



Parent/Student Handbook
2019-2020

Watershed Public Charter School

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August 1, 2019

Dear Watershed Family:

Welcome to Watershed Public Charter School's inaugural school year! The Watershed staff is committed to making our school a truly special place for students to learn and grow. We use a multidisciplinary approach to teaching and emphasize outdoor learning and the arts within our standards-based curriculum.

Our objective is to foster high levels of achievement from every student in every class every day. We realize it "takes a village" to make this objective a reality, so your support and involvement are paramount. Additionally, it is extremely important that students are fully aware and understand what will be expected of them academically and behaviorally.

Therefore, we have developed a **PARENT & STUDENT** handbook that will provide you with information pertaining to school policies and procedures. Please note that these policies and procedures were designed to ensure an efficient school operation that will allow us to focus the large majority of our time on the "mission at hand" - providing your child with a World Class education.

Again, we thank you for supporting your child and the Watershed school community. If you have questions regarding any information contained in this handbook, feel free to contact the school at 410-944-1810. We look forward to partnering with you in your child's education.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Lehson".

Ms. Jessie Lehson, Executive Director

A handwritten signature in black ink, appearing to read "Janetta Jayman".

Ms. Janetta Jayman, Principal



Our Mission

Watershed Public Charter School provides an interconnected learning environment, where hands-on exploration and creative expression foster the learning process. Our community promotes rigorous academic achievement, meaningful outdoor experiences and continuous growth for all students.

Our Vision

Just as all life in a watershed is connected, we believe that learning is most meaningful when it crosses disciplines. Our vision is to provide a rigorous and collaborative learning environment emphasizing artistic expression and scientific exploration of the natural world in and outside the classroom. Students develop critical thinking and creative problem-solving skills, as well as a sense of social responsibility and global awareness that promote a lifelong love of learning.

Watershed

“A different way to learn”

STUDENT OBJECTIVE

As a Watershed student, I will strive to:

- act with integrity and kindness; I will strive to achieve excellence in all that I do.
- take full advantage of the academic program offered, so that I may develop to my fullest intellectually.
- develop good attitudes toward learning, my classmates, and others so that I work to my capabilities
- take responsibility concerning my actions

SUBJECTS

The subjects Watershed students will explore are:

- | | |
|------------------------|--------------------------------|
| -Reading/Language Arts | -Mathematics |
| -Science | -Social Studies |
| -Arts | -Physical Education and Health |
| -Music | -Character Development |

MONDAY – THURSDAY SCHOOL HOURS

- YMCA Before Care- 7:00AM- 8:10AM
- Breakfast- 7:55AM -8:10AM
- Student Arrival- 7:55AM -8:10AM
- Student Dismissal- 3:00PM
- After Care- 3:00PM- 6:00PM

SCHOOL BEGINS PROMPTLY AT 8:10AM EVERYDAY

FRIDAY SCHOOL HOURS

-Morning hours and routines are the same.

-Student Dismissal- 1:25PM

-YMCA After Care- 1:25PM – 6:00PM

Arrival and dismissal times will be strictly enforced. Students should not arrive to school prior to 7:55AM and must be picked up by 3:00PM on Monday – Thursday, and 1:25PM on Friday. If parents/guardians do not strictly adhere to the pickup/drop off times, continued enrollment at Watershed may be at risk.

PARENTAL INVOLVEMENT

The Watershed staff takes our charge of providing students with an excellent education very seriously. We pledge to do our best to ensure that students achieve at the highest level possible. However, research has proven that parental involvement and interest in a child's education is the strongest predictor of student achievement. Parents can support their child's learning by:

- Talking with their child about the importance of attendance and doing his/her best
- Ensuring that their child comes to school on time and prepared with necessary supplies
- By designating a "concrete" window of time daily, as well as a specific quiet place at home for their child to study
- Reviewing and proofreading ALL assignments that are sent home or that are completed as homework
- Ensuring that their child reads and/or are read to on a regular basis
- Normalizing an appropriate bed time so their child is "alert and engaged" during the school day
- Showing their child that education matters by rewarding and celebrating his/her success when **excellence** is achieved
- Taking advantage of any after school study sessions
- Enriching their child's education by taking them on educational trips (e.g. zoo, museums, camping, parks, public libraries, etc.)
- Attending parent/teacher conferences

VISITORS

All parents and visitors entering Watershed are required to sign in on the Raptor system in the main office. The first time a visitor signs in, s/he will be asked to present a government-issued photo ID or a driver's license. The identification presented will be used to create a visitor's pass. The visitor's pass must always be worn and remain clearly visible for the duration of the visit. Persons visiting Watershed will also be required to sign-out in the main office before leaving the school building. Non-parent visitors will only be permitted in the building for "business" purposes as determined by the school principal.

The principal or designee reserves the right to restrict visiting privileges for anyone who violates any school policies and/or causes a disruption. The school principal or designee also reserves the right to restrict visitation rights during certain events and/or during testing.

CLASSROOM VISITATIONS

All classroom visits must (a) be prearranged with the classroom teacher and (b) are limited to 20 minutes. Parents are discouraged from requesting classroom visitation the day of the proposed visit. Please understand the frequent classroom visits and/or visits that are excessively long can be distracting, compromise the instructional program, and may pose violations of the Family Educational Rights and Privacy Act (FERPA).

PARENT VOLUNTEERING

Parents/Guardians are encouraged to volunteer in classrooms when classroom activities (e.g. parties, experiments, hikes, etc.) necessitate extra help on the part of the classroom teacher. Please understand that teachers typically do not require daily classroom volunteers. However, as noted, there are certain situations where volunteer/additional help is warranted. Please work with your child's classroom teacher to see when volunteer opportunities are available. Please keep in mind that there will be many committee-related activities.

PARENTAL CUSTODY AND GUARDIANSHIP

Please submit legal documents detailing any custody matters involving non-married, separated, or divorced parents to the main office, and make sure appropriate contact information is noted on the student's emergency card.

ATTENDANCE, ABSENCE AND TARDINESS

There is a strong and positive correlation between student attendance and student achievement. Regular, full day attendance at school ensures that the students maximize their opportunities to learn and collaborate with their peers. Thus, we strongly encourage parents to make certain students are present, on time, and ready to learn.

MSDE and BCPS require students to have a 94% attendance rate. Six days absent for the first two quarters would be approximately 94%. Principals are asked to closely monitor students' attendance due to the huge impact it has on student achievement.

The following are considered excused absences:

- Illness of the Student
- Death in the Immediate Family
- Court Summons of a child
- Observance of a Religious Holiday

Poor attendance could result in a referral to Child Protective Services.

In cases where students must be absent, late, or leave early, it is the responsibility of the parent to communicate with the school's main office.

Absenteeism- In the instance that a child is absent, the parent should send a written letter outlining the reason for the absence the day the student returns to school. In instances where the parents know in advance that the student will be missing school, they should inform their child's teacher and main office as soon as possible. **Only student illness, bereavement, a school sponsored event, participation in court proceedings, and religious holidays will be coded as excused absences.** Students missing an excessive number of school days due to illness may be required to present medical documentation.

Vacations and Extenuating Circumstances- We understand that there will be times when students will have to miss school for vacations and other reasons unrelated to illness. As noted, we strongly encourage regular, full day attendance, so we ask that parents try to avoid these situations as best they can. However, in the instance that vacations or other extenuating circumstances cannot be avoided, these absences will be coded as "unexcused."

