activities: The student must attend all classes on the day of an extracurricular activity in order to participate in that activity. The school schedules a variety of extracurricular activities, such as rehearsals and plays, rehearsals and musicals, practices and sports competitions. Any exceptions to the attendance rule will be considered on an individual basis.

5. **Failed Course:** A student who fails classes may be asked to leave the school. Every effort is made to help a student pass a course. A grade of “fail” at Highland Hall usually reflects a negative attitude or little or no work attempted. Attempts such as described above (see No. 2, D or F Grade) to earn a better grade will be taken as showing willingness by the student to improve his/her attitude or work ethic.
6. **Late Work:** A student who misses deadlines for whatever reason, can receive a lower grade regardless of the quality of the work.

15. GRADING PROCEDURES

The grading procedures in use at Highland Hall cover the topics of grade change, incomplete grade, withdrawal from a course, NC (no credit), and grade review. The details for each topic are as follows:

1. **Grade Change:** Requests must be made within 12 days of when the grade is first mailed out. The day the grades are mailed out will be posted in the High School Office by both the High School Coordinator and the College Counselor. If a student will be on vacation at the time the grades are mailed, he/she must notify the High School Coordinator and the College Counselor so that more time may be granted for the grade change request. It is the student’s responsibility to notify his/her teacher of a grade error. The error will be handled according to the policy detailed in No. 5 below, Grade Review. At the time the student notifies his/her teacher of an error, he/she may not request extra work to improve his/her grade.
2. **Incomplete:** The INC (Incomplete) will not be used at the end of any grading period unless the student, **due to sickness or another unavoidable emergency**, has not had reasonable time to complete the required work. The INC will not be used for a student’s poor performance in a class. The student and his/her parents will be notified of an INC along with the conditions for completing the course, if applicable. As soon as the course is finished and the grade and grade report have been given to the High School Coordinator, a letter and transcript will be sent to the student’s parents. The College Counselor will be responsible for the letter, and the High School Coordinator will print out the transcript. The letter and the transcript will be sent out together. In order to receive credit, the student will be assigned make-up work by the teacher. The work must be completed within a designated time frame and before the beginning of the next school year or semester. Missed deadlines for make-up work or insufficient work will result in an “F” or a grade assigned at the discretion of the teacher. The grade will appear on the student’s official transcript.
3. **Withdrawal:** Withdrawing from a course is recognized as officially and permanently leaving that course after the student has already enrolled and participated in the class. A withdrawal may be obtained only due to sickness or another unavoidable emergency. The student may not withdraw from a class just because he/she does not like the course content or the course teacher.

A student may withdraw from a course before the course is more than 15% completed. A student who desires to withdraw from a course must secure a Course Withdrawal Form from the High School Office. Processing of the withdrawal form will begin after the student has returned the completed form to the High School Office. The form must include the signatures of the High School Coordinator, the College Counselor, the teacher of the course from which he/she wants to withdraw, the sponsor, the student, and the parents. A student who has officially withdrawn from a course is assigned a permanent grade of “W” by the High School Coordinator. It is up to the student to enroll in a make-up class, if he/she wishes, at another high school or with an online school. The teacher has no obligation to work with the student after this point. A student who stops attending a class without officially withdrawing, will receive a grade of “F.” The “F” grade will appear on the student’s official transcript. In addition, it is the responsibility of the student and the parents to send the make-up grade on an official transcript form to the High School Office. Once the grade has been received, it will

appear on the Highland Hall transcript.

4. NC: NC, or No Credit, is no longer used at Highland Hall.
5. Grade Review: If a high school student receives a grade he/she wishes to contest on a quarter or semester grade report, that student may participate in a review procedure that requires the student to:
 - a. Approach the teacher who awarded the grade and ask for a review of the grade. All such review requests must be accompanied by a written request stating why the student believes the grade is in error. The written request must also contain any work upon which the grade is based to allow the teacher to review the student's work.
 - b. If the teacher does not agree with the student's request for a grade change, and the student wishes to continue the review procedure, the student must file a written request for review with the Grade Review Committee. The request must include the relevant work and the teacher's written findings. The student may ask the teacher to explain and reconsider his assessment.
 - c. The Grade Review Committee is comprised of the High School Coordinator, the High School Chair, the College Counselor, the teacher of the course in question, and a faculty member of the petitioning student's choice. The Committee will make the final determination based on its review of the relevant information. The student is always welcome to ask the Grade Review Committee to explain and reconsider its determination.

16. PLAGIARISM / CHEATING POLICY

Plagiarism and cheating are considered very serious offences against the code of conduct adapted for students at Highland Hall. The following guidelines explain what constitutes plagiarism and cheating:

1. Copying word for word or rewording passages from a source without citing that source.
2. Copying another student's work, including but not limited to, class notes, essays, or main lesson books without citing that source.
3. Citing an incorrect source. For example, a student may not state that information came from a book when it came from the Internet.

