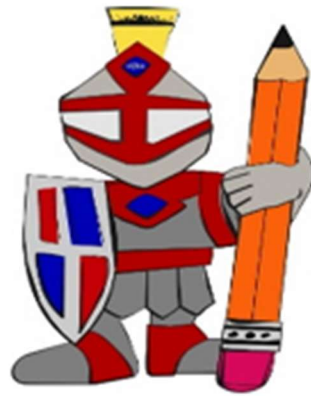


# **C B Watson Primary School**

## Parent Handbook

2024-2025



**Monique Dawsey**

Principal

**Phyllis Toliver**

Assistant Principal for Instruction

**Dr. Karen Phillips**

Assistant Principal for Discipline

**Dr. Sheila Kendrick**

Counselor

504 Coordinator

# Learning is Key at C. B.!

## Arrival and Dismissal – Car Riders

All parents should remain in their vehicles for student drop-off each morning. Turn right into the parking lot following the arrows making a single file line. School employees will begin opening car doors for students to enter the school at the gym lobby doorway. For safety reasons, parents are not allowed to enter with the student. There are school employees on duty throughout the building to monitor and assist students to class.

All parents remain in their vehicles for student pick-up in the afternoon. Turn right into the parking lot following the arrows making a double line. Have your school issued car rider card **visible**. This car rider card is **required** for pick up.

As you approach the front door of the building the line will merge into a single file line. Wait patiently in your vehicle, a school employee will open the car door for the student. Please exit the parking lot by turning right on Martin Luther King BLVD. Turning left on to Martin Luther King BLVD toward Davis Drive causes major traffic concerns. Dismissal for car riders begins at 3:30 and ends at 4:00 PM. If you do not pick up your child by 4:00, you will have to enter the school building and sign your child out.

With over 500 students attending C. B. Watson Primary School, drop-off and pick-up can be very hectic. We ask that you adhere to our established procedures. SAFETY is our #1 concern. With your help, we can make arrival and dismissal procedures run smoothly and effectively this year. Thank you for your cooperation and support.

Instruction begins promptly at 8:30 a.m., and a student is considered tardy after that time. A student who is tardy must report to the office to check in. A parent is expected to accompany the student and to sign him/her in. If a school bus arrives after 8:30 a.m., students will not be considered tardy, and no tardy permit is necessary. Students who are signed out of school before 3:30 p.m. are considered as having an early dismissal. There will be no early dismissals granted after 3:00 PM as we will be prepping for dismissal. The doors to the school will be locked from 3:00 PM to 4:00 PM to prepare for dismissal. Parents should provide the school with a reason for the tardy or early dismissal. The school will determine if the tardy or early dismissal is excused or unexcused using the same system guidelines outlined for absences.

## Attendance

Absence from school is classified as either excused or unexcused. Reasons established by the Georgia Board of Education as excused absences are set forth in this policy. Students may be temporarily excused from school for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others. (Excessive/extended absences due to illness must be justified by a doctor's note/statement.)
2. A serious illness or death occurs in their immediate family. (Parent, Sibling, or Grandparent of child)
3. Mandated by order of governmental agencies or by a court order.
4. Celebrating religious holidays observed by their faith.

**NOTE:** An excused absence does not mean the student is given credit for being at school.

Students should present a written excuse within five (5) days after an absence whether excused or unexcused.

Failure to do so will result in the absence(s) remaining unexcused. A maximum of 10 parent notes for illness will be excused. (Excessive/extended absences due to illness must be justified by a doctor's note/statement.)

## Balloons

Students will not be allowed to accept flowers, balloons, or other gifts sent to the school during the school day. Parents should not bring these items to school.

## Breakfast and Lunch

C. B. Watson is a CEP school. All students receive breakfast and lunch free of charge. For more information on CEP schools please visit <https://www.hcbe.net/snpcommunityeligibility>.

## Bus Conduct

The school has the authority to discipline a student for any misconduct occurring on the way to or from school. The school bus is an extension of the classroom. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior. Provisions pertaining to bus misbehavior are included in the student Code of Conduct.

Safety is our #1 priority. A student who cannot conduct him/herself properly on a bus may have riding privileges suspended or revoked. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian will be held responsible.

## **Cell Phones/Devices**

Students are permitted to possess cell phones and other electronic devices while on school property and during school functions. These devices may be utilized as part of the instructional process at the teacher's discretion. Recreational use of these devices will be in accordance with procedures established by the building principal. Students who violate this policy shall be subject to appropriate disciplinary action. Cellphones should be powered off for the entirety of the day. Students who violate this policy will be subject to appropriate disciplinary actions.

Houston County School District will not be responsible for lost or stolen personal communication or personal electronic devices. Students may not use tape recorders, video cameras, cell phones, or other electronic devices to record classroom instruction/activities. Exceptions to this rule may be granted, for valid reason(s), at the discretion of the teacher with written approval by the building principal. Care must be taken to protect the privacy rights of students.

## **Change of Address**

Anytime a parent moves (changes address) within Houston County during the school year, the parent must go to Central Registration and show two proofs of address for the new residence (one must be a mortgage statement or lease agreement). A service disconnection notice from the previous address may be required.

## **Class Dojo/Communication**

It is very important that parents and teachers maintain communication with each other. Class Dojo is a great tool for communication. Please sign up for Class Dojo. If you make any changes to your phone number, please let the teacher know as soon as possible or call the front office.

