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School Office Hours:

Main Office: 8:00 – 4:00 Monday through Thursday

8:00 – 3:00 Friday

☐ School Day for Kindergarten through Eighth:

- 8:00 - 3:15, Monday through Thursday

- 8:00 - 12:15, Fridays

Vision Statement

To foster confident, capable, and caring individuals.

Mission Statement

The Juniper Ridge Community inspires children to cultivate a passion for lifelong learning. Our curriculum weaves together the arts, academics, and movements with reverence for the developing child.

Curriculum

JRCS is guided by the core principles of Waldorf Education. Our Curriculum teaches academics through the arts along with a rich cultural experience. We believe that a child learns not only through the intellect, but also by cultivating healthy social interactions and through lessons that engage the feeling life. In addition, we believe a lesson is best learned when intellectual content is linked with active, hands-on expression. This combination of addressing the head, heart, and hands is unique to Waldorf education. Through this broadened approach, the academic pace differs from the traditional public school curriculum. Rather than pushing intellectual content, we design our lessons based upon age-appropriate development and readiness to receive the teachings. Please consider reading *Understanding Waldorf Education, Teaching from the Inside Out* by Jack Petrash for more insight into the Waldorf Curriculum and why it is taught the way it is.

School Policies and Procedures

Choosing a school that is right for you and your child is a difficult decision to make. We at Juniper Ridge offer every child the opportunity to engage in a rich cultural experience focusing on healthy, strong relationships, the academics, and the arts. At Juniper Ridge, an important piece to the program is engaging the family to

participate and be an extension of the learning in the classroom. Because of this unique approach, we want you to be aware of the following policies and procedures.

Enrollment at Juniper Ridge Community shall be open to any child who resides within the District and is otherwise eligible for admission to a District school. Juniper Ridge Community School shall not adopt or implement any admissions requirements or selection criteria which discriminates against students on the basis of race, creed, color, sex, sexual orientation, gender identity, gender expression, national origin, religion, ancestry, disability or need for special education services.

Tardiness and Late Arrivals

Doors open at 8:00 am. Students will be considered tardy who arrive between 8:10 – 8:30 and will go directly to class. Teachers will indicate that the student is tardy. Students arriving after 8:30 must report to the office to sign in and receive a tardy slip before going to class.

As too many absences may adversely affect academic achievement, parents should be made aware such absenteeism could result in retention for the coming school year. If a student has over 10 unexcused absences, the family will receive a letter of concern regarding attendance from the school.

Attendance Policy

We ask that every family respect our requirement that students attend school daily and are absent only when absolutely necessary. A high absentee level creates serious difficulties for students and for the school. Parents are asked to schedule routine medical and dental appointments on Friday afternoons or after school hours and to schedule vacations during school breaks.

If your child is going to be absent, due to illness, physician's appointment or other reasons, please notify the school by 8:30 am in one of two easy ways:

1. Call the front desk at 970- 986-8219, or
2. Email the front desk at attendance@juniperridgeschool.org

Parents should include their name, their child's name and the reason for the tardy/absence. Parents are asked to call the office each day their child is absent, even if the absence is on consecutive days. Parents are also asked to inform their child's classroom teacher of any circumstances at home that might affect the child's attendance or performance in school.

The best place for a sick student to be when they are ill is at home. If a student exhibits any of the following symptoms, they should stay at home to recover and prevent the spread of any illness. If the student is at school when the symptoms

present, the student will be sent home to recover:

- Vomiting and/or diarrhea
- Fever of 100.4 or higher
- Severe cough
- Communicable disease

Students who have a fever should stay home until they are fever-free for 24 hours without fever-reducing medications (Tylenol, Ibuprofen, etc.) to ensure the illness is not spread to other students.

Per District 51 Attendance Policy JH-R, an absence is considered excused if it is for illness or injury of the student or a religious observance. Other absences may be considered excused on a case-by-case basis on the approval of the HOS. All other absences will be considered unexcused. If absences of any kind are not communicated to the office, students will be marked unexcused. It is important for the continuity of your child's learning that school is attended on a regular basis. If absences exceed four (4) unexcused absences or a total of ten (10) absences, parents will be contacted to meet with the teacher and administration in order to establish an attendance plan.

In the case of extended absences due to a serious medical condition, the Administration may enact a temporary 504 Plan. A doctor's verification of such a condition is necessary in this case, and a health official will develop a Health Plan for such students.

Policy Regarding Missed Work Due to Absence

When a student has missed school due to a verifiable illness, the class and subject teachers will do whatever possible to catch the child up with the lessons missed. Depending on the grade, this may require extra homework or staying in at recess. Since so much of our curriculum is dependent upon storytelling, only the basic information behind the lesson can be related. Missed story content cannot be recapitulated.

When a child has missed school due to the choice of the family (vacation, travel, etc.), the burden of catching the student up with missed work falls on the family. They must approach the teacher to learn what they must do at home to get the student up to speed. The parents cannot expect extra attention or work from the teacher when their family plans have taken the student out of school.

Mid-Day Pick-Up and/or Early Release From School

If a student has an appointment, teachers will be notified by the office and the child

should be sent to the office. Kindergarten students must be escorted to the office by a teacher, assistant, or volunteer. A student will not be released from the school unless they are properly signed out from the Main Office. Again, we ask that parents schedule routine medical and dental appointments on Friday afternoons or after school hours when at all possible. Multiple early releases by a parent during the school year will count against a child's total absences.

Drop-off and Pick-up Policy for the Grades 1st - 8th

In the morning, access to the classrooms is not allowed before 8:00 am, so please do not knock on the doors before that time.

