



*The*  
**DENVER**  
**WALDORF**  
*School*

## **Grades 1 – 8 Handbook** **2016-2017**

Founded on Rudolf Steiner's humanitarian curriculum,  
The Denver Waldorf School awakens and inspires students' critical thinking,  
emotional intelligence and artistic expression,  
preparing them to bring relevant contributions to the world.

## Welcome!

The faculty and staff of The Denver Waldorf School extend a sincere welcome to you and your family. We look forward to working with you in partnership in educating the children.

### The Denver Waldorf School Mission Statement

Founded on Rudolf Steiner's humanitarian curriculum, The Denver Waldorf School awakens and inspires students' critical thinking, emotional intelligence and artistic expression, preparing them to bring relevant contributions to the world.

### The Denver Waldorf School Vision Statement

The focus of our work is the development of the whole human being. To further this aim, we strive to provide a beautiful, cohesive campus that radiates learning, working and playing while attracting and expanding full and diverse enrollment supported by abundant resources. We enthusiastically work and serve in the world community as stewards of social renewal.

- Our vision for the next five years involves four areas of growth:
- Beautiful, welcoming campus reflective of our unique curriculum.
- Full enrollment with increased diversity and full faculty staffing to support the entire curriculum.
- Abundant resources, including endowment and other economic resources, volunteer availability, generous teacher salaries, and realization of the "third stream" of income.
- Stature as a community partner, both in Denver and in the larger world, recognized as stewards of social renewal, environmental sustainability, and ambassadors for Waldorf education.

### The Denver Waldorf School Values Statement

The Denver Waldorf School's educational model is based on Rudolf Steiner's philosophy of developing the whole human being and is informed by Anthroposophy (*a philosophy of human wisdom*). Embodying this philosophy, we preserve the innocence and wonder of childhood; practice and encourage wholesome living; and provide emotional and environmental safety. Creativity and artistic expression are essential in a child's healthy growth and development, and are fully integrated into the curriculum. We seek and embrace diversity in our community. We believe that the education of students, teachers and parents is a lifelong process. Our values fall into the spheres of **Truth, Beauty and Goodness**; **Social Renewal**; and **Organizational Integrity**.

**Truth, Beauty, and Goodness** are introduced to the children through their connection to the natural world and through their relationships with their teachers, peers and family. The children are treated with kindness, compassion and love, enabling them to meet the world with respect, gratitude and reverence. We teach with warmth and humor, creating an environment in which students develop a love of learning. Our students approach academic and social challenges, from mathematical problems to interpersonal dilemmas, by applying analytical thinking to discover the solution(s). We graduate self-reliant individuals who are sensitive to the complexities of the world, and who confidently seek truth to address the challenges before them.

**Social Renewal** involves developing systems that support the sustainability of humankind. Rudolf Steiner's impulse to transform education lives in the Waldorf School. We teach the students and our community the balance between taking care of the self and serving others. We work with the students, parents and our urban community to be stewards of the earth. Towards this goal we value personal responsibility, integrity and inclusiveness as we raise our students to be citizens of the world.

**Organizational Integrity** is essential to the school's well-being. We strive to implement transparent processes. Governing bodies and individuals work in partnership and arrive at decisions through consensus. The reverence inspired by Anthroposophy and world-wide Waldorf education is reflected in the professionalism and collegiality of our staff.

## **The Denver Waldorf School Governance & Administration**

### **The Administration**

The Administrative Staff provides the infrastructure and logistical support for the activities of the school. Kelly Church, Administrative Director, is ultimately accountable for the smooth operation of the school in the areas of finance, enrollment, development, and general operations including building safety and maintenance. The Directors and Support Staff of Administration each play a role in the coordination of these areas. If you have any questions and are not sure who to contact, please call Christa Gustafson, Main Office Manager, x.102, and she will connect you with the proper person.

### **The College of Teachers**

The primary purpose of The College of Teachers is to work with the meditative content given to teachers by Rudolf Steiner. The College is accountable for the pedagogical life of the school, including hiring and evaluation of teachers and curriculum. From this work come practical tasks, referred by committees and/or individuals. For a teacher or staff member to join the College, it is necessary to have been a faculty or staff member for at least one year; to recognize Anthroposophy as the guiding impulse of the school and of one's own inner work; to commit to work at The Denver Waldorf School for the foreseeable future; to be able to work with one's colleagues; to attend the weekly Pedagogical Meetings; and to be ready and willing to take on the responsibility for the school.

The College meets weekly on Wednesday afternoons during the school year.

### **The Board of Trustees**

As a not-for-profit corporation, The Denver Waldorf School Association has a Board of Trustees that is legally responsible for the financial and legal well-being of the school. The Board of Trustees, made up of teachers, parents and community members is responsible for the long-term direction of the business affairs of the school, ensuring proper legal counsel and insurance, approving the annual operating budget and tuition levels, including tuition adjustment; and the purchase and maintenance of school property. The Board of Trustees can have up to eighteen members who are approved by the membership of The Denver Waldorf School Association. Three members represent the College of Teachers and the other members are selected by the Board of Trustees from the membership of the association or from the community at large. There are five *ex officio* members this year; the Business Director, the Enrollment Director, the Development Director, and the Interim Pedagogical Director, plus a recording secretary.

The Board meets monthly. Agenda items are submitted the co-chairs at least ten days prior to the meeting.

## The Leadership Team

The Leadership Team, comprised of the Administrative Director and the Chairs of the College, Board, and Faculty, meets bi-weekly. Their major responsibility is to act as a conduit of information among the governing bodies and to set agendas. As they meet and work together they balance responding to urgent needs and overseeing the strategic plan for the future.

## Committees

Various committees carry specific responsibilities within the school. Some committees are mandated committees and are accountable to The College of Teachers and The Board of Trustees. These committees include at least one representative from the parent body, one from The College of Teachers and one from The Board of Trustees.

The faculty, staff, and volunteer members of the various committees are available to answer your questions, to listen to what you have to say, and to invite your participation. Please contact them by phone, in person, or in writing. If you wish to join a committee, please contact Kelly Church, x.108.

## General Information (A-Z)

### Attendance

For the safety of the children it is necessary that they all be accounted for every morning. If a child is absent and we have not heard from a parent, we will attempt to contact the parents.

**Early Childhood:** if your child will be absent or late, please leave a message with your child's teacher. Please look for communication from the teachers or consult the Early Childhood Parent Handbook regarding their preferred method of contact.

**Grades 1 - 8:** if your child will be absent or later than 9:00 a.m., please call the school's Main Office at x.100 **before 9:00 a.m.** Students in Grades 1 – 8 who arrive after 8:25 a.m. must check in at the Main Office and obtain a late slip before joining the class.

**High School:** if your child will be absent or later than 8:15 a.m., please call the school's Main Office at x.100 **before 8:15 a.m.** Students who arrive after 8:00 a.m. must check in at the Main Office and obtain a late slip before joining the class.

### If you must pick up your child(ren) during the day prior to dismissal:

**Early Childhood:** a parent, guardian or designated pick up person must sign the student out in the classroom attendance book.

**Grades 1 - 8:** a parent, guardian or designated pick up person must sign the student out at the Main Office. Children in Grade 8 and younger may not sign themselves out.

**High School:** the student, parent, guardian, or authorized pick up person must sign the student out at the Main Office. If the student is signing themselves out, they will need to obtain a sign out pass from the High School Office prior to signing out.

