

# Coastal Waters Chartered Public School Student-Family Handbook

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Exeter, NH 03833  
603-316-6951  
[www.cwschool.org](http://www.cwschool.org)

What follows is practical information concerning schedules, policies, lines of communication, and community involvement at Coastal Waters. We would like all elements of the school to be as clear and transparent as possible. Please read this handbook carefully. It will help us to work together toward our common goal of an excellent, comprehensive, and enjoyable education for the students and families of our school.

If you have any questions, suggestions, or concerns, we depend on you to let us know. We are committed to working together and appreciate open communication and feedback.

## **Table of Contents**

IMPORTANT CONTACTS  
SCHOOL DIRECTORY  
CAMPUS TRAFFIC & PARKING  
DAILY SCHEDULE  
SCHOOL CANCELLATION & DELAY  
ABSENCES & TARDINESS  
LUNCH & SNACKS  
PERSONAL PROPERTY  
DRESS CODE  
MEDIA POLICY  
DISCIPLINE  
STUDENT EVALUATION  
FIELD TRIPS & VOLUNTEERING  
SCHOOL COMMUNITY  
PARENT GROUPS  
HEALTH & INSURANCE  
GOVERNANCE  
FACULTY/STAFF HIRING & EVALUATION  
DEVELOPMENT & FUNDRAISING

At Coastal Waters Chartered Public School (Coastal Waters), we strive to be open and responsive in all dealings with community members. We hope that our educational ideal of respect and deep regard for each individual child is reflected in the way that we approach issues brought by families or others as well. We are committed to bettering the school as an organization, and both the Faculty and Board welcome your interest and your questions about Coastal Waters.

## **IMPORTANT CONTACTS**

Business Coordinator – Payton Goodell ([pgoodell@cwschool.org](mailto:pgoodell@cwschool.org))

Pedagogical Director – Erica Taylor ([etaylor@cwschool.org](mailto:etaylor@cwschool.org))

Board Chair – Bill Libby ([blibby@cwschool.org](mailto:blibby@cwschool.org))

School Community Association (SCA) Chair - vacant

## **SCHOOL DIRECTORY**

Each fall, a school directory is made available to each family via SchoolCues and includes all teachers and students at the school. A limited number of printed versions are available, so please inquire if needed. Parents and family members agree to keep the school directory information and other personal or private information about students and their families confidential, restricted for school purposes only, and will not disclose such information to any third party, including photo use on social media.

## **CAMPUS TRAFFIC & PARKING**

Kindergarten: Students are dropped off and picked up around the first traffic circle. Please stay to the outer right edge so that other cars can go around you to the left to exit the circle. Grades siblings of kindergarten students may either be dropped off in the circle as well and guided to their class by a staff member, or you may pull out to the right and continue on to the grades drop off area. The same is true for pick-up - we are happy to walk older siblings up to the circle.

Grades 1-12: Please drop off and pick up at the designated area at the far end of the parking lot by the field. Staff will be there to assist in the process.

Student Drivers: Please use the first parking spots (closest to the entrance) on the field side of the parking lot. They will be labeled for student drivers. These students are also welcome to leave early at approximately 2:45pm when their last class ends in order to avoid having to navigate the pick-up traffic.

## **DAILY SCHEDULE**

### ***LOWER SCHOOL (K-5)***

Monday - Friday 8:30am-3:00pm

(Drop-off between 8:00-8:30)

### ***UPPER SCHOOL (6-12)***

Monday-Friday 8:20am-3:00pm

(Drop-off between 8:00-8:20)

### ***ON-TIME ARRIVAL***

The opening of each school day is a special moment for the teachers and the children at Coastal

Waters. When morning exercises are interrupted by a late child it affects the whole class. ***We feel it is essential for the well-being of the children and their classes that they arrive on time. It is equally important that the children be picked up promptly at dismissal.*** Waiting to go home is hard on the children. Teachers cannot provide adequate supervision after regular hours. If you will be delayed or your child will be absent, please call our office as soon as possible.

Morning exercises begin promptly at 8:30am for all lower school classes, and at 8:20 for the upper school. We request that parents plan to have children arrive approximately 10 minutes early so they are ready to begin their morning together with classmates.

### ***ON-TIME DISMISSAL***

Just as there is a schedule to the beginning of the day, there is a schedule to the closing of the school day. Dismissal for all grades is at 3:00 p.m.