The consequences for engaging in plagiarism or cheating are as follows:

1. First incident:
 - a. The teacher will notify the student, parents, sponsor(s), and the High School Coordinator.
 - b. A written memo, with the teacher's and student's signature, will be filed in the student's folder.
 - c. A conference with the student and parents will take place.
 - d. All faculty members will be notified of the offence at a faculty meeting.
 - e. The student will receive a grade of "F" on the work that has been plagiarized.
 - f. The student's class will receive a written report detailing the incident.
2. Second incident:
 - a. Same as in the first four steps above.
 - b. The student will receive a grade of "F" for the work he/she submitted.
 - c. The student will receive a grade of "F" in the course.
 - d. The student's class will receive a written report detailing the second incident.
 - e. Counseling will be recommended.
3. Third incident:
 - a. Same as in the five steps above.

- b. The student will receive a grade of “F” for the course.
- c. The student may be asked to leave Highland Hall.

17. HONOR ROLL PROGRAM

To recognize students who have done outstanding work at Highland Hall, an honor roll and awards system has been established. Each eligible student will receive letters or certificates at the end of each year indicating the honor or awards he/she has received. The following sections cover the descriptions of the awards and the National Honor Society, Rudolph Steiner Chapter:

1. Awards Description

- a. Commendation for Highest Honors: The student must have an overall GPA of 4.0 or above.
- b. Commendation for High Honors: The student must have an overall GPA of 3.759 or above.
- c. Commendation for Distinguished Student: The student must have an overall GPA of 3.50 or above.
- d. Special Awards for Seniors: To qualify, the student must have been at Highland Hall for all four years of his/her education. Participation in the exchange program counts as part of these four years. The student must have exhibited a positive and helpful attitude towards fellow students and the school community as a whole.
- e. Special Awards:
 - Scholastic Achievement Award: It is given to the student who has the highest overall GPA of 4.0 or above.
 - Citizenship

2. National Honor Society, Rudolph Steiner Chapter

- a. Each year the high school faculty nominates members of the eleventh grade for the Honor Society. The selection is based on four ideals: character, leadership, scholarship, and community service contributions within the school as well as outside the school community. No student is inducted solely on high academic performance; however, a 3.3 GPA and above is required for nomination.
- b. The National Honor Society strives to recognize the total student: one who excels in the above-mentioned virtues and one who shows promise to hold true to these expectations. Membership is contingent on continued exemplary behavior. The student will be notified by mail of his/her acceptance into the Rudolph Steiner Chapter before the start of the twelfth grade.

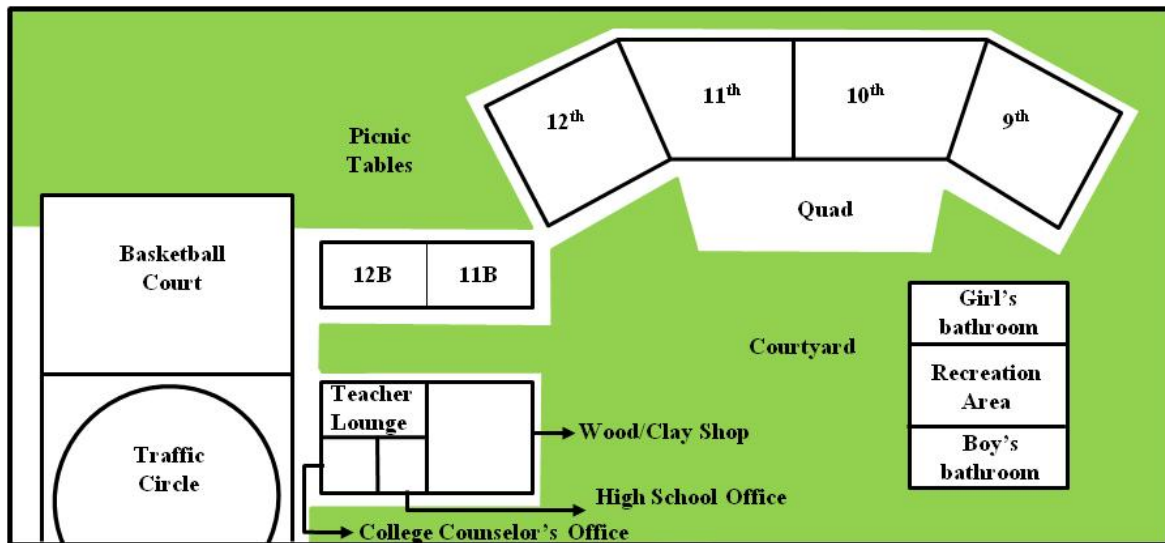
18. ROOM AND SCHOOL CARE

Each class will take responsibility for its respective homeroom and other designated areas. Cleanup is scheduled every day from 12:45 to 12:50 P.M. At that time, students go to their homerooms to participate in the cleanup procedure. Students should be aware of their responsibility to maintain cleanliness in all rooms they use as well as the school grounds.

