



**THE WALDORF SCHOOL  
OF SAN DIEGO**

*A Member of the Association of Waldorf Schools of North America®*

# High School Handbook

2018 - 2019

Know yourself. Know the world.

--Rudolf Steiner

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## Morning Verse

I look into the world,  
In which the sun is shining,  
In which the stars are sparkling,  
In which the stones repose.  
Where living plants are growing,  
Where sentient beasts are living,  
Where man, soul-gifted,  
Gives the spirit a dwelling place.

I look into the soul,  
That lives within my being,  
The world creator moves,  
In sunlight and in soul light,  
In wide world space without,  
In soul depths here within.

To thee, creator spirit,  
I will now lift my heart,  
To ask that strength in blessing,  
To learn and work  
May grow within my inmost being.

Rudolf Steiner

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## Our Mission

Our four-year educational journey is dedicated to awakening each student's capacities for independent thinking, love of learning and heartfelt service to the world.

## Our Guiding Principles

Rudolf Steiner's understanding of adolescent and human development is the foundation of our work.

On our campus and in our curriculum we have an active commitment to environmental stewardship.

We strive to build a caring community of adults and adolescents who recognize and respect each other during the transformative and challenging teenage years.

## Goal of the High School

The goal of the high school is to support developing adolescents in achieving their full humanity intellectually, artistically, emotionally and socially. A phenomenological approach encourages careful observation and independent thinking in course work. We want our students to know what they think, not what they are supposed to think. Using a broad, art-imbued, curriculum, we strive to inspire our students to become responsible, compassionate, self-confident adults.

# Section One: School Protocols

## SCHOOL HOURS

Earliest arrival time: 7:45 a.m.; School begins: 8:10 a.m.

Breaks: morning break is from 10:00 – 10:20 a.m.

Lunch: lunch break is from 11:55 – 12:35 p.m.

Dismissal: 3:05 p.m. You must leave the campus by 4:00 p.m. unless you are participating in an after-school activity.

Early dismissal: on Thursdays you may leave at 2:50 p.m.

## LUNCH, SNACK AND WATER

You are expected to provide a snack and lunch not requiring a stove or refrigerator; there is a small toaster oven for student use. The school has water dispensers that provide hot and cold filtered water; please bring a water bottle or cup that you can refill at the dispensers.

## ACCIDENTS, FIRST AID AND ILLNESS

An accident that requires attention should be reported immediately to the high school office or faculty. First aid supplies can be obtained at the office, and paramedics will be called if needed.

### Illness at School

Please do not come to school if you are too sick to attend classes. If you become sick during the day, this procedure should be followed:

- Notify your teacher that you are ill.
- The office staff or faculty will take you to the 'Recovery Room', where you can lie down until you feel better.
- If you do not feel better, the office staff or faculty will contact your parents who must then pick you up. You can only stay for a short time in the Recovery Room.
- If you are sick, you will not be sent home on your own.
- Your parents should sign you out in the office before you leave the campus.
- Sign back in at the office if you return later the same day.

## MEDICATIONS

Your parents must notify the high school office in writing if you need to take medication during the school day, including asthma medication. You may not carry or take medications on campus without written consent. A Medicine Consent Form must be on file in the high school office if you administer your own medication or if your parents would like staff to make specific over-the-

counter or homeopathic preparations available to you. High school faculty or staff cannot administer prescribed medications, unless the school has received: 1. A written statement from your health care provider detailing the method, amount, and time schedules by which such medication is to be taken; and 2. A written statement from your parents asking the school to assist you in accordance with the health care provider's statement.

## TARDINESS AND ABSENCE

### Punctuality and Tardiness

Arriving late is disruptive and discourteous to your classmates, your teacher and yourself. You are tardy to classes when you are not in the classroom and ready to work at the scheduled starting time. Lateness may be excused if the cause was beyond your control. A pattern of frequent tardiness will negatively affect your grades and may result in a conference to discuss and remedy the difficulty. Arriving late is a missed opportunity for gaining knowledge and is disruptive to the learning environment.

### Reporting an Absence

We request that your parents contact the school office by 8:00 a.m. to report an absence – voicemails can be left on (619) 287-3054 ext. 300. An absence report will not be accepted from you or another student.

### Medical and Dental Appointments

Non-emergency medical and dental appointments should not be scheduled during school hours. If this is unavoidable, your parents must inform the office of the appointment and the time you will be picked up at least one day before the absence. Your parents should sign you out at the office before you leave the campus.

### Family and Medical Emergencies

Your parents should contact the office or faculty if an emergency arises that necessitates your leaving school. Your parents should sign you out at the office before you leave the campus.

### Planned Absences

If you must be out of school for reasons other than illness, family emergencies, or medical/dental appointments, a planned absence form (available from the high school office) must be completed at least two weeks in advance of the absence. Note that whether or not a Planned Absence Form is completed, absences can still result in loss of credit (see Extended Absence Consequences, page 21). A planned absence includes religious holidays, college visits or an extraordinary family circumstance. You are responsible for all schoolwork assigned during a planned absence.

### Vacation Absences

Family vacations or trips should be scheduled during school holidays so that you do not miss school. The school is not required to offer extra help if you fall behind because of vacations or personal time away from school, and you are responsible for fulfilling class obligations. Make-up work, such as reading someone else's notes, reading texts, or writing a make-up essay, in no way equals the experience of being in class, and experiences in eurythmy, music and drama are not recoverable.

### Extended Absences

In the event of an extended absence, your parents may contact the office or faculty to obtain assignments, a process that may take a day or more. You are responsible for arranging with the teacher to make up missed work. An extended absence may lead to losing course credit, even if the absence is approved and work is made up (see Extended Absence Consequences, page 21).

### Unexcused Absences

Examples of absences that are not excused include oversleeping, missing one's ride, fatigue from late-night homework or events, and unscheduled vacations. Homework that is due on the day of an 'unexcused absence' will not be accepted as 'on time' and will receive a lower grade. Tests given on that day will receive a '0' grade.

### Leaving School Early

In a Waldorf high school, the entire curriculum is viewed as necessary for becoming a free-thinking adult. For this reason, WSSD does not support students leaving early for employment or other activities.

