



Parent Handbook 2018-2019

Mission Statement

Prairie Hill Waldorf School awakens the capacity for dynamic thinking, creativity and compassion, inspiring children to contribute their unique gifts to the world.

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General Information

School Hours

Doors open at 8 a.m.

Grade School & 5 Day Kindergarten and Wonder Garden:
Mon, Tues, Wed, Fri 8:15 a.m. – 3:35 p.m.
Thurs 8:15 a.m. – 2:45 p.m.

Early Childhood

Five Day Monday through Friday
Three Day Monday, Tuesday, Wednesday

Before School Care Program

Monday through Friday 7:30 a.m. – 8:00 a.m.

After School Care Program:

Mon, Tues, Wed, Fri 3:35 p.m. – 4:30 p.m. or 5:30 p.m.
Thursday 2:45 p.m. – 4:30 p.m. or 5:30 p.m.

School Office Hours

School Office Phone Hours:

Monday through Friday 8:15 a.m. – 4:00 p.m.
During the school year Thurs. 8:15 a.m. – 3:00 p.m.

Absences

All absences need to be reported to the School Office for health and safety reasons. You may leave a voice mail clearly stating the child's name, class and the reason for the absence. If it is due to illness state the symptoms such as sore throat, fever, etc.

Grade School Schedule

Morning Lesson8:15 a.m. – 10:15 a.m.
Snack/Morning Recess..... 10:15 a.m. – 11:00 a.m.
Subject One 11:00 a.m. – 11:45 a.m.
Subject Two 11:45 a.m. – 12:30 p.m.
Lunch and Recess (Grades).....12:30 p.m. – 1:20 p.m.
Subject Three.....1:20 p.m. – 2:05 p.m.
Subject Four..... 2:05 p.m. – 2:50 p.m.
Subject Five.....2:50 p.m. – 3:35 p.m.

There may be changes to the lunch schedule according to subject needs. Your child's teacher will give you a class day schedule at the beginning of the school year.

Entering the School

Entry to the building is through the front door at the steps and the courtyard door from the back lot. Each is a secure door, with a doorbell and camera. Parents and legal guardians should be prepared to identify themselves, as some office desks have no direct visual line to the entries. A staff member will buzz the door, at which point it may be opened. Other doors will be locked.

Visitors must sign in at the School Office upon entering the building. They will receive visitor badges. Visitors are asked to support the mood that is cultivated in the school; electronic devices, including cell phones, should be turned off.

Student-Age Visitors

Special arrangements may be made for a child who is not enrolled at Prairie Hill to visit a class. Visits need to be arranged in advance with the School Office and class teacher.

Emergency contact information and the duration of the visit must be provided. The parent bringing the child should sign in at the office. The student may not bring a cell phone or other electronic device into the classroom.

Emergency Closing Information

Our Inclement Weather Closings will be announced through WISN Channel 4 and WTMJ radio, 620 AM. Our aim is to have a determination about inclement weather school closings made by 6:30 a.m., with public announcements as early as possible.

Parents are welcome to pick up their child early when conditions make travel from their area hazardous. Should the school decide to close before the end of the school day, we will announce through the above sources.

If After Care Programs close early due to weather, you will be personally called to pick up your child.

Care Programs

Overview

Our Care Programs complement the school day and apply the same guiding Waldorf principles used in the classrooms. The children come to feel secure in a caring environment providing a regular rhythm to the day, periods of freeplay, structured activities, outdoor exercise, nourishment, and rest. **Registration for the programs is through the School Office.**

Eligibility

The Prairie Hill Care Programs are open to students enrolled in the school. All children need to be able to follow instructions within a group. As in all our Prairie Hill classes, appropriate behavior is expected to allow an optimal experience for all students. Children who are sick need to remain at home.

Before School Care Program

The early morning program is open to children in Wonder Garden / Kindergarten through Grade 8 with a limited number of spaces for children under age 4. Children will be supervised in quiet freeplay. Drop-in may be available by contacting the office 48 hours in advance. Space is limited.

After School Care Program

This program serves school children needing care until 5:30 p.m., Monday through Friday. After School Care provides a family atmosphere, allowing relationships to grow among the ages. The program complements school-day activities with a snack, outdoor activities, homework time, games, crafts and cleanup. Seasonal outdoor clothing is needed for all ages.

Drop-in may be available in After School Care by contacting the School Office 24 to 48 hours in advance. Limited space is available dependent on staffing and number of enrolled students that day.

School Governance

The Board of Trustees

The Board of Trustees is responsible for the legal and financial health of the school. Membership of the board is made up of Prairie Hill parents, Prairie Hill Faculty, Alumni parents and persons from the wider community interested in the school. The Board of Trustees meets the fourth Tuesday of the month at 6:30 p.m. at the school. Board meetings are open to the school community. Please check with the School Office for room location.

The following committees operate as part of the Board:

Executive

Composed of the five officers of the board: President, Vice President, Treasurer, and Secretary and immediate past President. This committee directly oversees the Administrator. It acts on behalf of the full Board between meetings when necessary.

Finance

Oversees the financial management of the school and works to balance and negotiate the contents of the budget of Prairie Hill. The Finance Committee meets monthly and includes members of the community as well as the Board Treasurer and the Administrator.

Fund Development

Supports a Culture of Philanthropy within the school community. This committee oversees the various fundraising activities that support Prairie Hill, including:

- **Individual Giving** –Annual Appeal, major giving, donor engagement and stewardship.
- **Special Events** –Annual fundraising events including Yuletide and the Spring Auction.
- **Grant Writing** – Researches opportunities, pursues grant money and fosters relationships with Foundations.
- **Other Fundraising** – Other fundraising activities including Grade 8 Class Trip fundraising.

Building and Grounds

Oversees the physical development of the school, renovation projects, and development of a long-term master plan. They maintain a good working relationship with the Town of Delafield. In conjunction with the Administrator, Buildings and Grounds defines the scope and timetable for the Facilities Coordinator's maintenance and repair work.

Committee on Trustees

The Committee on Trustees strives to ensure the effectiveness of the Board by bringing potential trustees to the Board, evaluating individual and collective performances and creating opportunities for trustee professional development so as to carry forth the mission and vision of Prairie Hill Waldorf School.

Tuition Adjustment

The Tuition Adjustment Committee establishes and follows policy and procedures to determine the financial needs of the school families. The committee then distributes funds allocated by the Board in the form of tuition assistance to those families that qualify.

Circle of Colleagues

The Circle of Colleagues is the body of teachers and administrative members that study and work together striving to engender an atmosphere of support and collegiality. The Circle of Colleagues is responsible for developing and monitoring the programs, pedagogy, and personnel within the school according to the long-term interests of Prairie Hill. The Circle of Colleagues meets weekly on Thursday after dismissal to discuss the children and their needs and to coordinate the functioning of the school. Their work is further aided by the following Faculty Groups, which carry out various functions for the faculty.

Social/Cultural (Festivals)

Oversees the cultural life of the school. This group plans the assemblies and oversees the festivals and other celebrations in our community.

Teacher Professional Development

Oversees the mentoring, evaluation and professional development of the teaching staff.

Human Resources (held jointly with the Board of Trustees)

Oversees hiring, faculty orientation, employee handbooks and human resource issues.

Early Childhood Department

Includes all Early Childhood personnel and is responsible for development, coordination, management and maintenance of the Wonder Garden, Kindergartens and Play Groups.

Grade School Department

Includes all three-quarter time and full-time grade school personnel and is responsible for coordination, management, and program maintenance of grade school and subject curriculum, pedagogy, student activities and Tobias Care.

Parent Group (Roots and Wings)

Coordinates educational events that foster community spirit and educates our community on the principles of Waldorf educational philosophies. Meetings are open to the entire PHWS Community.

Operations Group

The Operations Group helps the Administrator to manage the day-to-day operations of the school and to coordinate efforts between the various spheres of school activity including the COC, Board, Administration, Parent Community, Committees and Mandates.

Administration

Administration oversees the day-to-day school management, including business administration, accounting, marketing, communications, admissions, parent communication, maintenance of database, human resources, personnel files and student records, school maintenance and upkeep, and compliance with state, health, safety, and education requirements.

Enrollment & Marketing

Develop ideas and activities to increase enrollment and work together with faculty to provide parent education and ensure community inclusion. Together, they oversee the marketing, advertising, outreach and public relations efforts of the school.

Accreditations and Affiliations

Prairie Hill has been a member of the Association of Waldorf Schools of North America (AWSNA) since 1988, first as an initiative and then as a sponsored school. As of July 2006, Prairie Hill Waldorf School became a fully accredited member of AWSNA. As such, the school sends delegates to the winter and summer annual meetings. We are also represented in the Great Lakes Regional conferences. AWSNA also publishes the *Renewal* magazine, a twice-annual publication containing articles about Waldorf education that is available at Prairie Hill. More information is available online at www.whywaldorfworks.org.