### Planned absences

Planned absences are highly discouraged. Your student's presence in class is critical to learning. Sometimes students are ill or some type of emergency arises and they must miss class. However, we ask that parents make their student's attendance and timely arrival to school a priority and plan outside activities around class times. For example, please schedule doctor and dentist appointments or special trips around school time. If you know in advance that your child must miss school, please inform his or her teacher for Early Childhood and the Main Office for Grades 1-12. The student is responsible for getting any assignments from the teacher before a planned absence and making up

any missed work immediately. Being absent from class is not an excuse for missing work. Class time simply goes more smoothly and works better for the whole class when everyone is present.

### Tardiness

When a child arrives late, he or she is being asked to jump onto a moving train. Lateness puts the student at a disadvantage and interrupts the class and the teacher. Every effort should be made to have your child arrive at school on time.

### **Allergy Aware**

At The Denver Waldorf School, we are not “peanut free” or nut free as we can never guarantee that a child will not encounter a peanut, peanut products, or other nuts during the school day, however we ask that all community members remain “allergy aware”. Some of our classrooms require no peanut or other nut products in lunches and snacks because a child in that class is severely allergic to nuts. In addition, we ask that no peanuts, nuts or nut products be brought to potlucks or other all-school events. Some classrooms may have other restrictions based on the allergies of the students in the class. The Main Office is equipped with latex-free gloves, as we do have children with latex allergies.

### **Annual Giving, Community Fundraising Events and Committees**

Donations of time, talent, and treasure help our school in a variety of ways.

#### **Annual Giving**

Tuition does not cover the full cost of educating our children and, as such, DWS seeks to raise more than \$300,000 from donations, grants and fundraisers each year.

All DWS families are encouraged to consider donating to DWS through Annual Giving on Colorado Gives Day/DWS Annual Giving Day – **Tuesday, December 6<sup>th</sup>** with a donation to one of the following:

- General Operating Support
- Diversity Scholarships
- Campus Improvement Projects – for all facility repairs and campus beautification efforts.

All levels of contribution are welcome and gratefully received no matter the amount. All contributions are tax-deductible and eligible for the Colorado Child Care Contribution Credit (see your tax advisor for specific details regarding your specific tax situation).

#### **Volunteer Your Time**

DWS also seeks donations of volunteer time and participation at our fundraising events including:

- Fall Festival
- Holiday Fair
- Bi-Annual Gala held in March
- May Fest

See the DWS Special Events page on the school website for details regarding how to volunteer – look for a Sign-Up Genius link to use to sign up as event dates approach.

#### **Donate Your Talent**

Additionally, DWS encourages everyone in our community to get involved by serving on a committee to help shape the direction of our school. Committees include:

- Marketing
- Board Development
- Parent Council
- Strategic Planning
- Development

Contact Craig Bond at [development@denverwaldorf.org](mailto:development@denverwaldorf.org) for more information.

## **Asbestos Management**

The Denver Waldorf School purchased the building from Denver Christian Schools in 2014. Denver Christian Schools actively monitored the building at 2100 S. Pennsylvania Street for asbestos since 1988, conducting three-year inspections and fully complying with asbestos management requirements.

Prior to occupying the building, a full environmental inspection through Bion Environmental Technologies was conducted. The results of this work established the basis for our plans to remove asbestos as directed. Our work brings us into compliance with the Federal 1986 Asbestos Hazard Emergency Response Act. The Denver Waldorf School will use this information as we continue building modifications and construction aligned with the campus master plan.

The results of inspections and evaluations have been summarized in an asbestos management plan for the school. The plan is on file in the Facilities Manager's office. You are welcome to review our asbestos management plan at any time during regular business hours. If you desire additional information, please contact Administrative Director, Kelly Church, at extension 108.

## **Back to School Forms**

It is important that the school have current contact information for all parents or guardians and student medical information on the first day of school. Forms are sent through email at the beginning of August and parents are asked to return forms this year by August 15, 2016. Students will not be able to join their class the first day of school without complete forms on hand.

## **Billing Policies**

### Tuition:

Quarterly and Monthly payment plans are billed by and payable to SMART Tuition Services. Several payment options are available through SMART.

One and two payment plans are billed directly by and payable to The Denver Waldorf School. The Denver Waldorf School accepts payments in the form of cash and check only.

### Additional Fees:

Any additional fees, such as fees for extracurricular sports or After Care, are billed directly by and payable to The Denver Waldorf School.

Both SMART and DWS statements are mailed around the middle of the month. Payments are due by the due date detailed on your statement. Late charges may be assessed for payments not received by the due date.

## **Biking to School**

Bike racks are available on campus for families who wish to ride their bikes to school. Please be sure bikes are locked as the school is not liable for stolen or damaged bicycles.

## **Building Access**

On school days, the following schedule details how to get into the building:

Before 8:00 a.m.: the Before Care entrance (off the field) is the only available entrance. ECE and HS students as well as parents may enter through this door. Grades 1-8 students must stay on the field until the bell rings. In the case of inclement weather, Grades 1-8 students will be supervised inside.

After 3:30 p.m.: the After Care entrance is the only available entrance. Access the After Care door through the alley off of the north end of the parking lot. Follow signs and ring bell for entry.

Athletic Events: The athletic entrance is north of the main entrance on the west side of the school. This is the only entrance available for athletic events.

Camps: Camp communication will detail how to get into the building.

School breaks: the main entrance is not staffed consistently during breaks. Arrangements need to be made with a school employee to get into the building.

### **Carpools**

We encourage carpooling whenever possible. The school works with *WayToGo.org*, an online carpool arranging service of the Denver Regional Council of Governments. Their matching service is provided free of charge. See the form provided in the Back-to-School email or contact Christa Gustafson at x.102 for a copy.

### **Contact Information**

For your child’s safety and security, please be sure that Christa Gustafson, our Main Office Manager, has accurate contact information. The office should have current address and home and work phone numbers for all parents/guardians, as well as one or two other contacts in case parents cannot be reached. **If your contact information changes, please advise Brooke Camfield, Registrar, at x 101.**

### **Drop-Off / Pick-Up**

Please make your plans for drop-off and pick-up based on the needs of your **youngest child first.**

<b>Age of Student</b>	<b>Drop-Off Location</b>
Starflower Nursery	<p>Park in front of school on 6<sup>th</sup> Ave. or on Adams St.</p> <p>Enter school through main entrance of church, walk to classroom to sign in your child.</p> <p>Absolutely no parking in alley or behind church.</p>
Pre-Kindergarten & Kindergarten	<p>8:00 am – beginning of school day, park in Family &amp; Visitor areas of parking lot, enter through Main Entrance to classroom to sign in your child.</p>
Grades 1–8	<p>7:30 am – beginning of school day, park or drop off on Pearl St. or Warren Ave. (on the SCHOOL SIDE of the street ONLY).</p> <p>Enter school grounds through gates on Pearl St. or Warren Ave.</p> <p>Students gather on field for supervised play until school begins.</p>
High School: Parent/Guardian Drivers	<p>7:30 – 8:00 am, park or drop off on Pearl St. or Warren Ave. (on the SCHOOL SIDE of the street ONLY).</p> <p>Enter school through Play Field Entrance</p> <p>Main Entrance opens at 8:00 am.</p>
High School: Student Drivers	<p>Park in designated High School area of parking lot.</p> <p>7:30 – 8:00 am enter school at Play Field entrance.</p> <p>Main entrance opens at 8:00 am.</p>