### ***OFFICE HOURS***

Monday-Friday 8:00am – 3:30 pm

### **SCHOOL CANCELLATION & DELAY**

Coastal Waters follows the Exeter School District (SAU #16) regarding inclement weather cancellations and delays. However, because of the widespread area covered by our students' and teachers' homes, we must reserve the right to cancel school at our discretion in extreme circumstances. Check your local radio and TV station for Exeter Public Schools, Exeter School District, or SAU #16. Since we follow the Exeter School District for closings, if any of these are listed, Coastal Waters will be closed as well. There will also be a pre-recorded message placed on the school phone as well as on the website and on social media. An announcement will also go out to your email via SchoolCues.

School will not be canceled for inclement weather developing during the school day. However, parents should feel free to pick up their children before dismissal if they are concerned about conditions. When a school delay is announced due to inclement weather during the morning commute, all grades will begin at 10:30am and end at the regularly scheduled time.

### **ABSENCES & TARDINESS**

If your child is going to miss school, or is going to be late, it is very important that you notify the office before 8:15am, unless previous notification has been given. A child missing from class is a matter of serious concern and is cause for immediate attention by staff and teachers. Please help us to avoid unnecessary alarms by giving your attention to this request. If a child is tardy, they must first check in at the office and receive a tardy slip to bring to their teacher.

**You may leave a message regarding absence 24 hours a day by calling: 603-316-6951**

### ***EXTENDED ABSENCES***

The block teaching curriculum method and the nature of the Waldorf classroom as a learning community make extended absences a challenge for both the student and the class. Coastal Waters does not, in principle, support extended planned absences for family vacations that fall

within the school calendar. In cases where parents take children out of school, class teachers cannot provide make-up work or home-study materials. There is no substitute for work covered by the teacher with the class as a whole; therefore, we encourage all families to make vacation plans based on our established school calendar. Please speak with your class teacher if you anticipate an extended absence.

## **LUNCH & SNACKS**

Students bring their own snack, lunches, and beverages. Water is available at the school.

*Please note that snack is prepared and served in the Kindergarten, and those students need only bring a lunch.* We ask that snacks and lunches are wholesome and nutritious as families are able. We also have a limited supply of snack and lunch options in the kitchen for students who may not have a snack/lunch on any given day. We welcome donations of items such as granola bars, fruit, or other healthy options to keep this supply renewed.

During the school year, some classes may offer a snack or lunch item for order as a fundraiser on a regular day of the week (e.g. “pizza day” or “Muffin Monday”). These opportunities are publicized well in advance and offer a respite from home lunch preparation!

## **PERSONAL PROPERTY**

### ***ITEMS NOT TO BRING TO SCHOOL***

Students are discouraged from bringing candy, toys, cell phones, video games, music players, and all other personal electronic devices to school. These items are not permitted for use during the day and will be confiscated if used during school hours. Exceptions exist for assistive technology as required to support student needs.

Items unsafe or inappropriate for school include matches, lighters, knives, weapons (to include toy weapons), and sexually explicit materials. These items will be immediately confiscated from students and warrant further disciplinary conversations. Unauthorized items will be brought to the office and can be collected at the end of the day. We are not responsible for damage, misplacement, etc.

### ***CELLPHONES***

Cell phones and all other electronic media are not allowed on campus during school hours unless they are used to support learning accommodations or are considered assistive technology.

Students may bring cell phones to school if they are needed for afterschool activities or for students who come and go to school independently. Parents are asked to support this school policy by not sending cell phones or recreational electronic devices with their children to school. Please do not try to communicate with your children during the school day on their cell phones or electronic devices.

### **LOST AND FOUND \*Please label all clothing with your child’s name\***

Unidentified clothing and other items left at school will be placed in a Lost and Found bin and kept in a designated place for parents and students to look through at their convenience. If your child is missing clothing, please check there. The school will donate unclaimed clothing to local charities.

## **DRESS CODE**

Students at Coastal Waters are expected to wear clothing and footwear that is appropriate for a broad range of school activities, including physical education, games, walking field trips, and art classes, to name a few. Because outdoor time is a significant part of each school day, children should come to school with outdoor clothing that protects them from the elements. Hooded rain jackets, rain pants, and waterproof rain boots, as well as snow jackets, snow pants and snow boots, depending on the season, are expected for all children in grades K-5; and as needed for outdoor activities and field trips in the upper grades.