In the case of seniors, the high school faculty will consider special requests to leave early for activities such as making up credit requirements, work on senior projects, or other work that would prepare them for their path after graduation. All such requests must be submitted in advance in writing to the high school faculty and must be signed by both you and your parents. You must check in with your mentor and fill out a Request to Leave Early form to be returned to the front office before leaving campus.

### Missed Work

If you are absent, you are responsible for getting notes and materials and tracking down assigned work. Absence is not normally considered a valid excuse for failure to complete an assignment or prepare for a test.

## PARTICIPATION

You are expected to attend all classes and scheduled events, including class trips

and official after-school activities. This includes all scheduled performances and play rehearsals. In very rare circumstances, teachers may agree to alternative arrangements for required fields trips and other activities. Absences can accumulate into no credit and a loss of your good standing with the school. To remain in good standing with the Waldorf School of San Diego you must meet the minimum number of cumulative credit requirements. Credits are issued based on fulfilling attendance requirements and meeting the minimum required grade for the course. However, credit may be lost due to excessive absences even though you may receive a passing grade. (See Extended Absence Consequences, page 21.)

## DRESS STANDARDS

### Guidelines

Students should dress casually and comfortably for school, while wearing clothing that are functional and well-suited for a school environment. Specific courses will have specific dress requirements such as athletics or laboratory science classes (see below).

### Everyday Dress

1. Clothing should have sleeves or straps and will cover the trunk area of the body (chest to thigh, front and back), concealing both skin and undergarments.
2. Students must wear shoes at all times, except if students are told differently by an instructor.
3. Sleepwear and pajamas are not permitted.
4. Offensive images or writing such as anything concerning drugs, alcohol, sex, violence, offensive language, etc., are not acceptable. This includes jewelry, tattoos, or other adornment.
5. All piercings are acceptable except tongue rings, as they inhibit speech.
6. Hats and head coverings may be worn in building during the school day, unless a teacher has a no hats policy for their classroom. If you are sick or cold, you may ask your teachers at the beginning of classes for permission to wear a hat.

### Enforcement of the Dress Standards

The above dress code is non-gender specific and will be enforced in a way that does not unfairly infringe upon particular genders, sexual orientations, gender presentations or performances, body-type, or any other individualized aspects.

Students who violate the dress code will have a discussion with their mentor or another faculty member.

In cases involving clothing that has violent, drug-related, or other offensive

imagery, the student will be asked to remove the article of clothing immediately or change into a more appropriate item of clothing.

### Lab Dress

In laboratory science classes, students will generally be required to wear closed-toe shoes and long pants as safety measures. Individual instructors will have more specific guidelines.

### Athletics and After-School Sports

You should purchase an Athletics shirt and shorts (priced between 12-20 dollars) from the high school office. You are responsible for laundering your Athletics clothes and having them at school on the appropriate days. It is recommended that you bring water to every class and apply sunscreen during the hotter months. For cool days, you may purchase WSSD sweat-pants from the office. You are also expected to wear proper athletic shoes and socks for your own safety. You will have sufficient time to change, be prepared and be on time. Dressing in the athletics uniform is mandatory. Coming to class without proper attire will result in a lowered grade.

## LOCKERS AND PERSONAL ITEMS

You are responsible for the condition and cleanliness of your locker throughout the school year and will be held accountable for repair or replacement costs. Lockers are subject to search at any time. You may decorate your locker (in accord with dress policy) but you need to leave it in its original clean condition, free of stickers and graffiti at the end of the school year.

You should keep personal items with you when you are on campus, or place them in your locker. Classrooms and hallways are not storage areas. We strongly advise you not to leave valuable personal property in an unlocked locker. If you keep valuable items in your locker, you should get a lock. This should be a combination lock, and the combination must be recorded with the high school office. WSSD is not liable for the loss or theft of your personal property, and you will be asked to sign a locker waiver at the beginning of the school year. WSSD will not reimburse you for the theft of personal property from an unlocked locker.

## SPORTS COURT

The Sports Court is for recreational use as well as Athletics classes. Recreational use of the Sports Court is a privilege and failure to follow the rules below will result in a conversation with the students mentor and/or Coach Thomas and may lead to a ban from using the Sports Court.

1. Unsportsmanlike conduct will not be tolerated.
2. Unsupervised games - Students may only play basketball or volleyball without supervision. All other games must be supervised by Coach Thomas.
3. Do not make any adjustments to equipment (height of basketball hoops, taking the net down, using the crank, etc.) without speaking with Coach Thomas.
4. No hanging on basketball rims or pulling/leaning on volleyball net.
5. Balls will be kept in front office. Students can take them out to use, but must return them when finished using them.
6. Games must end 5 minutes before break/lunch is over (during school day.) After school games must end by 4:00 p.m.
7. Report any damages immediately to a member of faculty or staff.
8. Students are allowed to play clean, non-offensive music through speakers while using the Sports Court. Music with explicit content will result in confiscation of device(s).

### CAMPUS CLEANING

Cleaning activities take place for 5 minutes every day, at 2:45 p.m. on Thursdays and 3:00 p.m. on other days, and are overseen by students' mentors. You are responsible for being on time and for completing your cleaning tasks.

### CAMPUS USE AND BOUNDARIES

You should stay in the courtyards, the Common Room, Student Resource Center or the Student Café when you are not in classes. Students may walk around the campus on the road but may not linger anywhere. If you wish to work during break or lunch you may use a classroom. Unless supervised, you may not be in the rotunda or the restroom lounges.

### FOOD AND BEVERAGES

You may consume food and beverages during your breaks, in the Student Café or outside in the courtyards. Food and beverages may not be consumed in classrooms, hallways, or other indoor areas without faculty permission. On exceptionally hot or rainy days, the faculty will announce additional temporary indoor areas where food and beverages may be consumed.

### STUDENT FORMATION OF ORGANIZATIONS AND CLUBS

You are encouraged to form clubs that represent your own interests by contacting a faculty/staff member to act as sponsor and securing the commitment of at least three other students to come to meetings and activities. You must then present to Student Council a written proposal

describing the goals, and sponsor for your new club, as well as meeting times, any costs involved, and how these would be paid for.