Age of Student	Pick-Up Location
Starflower	<p>Park in front of school on 6<sup>th</sup> Ave. or on Adams St.</p> <p>Enter school through main entrance of church, walk to classroom to sign out your child.</p> <p>Absolutely no parking in alley or behind church.</p>
Preschool-Kindergarten	<p>Park in parking lot, enter school through Main Entrance, sign out your child in ECE playground or classroom.</p> <p>3:10 pm - students who remain will be checked in to After Care, pick your child up by 3:15 pm from After Care to avoid being charged.</p>
Grades 1 – 5	<p>Park on Pearl St. (on the SCHOOL SIDE of the street ONLY). Students will be with teachers on the north field.</p> <p>Teachers will watch for parents/guardians to arrive and will release students to your car.</p> <p>Students who have permission to walk/bike home must leave before 3:10 pm.</p> <p>Students who remain will be checked in to After Care at 3:10 pm. Pick up your child by 3:15 pm from After Care to avoid being charged.</p>
Grades 6 – 8	<p>Park on Warren Ave. (on the SCHOOL SIDE of the street ONLY). Students will be with teachers on the south field.</p> <p>Teachers will watch for parents/guardians to arrive and will release students to your car.</p> <p>Students who have permission to walk/bike home must leave before 3:10 pm.</p> <p>Students who remain will be checked in to After Care at 3:10 pm. Pick up your child by 3:15 pm from After Care to avoid being charged.</p>

### Email Communication

Email allows the school to communicate with parents in a timely and efficient manner. When you provide us your email address on the back to school forms, you will automatically be added to the email list for your child(ren)'s classes, as well as our newsletter and broadcast email list. Please keep us updated regarding any changes to your email information, and please add the email address [communicate@denverwaldorf.org](mailto:communicate@denverwaldorf.org) to your email contacts list to ensure delivery of important school emails.

### Emergency Communications

In case of emergency situations at school, such as evacuations, lockdowns, lockouts or severe weather during the school day, The Denver Waldorf School will send out information via text and voice mail messages to the primary phone numbers provided on the Back to School forms. The school will also send out information via email and update the outgoing voice message when

appropriate. **Please keep us updated regarding any changes to your contact information.**

### **Emergency Drills**

Fire, tornado, secure the perimeter, and lockdown drills are held in accordance with Colorado Law and Child Care Licensing regulations.

### **Extended Care**

Many families have schedules that do not fit the 8:25am to 3:00pm school day. Dawn Archer is our Extended Care Director providing both Before and After School Care. Dawn and our Extended Care staff provide a safe, comforting, and creative atmosphere where children can play, have fun, complete homework assignments, and rest. All the school policies and expectations for behavior apply to Extended Care. **All people coming to pick up children may be required to give photo ID. This includes parents.**

#### Contacting Extended Care Staff

To leave messages for extended care staff, please use 303-777-0531, ex. 113. Messages are checked daily at 2:30 pm. If you need to reach After Care staff or get a message to your child between the hours of 2:30 – 6:30 pm, you may call or text Dawn at 720-837-4933. Please use only these cell phone numbers during After Care hours.

#### Before Care

Before Care begins at 7:30 am and lasts until school begins at 8:25 am. Kindergarten children are supervised in the Morning Glory Kindergarten room until their teacher arrives to take them to their own classrooms. All other students remain under the supervision of the Before Care providers until the school day begins. Grades children will be outside on most days. If the weather is severe, children will be supervised in the Festival Hall at the discretion of the provider. Children must not be left at school before 7:30 am.

#### After Care

After Care begins at 3:10 pm and lasts until 6:00 pm. Please pick up your child before 3:15 to avoid charge. If your child is in After Care with no prior arrangement, you will be charged the drop-in rate. To make prior arrangements please call the After Care extension at 303-777-0531, x.113 before 2:30 p.m. if your child is not already pre-registered for that day. If your child is here after 6:00 pm, you will be billed \$1.00 per minute. **Any K-8 student on school grounds after 3:10 pm who is not under direct adult supervision will be signed into After Care and the family will be billed for After Care. Children who are picked up or walking home must leave before 3:10 pm.**

The entrance to the After Care room is in the short alley between the main entrance and the gym entrance on the west side of the school, off of the north end of the parking lot.

#### Pre-Registration For Ongoing Extended Care

You may pre-register your child for ongoing extended care when you submit his/her Back to School forms online in August. If your needs change during the school year please contact Dawn Archer at x. 113 to alert her of the change, otherwise you will be billed at the drop-in rate.

### **Field Trips**

Any trip away from the school, whether by foot, by car, or by public transportation (excluding regularly scheduled walks), is a field trip. Any driver transporting children not their own will be required to supply a copy of a current driver's license, registration and current insurance, as well as signing a pledge to drive without distractions. The Main Office will keep past copies for reference, but due to expiration dates for insurance and registration, a new copy may be needed for each trip. In addition, every driver and chaperone will need to read and sign the Volunteer Driver/Chaperone Information Sheet and a Distracted Driver Pledge for every trip. This sheet reminds drivers and chaperones of their responsibility and the behavior/conduct expected while on a field trip.

It is helpful to the teachers if a parent helps with the gathering and turning in of all the paperwork for field trips. In addition to the above, the Main Office will need a completed field trip form including where the class is going, which students are going, time of return, etc. The back of the field trip form that lists the occupants of each car must also be completely filled out with all students accounted for.

These forms will be copied and distributed to all the drivers so everyone has everyone else's cell phone numbers. Each driver will get a complete set of Back to School forms for the class in case of an emergency, which will be in a sealed envelope to ensure privacy and confidentiality. These envelopes need to be returned to the Main Office after the trip.

Please note: Siblings may not accompany a class on their overnight class trip and school age children may not accompany siblings on day field trips.

There may be additional waivers or forms that need to be completed for certain trips. The class teacher will manage this aspect.

Colorado's Child Passenger and Safety Law will be followed.

Medication needs on day field trips and overnight trips: see Nursing Services.

### **Footwear**

Sturdy footwear is important all year long, every day in an active Waldorf School. Footwear appropriate to weather conditions and active participation in athletics is essential. To keep our classrooms clean, we ask that the students have a pair of indoor shoes to change into. These shoes must also be sturdy, with a sole, and stay on the students' feet (no flip flops or other shoes without backs, including clogs and Crocs).

### **Illness**

The Denver Waldorf School partners with CDPHE in order to communicate in a timely and effective manner to the school community regarding any health issues that may arise.

Please keep your child at home when he or she is ill. There are three reasons to keep a child home from school due to illness:

The child doesn't feel well enough to take part in normal activities, (such as being overly tired, fussy or unable to stop crying).

The child needs more care than teachers and staff can give and still care for the other children.

The illness is on the exclusion list provided by Children's Hospital (available on our website).

If a child becomes ill at school, parents will be contacted and may be asked to pick up their child.

### **Immunization Records: Information regarding Colorado State Law and Immunization in Schools**

The Denver Waldorf School follows Colorado State Law and Child Care Licensing regulations for grades Pre-K through 12<sup>th</sup> Grade. The requirements can be found on the following website: [www.coloradoimmunizations.com](http://www.coloradoimmunizations.com).

The Denver Waldorf School must have on file a current immunization record upon enrollment for every student. For all students, the school must have a new (current) immunization record upon enrollment and then every time the student is due for a new immunization. If a student has a medical exemption, the exemption needs to be filed once. If a student is exempt for religious or personal reasons from any or all immunizations, an exemption will need to be filed with the school annually by the first day of each school year. Exemptions expire June 30 of every year.

The faculty and staff of The Denver Waldorf School do all we can to ensure the safety and health of the children. This includes following Colorado State Law. However, our task is the education of the children entrusted to us for that purpose and we make no claim to being qualified in the realm of medicine. We encourage all parents to consult with their physician about their personal preferences regarding immunization.