The following are the designated areas for each class:

9th – Room 9 & 11B

11th – Room 11 & outside quad (near bathrooms and courtyard)



19. BLOCK WORK DEADLINES

Main lesson books or other final block work is due at 9:40 A.M. on the last Friday of the block. Even incomplete books must be handed in at this time. The student must arrange with the teacher for the submission of required make-up work. All arrangements are at the discretion of the teacher. A student who submits work late can lose credit according to the degree of lateness. Time extensions on submission of main lesson work must be approved by the main lesson teacher. Teachers may also set up additional deadlines within the block time. Failure to meet any deadlines will affect a student's final grade in the block.

A student who is submitting late work is responsible to give his/her work directly to the teacher. If the teacher cannot be located, the student can turn in the work to the High School Coordinator.

20. CLASS TRIPS

Class trips are designed to be social, educational, and fun. Trips are scheduled at a given time during the year and are up to one week in length. All students are required to participate. Class trips generally include experiences in the outdoors and camping. The high school faculty coordinates and approves all class trip plans and activities. Each student must agree to abide by guidelines set up by the high school faculty. Failure by a student to follow these guidelines could result in trip cancellation, either for the class or the whole high school. A student who is unable to participate in class trips may be required to attend classes, do academic work, or perform community service during normal school hours. The expenses incurred for class trips depend on the type of class; therefore, parents and students must cover the expenses involved in class trips. Behavior and conduct on such trips are the same as at school, with the following guidelines:

1. Radios, cell phones, or other electronic equipment MAY NOT be taken on any class trip or field trip.
2. The use of tents is discouraged. If tents are necessary due to weather conditions, no coed tents for sleeping are allowed.
3. Night walks are permitted only in groups and with a responsible adult in charge.
4. No student is to walk or hike anywhere alone. Under no circumstances is anyone to leave the group without permission.

21. OTHER SCHOOL TRIPS AND ACTIVITIES

Special trips/activities take place throughout the school year. These events usually involve all or part of the high school population, creating an opportunity for students to develop educational and social skills outside the classroom. The high school faculty feels very strongly that all students should attend these trips and activities; therefore, participation is a requirement. A student who is unable to participate may be required to attend

classes and do academic work or community service during the school hours. All school rules apply to those students who participate in the trips and activities.

22. FUNDRAISING

High school classes often need to raise money for special projects, class trips, etc. All fundraising activities undertaken by an individual **STUDENT OR PARENT** must be cleared through the high school faculty. All class members are expected to participate in the fundraising projects of their class.

23. STUDENT JOBS

The Highland Hall high school faculty recognizes that many upper class students may wish to take jobs during the summer months to earn money and to gain experience. The faculty, however, feels strongly that during the school year, school attendance and satisfactory completion of school work should take priority in the students' lives. School-related obligations include participation in scheduled class projects such as class trips, concerts, and rehearsals. See the High School Coordinator for work permits.

24. PRIVATE PARTIES

Students sometimes hold parties after events such as the *Three Kings* play, the senior play, the prom, and graduation. These parties are private parties and are not school functions. The high school faculty will not supervise these parties. Any school-sponsored activity is either designated by a letter sent home or on a permission form which the parents must sign and return to the school. An example of the permission form has been placed at the back of this handbook. **The parents of a student who is hosting the private party for his/her classmates are legally responsible for all minors who attend that party.**

The social interaction between students at private parties has an effect on the ability of the students to develop moral consciousness and clear thinking through Waldorf education. Alcohol and drugs inhibit such development. **Highland Hall requests that parents who allow their children to host private parties see that these parties are chaperoned to ensure that students do not use alcohol and/or drugs.**

It is the responsibility of the parents to satisfy themselves that any private party attended by their child is adequately supervised. If there is a doubt as to whether or not a function is school-sponsored, the student or the parents should contact the sponsor or the High School Office.

Advertising of private parties by the posting of a notice of any kind is not permitted in the classrooms or on school grounds except by permission of the high school faculty.

25. PROM / SOCIAL FUNCTIONS

Social activities outside of school hours will be organized by a student group, and the activities will be coordinated by a member of the faculty. The goal of this group is a school-sponsored social event of some kind to take place at least a few times a year. All school rules for acceptable conduct apply at any of these functions.