Additionally, Prairie Hill is fully accredited by the State of Wisconsin. The school is also a member of the Waldorf Early Childhood Association of North America (WECAN).

Learning Support Program

Learning Support

Students may be identified as needing learning/social support services when there are concerns about development and/or academic or behavior challenges that are impacting the student's well being in the class. Students may be referred for learning support services by direct referral from the class teacher and through ongoing class assessment processes.

If a parent needs OUTSIDE learning support services during the school day, they need to contact the class teacher as the first step in arranging these services.

Once a student is identified with a learning support need, by either the teacher or test administrator, the Prairie Hill Learning Support Referral Process is initiated. The student may be referred to tutorial assistance in reading, writing and math; individual and small group

sensory integration activities; classroom movement activities; and extra lesson exercises which include movement, form drawing and painting. Learning Support services are offered to Early Childhood students in the form of classroom observation and teacher consultation. The fee for outside services are the responsibility of the family.

Student Support Requirements

Although Prairie Hill Waldorf School strives to meet the needs of our students, sometimes a child's needs may be beyond the programming and staffing our school presently has to offer. Occasionally there are referrals to other health care professionals or educational resources—e.g., public school multidisciplinary team process, private tutoring. Teachers may at times recommend and even require formal testing or outside supplemental support services as a contingency of enrollment. This may be initiated by teachers for an individual student request through the use of our *Student Support Requirement/Care Plan Form*.

Parent Participation and Classroom Support

Parents are the first teachers and most significant adults in their children's lives. Their actions form the attitudes and outlook toward learning that their children will carry throughout their lives. The key to a child's school success and to improving student achievement is the involvement of parents or other family members in education. Parents can be involved by providing support at home, communicating with the school, volunteering at the school or serving on school committees.

Class Parents

Each early childhood and grade class has at least one or two class parents who help serve the needs of that particular class. Class parents are responsible for helping parents new to the class get acquainted, developing a phone tree for their class, organizing routine classroom cleaning, assisting with field trip organization in the grades, and coordinating class parent evening refreshments with the teacher. Each teacher may have special needs for the class or classroom during the year and class parents help communicate these needs to other parents of the class.

Class Parents and Classroom Parents

Developing a close relationship with your child's teacher will help you gain a more thorough understanding of Waldorf pedagogy. All parents are encouraged to get involved in the classroom in ways that work for them. Parents provide practical, emotional and spiritual support for the teacher and the class. The teacher will choose one or more Classroom Parents who take the lead in organizing parents' participation in various aspects of classroom life. The Classroom Parent works in close partnership with the teacher; and in some cases, may remain in this position for many years, and in some cases, the teacher may appoint different Classroom Parents each year.

Responsibilities of Classroom Parents

Note: These may vary from class to class, but may include:

- Facilitate good communications by setting up a class phone tree and activating phone tree as requested by the teacher
- Coordinate teacher's requests for volunteers to aid in classroom cleaning, moving day and other classroom needs
- Organize volunteers for classroom activities, field trips and class plays
- Arrange social opportunities such as parties and potlucks
- Assist new families by introducing them to various school functions and answering questions that they may have regarding our school community
- Coordinate fundraisers for the class
- Organize group gifts from the class to show appreciation for the teacher
- Seek to apply the skills and talents of the parents within the class in ways that benefit the class as well as the school
- Share the joys you observe in your child's classroom experience
- Help coordinate classroom projects for Yuletide Faire and Spring Auction
- Encourage attendance at Yuletide, Spring Auction, and other community events
- Is responsible for ensuring that the "Event Parking" sign is displayed in the parking lot before each Class Play, and put away after the play is over. This sign is inside the E.C. Hallway near the Library.

Qualities of a Classroom Parent

- Ability to work well with the teacher and the other parents in the class
- Has the desire and time to be actively involved in the life of the classroom

- Able to attend class meetings
- Strong organizational and leadership skills
- Ability to handle issues of confidentiality with sensitivity and discretion
- Supports all the guidelines outlined in the PHWS Parent Handbook
- Supports the Waldorf philosophy of educating the whole child – head, heart and hands
- Fosters a healthy social life within your child's classroom and community

Home Support of School

Your child's teacher will discuss age-appropriate activities with which you can support your child's school experience. For the youngest children, a consistent rhythm and early bedtime may be suggested; for our oldest students, discussions may focus on support of homework and learning needs.

Lack of sleep can affect children's behavior and learning with symptoms that mimic attention deficit, hyperactivity or laziness. Sleep has a value in setting the stage for a child's day. Consistent bedtime routines can make the transition into sleep easier. See your child's teacher for suggestions.

Media

Regardless of the age of their child, parents are strongly encouraged to become aware of the growing body of research about the negative effects of exposure to electronic media and devices on children's brain development, social interactions, and learning capabilities. Electronically mediated experience includes use of computers, iPads, tablets and video games, smart phone usage, television, DVDs, CDs, iPods, etc. Prairie Hill strongly encourages limited exposure to television and other media devices (or no exposure depending on the age of the child). Please see the Cell Phone Usage Policy and the Discipline section for proper use of cell phones and electronic devices on school grounds.

Parent and Teacher Relationship

Channels of Communication

Open communication is a priority. It is vital for a healthy community that issues are brought to the appropriate person's attention for resolution and discussion. The following is the procedure for anyone in the Prairie Hill community to share concern, or praise.

First Contact: Your Child's Teacher

Your first point of contact is always your child's teacher. The entire Faculty has training in and a good understanding of the class and organizational structure within the school. The teacher may not be able to answer all questions but will direct you to the most appropriate person within the school to get your questions answered promptly.

Second Contact: Parent Liaison

Please consult the parent liaison for issues or questions that the class teacher is not able to address.

Third Contact: Administrator

Consult the Administrator as the next step in getting resolution to a concern. The Administrator's role is to be a facilitator between the major bodies of the school – Board, Faculty, Administrative Staff and Parents.

Parent Evenings

Several class evenings are held during the year for parents of each class. Your child's teacher will inform you of the dates. It is important for both parents to be present at these meetings. These evenings provide an opportunity for the teacher to present an overview of what the children have done and will be doing and for parents to come together to discuss the curriculum, special topics, the developmental stages and needs of the children and to ask questions.

Parent-Teacher Conferences

The partnership that is created and nurtured between teacher and parents plays a meaningful role in the healthy development of a child throughout the year. Part of growing this relationship occurs when time is dedicated for the mutual sharing of insights, observations, concerns and dialogue centered on the child. This is the reason that Prairie Hill Waldorf School commits 4 educational days, two in the fall and two in the spring, to formally scheduled Parent-Teacher Conferences.

Our parents have reported that these conferences are very helpful, giving them valuable insight into their child's experience of, and performance in school. In addition to academic assessments, class teachers come to see the physical, social, and emotional strengths and challenges of each student, and they prepare for these conferences to be detailed, enriching, and supportive of the student's whole process of learning and development.

Our teachers have shared that they greatly benefit from listening to parent comments, concerns, and observations. They find that parents come to the conferences prepared to contribute a valuable look into their child outside of the school environment. This parent expertise often helps a teacher create a broader and deeper understanding of the child.

Although students don't have class on Parent-Teacher Conference days, these are work days for our teachers. **Please respect their time and schedule your meeting before you leave town for the weekend.** Teachers are not required to reschedule conferences for families who cannot attend due to voluntary conflicts. Please make every effort to attend one of the available 30- minute appointments with each of your children's class teachers twice each year. In the case of a parent who doesn't attend a Parent-Teacher Conference for a struggling student, a Care Plan meeting will be required by the Tobias Care Group as a condition of continued enrollment.

During the rest of the school year, additional meetings may be requested by either the teacher or parent to discuss immediate or ongoing concerns during the class teacher's regularly scheduled office hours. In planning for Parent Teacher conferences, Parents with three or more students in the school are given priority for scheduling via the sign-up sheets.

Student Reports

Year-end reports for each grade school student, covering all aspects of a student's work for the year are available for pick-up in late June or mailed to the home. Similar reports are sent for children who completed their final kindergarten year. A copy of each report sent to the parent is kept in the student files. (*See Financial Policies-Tuition Payments regarding outstanding balances and release of reports.*)

Parent Questions

If there are questions about your child's progress or about classroom activities, please speak directly to your child's teacher. All teachers hold office hours outside of the normal classroom day so that parents will have an opportunity to communicate with them. These office hours may be before or after school in the classroom, or in the evening at a home telephone number.

Parent and School Community

Parent Communication/School Publications

- **Distribution:** The school uses an e-format in our communication with parents. Those who do not use email should inform the School Office to ensure alternate delivery. Email communications will be sent from news@prairiehillwaldorf.org - please add these addresses to your safe list.
- **Email and Address Updates:** Please remember to alert the School Office if your email or mailing address information changes.
- **Events Email:** These are occasional emails of upcoming school events that are open to the public. This email is sent to both parents as well as the greater community. Please forward this email along to friends and family who might be interested in learning more about Prairie Hill.

