

# Community Handbook

2018-2019



**WATERSHED**  
SCHOOL

**DEAR WATERSHED SCHOOL STUDENTS AND FAMILIES,**

Since our founding, Watershed School has been focused on both intellectual development and community warmth. We believe that the best learning and growth happen in an environment where all community members can be their authentic selves. And the best communities are those that welcome diverse individuals as they come together with respect and support. This handbook is designed to help us build a great community.

Sometimes I wish we could have a very short community handbook -- perhaps just three lines:

Be kind.  
Be curious.  
Do good work.

Or maybe just one line:

Do the right thing.

However, I know it can be helpful to have a bit more detail. So that is what you will find within this handbook. Yes, there's a lot to read here. You will find general educational policies, community expectations, family roles, and administrative policies. We hope this handbook will answer many of your questions: What do I do if my child is sick? What are the expectations we need to follow? Who do I contact with a question or a concern? You'll find it all here.

Our policies are intended to support families, maintain clear boundaries, and support students as they grow in character and ability. I welcome your feedback and your insight along the way.

Watershed is a special place. This is because we know that young people learn by doing challenging, meaningful, real-world work. At Watershed, we give them the chance to do so. We are so glad that you have joined us on this journey.

**Tim Breen**  
**Head of School**

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# INTRODUCTION

## *Our Mission*

**To spark adventure and wonder, foster inquiry and community, and build the character and ability of students to take on the world’s greatest challenges.**

Our school design includes a vigorous, engaging, and interdisciplinary curriculum that gives students real responsibilities and opportunities to be of service to the community. Our community is characterized by a caring and nurturing approach in which each person is encouraged and supported to be true to one’s self. A Watershed School education is an exceptional preparation for college and for life. It emphasizes academic inquiry, leadership, citizenship, and community building, as well as helping students to discover and develop their heartfelt passions and interests.

### **A Watershed School education is vigorous.**

Active engagement in multifaceted experiences characterizes our interdisciplinary academic curriculum. Students work collaboratively on real-world issues and topics, while mastering the art of critique and revision towards a level of quality and integrity that we call “craftsmanship.” An academic curriculum embedded in a hands-on approach to learning helps students apply their education to the world around them. Our purposeful curriculum, which emphasizes problem-solving skills and critical thinking, leads to lasting retention of knowledge and greater engagement in school.

### **A Watershed School education is meaningful.**

Our approach to education helps students connect to larger purposes. Integrity, civic engagement and service are central parts of our program, and our emphasis on craftsmanship, community and compassion asks students to do their part to make the world a better place. Additionally, our exploratory programs in academics, arts, music, health, wellness and fitness invite students to discover their interests and passions.

### **A Watershed School education is nurturing.**

We all want to be recognized, valued, and loved for who we are. Our emphasis on the social and emotional aspects of learning in a community, and our commitment to clear boundaries, together create a safe and nurturing environment for students that allow their true selves to come forward. Through our intentional community building, our advisory program, and our rites of passage program, we provide an extraordinary degree of personal attention and support, and all of our students are known well for who they are and who they want to become.

Our goals for each student at Watershed School are simple: to be happy and successful; to be a contributing citizen of the world; to feel confidently prepared and eager for school, college and life.

# WATERSHED SCHOOL'S EDUCATIONAL PROGRAM

Students at Watershed School engage in Academic Coursework and a Community Curriculum in order to develop an essential set of concepts, skills, and experiences.

## **Academic Coursework**

### Learning Expeditions

Learning Expeditions are interdisciplinary courses that involve a project-based approach to learning, and connect students to the community context in which they are studying, whether global or the local Boulder Creek Watershed School community.

Learning Expeditions serve as the focal point of each term at Watershed School. Spring and Fall Term Expeditions meet 4-5 days per week for a total of 11-16 hours per week. May Term Expeditions meet 5-7 days per week in an immersion context that have students engaged in one experience 40 hours or more per week.

Learning Expeditions have strong academic content, such as applied physics, topics of chemistry, U.S. and world history, and language arts and literacy. They incorporate community resources, involve service work and environmental stewardship, often include overnight excursions, focus on developing “products of meaning,” and conclude with public “Presentations of Learning.” Learning Expeditions may immerse our students in wilderness, into other cultures, or may be focused on the local context.

### Skills Classes

Interest and ability level determine placement in these 55-minute skills-based classes that meet daily during Fall and Spring terms. Courses include Mathematics (up to calculus), Beginning and Intermediate Spanish, Visual Arts, Drama, and Photography. Other electives provide enrichment opportunities for all students, and include courses in the Arts, Academics, Engineering, Athletics, and Leadership.

### Class Seminars

Each grade level meets in a class seminar once a week for 40 minutes. These seminars focus on academic skill-building, group formation, and academic advising. As students progress toward graduation, the class seminars take on a greater emphasis on preparation for the college admissions process.

### Independent Study, Study Hall, Online Course Policy

Students who wish to pursue academic interests beyond our course offerings should consider independent coursework. Students can pursue a self-designed independent study, study of a language not offered at Watershed, and advanced courses in mathematics and Spanish.

### *Independent Study*

Independent study courses may be approved when a student demonstrates that they are capable of independent work and develops a successful, detailed proposal for a course of study equivalent to a semester of coursework. Proposals must include specific information about the time the independent study requires, the material to be studied, the work to be completed and the methods for evaluating that work. Independent studies must be approved by the College Counselor, advisor, and the Associate Head of School. Independent studies are pass/fail only.

Independent study courses are designed to allow Watershed students to pursue areas of demonstrated passion. They are not intended to create additional time in the student's schedule or as an alternative to a course the student would prefer not to take. Students may not do an independent study to satisfy graduation requirements.

#### *The Role of the Student*

- Student must propose a set of learning targets, work deliverables, and a week-by-week schedule to a sponsoring teacher. This proposal must be finalized into a plan by the end of the school's add/drop period (typically the first week of the semester).
- Student must present pre-determined work products to the teacher and share their work with a live presentation at FAIR.
- The student is responsible for initiating contact with the sponsoring teacher and for scheduling and attending all conferences.
- On a day-to-day basis, the student must work in "line of sight" of a teacher.

#### *The Role of the Teacher*

- A teacher will work with a student to identify work product and learning outcomes, certify the results, write mid-year and end-of-year narratives, and award pass/fail status.
- Teacher is expected to conference with student at least once weekly.
- The teacher determines whether the independent study is awarded a "pass" or "fail." Except in the case of an medical leave, independent studies may not be awarded an "incomplete."
- Teachers may not supervise more than two independent studies each semester.

#### *Independent Language Study*

Independent study in language is not designed to replace participation in Watershed's core Spanish language and culture program. We support language independent study in one of three scenarios:

- students are continuing study in a language where they have completed and passed at least one full academic year from an accredited institution in the academic year immediately preceding enrollment at Watershed AND pay for the study independently AND the course is recommended by the College Counselor and approved by the Head of School;
- students who want to focus on language study as an area of passion begin a second language in parallel with Spanish AND pay for the study independently AND the course is recommended by the College Counselor and approved by the Head of School;
- students are prepared to go beyond a fourth year of Spanish and continue advanced Spanish language study AND the course is recommended by the College Counselor and approved by the Head of School;

As a general policy, the school will not approve online language classes that do not include a live instructor engaged in synchronous instruction with the student.

#### *Online Courses*

Online courses may be taken when they are offered from an accredited high school and approved by the Head of School. The student's grade is not included in a Watershed transcript, but Watershed will count the accredited online work towards the student's graduation requirements.

The school will pay for advanced Spanish or math classes not currently offered that support the student's growth based on budgetary availability.

The school may, at the discretion of the Head of School and based on available funding, pay for online courses that support advanced work in a student's anticipated area of college or career focus when recommended by the College Counselor.

### *Study Halls*

Study halls are only available as part of a formal academic support plan (such as Academic Concern contract or ILP.) Study halls must be approved by the Head of School and, in the case of high school students, the college counselor.