- Children are to be dropped off only after 8:00 am. There will be no supervision for them before that. Please follow the drop-off traffic pattern for your child.
- No children are allowed in the buildings before 8:00 am
- At 8:00 am, the doors are opened and children are welcomed into the buildings. Children are directed to go to their classroom and wait outside the door until greeted by their teacher and welcomed inside.
- Children will be available for pick-up at 3:15 pm. Enter the pick up lane through Community Lane, please queue up by driving west on the road north of the large modular building and turning into the horseshoe and pulling as far forward as possible into/ to the designated pick up lane. Pull forward when free. Do not encourage your student(s) to come to your car ahead of the loading area.
- If pick up does not occur by 4:00 p.m., the Office Staff will call Social Services who will pick up the child.

Parking on the east side of campus is available to parents who want to park and personally pick up their children. Pick up from your car is only along the north side of the school through the horseshoe. When dropping off or picking up your students, please pull as far forward as you can. This will allow for more students to be dropped off and picked up at a time. For safety reasons students leaving that area to find parents waiting in the line of cars will be sent back to the designated pick-up area. We are grateful for your continued cooperation waiting patiently in our doubled feeder line, alternating to enter the horseshoe, and for your willingness to pull as far forward as possible to make more room in the pick up line for the cars behind you.

Drop-off and Pick-up for the Kindergarten

- We ask Kindergarten parents to park on the east side of the campus and walk your Kindergartner to class. Children may be dropped off

after 8:00 am.

- Kindergarten ends at 3:15 pm. Parents are asked to park on the east side of the campus and to walk to the Kindergarten classroom or playground to pick up their child.

Classroom Visitations and Volunteering

We realize that there are occasions when parents would like to visit their child's classroom. Visitors are welcome to our classrooms. In order to arrange a visit, please follow these guidelines:

Please, no unannounced drop-ins. Our daily classroom rhythm is a finely structured, orchestrated routine. Lessons are an interplay between teacher and students, and student to student. Obviously, a visitor is not engaged in the work and flow of the classroom. As a result, an unexpected visitor can unnecessarily distract both the teacher and students. We ask parents to be sensitive to the fact that in any setting, most of us are uncomfortable being observed. For this reason, we ask parents to respect the teacher's request to be able to prepare the students for a visitor who is known by some and a stranger to others.

Please do the following when setting up a classroom visit:

–Speak with the teacher prior to the day you wish to visit. You may contact the teacher with your request by phone, email or directly (after school only, please).

Teacher Availability

From the moment your teachers arrive at school, their full attention is on your children and the lessons they will teach that day. Your concerns and questions are very important to us. However, if you want your teacher's attention to address your concerns and questions, then we ask you to wait for a time to approach them when they are not preoccupied with caring for a room full of children. If they have not yet done so, teachers will announce times when it is best to call them, speak to them, or email them. Please be respectful of these guidelines. Our staff does not communicate through text messages. If you are having difficulty contacting a teacher, please bring this concern to the attention of the Head of School.

Discipline Policy

JRCS is dedicated to a positive discipline approach. We support the philosophy

that as children grow, they may make inappropriate choices. Such choices require them to experience natural consequences for their actions. If a child hurts another child, the child will be given the opportunity to make things right. We endeavor to develop a sense of responsibility for one's actions and an intrinsic desire to make things right. We also believe that parents have a right to know when their child has been hurt or when they have needed consequences for inappropriate actions at school. In cases where the law has been breached we must follow MCVSD 51 Guidelines.

JRCS's Discipline Policy is guided by our understanding that all children are unique and should be treated with love and respect. In every situation where our students require guidance in their behavior, every effort should be made to ascertain all of the contributing factors in order to find the correct solution specific to the situation and the student. In every instance requiring intervention, the following steps should be taken:

1. The classroom teacher should be given the support and guidance to address the situation within the class community.
2. The teacher will make every effort to involve the child's parents and/or guardians.
3. If the situation becomes more than the teacher and the classroom community can rectify, then a Three Streams Team member should be notified.
4. A Three Streams team member will conduct a further investigation, which will involve interviewing the student, other students involved, and any staff member with pertinent information.
5. If deemed necessary, AHOS and/or HOS will determine appropriate actions and/or consequences to be applied based on their investigations.
6. The Three Streams team, AHOS and/or HOS will communicate with the teacher concerning the results of their investigation and the actions/consequences they deem appropriate for the situation.
7. The teacher, AHOS and/or HOS will contact the parents or guardians and involve them in the process of helping the child learn and be able to demonstrate correct behaviors within the school day.
8. At all times, staff members and administrators will document actions taken.
9. At all times, the safety of the troubled student, his or her classmates, and the school as a whole will be the main guiding principle in dealing with the student.
10. If the safety of students is in any way an issue, the parents of the

student in question will be asked to take them home until a satisfactory solution to their problem can be found. Formal suspension paperwork will be filed with the district depending on the situation and length of suspension.

It is the belief of JRCS that every student is a wonderfully unique human being. Some come to us with less than ideal sets of circumstances, which could involve physical as well as psychological issues. Every effort will be made to understand and meet all students where they are at their particular stage of life. If their behavior while at school becomes an issue, we will endeavor to ascertain any contributing conditions and address the underlying causes of the behavior. JRCS will always strive to be a school where all children are loved and respected as well as feeling safe and welcome.

Student Behavior Code

- We expect students to honor all safety guidelines, respecting the need for a safe learning environment.
- We expect students to treat others with respect and consideration, using polite language with no profanity, unwanted teasing or put-downs.
- We expect students to treat school property and the environment with respect and use it responsibly. This includes desks, bathrooms, equipment, books, and materials.
- We expect students to choose positive alternatives to physical or verbally abusive confrontations. Such alternatives may include seeking teacher assistance for help in conflict management.
- We expect students to be in class on time and to make proper use of instructional time, assuming the responsibility of being on task and completing assignments.
- We expect students to stay within school boundaries and within sight of adult supervision.
- We expect students to follow JRCS's dress code.
- Students must not break the law by bringing drugs or weapons of any kind to school, including facsimiles of weapons.
- Improper use of the internet or texting will have consequences in accord with MVCSD51 policy, including involvement by law enforcement if the student is 10 years old or older.
- Bullying behaviors will and must be addressed. Habitual bullying will have consequences.