## STUDENT GOVERNMENT

Each grade elects two representatives to Student Government, and officers are elected by the entire student body. Student Government meetings are held weekly to discuss student life as well as debate and agree on proposals. The meetings are open, and other students may attend as observers. Student Government submits proposals to the faculty for consideration.

### Election of Student Government Officers

Student Government officers are regarded as the leaders of the high school student body. To be on Student Government is an honor and a responsibility and it requires a deep commitment to the work; it is not a popularity contest. Student Government members must attend Student Government meetings each week. All students may vote in the Student Government elections. The President, Vice President and, Secretary are chosen by a majority of the votes.

Candidates for President, Vice President, and Secretary of the Student Council must meet the following requirements:

1. Grade point average of 3.0 or above.
2. Mentor's approval to become a candidate.
3. Enrolled in our high school for one year.
4. Served on Student Council for one year previous to announcing their candidacy, or attended to observe meetings for a year.
5. Only juniors and seniors may run for President and Vice President.
6. Only sophomores, juniors, and seniors may run for Secretary.

## ELECTRONIC DEVICES

The limited use of electronic devices on campus is a privilege. When not in use, devices must be turned off and stored in your backpack or locker. If the policies below are not respected, your devices may be confiscated without warning and these privileges revoked. Any use of electronic devices that leads to antisocial behavior may result in these privileges being revoked. Students may not use electronic devices to surf the internet, watch videos or play games at school at any time.

### Phone Calls and Texting

You may only use your cell phone outside the building to call or text your parents or for other non-social purposes during morning break, lunch, and before and after school. Otherwise, it must be off at all times. The high school office phone is available for student use with permission.

### Listening to Music

Electronic devices may be used with earbuds/headphones to listen to music outside during morning break and lunch only. They are not to be used at any other time of the day and are not to be used inside the building. A stereo is available in the Common Room for sharing music. See page 9 for rules regarding music while using the Sports Court.

### Electronic Devices and Learning Accommodations

In special cases, use of electronic devices may be allowed as a part of written academic accommodations for specific purposes.

### Student Computers

Student computers are not allowed on campus except for the following limited academic purposes:

1. The student is allowed the use of a laptop as a part of their academic accommodations for specific purposes.
2. Students are requested by an instructor to bring laptops to school to use for a specific purpose.
3. WSSD has a limited number of computers students may access for printing, assignments, and other academic tasks only. Students may only use such computers after they've received permission from their mentor or the teacher for whom they're doing the computer-based task. Students may then check out a computer from Ms. Miller for use in the student resource center or the classroom for which the computer is needed.

## STUDENT DRIVING AND PARKING POLICY

Students who hold a valid state-issued driver license may drive to school. You must submit copies of your license, insurance and a completed Student Driving/Parking Contract to the high school office. This contract gives permission from your parents for you to drive to school and identifies the make, model and license number of any car you might be driving. Students are not permitted to use their vehicles during school hours and school activities. You should park only in the designated student parking area. If all the parking spots in the student parking area are full, you must park off campus.

Students who drive to school must have written permission from their parents if they need to leave early for any reason. When you leave the campus early, you must sign yourself out at the high school office.

## STUDENT CARPOOLS

In order for a student to drive other students to/from school, and for a student to be driven to/from school by a student driver, it is essential for parents of all students involved to grant permission. Please be aware that California law states

that new drivers under the age of 18 are prohibited from carrying passengers in their vehicle for 12 months from the date of receiving their license if they are unaccompanied by an adult driver.

## STUDENT VISITOR POLICY

Students from other high schools are permitted to visit WSSD based upon the following guidelines:

1. A Visiting Student Form (available from the high school office), must be completed by the student's parents prior to their visiting day. High school faculty must agree to all student visitors in advance.
2. Students/families who are considering enrollment in the high school must complete an application and pay the application fee in advance of any visit.
3. Students who are not considering enrollment in the high school are generally not allowed to visit. Exceptions may be made by the high school faculty, for example, in the case of students who attend other Waldorf schools.

## INTERNATIONAL STUDY PROGRAM

Students in tenth and eleventh grades are eligible to apply to study abroad. The high school faculty recommends that interested students have a 3.2 overall grade point average and have no pass/fail grading. However, applicants are considered on an individual basis. It is a privilege to study abroad, and applicants for the program must be well-rounded, have a variety of interests and extracurricular activities, and be independent, self-motivated and open to new experiences.

The high school recommends that our students study at Waldorf high schools abroad, including English-speaking Waldorf schools. Students may choose a minimum of a three-month course of study or may elect to stay for six months or an entire academic year.

Students who are considering international study should begin serious conversations with their parents one year in advance or, at the minimum, six months. See your mentor and Jehanne Spriggs to learn the steps for international study.

## Section Two: Academic Responsibilities

### COMMITMENT OF FACULTY

The faculty of WSSD is committed to ensuring that you are given the best opportunity to succeed academically. They will gladly initiate and give extra help in any class and provide information about extra tutoring.

You are also responsible for your own academic progress, particularly for communicating with teachers when you are experiencing difficulties. If you have difficulty keeping up with the requirements of a course, you should speak with your teacher(s) or mentor about arranging the help needed to get back on track. This may include arranging tutorial help or extra help in class. Your parents are also encouraged to contact your mentor and/or teachers in the event you are having difficulties in any course. The faculty is responsible for understanding your capacities. Teachers will carefully weigh their understanding of these capacities with your willingness to take responsibility for your work.

### CLASS WORK

You are expected to participate in all classroom activities, discussions, and field trips. A significant part of the final evaluation for each class is based on classroom participation. If you fail to submit a homework assignment on the due date, the teacher may require you to attend academic detention.

### FIELD TRIPS, PERFORMANCES AND SPECIAL EVENTS

We place a high value on learning that occurs outside the classroom. Field trips, performances and special events vary from year to year. Students and parents should anticipate the following student events and related costs every year. Specific dates, times and costs are determined annually, and will be communicated to you and your parents at the beginning of the school year. Most of these events are mandatory. You should see your mentor well in advance to discuss any scheduling conflicts or related concerns. Additional events may be added throughout the year.