### Study Abroad Policy

Watershed supports student exploration of adventure and wonder outside of their traditional academic setting. We support student study abroad and/or off-campus by granting students Leave for Study, and reserving their space in their class, under the following conditions:

- Students and parents must begin their application for leave a full year ahead of time. During the sophomore fall term, interested students must submit an application for approval to their Advisor, the College Counselor, and the Assistant Head of School. The formal request must include:
  - The program dates
  - A general idea of topics covered
  - A statement of why they think that it will expand their experiences outside of what they would be able to experience at Watershed.
- Watershed School reserves the right to limit the number of students who choose to study off-campus in any one year to three (3).
- We only grant leave for one semester, not a full year.
- Leave must occur during the Spring Semester (the reason being that we want the student to 'onboard' and orient their year with the rest of their class, and get through the baseline of most of their year-long classes.)
- Students are not generally permitted to be away during senior year, and they are discouraged from going off campus for any part of the tenth grade, but requests for the latter will be considered and any decision to support this choice will be made in the general spirit of the guidelines for junior year. Strong academic performance and a high degree of parallelism to Watershed's academic program would be justifications for granting a request to a sophomore.

### *Credits and Transcripts When Taking Leave for Study*

A separate transcript from the program the student has attended will certify the courses taken off campus. These courses will not be entered on the Watershed transcript.

The Watershed transcript will show an asterisk for the term missed, with an explanation that work done in the off-campus program will be accepted as fulfillment of our graduation requirements wherever the substituted academic program is roughly equivalent to what would minimally be expected of a Watershed student.

Students planning such programs should consult with the College Counselor and school Registrar to confirm consent to accept non-Watershed coursework for graduation credit. (By junior year, most students will have been able to complete minimum requirements in science and language; if not, they may be able to complete such requirements in senior year. Any uncompleted arts credits may also be completed in senior year. For a few students, English and history credits can be satisfied by accepting half-credits from another school, and our general rule is to review the offerings and accept such credits.)

### *Tuition and Fees During Leave for Study*

Families will be responsible for one semester of tuition cost and the full amount of student experiential fees. Payments must be completed prior to beginning Leave for Study.

## **Community Curriculum**

The following components together form our community curriculum:

- Wilderness Orientation: overnight camping and backpacking trip to help establish connections to the community, the curriculum, and the norms of the school.
- Gatherings: a time to come together in the mornings for announcements, stories or sharing for the community's benefit, along with things we are grateful for and appreciations of other members of the group.
- Community Meeting: a periodic time for activities to build and strengthen the community.
- Stewardship: frequent opportunities for students to share in the maintenance and support of the functioning of the school.
- Advisory: a time for a small group of students to meet with their advisor for academic guidance, social support, development of academic portfolios and self-directed learning challenges, and for fun. One of the goals of the advisory is for an adult to know each Watershed School student well, academically and socially, and across all learning experiences.
- Rite of Passage Programs: activities and conversations to help mark students' passage into new phases of their lives – into adolescence, into young adulthood, and leaving high school.
- May Term and Expedition-based extended fieldwork: academic trips that also provide opportunities for students to live and work closely together as a team

## **Assessment**

At Watershed School, we believe that assessment is a critical part of the learning process itself, rather than a way to judge success or failure. Its purposes are:

- To help students evaluate their own progress so that they may celebrate their successes and identify the areas that still need work.
- To help educators assess the progress and needs of individual students in order to tailor instruction and experiences to meet those needs, as well as to evaluate the effectiveness of their curricula and teaching techniques.
- To determine whether students have mastered specific skills and knowledge in order to gain certifications or to progress into Senior Institute and Graduation.
- To document the learning that takes place at Watershed School for prospective colleges, for students and parents, and for other professionals in the field of education interested in improving the quality of education in their schools.

Performance and progress are assessed using the concept of proficiency towards clearly stated learning targets in each course. The proficiency levels are *Beginning*, *Developing (low and high)*, *Accomplished (low and high)*.

Assessment occurs on an ongoing basis through project evaluations, public presentations of learning, and other evaluations of students’ learning and community involvement. These include self-reflections and educator assessments, regular one-on-one meetings with advisors, and feedback from community mentors.

Each term during the school year concludes with presentations of learning at FAIR, a community event during which students present their learning to an audience of peers, educators, parents, and community experts. Students are assessed on the content and delivery of the presentation.

At the midpoint and conclusion of each term, teachers complete a progress report, a “snapshot” of the student’s performance. Here, students are assessed on the basis of their academic performance in reading, writing, math, and other subjects within the expedition content, such as history, geography and science. At the end of each term, advisors provide a narrative description of a student’s accomplishments, growth, and challenges.

Progress Reporting

Parents can expect regular information on their child’s progress through the following types of assessment at Watershed School:

- Progress Reports: quarterly reports that provide a snapshot of individual progress in academic coursework.
- Student-Led Parent Conferences: students lead a discussion of their academic progress and involvement in community curriculum.
- Presentations of Learning: individual and group public presentations at the conclusion of each term, typically at FAIR.

High School Transcript GPA

Beginning with Fall 2017 courses, Watershed’s proficiency levels will convert to a GPA when a high school transcript is produced. (There is still no GPA in middle school.)

The high school GPA will be calculated according to the following scale:

<b>Proficiency Level</b>	<b>What Does It Mean?</b>	<b>How Can It Vary?</b>	<b>GPA Equivalency Upon Exit</b>
Accomplished Proficiency	Student has demonstrated an advanced understanding of the major concepts, skills, and experiences of the course, and can help others use and apply the concepts. This assessment level represents significant accomplishment.	Teachers may choose to designate accomplished proficiency as “high” or “low” to designate placement within the range of accomplished proficiency.	4.0 3.75 3.5
Developing Proficiency	Student has made significant progress toward understanding the course's major concepts, skills, and experiences.	Teachers may choose to designate accomplished proficiency as “high” or “low” to designate placement within the range of accomplished proficiency.	3.25 3.0 2.75

Beginning Proficiency	Student is beginning to grasp the major learning concepts.	When appropriate, teachers may choose to designate accomplished proficiency as “high” or “low” to designate placement within the range of accomplished proficiency.	2.25 2.0 1.75
No Credit			0.0

Your child is more than a GPA. And so, we’re still not going to rank students. And we’re still not going to report a GPA as a regular part of student progress reports. Within our community, our conversations will be about student learning and growth, which is too nuanced for any GPA to capture.

## Homework

Watershed School is committed to a vigorous academic program that includes regular homework assignments. As responsible members of an educational community, students are expected to complete all assigned homework by the due date. If students are unable to complete an assignment, they are expected to communicate with their educator before the beginning of the class in which it is due. Repeated failure to complete homework may result in disciplinary action.

### Late Work

- All work is expected to be turned in on time.
- Since prompt work habits are essential to success in undergraduate work, 11th and 12th grade students will not be permitted to turn in late work except in the case of medical or family emergency. Late work from 11th and 12th grade students will not be assessed or accepted.
- If Watershed School students in grades 6-10 demonstrate a pattern of late or missing work, they will be placed on an Academic Concern Contract that may include supports, additional work, and the possibility of not receiving credit for a course unless the pattern is changed (see “Disciplinary Statuses” section of “Administrative Policies” below),
- Teachers will provide students with multiple opportunities to show their understanding of the long-term learning targets; however, missing work will likely affect the student’s overall assessment.
- If a student is late with his/her work, teachers will directly communicate with the student. If late work continues, teachers will report patterns to the student’s advisor, the student’s advisor will assess for trends and, depending on their analysis, will then contact the student’s parents. If the trend is not corrected, the Associate Head of School will be notified and will follow up with the student and parents.

### Make-Up Homework

In the event that a student misses school/class, they are responsible for contacting their educator before the next class meeting to discuss the necessary steps to make up any missed work.