Questions? Contact Christa Gustafson, (303) 777-0531 x.102 or [dws@denverwaldorf.org](mailto:dws@denverwaldorf.org).

### **Injuries**

All full time faculty and staff receive training in First Aid, CPR/AED, and Universal Precautions. Parents will be contacted if a student experiences an injury above and beyond a little cut or scrape. Parents will be notified of minor injuries by email. If a student experiences a major injury, parents/guardians will be contacted by phone, and 911 will be called if warranted. If a student experiences a head injury, the parents/guardians will receive a head injury report by email with follow up as needed by phone, and 911 will be called if warranted. All wounds are washed with soap and water, and band aids are applied if needed. Protective gloves are worn when blood is present. Nosebleeds are a frequent occurrence, and parents will be notified if their child experiences a nosebleed that has trouble stopping. Students may not continue the school day with blood on their clothes, so in the absence of extra clothes parents may be called to bring them.

### **Kiosk**

The Kiosk is located in the front lobby. All tuition payments, order forms such as grocery card orders, camp and Extended Care payments, and Annual Giving contributions may be deposited in the Kiosk.

The Kiosk also holds forms, such as hot lunch forms, photo consents, etc. for parents to pick up at their convenience. These forms can usually be also found digitally on the school's website.

### **Lost & Found**

All personal belongings – clothing, lunch boxes, books, etc. – should be identified with the student's name. There is a general Lost & Found near the front office, and an Early Childhood Lost & Found in the Kindergarten hallway. The Lost & Found area is purged regularly, and items left at the school are donated to charity. For small items (cell phones, keys), please see Christa Gustafson, our Main Office Manager.

### **Messages**

If you wish to contact a teacher, please leave a message in his or her voicemail or email them. Refer to the Faculty and Staff Directory found in the school directory, or you can access the Faculty and Staff Directory through the voicemail system if you call the school main number – simply follow the prompts given by the menu. Contact information for Administrative staff can be found on our website under contact.

Messages for Extended Care can be left with the After Care staff at x.113.

Messages for students will be handled by the Main Office at x.100. Students may call their parents using the phone in the main office. Under no circumstances will students be using their cell phones to send or receive messages during the school day.

### **Non-Discrimination Policy**

The Denver Waldorf School does not discriminate on the basis of age, race, sex, religion, ancestry, national origin, pregnancy, sexual orientation, gender identity, disability, or any other applicable status protected by law in its admissions, tuition adjustment, and educational policies.

### **Nursing Services**

A school nurse has been assigned to our school through the Colorado State Health Department. Our nurse this year is Marisa Beauchaine, BSN, RN, CPN. Marisa will visit the school at least once a

month to help us stay in compliance with regulations regarding the health and safety of your children. If your child has a chronic condition such as asthma, serious allergies, or some other health condition, or if you need the school to dispense any medication to your child, Marisa will work with Christa Gustafson, Main Office Manager, regarding putting together a health care plan in conjunction with your physician so the school best knows how to take care of your child.

If your child needs daily medications, vitamins, supplements, etc. on a permanent or temporary basis, such as antibiotics for an infection or pain medication for an injury, that will need to be taken during the school day or on an overnight trip, a complete and accurate Medication Administration Permission Form filled out and signed by both physician and parent allowing the school to dispense the medications, vitamins, supplements, etc. MUST be on file. Please call Christa Gustafson, our Main Office Manager, x.102, if such a situation occurs. The form can be found on our website under Community-Family Information and Forms. The class teacher is delegated by our nurse consultant to dispense medication. Parents may not dispense medication to any child other than their own.

Homeopathic remedies: We are unable to administer homeopathic remedies. If your student needs to have these on a class trip or overnight, a parent/guardian will need to go on the trip and administer it.

Self-Carry Medications: Children are not permitted to carry medication at school (including over-the-counter medication like Tylenol, etc.) unless a Medication Administration Permission Form with the self-carry box checked has been submitted by the parent(s)/guardian(s) and the child's physician, and the child has passed a self-carry test with our Nurse Consultant.

Medications are stored in the Main Office. Emergency medications (epipens, inhalers) are stored in an unlocked cabinet out of reach of children to ensure access in the event they are needed. In some cases, emergency medications are also stored in the classrooms. All other medications are stored in a locked cabinet, or in the medication refrigerator if they must be refrigerated.

### **Parent-Teacher Conferences**

All parents are expected to participate in conferences with their children's teachers. Appointments for conferences will be made through the teacher. Conferences are held in November and March.

### **Parking**

Ample parking space is provided in the west parking lot as well as ample street parking along the school side of Pearl St., Pennsylvania St. and Warren Ave. **There is absolutely no parking in front of neighbors' houses at any time.** Please see Drop Off/Pick Up section for grade-specific guidelines.

Your participation in and cooperation with our parking policies is sincerely appreciated. Please observe street sweeping signs April through November on the side streets and all other parking signs surrounding the school. The city of Denver will give out tickets to cars parked illegally.

### **Portraits and Class Photographs**

For the 2016-2017 school year, Jen Harris of JLH Imaging will take class and individual pictures at the main campus and Starflower. Photo consents will be needed for every student.

### **Recess**

Denver Waldorf students go outside in every kind of weather. It is important that they are prepared for the cold (coat, hat, gloves, and boots) and the heat (layers, sunscreen, and hat). When the temperature is extremely cold (20 or below), care will be taken to determine whether the students can go outside. Consideration will be given for wind chill and length of recess time. If it is deemed to be too cold, the students will remain indoors for recess.

## **Release of Children**

Children will be released only to the adults indicated on their pick-up permission form. To add or remove an adult from your child's pick-up permissions, please contact Christa Gustafson, our Main Office Manager, at x. 102. Adults picking up children may be required to show their photo ID if the staff is unfamiliar with them.

## **Renewal**

*Renewal*, A Journal for Waldorf Education is published twice a year by the Association of Waldorf Schools of North America, of which The Denver Waldorf School is a full member. Each family in the school may receive a copy by picking one up from the lobby.

## **School Phone Lines**

The following numbers are school phone lines. Be sure you are familiar with these numbers so you can recognize them if the school is calling or put each into your contact information for the school.

303-777-0531  
303-777-1463  
303-744-6416  
303-321-4028

## **Screen Awareness**

In general our school encourages parents to eliminate or minimize the amount of time that their child is exposed to media and computers at least until Grade 8. We believe that these forms of entertainment have profound negative consequences on child development. Please, **no screen time** in the morning before coming to school.

## **Sign Up Genius**

Many of the volunteer opportunities at DWS are organized through an online site called Sign Up Genius. Parents will need a free Sign Up Genius account in order to use the service. Please go to [www.signupgenius.com](http://www.signupgenius.com) to create an account.

## **Snow Days and Extreme Weather Conditions**

Our extreme weather policy calls for a designated faculty or staff person to monitor the weather during times of extreme weather conditions. We will be looking at how the weather affects the safety of our families traveling to school and if the quality of education would be minimized by inclement weather. In making a decision, we take into consideration ice, snow, extreme cold, blowing wind, and road conditions, as well as weather predictions for the day as a whole, not just snow accumulation. If it is felt that school should be cancelled, a decision will be made by 6:30 a.m. and local TV stations will be contacted. A message will also be put on the outgoing message of the school phone system and main page of the website. Simply call the school phone number or check the website for information.

We recognize that some of our families live outside of the Denver area and that different areas of the city will be affected uniquely during our winter storms - we encourage our families to use their own good judgment as to whether or not they bring their children to school on inclement weather days.