- **Paper Communication:** Any paper communication coming from the school or your class teacher will be delivered in one of three ways: in your family mailbox at school; by regular mail; or directly by your child's teacher at drop-off or pick-up.
- **The Weekly Update:** This weekly e-letter highlights key news, reminders and announcements. The Weekly Update will be emailed every Wednesday (except for weeklong break weeks) during the school year. **The Weekly Update is the central source for student and community information. Parents are asked to review it weekly when it arrives and keep it handy throughout the week.** Deadline to submit information to the Prairie Hill Update is 9 p.m. on Monday of the week of publication. Submissions should be sent to jmalik@prairiehillwaldorf.org or news@prairiehillwaldorf.org.
- **Bulletin Boards and Hallway Posting:** The school's bulletin board will have information on upcoming events and important news. For more information on Bulletin Boards and Hallway Posting, please see the Policies & Procedures section.

Family Mailboxes

A mailbox is provided for each family and is available for inter-family communication as well as school notifications. Families are encouraged to check their mailboxes regularly. The faculty and staff also have mailboxes, which can be found in the School Office.

Any mailbox stuffing to all school families must get prior approval from the Administrator. Mailboxes are not to be stuffed with flyers advertising personal business enterprises.

Parent Library

Prairie Hill provides a variety of literature relating to Waldorf education, home life and other parenting topics. The library is at the west end of the building. Books and audiotapes may be checked out for three weeks at a time.

School Events

New Parent Orientation

Within the first few days of the new school year, a New Parent Orientation is offered to all families joining the school; including a campus tour, an opportunity to learn more about the daily workings of our school and the governance structure.

All-School Meetings

All-School Meetings may be held during the school year to share curriculum, budgets, important updates, facility improvements and other initiatives with the school community. Attendance by one or both parents is mandatory.

Festivals

Waldorf education is unique in its approach to the celebration of the seasons through the cycle of the year. In the cultural life of our school festivals, we bring to our students the experiences of continuity, tradition and renewal. The rhythms of the natural world, our response to them, and the expression of our common goals find their way into our celebrations at the **Autumn Festival/Michaelmas in the fall, the Festival of Light in the winter, and Mayfaire in the spring.** These three turning points mark the school calendar as all-school celebrations with activities for every age and ability. The mood of the Autumn Festival is one of outward vigor and building as a community, while the Festival of Light is held indoors with quiet music and an awareness of the importance of the individual. Mayfaire calls forth the delight of springtime abundance and renewal, with maypole dancing and outdoor games.

Parents, teachers, and children join in the many preparations and tasks involved in these festivals. Each provides opportunities for parents to see student performances, collaborate with other parents, and experience the unique way Prairie Hill acknowledges the cycle of the year through its community life. Special Festival Committees of the Faculty organize and communicate the vision for these events to the greater community and coordinate parent assistance. Dates for festivals can be found in the school calendar.

Many parents enjoy that the learning opportunities for Waldorf Education extend to the entire family. Parents are given the opportunity to deepen their understanding of the Waldorf curriculum and explore issues related to parenting and the development of their child(ren) through a variety of talks and parent education opportunities.

Parent Education

The greater community is also welcome at most events; please invite others who might be interested in learning more about Waldorf education and Prairie Hill.

Events are listed on your school calendar and announced in The Weekly Update newsletter. Unless otherwise noted, events are free.

Special Grade School Events

Throughout the year, there are many opportunities for the grade school classes to share their work with the wider school community. This includes the various class plays, artistic performances, and special assemblies to which families are invited.

With the exceptions of the **first day and last day assembly**, which are held during the school day and not open to the community, these events are generally held in the evening to include the widest audience of friends and family. We make every effort to finalize the event schedule at the beginning of the year so that you may coordinate your family calendar. Your child's teacher will provide further information when your child's class is involved.

These activities provide an excellent opportunity to share your child's experience at Prairie Hill with family, friends, and neighbors, and we welcome you to invite them to attend.

Graduation

The Grade 8 graduation is traditionally held the day after the last day of grade school. All Prairie Hill families are invited and encouraged to attend. Guests may view a special display of the students' work representing their years at the school and attend a reception hosted by the Grade 7 class following the ceremony.

Parent Volunteering

Parents play extremely important roles in the overall success of Prairie Hill. Parents support the school in myriad important ways. One of the most important is through volunteering. We rely on parental volunteer support in three ways: **volunteer opportunities in the classroom**, **school-wide volunteering**, and **major event volunteering**.

Administrative Volunteers

Office volunteers assist with administrative work such as copying and mailings and other special projects throughout the school year.

Classroom Volunteers

All classes seek volunteers to assist with a variety of tasks. Teachers will communicate class needs to their class parents. In addition, a request is sometimes made to the school community for assistance with classroom preparation, reading groups, field trips, etc.

Committee Opportunities

Committees carry out much of the organizational work of the school. Parents who are interested in serving on a board or school committee may contact the committee chair.

School-Wide Volunteering

There are many other volunteer opportunities for parents, ranging from help with coaching sports, costumes, gardening, festivals and fundraising.

School Work Days

The Buildings and Grounds Committee hosts work days to help get the building and the classrooms ready for the new school year and Open Houses. Parents and children are encouraged to attend and lend a hand.

School Fundraising Events

Prairie Hill intentionally sets a Tuition & Fee schedule that makes a Waldorf education accessible to a diverse population of students. Accordingly, Prairie Hill relies on fund raising activities and donations to supplement Tuition/Fee revenue and build a robust budget that supports all aspects of the school's daily operations as well as its future growth. Parents, faculty, staff and Board members are all expected to contribute their time, talent and resources to partner with us in strengthening Prairie Hill's mission.

Annual Appeal

The Fund Development Committee, in coordination with the Board of Trustees, conducts an annual letter, phone and on-line campaign requesting tax-deductible cash donations. Prairie Hill seeks 100 percent participation in the Annual Appeal from each of our families, the Board, the Faculty and the Administration. This level of support demonstrates to foundations and other outside funding sources that our community is deeply invested in our students' success. We ask that our community assist us by checking to see if their employer has a matching gifts program or suggesting names of people they know who may be interested in donating to Prairie Hill. Contact the Fund Development Director for information on Corporate Matching Gifts Programs or to provide information about potential donors.

Yuletide Faire

In November, Prairie Hill is transformed with a bounty of music, crafts and food into a bustling Medieval Marketplace. All Prairie Hill families participate in the Faire by making and donating crafts and baked goods and donating their time to staff the Faire. This is our largest community outreach event and raises significant funds for the school.

Spring Auction and Calendar Raffle

Auction is a themed, adults-only evening of entertainment, great food and lively silent and live auctions. Each family is asked to sell raffle tickets, donate a service or item to the auction and solicit donations and sponsorships for the event.

School Store – The Bee Hive

You'll find a unique selection of arts and crafts supplies, books, toys, handcrafted items and sundries that support your child's Waldorf experience. The Bee Hive is in the wooden cabinets in the front entryway. Purchases can be made through the School Office.

'No Sweat' Fundraisers

Prairie Hill participates in ongoing fundraisers that benefit the whole school community with little special effort and little or no extra cost to our school families.

- **Box Tops for Education:** This General Mills foods program allows you to clip box tops and earn money for the school. Box Tops may be dropped off in the labeled bin in the front hallway. You may also clip and attach box tops to forms found in the blue fundraising section of the school's mailboxes and place those forms in the bin.
- **Albrecht's Sentry Delafield Market Funds For Friends:** Receipts from Albrecht's Sentry food store, 3255 Golf Road, Delafield, may be dropped off in the labeled bin in the front hallway. Receipts that are six months old are considered expired and may not be submitted. Prairie Hill receives 1 % of eligible receipt totals.
- **Amazon Smile:** Shop at smile.amazon.com and select Prairie Hill as your donation recipient to earn money for the school: 0.5% of the purchase price of eligible purchases.

Prairie Hill is a 501(c) (3) not-for-profit educational organization and all donations are tax-deductible.

Also see "Fundraising" under Policies and Procedures.

Policies & Procedures

Absences

The Waldorf curriculum is predicated on an oral tradition and integrated lessons that are difficult to replicate outside of the classroom. For this reason, attendance is essential.

If your child is going to be absent due to illness, please leave a message for the School Office by 8:00 a.m. and a note will be given to your child's class teacher. A teacher may request a doctor's letter when a student is absent more than three days.

We ask that vacations be scheduled to coincide with the school's break days. Parent Teacher Conferences are not scheduled breaks. Any exceptions need to be cleared with the class teacher prior to scheduling.

Prairie Hill considers a student who misses one-fourth of a block as "significantly absent." A student who is absent 5 days from school's opening day to January 1st or 5 days from January 1st to school's last day is considered "excessively absent." In either case, the class teacher may seek the counsel of Tobias Care to determine how the lost skills will be remediated by the student's family; doing so may be conditional for re-enrollment.