## Academic Integrity

At Watershed School, students are expected to be honest in all academic matters. Students may never claim credit for ideas that they have borrowed from other sources. Issues of academic dishonesty include using words that are not a student’s own (i.e., copying all or part of an assignment, test or homework from a friend, a book or other sources, including the Internet), failure to properly footnote, and all cases of plagiarism. Students must fully understand the

concepts of cheating and plagiarism and how to avoid them. When in doubt, students should ASK. Educators will take all issues or suspected issues of academic dishonesty seriously, and appropriate staff will be called in for involvement. The issue will be resolved through discussions with the student, educator, advisor and other appropriate individuals. Issues of academic dishonesty are dealt with according to the disciplinary policies of Watershed School. In instances of academic dishonesty, a student may be placed on probation, suspended or dismissed from the school.

#### Plagiarism

- Middle School and High School students will all receive a lesson on plagiarism at the outset of the year.
- The first time a student plagiarizes, they will be placed on an Academic Concern Contract. The advisor and Associate Head of School will meet with the student and parent(s) to define the details of that contract and to further emphasize the importance of authentic work (see “Disciplinary Statuses” section of “Administrative Policies” below).
- The second time a student plagiarizes, they will be placed on Academic Probation (see “Disciplinary Statuses” section of “Administrative Policies” below).

# COMMUNITY EXPECTATIONS, NON-NEGOTIABLES AND SCHOOL POLICIES

In support of Watershed School's commitment to a healthy community, please read and discuss the community expectations, major rules, and school policies listed below. Once each family has reviewed the expectations, each parent and student must print, sign and return the "Acknowledgment and Receipt of Community Handbook" (see last page of this handbook) to Watershed School.

## Community Expectations

The following outlines the school's expectations for behavior at Watershed. This behavior is expected in all classes, both on and off campus; during all school events; and at any time you are on campus (even after hours).

Our community expectations are rooted in the seven character traits we aspire to develop as a school:

- Curiosity
- Optimism
- Empathy
- Gratitude
- Grit
- Self-Control
- Social Intelligence

Violating the following rules may result in disciplinary action, up to and including expulsion from the school (see "Disciplinary Action at Watershed.") The decision of the Head of School in all disciplinary matters is final.

Of course the text below does not capture the full breadth of what we hope Watershed students will embody in their daily behavior. The list below is a minimum - not a ceiling - for what character looks like in action.

### Grit

*Honesty:* Students are expected to tell the truth, admit mistakes, and take responsibility for their actions, even when the consequences may be uncomfortable.

### Empathy

*Technology:* Students should not use technology to access hate speech, pornography, or other material that may be offensive or harmful to other members of the community. Further, students should not use social media outlets in any ways that degrade, embarrass, or harm other individuals or groups either within or beyond the Watershed community.

*Cleanliness:* Students are expected to take responsibility for keeping common areas clean and safe, and recognize that all of us have a role to play in building the Watershed community. We clean up our messes and will help clean up messes that we didn't make. Together, we will endeavor to steward our school and the environments in which we learn, travel, and live.

*Respectful Speech:* In speech and writing (including electronic messages), students will show respect for other people and take responsibility for the impact of their words on others.

*Physical and Emotional Safety:* Students are expected to avoid acts that cause physical or emotional harm to others, whether or not that harm was intentional. This includes their behavior in the digital and social media realms.

### Social Intelligence

*Profanity:* All members of the school community should speak and write without using profanity while on campus or participating in school activities.

*Cell Phones:* During class or community time, phones should be silent and away unless specifically requested by teachers as part of a class activity (e.g. using a tuning app in a music class or using a camera in a photography class). During breaks, high school students may use phones outside the classroom. Cell phone use by middle school students is never permitted.

*Interpersonal Conflict:* Students who have interpersonal conflict are, first and foremost, expected to “go to the source” when possible, using constructive approaches to resolve the conflict. This means that students are expected to seek to resolve the conflict by talking to the person with whom they are having the conflict, rather than talking to others about the person. Staff and peer mediators will be available to assist in this process, and students are encouraged to seek support should they find themselves in a conflict situation.

*Punctuality:* Students are expected to arrive on time for class, community events, and other school activities. When students are allowed off campus for lunch or other activities, they should respect that freedom by returning punctually.

*Dress Expectations:* The expeditionary nature of our program, the academic character of the school environment, and our commitment to teaching social intelligence and empathy inform our guidelines for appropriate dress.

Dressing for school is a negotiation between a student’s emerging identity and what’s socially intelligent for a learning environment. To be helpful, we share the following standards.

Appropriate dress does:

- Present a neat and professional appearance.
- Allow students to go outside, conduct manual labor, board buses, actively participate in fieldwork, bend over, stretch comfortably and safely, and sit on the floor without exposing cleavage, bellies, butts, underwear, bra cups/back, or expose otherwise covered body parts.
- Keep students at a comfortable temperature and protect students from seasonal elements.
- Allow students to make consistent eye contact with each other, teachers, and guests inside the building.
- Include trousers and/or skirts that reach to the length of a closed fist held with one’s arms extended straight down one’s sides, provided genitals and/or undergarments remain covered at all times.
- Remain in place without excessive tugging and provide adequate coverage while sitting, standing or bending over.
- Include an expectation that shoes, sandals, or other appropriate footwear will always be worn (i.e. no bare feet).

Dress is inappropriate when it:

- Presents a torn, damaged, or ragged appearance.
- Advertises alcohol, tobacco, or other drugs.

- Is sexually explicit.
- Promotes the use of weapons or violence.
- Uses language that demeans an individual or groups either directly or in words or images that denigrate a faith, culture, community, or belief system.
- Displays cleavage, bellies, butts, underwear, bra cups, or genitals, either through transparent clothing or by direct exposure.

During fieldwork, there may be additional requirements based on what is socially intelligent in a given context. For example, students visiting a house of worship may be asked to cover their hair, or students working in a business setting may be expected to wear business attire. The educators leading the program will determine these guidelines.

FAIR is a business casual event. Business casual at Watershed means that all students are welcome to wear skirts, dresses, dress pants/khakis, dress shirts, blouses, ties, and/or jackets/blazers - in any combination. Blue jeans, shorts, t-shirts, and similar clothes are not appropriate for FAIR, even though they may be perfectly appropriate for school on a typical day. All other dress expectations in the student handbook still apply at FAIR.

Students who wear clothing deemed inappropriate by staff, based on these guidelines, will be referred to a faculty member or administrator for a conversation and possible disciplinary action. As part of that conversation, the student may be sent home or asked to change.

*Representing Watershed School:* Because Watershed School invites a variety of community members to the school, and the students spend a significant amount of time away from school in the community, it is imperative that all students positively represent the school. Appropriate clothing, language, manners, and respect of others' property are imperative, both on campus and off. All school expectations apply in the building, as well as outside of the building. Any student who is not adhering to Watershed School's student expectations and not representing the school in a positive way may be required to be picked up by a parent or may be asked to return to school. Additional consequences may follow as deemed necessary by staff.

#### Self-Control

*Food in Classrooms:* Students should not eat or drink in classrooms, unless it's specifically requested, pre-approved, or provided by teachers as part of a class activity (e.g. cooking as part of an expedition on food).

*Skateboarding and Bicycling (and other wheeled transportation):* Skateboarding is not allowed on campus. Bicycles may be ridden to/from school, but should not be ridden on campus otherwise. When riding to/from school, students should follow the "one-way" direction of traffic, and all students are required to wear helmets while on school property and during any school-sponsored, bicycle activities.

*Van and Bus Behavior:* Transportation for expedition travel and community activities is provided in Watershed School vehicles. Riding in Watershed School vehicles is a privilege and benefit for Watershed students. All passengers in the vehicles are required to wear their seatbelts at all times when riding in school vehicles. The vehicles will not begin traveling until drivers confirm that all students have their seatbelts on. Students are expected to behave in a way that is safe at all times and that is respectful towards the driver and other passengers, as deemed by the staff in the vehicle.

*School Property:* Students are expected to show respect for our campus, vehicles, and furniture by leaving the things around us as good or better than we found them.

*Focus:* When working independently, students are expected to stay focused, whether or not a teacher is in the area. Students should not use social media during class time, whether or not they're in the classroom.