The dress code may continue to develop as need dictates, but the following basic principles remain fundamental to dress code guidelines:

Clothes worn at school or at school-sponsored events should be:

- Clean and in good repair;
- Appropriately-sized for full participation in movement;
- Modest

We understand that students and families do the best they can to meet individual needs, so we aim to be as least-restrictive as possible. When a student in grades 1-5 is out of compliance with the dress code, the teacher will speak with the parents to better understand the situation. When a student in upper grades is out of compliance, the teacher will speak directly to the student, or to a parent if this seems more appropriate so as to not make a student feel singled out.

### ***OUTDOOR PLAY***

Outdoor play is a big part of our school day. Teachers and staff monitor outdoor temperatures, heat index, and wind chill factors and we adjust our time outdoors accordingly.

When the temperature with wind chill is a factor, children will be required to have all necessary clothing, including: hats, gloves, and warm layers to protect them from the cold. Time outside will be limited in colder weather. Children without the necessary layers will not be permitted to go outside, although we will make every effort to have extra gear available to borrow if needed. In extreme heat, teachers and staff will monitor the heat index and will adjust activities accordingly.

### ***EVENT AND SPECIAL OCCASION DRESS***

Certain occasions – festivals and special assemblies, for example – call for “best dress” to reflect the mood of the event. Students may choose from dress pants, dress shirts, polo shirts, skirts, and dresses, as appropriate. Students may wear simple dress shoes, or other clean, non-distracting footwear. All shoes should have flat heels and soles. High heeled shoes are not appropriate for school or school events. No denim, athletic wear or t-shirts may be worn on these dress-up occasions. Again, we understand that families do their best to meet the needs of their students, we simply ask that the above be followed as general guidelines.

### ***SHOES***

Students should be ready to participate fully in the activities of their school day. Whether for outdoor or indoor use, please select shoes that protect and support the feet. Flat-soled, supportive shoes are required; platforms, high heels, backless clogs, flip flops and “Crocs” are not acceptable. If students choose to wear these, they will also need to have a pair of shoes that they

can change into for movement classes, hikes, classes with sharp tools, etc. Shoes that tie are preferred, especially in the younger grades. Rain boots should be waterproof, and snow boots should be adequately insulated to keep the feet dry and warm.

### ***CLOTHING SIZE & CONDITION***

While we recognize that clothing can be viewed as a form of personal expression, we prefer to see students express themselves through their community membership, good work, and deeds. Clothing that is too tight or restrictive hinders healthy movement and promotes an inappropriate self-consciousness. Oversized loose clothing and shoes not only hinder movement, but may lead to injury. Warm-up pants and other athletic wear are acceptable if they meet other criteria of the dress code. We recognize that there is variety in student needs and comfort for clothing, our goal is to make sure that students are able to fully participate in all activities easily and safely.

### ***GRAPHICS & DESIGNS***

In school, we strive to create simple, beautiful environments. We request that families and students choose school clothing with this in mind, and that any messaging on clothing shares in our aims for an inclusive, safe, and welcoming learning environment.

### ***MAKE-UP & ACCESSORIES***

Students in grades 5 and below may wear simple, non-distracting stud earrings. Students in grades 6-8 may wear stud earrings, or modestly-sized dangling earrings. Dangling accessories, including earrings, bracelets, and necklaces can be a significant safety hazard during certain school activities, especially in the lower grades, and students should be prepared to remove and stow jewelry and other accessories as requested by a teacher. We ask that parents use discretion when allowing their child to wear jewelry to school, especially if they are valuable and loss or breakage would be disappointing.

No sunglasses will be permitted inside at school, unless required for medical reasons. Sunglasses may be worn outside. Parents should expect to provide a note from their child's physician in the case that an exception is being requested. Hats with brims (i.e. baseball hats) may only be worn outside, and hooded sweatshirts must be worn with the hood down while in school. Both of these policies are established to allow clear visual communication and engagement with teachers, staff, and friends.

## **DISCIPLINE**

All children are expected to observe standards of behavior based on an attitude of respect for themselves, their teachers, parents, fellow students, and their environment. These expectations will be explicitly taught and communicated in age-appropriate ways. Behavior that interferes with the education process is not tolerated.