#### Mandatory Events for all Grades

- Welcome Back Evening for parents and students towards the end of August.
- High School Cabaret in February; tickets cost around \$25 for non-students.
- High School Senior Project Presentations in March.
- Eurythmy Performance in March
- Art Festival in April.
- Closing Assembly in June.
- High School Graduation in June.

## Recommended Events for all Grades

- Tenth Grade Play in October; tickets cost around \$20/person.
- Twelfth Grade Play in June; tickets cost around \$20/person.
- High School Prom in May/June (all grades); tickets cost around \$80/person.

## Field Trips

You will participate in curriculum-based field trips throughout each of your years in the high school. These may occur spontaneously, or on short notice. Parents should assume \$20 a month in budgeting to pay for the cost of such trips, or \$200 annually. The following longer field trips are also part of the curriculum:

- 10th Grade Sustainable Agriculture Trip (5 days); cost around \$300 per student.
- 11th Grade Costa Rica Service Trip (2 – 3 weeks); cost around \$2500 per student, partially paid by WSSD through tuition, with the balance paid by parent and student fundraising.

## HOMEWORK

You are responsible for completing all assignments on time and for understanding exactly what is expected. Questions about any assignment should be taken to the teacher and resolved well before the assignment is due. All teachers are available via email or phone at home (see directory at the back of this book for times).

## SEMINAR BOOKS

Seminar books are typically required. These are usually judged according to quality and completeness and often constitute a major part of your final evaluation for a class. Seminar books must be submitted at the time requested by the teacher whether or not you are in school. If work is incomplete, it must be submitted on time to receive partial credit or be completed at a later time, according to the arrangement with the teacher. Unless prior arrangements are made, late books will not be accepted or receive credit.

## LATE WORK

If your work cannot be turned in by the due date, always contact your teacher before the due date and explain why. If your reason is acceptable, you will be given an extension or a target date by which to complete the work. Not all excuses are acceptable, and late work is not given full credit and cannot be made up unless your teacher is contacted prior to the due date and gives an OK.

## EXTRACURRICULAR ACTIVITIES

If your academic standing is jeopardized by participation in sports or other activities, you may have to give up the activity for a time. Mentors will work with you and your parents to develop a workable and supportive plan to help you maintain your academic work and continue to participate in the activities that you enjoy. You should never hesitate to seek help in such a situation.

## ACADEMIC HONESTY

It is expected that you will be responsible and honest about completing your own work, achieving your own test results, writing your own papers and generally taking responsibility for your education.

Cheating and plagiarism are unacceptable and may result in No Credit and possible expulsion from the school. Cheating and plagiarism are taken very seriously; incidents will be reported to parents.

If you cheat by giving or receiving homework or test answers, you are violating the trust and honor established between you and all the other students and the faculty. If you plagiarize another person's words or ideas without acknowledging the source, you are also violating this trust. You should clearly give credit to any work that is not your own. It is perfectly legitimate to use the words and thoughts of others, but proper acknowledgement must be given in the manner specified by the teacher (e.g., works cited, bibliography, using MLA guidelines).

## BOOKS AND TEXTBOOKS

Books and textbooks may be distributed for your use during track or seminar classes, and you will be held responsible for the care of these books. You will be required to replace damaged, lost or stolen books by purchasing a book of equivalent quality. If you do not replace a damaged or missing book, your transcript will be held until payment is made. Books must be returned at the end of the school year.

# Section Three: Student Support

## STUDENT SUPPORT

The faculty, individual mentors and class sponsors form a support team that addresses concerns about individual students, social and emotional issues in the school, and the mentoring program. This group also convenes if you require additional support to meet the academic and/or behavioral expectations at WSSD. Your parents will collaborate as part of the support team and help you meet these expectations

## MENTORS

You will have a faculty mentor from the full-time faculty. Mentors are assigned to ninth and tenth grade students. Eleventh and twelfth grade students indicate their preference for mentor, and every effort is made to match these students with a mentor of their preference.

Your mentor is available to you for consultation and support for academic or social issues. You and your mentor meet formally and/or informally on an as-needed basis, either at your request or at the request of your mentor.

Your mentor may also: communicate with your parents regarding support for academic or social issues; facilitate meetings between you and another student or faculty member; facilitate meetings between parents and faculty members; and/or be involved in disciplinary actions.

## Section Four: Evaluations and Grades

### EVALUATIONS AND REPORTS

Reports are sent to parents at the end of each quarter, and narrative evaluations are provided at the end of each semester for all track classes and completed seminars. Evaluations typically:

1. Give an assessment of your work (including, when appropriate, quiz averages, final exam results, class participation comments, homework completion, portfolio assessment).
2. Tell you what you did well and suggest how you can improve in the future.

Contact the teacher of the class with any questions about evaluations.

### TRANSCRIPTS

Unofficial transcripts are sent to your parents at the end of each semester, with your reports. Transcripts list all your classes, grades and credits, with a GPA for each semester and year, and an overall GPA for all your years at WSSD. You or your parents should contact the high school office if you need an Official Transcript to be sent to another institution (for example, upon transfer, graduation, or when applying for a summer program). Institutions accept as 'Official' only those transcripts sent directly from WSSD that arrive in a sealed and signed envelope.

Once a course is taken at WSSD, it must appear on the student's transcript with the grade achieved. Students may be able to retake a course within WSSD or do an equivalent course at an outside institution to improve their grade, but under no circumstances will a course be removed from a transcript.

### PROGRESS REPORTS

Teachers may distribute Progress Reports at any time during a seminar or track class. When a student is receiving a D or an F before or at the mid-point of a seminar or track class, a Progress Report will be sent to parents. A copy is placed in your file, and mentors are notified. Examples of when a Progress Report is appropriate include when a student has done poorly on a major test, failed to turn in key assignments, seriously misbehaved, or cut class. This report must be signed by you and your parents and returned to the teacher the following school day.