## **Non-Negotiables**

Our non-negotiables are those expectations which, if not met, may result in an immediate dismissal for a first offense, even for a student whose behavior is otherwise exemplary.

### Harassment, Bullying, and Cyber-Bullying

Members of the Watershed School community are expected to treat one another with respect. Watershed School will not tolerate harassment of any student or employee by anyone at any time, on-campus or off-campus (see detailed descriptions below under "Administrative Policies").

### Alcohol, Tobacco, and other Drugs

Watershed School is committed to providing an alcohol- and drug-free environment for students, both on and off campus. The possession, use, or sharing of tobacco, alcohol, or other drugs at any school-related event or activity is strictly prohibited and may result in dismissal from Watershed School. This applies while students are involved in any event including all academic or community related activities, all school-sponsored trips, athletic events and school business functions.

Additionally, any behavior that endangers or puts into question the well being of another Watershed School student (e.g. off-campus parties, driving while intoxicated) may result in disciplinary action, including dismissal from the school. Watershed School may require drug testing if there is reason to believe that a student may be abusing alcohol or other drugs.

### Theft

Students are expected to respect other people's property. We don't steal or damage other people's property, and we don't "borrow" property without asking. Theft or vandalism will result in disciplinary action, possibly including dismissal.

### Weapons

Any item that could be construed as a weapon is not allowed at school. This includes guns and knives (including pocket knives), real and toy, martial arts paraphernalia, fireworks, etc. Any items perceived or viewed by staff to be used in a threatening way will be confiscated and held by a staff member to be returned to parents at the end of the day or, if necessary, turned over to law enforcement. Bringing weapons to school may result in disciplinary action or dismissal from the school.

### Destructive Behavior

Any behavior that threatens the emotional or physical safety of Watershed School students or staff or interferes with other students' ability to learn may result in disciplinary action or dismissal from the school. This includes behavior both at school and beyond, including online in any and all social media contexts.

*Note: The exclusion of certain examples for any non-negotiable does not imply that the omitted behavior is permitted.*

## **School Policies**

### Attendance

It is essential that all students attend school each day at Watershed School. When students miss school days, they miss valuable experiences that cannot be recaptured. Missing one day can often mean missing up to four hours of course content in one Expedition. Please plan all vacations and appointments during school-wide scheduled vacation times and after school hours. The following attendance policy is designed to support student participation and to hold students accountable for that participation each day at Watershed School, including orientation, day trips and extended trips.

### Absences

An absence occurs anytime a student is not present during a regularly scheduled class, advisory, elective, Presentation of Learning, work-study commitment, or any other required event.

The Office Manager will track absences and tardies and will alert the Associate Head of School regarding contract issues that arise as a result of excessive absences and/or tardies (see “Disciplinary Statuses” section of “Administrative Policies” below).

### *Excused Absences*

An absence is considered excused anytime a student is not present for class or a required school activity and the student’s parent or a physician provides documentation for that absence. All absences must be reported by phone by a parent or legal guardian to the front office each day before 8:00 a.m. Notifying staff and administration is appreciated; however, all absences need to be reported to the front office for tracking and safety purposes. The number is 303-440-7520 x101. If there has been no communication by 9:15 a.m. to the school, the Office Manager will contact the parent to verify the absence.

May Term, FAIR, and Wilderness/Orientation are particularly vital moments of experiential learning that can never be truly replaced through independent study. As a result, no absences during May Term, FAIR, or Wilderness/Orientation will be considered excused unless a documented medical or family emergency makes attendance impossible.

Since Watershed School’s program is active and experiential, excessive absences—even when excused by a parent—may impact the student’s ability to achieve learning targets and therefore impact a final assessment. After five absences in a term—whether excused or unexcused—the Associate Head of School will schedule a meeting with parents and the student to identify strategies to return to school more regularly. At that time, the Associate Head has the option of deciding to place the student on Academic Contract or Academic Probation status, adopt supportive measures, or take other action at his/her discretion.

### *Unexcused Absences*

An unexcused absence occurs anytime a student is not present for class or a required school activity and no documentation is provided. In cases of unexcused absences, the parent will be notified by phone. After the second unexcused absence, students will be placed on an Academic Concern Contract. Recurring unexcused absences may result in disciplinary action.

### *Extended Absences*

Extended absences are those that are longer than two days or absences that recur on a scheduled basis, such as absences for extracurricular commitments. If a parent is aware of an extended absence that will be scheduled for

their student, it must be communicated to the student's advisor at least two weeks prior to the absence. In instances when an extended absence is not communicated, Watershed School cannot guarantee that schoolwork and credit will be available for the student for that time period that they are away. Teachers will make an effort to provide meaningful assignments to be completed during the absence; however, due to the design of Watershed School's curriculum, it may not be possible to provide work that will take the place of work done at the school. Emergencies will be the exception.

### Tardies

Students who arrive to school after 8:10 a.m. must check in at the front desk BEFORE going to their scheduled class so that accurate attendance records can be taken. Recurring tardiness will trigger a problem-solving meeting between school personnel, the student and his/her parents. Because a Watershed School education is active and experiential, recurring tardiness may also impact the student's learning and therefore, his/her final proficiency level.

### Lunches and Snacks

All Middle School students are asked to bring lunch with them to school every day that they do not plan to order lunch.

High School students have the option of walking, biking or skateboarding off campus for lunch (see "Off Campus Privilege" below).

All students should bring a reusable water bottle daily. Eating a nutritious breakfast is the responsibility of the student and parent, and bringing a mid-morning snack to school is also recommended. Students may use the refrigerator for storing food and a microwave for heating food.

Students will refrain from eating food in classrooms and the gym/stage.

### Off-Campus Privileges

Middle School students are expected to remain on campus unless accompanied by a staff member or student leader.

High School students have the privilege to leave campus during lunch or other breaks for the purposes of getting food, fresh air, or exercise under the following conditions:

- Students must return to Watershed School with sufficient time to begin their next class.
- Students must represent Watershed School appropriately while off campus. This includes appropriate language, dress, behavior and respect for the local community.
- Students must follow all school rules and policies while off campus during lunch.
- Students are not permitted to drive cars during the school day.

Any violation of these conditions, or engagement in any behavior deemed inappropriate by the staff, will result in the revocation of off-campus privileges. Additionally, this privilege may be revoked at any time in connection with any other disciplinary matter.

### After School

Students are permitted to remain in the school building until 3:45 p.m. and possibly later if a staff member remains late; however, students are not permitted in the building at any time without a staff member present. All school rules and policies must still be followed after school.

### Communication

Students may contact teachers in person, through e-mail, or by leaving notes in their mailboxes located in the main office. Students are contacted via notes on their lockers, e-mail, and occasionally by phone. Students are expected to check their Watershed School email daily.

### Lockers and Backpacks

Lockers are to be used for items needed at school, and are to be kept clean and useable. Students are not allowed to affix a lock to their locker at any point throughout the school year. Students should not put permanent decorations on the exterior of the locker and will be required to remove all decorations at the end of the year. At the end of the year, students' lockers will be checked and signed off by their advisors. Any damage that may have been incurred will be billed to the student's account. Students may not have access to another student's locker without permission from that student. Students who violate this rule may face disciplinary action.

To meet disaster and fire codes, the hallways must be kept free from backpacks, jackets, and other student belongings. The school reserves the right to inspect students' lockers, backpacks, and cars at any time, with or without prior notice.

### School Supplies

All Watershed School students are responsible for supplying their own school supplies. Middle School and High School students will have different material needs, which will be communicated by their educators or advisor at various points throughout the year. Watershed School will do everything possible to keep the costs associated with these items to a minimum. It is important that all students are prepared each day by having all materials ready and in working condition. Watershed School will not be able to lend or provide school supplies.

### Money and Valuables

Students must consider carefully what they bring to school. We expect honesty and respect for others' property, but it is an unnecessary risk to bring expensive jewelry, watches, toys or large amounts of money to the school.