## **Social Services Notification**

We are legally bound to report to the Department of Social Services and/or our local law enforcement agency any suspected case of child abuse or neglect.

## **Toys, Electronics, and Other Personal Belongings**

Toys, electronics and personal belongings should not be brought to school. Items brought to school without the teacher's permission will be put in a safe place until the parent retrieves them and takes them home.

## **Volunteering**

There are many volunteer opportunities throughout the year. The school needs volunteers for special events like the Holiday Fair and Mayfest, and for classroom needs such as driving for field trips, laundry and grocery shopping. There are always tasks to be done, and if you would like to find out more please contact Matt Woodhull at [woody@denverwaldorf.org](mailto:woody@denverwaldorf.org) or x. 128. Be an inspiration; give your time and talents back to The Denver Waldorf School this year.

## **Website**

The Denver Waldorf School website can be found at [www.denverwaldorf.org](http://www.denverwaldorf.org). The website hosts a wealth of information about our school including:

- Calendar – view DWS community events such as plays, Spartans games, concerts, parent education evenings, fundraisers and much more.
- Forms – download forms for the hot lunch program, sports registration and physical, medical matters, volunteering and grocery card enrollment.
- Contacts – find phone numbers and emails for anyone you may need to reach at the school.
- News & Events – click to view the latest newsletters and event information.
- Admission and Enrollment – find out about tuition deadlines and school registration.

Please let the DWS website be your first stop for information about the school.

## **The Denver Waldorf School Business Policies**

### **Registration Fees**

All registration fees are non-refundable. Registration fees are payable directly to The Denver Waldorf School (DWS).

### **Dishonored Payments**

A fee of \$30 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

### **Property Damage**

Parents/Guardians must pay DWS for any damages or loss caused by their child(ren) to DWS or to DWS property. DWS is not responsible for damages to or theft of personal property left on DWS grounds.

### **Medical Liability**

Parents/Guardians must provide DWS with a completed health and immunization form and any necessary student record forms in a timely manner as shall be required by DWS or any duly constituted federal, state, or local authority. Failure to provide health documentation will result in students not being able to attend school. DWS does maintain a Student Accident Policy to assist families with costs incurred for emergency care not covered by the family's own insurance. Parents must file a claim with the school's insurance company within forty-five (45) days of the accident.

### **Conditions Exclusive to Kindergarten**

Families wishing to change their enrollment schedule in Kindergarten must complete the change of enrollment form available in the enrollment office. The fee to change Kindergarten enrollment is \$250.

## **Behavior Policies Grades 1-12**

### **Behavior: General Expectations**

The teachers at The Denver Waldorf School aim to "educate our students to become free thinking adults who are able to impart purpose and direction to their lives and who will offer new solutions

for the problems of our age. We strive for intellectual freedom, artistic creativity, and a sense of social responsibility."

Meeting these goals is the responsibility of everyone connected with the school. Therefore, there are general expectations regarding behavior of community members.

Regarding all students, the following applies:

- To remember that everyone's personal safety and well-being comes foremost.
- To be at school and in the classroom on time for every lesson.
- To conduct yourself during the lessons in such a way that the teacher can teach the whole class with minimal interruptions.
- To treat all teachers, staff, parents, and students with the same courtesy and respect you would wish to receive yourself.
- To help keep the classroom and the school grounds clean and tidy.
- To treat all property, including your own, with care. You will be required to repair or replace anything (apart from your own property) that has been damaged.
- To remain within school boundaries while at school and never to leave the school campus without permission.
- To do class work to the best of your ability.
- To keep your schoolbooks in good order, up to date, and in good condition.
- To hand in all required assignments on time.
- To leave gum and all personal electronics, at home.
- To follow your class' rules regarding where your cell phone needs to be kept during school hours.

For teachers we add:

- To be on time for every lesson.
- To treat students with courtesy and respect, especially when discipline is needed.
- To treat colleagues and parents with courtesy and respect at all times, especially in times of disagreement.
- To be supportive and encouraging to all the students in your care, in words and actions equally and without favoritism.
- To strive to be consistent in your approach to discipline issues, individually and as a faculty.
- To provide all the students and parents with opportunities to express concerns and questions outside lesson time.
- To provide the parents with opportunities to learn more about the Waldorf philosophy.
- To notify parents ***in a timely manner*** when expectations for schoolwork and behavior have not been met.
- To familiarize yourself with State Laws regarding neglect and abuse, to be alert to signs and symptoms of such neglect or abuse and implement legal requirements accordingly.
- To do your very best to provide the students with the education which will offer them choices in the future.

And for parents we add:

- To supervise their children at all school-related functions.
- To provide a home atmosphere conducive to the child's social, emotional and educational well-being.
- To review the discipline policy and school rules with your child or children.
- To collaborate with faculty in implementing discipline policies.
- To insure that your child or children are at school on time and that they are collected from school in a timely manner.
- To treat teachers and staff with courtesy and respect at all times, especially in times of disagreement.

- To make use - when possible - of the opportunities given by the school to learn more about the philosophy of Waldorf education.
- To see that children get adequate rest and appropriate time and environment for homework.

The intention behind these expectations is to create an awareness of what is necessary to take hold of an educational opportunity provided through The Denver Waldorf School.

## **General Guidelines for Student Behavior**

### **Grades 1 - 8**

To some people it may seem strange that we need guidelines about how to behave at school -- after all "good behavior" is what we learn at home about how people expect us to behave when we are in their company. Indeed, "Treat other people as you would like them to treat you" is the theme behind all our rules, but we think that it is a good idea to have something written down, so that everyone is clear about what we can and cannot do at school.

#### **At bell time:**

- Please line up promptly and quietly with the others in your grade.
- When you are told that you may go in, please go in quietly and with no pushing to your classroom.
- If you need to use the restroom please remember that you should be in your classroom on time for the lesson to begin without interruption.

#### **In the classroom:**

- Please follow your teacher's requests quickly and quietly. (Everyone needs a quiet atmosphere to do well, so your cooperation is needed - and will be recognized.)
- Some questions that you may have need to be answered right away, so that you are able to do your work well. Other questions may be better asked at the end of the lesson since they are of a more personal nature. Try to learn which questions to ask right away and which would be better asked at another time. Remember, teachers are expected to give both students and their parents opportunities to ask questions and express concerns, so they will be happy to arrange opportunities to do so.
- Try to find out and follow each teacher's rules for "classroom etiquette". Each teacher will have their own expectations that will be slightly different from other teachers. Some things are expected by all teachers -- for instance, raising your hand when you want to say something, instead of just shouting it out. In some lessons you will be expected to stay in your seat most, if not all, the time. In other lessons it may be possible to move around the room quietly. Learn to adapt your behavior to the situation - but always remembering that everyone's personal safety and well-being comes first. Remember, even if each teacher has slightly different classroom rules, they are all trying to keep to the same guidelines that you are.
- If someone disrupts a lesson by interrupting the work the class is supposed to be doing, then that person is denying the students their right to learn and the teacher's right (and duty) to teach. This cannot be permitted except in an emergency, of course. If you think or feel that a situation is unfair, you have the right to express your concerns - but politely and at the right time. (Sometimes the right time is "now", sometimes it is "later".) If, after speaking quietly to the teacher concerned, you are still not satisfied, then speak to your class teacher, another teacher, or your parents. (Your parents may decide the best thing is to have a conference with the teacher or teachers concerned, so that the matter can be resolved.) Remember, if you ever feel that your safety and well-being have not been respected you have a right to have your concerns addressed.
- If you need something at school - always ask! Never take anything from anyone else without asking first. If you take something without asking first, it may be considered to be stealing - even if you were only "just borrowing it".
- You will be expected to play your part in keeping your classroom and the school clean and tidy. Please don't wait to be asked! At no time is any student to be in a classroom without adult supervision, except in certain cases when a teacher has given special permission.

