



The Denver Waldorf High School Student Handbook 2015-2016

High School Morning Verse

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

I look into the soul
That lives within my being.
The World-Creator moves
In sunlight and in soul-light,
In wide world space without,
In soul-depths here within.
To Thee, Creator-Spirit,
I will now turn my heart
And seek for strength and blessing
That learning and work may grow
Within my inmost being.

Rudolf Steiner

Each school day the main lesson begins with the recitation of a verse originally given by Rudolf Steiner to the first high school students in the first Waldorf School in Stuttgart, Germany. These words reflect the ideals that underlie the high school curriculum.

PURPOSE OF THIS HANDBOOK

Welcome to The Denver Waldorf High School (DWHS). The policies contained in this handbook are intended to promote the harmonious unfolding of the life of the school. These policies are in effect during regular school hours (8am - 3pm) and also apply to all school-related functions, activities, and trips outside of school hours.

Students are responsible for making themselves aware of the contents of this handbook. **Not being aware of the contents of the student handbook does not exempt the student from any policies contained herein.** ("Ignorance of the law is no excuse.") To best support their students, parents also are requested to familiarize themselves with the contents of this handbook.

The faculty and staff of DWHS review the handbook yearly. Any questions should be brought to the high school administration or a member of the faculty.

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.

PHILOSOPHY AND EXPECTATIONS

DWHS recognizes each of its students as an individual of unfolding intellect, deepening feeling, and developing self-discipline. The school is dedicated to helping its students develop their full potential as scholars, artists and community members. When students choose a Waldorf education, they make a commitment to themselves and to the school community to work toward self-discovery. Each student is expected to maintain a harmonious relationship with the high school community. Every member of that community must be able to work, learn, and teach in an atmosphere of trust, respect, and dignity.

In this spirit, the faculty hopes that a few guidelines will suffice to clarify for the students what constitutes conduct that will foster an effective learning environment. The faculty does not wish to police the students, but if self-discipline fails, then the life of the school suffers. Consequently, the faculty, administration, and parents may become more involved to help the student.

THE DIRECTOR OF STUDENT SERVICES

Mike McHenry, the Director of Student Services, x.111, coordinates support for the student body and their families. The Director of Student Services is available on site during school hours. Students and parents are welcome and encouraged to call when they have academic, social or other concerns.

HIGH SCHOOL COMMUNICATION CHAIN

The change from 8th grade to 9th grade is a transition for both the student and the parent. Both have had a relationship with the class teacher (some for the past eight years) to guide them through their Waldorf experience. For many families, the grade school teacher has been the primary communication link with the school. Both parent and child have had the opportunity to establish this relationship as one of their anchors with the school.

While the High School Coordinator is the main facilitator of communication within the high school, all teachers and staff are available to the student body and their families. Families no longer have one primary person with whom to relate, but rather the entire high school staff. It is expected that when questions or concerns arise, the staff will approach the student or the student will approach an individual staff member. For students, this is a step in the development of responsibility for their own education.

For families, this can be an abrupt change in their information chain. No longer is information going first to them, but rather their child is becoming their first source of information. This is intentional. We want students to take the lead in problem solving and information gathering.

Parents/guardians continue to play a vital role in their student's school life; exactly what this role entails varies from student to student. Each student will want or need different levels of parent involvement and support. For parents, discovering what best suits their child becomes one of the challenges of adjusting to high school.

The Director of Student Services, the High School Coordinator, and the faculty are available to aid and support the parents throughout this process and may even contact parents directly with concerns regarding sudden changes of behavior or other signs of distress. If and when parents have questions, they should also feel welcome to contact any member of the high school staff.

Parents can expect the school to communicate regularly with parents through emails. We ask that parents be responsible for keeping themselves informed and that they make sure they are receiving these emails and reading them. Please notify the main office of any email address changes. Our website (www.denverwaldorf.org) is a source of information, including the calendar of events and contact information for school faculty, staff, and administration from anywhere that has access to the Internet.

