Welcome to Watson Lane Elementary! We look forward to an exciting and productive year! We hope that the information included in this handbook helps you to work hand-in-hand with your child’s teacher and the school to ensure a successful school year.

Mission Statement: At Watson Lane Elementary our mission is to create a distinctive school where diversity, learning, and leadership are developed and celebrated by tapping into collective strengths that each family, student, and staff member contributes.

Sean Russell - Principal
Vanessa Green - Assistant Principal
Wendy Anderson - School Counselor
Amy Medley - Family Resource Center Coordinator
## Watson Lane Elementary Handbook

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**Arrival and Dismissal Procedures**

*Please follow the procedures below. Your cooperation and support is appreciated. Our goal is to see that all students and adults are safe at all times.*

*Cars will not be allowed to enter or exit the main entrance between the times of 8:30am - 9:00am and 3:30pm - 4:00pm.*

**ARRIVAL**

Watson Lane will begin receiving students at 8:30am. Students arriving between 8:30am and 9:00am will be directed to the cafeteria for breakfast or to the gym. *Children in the gym are encouraged to bring a book to read during this time. Also, volunteers will be available to assist students with homework.*

*Buses* - Bus riders will be given a luggage tag when they arrive at school on the first day. This tag must be attached to the student’s backpack in order to ride the bus to and from school. The tag will have a label with the student name, address and bus stop information. Students will not be permitted to ride the bus without the tag. Buses arrive at Watson Lane between 8:30 until 8:55. Students who have not eaten breakfast will go to the cafeteria to eat.

*Car Riders* – In the morning, students will be received at the main entrance. Do not allow your child to exit the car until you have reached the front sidewalk. Please use the entire front sidewalk. This will reduce the amount of time in the drop-off line.

*Parents Walking Their Child to the Building* – Parents walking their child to the building in the morning should park and walk their child to the front door. Students may go directly to the cafeteria or gym.

*Walkers* – Students should enter school through main entrance.

*Late Arrival*  
If your child is arriving late, please park and walk your child into the building to receive a tardy slip. *All students must be signed in by an adult.*

**DISMISSAL**

Dismissal begins at 3:45pm.

*Buses* - Buses will begin leaving Watson Lane Elementary at 3:50. Students riding buses home will load their bus at the front door of the school. Since many of our students will be leaving through these doors, *students who do not ride a bus home will not be dismissed from the front doors.* (See bus rules in the behavior section of the handbook.)

*Car Riders* - (Will be the same as last year) Car Rider pick-up will also occur at Door 10, the gymnasium. Students will be assigned a number. Parents will be given a placard with their child’s number on it. This placard will be placed on the rear view mirror. *Two placards will be issued to each family.* Due to safety concerns, cars are not allowed to enter the main entrance during dismissal time (3:45 – 4:00).

*Walkers* - Unless otherwise noted by the office, parents may write a note, and students will be allowed to walk home on their own. Students will be dismissed from door 39.
Parents are not permitted to park and pick-up their child. Failure to follow these guidelines will result in a change of student transportation.

* Changes in Pick-Up – If you need to change how your child is being picked up on a particular day, please call the office at 485-8341, to notify the attendance clerk or send a written note with your child. Calls made after 3:00pm to change transportation cannot be guaranteed. For the safety and protection of our students, telephone requests for a change in student dismissals are rarely honored and will require the caller to correctly answer a number of identifying questions as well as photo identification provided by the person picking up the child (who must be on the enrollment form). Requests for a change in bus stops will not be honored over the telephone.

* Early Dismissal
Early dismissal is strongly discouraged. However, we are aware that your child may have a doctor’s appointment or an emergency may arise. The cut-off time for early dismissal is 3:10pm. Students will not be dismissed between 3:10 – 3:45 unless there is an emergency situation. With our dismissal procedures, which emphasize safety for all students, we cannot jeopardize student safety by allowing last minute changes at dismissal. Also, keep in mind, changing the dismissal procedure for your child is confusing (ex. – car rider 1 day, bus rider the next). Be consistent. For elementary children, a daily routine is important. If an emergency does occur, please send a note to the teacher if a change is needed. Changes cannot occur 5 minutes before dismissal by a phone call. In those cases, when it is necessary for students to leave early, students must be signed out in the office by an authorized adult who has been designated on the student’s Enrollment Information Form. A personal identification (ID) is required for verification. Any change in dismissal must be made with the parent’s request in writing and approved by the signature of a school administrator before 11:00 a.m. on the day of the change.

