

# C.B. Watson Primary School



## PARENT HANDBOOK 2023-2024

PRINCIPAL: ALICIA CONNER  
ASSISTANT PRINCIPAL FOR INSTRUCTION: PHYLLIS TOLIVER  
ASSISTANT PRINCIPAL FOR DISCIPLINE: MONIQUE DAWSEY  
COUNSELOR: SHEILA KENDRICK

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# CBWP PHONE NUMBERS



**MAIN NUMBER: 478-929-6360**

Please take advantage of our automated prompts or use the extensions listed below to reach your desired person. Listen to all prompts before entering an extension.

**Main Office--0**  
**Receptionist--1249**  
**Secretary/Bookkeeper--1254**  
**Records/Registration & Attendance--1256**  
**Medical Technician--1255**  
**Lunchroom--1244**  
**Media Center--1251**  
**Parent Engagement Liaison—1253**

Our **MISSION** is to build the foundation and positive mindset for tomorrow's leaders.



Our **VISION** is growing today, leading tomorrow!

**SCHOOL MOTTO**  
Learning is "key" at C.B.!!!  
Unlock your potential.



### Beliefs and Values

- ❖ Ensure the safety and well-being of ALL.
- ❖ Promote the academic success of all students. ALL means ALL!
- ❖ Ensure the behavioral and social-emotional growth of ALL students.
  - ❖ Support exceptional learning, by student, by standard.
- ❖ Take collective responsibility for teaching, learning, and professional development through professional learning communities.
- ❖ Use evidence-based, BEST practices to meet the needs of all students.
  - ❖ Create partnerships with stakeholders that promote positive relationships and student success.



#### The Warrior Way

- Strive for excellence in all that we do.
  - Go the extra mile.
- Base decisions on what is best for students.
  - Provide quality customer service.
- Work hard, with dedication and love for students.
- Approach work every day with a positive attitude, hope, enthusiasm, and compassion.
  - Do things right; do the right thing.

*C.B. Watson is a great place to learn and work!*



## PBIS





















C.B. Watson Primary is a PBIS school. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

PBIS is a framework for creating safe, positive, equitable schools, where every student can *feel valued, connected to the school community, and supported by caring adults*. By implementing evidence-based practices within a PBIS framework, schools support their students' academic, social, emotional, and behavioral success, engage with families to create locally meaningful and culturally relevant outcomes, and use data to make informed decisions that improve the way things work for everyone.

C.B. Watson Primary's School-Wide Expectations for students are:

Be Respectful  
Be Responsible  
Be Safe  
Be Kind

These expectations, along with the appropriate positive behaviors, are displayed in different areas of the school as reminders for students.

C.B. Watson Warriors are...	Hallway (Level 0)	Lunchroom (Level 1)	Bus (Level 2)	Bathroom (Level 0)	Playground (Level 3)
<b>Respectful</b>	Use quiet voices 	Quiet when the music is on 	Use kind words 	Give others privacy 	Take turns 
<b>Responsible</b>	Stay in line 	Keep your area clean 	Gather your belongings and watch for your stop 	Flush and then wash your hands 	Put your trash in the trash can 
<b>Safe</b>	Use walking feet 	Wait your turn in line 	Stay seated and keep the aisle clear 	Keep your hands and feet to yourself 	Keep hands, feet, and objects to yourself 
<b>Kind</b>	Offer Help 	Use kind words 	Help someone that needs assistance 	Let others who are in a hurry ahead of you 	Invite someone to play 

## PLAN FOR IMPROVEMENT (PFI)/OFFICE DISCIPLINE REFERRAL (ODR)

When students make unwise choices and break a minor classroom or school rule, it will be documented on your child's PFI. Please note that 5 PFIs will result in an automatic ODR.

When students make unwise choices and break a major classroom or school rule, it will be documented on an ODR.