### INCOMPLETES

If you do not complete all of the work for a class, the teacher may elect to issue an 'Incomplete'. You may be given the opportunity to receive a grade

in the course by completing specified work by a certain date. If the work is not completed by this date, the 'Incomplete' automatically becomes either an 'F' or an appropriate grade as determined by the teacher based on the completed work.

## GRADE CHANGES

Once final grades are issued for a course, those grades can only be changed by the teacher of the course and the high school faculty. If you or your parents feel that a grade is incorrect, you may complete a Grade Change Request Form within six weeks of the issuance of a grade. Whenever a Grade Change Request Form is received by the faculty, a third party member of the high school faculty will:

1. Review the request.
2. Communicate with you and your parents and the course teacher.
3. Review the course's content and your work with the faculty member who taught the course.
4. Make a recommendation to the high school faculty in response to the inquiry.

Final decisions made by the high school faculty will then be:

1. Communicated to you and/or your parents.
2. Entered on your transcript. A revised Student Report may also be issued.

Although grades may be changed based on these guidelines and the other guidelines listed in this section, under no circumstances will a course be removed from your transcript.

## OPTING OUT OF WSSD COURSES

WSSD's full curriculum is rigorous and carefully developed to serve all of a student's development needs. All WSSD courses are of equal importance in the eyes of the faculty. Students may not opt out of any courses during their high school enrollment without the high school faculty's formal consent. Consent may be granted, but is not guaranteed, only in the following circumstances:

1. A student is medically unable to complete a course.
2. A student's academic accommodations, backed by an outside professional learning skills assessment, make the course impossible to complete (see the section on academic accommodations).
3. Student may request to opt out of our Spanish curriculum if they are a fully fluent, heritage Spanish speaker or in the case of new students who are admitted to WSSD for the first time in grades 10, 11, or 12 and have never taken Spanish before (catching up with the curriculum may therefore be deemed by the faculty to be unreasonable).
4. 12th grade students with significant outside school responsibilities may request

the option to opt out of elective courses only.

Students may take courses outside of WSSD so long as those courses do not undercut their performance and attendance at WSSD. However such courses are never acceptable as a substitution for a WSSD course.

Students who meet a circumstance listed above and wish to opt out of a course must complete a Course Opt Out Request Form, available from the high school office, prior to the start of the course in question or upon admittance to the school.

## EXTENDED ABSENCE CONSEQUENCES

Extended absences from classes due to illness, injury or family crisis may result in altered grading practices and/or reduced course credits. The following guidelines will be used:

### Absence from Seminar Classes

Up to 15% of class time: You can make up work for full credit.

15-25% of class time: Your teacher will outline make-up work for partial credit.

Over 25% of class time: You can audit or drop the course:

Audit: course appears on your transcript; no credit.

Drop: course does not appear on your transcript.

The decision to audit or drop a course will be made in consultation between your parents and the faculty. Agreements for completing any make-up credits necessary for graduation must also be developed in writing with your mentor.

## UNSATISFACTORY WORK: NO-FAIL POLICY

The WSSD faculty believes that all courses in the curriculum contribute in a significant way to the overall formation of our students. Although we recognize that our students all possess a variety of learning strengths and challenges, we sincerely believe that every student admitted to the school benefits from giving his/her best effort in any class and, in so doing, that every student is capable of passing every course in the curriculum. We have, therefore, implemented a No-Fail Policy for all courses.

If you fail a course, you must make it up. You will work with your parents, mentor, and teacher to create a plan to make up the work. This make-up work may include either:

1. Completing the required work independently and taking the final exam, or
2. Taking a summer course or online class that has been approved ahead

of time by the teacher.

The course work that is being made up must be completed by the first day of the new school year or you will not be readmitted in September.

### Exceptions

In the vast majority of cases, a student does not fail a class because of a diagnosed learning disability. Almost invariably students fail because they do not turn in the work. However, there may be a rare situation where a learning disability is so severe that it prohibits you from passing a course. In such a case, the full faculty may grant a waiver to you for that course. However, you must have an educational assessment on file in order to be considered for a waiver.

## LEARNING ACCOMMODATIONS

Students with documented learning challenges may be granted learning accommodations. A professional educational assessment must be completed for the student prior to the creation of accommodations. Families are responsible for coordinating such assessments outside of WSSD. Accommodations are based upon the professional education assessment and meetings with the student and his/her parents and the high school faculty.

Learning accommodations are kept on file in the high school office and are shared with the student, their family and the student's teachers only. Learning accommodations are not noted on a student's transcript. Please contact High School Chair Nathan Wilcox for more information.

## PASS/FAIL POLICY

The WSSD high school faculty may elect to assign a Pass/Fail grade to a student in any course. Pass/Fail grading cannot be used without the faculty's consent. Pass/Fail grading must be selected by the faculty within two months of the course's completion and is normally selected during the course.

When pass/fail grading is used, colleges will not consider that course to be college preparatory; therefore, making a class pass/fail may impact your chances at college acceptance. For this reason, parents are always notified when the faculty decides to assign Pass/Fail grading for a student.

The faculty may choose to grade you on a Pass/Fail basis only in the following circumstances:

- For students with developmental learning disabilities, Pass/Fail may be used for courses in which learning accommodations cannot enable the

student to complete the core elements of the course.

- Where serious illness, injury or family trauma does not impact your attendance but does impact your ability to successfully meet course requirements.
- In the case of a student whose first language is not English. This may apply to international, exchange and/or visiting students and to other students who are new to the English language.

## ACADEMIC PROBATION

You may be placed on Academic Probation if you have not demonstrated the expected responsibility required in your academic work, most particularly if you fail one or more classes during a semester. Expulsion will result unless you take the responsibility required within the timelines specified in the formal terms of Academic Probation. During Academic Probation, you may be expected to make up work or to demonstrate a changed positive attitude concerning the work that is expected. You may also be required to participate in after-school study or tutorial sessions (that your parents may be required to fund separately). The privilege to participate in extracurricular activities may be withdrawn during Academic Probation.

## GRADUATION REQUIREMENTS

To graduate with a High School Diploma from The Waldorf School of San Diego, you must:

- Complete 9th, 10th, and 11th Grades either at WSSD or at another high school with comparable credits/curriculum standards.
- Complete 12th Grade at WSSD.