Notices of such events will be sent home, and proper arrangements for transportation should be made in advance by students and parents. Parents should pick up their students promptly because it is a strain for teachers to wait with students for their rides. All guests are the responsibility of the students inviting them, and guests should be made aware of the school rules regarding smoking, drinking, drugs, etc. A guest pass for the prom must be filled out and turned in to the High School Office prior to prom night. The prom is a high school function. Eighth graders are not permitted to attend.

26. HALLOWEEN

No costumes or parts of costumes, including masks, ears, or tails may be worn to school. All candy must be left at home.

27. PHYSICAL EDUCATION AND ATHLETICS

Physical education classes are required for all students in grades 9, 10, 11, and for seniors who have not passed 20 units of P.E. Students choose classes three times a year. Classes will be offered to coincide with the season, i.e. baseball in the spring. Classes also depend on student interest as well as the availability of teachers and proper facilities. At times, P.E. classes may be held in facilities that are off campus. Parents must give their permission and may be required to pay an extra fee for their student to participate in an off-campus P.E. class.

Appropriate shoes are required for P.E. classes. If questions arise as to what shoes are appropriate, the student or parents should consult the P.E. teacher for clarification. Appropriate clothes (sweats, shorts, etc.) are required for all P.E. classes.

Physical education classes occur on Tuesday and Friday afternoons. Students may not use inappropriate attire as an excuse for non-participation or absence from a P.E. class. Both non-participation and absences from P.E. classes may affect the student's final grade.

Athletic programs are possible only when there is enough student participation. Students are thus encouraged to sign up for the after-school teams throughout the year. Participation on teams is not based on ability; therefore, all participants qualify to play. A physician's statement may be required in order to participate.

Athletic eligibility is based on regulations issued by the State of California. Presently, these regulations permit participation only by a student who has a "C" average or better and is not failing any classes. A student who receives a "fail" in any class becomes ineligible for athletics for a period of time identical in length to the block of the class just failed. In addition, a student may be suspended from athletics for being chronically tardy to other classes or consistently failing to meet deadlines. Such suspensions will exclude the student from participating in at least one game. In addition, the coaches may suspend a student from participating in games for showing a poor attitude, unsportsmanlike conduct, or other conduct which violates the ethics and standards of the school while participating in an athletic contest.

A student-participation fee is applicable for each sport. The Business Office will bill per sport. The following chart details the fees for each sport:

1st Quarter: September – November

Girls' Volleyball	H. Ramirez	\$120.00
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2nd Quarter: November - February

Boys' Basketball	H. Ramirez	\$120.00
Girls' Basketball	D. Harrison	\$120.00

3rd/4th Quarter: February – June

Boy's Volleyball	H. Ramirez	\$120.00
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HIGH SCHOOL ADMINISTRATION

SPONSORS

Grade 9	Janet Vrudny
Grade 10	Dr. Brian Baroi & Karen Grant
Grade 11	Humberto Ramirez & Pamela Saterdalen
Grade 12	Jack Bryant & Corby Gallegos
High School Coordinator / Administration	Cindi Halverson
College Counselor	Anne Pinckney
High School Chair	Hiroko Horie

28. ADMINISTRATIVE PROCEDURES

The following paragraphs explain the administrative procedures that are in place at Highland Hall:

1. Schedule Changes: A student who wishes to change his/her schedule should see the class sponsor(s). If the request is approved by the sponsor(s) and both teachers involved, the student must obtain the “Drop” and “Add” forms. The sponsor(s) and teachers involved must sign the forms, and the student must return the signed forms to the High School Coordinator during the week that is designated for dropping or adding a class.
2. Posters/Announcements: All posters and announcements put on the high school bulletin board must be approved by the High School Coordinator.
3. Textbook Covers: All textbooks must be covered within five school days after they have been handed out.
4. Valuables: A student should not bring large sums of money to school. As a guideline, a large sum of money means anything over \$20.00. If a student must carry cash above this amount, he/she should check the money into the High School Office. Students should not bring to school other valuable items, such as jewelry, expensive watches, etc. If the student must bring such valuable items, he/she should check these into the high school office rather than leave them unattended.
5. Musical Instruments: Instruments should not be left unattended in classrooms. All instruments must be kept in the music room. The school cannot be responsible for the loss of instruments that have been left unattended.
6. First Aid: The school is not allowed to give a student any oral medication, including aspirin and Tylenol, without written permission from his/her parents. For external first aid, the student should report to the main office. In an emergency, the student(s) should try to remain calm, not move, and wait for help. Student insurance covers emergency treatment. An Incident/Injury report must be filled out and turned in to the High School Office within 72 hours of the accident or injury.
7. Illness: A student who is feeling ill in class should get permission from the teacher to go to the High School Office. In the office, the student can make arrangements with the High School Coordinator and his/her parents to be picked up and taken home. When the student has officially signed out from school, he/she may leave the campus.
8. Medications: Parents must notify the High School Coordinator and the class sponsor(s) if a student is on medication.
9. Rainy Day/Natural Disaster: If there is a question whether or not the school will be in session due to a disaster or inclement weather, students and parents should tune to Radio Station KGIL – 1260 AM, or check Highland Hall’s website: www.highlandhall.org. DO NOT call the school. In case a disaster or other serious event occurs while school is in session, students will not be allowed to leave the school or evacuation site until their parents pick them up.