## TECHNOLOGY POLICY

All students are expected to bring an Internet-connected device with keyboard (such as a laptop, Surface, or Chromebook) for use during academic classes, and we recognize that students bring many other forms of technology with them as well.

### Responsible Use of Internet

Watershed School students are expected to act in accordance with accepted community curriculum and expectations when using the internet. This includes, but is not limited to the following:

Students are to act with integrity regarding all online and computer-based behavior, including but not limited to:

- Respecting the private ownership of works produced by others. Students will not copy, modify, destroy, or read the private works of others without their permission.
- Respecting copyrights and plagiarism: When using information obtained over the internet, students must acknowledge copyrights and other legal protections. Failure to list an internet source in a submitted assignment is the same as plagiarizing from a book.
- Understanding that Watershed School reserves the right to invoke disciplinary procedures for any online behavior, including blogs and social networking sites (e.g. Facebook, Snapchat, Instagram), that reflects poorly on the school, on fellow students, or on the individual as a Watershed School student. Also see “Bullying/Cyberbullying” section in “Administrative Policies” below.
- Understanding that Watershed School reserves the right to invoke disciplinary procedures if a student is involved with a website or blog that depicts illegal behavior.
- Not impersonating or using the identity or computer credentials of another person.

Students are to respect the value of all technological resources to the academic success of their community, including taking great care when using school equipment and alerting a staff member when anything is damaged or not working properly.

Students have the responsibility for backing up their own work. Watershed School takes no responsibility for files left on Watershed School computers. Students are encouraged to save their files on Google Docs, personal flash drives, or in their own email accounts.

The Internet is a public place, and students are expected to act with all of the same high standards of expeditionary behavior observed in any off-campus outing. In this spirit, students should never intentionally or unintentionally compromise the safety and privacy of themselves and their fellow students. This includes, but is not limited to:

- Accessing websites of a pornographic nature or sites containing egregiously unsavory materials.
- Agreeing to physically meet someone they have contacted, or who has contacted them online, without parental consent.
- Using full names, students’ email addresses, or likenesses of students on a website without express parental and teacher permission.

Additionally, students should tell a trusted adult, whether a teacher or other Watershed School employee, if they receive any messages that are inappropriate or that make them feel uncomfortable.

During the school day, all use of electronics is for school-related purposes only. No computer games, music, cell phones etc. are permitted during school hours without express permission from a staff member. This includes text messaging of any kind. If High School students choose to go off campus for lunch, they may use electronic devices in a responsible manner.

Due to the importance of maintaining a safe and productive learning environment, Watershed School staff and faculty may:

- Take possession of and/or search any computer or cell phone brought into the school building by a student. These items will be returned to either the student and/or a parent at the discretion of the staff member who confiscated the item.
- Enter a student's Watershed School Google account, including email, docs, calendars, websites, or any additional Google-based Watershed School programs.
- Change this technology policy. If there is a new policy to which the student or parent objects, they should express their disagreements in written form addressed to the Associate Head of School.

Incidences of abuse or violations of the expectations listed above may result in the revocation of network access and disciplinary actions may result.

### **Disciplinary Action for Technology and Cell Phone Misuse**

Below is our typical course of disciplinary action, which is subject to change, depending on the nature of the policy violation:

- The first failure to honor the school's technology policy will result in confiscation of the device. The device will be turned in to the Associate Head of School. The student can retrieve their device after 3:10 p.m.
- The second failure to honor the school's technology policy will result in confiscation of the device. The device will be turned in to the Associate Head of School. The parent of the student can retrieve the device after 3:10 p.m.
- The third failure to honor the school's technology policy will result in confiscation of the device until the student, student's advisor and their parents sign a Community or Academic Concern Contract. This contract will likely highlight restriction of access for a period of time.

The Associate Head of School will track technology policy violations.

## FAMILY ROLES, RESPONSIBILITIES, AND EXPECTATIONS

Families play a critical role in their child’s life. The success of any child at Watershed School is directly related to the quality of their parent’s participation.

### Who to Contact With Concerns

When parents have questions or concerns about the school or their child’s experience, we encourage, and expect, parents to avoid triangulation, close the feedback loop, and speak directly to the staff member with responsibility for the relevant area. The chart below is intended to support parents in closing the feedback loop. If you’re unsure, any member of the school’s administration can help you identify the right person to contact with your concern.

<b>COMMUNICATION ROLES &amp; RESPONSIBILITIES</b>			
<b>Administrative Department</b>	<b>Personnel</b>	<b>Concerns</b>	<b>Contact Information</b>
<b>Board of Trustees</b>	Tracy Halgren	<ul style="list-style-type: none"> <li>· Governance</li> <li>· Legal matters</li> <li>· Strategic planning</li> <li>· Long range facilities plan</li> </ul>	Tracyhalgren@gmail.com
<b>Head of School</b>	Tim Breen	<ul style="list-style-type: none"> <li>· Institutional and program development and oversight</li> <li>· Academic and program policies</li> <li>· Staff and faculty supervision</li> <li>· Budget and Finance</li> </ul>	Tim@watershedschool.org
<b>Associate Head of School</b>	Anne Burnett	<ul style="list-style-type: none"> <li>· Emergency Preparedness &amp; Risk Management</li> <li>· Experiential Education Programs and Resources (Wilderness Orientation, May Term, student travel)</li> <li>· Student Intensives, Student Life, Student Support Services</li> <li>· Academic &amp; Community Concern/Probation Contracts</li> </ul>	Anne@watershedschool.org
<b>Chief Experience Officer</b>	Mishel Gantz	<ul style="list-style-type: none"> <li>· Parent Association</li> <li>· Parent Ambassador program</li> <li>· Volunteer coordination</li> <li>· Social events</li> <li>· Admissions Information</li> <li>· Enrollment Contract</li> </ul>	Mishel@watershedschool.org

		<ul style="list-style-type: none"> <li>· Tours and Observations</li> <li>· Open Houses</li> <li>· Admissions materials</li> <li>· Marketing/Advertising</li> </ul>	
<b>Curator of Connections</b>	Katy Hilston	<ul style="list-style-type: none"> <li>· Student Records</li> <li>· Assessments &amp; Reports</li> <li>· Social events</li> <li>· OnCampus</li> <li>· Alumni database</li> <li>· Fridge Notes</li> <li>· Marketing Advertising</li> </ul>	Katy@watershedschool.org
<b>Business Manager</b>	Matt Mavromatis	<ul style="list-style-type: none"> <li>·Facilities &amp; vehicle oversight</li> <li>· Financial aid</li> <li>· Tuition payments</li> <li>· Tax information</li> <li>· Donation records</li> <li>· Volunteer and teacher reimbursements</li> <li>· HR, benefits, payroll, &amp; records</li> <li>· Student finances &amp; billing</li> <li>· Accounts receivable &amp; payable</li> </ul>	Matt@watershedschool.org
<b>Office Manager</b>	Deanna Golja	<ul style="list-style-type: none"> <li>· Reception</li> <li>· Business &amp; Faculty support</li> <li>· School calendar</li> <li>· School directory</li> <li>· Attendance</li> <li>· Supply ordering and inventory</li> <li>· Volunteer coordination</li> <li>· Social events</li> </ul>	Deanna@watershedschool.org
<b>College Counseling</b>	Jen Curtis	<ul style="list-style-type: none"> <li>· College Fair</li> <li>· Junior &amp; Senior Institute</li> <li>· College Applications</li> </ul>	Jen@watershedschool.org
<b>Academic Dean</b>	Hannah Nelson	<ul style="list-style-type: none"> <li>· IEP, ILP, 504</li> <li>· Learning differences</li> <li>· Academic Policies</li> </ul>	Hannah@watershedschool.org
<b>Your Child's Teacher</b>		<p><b>Specific questions on</b></p> <ul style="list-style-type: none"> <li>· Classroom activities &amp; schedules</li> <li>· Classroom procedures &amp; curriculum</li> <li>· Classroom work, homework,</li> </ul>	

		<ul style="list-style-type: none"> <li>· Assessments</li> <li>· Classroom orientation meetings</li> </ul>	
<b>Your Child's Advisor</b>		<ul style="list-style-type: none"> <li>· Parent Conferences</li> <li>· Overall well-being of your student</li> <li>· Wilderness Orientation</li> <li>· Social/Community Issues</li> <li>· Academic Concerns</li> <li>· SLOs</li> </ul>	
<b>Watershed Parent Association - WPA</b>	<p>Co-Leaders</p> <p>Nicki Ball Ashley Dunn</p>	<ul style="list-style-type: none"> <li>· Coffee &amp; Conversations</li> <li>· Film Festival</li> <li>· Parent Education Series</li> <li>· Volunteer Coordination</li> <li>· Social Events</li> </ul>	WPA@watershedschool.org

### **Volunteering and Confidentiality**

There are many opportunities for parents to volunteer at Watershed School. Parents and other individuals who volunteer with the school or who have direct student contact are expected to maintain professional standards of conduct and confidentiality. Volunteers may not discuss student performance or behavior with other parents. Parents who feel they cannot comply with this constraint will be asked to find a non-student contact position through which they can contribute their skills.