Behavior that is considered to fall outside these standards may include, but is not limited to:

- Rudeness or disrespect toward classmates, teachers, staff, or parents;
- Physical aggression toward any individual;
- Mistreatment of property;
- Absence from classes or parts of classes without prior permission;

- Use of foul language;
- Leaving campus without permission.

### ***GRADE 1 THROUGH GRADE 5***

Discipline will be handled in an age-appropriate manner at the discretion of the class teacher, with support from the Pedagogical Director and faculty. The class teacher will keep in close contact with families of children with behavior challenges. In the case of repeated and significant behavior difficulties, a student may lose the privilege to be at school for a period of time while a plan is put in place to create a successful educational experience for everyone.

### ***GRADES 6 THROUGH 8***

In cases of repeated rule-breaking, especially in the very rare case when physical or emotional aggression is involved, there will be a program of strict monitoring of the situation. The program will include a conference with the parent, teacher, and administrator (and may include the child) to set clear, consistent, and time-bound goals for behavior improvement in alignment with school guidelines. Dates will be set for the teacher and parents to meet to review the situation. There will be frequent communication between teacher and parents on the progress of the situation. If all such measures fail and improvement in behavior is not sufficient within the specified time frame, the Pedagogical Director, Faculty Chairs, and class teacher will elevate to the Coastal Waters Board of Trustees, who will discuss in a non-public session.

Physical and verbal aggression are grounds for immediate suspension. Should a student show disrespect by using caustic or foul language to school staff or fellow students, or by physically endangering others, they may be immediately suspended. The class teacher, upon conferring with the administrator, will notify parents of such a situation. A plan for addressing the situation will include consideration of the severity of the behavior, the context of the incident, and the student's overall behavior. The student will not be allowed to return to school until a meeting of class teacher, school administrator, and parents takes place.

In all cases, we strive to support students in growing and learning from their actions, and use a Restorative Justice model, modified for the age of the child(ren) involved, as well as Trust-Based Relational Intervention (TBRI) in supporting conflict resolution.

### ***BULLYING***

Bullying in any form is not tolerated at Coastal Waters. Respect for oneself and others are core elements of Waldorf education, and teachers are deeply committed to this principle. We observe the social fabric of our classrooms closely and make use of opportunities to help students resolve conflicts and support one another. When situations go beyond classroom or guidance personnel strategies, we refer to our bullying policy to determine steps for resolution.

### ***STUDENT EVALUATION***

Each class in our school is considered a community in which each member has strengths and talents to share with all. Children are not compared or encouraged to compete with one another. High individual standards will be expected and demonstrated in many areas by multiple assessment methods. Evaluation of a child's progress will be shared with families through meetings with the teacher and through written reports.



Parents will receive written assessments of their child’s progress four times per year. Individual conferences with parents/guardians will also be scheduled during the fall and mid-winter. All students in grades 3-8 will participate in annual state-required assessments.

## **FIELD TRIPS & VOLUNTEERING**

### ***FIELD TRIPS***

Field trips are an important part of our educational program. To make them possible takes cooperation on the part of parents and teachers. Parents/guardians will be given the option to sign a universal field trip form through SchoolCues to provide permission for their students to participate in all class trips. We will inform parents about upcoming class trips and provide ample information about them. “Walking field trips” (i.e., to the Recreation Department fields/playground) will not require a form as it is considered part of their school day activities.

### ***VOLUNTEERS***

All volunteers working with students, including chaperones and drivers on trips, must undergo fingerprinting and a criminal background check. With safety in mind, we owe it to our parents and our students to make sure that any adult volunteer, driver, or chaperone accompanying them does not have a criminal background. All volunteers should call our Administrative Office to receive the proper paperwork and instructions on completing the one-time background check process.

State law (RSA 508:17) requires that school volunteers, including drivers, be “approved” by the school to act on behalf of the school. A form, signed by a representative of the school and the volunteer, must be on file in order to provide immunity from liability. Drivers must have a clean driving record and adequate insurance.

1. State law requires that all children under age 18 wear seat belts.
  - a. All children must ride in an appropriate child safety seat until they are seven years old or 57 inches tall (4’9”), whichever is reached first.
  - b. On field trips, an appropriate child safety seat should be provided by the parent or guardian.
  - c. Additionally, no student under the age of 12 may ride in the front seat of a vehicle.
  - d. Students over the age of 12 may ride in the front passenger seat only with parental permission.
2. The consumption of alcohol by a chaperone or any adult on any school sponsored trip is prohibited.
3. All school rules for appropriate behavior are in effect during field trips. Drivers/chaperones must be fully prepared to support and enforce school rules as communicated by class teachers. Drivers are asked not to play music and to be sure conversations are appropriate. Students are encouraged to express their thanks to the driver.
4. Parent chaperones should not take siblings out of school to join a class trip.
5. Parent chaperones must stay with their student groups at all times during class trips.