* Late Dismissal
*Students who are car riders must be picked up promptly. We are only able to provide supervision of students in the car rider and walker lines for a limited amount of time (4:00 p.m.). Students who are not picked up at 4:00 will be taken to the office and the parent/guardian will be required to come into the office and sign out the student. The office closes at 4:30 p.m.
Attendance

Regular attendance is vital for successful school performance. When a student is absent, please call the school office at 485-8341. An answering machine is available after school hours and may be utilized to leave a message regarding your child’s absence. When the student returns to school, send a written notice with the student. A note from home generally allows the absence to be recorded as excused. Please notify the school office of any contagious diseases so that proper precautionary measures can be taken. Children should be kept at home until they are free from fever, diarrhea or vomiting for 24 hours. State regulations require the school to monitor absences, tardies and early dismissal (KRS 159.150).

Perfect Attendance:
Students who have perfect attendance each nine weeks will be recognized and rewarded. A special activity is planned at the end of the school year for all students who have had perfect attendance all year. **Perfect Attendance is defined as being at school every day on time and here until 3:45 pm.** Tardies and leaving early are counted against a student and will result in that student not having perfect attendance for the school year.

Absences:
Three unexcused absences or excessive tardies/early dismissals (early dismissals are considered tardies and will be recorded as such) result in notification to the Pupil Personnel Department for action. Visits to the doctor/dentist, illnesses, or a death in the family constitute excused absences. Repeated tardies and early dismissals will accumulate into absences. If you have further questions, please call the school office for assistance. JCPS will closely monitor all absences and tardies.

Tardies:
Students who are tardy must have parent/guardian sign them in at the office and child will receive a tardy slip before they are admitted to class. Remember the official school day begins at 9:05 a.m. Please remind your child that it is his or her responsibility to be in class and ready to learn at that time.

**KRS 159.150 states:** “Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy without a valid excuse on three (3) or more days is truant. Any child who has been reported as a truant three (3) or more times is a habitual truant.”

Make-up Work:
Make-up work may be picked up at the end of the second consecutive day of excused absence or when the student returns to school. Students are allowed one day for each day of excused absence plus one day to turn in the make-up work.

**Students Attending Watson Lane on a Hardship Transfer:**
We are fortunate at Watson Lane to have a few students who attend our school on a hardship transfer. To retain their eligibility, students on hardship transfer will have good attendance, good academics and good behavior. If they fail to meet any of these standards, students may have this privilege revoked.
**Birthdays**

We always want to recognize students on their birthday; however, cupcakes or cookies sent in for birthdays are strongly discouraged. If treats are brought in, make sure they are store purchased (treats made by the store/company, not from a mix at home) and individually wrapped. Children should be able to distribute the treats without adult help. Treats need to be brought to school by your child upon arrival at school or delivered to the office. Birthday treats must not interrupt the instructional day and will be distributed at lunch. *This is not to be considered a birthday party for your child.* Visitors, camcorders, party favors, etc. are not allowed. If treats are going to be sent in, please make arrangements with the classroom teacher prior to the event.

**Breakfast / Lunch**

A nutritious breakfast and lunch are served daily. Each student is responsible for exercising good manners and ensuring that his or her conversation remains quiet while in the cafeteria. All students will receive a breakfast and lunch free of charge.

Opened food containers are not permitted outside the cafeteria. Students bringing their lunch from home may get milk from the cafeteria. Students are not permitted to bring soft drinks to school with their lunches or to bring food purchased at a restaurant (including fast food restaurants). Parents are welcome to have lunch with their children, but may not bring in food purchased at a restaurant (including fast food restaurants) into the lunchroom. Please remember that the time after lunch is not for conferencing or visiting with teachers.

**Bullying Information**

Bully behavior will not be tolerated at Watson Lane. Various learning opportunities throughout the school year provide age-appropriate lessons for bully prevention and bully reporting. Parents are encouraged to talk to their children about bully behavior and should report all bully incidents to the school immediately. A behavior coach and the counselor are on staff to provide plans and interventions for students with behavior issues. *Please see the Watson Lane Behavior Expectations packet.*
**Bus Transportation Information and Expectations**

**Bus Information:** Bus routes and bus stop information, including pick-up times, can be obtained by visiting the JCPS homepage at [www.jcpsky.net](http://www.jcpsky.net). Click on *Parents* and follow the tab to Bus Information. If you do not have Internet service, a list of bus compounds is provided below.