ACADEMIC INFORMATION

ACADEMIC STANDARDS COMMITTEE

The Academic Standards Committee is responsible for upholding the academic standards of the high school and holding the students' best academic interests closely. The committee meets twice during each block of the school year to review student progress and make recommendations for areas of improvement. The Academic Standards Committee is responsible for reviewing Individual Work Plans, requests for credit/no credit grading, requests to receive an incomplete for a course and receive more time to complete it, issues of academic probation, sports participation, etc. The committee also works with students, teachers, parents and guardians if a student is struggling academically to find ways of better supporting the student. The committee consists of the Director of Student Services, the High School Coordinator, and at least two high school faculty members.

HOMEWORK

Students receive daily homework in all main lesson, track, and language classes. They should plan to do two to three hours of homework per night. Please work with your student and his or her teachers if your student is struggling at any point with homework.

GRADES

The central criterion for continued enrollment in DWHS is student engagement in the educational process. Our primary question is: Is the student *trying* to do the required work to the best of his or her ability and according to school guidelines?

DWHS issues grades in all subjects. Though grades are not a complete measure of evaluation, DWHS has determined that they expand the options for students' academic future. Grades are the primary means of determining eligibility for college entrance and scholarships. Though grades and grade point averages are not the only measurement colleges use for admission, they improve the student's chances for acceptance when grades are positive indicators of performance, and are a cause for concern when they are not. For these reasons the faculty of DWHS takes poor grades seriously and will institute corrective/supportive measures for any student with a grade below a C. In most cases, this takes the form of recommended tutoring or required lunch study halls monitored by a high school faculty member.

DWHS calculates a grade point average (GPA) for each student based on a four point system: A= 4.0, A- = 3.75, B+ = 3.25, B = 3.0, B- = 2.75, C+ = 2.25, C = 2.0, C- = 1.75, D+ = 1.25, D = 1.0, D- = 0.75, F = 0. The GPA is an average of grades over the course of the high school years. **Students must maintain a minimum 2.00 GPA for grades earned in academic courses at DWHS.** If a student has a GPA below a 2.5, they will be placed on academic probation.

If students wish to contest a grade, they should contact the teacher who gave the grade *within three weeks of the grade being received*. If the teacher is not available or the student is not satisfied with the teacher's response, the student should bring the situation to the attention of the Director of Student Services.

CREDIT/NO CREDIT GRADING

In some circumstances, it may be beneficial for a student to be evaluated for a class or classes on a credit/no credit basis. When a student receives a letter grade, it impacts his or her academic grade point average. However, grading on a credit/no credit basis does not affect a student's academic grade point average, rather it simply demonstrates the coursework a student attempted and whether or not that student completed it to a degree of basic understanding. The DWHS offers credit/no credit grading on a case-by-case basis, and takes into account a student's ability and situation when making the decision.

A student may be graded on a credit/no credit basis in two cases. One case is if the student, family, Academic Standards Committee, and high school faculty collectively decide it is in the best interest of the student to have a Work Plan that indicates credit/no credit grading. In this case, the student will be graded on this basis according to the written Work Plan for the amount of time it is in effect. The second case is if a student, a parent/guardian, or a teacher applies for the student to be graded for a particular class on a credit/no credit basis. In this case, the requesting person must fill out the appropriate form in the high school office and submit it to the Academic Standards Committee for evaluation. It is up to the committee to determine if this is in the best interest of the student. The Academic Standards Committee reserves the right to deny the request. In both cases, the Academic Standards Committee will notify the parents/guardians of the student immediately and will maintain the report in the student's file.

WORK PLANS

Work Plans are written reports to help guide students, families, and the high school faculty when addressing academic concerns for specific students. A Work Plan may be issued in response to academic probation, in response to a need for support in particular academic areas, in response to a request for across-the-board credit/no credit grading, or in response to other issues that may affect a student's ability to perform at his or her best level in the classroom. When outside educational testing is submitted to the high school, the Academic Standards Committee will review the testing results and recommendations and create a Work Plan following these parameters.