10. Student Drivers: A student driving a car to school must have proof of a valid driver's license, proof of insurance and financial responsibility on file in the High School Office. Forms may be obtained from the High School Coordinator or online. If the insurance form is not on file, the student will be unable to bring his/her car on campus. All students must park on campus in the lower lot, south side. A student in the after-school care program may not be driven off the campus and back by a student driver.
11. Parent Pickup: All students waiting a parent pickup must wait at the top of the hill. For legal and safety reasons, students may not wait to be picked up at the bottom of the hill.
12. College Counseling: Anne Pinckney is responsible for college counseling. Juniors take the S.A.T. and the A.C.T. first in the spring and again in the fall of their senior year, if necessary.

It is incumbent upon the parents to help their student meet deadlines and work with the twelfth grade sponsor(s) and college counselor to see that all forms are completed and submitted on time.

Highland Hall no longer shows standardized test scores on a student's transcript. Standardized test scores must be sent directly from their source (College Board or ACT).
13. Disciplinary Consequences: All serious breaches of community standards or potentially harmful patterns of behavior resulting in suspension or dismissal from Highland Hall are reported to colleges.
14. P.S.A.T.: Students in the 9th, 10th and 11th grades are required to take the P.S.A.T. at Highland Hall in the fall semester. This year it is on Wednesday, October 12, 2011.
15. Lost and Found: The school is not responsible for lost or damaged articles. A student should not bring valuable items to school. To claim lost items, the student should check with the High School Office during lunch or after the school day ends.
16. Library: Students should check the notice on the library door for the library hours. A student who checks out books must return them on or before the due date or he/she will incur a fine.
17. School Pictures: The date for the school picture is Wednesday, September 21, 2011. Retakes are on Wednesday, October 26, 2011.
18. Reports and Grades: All students receive written reports and final grades after each semester ends.
19. Progress Reports: Progress reports will be mailed at appropriate intervals between grading periods. In addition, parents with questions concerning their student's progress should feel free to contact the teacher at any time. Parents will be informed in writing of consistently incomplete work.
20. Transcript Request: Requests for transcripts must be submitted to the High School Coordinator in writing. Seniors are reminded to check with the college counselor for college deadlines.
21. Graduation Requirement Check: A graduation requirement check is performed for juniors and seniors by the college counselor. Students and parents are notified in writing of unfulfilled requirements.
22. Problems: If problems develop at any time during the school year, the student or parents should first consult the teacher. If further discussion is necessary, the student or parents should consult the class sponsor(s). Special requests or concerns should be brought to the attention of the high school faculty.

29. FIRE DEPARTMENT REQUIREMENTS FOR SCHOOL FIRE DRILL

The following are the Los Angeles Fire Department's requirements for school fire drills. The purpose of these drills is to eliminate confusion during an emergency and to insure effective performance of personnel in their assigned duties. The legal requirements for school fire drills are in accordance with Section 17, Title 5, California Administrative Code:

“...The principal of each school shall hold at least once each month a fire drill in which all pupils, teachers, and other employees shall be required to leave the building. A record shall be kept in the principal’s office of the date and hour of each fire drill.”