Bullying Policy

JRCS does not allow harassment, bullying, or intimidation of students or staff on school property or during school sponsored events. Such breaks in policy will be recorded and kept in the student's discipline file. JRCS follows the District 51 bullying policy for reporting purposes.

Teachers will determine if a bullying situation is occurring by answering the District 51 Bullying Investigation Pathway questions.

- 1. Is a student experiencing physical, mental and/or emotional harm as a result of intentional targeting?**
- 2. Is there a real or perceived imbalance of power?**
- 3. Is there a pattern of behavior initiated by one or more individuals toward one or more other individuals?**

Expectation: If the answers to these questions are yes, teachers are expected to deal immediately with bullying. Repeated or habitual bullying must be reported to the AHOS & HOS.

If a student refuses to follow these guidelines, staff will use such actions as called for by law and the JRCS Discipline Policy. In cases where natural consequences will assist the student in changing the behavior, such consequences as Think Time, informal talk, restriction of privileges, or assignment of duties to help the school will be used. If a student's behavior is so out of control that it threatens his/her safety or the safety of others, a parent or guardian will be called immediately to pick up the child. A meeting may be set up with the parents present to create a Student Behavior Plan, as needed.

Compliance with MCVSD 51 Policies

As a charter school under the auspices of District 51, we are required to be in compliance with their Discipline Code. Such things as bringing controlled substances, weapons and habitual behaviors that are detrimental to the children and to the school environment may be reported to District 51 where appropriate. Both major and minor offenses will be tracked by the school and copies will be kept in the student's confidential file. In addition, we follow state laws regarding compulsory attendance. JRCS also follows District 51 policies and regulations regarding suspension and expulsion in accordance with Federal and State law.

In cases where the law has been breached we must follow State and Local Guidelines.

Dress Code

Juniper Ridge Community School recognizes that all students have an intrinsic worth based upon who they are and not what they wear. Whether we intend to or not, clothing is used both as an external expression of our own individuality, as well as an expression of the groups we align ourselves with. The school expects students to maintain a neat and well-groomed appearance, following the dress code outlined below. Styles must not interfere with the educational process nor present a safety hazard as determined by the faculty.

The dress code at Juniper Ridge is guided by three criteria:

1. Safety
2. To minimize peer pressure
3. To minimize distraction

The standards of dress are as follows. This applies to all clothing and personal items such as hats, purses, bags, backpacks, and lunch boxes.

Kindergarten and Grades 1 - 5

1. No logos or emblems larger than 2 inches by 3 inches (the size of a credit card). Clothing with writing and/or pictures portraying characters or logos which have as a primary purpose advertising a product, movie, television show, etc. are prohibited. If an article of clothing not listed becomes a classroom/school distraction, the teacher may request that the clothing not be worn to school. The exceptions to this are JRCS t-shirts and JRCS event related clothing.
2. Designs or styles judged by their teachers to be vulgar, offensive, or suggestive are not allowed, nor is anything that promotes tobacco, alcohol, drugs, firearms, media, or gang affiliation.
3. No clothing displaying a message that the class teacher determines to be distracting (e.g., "I'd rather be playing video games").
4. Midriffs must be covered. No spaghetti straps. Tank tops straps must have a two finger width.
5. All clothing must have a hemmed or finished edge (no cutoffs, or frayed edges.) Children may not wear intentionally torn clothing to school. Underwear may not be visible.
6. Shorts, dresses, and skirts may not be shorter than 3 inches above the knee.
7. All clothing must be of the appropriate size, fitting and covering appropriately, no see through shirts, nothing baggy or sagging (e.g. the crotch at the knee look) or excessively tight fitting.
8. Appropriate shoes for walking, running, jumping, and playing must be worn for all games classes, gardening and recesses. Children who come in open-toed sandals will need to keep a second pair of shoes at school for outdoor activities. Shoes for

- outdoor wear must have a closed toe and heel support, be the correct size and fit appropriately.
9. Acceptable styles are tennis shoes with tied laces or zippers/Velcro or closed toed sandals (e.g. keens or similar styles).
 10. Laces/Velcro must be tied/secured and stay fastened.
 11. No flip-flops, platforms, crocs, rubber clogs, or high-heeled shoes are to be worn as outdoor shoes. No shoes with lights or rollers/wheels, even if wheels are removed.
 12. Clothing should be suitable for both classroom and outdoor play, including games, woodworking, and gardening. Clothing should be suitable for the weather. In the winter, dress children in layers to allow for the cold mornings and warmer afternoons.
 13. Items intended to be worn outdoors, such as sunglasses, hats, caps, heavy sweatshirts, gloves, etc., are not to be worn indoors.
 14. Hats are intended to protect the child from the elements, not as an expression of style. No head coverings (i.e. bandanas, scarves, etc.) may be worn in classes. (Religious exemptions allowed).
 15. Hair must be its natural color. Hair will be clean, neat, and out of the face. No extreme haircuts, head-shaving, partial head-shaving, hair carving, mohawks, faux-hawks, or the like. Exceptions may be made on a case-by-case basis upon consultation and approval of the administration.
 16. For safety reasons we discourage the wearing of jewelry. Piercing is allowed on the ears only, dangling earrings may not be worn by students at any time. (please enforce this too). We request that students in second grade and under do not wear watches to school.
 17. Students in early childhood and lower elementary programs are not permitted to wear make-up. Students in grades 7 and up may wear light makeup in natural colors tastefully applied as determined by their teacher. Something for the sixth graders to look forward to!
 18. Tattoos are prohibited. If a temporary tattoo has been applied, it must be washed off prior to coming to school.