## **SCHOOL COMMUNITY**

### ***RELIGION***

Coastal Waters does not provide religious instruction, nor does it advocate for any particular religious belief. Coastal Waters observes the cycle of the year through both traditional and lesser-known festivals, some of which have their roots in the world's religions. We feel they embrace the qualities of hope, courage, joy, gratitude, love, and reverence which are part of religions around the world. Other holidays are celebrated by the school through the preparations of individual classes and in special assemblies. Your child's teacher will have more specific details to share. Teachers welcome the opportunity to work with parents in bringing other festival events to their classes.

### ***EVENTS***

Through the school year there will be assemblies and other scheduled events. We encourage parents to join us on these occasions when we can share the children's accomplishments and their ongoing work. Please watch the school newsletter for announcements of upcoming events.

Events outside of the school day, such as school plays and festivals, demand the same guidelines for behavior that we would expect at school, particularly concerning personal safety and respect for the property of others. At events outside of the school day, parents are fully responsible for the care and supervision of their children. Our children behaving with consideration, respect, and courtesy toward others is a strong recommendation of our school as a whole, and a true reflection of the core values we share as a school community.

### ***FESTIVALS***

Throughout the year, we celebrate festivals to connect us with the cycles of nature, establish a yearly rhythm for the children, and strengthen our community. Festivals help us to nourish our souls through the sharing of stories, food, songs, and activities linked to the seasons and expressed with beauty and reverence. In addition to the community-wide festivals, teachers celebrate other festivals in the classroom, including those connected to different cultures being studied or those of students in the class who wish to share with their peers.

### ***PHOTOGRAPHY AT SCHOOL EVENTS***

We would like all of our guests, students, and staff at events to enjoy events without distractions. Parents and guests are requested to please refrain from taking still or video images during special assemblies and class plays. Teachers will arrange for a photography session at dress rehearsal or after the event.

### ***PARENT NOTICES***

Once a month we distribute a school newsletter through email and on our website. This is the go-to place to look for calendar reminders, notices, parent-to-parent communications, and more.

We welcome your contributions. Email your articles, questions, or recommended content for inclusion to [info@cwschool.org](mailto:info@cwschool.org) by noon on the 25th of each month.

### ***COMMUNITY CONDUCT***

Our school community is a living entity. Its health and vitality, its life-force, radiates from

relationships: teachers with students, caregivers with teachers, colleagues with colleagues. Our community reaches beyond the boundaries of our buildings and includes alumni, grandparents, friends of the school, alumni parents and even those who deliver our supplies or our mail. We all know that human relationships are exhilarating, transforming, and life-giving. Human relationships can also be frustrating and are often complex. At Coastal Waters we strive to respect each individual and forgive the human errors that can occur. Though we may not know when or how, we do know that somewhere along the way we will hit a rough spot. It is the nature of deep, meaningful human relationships. A teacher may make an error in judgment. A parent might overlook a teacher request. Student behavior might be seen differently by teacher and parent. A sensitive decision by the school leadership, necessarily confidential, might not meet with understanding in the parent community. Mismatched expectations might lead to misunderstanding.

The challenge at these times is not so much that we have a difficulty to face together; the challenge is in how we will work with each other now that a difficulty has come up. These are the very times when our commitments to respectful communication, active listening, and engaged, solutions-oriented communication are really put to the test.

Here we want to outline for you what you can expect from your school at times like these and we want to be clear about what we expect from you on the good days and on the challenging days, as well.

What you can expect from your school:

- Clear timely communication of information;
- Timely responses to your questions and concerns (call back or conversation with teachers and administration within 24 hours or less);
- Thoughtful listening to your concerns;
- Non-judgmental, respectful inquiry;
- Clear plan for ideas, solutions, and next steps;
- Follow-through on action steps;
- Review to be sure the action steps are showing desired results;
- Maximum appropriate transparency in communicating school decisions.