Work Plans will not be put into effect without a prior meeting with the Academic Standards Committee and a student's parents/guardians. Work Plans always contain a re-evaluation date, when the parents/guardians and the ASC will meet again to establish the best steps for moving forward. Most work plans are in effect for one semester at a time.

GRADE REPORTS

Students will receive hard copies of their block evaluations for each course either directly from their teachers or from the High School Coordinator. The High School Coordinator emails block evaluations for each block as well as transcripts periodically throughout the year.

LATE WORK AND INCOMPLETES

Missing or late assignments can drop the final block grade by a full grade or more and can mean the difference between passing and failing a course. Teachers are not obliged to accept late work.

An incomplete in a class will only be given in exceptional circumstances, such as emergency situations or illness, when special arrangements are made with the teacher and approved by the Academic Standards Committee. In order for a student to receive an incomplete in a class, he or she must fill out the appropriate form in the high school office and file it with the Academic Standards Committee. A parent/guardian may also file this form on behalf of their student. This form is an agreement among the student, the family, the teacher, and the high school faculty (represented by the Academic Standards Committee) that the student will complete specific work by a date indicated on the approved form. Incompletes are filed in the high school office with a default grade. If a student fails to complete the work by the deadline agreed upon, the default grade goes into effect. Students who miss class work because of a suspension will not be eligible for an incomplete.

ACADEMIC PROBATION

If a student's academic GPA for the current school year falls below a 2.5, the student will be placed on academic probation. If a student is not demonstrating a positive change of academic performance or his or her academic GPA falls below a 2.0, he or she may be asked to leave at any time. In this case, academic probation ends when a student's academic GPA rises above a 2.5.

Also, if a student receives two failing grades during their four years at DWHS, the student will be placed on academic probation and their ability to graduate will be jeopardized. In this case, academic probation ends when the student completes two successful blocks without a failing grade. Any student receiving a third failing grade will be on academic probation for 12 months.

In either case, academic probation means the student will be required to attend study hall during lunch every day; the student will lose his or her off-campus lunch privileges; and the student may be asked to leave at any time.

Students who play sports through DWS must maintain at least a C in their current classes during the sports season. If their grades fall below a C, supportive action will be taken in partnership with the Athletics Program.

GRADUATION REQUIREMENTS

In order to receive a DWHS academic high school diploma, a student must have completed the curriculum requirements, maintaining a 2.0 or higher academic GPA for each year of attendance. Students and parents will be notified in the case of any unfulfilled requirements. Students whose academic GPA for their senior year is below a 2.0 at the conclusion of the year cannot graduate with their class.

POST-SECONDARY EDUCATION

The school will assist college-bound students and their families in gaining information on colleges and universities appropriate for their needs. The Director of Student Services schedules and proctors the pre-SAT (PSAT) on campus in the fall. The school will also provide information necessary for taking the SAT and ACT tests. The Director of Student Services works with each student beginning in his or her junior year to determine which colleges and universities he/she would like to apply to and provides counseling around scholarship opportunities. Students who are not planning to attend a college or university will receive help in finding information regarding other post-secondary opportunities. In addition to the Director of Students Services, the high school offers an optional college prep class for two blocks each year that is strongly recommended for juniors looking ahead to college. Throughout the year, there are additional opportunities students can take advantage of for help through the college admissions process, including an optional after-school ACT prep class and outside counseling services.

TRANSCRIPT REQUESTS

All transcript requests must be submitted to the high school office in writing. There are forms available in the high school office for this purpose. Final, official transcripts will not be sent if there are any outstanding debts, including payment for books, return of borrowed schoolbooks, or tuition payments. An unofficial transcript will be sent in its place, and the official version will be sent as soon as all debts are cleared with the school. Seniors are reminded to keep in touch with the Director of Student Services with regard to post-secondary institution deadlines.