Early Dismissal: Parents should send a note in with the student the day of the early dismissal to the main office as soon as the student arrives to school. The note should clearly outline the dismissal time and reason for early departure. Parents/guardians are required to come into the building to pick up their child for early dismissal. Office staff will call for the child. Only parent/guardians or others listed on the emergency contact card will be permitted to pick students up from school for early dismissal. Parents/guardians or others, as listed on the emergency contact card, will be required to show ID when picking a student up from school early. If photo ID is unavailable, or the person is not authorized to pick up the student as designated on their emergency contact card, then permission for early dismissal will be denied and parent will be contacted.

Tardiness: In cases when students arrive late to school (after 8:10), the parent, guardian, or authorized adult must walk and sign in their child in the main office. A note outlining the reason for the lateness must be given to the main office secretary. Please note continued

tardiness to school (3 within a month's time) could result in a parent conference between the student's parent/guardian and the school Principal.

Notes: Notes for absenteeism, early dismissal, or late arrival should include:

1. Student's name
- 2. Reason for the excuse**
- 3. Date of excuse**
4. Time leaving or arriving to the school
5. Telephone number at which the parent/guardian can be reached
6. Date that the letter/note was written
- 7. Parent signature**

Emergency Dismissal Information: An emergency contact card will be sent home with each child for parents/guardians to give specific plans for children during emergency situations. **It is the parent's responsibility to return the required card to school and to make sure that Watershed has updated contact information if or when the emergency contact information changes.** In addition, the procedures for emergency dismissal should be discussed with each child.

TELEPHONE/MESSAGES

Telephone calls may be made to the school office between the hours of 8:10AM and 3:00PM. This office is not open on Saturdays, Sundays, or holidays. Messages of urgent nature will be delivered to students during the school day. Parents should avoid calling the school to leave messages for their child(ren) that are not urgent in nature. Students wishing to contact parents during the school day should request use of a telephone in the main office or nurse's suite. Students are permitted to use cell phones before and after the school day. See *Gum/Cell Phones/iPods/Cameras and Other Electronic Devices* section on page 13 for more information.

BEFORE AND AFTER CARE

The Y in Central Maryland will provide "Before and After Care" service for Watershed students. Before care hours are from 7:00AM - 8:15AM; and after care hours are M – TH from 2:45PM - 6:00PM; Friday from 1:25PM – 6:00PM. Please understand that the YMCA is solely responsible for the students enrolled in the program during the noted hours. Pricing for the program is posted on <https://ymaryland.org/programs/beforeafterschoolenrichment>.

For more information about Y Before & After School Enrichment, please contact your Y center or the Y Customer Service office at 443-322-8000 or customerservice@ymaryland.org.

INSTRUCTIONAL SCHOOL DAY

The instructional school day shall begin at 8:10AM and end at 3:00PM. Students are expected to be in their assigned classroom and ready to begin work promptly at 8:10AM. The school building will be open at 7:55AM for students to take advantage of our breakfast services. Those students electing to eat breakfast should report to the designated breakfast pickup area, and then they will be directed to the area where they can eat their breakfast.

Students remaining in the building after dismissal (3:00PM) should be under the explicit supervision of a Watershed staff member or with a staff member from The Y in Central Maryland.

SCHOOL CLOSINGS/WEATHER DELAYS

Watershed will follow Baltimore County Public Schools (BCPS) calendar for closings, delayed openings, or early dismissal of schools. In cases where there is a need to close schools, delay openings, or for early dismissal because of inclement weather, information can be found on local news stations and on the BCPS website.

Please also note that when schools are closed early because of inclement weather, all school-sponsored events and activities will be canceled or postponed.

Information regarding how The Y in Central Maryland will handle these situations should be obtained from them.

PARENT/TEACHER COMMUNICATION

At Watershed, the expectation is that parents and faculty work together to ensure our students receive the best education possible. Positive parent-teacher communication is vital to building a strong school community. Our goal is to ensure all students have the home and school support necessary to achieve academic success. Teachers will make necessary efforts to respond to parent communication (i.e. email or phone calls) in a timely manner. We ask that parents understand that due to teacher obligations to plan lessons, instruct students, and communicate with multiple parents, there may be times when responses take longer than originally anticipated.