What your school expects from you:

- Willingness to meet as an equal partner in your child's education;
- Clear and timely communication about challenges or concerns;
- Concerns brought directly to the teacher, administrator, or other school leader who is designated to receive and respond to them (the Administrative Office or your class teacher can help direct you to the best resource);
- Thoughtful listening;
- Non-judgmental, respectful inquiry;
- Active participation and follow through in developing and implementing solution-oriented action steps;
- Commitment to elevate areas of concern directly to the appropriate party (teacher,

administrator, or school leader) rather than elevate through non-productive means via social media, secondary conversations, etc.;

- Commitment to not “rush to judgment” when you receive information and news about school decisions, realizing you may not have knowledge of all the facts and processes that went into the decision;
- Willingness to demonstrate and assume goodwill, good intent, and appropriate confidentiality.

A note on the evolutionary drive to gossip: Coastal Waters is committed to supporting open and honest communication across all invested groups. In this, we hope to set positive examples for our students and promote ongoing goodwill across staff, faculty, and families. We support parents and guardians in having thoughtful conversations to clarify thinking, consider alternative perspectives, and entertain solutions. However, we also expect respectful engagement and timely elevation to appropriate parties in the spirit of reaching collaborative solutions in the interest of our students, our staff, and our school.

We invite every parent to be aware of this when it starts and to make a personal commitment to bring concerns directly to those in the school who have the responsibility to listen, to work to understand, and to help find solutions.

### ***ADULT EDUCATION & ENRICHMENT***

We hope all community members, parents, and teachers alike will want to actively deepen their understanding of Waldorf education and the insights and philosophy that stand behind it. Many have an interest in learning more about child development, parenting, and family life. Others are interested in the crafts and arts offered in our curriculum and wish to broaden their experience in this way. Dance, music, and drama offerings build our community life together. Book groups and study groups offered by community members are opportunities to explore a subject area in depth and with others. Upcoming events and opportunities are publicized in the school newsletter and in the calendar section of our website.

### ***PETS***

To protect parents, staff and students, pets should not be on school property unless secured in a vehicle. Service animals as identified by the ADA definition are allowed onsite with their owners at all times, with consideration for any other students who may have allergies.

### ***SCHOOL COMMUNITY ASSOCIATION (SCA)***

Coastal Waters would not be possible without the support and continued involvement of parents and family members. The School Community Association (SCA) is a group of parent/caregiver volunteers which serves as a support network for school events and fundraisers. All parents/grandparents/caregivers are welcome to join the SCA and attend the monthly meetings. Updates and invitations to participate in events will be shared via the monthly newsletter, school website, and social media.

### ***CLASS PARENTS***

A parent from each class may be asked by the class teacher to help in organizing and/or communicating class trips, plays, and social activities throughout the school year. These Class Parents will notify other parents in their class about special events and also act as liaisons between busy teachers and busy parents.

### ***NON-DISCRIMINATION POLICY***

Coastal Waters Chartered Public School will not discriminate on the basis of race, color, gender, gender identity, or gender expression, national or ethnic origin, age, religion, creed, disability, veteran's status, sex, sexual orientation, socioeconomic or marital status, genetic information, pregnancy and pregnancy-related medical conditions in the selection of students or staff, access to its educational programs and activities, with respect to employment terms and conditions or in the administration of the school or in any other way that is prohibited by law.

### ***ACCREDITATION***

Coastal Waters is an Initiative Member of the Alliance for Public Waldorf Education. As a member of the Alliance, Coastal Waters is committed to the seven core principles of the Alliance:

- Image of the Human Being;
- Child Development;
- Social Change through Education;
- Human Relationships;
- Access and Diversity;
- Collaborative Leadership;
- Schools as Learning Communities.

### ***ALLIANCE for PUBLIC WALDORF EDUCATION***

In 1991 Waldorf education first entered the public realm in the United States at the Milwaukee Urban Waldorf Elementary school. After the establishment of public charter schools in 1994, Public Waldorf education has expanded rapidly. The Alliance for Public Waldorf Education was founded in 2006, and by 2020 had nearly 60 member schools and initiatives operating in over 14 states.

## **HEALTH & INSURANCE**

### ***HEALTH & ACCIDENT INSURANCE***

Carrying health and accident insurance for students is the responsibility of parents. Parents accept all medical expenses arising from injuries or other emergency medical treatment.