Arrivals – Grade School

School doors open at 8 a.m. The school day begins at 8:15 a.m., at which time the classroom door closes and class begins. To ensure a reverent start to the day, students arriving when the door is already closed must wait quietly in the hall. After verse is spoken, the teacher will open the door and invite them into the classroom. Any student entering the classroom after 8:15 a.m. is considered tardy. All grade school teachers keep a record of all tardiness and absences. These become part of each student's permanent record.

Parents who bring children of Grades 1 - 3 into school need to remain with them until greeted by the teacher. Children waiting outside prior to 8:15 a.m. remain the parent's responsibility, as teachers are not available to supervise at that time. If alternate arrangements are required, parents need to contact their child's teacher or the School Office. Before Care is available for a fee.

Arrivals – Early Childhood

The teachers will set up procedures for arrival of their students and share this information with the parents in their class. Please be sure that you or a caregiver from the carpool accompanies the child until greeted by the teacher.

Building Use

We do not rent our facilities for personal use. If you would like to request the use of space for a school-related function, please contact Jeanne Ring, Administrator, to review the Building Use Policy. Please apply well in advance of your activity.

All guidelines for children's safety and conduct are in effect during the school day as well as after school and shall also be in effect for school-related functions. This includes the prohibition against running in the halls, the need for supervising any play in the community hall/gym or any other building space, and the requirement that all children remain within the sight and hearing of parents. **Outdoor play may occur only when adults are present on the playground with the children and with the understanding that adults will be responsible for cleaning up the space.**

Bulletin Boards

There is designated posting space throughout the school where information about upcoming Prairie Hill Waldorf School events and activities are to be posted. If you have information that you would like posted or distributed, please refer to the **Designated Areas for Posting Materials** guidelines or check with the School Office for support.

Carpooling

Transportation to and from school is the responsibility of each family, and many parents choose to set up private carpooling arrangements. A complete list of all school families is found in the PHWS Directory, which is included in the weekly newsletter or can be emailed by request so that you can make your ride sharing arrangements.

We ask that the carpool driver take responsibility to see each child is properly delivered to his/her teacher before you leave. At pick up time, teachers of younger children will wait to release them until you have arrived. **Children who have not been picked up by 3:45 p.m. (2:55 p.m. on Thursdays) will be supervised through the After Care Program. A childcare drop-in fee will be charged for this supervision.**

Cell Phone Usage

We ask adults to be good examples to our students in the way they use their cell phones. No cell phones are allowed in the hallways or classrooms of the school.

If you need to be in contact with your student during school hours, please call the School Office. If your student needs to contact you during the school hours, they will also be directed to the School Office. If you need to be in contact with your child outside of school hours via cell phones, please be aware that students will be required to store them in their backpacks at their hallway cubbies. The phone must remain off between 8:15 am and 3:35 pm. At that point, students may use them for communications with parents discreetly and out of eyesight of others and only with permission from a coach or faculty member.

When students are participating in sports, field trips, or extracurricular activities sponsored by the school, they are representing the school and therefore rules that apply during school hours will also be followed. Student cell phones will be kept turned off in backpacks. After school, students may use their cell phones to call parents only, and only with permission from a coach or faculty member. When the policy is not followed, the cell phone will be confiscated by a faculty member and returned only to a parent. This language will be added to the sports code of conduct for students, parents, and faculty.

Child Supervision

During official school hours and during class performances, the teacher is responsible for supervision of your child. At all other times, parents are directly responsible and are expected to have their children in sight and enforce appropriate behavior.

Children must be **directly** supervised by an adult during all after school sports and special events (basketball, track, volleyball, play practice, events set up, etc.). This includes siblings and friends of team members viewing the game. Please note that practice sessions are closed to spectators. If your child desires to be a spectator at a game and you are unable to accompany, please ask another Prairie Hill parent to be responsible for supervising your children after the 3:35 dismissal time and during the sport/event. **Responsibility means the child is in your sight and you are supporting appropriate behavior.** If you have siblings or carpool children who are not directly involved in a sports practice, drop-in After Care may be available by calling the School Office. Because of safety concerns and insurance liability, children may not “hang out” in the building, gym, or playground area unsupervised. Children remaining unsupervised will be sent to the After School Care Program, regardless of age, and a drop-in fee will be charged.

Departures – Early Childhood

Your child’s teacher will inform you as to the location of the class at the end of their school day, whether outside or inside. Please be sure to greet the teacher when you are picking up your child so that any necessary information about the day can be shared with you.

Parents must provide a list of persons approved to pick up their child. If some other arrangement is necessary on a given day, inform your class teacher and call the School Office. **Children who have not been picked up by 3:45 p.m. will be sent to the After Care program, and a childcare drop-in fee will be charged.**

Departures – Grade School

Children will be dismissed from the classroom door by their teacher. For children in Grades 1 – 3, this will occur when the parent or carpool driver has arrived to receive them; older children are released to go to the front porch to wait for their ride.

If your child is going home under a different arrangement for any given day, please notify the teacher or call the School Office in advance. **Children who have not been picked up by 3:45 pm (2:55 pm on Thursdays) will be supervised by the After School Care Program, and a childcare drop-in fee will be charged.**

Directory Use Policy

The Prairie Hill Waldorf School Directory is intended for the private use of our school community and is not to be reproduced, sold, or used for solicitation. This pertains to email addresses as well. For your personal protection, the Prairie Hill Directory will not and should not be placed on a web accessible site.

Discipline

The faculty uses several different disciplinary procedures depending on the child’s age, the specific infraction and a general pattern of

behavior. The aim of disciplinary measures is to create a safe and harmonious environment for all children. Effective discipline should encourage self-discipline. We believe children feel more secure and act more responsibly when expectations are clear. Good discipline requires the concerted efforts of students, parents and teachers regardless of the age of the child.

In the Early Childhood Department, teachers provide clear examples of expected behavior and assist the children in understanding interactions with friends through various methods, including the use of stories and group activities. In the lower grades, the approach is similar, and helpful examples of good behavior may be brought through the curriculum. Parents and teachers serve as partners helping the children learn to work out difficulties and establish self-discipline in the context of the group. Please refer to the **Early Childhood Parent Handbook** for more specific details.

Discipline – Middle School

In the middle and upper grades we make a more direct demand for individual responsibility. At the beginning of the school year, each sixth through eighth grader, their parent(s) and their class teacher will sign a “Code of Respect” that spells out very clearly the type of behavior expected at Prairie Hill. The fourth and fifth graders do not sign the Code, but it will be thoroughly explained in class and sent home.

When a teacher observes a child behaving in ways that do not uphold the Code of Respect, this misbehavior will be brought to their attention; and, if necessary, the disciplinary process will follow. If a child is old enough to fully understand a Code of Respect and then chooses to disregard this code, then they expect that we will meet them with a clear consciousness of the good behavior they are capable of, find a way to help them achieve it, and help them to be accountable when necessary.

Discipline – Code of Respect

1. I will be in my classroom at starting time and move immediately to my seat at the teacher’s request.
2. I will be prepared for each class. I will have required materials for each class in the classroom.
3. I will bring each assignment neatly done on the day it is due.
4. I will listen respectfully to the person who “has the floor.”
5. I will respond immediately and respectfully to the teacher’s instructions.
6. I will respect other people and their property, and the school’s property.
7. I will only eat or drink at designated times and places (no gum on school grounds).
8. I will clean up after myself in all situations.
9. I will observe the school dress code.
10. I will do my own work, not copy nor plagiarize from other sources.

Discipline – Disciplinary Process

****See also Social Inclusion Policy***

In Grades 1 – 4, further consequences include the child’s name and/or checks on the board with appropriate disciplinary action, including the possibility of missing a recess period. Parents are notified at the discretion of the individual teacher.

In the upper grades, there is a gradual progression in accountability for individual conduct and responsibility. By Grades 6 – 8, misbehavior will result in a mark that is recorded in the teacher’s weekly logbook. Incomplete or late assignments are recorded and tallied separately. Students may be required to complete missing work during a recess period. In both cases, a second infraction (during a Monday-Friday week) results in the student serving an after school detention (the next Thursday) of which the parents have been notified. During this time, the student is required to reflect upon his or her behavior and its effect upon the class, and then to write a reflection about this. These reflections will be reviewed and signed by the teacher giving the detention and returned to the student. A second detention will cause the discipline committee (which includes faculty and administration) to meet with the student, and a discipline slip will be sent home to be signed by a parent. A second discipline slip within 30 days will result in conditional enrollment. A serious infraction may result in immediate detention or suspension.

In some instances, when a student’s behavior is a clear, intentional violation of school rules (e.g. hitting, fighting, etc.), steps in the discipline procedure may be skipped. With more serious infractions, such as stealing, leaving the school grounds, using profanity, illegal drugs or alcohol or any other behavior that causes bodily harm to another or destroys school property, parents may be called immediately.