TEACHER CONFERENCES

School-wide parent-teacher conference nights will be held on November 22, 2019, and for Kindergarten, an addition conference is scheduled for May 4, 2020. Please refer to future school newsletters for additional information. At Watershed, we are committed to strong school-home communication. Therefore, we encourage parents to work with teachers, whenever necessary, to arrange parent conferences. We only ask that parents/guardians and

teachers/staff members determine a meeting date that is timely, yet mutually acceptable and agreed upon.

GRADING & GRADE REPORTING

As education professionals, it is understood that teachers have the training and knowledge to rate student achievement and to assign grades accordingly. As such, teachers have full discretion in assigning student grades in accordance with BCPS grading policy. Concerns regarding student grades should be discussed directly with the teacher who assigned the grade.

MARKING PERIODS/QUARTERS:

- Quarter 1 Ends- November 8, 2019
- Quarter 2 Ends- January 24, 2020
- Quarter 3 Ends- April 3, 2020

HOMEWORK POLICY

Regular completion of homework reinforces independent thinking while also building student's time management and study skills.

Watershed will follow BCPS policy on homework,
https://www.bcps.org/parents/homework_guide.htm.

Parents are strongly encouraged to assist students in their efforts to complete homework. However, parents should not do homework for their children as this will compromise independent thinking and student learning. Parents can support their children's learning and assist with homework by:

- Showing an interest in their child's work
- Providing a consistent place and time for quiet study
- Assisting with the practicing of spelling words and number combinations
- Encouraging home reading and listening to their child read
- Reviewing the homework for neatness and completeness
- Refraining from doing the work for their child

TEXTBOOKS, EQUIPMENT, AND SUPPLIES

Please help your child by ensuring that he or she has everything they need for school packed and well organized in a book bag each day. Parents should also label personal items with student's name.

TECHNOLOGY USE

Students will have access to various forms of technology and multi-media. The use of technology is for the sole purpose of improving educational outcomes; therefore, students are expected to adhere to the BCPS Technology Acceptable Use Policy and [BCPSPolicy5550](#) found within the BCPS Student Handbook.

Watershed is not responsible for any computer-related issue that is a result of students visiting restricted websites. Any debt associated with the misuse of student technology (i.e. cost to clean a virus) will be the complete responsibility of the child's parent/guardian.

GUM/CELL PHONES/IPODS/CAMERAS AND OTHER ELECTRONIC DEVICES

Gum will not be permitted at Watershed, and candy will only be permitted during lunch unless otherwise noted by the classroom teacher.

Cell Phones, IPODS, cameras, and other electronic devices are not to be used during the school day. If parents believe it is necessary for a student to have a cell phone, it must remain off from the time the student enters the building to the time he or she leaves the building. In addition to these devices being turned off, they should also remain out of sight and kept in the student's book bag. Watershed will not assume any responsibility for any student belongings that are lost; this includes cell phones and all other electronic devices.

FIELD TRIPS AND EXTRACURRULAR/SPECIAL ACTIVITIES

In an effort to enrich student's educational experience, Watershed will sponsor field trips and other enrichment activities (i.e. assemblies). Field trips are a great way to extend learning and expose students to various institutions, cultures, career opportunities, etc. Only students attending Watershed and their parent(s)/guardian(s) are permitted to attend and participate in these activities. Students and parents should remember that when attending or participating in school-sponsored events all school rules and policies still apply.

It is of the utmost importance that student behavior on field trips is strictly aligned with the expected conduct in the school/classroom. Parents are to remind students of the importance of good behavior and safety when participating in field trips. It should also be clearly stated that poor behavior during a field trip or any other school-sponsored event will result in the same consequences as they would in the school/classroom.