A PFI generated by a teacher/staff member and is handled between the teacher/staff member and parent. An ODR is generated by a teacher/staff member. If an ODR is generated, the student meets with an administrator to go over what has taken place and to discuss the assigned consequence. You will be notified by the teacher/staff member that an ODR was submitted, and the Assistant Principal or Principal will contact you to discuss the incident and the consequence assigned.



Parents, you can help us during arrival and dismissal by remembering that you are your child's first teacher. We ask that you also be respectful, responsible, and safe by modeling the following:

Drivers are respectful when they:

- Follow the directions of staff members directing traffic or loading/unloading children.
- Smile, wave, and patiently wait their turn to move up in the car line.

Drivers are responsible when they:

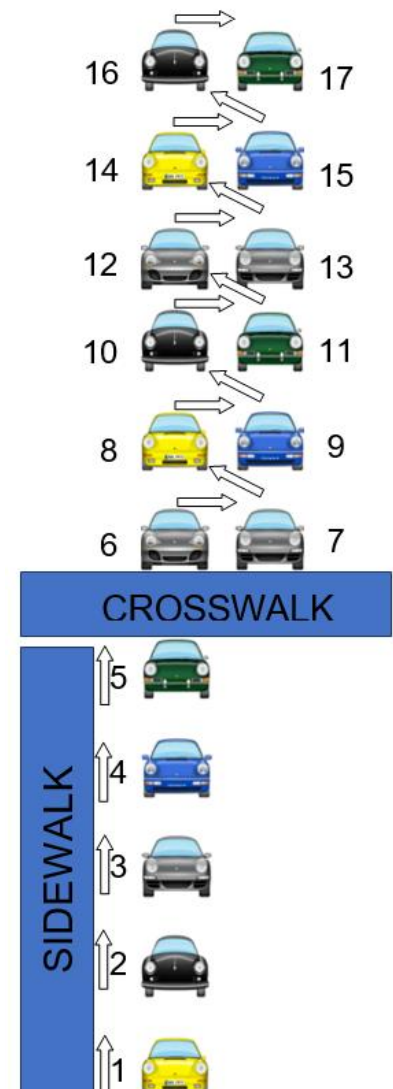
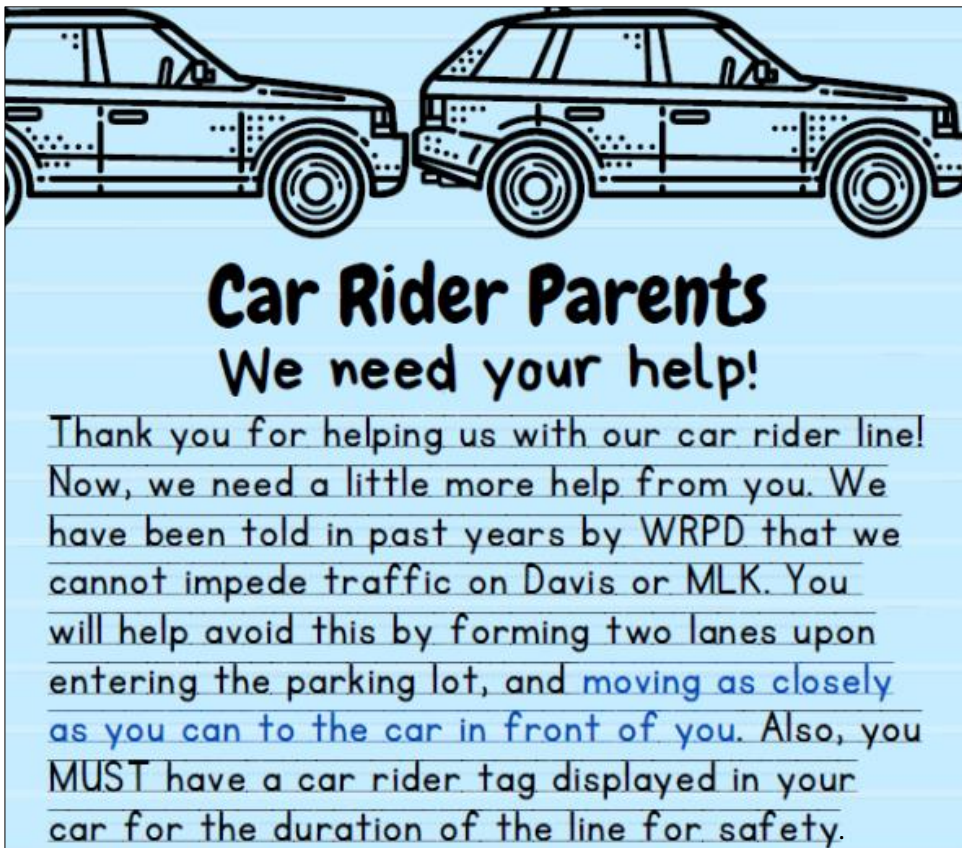
- Watch for others crossing at the crosswalk.
- Display their child's car tag so it is visible to staff members on duty.