At any grade level a serious infraction may result in immediate suspension. Suspensions and dismissals are noted in the student's permanent file.

Communication with the parents on discipline issues will be clear and timely. The teachers will keep parents informed and expect parents to talk with them about discipline issues at school and at home.

If a child repeatedly breaks the rules of conduct and the disciplinary process is ineffective—if a student is chronically serving detentions, for instance—a meeting will be called with the parents to develop a plan that will help the child undertake changes that are needed. At this point, suspension or dismissal may be considered.

Discipline - Dismissals

Dismissal of a child from Prairie Hill is a rare event and would take place only after working through an established procedure with the teachers, the parents and the child.

1. The primary reasons for dismissal would have to do with the discovery that the child's needs or the needs of the class as a whole cannot be met by continued enrollment. Whether the problem is social, academic, emotional, or behavioral, there would be communications between the child's teacher, the Tobias Care Group and the child's parents before any formal action would be taken.
2. Dismissal would also stem from refusal on the part of the parents to uphold an agreed-upon Tuition Pledge Contract and tuition payment plan. This would take place only if the family refused to communicate with the school's financial body regarding why payments had ceased.

Continued enrollment or re-enrollment can be denied to any student if the School reasonably concludes that the actions of a parent or guardian are inconsistent with the establishment and/or maintenance of a positive working relationship between the School and the student's parents or guardians.

Discipline - Weapons

No person shall possess, use or store a weapon on school property, on school transportation or at any school-sponsored function or event. This prohibition does not apply to law enforcement officers, military personnel who are armed in the line of duty, or other professional who use these types of items in their line of work.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes but is not limited to firearms, BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains and similar items that could cause injury such as firecrackers. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or any other object that can be perceived as an actual weapon.

All students who violate this policy shall be referred to law enforcement officials and shall be subject to school disciplinary action, including suspension and/or expulsion, in accordance with state and federal laws. Possession of a firearm on school premises, loaded or unloaded, will result in immediate suspension and recommendation for expulsion. The student's parent(s)/guardian(s) shall also be notified. Weapons will be confiscated by the teacher in charge or by the administrator.

Dress Code

School is a place of work and play. We recognize that clothing is a means of stating one's identity; nevertheless, we ask that the children's clothing protects their modesty and safety. In the classroom, children need to be comfortable, both sitting and doing many forms of movement. On the playground, they need to have clothing that is appropriate for all types of weather and comfortable for strenuous exercise. For grade school students, a pair of tennis shoes is requested that will be worn exclusively inside the school (not to be used for outdoor play). This is for child safety and to protect the gym floor.

Generally, clothes should be neat, respectful, non-distracting, and in accordance with school activities. Clothes, shoes, lunch boxes and book bags should not display media messages or media pictures. The following items are **not** appropriate at Prairie Hill:

- Theme t-shirts with cartoon characters, movie images, printed sayings or advertising, including large images and logos – writing must be no more than 2" square. Stripes, plaids and patterns less than 2 inches are acceptable.
- Shirts with sport themes or team logos (small apparel logos ok).
- Shorts unless the temperature is above 65 degrees at the beginning of the school day. If temperature is to go above 65 degrees

during the school day, teacher may allow children to change into shorts. Shorts must be Bermuda length.

- Inappropriate skirt or short length, i.e. hem length must reach below fingertips when hands are held down at student's side.
- Torn jeans (neatly patched pants are ok).
- Very baggy attire. Attire that falls below the heel.
- Skin-tight clothing (i.e. yoga pants or leggings are allowed only when worn with a shirt, skirt or shorts with a hem that reaches below fingertips when hands are held down at side.)
- Tops with very thin shoulder straps – straps must be two-fingers wide. T-shirts that are see through, expose under garments or the midriff
- Shoes with platform soles, or shoes with heels higher than 2 inches (Our goal is safe movement during all activities of the school day.)
- Shoes and boots with flickering lights or with wheels; flip flops; Crocs. Sandals should be strapped around the foot and ankle.
- Body piercing other than pierced ears. Jewelry is best left at home.
- Shirts with sport themes or team logos (small apparel logos ok).
- Wrist watches are not allowed until third grade, when telling time is introduced. At that time, analog watches are encouraged.
- Hats and hoods may not be worn in the school building during class time.
- Mohawks, shaved patterns, spikes or dyed hair (including temporary color). Temporary hairdos and temporary color are allowed for crazy hair day during Spirit Week.
- Prairie Hill spirit clothing MAY be worn.

When a faculty member finds clothing inappropriate for the classroom, he or she will inform the child or parent. The discipline policy and detention will apply in cases of repeated disregard for appropriate clothing.

Please send an extra change of clothing as well as outerwear for your child that is appropriate for the weather of the day (this includes head coverings). We expect to send your child outside at recess/playtime in all but the most extreme weather conditions. See Recess section for appropriate outdoor attire. Our temperature guide is posted by the recess flag. **A note must be sent from home if your child is to stay in for a special reason.**

Dress Code – Assemblies

Children are encouraged to dress up for special occasions such as the opening and closing assembly days. Dress shirts, slacks, skirts or dresses, which can endure a short morning recess period, are appropriate for such celebrations. Teachers will communicate other special dress needs for class performances.

Electronic Amplification

At Prairie Hill, we are committed to supporting and educating the faculties of the children so that the sense of hearing, an appreciation for the spoken word, and an understanding of music can be fully developed. Toward that end, we try to provide live music and speech to the extent possible in our classrooms, at our fairs, and at community and public gatherings. While we understand that electronically reproduced or amplified sound may be more common, we believe that the experience of living sound is worth working for.

Electronic Devices

Toys and electronic games, headsets and laser pointers are not to be brought to school or to any school-related function or trip. If any of these items are brought to school, without a class teacher's prior consent, they will be kept by the teacher until returned to the parent. On occasion, a teacher may have a special day for "show and tell." You and your child will be informed of these times. (Please see **Cell Phone Usage Policy** for additional information.)

Field Trips

Children in the grades participate in field trips each year to enrich areas of their curricular study, e.g. farming in third grade. For the younger grades, short day trips stay close to school. By Grade 3, the students may experience their first overnight field trip. In the older grades, trips may be longer and travel more extensive.

The Grade 8 class trip is a special, extended trip, the goal of which is to provide a culminating experience that augments the students' eight years of curricular work. Equally important is for the students to experience the culminating joy and beauty of the social bonds that they have worked to forge for so many years. The spirit of adventure that permeates the trips is also a safe avenue for adolescents to satisfy the need to test their self-reliance.

Chaperones accompany students on these field trips and act as representatives of the school. For this reason, *Field Trip Chaperone Guidelines* and policies pertaining to the planning and participation in these trips will be shared with you by the class teacher prior to the trip. The class teacher will determine chaperones for each field trip. Chaperones may be class parents or other adults connected with the Prairie Hill community, according to the goals of the field trip. All Drivers for field trips must fill out a *Volunteer Driver Application Form* (completed once a year) and return it to the School Office before participating. Chaperones may not put pictures of field trips on any public social media. **(See Photo Release section).**

Financial Policies – Tuition Payments

A signed Tuition Contract is kept on file for every family enrolled at Prairie Hill. The School currently uses FACTS tuition management service to handle the collection of all monthly and quarterly tuition plans. A pay date of the 5th or 20th may be chosen. Full (annual) payment may be made directly to the school. Refer to the back of your Tuition Contract for fees associated with late payment or returned checks. Care Program payments can be mailed to the school or put in the Bookkeeping mailbox. Please do not send checks or cash with your child. *For safety and liability reasons, we ask that families do not make cash payments in excess of \$500.00.* A check or money order is greatly appreciated. Currently, we do not accept credit card payments for Playgroup and Care programs.

So that all families may be treated equitably, the Board of Trustees has established a late payment collection process. It is our desire to create an active, supportive dialogue with families for working out financial goals.

Phase I

When tuition, Care program, or supply fee payment is *30 days late*, a billing statement is sent as a reminder and a late fee is charged. (FACTS assess their own fees for missed payments; consult your copy of the Tuition Contract.) A reminder of the late payment collection policy will be included.

Phase II

When a payment is *60 days past due* and no initiative has been made by the family to inform the school of an emergency hardship and to submit alternative payment plans, the family will be called and requested to keep their child(ren) at home until tuition payment is resumed.

At the initiative of the family, proposals for alternative payment plans will be reviewed by the Administrator, and as necessary, the Board of Trustees. Reasonable efforts will be made to accommodate a family's unexpected financial emergencies.

Where tuition has not been received in full for any student, or library books, fines or school property are missing, the year-end report will not be released to the family or new school.

Enrollment is contingent on payment of any overdue accounts or an approved payment plan. Teachers will relay to parents if they will not be receiving a student report due to unpaid account balances.