### **Fundraising**

Watershed School requires ongoing fundraising efforts to support the educational program, provide competitive salaries, and to maintain its commitment to offering scholarships to its students. Parents are strongly encouraged to support the school in these efforts in a variety of ways, including hosting gatherings at your home, volunteering to help coordinate the school's annual fundraiser, leading a fundraising effort, and networking with friends and family and participating in the annual appeal for donations.

### **School Functions**

Throughout the year there are many opportunities to attend school events. There is a strong correlation between a parent's sense of belonging to the Watershed School community and their attendance at these events. Please make it a top priority to support your child and his/her school by attending these events.

### **How can you help your child?**

- Email, call or make an appointment to speak with your child's advisor and/or teachers if you have questions or concerns about his/her progress at school.
- Check and discuss schoolwork: "Tell me about your learning today!"
- Read *FridgeNotes* weekly.

- Encourage time management, solid work habits, follow-through and responsibility at home.
- Encourage a daily homework/reading/project time and place that is free from distractions such as computer, radio, and television.
- Support your child's engaged learning. Ask clarifying questions and do NOT do the work for your child.
- Attend school meetings (Parent Association meetings, conferences, FAIR, etc.).
- Check the Parent Portal ("Current Families") on Watershed School's website for Learning Expedition Blogs, homework assignments (available through onCampus), upcoming dates, and other announcements.

### **Parent Association**

Watershed School has a Parent Association composed of parent volunteers that meets on a regular basis to support the mission and activities of the school and to foster a sense of community amongst Watershed School families. Parent Association meetings are open to any parent of a currently enrolled student.

### **Communication with the School**

It is the parents' responsibility to check onCampus, read the weekly newsletter *FridgeNotes*, and read other emails sent by the school.

### **Advisor Role**

The student's advisor is the primary point of contact for parents regarding their child's overall experience at Watershed School. Parents are asked to email or call their child's advisor to ask questions, express concerns, or to schedule a meeting regarding their child's experience at Watershed School. Please note that advisors are engaged in the educational program throughout the day and may not be able to return your call immediately. In an emergency, please contact the Associate Head of School.

### **Parent-Teacher-Student Conferences**

Each semester, Watershed School schedules student-led parent conferences. The purpose of these conferences is to review the academic and social progress of each student. In the best interest of the student, all parents and guardians are expected to attend scheduled conferences together to better facilitate communication and to maximize effective use of staff time. If necessary, additional conferences may be scheduled with the appropriate faculty or staff. While most questions should be addressed with educators as they arise, these conferences are an opportunity for the student to discuss with his/her parents and advisor any questions, concerns, and goals she/he may have.

### **Contacting Your Child**

Parents can call the school and leave a message for their child. A school phone is available for students should they need to contact a parent. In order to minimize the interruption to the school day, parents should refrain from making non-urgent phone calls to their child. Parents and students are asked to make arrangements about lunches, transportation, and after-school plans before the beginning of the school day. Students are not allowed to use cell phones during the school day, and parents can help by refraining from cell phone communication with their student while they are in attendance at school. Messages can be taken to your student via our Office Manager.

## **Website and Email**

In our continuing efforts to foster consistent communication with families, Watershed School offers onCampus ParentsWeb, which displays community calendars and updated homework assignments for students. The school often needs to communicate with families in an efficient manner. “*Fridge Notes*,” our weekly information blast, is sent via email and contains IMPORTANT INFORMATION AND SCHEDULE CHANGES. For this reason, we expect all Watershed School parents to provide to the school an email address to which we may send regular and important updates and information pertaining to the school. It is further expected that all parents will check this email address frequently, and to notify the school if there is a change in their email address. Please contact Watershed School if you need assistance setting up a new email account.

## **The Family’s Role in Alcohol and Drug Prevention**

Equally important to their own responsibility in drug prevention is the message that our students are receiving from home and from other members in their immediate community.

In an effort to provide a clear and consistent message we encourage parents to do the following:

- Become informed about the facts of teenage tobacco, alcohol, marijuana, and other drug use so that you can discuss these substances credibly with your child.
- Develop and communicate to your child a clear position about alcohol and other drug use.
- Set a responsible example for your children.
- Help your child develop a healthy concept of him/herself and teach effective problem solving, decision-making, and communication skills.
- Take responsibility for your child and be concerned for the welfare of other children.
- Promote and encourage creative social activities without alcohol and other drugs.
- Do not serve alcohol to other people’s school-aged children.
- Resist pressure from your child when s/he says, “But everyone else’s parents allow it.”
- Encourage your child to resist peer pressure.
- Do not sponsor or condone activities your child or you yourself are unable to control (such as parties with limited or no adult supervision).
- Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages.
- Support the school and law-enforcement policies regarding the use of alcohol and other drugs by youths.

Although marijuana has been legalized in Colorado for recreational use by adults ages 21 or above, the use, possession, or distribution of marijuana and all related products (such as “edibles”) is always illegal for minors—and it is never permitted by anyone (whether adults or students) on school grounds or during school events.

## **Hosting other Watershed School Students in Your Home**

When a Watershed School student is in the home of another Watershed School family, parents must agree to maintain an atmosphere of safety and legality. Providing Watershed School students with alcohol or drugs, or permitting them to use alcohol or drugs in your home, is not allowed and can result in expulsion or non-renewal of your child(ren)’s enrollment contract.

# SCHOOL PROCEDURES

## School Schedule and Calendar

Staff will be in the building beginning at 7:45 a.m. Monday-Friday, at which time students may enter the building. Watershed School High School & Middle School students begin their regular schedule at 8:10 a.m. each day. With some exceptions, the regular school day ends at 3:10 p.m. and the campus will remain open until at least 3:45 p.m. Students are not permitted in the building without a staff member present.

## Inclement Weather

In the case of inclement weather, Watershed School will typically follow the same schedule as the Boulder Valley School District (“BVSD”). If BVSD is closed or delayed, so is Watershed School. However, on rare occasions, Watershed School may also close or have a delayed start when BVSD does not. Either way, any closures or delays will be posted on the school’s website no later than 6:00 a.m.

## Other Schedule and Calendar Changes

Watershed School will communicate calendar and schedule changes via email, *FridgeNotes*, and the school’s website. Parents and students are encouraged to check the school calendar on onCampus for regular updates.

## Pick-Up and Drop-Off

For families who drop their children off at school, please understand that the school’s first priority in the morning is attending to the students and getting the school day off to a good start. Our parking lot is small and we ask that families be swift but safe in their drop-off and pick-up and do not linger without parking in a designated space. For efficient traffic flow, please honor Watershed School’s one-way lot by entering on Alpine and exiting to Balsam. To ensure the safety of the preschool students enrolled at Mt. Zion Preschool, do not park or pick up or drop off your child on the parking lot directly off of 17th Street (i.e. “the church lot.”)