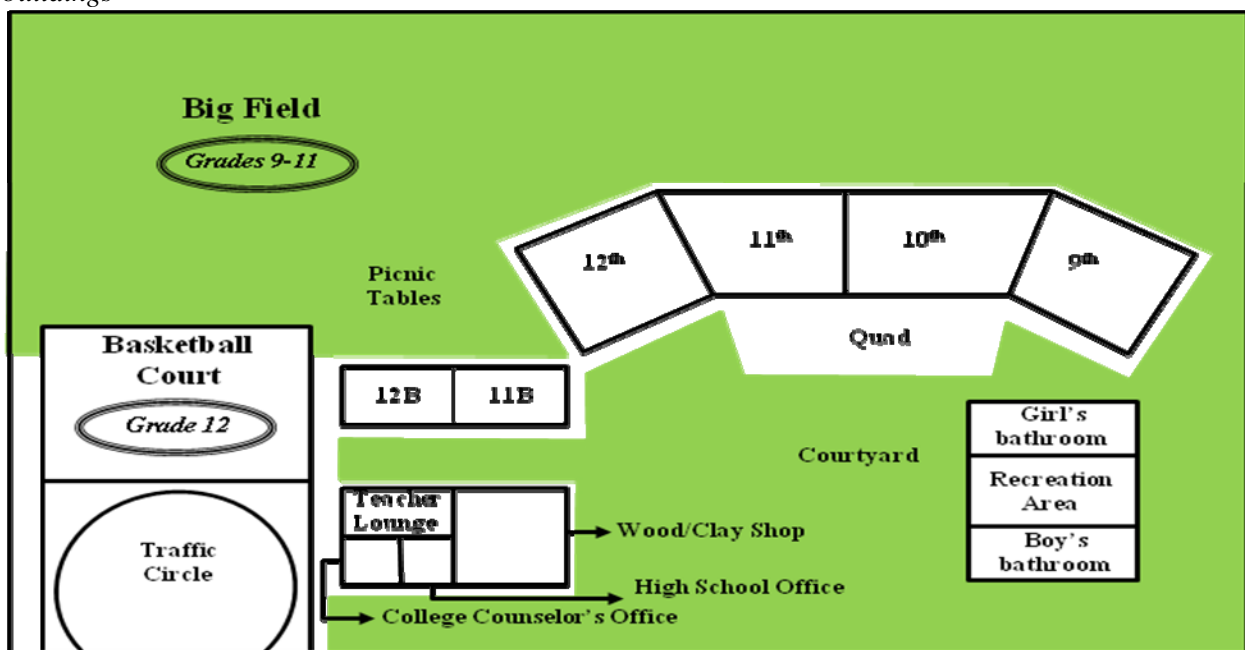
1. Fire drills shall be executed at regular times without notice.
2. Instruction cards describing the procedure of drills and exit routes will be posted in each classroom and other areas where necessary.
3. A simulated blocked exit drill will be given occasionally. Teachers will then direct the pupils in each classroom and other areas where necessary.
4. All school personnel and visitors shall leave the building regardless of the activities in which they are engaged.
5. Students will start moving in a prearranged plan and proceed to an assigned place on grounds or sidewalks away from buildings.
6. Students in shop/lab classes will turn off motors, torched gas and water outlets, etc., in accordance with a prearranged plan.
7. Students in rest rooms will join the nearest line when exiting, proceed to stopping place and then, with permission of those in charge, join their own group, report to the teacher, and take their place in line.
8. No group shall stop less than 50 feet from a building.
9. Students shall not stop in front of gates or other entrances that may be used by the Fire Department.

30. FIRE DRILL MAP

Fire Drill Instructions:

- Grades 9-11 assemble on the big field
- Grade 12 assembles on the basketball court

Note: All grades must assemble a minimum of 50 feet away from the buildings



31. HIGH SCHOOL CLASS SCHEDULE

Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:40	Main Lesson				
9:45 – 10:00	Break				
10:00 – 10:40	9 th English 2 nd , 3 rd & 4 th quarter/Eurythmy 1 st quarter 10 th English 1 st , 2 nd & 3 rd quarter/Eurythmy 4 th quarter 11 th English 1 st , 2 nd & 4 th quarter/Eurythmy 3 rd quarter 12 th Pre-Calculus – H. Horie – Room 11b 12 th Calculus – Dr. Baroi – Room 12				
10:45 – 11:25	9 th Spanish I – J. Ferreccio – WISC Rm. 9 th German I – K. Fuchs – Room 12b 10 th Lab/Study Hall – Room 10 11 th Algebra II - H. Horie - Room 11b 11 th Pre-Calculus – Dr. Baroi - Room 11 12 th Government 1 st Semester – Room 12 12 th Economics 2 nd Semester – Room 12				
11:30 12:10	9 th – 12 th Music Elective Chorus, Handbells, Eurythmy, Recorder and Orchestra				Council
12:15 – 12:55	9 th – 12 th Lunch/Clean-up				
1:00 – 1:40	9 th Algebra I – Dr. Baroi – Room 9 9 th Geometry – H. Horie – Room 11b 10 th Spanish II – J. Ferreccio – Room 10 10 th German II – K. Fuchs – Room 12b 11 th Lab/Study Hall – Room 11 12 th Eurythmy/English – Room 12				
1:45 – 2:25	9 th Lab/Study Hall – Room 9 10 th Geometry – Dr. Baroi – Room 11b 10 th Algebra II – H. Horie – Room 10 11 th Spanish III – J. Ferreccio – WISC Room 11 th German III – K. Fuchs – Room 12b 12 th Lab/Study Hall – Room 12				
2:30 – 3:30	9 th -12 th Art Electives	9 th -11 th P.E. 12 th Spanish IV 12 th German IV	9 th -12 th Art	9 th -12 th Art	9 th -11 th P.E. 12 th Spanish IV 12 th German IV