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<tr>
<td>Special Needs West</td>
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**Bus Expectations:** Transportation is a privilege and is given to students who help provide a safe environment while riding the bus.
- ★ Be seated immediately upon entry on the bus and remain seated until it is time to exit the bus.
- ★ Arms/legs or head out of the bus windows or throwing objects from the bus window is prohibited.
- ★ Fighting, using profanity or using obscene gestures while on the bus is prohibited.
- ★ Pets and animals are not permitted on the bus at any time.
- ★ Food and drinks are not permitted unless it is lunch brought from home.
- ★ Respect and obey the driver’s authority on the bus.
- ★ Refrain from talking with the driver except in the case of an emergency.
- ★ No tampering with the emergency door or other equipment of the bus.
- ★ Exit the bus at the regular or designated stop at all times.
- ★ Cross only in front of the bus when required.

**School Bus Referrals**

All students have the privilege of using transportation services to and from school, and for field trips. This privilege can be suspended, indefinitely, if students are not able to follow school bus expectations. A *Bus Referral* is a formal written reprimand for student misbehavior on a school bus. We want all students and staff members to be safe on the bus. The following procedures will be used for students receiving *Bus Referrals*.

- ★ 1st Bus Referral – Conference with school administrator. The students’ parents/guardians will be contacted.
- ★ 2nd Bus Referral – Administrator intervention applied. The students’ parents/guardians will be contacted.
- ★ 3rd Bus Referral – Student will be suspended off the bus for 1-3 days. The students’ parents/guardians will be contacted.
- ★ 4th Bus Referral – Student will be suspended off the bus for 4-10 days. The students’ parents/guardians will be contacted.
• 5th Bus Referral – Student will be suspended off the bus for no less than 10 days. Parents must attend meeting with school administrators before the student can ride the bus again.

*If a student’s class is going on a field trip, and the student is serving a bus suspension, the student will not be allowed to attend the field trip.

**A bus suspension may be applied at any time depending on the severity of the referral.

Cancellation of School

In the event that school is not in session because of an emergency or bad weather (i.e. snow or ice storm), the radio and TV stations broadcast the information. This information will be broadcast if school is cancelled for the day, on a delayed scheduled (opening one to two hours later), or closing early (closing one to two hours early). Make sure the teacher is aware of any special instructions that should be followed for your child in the event that school is closed early due to bad weather.

Child Abuse and Neglect

Under Kentucky law, any person is obligated to report child abuse, child sexual abuse, and child neglect or dependency. This means that any school staff member and district employee who becomes aware of abuse or neglect from any source – whether from student, parent, staff member or anyone else – regardless if the information is oral or in written form, is obligated to report the suspected abuse or neglect.

Child Protective Services (CPS) Hotline: 595-4550
Crimes Against Children Unit (CACU): 574-2465

Classroom Celebrations

All classes have a Fall Harvest, Winter Holiday and Valentine Celebration. The PTA helps to organize these events with the teacher and other parents/guardians. These celebrations are for Watson Lane students only. They will take place during the last hour of the school day (will not begin before 2:30 pm). Parents cannot bring other children into the building during these events.

Community Involvement

Throughout the year our school is involved in various drives to meet the needs of the community such as the Crusade for Children, Dare to Care, Jump Rope for Heart (American Heart Association), Junior Red Cross, etc. Participation in community drives is voluntary for each student.
**Deliveries to Students**

Flowers, balloons, etc. may **not** be delivered to students in their classroom. Clowns, etc. are not allowed to make deliveries to the classrooms. Deliveries interrupt the instructional process. We will keep the deliveries in the office until the end of the day when the parent picks up the student. Glass containers and balloons are not permitted on the buses.

**Discipline and Student Behavior**

Watson Lane Elementary has worked with various committees to create a behavior guide that outlines student expectations, as well as consequences. All students and families are expected to adhere to these behavior expectations. *A separate behavior handbook is included with this handbook. Please read it carefully and return the signed last page.*

**Emergency Procedures**

Faculty and staff members are trained and follow specific procedures in the event of an emergency. Fire, disaster, earthquake, and intruder drills are practiced throughout the school year so that students are will be well prepared in the event of an emergency. In addition, bus evacuation drills are practiced in the event of a bus accident or fire. If you have any questions about these procedures, please contact the school.