## Student Transportation

Each student is strongly encouraged to utilize forms of transportation other than private vehicles coming to and from school when possible. As stewards of our community and planet, we strongly encourage students to find public or environmentally friendly forms of transportation to and from Watershed School. However, Watershed School strongly discourages parents from hiring taxis or using other ridesharing services such as Uber and Lyft to pick up and drop off their students at school because taxi and ridesharing drivers may not be subject to background checks, and their professionalism and safety may not be monitored by the companies for which they work.

Students who drive themselves to school must abide by all traffic laws. These include Colorado laws prohibiting a driver under 18 years of age from operating a motor vehicle containing any passenger who is under 21 years of age unless the passenger is a member of the driver’s immediate family or the driver has held a valid driver’s license for at least six months, prohibiting a driver under 18 years of age from operating a motor vehicle containing more than one passenger who is under 21 years of age unless the passengers are members of the driver’s immediate family or the driver has held a valid driver’s license for at least one year.

Students who do drive to school are not permitted to drive during the regular school hours from 8:10 a.m. until 3:10 p.m. or the completion of their last school commitment.

### **Visitors**

Students may have guests at Watershed School with prior approval from the Associate Head of School or Head of School. Guests must check in and out with the Office Manager at the front desk. Students are responsible for their guests at all times. Guests must follow all school rules while at Watershed School.

## **HEALTH AND SAFETY**

The safety of Watershed School students is of paramount concern to Watershed School staff. The following guidelines are designed to keep Watershed School students safe and healthy.

### **Illness at School**

If a student becomes ill during the day, either between classes or during a class, it is the student's responsibility to inform his/her educator AND THE FRONT DESK that she/he is not feeling well. If a student needs to go home for the day because of illness, the school will contact a parent, legal guardian, or other emergency contact. Before leaving, the student must be excused in person by the authorized adult who has come to pick him/her up. If the student is a registered driver, the office manager or other administrator must get verbal confirmation from a parent or guardian that the student may leave.

If a student is experiencing an ongoing physical or psychological illness and may not be fit to attend school for a period of time, Watershed School reserves the right to place the student on medical leave until appropriate medical support has been established.

### **Medication**

All prescription and non-prescription medications to be administered during school hours or events must be turned into the Associate Head of School or the front office. The medication must be in the original prescriptions container with correct instructions for administration on the label. Parents must complete the "Medication Administration Authorization" form in order for medications to be administered by school personnel.

Exceptions may be made for students with diabetes, severe allergies or asthma, whereby the student may have written permission from their physician to keep their medication with them at all times. Again, parents must complete the "Medication Administration Authorization" form.

If the instructions for dosage change after the label is printed, a new physician's order must be on file with the school before a change in the administration of the medication can be made. The physician may fax the change to (303) 440-7521. School personnel may not dispense any over-the-counter medication without first verifying the parent permission on the "Medication Administration Authorization" form.

It is the responsibility of the parents to obtain all unused medication from the school when the medication is discontinued, the school year ends, or the student transfers to another school. At the end of the school year, school staff will dispose of all unclaimed medication.

### **Immunizations, Medical Information and Release Forms**

Students must have the following documents on file at Watershed School with current, updated information:

- Student Medical Form
- Physical Exam and Immunization Record
- Risks, Release and Indemnity Agreement
- Escort Authorization
- Family Demographic Form
- Student Demographic Form

- Emergency Contact Information
- Release for Usage of Photos, Videos and Art
- Student Transportation Contract
- Student Transportation Form
- Current Passport (for high school students)
- Consent for Watershed Staff to Travel with Minors for plan and international travel
- Consent for Counseling from Watershed (for students under 15 years old)

Parents must verify given information on a yearly basis. A student will not be allowed to attend class at Watershed School or participate in any school activities until all forms have been received.

### **When To Keep Students At Home**

There are three main reasons to keep a child home from school:

- The child doesn't feel well enough to take part in normal activities.
- The child needs more care than teachers and staff can give and still care for the other children.
- The illness is on the below list and staying home is recommended.

*And remember, the best way to prevent the spread of infection is through good hand washing.*

#### **Symptoms**

#### **Child Kept Out of School**

**DIARRHEA** Frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine.

**YES**-If child looks or acts sick: if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting. May need medical provider advice.

**FEVER/FEVER W/FLU-LIKE SYMPTOMS**  
100.5 or above with behavior change or other illness. Fever over 100.5 F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.

**YES**-When the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc. Consult Primary Care Provider ("PCP") for advice or concerns. Must be home at least 24 hours after fever is gone without the use of medicine that reduces the fever.

**MILD RESPIRATORY OR COLD SYMPTOMS**  
Stuffy nose with clear drainage, sneezing, mild cough

**NO**-Exclusion is not necessary, unless the child is displaying severe symptoms, like fever accompanied by behavior change, or difficulty breathing. May need to contact PCP.

**SEVERE COUGHING**

**YES**-If severe, medical advice should be sought for uncontrolled coughing or wheezing, rapid or difficult breathing.

**VOMITING** Throwing up two or more times in the past 24 hours or in association with other symptoms

**YES**-Until vomiting stops or PCP says it is not contagious.

**CONJUNCTIVITIS (PINK EYE)** Pink color of eye and thick yellow/green discharge

**NO**-(bacterial or viral) Children don't need to stay home unless the child has a fever, behavioral changes, or is unable to avoid rubbing eyes. Call the PCP for advice and discuss possible treatment.

**HEAD LICE**

**YES**-From end of the school day until after the first treatment (exception pre-K, send home right away).

**STREP THROAT**

**YES**-For 24 hours after starting antibiotics and 24 hours without a fever and the child is able to take part in usual activities.

**CHICKEN POX**

**YES**-Until there are no new lesions and all existing lesions have scabbed over.

**IMPETIGO**

**YES**-For 24 Hours after starting antibiotics.

**OPEN SORES ON SKIN**

**NO**-Skin lesions must be covered by a bandage or clothing during the school day.

**HAND, FOOT AND MOUTH DISEASE (Coxsackie virus)**

**NO**-Unless the child has mouth sores, is drooling and isn't able to take part in usual activities.

**RASH WITH FEVER** Note: Body rash without fever or behavior changes usually does not need to stay home from school, but call the PCP.

**YES**-Call the PCP. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be discussed with Primary Care Provider.

**VACCINE PREVENTABLE DISEASES** Measles, Mumps, Rubella, (German Measles), or Pertussis (Whooping Cough)

**YES**-Until the PCP says the child is no longer contagious.

*Adapted from Children's Hospital of Colorado materials and CDPHE "Infectious Disease Guidelines in Child Care and School Settings", December 2016*

Students who do not have complete and up-to-date immunization records must submit a documented personal objection, medical exemption, or religious exemption AND RENEW IT EACH TIME A RECOMMENDED IMMUNIZATION/VACCINATION IS OPTED OUT OF or they will not be permitted to attend Watershed School.

## **Accidents**

In the event an accident or emergency occurs during school hours, our first priority is the safety of the students and staff. If your child is involved in an accident or emergency, we will contact the person listed on your child's

emergency contact information sheet, as the situation permits. If emergency contact information is unavailable or inaccessible, we will take appropriate measures to reach you or a family member, to the best of our ability in the circumstances. If we are unable to reach a family member in the event of a medical emergency, the student will be transported to the nearest medical facility. If you need to reach the school in emergency circumstances, please call the school's main number, 303-440-7520. If you are unable to contact someone, and it is imperative that you speak with someone regarding an emergency situation, please try Tim Breen, Head of School, at 603-991-8528 or Anne Burnett, Associate Head of School, at 303-618-2111.

### **Emergency Numbers**

All families are asked to fill out an "Emergency Contact" form. This form should be updated with any changes throughout the year.