Monday Electives 1st Semester

Blacksmithing - Brown (Blacksmith area)
 Creative Writing - Grant (Rm 12)
 Watercolor – D.Williams (Rm11b)
 Leather – Bryant (Sculpting Rm)
 Geologic Hazards– Pavia (Rm 9)
 Drama Production – Gallegos (Eurythmy Rm)
 Silk Painting – Branker (Rm11)

Monday Electives 2nd Semester

Blacksmithing – Brown (Blacksmith area)
 Creative Writing - Grant (Rm 12)
 Stone Carving – Bryant (Sculpting Rm)
 Environmental Science - Pavia (Rm 9)
 Advance Science – Dr. Cradock (Rm. Lab)
 Knitting – Branker (Rm 11)
 Watercolor Painting – Williams (Rm 11b)

32. 2011 – 2012 MAIN LESSON BLOCK SCHEDULE

Date	9 th GRADE	10 th GRADE	11 th GRADE	12 th GRADE
Sept. 5 (-2) Sept. 12 Sept. 19 Sept. 26	EARTH SCIENCE Geology J. Pavia Rm 9	HISTORY IIe Native American N. Williams Rm 10	PHYSICS Electricity Magnetism S. Cradock Rm Lab	ENGLISH IVb Faust C. Meyer Rm 12
Oct. 3	Class Trips (12th College Week)			
Oct. 10 (-1) Oct. 17 Oct. 24	CHEMISTRY Organic S. Cradock Rm Lab	BIOLOGY II Physiology L. Boyd Rm 11	MUSIC HISTORY Ancient Greece - Present E. Bluske (Rm: Music Room)	HISTORY IVc U.S. History 1912-Present N. Williams Rm: 10
Oct. 31 Nov. 7 Nov. 14 Nov. 21 (-2)	HISTORY Ic U.S. History through 1812 N. Williams Rm 9	MATH II Surveying B. Barol Rm 10	MATH IIIa Projective Geometry D. Williams Rm 11	PHYSICS IV Optics S. Cradock Rm: Lab
Nov. 28 Dec. 5 Dec. 12	BIOLOGY I Anatomy L. Boyd Rm 9	ENGLISH IIb Poetry C. Meyer Rm 10	HISTORY IIIa Medieval History N. Williams Rm 10	ART HISTORY IVa Architecture D. Williams Rm 12
Dec. 19	Winter Break			
Jan. 2 (-1) Jan. 9 Jan. 16	PHYSICS Heat & Cold S. Cradock Rm Lab	HISTORY IIc U.S. History 1812-1865 N. Williams Rm 10	ENGLISH IIIa Parzival C. Meyer Rm 11	ART HISTORY BIOLOGY IV Zoology L. Boyd Rm 9
Jan. 23 Jan. 30 Feb. 6 Feb. 13	ENGLISH Ib Novel C. Meyer Rm 9 ART HISTORY Ia	PHYSICS II Mechanics S. Cradock Rm Lab	HISTORY IIIc U.S. History 1865-1912 N. Williams Rm 10	EVOLUTION J. Pavia Rm 9
Feb. 20	President's Week			
Feb. 27 Mar. 5 Mar. 12 Mar. 19 Mar. 26	ART HISTORY Ia D. Williams Rm 11 ENGLISH Comedy & Tragedy C. Gallegos Rm 9	HISTORY IIa Ancient History N. Williams Rm 10 CREATIVE WRITING - Grant Rm 9	BIOLOGY III Cell L. Boyd Rm 9 BIOLOGY III	CHEMISTRY IV Biochemistry & Environment S. Cradock Rm Lab ENGLISH IVc
Apr. 2 - 13	Spring Break			
Apr. 16 Apr. 23 Apr. 30 May 7 May 14 May 21 May 28 June 4 June 11	ART HISTORY Ib D. Williams Rm 11 PERMS & COMBS H. Horie Rm 9 DESCRIPTIVE GEOM D. Williams Rm 12 HISTORY Ia Modern World History N. Williams Rm 10	CHEMISTRY Acids & Bases S. Cradock Rm Lab ENGLISH IIb Poetry - C. Meyer Rm 10 EARTH SCIENCE J. Pavia Rm 9	BOTANY J. Pavia Rm 9 ENGLISH IIIb Hamlet C. Gallegos Rm 12 CHEMISTRY History of Atomic Theory S. Cradock Rm Lab	Transcendentalism C. Meyer Rm 12 HISTORY IVa Man & Society N. Williams - Rm. 10 Senior Trip Senior Play