Middle School Dress Code

The middle school children have a different dress code to allow them a bit more freedom of expression. This is done as a rite of passage and is something for children to look forward to and grow into.

Different classes and activities require certain types of clothing. Please know that if you are participating in these classes or activities, there will be an expectation that these dress codes will be followed.

Dress for the Activity

Games: Tennis shoes or shoes that you can run in. No dangling earrings. Clothing that allows you to move freely.

Field Trips: You are representing JRCS as a whole entity. Your behavior and how you look reflects on the entire school as you go out into the community. Be proud and represent JRCS well.

Concerts: Anytime you perform in a concert, please wear concert black. This means black dress, slacks or a skirt. Black button up shirt. If you need help getting these items of clothing, please see your teacher.

Assemblies: If you are performing or emceeing at an assembly, you are in front of the entire school, (and some parents) dress appropriately for our younger students.

If staff members feel that you are not dressed appropriately, they have the right to remove you from the activities.

- **Appropriate jewelry for concerts, performances, and physical activities**
- **No long nails in a pottery class**
- **Crop tops** (Belly button level. Private areas need to be covered, even when you reach up. No gymnastics in crop tops because you are unable to tuck shirts in)
- **Closed toed shoes in Woodwork, Games, Garden and possibly Handwork classes depending on project**
- **No tank tops with the sides cut out**
- **No drugs, sexual content, inappropriate language, weapons, or gore on apparel**
- **Graphics can be bigger than a credit card, as long as they are an appropriate (free from drugs, sexual content, profanity, and weapons) graphic.**
- **Dyed hair is acceptable**
- **Ripped jeans are allowed** (but front pockets cannot be seen)
- **Shirts with spaghetti straps are allowed**
- **Length of shorts and skirts need to be three inches or longer below the butt cheeks.** (Private areas need to be covered, especially when you bend over. With skirts, it is recommended that shorts are worn underneath)
- **Hoods can be worn inside,** but if a student is not focusing or participating in class, the teacher has the right to ask for it to not be worn.

Teachers are responsible for helping students to uphold the dress code.

Consequences for being out of dress code include:

- Cover clothing with another article of clothing.
- Students will be asked to remove articles of clothing and replace them with another. Lost and found clothing may be provided.
- Teachers will contact parents/guardians to bring appropriate clothing.
- Parents/Guardians will be asked to return hair to natural color or re-cut hair that is out of compliance.

Please take the time to clarify with your child what portion of his/her wardrobe is school appropriate. Support your child in learning the difference between what they wear at school and what they wear at home and with friends. Questions can be directed to your child's teacher or the administrative office.

Dressing for the weather

The children will have outside recesses during all but the most severe of weather conditions. We require that the children come dressed appropriately to the outdoor weather conditions, and in layers, so they can be comfortable in the classroom as well. Classroom shoes (slippers or other indoor shoes) are required in all grades to minimize the amount of mud that is tracked in and out of the buildings.

Personal Property at School

The following items are not allowed at school:

- Toys (stuffed animals, trinkets, action figures, etc.)
- Games (Pokémon cards, Magic the Gathering, or similar games. Students may play regular cards at appropriate times if the cards belong to the school)
- Electronic devices
- Cell phones must remain at home, or must be turned off and put in backpack until the end of the day at 4:00 pm. If cell phones are seen by a staff member they will be confiscated until the end of the day.
- Unsafe items – knives, weapons, or toy weapons of any kind are against the JRCS policies and possession of these items may have serious consequences. There are a few exceptions with toy weapons during special occasions and with the approval of the administration. Any violation of this rule will be

immediately reported to the Head of School.

- Money/cash (field trip money is separate and should be turned into teachers or the front office before or after school).

Pets

No dogs or pets are permitted on the school campus during school days and events, on or off leash please, for safety, health, and liability reasons. This includes field trips. Special arrangements may be made to bring pets to school with approval from the Head of School and Class Teacher.

After School Classes, Clubs, and Field Trips:

When after school classes, clubs, or field trips are offered, parents must sign the proper permission forms/waivers and either return them to the teacher or deliver them to the Main Office before the student may attend the class, club, or field trip. All after school activities on campus must be sanctioned by the administration and sponsored by a staff member of the school. Special services and accommodations provided during regular instructional hours are not available during after school classes or clubs.

Please note that there are no Health Assistants on site during club hours and medications in the health office are not accessible past 4:00 pm. Any child old enough to self-medicate must have a self-carry form on file with the after school class or club staff member. Children who are unable to self-medicate must have a parent or caretaker available at the after school class or club to assist in case of emergency.

Homework Policy

Homework must be a meaningful activity. When it is meaningful, students, teachers and parents will see its value as a support for academic success. Individual student learning goals can be achieved with the help of differentiated homework.

- Homework will consist of work that is a review from earlier in the school day, reading to, with or by students, or projects (ie; shelter projects) that are to be completed at home.
- Homework should not stress students. It will be work a student is familiar with and can work on independently. Teachers will set an allotted time for struggling learners so they do not spend hours at home attempting to complete work they are unable to complete.

- As students grow through the grades, students can expect to receive more homework. Homework in the primary grades will consist of being read to, reading with family members, and a few math facts.

Student Report Cards

Student progress is reported through parent/teacher conferences in the fall, as well as through written reports sent out twice per school year. Mid-Year Reports are sent home after Winter Break and give an overview of how the student is doing in meeting the JRCS Grade Level standards.

The End of Year Report includes a narrative overview of the student's progress, main lesson and skills content, and a Standardized Report of progress made. This report is sent home after the last week of school. A portfolio (main lesson books) of student work is collected over the year as evidence of student learning and is shared with parents during conferences, as well as sent home at the end of the year. Results of ongoing assessments will be shared with parents to communicate student progress using rubrics and skill checklists based on the standards.