SERVICE LEARNING/COMMUNITY SERVICE PROGRAM

The Denver Waldorf School faculty believes that young people today want to be valuable members of the community and that the community may take many forms: neighborhood, school, family and city. Additionally, schools, colleges, and universities recognize that service helps to foster the development of a sense of caring for others and that service is an essential part of today's education. As such, we know that students are often anxious to have service credits on their high school transcripts for college/university consideration. Therefore, either individually or as a group, students are expected to participate in activities that serve the community.

Service Learning

Students receive credit for their class trip experiences in 9th - 12th grade, which all include a community service component. The following are the broader intentions encompassed in each trip:

- o Freshman Class: Students go on curriculum-relevant day trips throughout the year to support a variety of topics brought in the 9th grade and to introduce students to the broader Denver community. When at all possible, students take public transportation with their teacher to further their exploration of the city. The freshman year culminates in a week-long commitment to a local community initiative where the students have the opportunity to be involved in its day-to-day workings.
- o Sophomore Class: Students spend a week on an overnight trip to a biodynamic farm to further support their sophomore science curriculum and to learn how to be a part of the farm's day-to-day workings.
- o Junior Class: Students spend a week on an overnight trip with a local organization that focuses on supporting demographically diverse populations to further their junior curriculum in human development.
- o Senior Class: Viewed as the culmination of their education, students spend two weeks on an overnight trip that strives to further support the entire high school curriculum in art, history, music, experience in a different culture and community service. Previous Senior Trips have involved all of these components in both in the United States and abroad.
- o All-High School Camping Trip: The high school starts each school year with a camping trip at a Colorado State Park where students and teachers join together to work on restoration efforts through Volunteers for Outdoor Colorado. This trip aims to start each school year off with community building, play and shared work toward the betterment of the natural world around us all.

Because each class' service-learning trip is an essential component to the overall high school curriculum, it is essential that students make every effort to attend their class trips. In the case of family emergency, illness or other *unavoidable* conflict, students may make up a trip by doing a set amount of community service on their own. It is important that in all cases other than sudden illness, this is set up with the high school office prior to the trip, and we ask that students not schedule anything to prevent their participation during their trip week(s). In the case of making up a class trip, students should choose an opportunity that is outside of their normal routine and challenge themselves. The high school faculty can help guide students to an appropriate community service opportunity.

Community Service

In addition to service-learning class trips, each student is encouraged to complete 30 hours of community service throughout the school year. Students receive two credits for community service on their transcript for every 30 hours served.

At least 20 of the 30 community service hours are required to be done outside of the school community. Students, with support from their parents, are responsible for creating these opportunities. They should aim to challenge themselves and reach out to new areas. Community service does not include activities or chores done at home.

Students are responsible for documenting the hours they provide for service both inside and outside the school community on the Community Service Forms found in the high school office. The High School Coordinator will apply the credit to each student's transcript at the end of the year.

SUMMER READING

Summer reading is assigned so the students may continue developing a relationship with good literature. One unit of English credit is given when a student reads two books (one assigned to the class and at least

one from the grade-level book list), submits written reports on the books from the list according to guidelines distributed with the book list, and has a scheduled discussion with a DWHS English teacher about the class assigned book. Up to two credits may be earned during each summer.

SENIOR PROJECT PRESENTATIONS

All seniors accomplish a major project of their own choosing that must be approved by the high school faculty. The project must be completed for graduation from DWHS. This project is expected to demonstrate the student's expertise in a subject of interest to the student. The student will define the project by the fall of his or her senior year. Each student must work closely with a mentor who is an expert in the subject and who may or may not be a member of the DWHS faculty. Each project is presented in a public event. Requirements and deadlines will be announced no later than fall of senior year.