Financial Policies – Tuition Adjustment

Prairie Hill, like the original Waldorf School, strives to be an independent “public” school—independent in that it is self-administered and public inasmuch as we want to be accessible to all families who have the will to take part in this educational experience. For this reason, we make financial support available to those families who are not able to pay the full amount that is needed to cover the cost of educating their child(ren). Adjustment is approved in the form of a reduction in the tuition amount. Applications for Tuition Adjustment are made in the spring as a part of the re-enrollment process for the coming school year. All Tuition Adjustment grants need to be

made in a timely manner and are subject to enrollment deadlines. All requests will be handled confidentially.

Financial Policies – Release of Information

In cases where the parents are divorced or separated, information about a student, including but not limited to tuition payment and balances, student records and other confidential information, will only be released to the parents who have signed the Tuition Contract.

Financial Policies – Transportation Contracts

Each year, requests for reimbursement of bussing fees are filed for families whose school district boundaries lie within five miles of Prairie Hill (according to State Codes). These districts include Pewaukee, Kettle Moraine, Waukesha, Hartland-Lakeside and Arrowhead (including Lake Country, Merton, North Lake, Stone Bank, Richmond and Swallow). Reimbursements are granted based upon student attendance days. For more information, please contact the School Office.

Fundraising

Grades 6, 7, and 8 are the only classes that may engage in fund raising activities specifically intended to support their Grade 8 class trip. All other fundraisers must benefit the school as a whole, unless otherwise approved by the Fund Development Committee. Fundraising proposals for the upcoming school year, including class trip fundraisers, must be submitted by June 1st to the Fund Development Director for Committee review and approval and inclusion in the master school calendar. Fundraising ideas submitted after this date are to be forwarded to the Fund Development Director for consideration at a regularly scheduled Fund Development Committee meeting. These policies were developed with the intention of creating balance in the fundraising life of the school and to avoid impromptu fundraising and direct competition with school-wide fundraising.

Graduation Requirements

All tuition must be paid seven (7) days prior to the scheduled date of graduation. No year-end report or other records of any kind will be released pertaining to the graduating child until tuition and other payments are paid.

Requirements for Graduation from Prairie Hill Waldorf School:

- Completion of all lesson books as required by teachers.
- Completion of all homework as required by teachers.
- Mastery in all basic skill requirements (i.e., receiving passing scores or demonstrating acceptable competency as evaluated and required by teachers).
- Mastery and completion of all subject teacher requirements.
- Satisfaction of all attendance requirements in accordance with the school policies.

For all students, we address that which is necessary for each individual child in striving to assist his/her unique, healthy learning. Allowances are made when it is for the benefit of the student.

Gum

Gum chewing is not permitted on the school grounds at any time or at any Prairie Hill activity. Exceptions may be made for pedagogical reasons when working with Tobias group.

Hallway – Posting

The school does not allow personal flyers, posters etc. to be posted on the hallway walls, doors, windows, etc. Information about events and activities are posted only in designated locations. If you have information that you would like posted or distributed, please refer to the **Designated Areas for Posting Materials** guidelines or check with the School Office for support.

Health Policies

Preceding the start of each school year and no later than the first day of school, you must complete a Health Room Card for Emergency or Illness as part of your child's enrollment. These cards are confidential, serve as the parent permission for emergency medical care, and are in compliance with HIPPA regulations. The school may restrict participation for any student missing a health room card after the first week of school.

Health Policies - Medication & Doctors Orders

If your child needs to take medication during school hours or on a school field trip such as an inhaler, allergy meds, etc. please see the School Office so we may provide the proper consent forms to remain on file and guidelines on medication administration.

Your child's teacher must be advised anytime a child begins new medication, has an adjustment, or discontinues use. This will help the teacher understand mood swings and to watch for possible adverse reactions.

Prairie Hill keeps a few homeopathic remedies in the Health Room. If you want these available to your child, please stop in the school office to fill out the necessary form.

An unwell child heals best in the comfort of his/her own home, even if the child is begging to come to school. **If the child has a fever, he/she must remain home for one full fever-free day before returning to school.**

Health Policies - Restricted Participation

If a child is unable to participate in any subject class (including gym), a note signed by the parent needs to be given to the class teacher in advance. Children will be given indoor recess on those days to aid their recovery.

After non-participation in a subject class two consecutive times, a written doctor's excuse is required.

Health Policies – State of Wisconsin Requirements

that the health and well-being of all the children in the school can be protected:

1. Each child is observed upon arrival each day for symptoms of illness or injury.
2. The **Health Room Card for Emergency or Illness** and the **Immunization Card** must be returned to the school on or before the first day of school.
3. Food and other allergies need to be made known to the school staff.
4. Children with sore throats, inflammation or draining of the eyes, fever, lice, rash, vomiting, diarrhea, or any communicable illness shall not be brought to school.

In Wisconsin, parents/guardians may choose to immunize or not, or choose which doses and when to have them given.

Please note per state of Wisconsin Law "If an emergency arises, consisting of a substantial outbreak as determined by the department by rule of one of the diseases specified in sub (2) at a school or in the municipality in which the school is located, the department may order the school to exclude students who are not immunized until the outbreak subsides."

In the event that a child develops any of the above symptoms while at school, he/she will be provided with a cot and blanket away from other children and within the sight and hearing of a staff member. The child's parent—or an individual designated on the health card, when a parent cannot be reached—will be contacted as soon as possible to pick up the child. A child may not be returned to school until fully recovered. In the event of a fever, do not return the child to school until 24 hours AFTER the fever has broken. During the contagious part of a cold (sneezing, mucous cough, sore throat), please keep your children home. If lice or nits (eggs) are present, a child may not be in school. In addition to the above-mentioned State Regulations, following are the guidelines that PHWS follows in the event of illness, accident, or emergency.

1. In the event a child develops any of the symptoms mentioned in #4 above, under State of Wisconsin requirements, he/she will be provided with a cot and a blanket away from the other children and within sight and hearing of a PHWS staff member. If part of the child's treatment requires antibiotics, the child may return 24 hours after their first dose of antibiotic.
2. In case of illness and/or injury, parents will be contacted by the Health Room Coordinator, the School Office or Administrator, or the child's teacher to inform them of the action taken by the school.
3. If parents cannot be immediately contacted, the instructions on the **Health Room Emergency Card** will be followed.
4. The parent or person(s) designated to call for the child (as indicated on the Health Room Emergency Card on file) will be asked to come to pick up the sick or injured child within one hour at the school.
5. First aid will be administered until the parents, designated other adult, or in emergency situations the Emergency Medical Services (EMS) 911 arrive at the school.

Your cooperation with these guidelines is necessary to keep our children and faculty safe and healthy.

Health Room -Head Lice Policies

We have found it necessary to create an explicit policy regarding head lice (pediculosis) and procedures for both school and families.

School/Faculty/Staff Procedure:

Upon learning or being informed that a child has pediculosis, the school will call the family so the child can be picked up. S/he should be taken home as soon as possible and given treatment as described by the Department of Health & Social Services, a copy of whose procedures will be given to the parent by the school. The school will then notify each family in the class about the case and a member of the Health Room staff will personally check each child in the affected class. At the end of the school day, the classroom will be thoroughly cleaned using a powerful vacuum, and all potential materials where lice might drop eggs or attach themselves (such as play cloths, costumes, etc.) will be removed and treated. If a child with pediculosis has siblings in other classrooms at the school, this procedure will be used for those rooms as well.

Family Procedure:

If a parent suspects that their child has head lice, they should immediately seek the advice of someone who can confirm this condition. Upon confirmation, the Health Room Coordinator should be notified immediately. Parents can feel free to ask the Health Room Coordinator who is experience in detecting lice to help them check. If a child is diagnosed with pediculosis, the family should immediately follow the treatment prescribed by the D.H.S.S. (the school will give parents a written copy). After using the appropriate shampoo or cream rinse, parents should NOT assume the condition is cleared up. The shampoos and other products can kill lice and some of the eggs or nits, but may not kill all of the nits. Unfortunately, it only takes one live egg to re-infest a child and potentially other family members and/or classmates. After use of the suggested products, it is necessary to meticulously search each strand of hair on the child's head and to remove by hand each of the remaining nits.

Once this is done as completely as possible, please make an appointment with the Health Room Coordinator who will check the child before their return to school. If the child still has nits, the family will need to continue the process of manually removing the eggs until they are totally gone. For the protection and health of all the children at the school, a child with nits still visible in his/her hair will need to return home to prevent passing the condition back and forth indefinitely.

Library

Prairie Hill Waldorf School maintains a student library to provide our grade students with reading materials that are appropriate for their age and supportive of the school curriculum. Our library is supported through an annual book fair, monetary donations, gifts, and volunteer hours. Students may check out books for one week and renew them.

There are also books for parents to read to younger children and are available for check out by the parent. In addition, there is a library of books for parents to read related to Waldorf education and parenting. Parents may check out books for three weeks at a time.

Lost & Found

Please label ALL of your child's personal belongings, clothing, lunch box and boots in such in a manner that these are easily recognized by your child or others. Unlabeled items without owners will be placed on the Lost & Found bookshelf, located outside the Grade 3 classroom. Periodically, any unclaimed clothing will be donated to a charity after notification in the Weekly Update.