**The Family Resource Center**

**Monday through Friday**
**8:30 a.m. to 4:30 p.m.**

The Family Resource Center is designed to help remove barriers to children’s learning so they can experience success in school. At the Family Resource Center we are here to help all students and their families by providing enrichment activities and direct services or referrals to other community agencies, groups or individuals. The FRC helps with the emotional, physical, social and educational needs of all members of a family, thereby making the center truly a family place. You may stop by the FRC or schedule a visit by calling 485-8341. Our Family Resource Center coordinator is **Amy Medley.**
FIELD TRIP Guidelines for Volunteers

1. Parent volunteers are welcome to accompany students on field trips, (subject to approval by the school principal). **They must have their photo I.D. at all times.**

2. Please be advised that you are not allowed to have younger siblings on field trips while you are volunteering with us due to liability issues. Volunteers must be 18 years or older.

3. Watson Lane Elementary School is a tobacco and drug free campus, so be sure to leave any of these items at home. If you forget, they must remain in the car, but by law it should not be on school grounds or with you on field trips. Since field trips are a school function there is no smoking on field trips.

4. Please do not use improper language while with the children.

5. It is important to sign in and out at the office in the Volunteer Book. This way we know:
   - How many hours volunteers have worked.
   - In case of emergency drills/lock down we can account for everyone on campus.
   - If following a field trip you return early and wish to take your child home early, please follow the appropriate rules for signing them out. Go to the office; show ID, sign them out and the office staff will call them up. If they are not properly signed out it is a school liability issue.

6. Please turn your cell phone off or put it on vibrate while on a field trip. The phone distracts the students and if you are talking on the phone you may lose track of the students you are assigned to.

7. You may need to ride the bus to and from the field trip site. Please note that you must remain at the field trip site and with the group.
8. Student/chaperone ratio must be met. **If you are a chaperone on a field trip (responsible for a group of students) you must have a background check on file with JCPS.**

9. Teachers try to get enough chaperones so they can move from group to group. They will let you know where they will be stationed so that you can quickly locate them.

10. If something should happen on a field trip call the school phone number, 485-8341, or locate one of the teachers.

11. Field trips are for educational purposes. For the following reasons it is not wise to take the students into snack shops, gift shops or on rides unless these sites have been pre-approved.
   - You may not be aware of any food allergies some of the students might have.
   - You do not want any problems with theft or damages.
   - You may not know what each parent might allow in relation to purchasing things.
   - Students should not have money. Any money needed would have been collected prior to the trip.

12. When taking students to the rest room stay together.
   - Monitor boys and girls as they go in and out.
   - If restrooms are too far apart, take one group and have the other group wait. Then take the other group.

13. Make sure that you look at names on the food bags to make sure each student is getting their lunch. They are not to share food.

   - We may have some students who are not allowed to have their picture/video taken.
   - Ask the teacher.
   - If you have one student in the group who does not have a media release, think of a creative way to get around it without causing the student to feel bad. The older ones understand it is the younger ones who do not. Take a picture, show them, and then delete it, or crop them out.

   **Thank you for volunteering.**
   **Without your help field trips may not be possible!**
**Grading Information**

Report cards are the official record of student grades and promotions. Grades are reflective of your child’s proficiency with grade-level standards. Please keep a copy of all report cards for your records. You may also access your child’s report card on the JCPS homepage through the Parent Portal. Call the office at Watson Lane if you need additional information.

**Homework**

Students are given required homework Monday-Thursday. Watson Lane has adopted an SBDM policy for the maximum length of time homework assignments should take at each grade level. The teachers are aware of this policy and will assign homework accordingly. If your child is absent more than one day, you may phone the school office for make-up work. Please notify teachers at least three hours in advance when you are going to pick up homework assignments that were missed due to an excused absence. It is the responsibility of all students to prepare all materials needed to complete homework assignments. Due to safety considerations of our school staff, no one will be permitted to reenter the building after dismissal to pick up homework.

**Invitations**

Invitations to celebrations outside of school are not to be distributed at school under any circumstances. Staff cannot furnish you with personal student information.