Students with Special Needs

Teachers are expected to follow all requirements of a student's Individual Education Plan (IEP). Upon acceptance to JRCS parents need to submit a copy of the child's IEP, 504, or health plan to the office.

Teachers are expected to follow all requirements of the Colorado READ Act. This may include placing students who are below grade level in reading on Read Plans in the fall to set goals and keep track of their progress in reading.

Teachers (including Specials teachers) are required to understand and provide accommodations listed in IEPs, 504 Plans, Health Plans and Read Act Plans.

Three Streams/MTSS

Students who are below grade level will be given support to increase student achievement. In cases where a teacher realizes a student needs help, the teacher will put interventions in place to support the child's learning. Progress will be documented by the teacher to determine if this approach is working. If not, new interventions will be put in place.

Three Streams/MTSS will require follow-up meetings to determine the success of the interventions and support systems. If a Three Streams/MTSS plan is not working, the plan will be altered until success is achieved or further evaluation is deemed necessary.

Communication Policy

The staff at JRCS is dedicated to good communication between the school and parents. This is accomplished with regular classroom communications sent out by each teacher via email, newsletters and emails from JRCS, Parent Evenings, and direct communication with your child's teacher.

JRCS has a website that contains important information and updates about the school. Please review the website periodically to stay informed. JRCS Website: www.juniperridgeschool.org

Another good source of information is our Facebook group and Facebook page. Please consider "friending" us to receive the updates and information sent out on these sites.

Every effort will be made to communicate all needed information to you. Please make sure that you communicate to us immediately if there are any changes or updates to your email address, so that we ensure that you do not miss a communication. Please also let us know if you have special considerations that need to be addressed in order for you to get timely information.

Emergency Communication Protocol

The school will set up and maintain a contact list of all parents and guardians to be contacted in case of emergency or school closure. The mode of contact will be through mass text, unless otherwise requested. Please make sure that you communicate any changes to your cellphone number to JRCS and see administration staff to make alternate arrangements if needed.

School Closure – Inclement Weather Policy

UNLESS you are otherwise notified, JRCS will follow the same inclement weather policy as District 51. Log onto MVCSD51 website at <http://www.mesa.k12.co.us/>. Look in the upper right-hand corner where it says: Emergency Information. If the district has called a snow day, or late opening, you will see it posted there. If no alert is posted there, the district considers it a normal school-day schedule. **However**, Juniper Ridge reserves the right to differ with the district. It is not a decision we would take lightly. In cases when JRCS differs from MVCSD51, parents will receive a text or a call from the school by 6:15 a.m. In the event that a late start is called either by the

district or by our school, please note that teachers will still be on hand to receive the children by 8:00 am from those families who have to get to work regardless of the late start.

Grievance Policy: Guidelines for Conflict Resolution

The Grievance Policy provides a means by which conflicts can be resolved. Parents, students, teachers or staff may initiate this process. Whenever possible, involved parties are encouraged to resolve conflicts directly. If, however, a conflict arises that cannot be resolved among the interested parties, the following steps will be followed:

The parties will make every attempt to solve the issue themselves, communicating the concern directly to the teacher or parent(s) in question. An appointment should be set up where the concern can be expressed in private. Care should be taken to express concerns calmly and respectfully so that an environment conducive to resolution can exist. The Head of School may serve as a mediating facilitator if needed. Parties will document concerns and resolution and file it with the Office and HR Manager.

If the parties are unable to come to a resolution, they may file their concern in writing with the Head of School. The Office and HR Manager will schedule a meeting between parties, which will be held a location agreeable to both parties. Documentation will be recorded as to issue and resolution reached.

In cases where the concern has been addressed with the HOS and any party remains dissatisfied with the decisions made to resolve the conflict at this level, or the concern is with the HOS, that party may take their concerns to the JRCS Board of Stewards, who then may assign a mediator or pass it along to the Grievance Committee.

The Grievance Committee is composed of no less than two members of the JRCS Board of Stewards. Such a complaint will be made in writing as outlined above, and the complaint shall be submitted to the Chairperson of the JRCS Board of Stewards, who will convene the Grievance Committee. Upon receipt of the written grievance, the Grievance Committee will review the grievance and within 10 days schedule a meeting with the grievant. After this meeting takes place, the Grievance Committee will research the grievance, and get back to the grievant with their findings and recommendations for resolution of the grievance. A recommendation for resolution will be made by the Grievance Committee to the JRCS Board of Stewards for their consideration at the subsequent meeting of the Board of Stewards. This Board of Stewards decision shall be final.

Emergency issues will be dealt with on an as-needed basis, with the Board of

Stewards and/or the Board Chair responding prior to its next regular public meeting.

Exceptions: This procedure is designed to moderate the effects of and to assist in the resolution of all of the types of conflicts listed above. An exception will normally be made in the case of student conflicts with other persons and student conflicts with students. In those cases, every effort will be made to resolve the conflict at the first step, with deference to the expertise and opinion of the teacher and Administrative Director and/or the matter may be subject to one or more other policies of the school, such as the Discipline Policy. In such cases, the Administrative Director is authorized to determine whether the matter should be resolved through the further levels of this Grievance Procedure.

ating Community

The investment that parents have in staying in touch with their children's teachers, volunteering at events and in the classroom, and participating in the festivals, gives Juniper Ridge children and parents the unique opportunity to create a community of like-minded families raising their children with similar standards, parenting strategies and goals.

We consciously foster this sense of community and encourage parents to support it through their willingness to participate. We view ourselves as more than a school where you send your children. We are an extension of your home-life, and know that holding to this high ideal will create a happier, safer, and more productive learning environment. Please let us know if you are able and willing to help with any of our school activities or would like to set up a community building activity. We could always use the help.