- Although you may think that this does not need to be said: Chewing gum, sitting on tables, marking classroom furniture, writing on walls (or other behaviors you would not do at home) are also not allowed at school. Other things not allowed at school include electronic devices, most toys and things that might offend others. (You can always ask, if you are not sure about something.) If you do bring something that is not allowed, a teacher may take it from you and give it back at the end of the day. If you bring it again, it may be taken from you until your parents have been informed and the return arranged with them.

### **In the building:**

- In between lessons and at other times when you are going from one place in school to another, you are asked to behave quietly and safely.
- Please walk quietly and do not run or shout.
- Please keep to the right when going up or downstairs and when passing other people.
- Horseplay is not allowed in the buildings at any time.
- Please play your part in keeping our school safe and clean.

### **Outside in the yard:**

- Rule number one: Everyone's safety and well-being come first. (Think about what "safe play" means - and help other people when they forget.)
- If you and your friends are enjoying "horseplay", remember that the game stops when anyone in the game says that they don't want to play anymore.
- Even though teasing someone may seem like fun, for many people it is more like torture. Teasing is not allowed.
- Hitting people or hurting them by name calling or swearing at them never solves problems - it just makes the problem worse. In a conflict situation, call upon a teacher to help you with "conflict resolution" and maybe "peer mediation". These are the methods we use at school to help in situations like this.
- For safety reasons, we cannot allow anyone to kick any balls in the play area unless under the direct and constant supervision of a teacher. Using hard surfaced balls (like baseballs) or heavy balls is not allowed for the same reason. If you are not sure, ask a teacher. (Again for safety reasons, the throwing of snowballs is not allowed. The reason is this: most times the snowballs turn into ice balls and cause injury. Please don't think that because your snowball is not made of ice it is all right throw it. At school it is not all right.)
- Unicycles, bicycles, skateboards and inline skates are not to be ridden in the playground.
- The boundaries of the play area do not include the parking area.
- Once you are outside, you may not go into the school buildings without specific permission. This means that you ***always*** have to ask for permission.

### **On school excursions:**

- Keep together and listen to the teachers and other adults who are with you.
- Follow their requests quietly and without loud argument.
- If you have something to say, always remember that politeness works better than rudeness!
- Your behavior away from home and school is a reflection of them both. Remember that you are a representative of yourself your family and your school - and behave in such a way that people see you at your best.

### **At school assemblies and functions:**

- The same simple rules apply as when you are on school excursions.
- Please do not use screaming and shouting as a form of applause. Clapping and (sometimes) cheering is more appreciative.
- Things can go embarrassingly wrong during performances and it is really hurtful if people make things worse by booing. Booing or hooting, or any other form of hurtful behavior, is not allowed.

- Please whisper quietly between items during assemblies and pay attention to what is going on, so that the teachers do not have to call you to order. Remember that we always have guests at our functions, and we don't want them to get a wrong impression of you.
- If you - or your parents - want to have a photograph as a reminder of someone's play or assembly item, **please** arrange with the teacher concerned to have photos taken afterwards or during a dress rehearsal so that the class does not have its concentration spoiled during the actual performance. The teachers will be happy to help with this because they know how difficult it is when people are taking flash photographs while the students are trying to remember all the things they have to do!

## **Lower School Policies and Procedures Grades 1 - 5**

### **Dress Code**

The teachers at The Denver Waldorf School are committed to the full growth and development potential of each and every student. The dress code is designed to support this endeavor and can be boiled down to two important aspects: **the preservation of childhood** and **the provision of an environment conducive to learning**.

**The preservation of childhood.** Our culture today sometimes seems to encourage children to be older than they are. For example, heels on the shoes of young children may be arguably “cute”, but they restrict the work of a child – play. Children are not free to move and run as they would in more comfortable shoes. The child may want to wear this type of shoe, but parents are asked to trust the intent of the teachers in creating the dress code – a child cannot be where they need to be in their growth and development if they are wearing shoes they cannot run and play in comfortably. These shoes can remain home for dress-up play, but they are not for school time. Another example may be a student who wants to wear his Led Zeppelin t-shirt. The culture encourages our devotion to specific entities whether they are sports teams, brand names, bands, etc. Children in the Grades do not have the full capacity to be true fans of these entities – they are more likely imitating the adults around them, therefore, we ask that parents refrain from dressing their children in clothing inspired by any particular entity at school.

**Provision of an environment conducive to learning.** The school as a whole and the classrooms in particular at a Waldorf school are designed to provide a safe, warm, beautiful, and inspiring environment for children to learn in. What children wear into the classroom impacts that environment and can distract from the work of learning. For example, “bling” is meant to attract and therefore distracts from the learning environment. If children begin to pay attention to what each other wears, it can result in a contest to see who can wear the shirt with the most bling. This is not supporting the teacher’s intent in reducing self-consciousness and focusing on what the class is learning for the day. The teachers ask that clothing with “bling” be worn at other times than school and that parents dress their children for school in a way that supports the children to blend in rather than stick out when it comes to what they wear.

A frequently asked question is, “I thought this school supported freedom and self-expression. Where is the freedom and self-expression in this dress code?”

The teachers would answer that the freedom is in the form. At this age children need more form that supports the development of the capacity toward freedom as they get older – hence a different dress code in the high school. In the words of our beloved founder, Ina Jaehnig, as she discussed this issue with her granddaughter, “You would not want to see Grandma in a bikini and short mini skirt. There may have been a time when that was appropriate, but that is not where Grandma is right now.” Where are our children now in their development? In other words, there is an appropriate time and place for them to wear the heels, bling, and to express themselves through logos. During the time children are in the Grades, school is not the place for this kind of self-expression. The Denver Waldorf School asks parents to support the following dress code and to support well informed requests through the year either regarding your specific child’s dress or the dress of the

class as a whole. This includes understanding that each teacher is different and the dress code may be “enforced” a bit differently at different times depending if there is a different “dress code issue” in any particular class. This is especially important when siblings are involved -- we request that you simply say, for example, “Yes, Mr. Dewey lets his class wear camouflage, but Mrs. White thinks it might be good for her class to take a break from wearing camouflage for now. I know you feel it’s not fair, but we need to support our class and follow Mrs. White’s instructions.”

Our intent is to provide a school environment that protects childhood and nurtures the imagination. Student appearance should be in keeping with this environment and so we ask you to follow these guidelines to support this endeavor:

- Students need to be dressed in neat and clean clothes with no rips and dressed appropriately for the weather.
- Shirts are to be free of large logos or any lettering.
- Solid colors, stripes, small patterns and plaids are acceptable.
- Printed graphics (animals, fantasy characters, museum graphics, rock and roll symbols or media characters etc.) are not allowed on school clothing.
- Children may wear sleeveless shirts with straps that are at least two inches wide.
- All shirts must be of a length so that when arms are raised, the midriff is not exposed.
- Skirts and shorts need to be at least fingertip length when held at the child’s sides.
- Please avoid trendy or glitzy clothing (adult clothing made in children’s sizes).
- Children may not wear makeup or nail polish, dye their hair or have tattoos or piercings, except for pierced earrings, which need to be post or studs. Dangling earrings are not acceptable as they can be ripped out during play. No other jewelry is allowed.
- Children in third grade and up may wear watches, after the children have learned to tell “time”. Watches need to be non-digital and without alarms.
- Children need to have shoes that are sturdy and that allow them to run and play safely. They may not wear open-toed or flip-flops. All shoes must be without heels (flats).
- Winter hats and sun hats are encouraged, as are gloves during winter. Hats may not be worn indoors.
- For comfort, warmth and classroom cleanliness you child must have a pair of shoes that are specific for indoors and gym use. These shoes must be athletic shoes that lace and are sturdy. Boots, sandals, dress shoes and any type of slip on shoes will not be permitted in the gym and students who do not have proper footwear will not be allowed to participate.
- Please send your child with snow pants on snowy days.