Chaperones- Parents wishing to serve as chaperones must do so as an official BCPS volunteer. To receive this designation, parents must complete the BCPS requirements as outlined on the BCPS website: http://www.bcps.org/community/volunteer_info/

Permission- Written permission from a parent/guardian must be received for a student to attend a field trip. Watershed will send home field trip permission slips that outline the field trip's details including purpose, date, time frame, meal costs, chaperone needs, and permission slip deadline. If a student does not have written permission by the assigned deadline then he or she will not be permitted to attend the trip. Permission slips must be received by the teacher prior to the permission slip due date.

If field trips and other school-sponsored activities extend beyond the instructional school day (i.e. events that end after 3:00PM) it will be the parent's/guardian's responsibility to ensure that the student is picked up no later than 15 minutes after the end of the activity or return to school. If financial assistance is needed for student participation, please contact the student's classroom teacher.

HEALTH SERVICES

Watershed Public Charter School recognized the health of each student as an integral part of reaching their highest academic potential. A full-time nurse is on staff to provide a safe and nurturing environment where students may receive first aid, health assessments, and interventions for medical issues.

Illness: When students become ill during the school day, they should communicate with the teacher. The teacher will send the student to the nurse's suite for medical attention. When necessary, the nurse will communicate the student's illness with the parent/guardian and will advise the parent on "next steps" with regards to the student's medical needs.

Parents are expected to make every effort to get their child whatever medical attention (e.g., a doctor's appointment) that is necessary for their child's well-being.

Please remember that students should not be sent to school if they have any signs of illness (fever, sore throat, inflamed eyes, rash, nausea, etc.). As per the Health Department and the Office of Health Services, students MUST be fever free without the aid of medication for at least 24 hours prior to returning to school.

Toileting accidents: It is recommended that each child in Kindergarten and 1st grade, and any other student with medical issues requiring a change of clothes (e.g., nosebleeds), be sent to school with a full change of weather appropriate clothes, including underwear and socks in a zip-lock bag, labeled with the student's full name and grade. This will be kept in the health suite and allows the child to change clothes during the school day and have the soiled clothes returned home for cleaning, without the parent needing to come to the school. Unused clothes will be sent home with the student at the end of the school year.

Injury:

The procedures listed below will be followed in matters involving an injured student:

1. Teachers will send the student to the nurse's office if the injury is minor.
2. Teachers will notify the nurse's office if a student is unable to be moved.
3. Trained personnel, when necessary, will administer basic first aid.
4. The parent/guardian will be contacted and provided a detailed description of the injury and incident.
5. Emergency medical services will be contacted in cases of critical injuries that fall beyond the scope of what a school nurse can or is permitted to handle.
6. An accident report detailing that incident and injury will be completed and filed for every student injury.

Hearing and Vision Screening: Once a year, a technician from the Baltimore County Health Department will administer a hearing and vision screening. Students new to BCPS, as well as kindergarten and third grade students are routinely screened. At the request of parents, guardians, and/or teachers, other students may also be tested by contacting the school nurse. The dates for these screenings change each year and parents will be notified prior to the screening. If a child fails either the hearing, vision, or both screenings, the Health Department will notify the parent/guardian and the school. The parent/guardian will be requested to seek further evaluation and send the results to the Health Department. The Health Department will forward the results to the child's school.

HEALTH FORMS

Consent for Discretionary Medications: Your child will be given this form at the beginning of the school year. Parents are asked to complete and sign the form so that the nurse may treat your child for minor health problems (e.g., Tylenol for a headache or cough drops for a sore throat, etc.). These medications are dispensed in accordance with the protocols from Health Services. In order for your child to receive any of the medications offered, parents must sign and return the required form to the school nurse. A note from the nurse will be sent home with your child if medication has been administered at school.

Medication for Students in School (prescription and non-prescription): Parents are strongly encouraged to make every effort to arrange for medicine to be taken outside of the school day. However, if it is determined by a physician that a child must receive medication during the school day, and the school nurse must dispense medications, the physician must give explicit written approval and specific directions regarding these medications. All medication must be brought to the nurse in the original pharmacy packaging and the **Medication for Students in School** form must be completed by the physician and signed by the parent/guardian before the medication can be administered.