EXTRACURRICULAR ACTIVITIES

SPORTS ACTIVITIES

DWHS offers girls and boys cross country, girls volleyball, girls and boys basketball, and co-ed Ultimate Frisbee. If students are interested in sports that are not available at DWHS, they should contact the DWS Coach for information on how to join other teams at local high schools. **Students are still responsible for after-school cleaning or for making alternate arrangements before departing for practice.**

MATH CLUB AND CONTEST

Each year, high school students are invited to enter a math contest sponsored by the Mathematical Association of America. Typically, a number of students participate in this annual event. Interested students may also meet weekly in a math club to work on contest problems or other math questions. For more information, contact the high school math teacher.

BIKE CLUB

The Bike Club is a student-led initiative that focuses on learning the skills needed to repair and build bicycles. Bike club meets on Friday afternoons. Activities range from repairing community bikes, rebuilding used bikes to sell to the larger community in support of our service-learning program, to going on rides. The bike club also engages in activities at DWS community events.

INITIATING NEW EXTRACURRICULAR ACTIVITIES

Students are welcome to create clubs although the school may not be able to support them financially. Students interested in starting a club need to find an adult sponsor who will always be present with the club when it is meeting. The students need to submit a proposal to DWHS faculty for approval. The proposal should include the following information:

- Who is the sponsor?
- What is the purpose of the club and what will happen during meetings?
- Who will be in the club and who is eligible?
- Are previously acquired skills necessary to join?
- Where will the club meet?
- Are there any costs and if so how will they be covered?

All clubs and sports practices meet either during lunch or after school.

If you are interested in participating in a club or sport that DWHS does not offer, in most cases, you may do so at another local high school. For more information and to receive approval, contact the DWS Coach.

STUDENT CONDUCT

In choosing The Denver Waldorf High School and the education it provides, we expect each student does so with the full knowledge of the expectations outlined below and in full agreement to do their utmost best to follow these expectations.

DISCIPLINE

DWHS strives to create and maintain an atmosphere conducive to learning, harmony and beauty. We hope that students will operate out of an inner discipline, which takes into account responsibility for oneself, other students, the class, and the school, both in human relationships and in relationship to the physical space. It is the school's responsibility and duty to ensure a safe learning environment for all students at all times during school activities. If discipline is necessary, the following are the general guidelines:

- Minor behavior problems or disturbances will be handled by the teacher of the class or supervisor at the time the problem occurs.
- Harassment of any kind or repeated infractions such as (but not limited to) chronic tardiness, foul or hurtful language, violation of campus rules, disruption of classes or other unbecoming conduct will be referred to the Director of Student Services and will result in appropriate disciplinary actions.
- More serious infractions will result in a conference with the Director of Student Services and parents or guardians. In serious cases the College of Teachers will be notified. If the situation cannot be resolved, suspension and/or expulsion may result.

SUSPENSION

If a student receives a suspension from school, he or she will not be allowed to return to school until a conference has occurred involving the student, parents or guardians and Director of Student Services. Some actions that could lead to a suspension are:

- Plagiarism
- Repeated offenses, such as leaving campus without permission, ongoing disruption of lessons, or not attending a scheduled class or school event without first obtaining permission to miss the event.
- Harassment or threatening behavior towards other students or adults.
- Dishonest behavior, which includes lying, stealing, and cheating.
- Physical abuse or threat of physical abuse.
- Vandalism and /or any destruction of school property or the property of another.
- Use of foul language and/or excessive rudeness, either to teachers or other students.
- The use of alcohol or drugs during school hours, on school premises, or on school sponsored trips.
- On-going demonstrations of disrespect to the full school community.
- Abuse of the Internet.
- On-going issue with a student's clothing choices.

In each situation, the age of the student, previous disciplinary actions, and the attitude of the student will be taken into consideration.

EXPULSION

The faculty of DWHS reserves the right to expel a student for any of the following situations:

- A suspension that does not successfully improve the behavior that caused the suspension.
- The student fails to engage the curriculum in a satisfactory manner.
- The student does not willingly abide by the rules of the school.