* Holiday / No School

33. ENGLISH / EURYTHMY TRACK SCHEDULE

CLASS TIMES: GRADES 9, 10 11 Monday – Thursday 10:00 – 10:40 GRADE 12 Monday through Thursday 1:00-1:40				
Dates	Grade 9	Grade 10	Grade 11	Grade 12
9/7 – 11/11 (9 weeks)	EURYTHMY D. Williams	SPEECH (Rm 10) K. Grant	ENGLISH Dante C. Meyer	ENGLISH Man & Society K. Grant
11/14 – 1/27 (9 weeks)	ENGLISH Fundamentals of English K. Grant	ENGLISH Mythology C. Meyer	ENGLISH Comparative Religions C. Gallegos	EURYTHMY D. Williams
1/30 – 3/30 (9 weeks)	ENGLISH Short Story K. Grant	ENGLISH Frankenstein C. Gallegos	EURYTHMY D. Williams	ENGLISH Anti-Utopians K. Grant
4/16 – 6/15 (8 weeks)	ENGLISH Research Paper C. Meyer	EURYTHMY D. Williams	ENGLISH Romantic Poetry K. Grant	4/16-5/11 Russian Lit. C. Gallegos
				5/14-5/15 SENIOR PLAY C. Gallegos

34. ART BLOCK SCHEDULE

CLASS TIMES: Wednesdays & Thursdays 2:30 – 3:30				
Dates	Grade 9	Grade 10	Grade 11	Grade 12
9/7 – 11/11 (9 weeks)	TAILORING M. Lewis Rm. 12b DRAMA C. Gallegos Rm: 10	SCULPTING J. Bryant (Sculpting Studio)	BOOKBINDING J. Branker Rm: 11	PAINTING D. Williams Rm: 11b
11/14 – 1/27 (9 weeks)	SCULPTING J. Bryant	DRAMA C. Gallegos Rm: 10 R. Vaccaro Rm: 11	VEIL PAINTING J. Branker Rm: 9	TBA
1/30 – 3/30 (9 weeks)	BLACK & WHITE DRAWING D. Williams Rm: 11b	HEALTH L. Boyd Rm: 9	LIFE DRAWING J. Branker Rm: 11	SCULPTING J. Bryant
4/16 – 6/15 (8 weeks)	TAILORING M. Lewis Rm: 12b DRAMA R. Vaccaro Rm: 10	PAINTING D. Williams Rm: 11b	SCULPTING J. Bryant	SENIOR PLAY C. Gallegos Rm: 12

High School Faculty

Name	Subject	E-mail
Dr. Brian Baroi	Math/ 10 th Grade Co-Sponsor	bbaroi@highlandhall.org
Erick Bluske	Music History / Orchestra	erbluske@highlandhall.org
Lindsey Boyd	Biology/ Health	lboyd@highlandhall.org
Jamie Branker	Veil Painting / Life Drawing / Bookbinding	jbranker@highlandhall.org
Gary Brwn	Blacksmithing	
Jack Bryant	Sculpting / Stone Carving / 12 th Grade Co- Sponsor	Jbryant@highlandhall.org
Dr. Stephen Cradock	Physics / Chemistry	scradock@highlandhall.org
Mimi Devens	High School Counselor	mdevens@highlandhall.org
Jazmin Ferreccio	Spanish	jferreccio@highlandhall.org
Kira Fuchs	German	kfuchs@highlandhall.org
Corby Gallegos	English / Drama / 12 th Co-Sponsor	cgallegos@highlandhall.org
Karen Grant	English / Recorder / 10 th Co-Sponsor	kgrant@highlandhall.org
Cindi Halverson	High School Coordinator (Administration)	chalverson@highlandhall.org
Donald Harrison	P.E.	dharrison@highlandhall.org
Hiroko Horie	Math / High School Chair	hhorie@highlandhall.org
Maggie Jacoby	Economics	mjacoby@highlandhall.org
Mona Lewis	Tailoring	mlewis@highlandhall.org
Christine Meyer	English	cmeyer@highlandhall.org
Jennifer Pavia	Life Sciences/Biology	jpavia@highlandhall.org
Annie Pinckney	College Counselor	apinckney@highlandhall.org
Humberto Ramirez	Athletic Director / 11 th Grade Co- Sponsor	hramirez@highlandhall.org
Pamela Saterdalen	P.E./ 11 th Grade Co-Sponsor	psaterdalen@highlandhall.org
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Dana Williams	Art History / Eurythmy / Painting	dwilliams@highlandhall.org
Noah Williams	History / Government	nwilliams@highlandhall.org