All medications must be picked up and dropped off by the parents and must be given directly to the school nurse along with the Medication for Students in School form. All medications

must be picked up by the parent/guardian by the last day of school. Otherwise, these medications will be disposed.

Health Inventory and Dental Form: The first page of the Health Inventory is to be completed by the parent and pages two and three are to be completed by the physician or health care provider. The Dental Form is to be completed by your child's dentist.

Immunization Form: Records of immunizations are legally required by the State of Maryland and are necessary for every child to start school. The immunization form must be completed by your child's health care provider. Students who are not in compliance with their immunizations, unless exempt for religious or medical reasons, will not be permitted to attend school on a permanent basis. In these instances, students will be given 20 calendar days to become compliant with their immunizations, after which point they will be excluded until compliance is reached. For more information regarding immunizations, parents should access Health Services on the BCPS website at BCPS Health Services or contact the school nurse.

EMERGENCY DRILLS

A variety of drills to practice safe and orderly procedures in the event of an emergency are held each year. In all of these, the primary concern of any drill is the safety of the students. All adults in the building are to protect students from harm and to be responsible for the children in their care.

FIRE DRILL

The purpose of a fire drill is to practice the evacuation of the school building by all personnel in as quick, quiet, and safe manner as possible. The signal for the drill is the sounding of the bell in a repetitive manner. Each teacher prepares for these drills by reviewing the nearest exit to his/her room with each class at the beginning of the school year and discussing the rules for student behavior during a fire drill.

EVACUATION DRILL

In the event of a threat of explosion, danger, or toxicity, teachers may have to lead their classes at least 300-500 feet from the building. The signal for this drill is the sounding of the fire alarm and an announcement over the intercom. This evacuation drill follows the same procedures for student behavior as a fire drill, but the safe distance is increased.

SEVERE WEATHER DRILL

In the event there is a severe weather warning from the Weather Bureau, all schools are notified by an emergency alert radio. If it is necessary, all classes will report quickly to the first-floor hallway away from windows and doors. Students follow the

procedures for all other drills, moving quickly, quietly, and safely to the designated space. The announcement for this evacuation is via an announcement.

LOCKDOWN DRILL

In the event of a threat to student safety by an intruder, it may be necessary for teachers to protect their students from any interaction. An announcement will be made over the intercom that the school is in a Lockdown situation. Students will remain in a lockdown drill until the all-clear announcement is made.

LEAVING SCHOOL GROUNDS

Under no circumstances are students permitted to leave school grounds during the school day without the explicit permission of school personnel.

STUDENT DISCIPLINE

It is advised that parents/guardian also familiarize themselves with BCPS Student/Parent Handbook; this can be found at <http://www.bcps.org/system/handbooks/Student-Handbook.pdf>

A well-structured environment that is free of disruptions is a necessity for providing an exceptional education. Therefore, behavior that is distracting, disrespectful, or harmful to other students or staff will not be tolerated. Students will receive appropriate consequences to immediately rectify the behavior. To provide additional support for our students, Watershed will use responsive classroom and character education to foster positive learning environments.

DRESS

Please be aware of the daily temperature when sending your child to school. Our instruction is focused on outdoor learning, so children will be outside often during the school day. In addition, bringing in a change of clothes for your child may be helpful on wet, colder days or on days when they get muddy outside. Please send your child to school with your choice of sunscreen already applied on hot days. When the weather is cold, make sure he or she comes to school with a warm coat, hat, and gloves.

MEALS/CAFETERIA

Breakfast is \$1.40, and lunch is \$2.90. Watershed participates in the federal lunch program and follows the BCPS lunch menu and calendar. We do not permit students to eat food that has not

been prepared at home or at the school (i.e., Fast food or other restaurants). Exceptions to this policy can only be made with the permission of the school principal.