## ADMINISTRATIVE POLICIES

### **Disciplinary Statuses**

If a student is showing a consistent lack of regard regarding Watershed School's rules and regulations either in their behavior or their academic coursework, then the following formal disciplinary process will ensue. A student may, at any time, be placed on one of the following support statuses:

#### Academic Concern Contract

Written notification will be provided to the student and her/his parent(s), indicating the reasons for being placed on this status, the duration of the status, and may include conditions for being removed from the status. If the situation fails to improve, then the student may be placed on Academic Probation. Examples of situations that warrant an Academic Concern Contract: not turning in two or more homework assignments in one week; not turning in work up to standards on a regular basis; excessive absences

#### Academic Probation

Written notification will be provided to the student and her/his parent(s), indicating the reasons for being placed on this status, the duration of the status, and may include conditions for being removed from the status. Significant non-compliance with academic obligations will result in Academic Probation. Probationary status necessitates a contract that is to be signed by the student. This contract will outline the actions and obligations necessary to continue enrollment at Watershed School. Should the student not uphold the terms of the contract, then suspension or dismissal from the school is likely. If the terms of the contract are successfully met by the student, then a student may be placed on Academic Concern, or removed from an academic status altogether. Failure or refusal by the student to sign the contract indicates an unwillingness to work with the school, and will result in immediate dismissal from the school. Examples of situations that warrant academic probation: failure to fulfill academic concern contract; plagiarism; repeated failure to complete academic work on time or up to standards.

#### Community Concern

Written notification will be provided to the student and her/his parent(s), indicating the reasons for being placed on this status, the duration of the status, and may include conditions for being removed from the status. If the situation fails to improve, then the student may be placed on Community Probation. Examples of situations that warrant Community Concern: signing in for a commitment but not staying the whole time; not fulfilling stewardship responsibilities; saying something unsupportive to another student; being disruptive during class; inappropriate computer use.

#### Community Probation

Written notification will be provided to the student and her/his parent(s), indicating the reasons for being placed on this status, the duration of the status, and may include conditions for being removed from the status. Significant non-compliance with community norms and obligations will result in Community Probation. Probationary status necessitates a contract that is to be signed by the student. This contract will outline the actions and obligations necessary to continue enrollment at Watershed School. Should the student not uphold the terms of the contract, then suspension or dismissal from the school is likely. If the terms of the contract are successfully met by the student, then a student may be placed on Community Concern, or removed from a community status altogether. Failure or refusal by the student to sign the contract indicates an unwillingness to work with the school, and will result in immediate dismissal from the school. Examples of situations that warrant community probation: failure to fulfill Community Concern contract; blatant disregard for others in the community; pattern of dishonesty.

Because different disciplinary situations may require consequences other than a letter of concern or probation, families should understand that additional consequences for violations of student expectations may include: parent phone call, a meeting with the Associate Head of School or Head of School, announcement of transgression to the community, meeting with staff and parents, counseling, academic testing, psychological testing, at-school suspension, suspension away from school, and dismissal.

## **Process for Disciplinary Action**

### Advisor Role

Advisors will identify areas of concern in their advisees' educational experiences and, when appropriate, will initiate communication with additional staff members and/or parents to further address the issue.

### Parent Role

In most cases that involve concern status, probationary status, suspension, or dismissal, members of the administration may meet with the student, his/her parents, and other relevant individuals to discuss the case. Parents are expected to be in a constructive partnership with Watershed School staff in support of upholding the student expectations outlined in this handbook. Inappropriate behavior from parents during the discipline process, or during any interactions with the school, may result in the termination of the discipline process and student dismissal from the school.

### Administrative Role

The Associate Head of School is the point person responsible for managing the discipline process. If Academic Concern and Community Concern contracts are initiated, the Associate Head of School will in most cases be the one to do so. Decisions about major disciplinary situations rest with the Head of School whose decision is final.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE FINAL DECISIONS REGARDING DISCIPLINE AND TO DISMISS A STUDENT IMMEDIATELY, WITHOUT RESORTING TO LESSER FORMS OF DISCIPLINE.

In certain circumstances, Watershed School will report disciplinary actions, with cause, to third parties (such as colleges or other secondary schools to which a student applies).

## **Harassment Policy**

Members of the Watershed School community are expected to treat one another with respect. Watershed School will not tolerate harassment of any student or employee by anyone at any time, on-campus or off-campus.

Harassment occurs when an individual is continually subjected to treatment or any environment that is hostile and intimidating because of such factors as the individual's race, color, ethnicity, ancestry, national origin, marital status, religion, political views, age, gender or gender identity, sex or sexual orientation, physical or mental ability, or medical condition. Harassment can be written, nonverbal, verbal, physical or sexual. It can occur at school, at home, or via the Internet. Examples of Harassment include, but are not limited to:

- Intentional and unprovoked attempts by one or more individuals to inflict psychological or physical harm on one or more victims.
- Threats against another individual.
- Racial/ethnic stereotyped remarks.

- Insensitive comments or offensive “jokes.”
- Repeated cruel teasing, put-downs or name-calling directed toward another person.
- Sending offensive or mean messages to another individual via note, email, text or instant messaging.

Sexual Harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work or social settings. Applicable law prohibits the sexual harassment of all employees and students at schools. The term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests for sexual favors and similar conduct, reasonably considered offensive, when:

- Submission to, or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or
- Such conduct has the purpose or effect of unduly interfering with an individual’s work or education; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment.

Watershed School will treat all allegations of any kind of harassment seriously. A student who believes s/he is being harassed should report it immediately to a staff member. All complaints will be reviewed and investigated promptly and thoroughly. Throughout the process of investigating harassment, the school will preserve confidentiality to the extent practical.

If harassment is established, the offender will be appropriately disciplined. Depending on the severity or repetition of the offense, the response may range from reprimand up to and including dismissal for a student, or termination of employment for an employee.

Any person who directs any form of retaliation towards someone making a complaint about harassment will also be subject to disciplinary action.

### **Bullying/Cyberbullying**

Students and parents are prohibited from bullying and cyberbullying actions or communications directed toward other students which: (1) occur on, or are delivered to, school property or a school-sponsored activity or event on or off school property; or (2) occur off school property or outside of a school-sponsored activity or event, if the conduct interferes with a student’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event. Students and parents are further prohibited from retaliating against or making false accusations against a victim, witness or anyone else who in good faith provides information about an alleged act of bullying or cyberbullying. Students or parents who engage in bullying or cyberbullying may be subject to discipline including dismissal from the school,

For the purposes of this policy, "bullying" means a single significant incident or a pattern of incidents involving a written, verbal or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- a. Physically harms a student or damages the student’s property;
- b. Causes emotional distress to a student that materially impairs the student’s participation in academic or other school-sponsored activities;
- c. Interferes with a student’s educational environment;
- d. Creates a hostile educational environment; or
- e. Substantially disrupts the orderly operation of the school.

"Bullying" shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs if those actions cause one or more of the results in paragraphs (a) through (e) above.

For the purposes of this policy, "cyberbullying" means conduct defined above that takes place through the use of electronic devices, including but not limited to telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging and websites.

Students and parents who are subjected to bullying or cyberbullying, or who observe bullying/cyberbullying by or against other students are strongly encouraged to report it to the Associate Head of School or the Head of School.

### **Policy of Non-Discrimination**

Watershed School does not discriminate on the basis of race, ethnicity, national origin, disability, gender, gender identity, sexual orientation, or age in administration of its educational admission, employment, and scholarship policies in accordance with existing state and federal laws or regulations.

### **Grievances**

Watershed School encourages honest, open dialogue between all members of the Watershed School community. Should your family have a grievance with the school that cannot be settled by going to the source, matters of concern may be addressed directly with the Head of School.

### **Re-enrollment**

The school believes that a positive and constructive working relationship between the school and the student's parent (or guardian) is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of the student and/or the student's parent (or guardian) make such a positive and constructive relationship impossible or seriously interfere with Watershed School's accomplishment of its educational purposes. The decision of the school in these regards is final.

## Acknowledgment and Receipt of Community Handbook

We have read and understood the community handbook, and commit to supporting the Watershed School community by honoring the rules and guidelines outlined throughout.

This document must be signed by the student and by the parent(s) and returned to Watershed School. Families with multiple children at the school can use one form.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_