Lunches, Snacks & Treats

In the Early Childhood Department, a morning snack and lunch are included; the supply fee covers the cost. Grade School children should bring a snack every day in addition to their lunches. Please help your child to pack his or her own snack and lunch with an awareness of their need for a balanced, nutritious diet. Please do not pack candy, soda, or other items with large refined sugar content.

In order to maintain a healthy nutritional environment for our students, no candy is allowed during the regular school day. This includes the students bringing in candy on Valentine's Day and other celebrations. Teachers and tutors will not regularly give out candy and only on rare occasions.

Gum chewing is not permitted on the school grounds at any time. Sweet desserts and birthday treats, either homemade or store bought, are allowed, but will be eaten after lunch.

Parking/School Parking Lot

- **Exit and Entering:** Please pay close attention to the entrance and exit signs posted on our driveways. Enter only at the west driveway and **exit only at the east driveway**. Please note the speed bumps in the parking lot and drive slowly over these bumps.
- **Where to Park:** Park only in designated areas even if running in for a short time. We ask that you please use spaces in the front of the school during recess time (10:45 a.m.). If you must park in the back lot during the school day, please use spaces closest to the woods. Please do not park in marked loading zone area or in the pick-up/drop-off lane (you will be asked to move your vehicle) and honor the “reserved” signs for Auction winners and visitors at all times.

Pets on School Grounds

Bringing pets to school affects those with allergies or fear of animals. **Pets are to be kept in the car or outside the building when coming to school.** At the discretion of the teacher, there may be days when pets attend for show and tell, animal studies or other special events. If you need to walk your pet, use the grassy space along Silvernail Road, cleaning up afterwards. The children frequently roll and play in the grassy areas and field, so please keep them clean.

Photo Release

A designated Prairie Hill employee or photographers contracted by PHWS may take photographs of students and/or their work while they are in the classroom, on field trips, at events, or during performances. These pictures may be used in various school publications and marketing materials (including brochures and advertisements) and/or the school website or related social media platforms including Facebook, and the school blog. In addition, representatives of the media may be interested in a story relating to Prairie Hill and may wish to interview, photograph, or videotape Prairie Hill students. Prairie Hill makes every reasonable effort to supervise interactions between students and the media/photographers. All parents are required to sign a release regarding photographs and videos of their child(ren), called the Media and Photographic Release Form. A form is included in the Back-to-School packet and/or is available from the School Office. (See Social Media Policy)

Picture Day

Students have the opportunity for individual pictures on the Forms, Photos and Fees day only prior to the opening of school. In mid-September, all students have class group photographs taken. Order forms are sent with the back-to-school mailing and **must be returned by Forms, Fees and Photos Day for your order to be placed. Photo retakes can be scheduled with the studio.**

Playground

Our playground area is quite large and has a sizable wood that borders the school property. During school hours, teachers will determine whether the woods are available for supervised play. The woods can be closed to children due to seasonal conditions. Outside of school hours, activities on the school property are under the direct supervision of each child's parent(s), within the safety measures set forth and the playground rules. The playground rules, listed below, are posted next to the recess door. All playground supervisors, in addition to teachers, have the authority to discipline as needed. At recess time, children may go out when the flag outside the Grade 4 classroom is flying. Only a teacher may post the flag.

The purpose of recess is to give the children an opportunity to balance the more intense, focused work they do in class. For this reason, sports during recess are restricted to games which can encourage sociability and be played with a spirit of healthy competition and sportsmanship.

Playground – Rules

Attire:

- Students in grades 1-5 need to wear hats outside at all times
- Students in grades 6-8 need to wear hats when temperature is below 50 degrees
- Students need to wear raingear when it is raining
- Teachers on duty have the discretion to require students to wear additional layers of clothing as temperature dictates

Winter Attire:

- At 50° all must wear light jackets
- At 40° all must wear gloves and winter hats
- At 30° all must wear winter coats
- At 20° all must wear snow pants
- At 0° all must wear scarves or other face coverings
- All children must have separate outdoor shoes from their indoor shoes
- All must wear snow boots when snow or ice is on the ground and/or when it is actively snowing
- All must wear rain boots when it is raining and/or there are standing puddles
- The only differences are (at recess teacher's discretion):
 - The middle school students **do not** need to wear hats when temperatures are 50 or above.
 - Children playing tag when wearing light jackets may unzip or remove them if they get overheated when the temp is 40 or above
 - Older children who are playing ball games (need dexterity) can remove gloves for duration of play in game when temp is 30 or above.
- Children may leave the playground only with permission from a playground supervisor.
- Children are not allowed beyond the fence at the playing field or the mound in the field adjacent to the basketball courts.
- The creek is off limits (as it is **not** our property).
- There shall be no side swinging or running in front of swings.
- Hardball is not allowed. Soft baseballs are available. A teacher must supervise softball, basketball, football, dodge ball, and kickball. At appropriate grade levels Spud, 4-Square and other games are allowed without direct teacher supervision. **Wrestling and fighting are not allowed.**
- Boots must be worn in the woods and meadow/marsh area. Children may enter these areas only when a teacher or supervisor is present.
- No roller blades, scooters, skateboards, etc. are allowed – keep these items at home or they will be kept by the teacher until returned to the parent.
- Sticks may only be played with when building forts.
- **Tree climbing is not allowed**, even under adult/parental supervision. Supervised climbing is restricted to structures with bark chips or sand underneath. *Trees that have fallen or are down on the ground may be climbed upon.
- There may be designated areas of the playground for lower grades at the discretion of the teacher.
- Teachers or supervisors monitoring the woods will ensure that all children have returned to the building at the sounding of the bell.

Playground – Winter Rules

- Snowballs, ice or snow throwing is prohibited.
- When sledding, students must wear snow pants and boots.
- When sledding, students must always sit down and face forward on sleds.
- Ice-skating is not allowed during recess. (There may be opportunities for supervised skating at other times.)
- Ice sliding is only allowed on designated grassy grounds with direct teacher supervision.
- Always play safely on the ice or snow; no chasing, shoving or other dangerous behavior.

Recycling

Prairie Hill recycles paper, glass, tin, and plastic in accordance with our waste disposal contract. Recycling is great, but reuse is preferred. Please send lunches and snacks with containers that can be brought home and used repeatedly. Many children bring their drinks in a jar or thermos and use cloth napkins. Compost bins are maintained for each classroom. Thank you for helping to support a sustainable environment.

Re-Enrollment

Each year in March, re-enrollment materials will be distributed. Siblings can be added by contacting the Admissions Coordinator and completing the enrollment process. **An application for enrollment and application fee needs to be submitted for each new child in the family.** Please be sure to return these by the deadline to help the school plan properly for your child's needs.

Release of Information

See Financial Policies – Release of Information.

School Security

In consideration of the safety and security of all in the building during the school day, the only unlocked doors will be the front door closest to the School Office and the east back door across from Grade 2. After 4:00 pm (3:00 Thursdays), the courtyard door will be locked, with access to gym/sports programs and care programs through designated entries.

All visitors (including parents) must check in with the school office upon arrival.

Social Inclusion, Response Plan, and Parent Letter

The Waldorf pedagogy naturally addresses issues of Social Inclusion through curriculum and pedagogical stories, drama, games and artistic development. These regular components of the curriculum help to build impulse control, empathy, perspective and imagination in the children, all crucial skills for healthy social interaction. The regular practice of politeness and courtesy, as well as appropriate modeling of healthy social interactions within the school, further strengthen the healthy social life of the community.

While working to support the healthy social development of the children, Prairie Hill recognizes that social conflict is an integral part of Human growth and development, which must be guided rather than avoided. Prairie Hill strives to help children learn how to resolve, and learn from conflicts. The Social Inclusion process provides a structure which supports the possibility of gaining greater understanding of oneself and others and attempts to affect real, meaningful change in a student's social behavior.

When the naturally integrated social support tools fail to prevent persistent social conflict between individual students or groups, the Social Inclusion Response Plan provides an avenue to report and address conflicts as they arise within the school. When a persistent pattern of bullying and/or targeting is observed within the school, the following response plan provides a framework for teachers to follow.

Social Inclusion Response Plan

1) An informal private conversation will take place with the student(s) involved, using the DADD (Disapprove, Affirm, Discover, Do-Over)

- Class Teachers may use a wide variety of additional interventions and resources.
- Interventions can be found in the Social Inclusion Binder, and include Class Meetings, creating a Circle of Friends, Goal Setting, and the No Blame Meeting.
- Other resources may include suggestions from conversations with the teacher's Peer Support Mentor, the Faculty Chair, Tobias Care Group, and members of the Circle of Colleagues.

2) If initial response does not bring resolution, class teacher will report the level of concern of the social issues to the Faculty during the portion of the weekly Circle of Colleagues meetings devoted to Traffic Light Reports. Teachers name students, or groups of students, who are at a “yellow” or “red” light.