Parents should also communicate with the teacher and school nurse if their child has any food allergies (i.e. peanut). We ask that parents help us by educating their child on how to avoid having their allergens “triggered”. Moreover, it is always safest, if your child’s lunch is prepared at home.

Students are provided with approximately a 60-minute block of time for lunch and recess, and students will be escorted to and from the lunch line by a staff member.

The following guidelines are important to the efficient operation of lunch. Please assist us in facilitating the lunch program by following these guidelines:

Students may:

- ❖ Sit in any seat at their assigned classroom table on any given day.
- ❖ Purchase “extras” (if they do not owe lunch money).
- ❖ Go outside (weather permitting).

Students may not:

- ❖ Save seats for other students or deny a student the right to sit at their table.
- ❖ Move from seat to seat during a lunch period.
- ❖ Be dismissed from lunch until **all** trash is discarded.

Borrowing of Lunch Money- Students who need to borrow lunch money should go to the main office before 10:00 AM in the morning to fill out a ticket to borrow lunch money. Students are expected to pay back their debt the next school day. If you know of students who are not financially able to purchase a lunch, please discuss this with the school nurse, student service specialist, or teacher immediately.

Breakfast-Cost: \$1.40

Breakfast will be made available for students choosing to eat breakfast at school. Students wanting to purchase breakfast should be at school by 7:55AM and should report directly to the breakfast line. A designated staff member will take students from the breakfast line to the eating area. Students who eat breakfast are still required to be with their classroom teacher by 8:10AM.

Prepayment for School Meals- Parents can pre-pay for lunch at <http://www.myschoolbucks.com>.

Free/Reduced Lunch Priced Meals- An application for Free or Reduced-price meals will be sent home with the students on the first day of school. When applicable, parents must apply for this

on an annual basis. This form should be completed and returned to the teacher as soon as possible. For more information, please visit [Free and Reduced Priced Meals](#).

Breakfast/Lunch Menus- Monthly breakfast and lunch menus will be sent home at the beginning of each month. Parents may also view breakfast and lunch menus online at [Breakfast and Lunch Menus](#).

LOST AND FOUND

Items that are found in the building should be taken to the nurse's suite. In instances where students are looking for lost items, they should see the school nurse.

BIRTHDAY PARTY POLICY

In the spirit of inclusiveness and with awareness of various food allergies, food products will not be used for birthday celebrations. Instead, Watershed staff will acknowledge each child's birthday during morning announcements. Teachers will also provide other creative ways parents can contribute to the school community in honor of the child's birthday. Some examples of ways you can honor your child's birthday are as follows: bringing in packets of seed for the class to grow, donating a board game for classmates to enjoy, donating a book for our school library in your child's name, etc. Also, parents are reminded that these celebrations are coordinated by the classroom teacher.