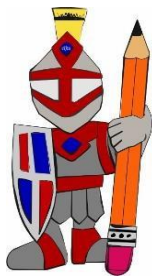
Drivers are safe when they:

- Stay in their lane and do not cut in front of others.
- Drive slowly through the school zone and adhere to all signs.
- Are not on their phones.

### CAR RIDER DISMISSAL

Being on your phones is a safety hazard. Please remember to be kind and allow the car rider line to merge. When personnel on duty ask you to move over in line, it's to help you. We input numbers left to right, left to right. The single row in front of the covered walkway is entered first. Next, the first two cars in line before the stop sign are input. We then enter the two cars directly behind them. A diagram below shows the process. If you do not allow someone beside you to merge, this slows down the process. If cars 6, 8, and 10 pull forward and do not allow 7, 9, and 11 to merge, this delays the process. If you follow the process, when you pull up beside the sidewalk, your cars are in the following order 6, 7, 8, 9, 10, 11. This is the order in which your child's number is entered, therefore, your child should be ready for you.





# CB Watson Primary School

61 Martin Luther King, Jr. Blvd.

Warner Robins, GA 31088

Phone: 478-929-6360 Fax: 478-322-3329

*Alicia Conner, Principal*

*Phyllis Toliver, Assistant Principal of Instruction*

*Monique Dawsey, Assistant Principal of Discipline*

*Sheila Kendrick, Counselor*

## ARRIVAL & DISMISSAL PROCEDURES

Parents are responsible for ensuring that their children arrive at school on time each morning and depart in a timely manner each afternoon, unless involved in a supervised after-school activity. It is also the responsibility of the parent(s) or guardian(s) to notify the school when a child will be picked up by anyone other than those whose names are filed in the child's records. Identification must be presented in all cases.

The Houston County Board of Education adopts the following guidelines governing the times at which students may be on campus:

### Elementary Schools

1. Under no circumstances may students be dropped off at school before 7:45 AM.
2. Students should be picked up by 3:50 PM each school day. \*
3. If a child is to remain at school after 3:50 PM on a regular basis, the parent(s) or guardian(s) must enroll the child in the After School Program and must pay the fees required for after-school care. (We do not have ASP at this time.)
4. If a child is dropped off at school prior to 7:45 AM or is left at school after 3:50 PM without enrolling in the After School Program or other prior arrangements, the principal or designee shall adhere to the following guidelines:
  - 1<sup>st</sup> Occurrence: School personnel should provide parent(s) or guardian(s) with oral or written notice of policy. This should be documented by the principal.
  - 2<sup>nd</sup> Occurrence: School personnel should notify the parent in writing.
  - 3<sup>rd</sup> Occurrence: School personnel will send a certified letter to the parent or guardian advising that students may not be left at school before 7:45 AM or after 3:50 PM and that the school may notify authorities if the child is left at school before 7:45 AM or after 3:50 PM on another occasion. A copy of this policy shall be sent with this notice.
- Subsequent Occurrences: School personnel may notify appropriate authorities.
5. On any occasion, if a child is left at school after 4:15 PM without prior arrangements for supervision, appropriate authorities will be called if all efforts to contact a parent or guardian have been exhausted.