During your time at WSSD you must take part in all our offered courses. Each course earns credits based on the Carnegie Units System, which counts a class taken 4 - 5 times a week for an academic year to be worth 10 credits. By attending WSSD and successfully completing all our offered courses you will meet or exceed the entrance requirements of the University of California campuses and Ivy League colleges.

If you do not complete all graduation requirements you will be issued a Certificate of Completion, rather than a Diploma, at the end of your senior year. In rare cases, the high school faculty may decide to require fewer credits in chosen areas for individual students and still grant that student a High School Diploma, or may allow students to complete some coursework at outside institutions.

Upon entering your senior year, you must make up any credit deficiencies in order

# Section Five: Conduct

## RESPECT FOR OTHERS

Cooperation and respect for everyone in our community are two of the core values of WSSD. Students, faculty and staff work together in a relationship of respect, trust and honesty. All student work and activities should reflect this commitment to cooperation and respect for everyone in our community. For example, foul language is considered disrespectful and thus unacceptable. Respect extends to all school facilities and property as well as to the property of fellow students. Disrespectful behavior in any form at school or school events will not be tolerated. Consistently disrespectful behavior may result in suspension or expulsion from the school. Disrespectful behavior includes:

- Cyberbullying: see page 33 for school policy.
- Bullying: creating an intimidating, hostile, or offensive educational or work environment.
- Defiance and disruption: Willful disregard of school rules or the authority of the school staff.
- Sexual harassment: see page 33 for school policy.

## CLASSROOM CONDUCT: GENERAL GUIDELINES

- Be on time.
- Do not eat or drink in class unless your teacher gives permission due to special circumstances.
- Gum is not allowed in the building.
- Exhibit respectful behavior: arguing a position is OK; personal attacks are not.
- No hats, caps or hoods in the building (except as in accordance with the dress standards, page 7).
- Do not mark, write or put gum or stickers on the furniture, lockers or walls.
- These conduct guidelines also apply to field trips and social events.

## CONDUCT DURING BREAK AND LUNCH

Be considerate of others during break and lunch: no shouting, horseplay, loud music, or running. Outside the building, be respectful of our neighbors: no shouting, horseplay, roller blades, skateboards or bicycles. MP3 players, phones, iPods and other electronic devices may be used during break and lunch, and must be turned off and in backpacks throughout the rest of the school day and at school events. Any use of these devices that leads to antisocial behavior may result in this privilege being revoked.

## EXCESSIVE PUBLIC DISPLAYS OF AFFECTION

Excessive public displays of affection (PDA) are inappropriate on school grounds or at school-sponsored activities. Excessive refers to kissing, petting and other physical demonstrations considered to be inappropriate by the faculty.

## CARE FOR OUR CAMPUS

Students, faculty, and staff participate in keeping our campus clean and orderly. Respect for school property and care of our facility and grounds are important student responsibilities.

- Clean up desks and leave classrooms in an orderly fashion.
- Clean up and help store materials at the end of each day.
- Recycle all paper products, cans, bottles, glass and plastic in the appropriate receptacles, and avoid the use of disposable containers that cannot be recycled.

## OFF-CAMPUS CONDUCT

You need to be aware that you represent WSSD to the community when you are off campus. Any conduct detrimental to the reputation of the school may be grounds for suspension or expulsion. You are expected to exemplify good behavior at all times, particularly in car pools and on public transportation to and from school.

## DEFINITION OF A SCHOOL FUNCTION

A school function is any activity at school, or elsewhere, that is either sponsored by the school or that you attend as an official representative of the school. Once you arrive the school function has begun, and it continues until you leave. Some examples of a school function are team practices or competitions, drama or musical performances/rehearsals, after-school sports, school dances and field trips.

## SCHOOL FUNCTION GUIDELINES

All school rules are applicable for school trips and functions, including dress code and our policy on use of cell phones, iPods, MP3 players and headphones. On long trips, the faculty may, at their discretion, allow limited use of electronic technology.

### Overnights

Coed sleeping arrangements are not allowed. However, in some situations, students of both sexes may share chaperoned open sleeping spaces in large groups. Parents will be informed of the sleeping arrangements in advance.

## Incidents

On school-sponsored trips, anyone who leaves the group must have permission from the teacher or chaperone. Infractions of any rule established by the teacher on the trip may result in your being sent home from the trip at your parents' expense and may result in further disciplinary action.

## CONDUCT AT SCHOOL DANCES

- You must remain until the dance ends or you may leave at an earlier time if prior arrangements have been made with the faculty. If you leave for an unanticipated reason, you may not re-enter the dance.
- Prior to the dance, you should make arrangements for prompt pick-up at the posted end-of-dance time.
- Guests must be pre-registered and only students on the guest list will be admitted.
- The number of guests per student will be stipulated for each event.
- Bags and backpacks will be checked at the door.
- Smoking, drinking, or use of any drugs prior to, during, or after the dance will be not tolerated. Students will not be admitted if drug or alcohol use is suspected, and they will be subject to serious disciplinary action.
- All school rules apply, including the dress code. Observe the best standards of decorum.
- Faculty/staff and parents will chaperone school dances and parties.

Private parties are not school functions and will not be supervised by faculty/staff. Parents will be notified of any school-sponsored activity via letter or email.

## CONFLICT RESOLUTION

We can expect conflict to occur occasionally in our school, as it does elsewhere. The goal is to resolve the conflict in a way in which all persons involved are heard and respected. The following process should aid in that goal:

- Discuss the issue with the person(s) involved.
- Discuss the issue with your mentor or other faculty/staff members.
- If the issue is still unresolved, a meeting can be called that includes you and the faculty or student(s) involved in the conflict, your parents and/or others whose assistance might be valuable.

## Section Six: Disciplinary Procedures

### DISCIPLINARY PROCEDURES

If a disciplinary problem arises, you should first attempt to resolve the issue directly with the teacher who brought it to your attention. If this effort is not successful, you should contact your mentor and make every effort to resolve the issue at this level. Your parents may also contact your mentor to help resolve or express concern about any disciplinary problem.