#### **Dressing for Special Events:**

- Music performances: white shirts with collars or blouses and black bottoms (either pants or skirts that fall to the top of the knee or longer).
- For other events such as field trips, assemblies, and dances, the students and parents will be informed in advance as to the appropriate dress for the occasion.

#### **Electronics**

Electronic items may not be used at school. (Communication between parents and students during the school day should be made through the office, ext. 100.) Any electronic items found at school outside of students’ backpacks will be taken to the Main Office where they can be retrieved only by the parents.

## **Middle School Policies and Procedures Grades 6 - 8**

### **Dress Code**

Creating a form for education and fostering an active environment in the Middle School requires an appropriate level of decorum in dress. Students must conform to the expectations below, which promote: movement, concentration, comfort, social inclusiveness, safety, and few distractions.

These expectations may be contrary to what is currently fashionable and applies to the Middle School students for the entire school day, including all field trips and school sponsored activities and events unless students are told otherwise. Wearing non-approved clothing is not an option.

### **Pants**

Students may wear jeans, khakis, cargo pants, corduroys, and athletic pants free from words and numbers and logos or media advertising larger than a thumb. Images and repeating patterns on clothing depicting benign, kindly or favorable, or non-skull images are allowed. All must be clean and in good repair—**no holes, rips, or frayed edges**—and be worn at the waistline without sagging down (or fitting) at the hips.

### **Shorts and Skirts**

Skirts and shorts should be knee length. Otherwise they must be worn with leggings. Shorts and skirts must be free from frayed edges, words and numbers and logos or media advertising larger than a thumb. Images and repeating patterns on clothing depicting benign, kindly or favorable, non-skull images are allowed.

### **Shirts**

DWS t-shirts and sweatshirts that are clean and in good condition may be worn at any time. No "off the shoulder" shirts may be worn. Tank tops must measure 1 inch or more at the shoulder. Shirts must fall over the waistband of the pants, shorts, or skirts. Shirts may not be tight fitting or "see-through" and may not expose cleavage, midriff, or undergarments. They must be free from all words and numbers and logos or media advertising larger than a thumb. Images and repeating patterns on clothing depicting benign, kindly or favorable, non-skull images are allowed. Other sweatshirts, hoodies, jackets and sweaters (worn out-of-doors for warmth) are exceptions. Turning shirts inside out to comply with the dress code is not acceptable. **Beginning with the 2017/2018 school year all students will be expected to conform to the same expectations for outer wear (sweatshirts, hoodies, jackets and sweaters) as for all other shirts.**

### **Hats**

Hats, hoods, stocking caps, and visors should be worn outside of the school building. Once inside, they should be removed and kept in backpacks.

### **Makeup, Piercings, Tattoos/Body Art**

Wearing makeup is not allowed for all 6th graders and older students will be required to remove excessive makeup. Discreet piercing of ears is acceptable for students with parental guidance and consent—unless deemed too "extreme". The teacher is the final authority on what is considered excessive or extreme. Other facial piercings are not allowed. Tattoos are also not allowed. Marking, writing, or drawing on the skin with ink is prohibited because of its potentially carcinogenic nature.

### **Hair Styles and Color**

Experience has taught us that drastic or excessive hair color and extreme styles are highly distracting and therefore not permitted. **Hairstyles may not cover the eyes.**

### **Shoes**

At school, students need the support of a shoe that is sturdy, flexible, stable, and stays on the foot. Dress shoes, slip-ons (without a back or back strap), flip-flops, or heels are examples of shoes that are dangerous on the playground, in gym class, and may not be worn at school.

### **Scents and Fragrances**

To protect those students and adults in the school with sensitivities and/or allergies, perfumes, colognes and after-shave products may not be worn to school. Please be mindful and use discretion when applying deodorants and other products which may contain fragrances.

### **Jewelry**

Students will be asked to remove any jewelry that interferes with learning or activities.

### **DWS Middle School Gym Dress Code:**

All students will be asked to wear white t-shirts/long sleeve shirts and blue shorts/athletic pants during each gym class. These must be plain white tops and plain blue bottoms OR may have the DWS logo. DWS gear may be purchased at the school store or ordered through the school at specific

times that will be offered. Students will be given time at the beginning and end of each class to change clothing. All students must have shoes that are specific for indoor gym use. These shoes must be athletic shoes that lace and are sturdy. Boots, sandals, dress shoes and any type of slip on shoes will not be permitted in the gym and students who do not have proper footwear will not be allowed to participate.

If a student does not dress or have proper footwear, parents will be notified on the 3<sup>rd</sup> occurrence. On the 5<sup>th</sup> occurrence a meeting with parents and student will need to take place to discuss further plans needed in order for the student to return to class.

Students will be assigned a locker. The locker can be used throughout the year but the student must provide their own lock. If a lock is used on a locker the combination/code or spare key must be given to Mr. Quinn in case they forget their combination/code or lose their key. They may also use the locker as storage during their class time period if they would like, but at the end of class they would need to remove anything that they are not locking up.

### **Dressing for Special Events:**

Music performances: white shirts with collars or blouses and black bottoms (either pants or skirts that fall to the top of the knee or longer).

For other events such as field trips, assemblies, and dances, the students and parents will be informed in advance as to the appropriate dress for the occasion.

### **Dress Code Consequences**

Students who do not meet the dress code requirements may be allowed to contact parents for appropriate clothing or may be given alternative clothing to wear for the day. Parents may be contacted by the student's class teacher to discuss dress code violations.

### **Electronics Policy**

Electronic items such as cell phones and any electronic music players may not be used at school.

**Communication between parents and students during the school day should be made through the office, ext. 100.** A student may have a cell phone that remains on the teacher's desk during the school day. Otherwise cell phones are to be used outside of school hours and off campus (outside the fenced yard). Electronic items found in violation will be taken to the Main Office or collected by the class teacher where they can be retrieved only by the parents.

### **Math Study Hall**

We encourage parents to help their children develop the practice and habit of completing daily homework assignments, whether in academic, practical or fine arts areas Tuesdays from 3:00 to 4:00 p.m. are exclusively set aside for middle school students needing assistance or who are behind in math. Using daily recesses for students to complete assigned work is also at the discretion of the teachers.

## **The Denver Waldorf School Discipline Policy Grades 6 - 8**

Each year we distribute The Denver Waldorf School Discipline Policy to all parents and teachers of students in Grades 6 – 8 at our school. This gives everyone a chance to reacquaint themselves with changes and also refresh their memory with the policies. Parents of students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades are asked to read and discuss the Discipline Policy with their children during the first week of the school year. We have found that those students who have read and signed the document tend to have fewer difficulties with discipline issues. As parents, you will know the best way to bring these matters to your children according to their ages and your own family values. It is very important that the students know and understand why these policies are in place.

### **Unacceptable Behavior**

Society recognizes certain activities to be unacceptable, and laws are enacted to serve to protect everyone's best interests. Most of these behaviors also find their reflection in Colorado law. While

each incident has its own circumstances, a policy of "**No Tolerance**" is in effect regarding the following list of consequences as well as the defined misdemeanors.