Parent Involvement

A charter school is created to provide quality education free of charge to families in the community. A community school such as JRCS depends on additional support from parents in the way of volunteer hours. Although we do not require volunteer hours, we ask that parents contribute as much as they are able. Help with festivals, fundraising events, plays and work parties are some suggestions, however, parents know best where their talents lie, so we welcome and encourage their creativity in determining what they would like to do. All volunteer ideas that impact the campus must go through an approval process with the Administration.

Volunteer opportunities will be shared with parents through the school's weekly newsletter, emails, and Facebook. Teachers will also provide many opportunities for parents to make a contribution.

Thank you in advance for your help! Without community-wide participation, the volunteering falls on the shoulders of a handful of parents who are all-too-soon over-taxed.

Family Council

We have a strongly committed group of parents coming together with faculty and members of our Board of Stewards to support the growth of our Juniper Ridge community. The purpose of the Family Council is to give parents an opportunity to make a difference in their children's experience at Juniper Ridge. It is also a place where parents can come together and have a community voice. The sphere of influence of this group will grow and define itself as it seeks where it can support the school. They play an instrumental role in planning and carrying out upcoming festivals and events, looking to partner with restaurants for fundraising events, establishing a scrip program with stores, and creating a volunteer network among parents when teachers need more "hands on deck" to work with a project. Your participation is welcome and needed. Meetings are open to all parents of currently enrolled Juniper Ridge students, faculty members, and the Board of Stewards. Meetings are regularly announced on our Facebook page.

Classroom Parent Representatives

Each class needs a parent representative who can provide support for the teacher. Such support may include communication with parents, field trips, festivals, class plays and other events. Interested parents are asked to contact their child's teacher. Teachers will solicit the help of a Classroom Parent Representative if one does not volunteer. Classroom Parent Representatives are also members of Family Council and are expected to attend those meetings.

Parent Evenings

Four times during the school year, parents are expected to meet in the classroom as a parent body together with their child's teacher. At these meetings, parents gain insights into the classroom experience, view and hear about work the children have covered, as well as work to come. It is an opportunity to ask questions of a grade-specific nature (as opposed to questions about your child). The focus of these meetings is to inform parents about what is being taught, how it is being taught, and why we are doing it in this manner. In addition, the teacher will discuss what parents can do to support the work of the classroom.

Parent-Teacher Conferences

In the fall, parents have the opportunity to meet individually with their student's teachers. The focus of the meetings is upon the child's progress and challenges. This meeting is between the parents and the teacher, without the child present.

Parents are always welcome to make appointments with their children's teachers for a conference as needed throughout the school year. Please contact the teachers either through a note, voicemail, or email. Teachers will get back to parents at their earliest convenience to set up a time to meet or hold a phone conference.

Fundraising

The program at Juniper Ridge is much deeper and richer than can be covered by the funds we receive for each child from the state of Colorado. Everything from the high-quality supplies we use to the community events that we sponsor has a price attached to it. In order to continue offering a rich experience for your children, as well as continue to expand our program, we, like so many other schools, rely on parent fundraising.

Juniper Ridge holds several fundraisers each year that help to fund classroom needs, teacher enrichment, and education, and program costs: The Annual Give Campaign, the JRCS Walk-a-Thon, the Festival of Courage Carnival and Penny Wars. These fundraisers require full community support and involvement to be successful and ensure the enrichment necessary for our school.

In addition to these primary fundraisers, Family Council also works throughout the year in many different ways to raise money for our expanded programs and school festivals. Their commitment is not only to raise funds, but to do it in a way that is entertaining for our community members as well. These events include a winter book fair, restaurant events, and various programs such as Amazon Smiles, Box Tops, and Shoparoo that help to raise funds throughout the year. If you have fundraising ideas, bring it to the Family Council. If you have expertise in these fields, teach us what you know.

If you just want to help out, come lend a hand (we're always in need of volunteers). Help us build a stronger community around our children. If you have ideas, let us know. All fundraising ideas must be submitted to the Family Council and will then be sent to Administration for final approval.

Lost and Found

We ask parents to clearly mark all coats, hats, gloves, boots, sweaters, lunch boxes, backpacks, water bottles, etc. with the student's name. The Lost and Found area is located in the main hallway of the Main Office building. Attempts may be made to contact the parents of children whose items end up in the Lost and Found; however, this is a volunteer position, and may not always be occupied. Best practice is for parents to check Lost and Found regularly to retrieve items that may be lost. Unclaimed items will be donated to charity at the end of each quarter. The amount of clothing donated is considerable, so ***PLEASE, PLEASE MARK ALL CLOTHING.***

Media Exposure and Our Children

Electronic media is an undeniable presence in our lives. We use it for communication, work, diversion and entertainment. It comes in an ever-widening variety of forms and sizes, from large screen monitors that can span a wall, to the cell phone in our pockets that is in reality a palm-held computer that makes phone calls.

Electronic media is a wonderful, fascinating boon to our lives. It also has a downside. As a society, we are becoming ever more aware that we face a growing media addiction. It is becoming increasingly easy (and acceptable) for us to turn to some form of electronic media (video games, texting, music, sports, movies and shows) to distract ourselves from work and use as a replacement for social interactions. It is difficult for us to even speak about this because we have accepted it as part of our way of life.

Our children are the most vulnerable. From the not-yet-speaking toddler right up to the high school student, they see adults daily using these machines for work, for communication and for diversion. Children are savvy. They learn by imitating. What they see us using, they want to use as well. Alcohol, tobacco, and driving have legal age limits that prevent too early use. Electronics do not. And therein lies our challenge.

Current research has discovered that, in children, excessive exposure to media watching has a direct adverse effect on brain development. In school as well as in the home, we are puzzled by the increase in attention deficit disorders and other learning disabilities. Teachers who have spent longer than two decades in the classroom (and we have such teachers in our school) can clearly point to the drastic rise of these disorders since the flood of readily accessible electronic media. We also sadly see a dramatic fading of the powers of memory, imagination, and wonder.