Parents may be informed of behavioral problems through a phone call or by a Student Discipline Report sent to the home. All actions taken by the faculty involving discipline may become a part of a student's permanent record.

### DETENTION

Rude behavior or other infractions of school rules or policies may result in break, lunch, or after-school detention.

### EXTRA WORK SESSIONS

If you break your commitment to cooperate in fostering a healthy social and academic environment, the opportunity to restore a connection to the community may be required in the form of an extra work session.

#### Situations That May Warrant an Extra Work Session

- Repeated tardiness to any class.
- Second-time dress standards infractions.
- Failure to do an assigned chore.
- Second reminder about gum chewing.
- Second failure to bring one's instrument to band or clothing to movement.
- Other situations that break the student's connection to the academic and social working of the school, such as disruptive behavior during class including throwing things, talking out of place, rudeness, etc.

### STUDENT DISCIPLINE REPORT

A Student Discipline Report is sent to your parents when a teacher has identified a behavioral problem. A copy is placed in your file, and your mentor is notified.

### DISCIPLINARY PROBATION

In the case of repeated behavioral problems, you may be given a specific period of time to improve, during which time you will be placed on Disciplinary Probation. During this time, you may be asked to agree to perform specific

remedial tasks that are relevant to the situation. If you do not fulfill your agreement to remediate the situation, you may be expelled from the school. The privilege to participate in extracurricular activities and social events may be withdrawn during Disciplinary Probation.

## SUSPENSION

As a result of particularly disruptive or dangerous behavior, you may be suspended from classes. Your parents will be notified, and you will be sent directly home. A parent conference that includes you and your mentor is mandatory before you can return to school or class. A suspension may be for one or more days, depending on the seriousness of the behavior.

Actions that may lead to a suspension include, but are not limited to:

- Leaving campus without permission.
- Use of foul language.
- Rude or inappropriate behavior.
- Frequent detentions.
- Fighting, bullying (including cyber-bullying) or harassment.
- Use of illicit drugs, alcohol or tobacco (during school or during school activities).
- Lying, stealing, cheating or plagiarism.
- Vandalism or destruction of school or student property.
- Failure to attend a class or school event without permission to be absent.

## EXPULSION

The faculty, staff and student community work together with cooperation, respect, integrity, trust and honesty. Every effort will be made to help you and your family resolve any problems that may arise. Should all efforts fail and a problem remains unresolved, this may result in your expulsion from the high school.

The following is a partial list of situations that may warrant expulsion:

- You are unwilling to abide by school rules.
- You fail any class during the school year and fail to meet the terms of academic probation.
- You do not participate in your class work to the satisfaction of the faculty.
- Suspension has not been satisfactorily resolved.
- You cheat or plagiarize.

# Section Seven: Special Policies

## ANTISOCIAL BEHAVIOR

Swearing, obscene, or antisocial language and any form of harassment, whether verbal or physical, are serious violations that cannot be tolerated. To maintain a community that is sensitive to and respectful of every member, the following guidelines are suggestions for you in the event that you become the recipient of behavior that seems inappropriate, annoying, or provocative:

- Let the offending person know that you want the behavior to stop. Say "No" firmly. Do not apologize. Speak directly and give a clear message about how you feel.
- If you do not feel comfortable about confronting the person alone, take a friend along, or write a letter.
- Speak promptly with your mentor or another faculty member about the situation. That person, in consultation with you, may refer the complaint to the appropriate person or group. If you do not feel comfortable speaking with an adult, take a friend along or write a letter.

When a serious breach of respect occurs, the school will take action based on the circumstances. Such action could include detention, education, counseling, suspension or expulsion.

## HARASSMENT POLICY

Students are expected to refrain from any comments, attitudes, physical touching, or attention that is unwanted by or upsetting to another person. It is of the utmost importance that each student develops and practices a respectful sensitivity for the physical and emotional boundaries and well-being of the other people in the entire school. Harassment (repeated, unwanted, and disrespectful attention) takes many forms, all of which are serious personal and social offenses. Sexual harassment in any form will not be tolerated (see below for policy).

If you find yourself in a situation involving harassment, it is of the utmost importance that you immediately seek guidance and help from a trusted adult. Similarly, if you witness a situation involving harassment, you have an obligation to report it to a parent or teacher so that the harassment can be stopped. Any report or rumor of alleged harassment will be thoroughly investigated by the faculty and reported to the parents of the students involved.

## SEXUAL HARASSMENT

The US Department of Education defines sexual harassment as conduct that is sexual in nature, is unwelcome, and limits (or denies) a student's ability to participate in or benefit from a school's education program. Some examples of sexual conduct include (but are not limited to):

- Making sexual propositions or pressuring for sexual favors.
- Touching of a sexual nature.
- Creating, displaying, or distributing sexually explicit drawings, pictures or written materials.
- Performing sexual gestures or touching oneself sexually in front of others.
- Telling sexual or dirty jokes.
- Spreading sexual rumors or rating other students as to sexual activity or performance.

Students wishing to make a complaint of sexual harassment should immediately speak to a faculty member. Investigation of complaints will be conducted in a confidential manner and results may be recorded in student files. Complaints that are not resolved satisfactorily may be taken to the school leadership, Child Protective Services, and/or law enforcement. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint and that student shall be free from retaliatory behavior.

## CYBERBULLYING

Students who are cruel to others by sending or posting harmful materials or materials that present a safety concern using the internet, cell phones, or social network sites will face disciplinary consequences. Bullying in any form is not acceptable and will not be tolerated. If you are aware of cyberbullying you are asked to contact a high school faculty or staff member.

## VANDALISM

Vandalism on the school grounds (including writing on desks, walls, chairs, or lockers), warrants disciplinary action which will include detention and cleaning or replacement of furniture, fixtures or any other damaged school property at your expense. Repeated offenses may lead to suspension and expulsion.