\*C.B. Watson Primary allows a grace period of 10 minutes. All students must be picked-up no later than 4:00 PM. Thank you for your support.

**The instructional day ends at 3:30 PM. Please ask for an early dismissal only when necessary, as your child will be missing valuable instructional time.**

**THERE WILL BE NO EARLY DISMISSALS GRANTED AFTER 3:00 PM. ALL EARLY DISMISSALS MUST BE MADE PRIOR TO THIS TIME. THE OFFICE DOORS LOCK AT 3:00 PM TO PREPARE FOR DISMISSAL.**

**Please know that we only have walkers who exit through the back gate to Huntington Crest and Hills. You must have your child's dismissal card with you in order for your child to leave the premises.**

## **RELEASE OF STUDENTS**

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. Exceptions to these student release procedures may occur in cases involving state or local law enforcement and child protection agencies. **Any change in a child's transportation must be communicated using the procedures established by the school. Parents should not send the teacher an email. This is to ensure the message gets to the child's teacher before dismissal.\***

\*Parent(s) must call the school **and** Dojo the teacher to ensure the message is delivered correctly. If no communication is made, the student will use the mode of transportation that was originally communicated.

## **BUS CONDUCT**

The parents or guardians of students are responsible for the supervision of their child until they board the bus in the morning and after they exit the bus at the end of the day. 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.

The bus driver shall report students who do not conduct themselves properly on a bus to the attention of the principal or his/her designee. The bus driver is responsible for the safety of all who ride the bus. Students are expected to comply with reasonable instructions given by the bus driver. The bus driver has the authority to assign seats either temporarily or permanently and to establish rules for safety and proper behavior on the bus. Bus students are not to leave the school grounds before or after school without permission.

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.

Students are prohibited from any and all acts of physical violence, bullying, sexual harassment, physical assault, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and any other unruly behavior.

### **Consequences for Infractions of Bus Conduct**

Transportation by bus to and from school each day that is provided by the Houston County School District is a privilege. Students who choose to behave in an unruly manner and refuse to follow the rules sacrifice the safety of other students and the driver. Discipline for student misbehavior while riding the bus is progressive and ranges from parent/driver conferences to having the privilege of transportation provided by the school district taken away completely. Ultimately, all discipline procedures are at the discretion of the principal and depend on the severity of the offense.

- **First Sign of Student Misbehavior:** The bus driver will attempt to make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.
- **First Bus Report:** A conference may be held with the school official, parent, and driver. A contract will be executed between student, parents, and school.
- **Second Bus Report:** One (1) day off bus.
- **Third Bus Report:** Three (3) days off bus.
- **Fourth Bus Report:** Five (5) days off bus.
- **Fifth Bus Report:** Seven (7) days off bus.
- **Sixth Bus Report:** Ten (10) days off bus.
- **Seventh Bus Report:** Off bus the remainder of the year.

This is a suggested progressive discipline system that comes with principal discretion. A student may be suspended from the bus for 1-10 days at any time **if the principal determines the incident warrants suspension.**



## **ATTENDANCE**

The Houston County School District emphasizes values of regular attendance in enabling pupils to profit from the school program.

### **Compulsory Attendance**

Houston County School authorities, in cooperation with other county agencies, shall enforce the Georgia Compulsory Attendance Law, O.C.G.A. §20-2-690.1, Mandatory Attendance, which requires that every parent, guardian, or other person residing in the state having control of any school age child or children between the ages of 6 and 16 enroll and send such child or children to school. Further, all children enrolled for 20 school days or more in the public schools of Houston County prior to their SIXTH birthday shall become subject to all provisions of the law. All students missing more than **5 unexcused days in Georgia are declared as truant by law.**

All Houston County students are affected by and fall under the provisions of our attendance protocol which is stated as follows;

#### **Level I**

Three (3) unexcused absences.