**Lost and Found**

Lost and found items are placed in the corner of the cafeteria or in the counselor’s office for parents and children to claim. Please label all clothing and belongings.

**Medication/Medical Needs**

Any student requiring medication during the school day must have on file in the office a signed Authorization to Administer Medication Form. Permission may not be given over the telephone to administer medication. Medication must be brought to school in its original container. Any medication not in its original container is not given to the student. All medication is maintained in a secure location, and only designated office staff are allowed to administer medication. Please inform the office of any of your child’s medical needs or allergies that require special attention. Please also indicate this information on the student’s Enrollment Form.

Should your child become ill or have an accident during school hours, facilities are available for first aid and temporary care until parents can be contacted. Be sure the office always has an updated enrollment form on file with current home address, current home telephone numbers, current emergency telephone numbers and
current work numbers for parents. These are extremely important if your child becomes ill during the school day.

**Non-custodial Parents**

All noncustodial parents have the right to review their child’s records, to request conferences with their child’s teacher and to pick up or visit their child while in school. The only exception to this is when a signed court order states differently. Official custody papers must be on file in the office when these parental rights have been revoked by the court system, otherwise all noncustodial parents will have these parental rights.

**Parental Involvement Opportunities**

Classroom Visitation:
Please arrange all classroom visitations through the office. The teacher will schedule the most advantageous time for you and your child. Teachers are involved in teaching your child. We want to minimize any disruptions to the educational process.

Conferences:
Ongoing communication regarding student progress is extremely important to students’ success. Parents/Guardians are encouraged to call the school office at 485-8341 or to send a note to schedule conferences with their child’s teacher. Teachers are not free for conferences at times when they are responsible for instructing students. We will not interrupt teachers during class, but we will take a message to have the teacher return your call after school or during their planning time to schedule a conference. In addition, two days during the school year have been designated by the JCPS District just for parent-teacher conferences. Please check your district calendar, and plan to attend the parent-teacher conferences.

Parent Volunteers:
Watson Lane Elementary regards parents as our partners. Volunteers serve as a very special resource. Parents/Guardians are encouraged to serve on committees, to help in classrooms, and to assist with programs and extracurricular activities. State law now requires a policy check on every person who volunteers within our school. This is a very simple process that can be taken care of at the school with no cost to the volunteers. The JCPS District forms are available at Watson Lane for those parents/guardians who are interested in chaperoning field trips, helping in classrooms and assisting with school programs. Please contact the office for information regarding volunteering.

School-Based Decision Making (SBDM) Council:
The SBDM Council creates policies to enhance the achievement of all students of the school. The membership of the SBDM Council consists of two parents, three teachers and the Principal. The regular meeting schedule of the SBDM Council will be included.
in the school newsletter after the meeting dates have been determined at the Council’s first meeting.

**Visitors:**
Visitors are welcome at Watson Lane Elementary School. For the safety and protection of all our students and staff during the school day, all visitors must enter the school through the main entrance and go directly to the office to sign in and receive a visitor’s badge. Teachers need to focus their full attention on the students during instruction of the students. Parents/Guardians may observe their child’s class after making arrangements through the office.

**Personal Property**

Students should bring only personal property to school which promotes learning. Students should not bring personal property that is hazardous, dangerous or disruptive. The school staff will retain any items of this nature until arrangements can be made for the return to the parent. **No stuffed animals, toys, or games are to be brought on the bus or to school without the teacher’s permission.** No weapons of any kind should ever be brought on school property or on the school bus. Doing so will result in disciplinary action. The use of toys, electronic devices, **cell phones, MP3 players (CD players, hand held computer games, radios, etc.) is not permitted and will be confiscated if they are found by staff.** If personal property is stolen or lost, every effort will be made to retrieve the property but this is not the responsibility of the school.

**Telephone**

Students are not allowed to call home for such things as forgotten homework, books, etc. Students will only call home when the teacher warrants there is a need in a specific situation.

**PTA Information**

The PTA is a vital part of the Watson Lane program. The cooperative effort between the staff and PTA provides many programs and activities that directly benefit the students. All parents are highly encouraged to actively participate in the PTA. The Watson Lane PTA is associated with the 15th District, State and National PTA’s. You may join the PTA during the fall membership drive or at any time during the school year. Membership is $6.00.