### **Level One**

Mild physical abuse, mild verbal abuse, disrespectful/disruptive behavior, mild use of profanity, threatening behavior, accidental damage of property:

*Conflict resolution conversation*

### **Level Two**

Repetition of Level One behavior, skipping class, willful damage of property, tobacco use:

*Conflict resolution conversation*

*Parents will be notified immediately by phone.*

*An incident report will be written for the student's file, with a copy going to the parents.*

*Parental conference recommended.*

### **Level Three**

Significant repetition of Level Two behavior, bringing a toy weapon to school (one which cannot cause harm), leaving school without permission:

*Conflict resolution conversation*

*Parents will be informed immediately*

*An incident report will be written for the student's file, with a copy going to the parents.*

*Parental conference mandatory.*

*Suspension of student possible, if decided by two, or more, College members.*

### **Level Four**

Stealing, significant threatening behavior (using anything as a weapon), bringing an imitation of a weapon to school which might reasonably be mistaken for a weapon, serious physical abuse, serious use of profanity (such as swearing at a teacher):

*Conflict resolution conversation*

*Parents will be informed immediately.*

*An incident report will be written for the student's file, with a copy going to the parents.*

*Parental conference mandatory.*

*Suspension of student likely, following agreement by two, or more, College members.*

### **Level Five**

Deliberate injury of a person, repetition of stealing, drug possession or use at school (functions), sexual behavior (such as exposure to others), sexual activity, bringing a weapon to school (including all knives):

*Conflict resolution conversation*

*Parents will be informed immediately.*

*An incident report will be written for the student's file, with a copy going to the parents.*

*Parental conference mandatory.*

*Immediate 3-day suspension, during which it will be decided what further action is needed.*

*Please note that in these cases the school is legally required to inform the police or social services or both, depending upon circumstances.*

*The student will submit a Personal Improvement Report prior to return.*

Please note: It is likely that expulsion will result from Level Five behavior.

### **Guidelines Addressing Sexual Misconduct by Students**

Governmental agencies, as well as the nation's courts and conscience, have made it very clear that sexual harassment is a form of discrimination and that students are legally protected from it. What once may have been passed off as a "natural part of growing up and the inevitable testing and teasing between the sexes" is now illegal.

The DWS Community fully supports all laws which are designed to protect our students from sexual harassment. Sexual harassment may be defined as: "Any form of unwelcome sexual behavior or conduct, imposed by one person upon another".

The laws of most states now recognize two kinds of sexual harassment:

1. The requiring or soliciting of sexual favors through the use of power.
2. Any unwelcome or unwanted communication or conduct of a sexual nature.

Sexual harassment normally requires a pattern of unwanted behavior; however, there are situations when one serious incident (even a single spoken violation) can constitute harassment. To help distinguish between innocent "horseplay" and unacceptable harassing behavior, experts suggest that the following Four Point Test for Sexual Harassment be used:

1. Would you want your son or daughter treating others this way?
2. Would you be comfortable if such behavior were directed toward your sister or brother, your wife or husband, your daughter or son?
3. Would the behavior be offensive if it were videotaped and then viewed by girls or women you respect?
4. Likewise, would it be offensive to boys or men you respect?

Please note: intent is not a criteria for judging harassment. A student or adult does not have to intend to harass in order to be guilty of unacceptable or illegal actions.

Any sexual comment or behavior that makes one party experience fear, embarrassment or exploitation is against the law. Also, well intentioned "advances" are not permitted if a person has asked that they stop.

Please remember: the effects on victims can be devastating. The effects include depression, diminished self-esteem, alienation from school life and distrust .

Some examples of sexual harassment (which can constitute acts of illegal sexual harassment): Whistling or making catcalls; Sexual gestures; Teasing and taunting; Pulling down pants, shorts or other garments; Asking personal, sexually oriented questions; Unwelcome touching; Leering or staring; Name calling; Flipping up skirts; Unwelcome requests for dates. Propositioning; Giving sexual gifts; Stalking; Snapping bras; Personalized graffiti; Off color jokes; Sexual or sexist language; Suggestive or descriptive letters or notes; Offensive T-shirts or caps; Distributing nude pictures; Grabbing or patting body parts; Unwelcome familiarities; Displaying pornographic materials; Sexual innuendoes; Graphic descriptions of girls or boys; Rating students' sexual attributes: Spreading rumors; Intimidation.

Please note that this list could continue with many more similar behaviors or comments.

Special concerns about student-to-student harassment:

- The potential for incidents is real in every school and every day.
- Some people (students especially) still don't think that it is wrong.
- Victims are often too ashamed or embarrassed to report incidents.
- Some people tend to blame the victim and some victims blame themselves.
- Failure to take appropriate action can literally cost responsible authorities their jobs, their reputations and even their life savings.

Why students don't report harassment:

- Embarrassment in talking about it;
- Fear of retaliation or reprisal;
- Peer pressure;
- Self-doubt ("Am I the only one offended?");
- Fear of loss of reputation;
- Reluctance to "cause trouble";

- Distrust of the system in place;
- Fear for personal safety;
- Uncertainty about what constitutes harassment;
- Concern about the perpetrator's welfare;
- Fear that no one will understand or take complaints seriously;
- Lack of information on reporting procedures.

We want our students and staff to know that we care. We want all our students and staff to know the following two things very clearly:

1. If you are a victim, feel free to report it. (See below.)
2. If you are a violator, be certain that an investigation will be conducted and appropriate action will be taken EVERY time a substantial complaint is made.

Procedure:

- Any student who feels that s/he is a victim of any form of harassment should inform a teacher or staff member immediately. It does not matter which teacher or staff member; it should be someone the victim chooses.
- That teacher or staff member will work with the Administrative Director to ensure that an appropriate process is followed.
- When someone claims sexual harassment, it is the school's responsibility to determine the credibility of the allegation, to reach a judicious conclusion, and to take appropriate action. The investigative team consists of three members of the school community: the class teacher, a teacher appointed by the faculty of the opposite sex from the class teacher, and the Administrative Director.

### **Questions Regarding your Child**

We ask that parents first contact the teacher or staff member directly involved or closely associated. If there is still a concern and you need more assistance, the College of Teachers is available to the parents as a resource to help. Please contact the member on the College with whom you feel most comfortable. Parents may also direct concerns to the Administrative Director, Kelly Church, x.108 or [kellychurch@denverwaldorf.org](mailto:kellychurch@denverwaldorf.org).

### **Members of the College of Teachers**

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# 2016-17 Traffic Flow & Parking Map

## Entrances

 **Main Entrance**  
8:00 am to 3:30 pm

 **Play Field Entrance**  
7:30 am to 8:25 am  
3:00 pm to 3:10 pm

 **Kindergarten Playground**  
Early Childhood Pick-Up:  
12:30 pm & 3:00 pm

 **After Care Entrance**

 **Gym Entrance**

 **Gates to Field**

**AM Drop Off Zone**  
Just North of the play field,  
in the parking lot.  
Please pull out of the flow  
of traffic to drop off  
your students.

**NO PARKING OR  
DROP-OFF ON:**  
*East Side of Pearl St,  
West Side of Pennsylvania St,  
or South Side of Warren Ave*

**STREET SWEEPING:**  
*School Side of Streets*

**1st Tuesday Nov.-Apr.**  
*West Side of Pearl St,  
East Side of Pennsylvania St,*

**1st Thursday Nov.-Apr.**  
*North Side of Warren Ave*