- Yellow Light – student has had a few social issues during the week and teachers should be aware of student during recess, transitions and other unstructured times.
- Red Light – student has had a serious social issue or repeated smaller issues during the week and needs to be monitored closely.

3) When a student has had more than two consecutive “Red Light” reports (or sooner, at the class teacher’s discretion), the Class Teacher will:

- Contact the parents of the child(ren) involved to notify them of the serious or repeated social issues. The Tobias Care Group will place the Social Inclusion Parent Letter in the parent’s mailbox.
- Meet with a representative from Tobias Care Group. Together with the class teacher, they will discuss further interventions and strategies to address the student’s issue, and set a date for review. This step may or may not result in a formal care plan.
- Class Teacher will continue to record related incidents and check-in, informally, with a Tobias representative once a week.

4) If the above has not brought resolution, the situation becomes disciplinary in nature and will be brought before the Tobias Care Group to determine the appropriate next steps, including the possibility of suspensions and/or conditional enrollment.

- At any point during the response level process, Tobias Care Group may be consulted. If it is deemed appropriate, and the group has availability, Tobias will help facilitate exploration or recommendation of in-school or out-of-school therapeutic/remedial/ counseling support.
- If at any point the student or parents are unwilling to participate in the Social Inclusion process, the process may move directly to Step 4.

Communication with Parents

Dear Prairie Hill Parents:

You are receiving this letter to inform you that your child is part of a Social Inclusion Response Plan in-process. If you have heard about an incident in which your child has been hurt by the words or behavior of another child, we encourage you to remain calm and listen carefully to what your child has to say, in their own words. Know that this process was developed to help them find resolution and reconciliation with their peer. This process also leaves room for your child to discover if they may have participated in behaviors that upset another person in ways they were unaware of, whether or not it is in response to, or contributing to the social conflict at hand.

If your child is participating in acts of teasing or bullying at school, remember that most of us have also been in this role at one time of our life or another. When your child is going through a time of intense social struggle, it can put pressure on family relationships as well. Try to look at ways in which you can model positive social behavior in your family, including avoiding blame, shame, and put-downs. Be firm with boundaries and accountability, but show understanding and kindness as well. Your child is still developing the necessary skills to cope with the emotions and challenges he or she faces every day, and the stability of your love and expectations will help them to successfully navigate this learning experience.

As a school community, we have been given the opportunity to learn from Kim John Payne, as a mentor and a guide in implementing healthy community practices. His work with Simplicity Parenting, The Soul of Discipline, and Social Inclusion practices have greatly informed our school policies. Social Inclusion works to address issues of bullying in our school, but more importantly, it offers the children opportunities to develop important social skills like self-regulation, reflection, empathy, trust, truth-telling, and creating shared agreements. It provides a structure which supports the possibility of gaining greater understanding of oneself and others and attempts to affect real, meaningful change in a student’s social behavior.

While working to support the healthy social development of the children, Prairie Hill Waldorf School recognizes that social conflict is an integral part of human growth and development, which must be guided rather than avoided. Our school strives to help children learn

how to resolve and learn from conflicts. When the naturally integrated social support tools fail to prevent persistent social conflict between individual students or groups, the Social Inclusion Response Plan provides a framework for Teachers to follow, in reporting and addressing patterns of bullying and/or targeting is observed within the school. If you have any further questions about this process, please feel free to contact your child's class teacher, who is working closely with Tobias Care Group.

Sincerely,
Tobias Care Group

Smoking

Smoking is not permitted on school grounds at any time.

Snow Closings

See Emergency Closing Information under General Information

Sports Program

The afterschool sports programs of volleyball, basketball and track are open to students enrolled in Grades 5 – 8. Criteria for eligibility include meeting scholastic and personal conduct standards. If a student neglects class or homework, or fails to uphold the Code of Respect, participation in the sports programs may be denied.

In 6th, 7th and 8th grade, misbehavior will result in a mark that is recorded in the teacher's weekly logbook. Breach of our Code of Respect, incomplete or late assignments are recorded. In all cases, a second infraction in one week results in the student serving an after school detention of which the parents have been notified. When a detention is issued the student will miss the next game.

Suspension

As part of the Discipline Policy, it may be decided that a short period of absence from school is necessary. This will be discussed with the parents and the child as part of a disciplinary meeting, and any action of this kind by the school will be noted in the student's file.

A child may also be suspended if agreements concerning conditions of enrollment (as noted in the Letter of Acceptance) are not followed through by the parents or guardians.

Teacher Office Hours

Each teacher provides regular office hours when parents may reach them by telephone or in person at school. Please make every effort to contact your child's teacher during their scheduled office hours.

Telephone Use Policy

Children may only use the phone with adult or teacher permission. Phones are not available for children to arrange play dates. (See *Cell Phone Usage Policy*)

Toys

Toys may not be brought to school unless given prior consent by your child's teacher. Any toy brought to school without consent will be kept by the teacher and then returned to the parent.

Videotaping or Recording School Events

Please DO NOT video record or take pictures during school events such as class plays, festival performances, and certain ceremonies and assemblies.

- Talk to your class teacher about the scheduled times preceding or following these events when photo opportunities will be held.

- Also, we ask that you use discretion and limit the number of photographs you take during photo permissible school functions, such as field trips, sporting events, and community dinners.
- Flash-photography is distracting and is not permitted during performances.
- Video-recording at a school event requires advanced permission for extenuating circumstances. Please talk with your child's class teacher for permission, so that a solution can be found that will meet the needs of all concerned.
- **No recording of any kind during Festival of Light, Class Plays, Morning Verse, Early Childhood Birthdays, or First Grade First Day of School Ceremony.**

Our Reasoning:

Prairie Hill Waldorf School offers an environment where children can grow and develop at their own pace, and where family members can form meaningful connections. Our policy regarding photography, video recording, and sharing reflect our best attempts to create a space where adults can connect, and children can express themselves fully, remain present in the moment, and feel comfortable sharing their work with the larger community. A child's work is to learn, and school is their place of work. Every project and performance they share with you represents a moment in time on the continuum of who they are becoming. We invite you to honor the real work your children are involved in when they perform for the school community by giving them your full attention. Every learning process involves the risk of exposing our weaknesses, and some children are more easily discouraged than others. Being aware that photography or video-recording is happening can cause some children increased performance anxiety. There are school events—such as the Festival of Lights, and classroom activities—such as the morning verse, where no photography of any kind is allowed. This is to help honor the mood of reverence these moments create, and to show respect for the solemnity of these times of inward focus.

Community events are a time for connecting, and the community of people sharing an event alongside you may be here for years, or only days. Sharing the event with others, without the mediation of technological recording devices, allows us to better connect with those around us, building shared memories that help to strengthen the bond between people you and your family are sharing years of your life with. We know it is tempting to believe that by recording a moment we can hold on to it longer. We hope you will find that by putting away the technology, you are able to take in the moment more deeply, and the small details of the event, and the interactions you had with those around you, will increase the strength of the precious memories you have of your son or daughter's childhood.

Children are so good at living in the moment, of enjoying their sense of an experience, of trusting that their current capacities are sufficient and valid. When children have worked on a presentation, or are involved in a ceremony or festival, they experience this living activity on a number of levels. Each moment is an expression of all the anticipation and practice leading up to an event, and all of the good feelings they are sharing with their classmates and teachers surrounding them. Yet technology can only capture the visual and audio details perceptible to the recording device. The interpersonal experiences that occur in both performer and audience are as valid as those recordable details, and will help to form memories as much as what was seen and heard, if they are not replaced by a recorded image. Sometimes all it takes is a child seeing one image or one video of an event that they participated in to forever change their memory of the event, or to create a sense of self-consciousness that can be detrimental to their self-concept. Honoring the validity of personal experience is one of the hallmarks of Waldorf education, and we encourage you to help support this capacity in the children by allowing their own memories.

Visitation Policy

Prairie Hill Waldorf teachers welcome parent participation and visitation. Teachers work consciously to create a reverent mood in the classroom in which the children find freedom to explore. The faculty recognizes that this dynamic is significantly changed when others enter the space. Frequent visitors may disrupt the harmony and flow of the lessons. This is especially true for some children when they are observed by their parents. Yet, with the desire to honor both the needs of the students and their parents, the faculty has developed the following protocol. For parents of grade-school children, teachers will announce two to three days available to observe morning lesson. These days will occur after winter break and will be spaced throughout the second semester. Parents will be asked to sign-up in advance so that the teacher may create adequate space in the classroom for all participants. In this way, teachers hope that parents may experience a bit of the vibrant nature of the daily class work.

Special Friends Day is an opportunity for grandparents, other relatives, godparents and special friends to see an overview of Waldorf education. Other parents and teachers interested in our school may arrange tours and visits with Admissions by contacting the School Office. Private tours are offered, as are occasional Observation Morning visits.