### ***HEALTH RECORDS AND IMMUNIZATIONS***

In accordance with the requirements of the New Hampshire State Department of Education and the New Hampshire State Department of Public Health, a cumulative health record is maintained on each child in grades K-12. This includes a record of the required physical examinations as well as documentation of state mandated immunizations. A complete listing of immunization requirements can be obtained from your child's primary care provider. All families must comply with State of New Hampshire statutes related to physicals and immunizations including RSA Section 141-C:20-c and RSA 200:38.

### ***MEDICATIONS BROUGHT TO SCHOOL***

If your child requires medication during the school day, the following steps must be followed:

1. Medication must be handed from an adult to the Administrative Office staff, to be

- administered by a qualified school employee.
2. All medication must be in its original packaging, have a current expiration date, and be fully labeled with the child's name and dosing instructions.
  3. Your physician must provide a note describing when and how the medication should be administered and for how long.
  4. This policy pertains to all medicines, including homeopathic, naturopathic, anthroposophical, and allopathic, as well as asthma inhalers.

### ***ILLNESS***

Each day at Coastal Waters includes many different kinds of activities for all students. A child who is ill, or even overtired, simply cannot be present in a strong enough way to benefit from all these opportunities. The faculty suggests that you ask yourself whether your child will be able to participate fully in the school day. If you are unsure, it probably means he or she isn't well enough and needs to rest at home. Children with contagious or infectious illnesses may not attend school unless given a doctor's written permission.

### **FEVER POLICY**

If, during the school day, a child is experiencing a fever (100.2 degrees Fahrenheit or higher) or signs of a fever (chills, flushed skin, sweating), we will call parents/guardians to come to pick up their students, allowing them to be cared for at home.

A student experiencing any of the fever symptoms mentioned above should stay at home until fever-free for 24 hours without fever-reducing medicine.

### **HEAD LICE POLICY**

If your child is found to have lice or nits at school:

1. You will be called immediately. Early dismissal to begin treatment is a requirement for an active case of head lice or nits.
2. Children who are found to have lice or nits may return to school only after they have begun treatment, including daily head checks, nit-combing, and manual removal of all lice and nits.
3. Parents and caregivers must commit to a full course of treatment.
4. If a child is not clear of lice/nits after three weeks of treatment and combing, the school will require that the child be seen by a professional and certified free of nits before returning to school.

**If you become aware that your child has lice or nits, but the school is not yet aware, please notify the Administrative office immediately.**

### **COVID POLICY**

Coastal Waters will continuously monitor both our local and national situation with regard to Covid-19. We will consider CDC and local district guidelines, as well as use common sense in assessing how recommendations apply to our specific school setting (i.e. students spend a lot of time outdoors).

### **GOVERNANCE**

The leadership and administrative structures of Coastal Waters strive to support our students and

their families. They work to approach their duties with goodwill, respect, active engagement, and a positive attitude.

Our school leadership process follows the guidelines of the Alliance for Public Waldorf Education, which recommends the principle of shared responsibilities within established legal structures for school governance. In Public Waldorf Schools, collaboration among teachers, staff, administration, and boards, with stakeholders' input, is the rule. A core organizing principle of Waldorf education is that decisions related to educational programming are best made by the teachers who are working directly with students every day. When possible, those responsible for making such decisions act from knowledge and experience working with Rudolf Steiner's educational insights.

### ***SCHOOL LEADERSHIP***

**The Pedagogical Director** is responsible for maintaining the Waldorf pedagogical program of the school. This position coordinates and facilitates communication and timely decision-making in a manner that serves the true pedagogical impulses of Waldorf education. Major responsibilities include leading, mentoring, and evaluating faculty; working with the faculty to provide effective, comprehensive, and educational offerings in line with Waldorf education; and providing student and parent support.

**The Administration** (Administrative Director - vacant, Business Coordinator, Administrative Coordinator, Development Coordinator -vacant) are responsible for all non-curriculum and non-teaching functions that keep the school operating smoothly, including office coordination, oversight of facilities and finances, development, marketing, enrollment, and admissions. The administration team works under the supervision of the Administrative Director and at the service of the Faculty, the Board of Trustees, and parents to best serve the students, parents, faculty, and community.