ATTENDANCE

Students are expected to arrive five to ten minutes **before 8am** and remain until **3pm** each school day, except in case of illness or when an absence has been excused. This means that students are not to leave school early without authorization from a parent or guardian. In the event a student needs to leave school during the school day the student or their parent/guardian must sign them out at the high school office in addition to verbally informing both the appropriate high faculty and either the High School Coordinator or the Director of Student Services. If a student then returns back to the school they or their parent/guardian are required to sign them back in at the high school office.

Skipping one class will result in the loss of off-campus lunch privileges for one week. If a student skips another class during this week, he or she will lose their off-campus lunch privileges for one month. Chronic issues will be referred to the Director of Student Services and the High School Coordinator. Three

unexcused tardies will also result in the loss of off-campus lunch privileges. Students are also expected to attend every school event scheduled for the high school, including festivals and assemblies whether.

Unscheduled absences should be telephoned in by the parent/guardian to the high school office before 7:45 a.m. A phone call from a student is not sufficient to excuse an absence. Doctor and/or dental appointments should be scheduled for hours outside of school. Students who are too ill to be in academic classes are considered to be too ill to be able to attend afternoon and/or extracurricular activities.

Make-up work after absences is at the discretion of the teacher. When absence is for all or a major portion of a block, the teacher will determine how the student may best make up the work. The student is responsible to approach the respective teacher to make up work. A record showing excessive tardiness and/or absence will be brought to a high school faculty meeting for review. Excessive absence/tardiness may affect the student's ability to fulfill requirements for the class and/or graduation.

Family vacation times should *not* be extended into school time. Permission to miss school (for college visits, for example) should be coordinated through the high school faculty and administration and must be scheduled well in advance without the assumption that permission will be automatically granted.

When a student is not present in class or on the premises by 8am, every effort will be made to contact a parent or guardian.

HARASSMENT

Harassment will not be tolerated at DWHS. This includes sexual harassment, cyber bullying, and verbal and/or physical harassment. "Scapegoating" and "hazing" are considered forms of harassment.

Harassment is considered to be behavior that makes one party experience fear, embarrassment, or exploitation, whether or not it was intended to do so. Any student who feels that she or he is a victim of any form of harassment should inform a teacher, a member of the staff, or the Director of Student Services immediately.

HOUSEKEEPING

Students and teachers are responsible for keeping the school neat and organized on an ongoing basis. Besides cleaning up after themselves, students will be assigned to help clean the school daily. **Students may not leave campus until the cleaning is finished and approved by the supervisor.**

LANGUAGE

DWHS expects students to use appropriate language and gestures and keep them respectful, polite, and decent. An on-going issue will be referred to the Director of Student Services or the High School Coordinator.

NEIGHBORHOOD RELATIONS

Students are expected to help the school maintain a friendly and respectful relationship with the school's neighboring families, businesses, and offices. This includes dealing pleasantly with neighbors, driving and parking responsibly, not littering, and respecting private property.

OPEN CAMPUS POLICY

With a signed permission on file in the high school office, students in the 10th, 11th, and 12th grades may leave the high school campus during lunch only. Students are expected to honor this privilege by being on time for all classes. Abuse of this privilege will result in temporary or permanent loss of the privilege. Loss of the privilege can also come about as a result of disciplinary action.

PERSONAL APPEARANCE - CLOTHING

Clothing choices can be an opportunity to reflect individuality. As such, we respect students' interest in expressing themselves through clothing choices. Equally so, we expect students to reciprocate this respect, understanding that as an individual they join many others from a variety of ages and backgrounds to create our full school community.