Media exposure works at cross purposes with what Waldorf education strives to bring and awaken. For these reasons, the Juniper Ridge faculty and administration ask

parents to protect their children from exposure to electronic media. Without your efforts to keep your home a safe place for the vulnerable developing minds of your children, it will in turn be difficult for us to educate and nurture them.

Juniper Ridge recommends, *along with doctors and other educational professionals*, that parents strive to limit exposure to electronic media as much and as long as possible. Violent images, whether through video games or movies, we consider never appropriate for the Kindergarten and elementary school child. Juniper Ridge asks parents to strive to limit and strictly monitor screen time of all students, and for the younger children, even eliminate it. We support that children are provided at home an environment for creative play and family participation through chores for as long as possible.

Suggested reading on this topic:

The Children of Cyclops: The Influence of Television Viewing on the Developing Human Brain - Keith Buzzell

Four Arguments for the Elimination of Television - Jerry Mander

Endangered Minds and Failure to Connect - Jane Healy

We offer parents the following guidelines regarding media use:

1. For children in preschool and kindergarten: No exposure, or as little as possible.
2. For children in grades 1 – 3: No television, video games, computers or movies during the school week; minimal parent-directed media use on weekends and during vacations. Ideally, we would recommend no exposure. However, we do not live in an ideal world, so we recommend that you strive to limit exposure.
3. For students in grades 4 – 8: No television or video games or computers in the morning before school; minimal parent-directed media use during the school week; parental involvement in determining appropriate media and computer-use choices at all other times.

Please Note:

No electronic entertainment devices of any kind are to be brought to school, or at a school event, or field trip without the permission of the child's class teacher. Any such device found on campus will be confiscated and the parent may retrieve it from the office at the end of school. At the second instance, a meeting with the parents must be held before the device is returned. An exception is made for cell phones for the purpose of student communication with the parent or guardian before or after school. They must be turned off and kept in the student's backpack during school hours. If they are seen by a staff member during school hours, they will be confiscated and returned at the end of school.

Lunch and Snack Guidelines

During the school day, the children at Juniper Ridge will take a mid-morning break for snack and another break mid-day for lunch. Students eat in their classrooms with their teachers. Each student is required to bring a snack and lunch to school each day. We do not have the facilities to prepare or refrigerate school lunches. Parents are asked to pack lunches with thought given to the health and growing needs of children. Healthy, well balanced meals provide essential nutrition for their brains and bodies to perform optimally. We encourage that every morning you give your children a nourishing protein-rich breakfast as a foundation for the work of the day. A hungry child makes a poor learner. Please send with your children a healthy snack and a nourishing lunch. Leave candy and sugar-filled snacks at home as an after-school treat. Hot water will be available in the classrooms for children bringing instant soups.

Candy, soda pop, energy drinks, Starbucks, and other foods high in sugar or caffeine are not acceptable in school upon arrival or for either snacks or lunches at JRCS. If the child does not have anything to eat, the teacher may send the student to the office to obtain a snack or to the Lunch Lizard on a need basis.

Make sure that your teacher is aware of any food allergies, intolerances and restrictions. Students are fascinated by what comes in the lunch baskets of their classmates and there is often an active and lively trading (even when it is discouraged by the teacher). Children with adverse reactions to some foods have been known to experiment, not always to their advantage. Inform your teachers.

As a rule, please send snacks and lunches that do not require heating up. Although many classrooms have a microwave there is not enough time for students to heat their lunches. Lunch is a scant 20 minutes long. Teachers have recess duty and cannot remain behind with children who have not finished (or begun) their lunch. We may not leave children unattended in the classroom. Help us to avoid this no-win scenario by sending lunches that do not require heating.

Be mindful that as your child grows older, appetites can suddenly increase. It is not uncommon for children who could barely finish their lunch, suddenly to eat both snack and lunch at snack time. A rule of thumb is to pack enough food so that something will come home. If you are seeing an empty lunch bag after school, ask your child if you should be packing more food. Some families have their children pack their own lunches. If this is your practice, it is essential to monitor what your child is packing. Too often, children who pack their own food come with too little or inappropriate choices of foods.

Lunch Lizard Lunch Program

Juniper Ridge had been able to team up with the MVCSD51 Lunch Lizard program to provide nutritional lunches for students.

To participate in the Lunch Lizard program, please set up online payments for your student's meals through the My Payments Plus online system (www.mypaymentsplus.com).

- To set up an account and online payments, parents will need their child's student ID number. To obtain this number, please call the JRCS office at 970-986-8219.

**** Please do not call the School District office for this information ****

- If you are new to mypaymentsplus.com, you will need to create a login by clicking "Register Now". If you have used My Payments Plus previously (at a different school) your login should still work.
- Once you have either logged in or created an account, click: "Manage Account" then "Manage Students". Then choose CO for the state and "Mesa County Valley School District" for the Institution. Then enter your child's student ID and last name.

Free and Reduced Lunches

Juniper Ridge is able to offer free or reduced lunches to children that qualify. To apply for the free and reduced lunch program, please apply online at MySchoolApps.com.

If you have any questions about the application process, please contact Connie Barteck at Nutrition Services (970)254-5181 or Connie.Barteck@d51schools.org.

The eligibility process may take up to 2 business days. For quicker processing and notification, please include your email on the application. Please know we provide strict confidentiality through all aspects of the application to meal service with eligible students.

Special Dietary Issues

If a child has special dietary issues, parents are asked to make these known to the office and the Class Teacher. Food allergies must be reported on the Student's Health History form which is kept on file in our Main Office prior to the start of school. Teachers will receive a list of student health needs in August of each year or

upon arrival of a new student if applicable. The designated Health Aide is responsible for timely circulation of this confidential list.