**Faculty members**, in addition to their teaching responsibilities, carry responsibility for ongoing festival life and events in the school, as well as curriculum development, student studies, and scheduling needs. The faculty work under the supervision of the Pedagogical Director. The insights of Rudolf Steiner's anthroposophy underlying and inspiring Waldorf education are that the individual is a being of body, soul, and spirit; that teaching is an art; and that teachers need to be active on a path of self-development. A main responsibility of the faculty is to cultivate and nourish a healthy pedagogical impulse in the school. The faculty chooses Lower and Upper School Chairs.

### **The Faculty Chairs:**

- Work with the Pedagogical Director to make agendas for the Leadership Council meetings;
- Maintain awareness of teacher/mentor relationships; is available to meet when necessary;
- Maintain awareness of staffing needs and works with the Pedagogical Director to fill teaching vacancies;
- Support ongoing teacher evaluations;
- Work with the Pedagogical Director, Administrative Director, and the Board to maintain overall awareness of existing policies, the financial picture of school, long and short-term goals of school and school activities, and share this information with

the Council as needed.

**The Leadership Council** is made up of the Pedagogical Director, Administrative Director, Educational Support Coordinator, and the Lower (1-5) and Upper School (6-12) Faculty Chairs. This group is responsible for the recommendation of hiring/firing faculty, addressing daily and overall school concerns, supporting students and families who may require special care, and makes leadership decisions other than those under the purview of the Board of Directors.

**School Community Association (SCA)** serves the school by supporting and facilitating school activities, celebrations, fundraising, and special events in an effort to foster a strong school community.

### ***BOARD OF TRUSTEES***

The Board of Trustees has the final responsibility for fiscal and legal matters and is accountable for the school and its operations. The Board of Trustees is made up of at least four (4) community members, four (4) parent representatives, and some non-voting members, including the Pedagogical Director, Administrative Director, and Business Coordinator.

The Governance Committee of the Board is responsible for identifying prospective Trustees who bring specific experience and expertise to the Board. Trustees are nominated and elected by the Board to meet specific needs of the board and the school, and serve three-year terms, with eligibility for a second term.

#### **Finance Committee**

This committee meets monthly to ensure that there is adequate short-term and long-term financial planning for the school, including oversight of:

- Annual budget;
- Financial legalities (including audit oversight);
- Salary setting on an annual basis (works in collaboration with Personnel Committee);
- Long-term financial issues.

#### **Governance Committee**

This is a committee exclusively made up of Board members. Its role is to ensure the healthy development and functioning of the Board. This includes:

- Recommending and engaging new Board members in a timely fashion;
- Orienting new Board members;
- Recommending membership on committees and ensuring that committees are working effectively;
- Building and maintaining a climate that promotes effective work and morale within the Board.

#### **Development and Fundraising Committee**

The purpose of this committee is to ensure that there is a viable, comprehensive development



plan in place and that appropriate steps are taken to meet the fundraising goals for each year. This committee also helps to organize Board members and parents to play key roles in the fundraising efforts.

The responsibilities of this committee are:

- To be involved in the setting of an annual fundraising goal for the school and goals for any current special campaigns;
- To ensure that there is a viable development plan in place before the start of each year and that appropriate steps are taken to meet the fundraising goals;
- To ensure that available administrative support for development is appropriately focused;
- To ensure that professional consulting advice is sought when needed;
- To engage directly in fundraising asks when necessary;
- When necessary, to collaborate with the Development Coordinator to organize Board members and parents to play key roles in the fundraising efforts.

#### **EXECUTIVE COMMITTEE**

This is the central group for moving information through appropriate channels. Each leadership group of the school administration is represented: Pedagogical Director, Administrative Director, Board of Trustees. This group meets weekly.

#### **DEVELOPMENT & FUNDRAISING**

##### ***FUNDRAISING BY STUDENTS***

Students in grades six and above will enjoy the entrepreneurial spirit and sense of satisfaction of raising money to support class and school projects. The appropriate level of student fundraising continues to be a topic of conversation within the school. Current guidelines for each grade are available from the class teachers in grades 6-8 and from the class advisors in grades 9-12. Your input is welcome!

##### ***FUNDRAISING BY COASTAL WATERS***

Coastal Waters is a tuition-free charter school funded in part by state, federal, and local funds. While we rely heavily on state funding, this alone is not sufficient to cover the scope and cost of our program. Fundraising events throughout the year and the Coastal Waters annual fund bridge this funding gap and allow us to maintain a rich and robust curriculum. We expect that all families will participate to the full extent of their ability in these fundraising efforts.