Students are expected to come to school in clothing appropriate to weather conditions, the day's activities, and in styles that respect the fact that we are a Pre-K through 12 school. High school students should be aware that they are role models for the younger children and ambassadors of our high school for the families of these children. When away from the school on field trips or class trips as well as during public performances, students are expected to be conscious of the fact that they are representing The Denver Waldorf School and follow the same guidelines outlined for a normal school day.

Clothing Guidelines:

- **Tank tops** are acceptable during the hot months of school, provided that they are in accordance with the additional guidelines below. Spaghetti straps are **never** acceptable.
- **Midriffs, backs and undergarments** should remain covered at all times. Tops and bottoms must stay together during regular movement. Being able to pull tops and bottoms together at any given time is not sufficient.
- **Necklines** should cover the chest area.
- Clothing with **inappropriate messages** is unacceptable at any time. Examples of inappropriate messages include but are not limited to, curse words, derogatory or inflammatory statements, and drug or alcohol references.
- **Shoes** should allow for easy and comfortable participation in movement throughout the day. It is acceptable to bring a change of shoes for different activities.

Faculty members may have a conversation with a student and ask them to change clothes if their clothing choices do not follow these guidelines. Parents may also be contacted.

PUNCTUALITY

Full participation in classroom work is necessary for the educational process, which means that **students must be in class on time and ready to work each day**. Therefore, any tardiness may result in disciplinary action, and excessive tardiness may affect the course grade.

SMOKING

It is illegal for minors to possess or use tobacco products. Tobacco products are hazardous to the health of smokers and non-smokers. Smoking is not allowed on school property.

SUBSTANCE USE

DWHS has zero tolerance for any substance use during school hours and during school related functions, activities and trips outside of school hours. We reserve the right to ask students willingly to undergo drug testing if there is suspicion.

MISCELLANEOUS AGREEMENTS

- Gum is not allowed during class.
- With the exception of water, no food or beverages should be out during class. Food may only be consumed during snack and lunch periods in designated areas for eating.
- Permission to use computers and other electronic devices during class is determined by each individual faculty member. Students are expected to comply with the direction given even if it varies from block to block. Students who are required to use an electronic device as a part of an official Work Plan or as a signed recommendation by a certified education professional may use their device in any class as long as they provide documentation stating this necessity.
- **Cell phones may not be used in class, during the school day, or at any school function and must be turned off at those times.** Abuse of cell phone use will result in confiscation. The phone will be returned at the end of the school day, not before 3pm, and repeated offenses will result in a request for a parent or guardian to pick up the phone.
- Electronic entertainment devices are not to be used during school. Confiscation will be a consequence. The device will be returned at the end of the school day, not before 3pm, and repeated offenses will result in a request for a parent or guardian to pick up the device.
- Student visitors to the school must fill out a visitors all-in-one form and then sign in at the high school office and are allowed in classes only with pre-arranged permission of the teachers.

GENERAL INFORMATION

BIKE LIBRARY

The Denver Waldorf School Bike Library provides short-term bicycles rentals to DWS community members. All 9th - 12th grade students as well as adults are eligible for a yearly membership. The membership period runs from August 24 through June 10 of each school year. Parents and Guardians can sign the membership permission for their students for the full school year on the yearly back-to-school forms sent from the main office in August. Adults can sign up for the program through the High School Coordinator. Memberships and student permissions are valid for one school year.

Bikes may be checked out through the High School Coordinator at any time during the school day. Bikes must be returned within 24 hours. If you need a longer rental, agreements may be made on a case-by-case basis. Late fees will be charged at \$5 per day. All check-outs come with one bicycle, one helmet, one lock, and one key. You are responsible for locking the DWS Bike Library bicycle at all times. **You are also responsible for wearing a helmet at all times while riding the bike.** You may obtain a Denver bike route map from the High School Coordinator at time of check-out if you'd like. Please return it along all other rental equipment.

Please note you are responsible for understanding the City of Denver bike laws and following them. A summary can be obtained from the high school office. Please note if you are riding at night, you must have a light on the bike. This is not provided by the Bike Library program and is your responsibility. If you choose to ride on the city bike trails, please be aware of those around you at all times and use your best judgment as you ride.