## **Class Parties**

There are only two (2) approved parties during the school year. They are as follows: Holiday party in December and the End-of-School Year party.

Valentine's Day is celebrated at "break time" on February 14th.

Birthday parties will not be celebrated at school nor will party invitations be distributed during instructional time. The staff will not assist in distributing invitations to private parties. We cannot give you addresses or telephone numbers for students for birthday parties. Lists of students will not be provided due to BOE policy.

In addition, balloons and flowers will not be delivered to students at school. There are no exceptions to these rules.

## **Classroom Visits**

All visitors are required to report to the school office upon entering and leaving the school building to obtain a pass. **Visitors are required to show a valid ID/driver's license.** Visitors are limited to the office area of the school only, unless otherwise directed by the school principal or designee.

Parents are welcome to visit the school for parent/teacher conferences and are urged to call the school office and schedule conferences with teachers as needed. Teachers are not available for conferences during the school day unless they have been scheduled. Teachers will notify parents of additional times that they are available for conferences.

## **Discipline – Respectful, Responsible, and Safe**

C. B. Watson Primary School is a PBIS school. Specific rules for proper behavior are explained and discussed by all teachers on a continuous basis. Students are expected to obey these rules and all directions given by school personnel. Parents are requested to reinforce a positive attitude toward learning and appropriate behavior.

Because all circumstances regarding misbehavior cannot be predicted or anticipated, the principal is granted wide authority in determining punishments or making decisions regarding disciplinary matters based on individual cases.

We reward students for positive behaviors with warrior cards, behavior celebrations, verbal praise, etc. We issue consequences for behaviors that do not align with our established expectations. Consequences include but are not limited to conference, time-out, ISS, OSS, and Elementary Alternative Placement Program.

## **Door Dash/Uber Eats**

Students are not allowed to receive food items from commercial vendors at school. Students may not have snacks, breakfast, or lunch delivered to the school by a restaurant or third-party food delivery service i.e. Grub Hub, Door Dash, Uber Eats, etc.

## **Dress Code**

Students will be required to follow the dress code adopted by the Houston County Schools. Please see the county handbook regarding the general and specific rules of the county dress code, along with the specific requirements for accessories, hair and grooming, and coats.

## **Early Dismissal**

The school may not release a student to any person other than the person who enrolled the student in school. If an individual other than the person who enrolled the student in school is authorized to take the student from school on a regular basis (e.g., a grandparent or other relative, childcare provider, etc.), the person who enrolled the student in school must notify the school of such in writing and this notification should be kept on file at the school. If someone other than the person who enrolled the student in school (or an individual authorized in writing by this person) attempts to take custody of the child or to remove the child from the school, the school will immediately contact the person who enrolled the student in school. If a person who attempts to take custody of the child without consent of the person who enrolled the student in school refuses to leave the campus or causes a problem, the school will contact the appropriate law enforcement agency.

## **Field Trips**

Written parent permission is required for all students who participate in activities away from the school. Please return field trip permission slips to the teacher in a timely manner. Students participating in school-sponsored field trips should be transported to and from the field trip location with the school group on the bus used by the school. **No students should be transported to or from field trips by parents or guardians. A background check is required for parents to serve as chaperones on field trips.**

## **Lost and Found**

Please write your child's name on all coats, jackets, lunch boxes, water bottles, hats, etc. At the end of the grading period, all articles not claimed in the lost and found will be donated to a local charity.

If your child loses an item at school, encourage him/her to check the lost and found. Parents are also encouraged to check the lost and found for missing articles.

## **Medication**

Parents are required to come to the school and speak to our school med-tech about administering medications at school. Students are not allowed to transport medication to and from school.

1. All medication must be presented to the school office by a parent in a prescription labeled bottle, which will include the student's name, date, instructions for administering, name of drug, and the name of the issuing physician.
2. A Medication Administration form HRS 29, is required to be filled out by the physician and parent in cases of long-term medication (more than two weeks/10 doses).

## **Personal Possessions**

Please make sure that children leave their valuable possessions at home. No toys should be brought to school. Students are not to bring Pokémon cards and other cards of this nature to school, nor are they to bring any noninstructional magazines, or toys such as fidget spinners or SLIME. These have caused disruption during the instructional day. Students will be warned that the principal will take up these materials.

In addition, toy guns, toy knives or any toy weapons are not allowed due to board policy. The Weapons Policy is also discussed in the Houston County Student Handbook.

## **Recess and Snack**

Classes will have recess each day when the weather permits. Students may bring snacks to eat at this time. Please note that snacks should be provided by parents, and not by the school.

## **Transportation Changes**

Any changes in a child's transportation must be communicated to the teacher/school in a timely manner. This is to ensure the messages are received by the child's teacher before dismissal.

## **Wednesday Take-Home Folders**

Each student receives a weekly folder for signed papers. Students will bring home graded papers and any papers needing to be signed each Wednesday.

## **School Clubs**

**Name of Club or Organization:** Anchored for Life

**Faculty Sponsors/Contact:** Mrs. Tammi Temmis

**Name of Club or Organization:** CBWPS Music Club

**Faculty Sponsor/Contact:** Ms. Margaret Curtis

**Name of Club or Organization:** Junior Master Gardeners

**Faculty Sponsors/Contact:** Mrs. Wendy Walker

**Name of Club or Organization:** Chess Club

**Faculty Sponsors/Contact:** Mrs. Erin Flanders and Mrs. Summer Peavy