Medication Policy for Students

District policy prohibits school personnel from administering prescription, nonprescription and herbal medications to students unless appropriate administration cannot be reasonably accomplished outside of school hours and the parent or legal guardian is not available to administer the medication at school. In order to administer any medication to a child, a copy of the original prescription or doctor's permission letter must be on file at the school. All medication should be brought to school in the original container listing proper dosage information and the child's full name. A medication administration form must be filled out by the parent(s) before any medication can be administered by our staff.

Medication will be administered only by the designated Health Aide pursuant to the Nurse Practice Act. JRCS School Secretaries are trained as Health Aides in the absence of the School Nurse.

All medication brought to school **MUST** be given to the designated Health Aide or Nurses' Delegate at the beginning of the day. Medication that must be refrigerated will be kept in a locked container in the refrigerator. Medication of any kind should never be kept in a child's back- pack, cubby or lunch box. The exception would be if a child has an inhaler and has the proper self-carry authorization signed by the child's physician, school nurse, and parent on file. Medication will be kept in the office in a locked container until it is given back to the authorized adult at pick-up.

Testing and CMAS

Juniper Ridge is a public charter school, and as such, is required to test all students for proficiency on the Colorado Content Area Standards. While it is true that we would probably opt out of these tests if we had that option, there is benefit in the information that they provide. As many of you know, our curriculum does cover all of the standards, but we follow a different sequence. This means that our kids **will** show proficiency by the later grades, if not before. By taking the CMAS tests, our students provide the evidence that what we are doing works. With that said, we approach the taking of the tests differently.

It is our belief that if we are teaching the way kids learn, they will do well on the test, but the preparation that we do is more covert and organic in nature. We will let the kids know that the tests are coming and may even give them some basic coaching if we feel that it will help how they feel when taking the tests, but the message that we want them to come away with is that these tests are but one small part of the school

experience and not the whole reason for our existence. We want our students to know that we believe in them, we believe in our school and that how they do on these tests will not change that. We trust them to do their best, and we want you to as well. Some may not do as well as the state says they should but we know that they will show mastery of the content when it is their time, and not only that, they will also know how to think for themselves.

Please help your children to process their experiences. We do not “teach to the tests.” We are very aware that children will be asked to answer questions that they have not had lessons on. As a charter school, we follow a different curriculum than standard public schools as well as a different time schedule when to present particular core lessons. This can result in your children feeling anxious at being asked to work with questions they have not been prepared to be tested on. Please help them to find the proper relationship to the tests. We are not expecting them to be able to answer content we have not taught. Yet we are compelled to administer the test.

We are confident (and other established Waldorf charter schools prove this), that over time, our test scores will not only be comparable with standard public schools, but surpass many. Our first years, however, we must feel our way. Please be patient with us, and help us by ensuring that your children come to school with a positive attitude, have been fed a nourishing and sustaining breakfast, and are dressed appropriately for that day’s weather.

Supply Usage and Replacement

At our school, we provide the students with high quality art supplies, writing materials and all necessary tools and materials for handwork projects. They are expensive. Your supply fee only covers a portion of what is used. For this reason, if a student does not treat the materials provided with care and respect and they become lost or damaged, we will ask that families cover the cost of replacement of said items.

Use of and Reserving JRCS Facilities

For the daily use of a JRCS facility, or to use a JRCS facility on weekends for meetings or special events please follow these steps:

- If you are a parent or teacher, please sign up for the room in the main office with the Office and HR Manager. An outside organization will need a faculty member to be present during all times the building would be in use.
- To use the facility for classes or events by people/organizations outside our

school, a facility use request and agreement must be filled out and approval given by the JRCS administration. Rental fees may apply, as well as proof of liability insurance to protect attendants and the school in the case of an accident, etc.

Re-Enrollment

JRCS is a MCVSD 51 Public Charter School. Our charter allows us to enroll students from Kindergarten through Grade 8. Enrollment is open to any child who resides within the school district, subject to compliance with Colorado public schools of choice statutes and District policy. JRCS has its own open enrollment policies, as dictated by our charter.

- Students who are currently enrolled at JRCS must re-commit for the following school year during the designated period prior to open enrollment.
- If students fail to re-commit during the designated period, their seat will be released and filled by students already placed on the waiting list.

Enrollment of Siblings

Priority enrollment is given to siblings of existing JRCS students. All effort will be made to give them a space, but there are no guarantees.

- Interested siblings must submit an application during the Open Enrollment period to be given a priority in enrollment.
- All applications will be taken on a first-come first-served basis for either an available seat in the grade or on a waitlist.
- All Kindergarten students will be entered into the lottery for the upcoming school year.

Kindergarten Enrollment Age

JRCS recommends that children be 5 on or before June 1st in order to enroll in Kindergarten. However, the District Policy mandates that children must be 5 before or by August 31st in order to be eligible to enter Kindergarten and JRCS adheres to this as a required enrollment age. Because we use turning 6 by June 1st as one indicator of First Grade readiness, many kindergarten aged students may complete two years of Kindergarten before moving up to First Grade. For this reason, JRCS has a mixed aged Kindergarten.

Protecting Early Childhood

The Waldorf Curriculum provides children with a gradual academic start that accelerates in the later grades. We believe that the young child establishes a stronger foundation when raised in an environment that supports them in developing social skills and integrates them into the rhythm of the seasons. This means that the Kindergarten is activity focused and we do not expect or require that children can read before entering first grade. Waldorf students are generally caught up with their traditional public school counterparts by fifth grade, and by eighth grade will often outpace them.

Non-Discrimination Policy

JRCS's educational program is non religious, nonsectarian and consistent with applicable law and District 51 policy. JRCS will not discriminate against any individual on the basis of race, color, creed, national origin, gender expression, gender identity, marital status, sexual orientation, religion, ancestry, disability or need for special education services. Teachers and staff will exhibit professional behavior at all times in regards to our non-discrimination policy.