If a Bike Library bicycle, helmet, lock, key or Denver bike map is lost or broken while it is checked out to you, you are responsible for reimbursing the Bike Library program for the cost of repair or replacement up to \$100. If a Bike Library bicycle is stolen while it is checked out to you due to it not being locked properly, or being stored in an insecure location, you are responsible for reimbursing the Bike Library program for the cost of the bike up to \$100.

COMPUTER ROOM

School computers may be used only for purposes directly related to education. Abuse of the use of computer, such as game playing and chatting, will result in removal of privileges. No food or drink is allowed in the computer room. Students' use of office and faculty computers is strictly prohibited.

CONFIDENTIAL RECORDS

DWHS needs to be supplied with confidential records that have a direct bearing on the student's educational needs and capacities. These records will be held by the school in a confidential manner, although copies of relevant portions may be made available to staff who work with the student.

EXTRA-CURRICULAR PROGRAM EXPENSES

Fees for students participating in extra-curricular programs, such as sports, are charged through the Business Office and are separate and additional expenses.

FIELD AND CLASS TRIPS

From time to time students will have the opportunity to take trips with DWHS. These trips are generally completed by the end of the normal school day, although there may be later returns or evening trips. You will be notified of the schedule of upcoming field and class trips by the High School Coordinator. The permissions that parents fill out online at the beginning of the school year serve as the permission slip for all field and daytime class trips and contain the medical authorization if a student is injured or taken ill on a trip. Additional forms are required for overnight class trips and will be distributed and collected in the weeks prior to the overnight trip.

When a class takes a field trip, the school is responsible for the students. Drivers on the field trips must be a parent/guardian, teacher, or a school employee. They must have a copy of their current license, proof of insurance and registration on file in the high school or main office. Please note that a driver must read and sign the driver's list of terms and conditions every time they drive. Students may not drive on school trips, even if they are over 18 or have parent permission.

LOCKERS

Each student will be allocated a locker for his or her years of attendance. **We ask that lockers not be decorated on the outside.** The inside of the lockers can be decorated- no sexual, substance or inappropriate references are allowed. **Students are responsible to clean the lockers after each semester.** Lockers can and will be inspected at any time by a faculty member or administrator.

PARENT/TEACHER CONFERENCES

DWHS offers two formal conference days during the fall and two formal conference days during the spring when parents can meet with teachers. These days are scheduled early in the school year and are on the public school calendar on the website. The High School Coordinator will announce the dates well in advance. Parents also can request a conference at any time by contacting their student's teacher or the Director of Student Services.

PARENT CONTACT INFORMATION

We ask parents to update their contact information both at the Main Office and at the High School Office as necessary, such as if a home or work address or telephone number changes during the year.

PARKING

We encourage all high school students to seek ways to get to school other than driving, such as bicycling, public transportation, or carpooling. Students must have driving and parking permission from their parents/guardians on their back-to-school permissions form. Driving students must obey traffic laws and have consideration for the residential area as well as the school children and parents. The parking lot speed limit is 5 MPH.

WEATHER CLOSINGS

DWHS is closed whenever it is deemed warranted by weather and driving conditions. Announcements will be made on the major TV and radio stations, at www.denverwaldorf.org and will also be recorded on the school welcome message at 303-777-0531.

**HIGH SCHOOL FACULTY, STAFF, AND CONSULTANTS
PHONE AND EMAIL DIRECTORY**

Name	Class/Subject/Position	Home Phone Email Address
Michael Baker	Woodwork	303-777-0531 ext. 160 720-530-6648
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Lydia Fiser	High School Coordinator and Language Arts	303-777-0531 ext. 109 highschool@denverwaldorf.org
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Ina Jaehnig	History, Arts, and Humanities	303-758-8499 inajaehnig@denverwaldorf.org
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