## SELF-ENDANGERING AND SOCIALLY DESTRUCTIVE BEHAVIOR

We are dedicated to the healthy development of adolescents, and regard it as the school's responsibility to work directly with students and their parents towards the correction of any self-endangering and socially destructive behavior. These behaviors include emotionally and physically

self-destructive talk and behavior such as talk of suicide, drug and/or alcohol use, self-mutilation, abusive relationships, unsafe operation of a motor vehicle, and illegal activities such as shoplifting, vandalism, or similar activities. All rumors of self-endangering and socially destructive behavior will be taken seriously by the faculty and investigated by questioning the students involved when appropriate. Parents will be immediately notified that such a suspicion has arisen and informed of what has been learned. We would be irresponsible to remain silent at such times.

Students can be instrumental in securing help for classmates in need. We look to the students to develop the courage, maturity, and compassion to help each other when someone is engaged in dangerous behavior. We also encourage them to approach a parent, teacher or mentor for help in finding a way of addressing a problematic situation without 'betraying' a friend.

### SUBSTANCE ABUSE POLICY

WSSD is a tobacco-, drug- and alcohol-free campus. This applies to everyone on campus: students, faculty, staff, parents, and visitors. The possession and/or use of tobacco, e-cigarettes, alcohol, drugs/any drug paraphernalia on campus, or at any school function, constitutes grounds for suspension or expulsion, as does arriving at school or a school function while under the influence of alcohol or illicit drugs.

Since we are primarily concerned with the health and education of the young people in our care and not merely with the illegal aspects of drug and alcohol use on school property, we discourage any use of drugs, tobacco or alcohol by WSSD students. The faculty will actively pursue dialogue with parents of students who may be involved in out-of-school drug or alcohol use. We wish to help any student who voluntarily discloses a problem with substance abuse.

Additionally, if the school suspects that you have been habitually using drugs or alcohol, the school will require that you receive a professional drug assessment, at your parents' expense, as a condition of remaining enrolled at the school. In such a case, you and your parents must sign a release permitting a school employee to consult with the person performing the assessment and to be informed of the results. If the assessment indicates a need to participate in a counseling or rehabilitation program, completing such a program will be a requirement of your continued enrollment at the school.

### WEAPONS POLICY

Any student found with a weapon at school will be automatically suspended for at least one week. Expulsion may follow.

# Directory of Teachers

Each teacher has times listed when it is acceptable for you or your parents to phone them. Please do not phone them outside these times without prior arrangement.

## HIGH SCHOOL CHAIR

Nathan Wilcox  
highschool@waldorfsandiego.org  
4571 Pomona Ave., La Mesa, CA 91942  
Cell phone: (619) 962-8194  
Phone at school or between 8:00 – 9:00 p.m.  
Please do not use text messaging

## HIGH SCHOOL CO-CHAIR

Chelaine Kokos  
ckokos@waldorfsandiego.org  
2518 Violet St. San Diego, CA 92105  
Cell phone: (612)-616-8243  
Phone at school or until 8:00 p.m.  
Please do not use text messaging

## FACULTY AND STAFF

Liza Clifton  
lclifton@waldorfsandiego.org  
2026 Catalina Blvd., San Diego, CA 92107  
Home phone: (619) 223-2353  
Cell phone: (619) 519-1582  
Phone between 5:00 – 8:00 p.m.

Yasmina Dedijer-Small  
ydedijer@waldorfsandiego.org  
3912 Atascadero Drive, San Diego, CA 92107  
(831)345-3685  
Phone between 8am-8pm, no texting

Sudha Dorairaj  
gansel@waldorfsandiego.org  
4542 Tarantella Ln. San Diego, CA 92130  
Cell phone: (412)-606-1222  
Phone before 8:00 pm  
Please do not use text messaging

Jeremiah Johnson  
jdjohnson@waldorfsandiego.org  
671 Felino Way, Chula Vista, CA 91910  
Cell phone: (319)939-0472  
Before 8:00pm. No texting please.

|   |   |
|---|---|
| <p><b>Bram Goldstein</b><br/>bgoldstein@waldorfsandiego.org</p> | <p>6612 Seaman Street, San Diego, CA 92120<br/>Cell phone: (857) 998-0372<br/>Phone any time before 8:00 p.m.</p>                             |
| <p><b>Armida Gómez</b><br/>agomez@waldorfsandiego.org</p>       | <p>472 Minot Avenue, Chula Vista, CA 91910<br/>Cell phone: (619) 755-5051<br/>Phone between 8:00 a.m. – 7:00 p.m.<br/>Text any time</p>       |
| <p><b>Adrienne Miller</b><br/>amiller@waldorfsandiego.org</p>   | <p>6351 Lake Alamor Ave., San Diego, CA 92119<br/>(619)920-6115<br/>Phone or text anytime before 7pm.</p>                                     |
| <p><b>Maria Morales</b><br/>mmorales@waldorfsandiego.org</p>    | <p>1750 Midvale Drive, San Diego, CA 92105<br/>Cell phone: (510) 435-1405<br/>Phone before 9:00 p.m.<br/>Please do not use text messaging</p> |
| <p><b>Parvati Scatena</b><br/>pscatena@waldorfsandiego.org</p>  | <p>373 Chapalita Dr., Encinitas, CA 92024<br/>Cell phone: (916)524-1828<br/>Phone or text between 8am-8pm</p>                                 |
| <p><b>Anthony Thomas</b><br/>athomas@waldorfsandiego.org</p>    | <p>3554 38th Street, San Diego, CA 92105<br/>Cell phone: (619) 793-9650<br/>Phone before 10:00 p.m.</p>                                       |
| <p><b>Kate Vance</b><br/>kvance@waldorfsandiego.org</p>         | <p>2225 Seaside Street, San Diego, CA 92107<br/>Cell phone: (858) 752-8502<br/>Phone any time</p>   |
| <p><b>Ariana Warren</b><br/>awarren@waldorfsandiego.org</p>     | <p>340 16th St., San Diego, CA 92101<br/>(619)307-9922<br/>email is best</p>  |
| <p><b>Bryan Whelan</b><br/>bwhelan@waldorfsandiego.org</p>      | <p>3445 Luna Avenue, San Diego, CA 92117<br/>Home phone: (619) 723-1212<br/>Phone between 6:00 – 8:00 p.m.</p>                                |