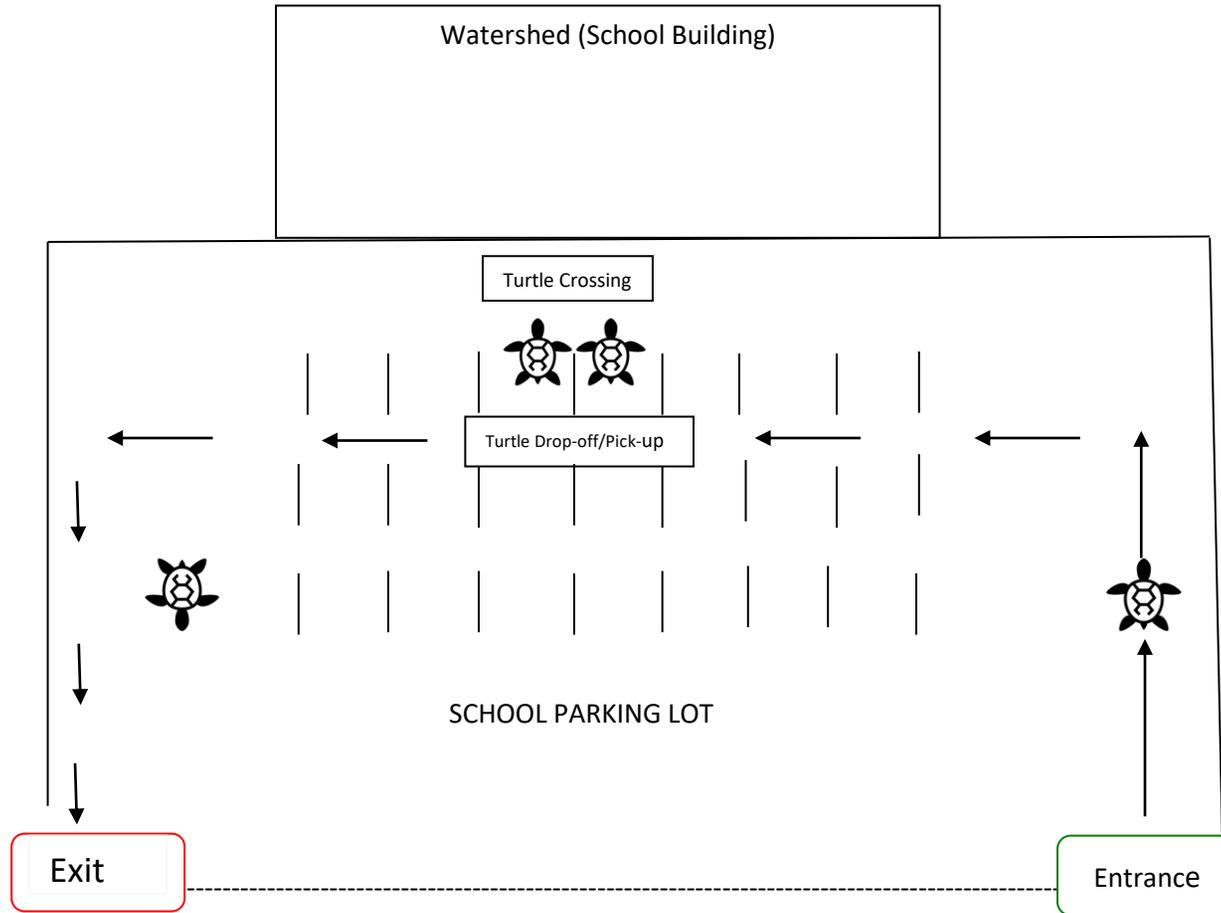
DROP OFF/ PICKUP AND TRAFFIC PATTERN

Parents are expected to drop off and pick students up in accordance with the school hours noted earlier in this handbook. Parents should know and follow the recommended traffic pattern and procedures when picking up and dropping off students. Please see the traffic pattern example located in this handbook. In an effort to promote safety, Watershed reserves the right to update traffic patterns as needed.

Please remember that the following traffic pattern has been developed with student safety in mind and to expedite the drop off and pickup process. We ask parents to remain patient during drop off and pickup. Please read carefully the following guidelines and see the succeeding diagram:

1. Drivers must enter the parking lot using the clearly marked entrance.
2. Drivers are to proceed between the first and second row of parking spaces. This will allow us to provide a "square shaped" traffic pattern around the lot and avoid the IEP bus pattern. A staff member will direct you when your child can exit the car. Please wait for this direction to ensure all students' safety.
3. Drivers will be directed to exit by a staff member.

DROP OFF/ PICKUP AND TRAFFIC PATTERN DIAGRAM



PARENT/GUARDIAN SIGNATURE PAGE

I have carefully reviewed the school's policies as outlined in this Parent and Student Handbook. I understand that it is my responsibility to assist my child in understanding these policies and ensuring that these policies are carefully adhered to.

Student Name: _____ Date: _____

Parent Signature: _____ Date _____