School staff will contact parents and document the contact. Contacts may consist of e-mail, phone call, letter, note in the agenda, or other forms of communication.

#### **Level II**

Five (5) unexcused absences.

School staff will notify parents of the truancy and request a conference with the parents to sign an Attendance Contract.

#### **Level III**

Eight (8) unexcused absences.

School staff notifies Social Services Department; Social Services provides data to court for judicial proceedings to begin.

Any parent, guardian, or other person residing in Georgia having control or charge of a child or children who violate GA Code Section O.C.G.A. §20-2-690.1 shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combinations of such penalties, at the discretion of the court having jurisdiction.

### **Excused and Unexcused Absences**

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. Personally ill 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 physician's 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. Excessive/extended absences due to illness must be justified by a physician's statement.

The following items should be specified and included on each written excuse:

1. The date the excuse is written.
2. The date of the absence.
3. Reason for absence.
4. Signature of parent or guardian.

Students who have absences may make up work or tests missed. Upon returning to school, students should complete makeup work missed within five [5] school days. Parents may pick up homework assignments in the school office. The teacher, however, should be given adequate time to prepare homework assignments and materials.

**\*At the discretion of the principal, a statement from a physician may be required to validate extended or excessive absences.**

### **Tardiness/Early Dismissal**

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. 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.

Many people do not realize that missed instructional minutes add up quickly. For example, if your child arrives a mere 10 minutes late each day, they miss 50 minutes of instructional time every week. During a 36 week school year, they could miss nearly 30 HOURS OF INSTRUCTION! If they're 20 minutes late, it would be 60 hours, and so on. These instructional minutes are especially important to the achievement of our students and the success of our schools. An excessive number of lost instructional minutes could prevent your child from being promoted to the next grade level. For the benefit of ALL students, we may implement the following procedures with relation to unexcused tardies and unexcused early dismissals:

- 5 Unexcused Tardies/Early Dismissals - Parent Contact
- 10 Unexcused Tardies/Early Dismissals - Excessive Tardy/Early Dismissal Notification Letter
- 15 Unexcused Tardies/Early Dismissals - Attendance Contract Meeting Scheduled with parents and administration
- 20 Unexcused Tardies/Early Dismissals - Referral to the HCBOE Social Service Department and assignment to Mandatory Make up Time
- 25 Unexcused Tardies/Early Dismissals - Parent Meeting scheduled with the Attendance Panel at the Central Office in Perry, GA

### **Military Family Deployment - Absences for Special Consideration**

The Houston County School District is supportive of our military families, especially during the difficult time of deployment. Per OCGA 20-2-692.1, a student whose parent or legal guardian is serving in the military in the U.S. armed forces or National Guard on extended active duty is allowed up to a maximum of: • 5 days excused absences per school year to visit with a parent/guardian prior to an overseas deployment to a combat zone or combat support posting, or during parent's/legal guardian's R&R leave or return from deployment; • 5 days excused absences over two school years for military affairs sponsored event, to include visiting a military parent/legal guardian in a medical facility; or attending a ceremony for the military member, such as promotion, graduation or retirement.

The form for special consideration for absences for military deployment can be obtained from the school's office or on the school system website under the Parents tab and select the Military Family Support page. Please submit this request with documentation 10 days prior to an absence to the school principal. Either of the following may be provided: a copy of the Contingency, Exercise or Deployment Orders (CED) or a memo signed by the Robins Air Force Base School Liaison Officer (SLO).

Students will be responsible for their homework and making up any missed tests or class reports upon return to school. Parents are asked to work with the classroom teacher and their children to ensure that students stay up-to-date on class material. For general information regarding student absences, see Board Policy JBD, Absences and Excuses.

### **Perfect Attendance**

**To receive an award for Perfect Attendance, a student may not be absent, tardy, or be dismissed before the end of any school day. It does not matter if the absence is excused or unexcused.**

\*If you have specific questions about attendance, please contact our ATS, Ms. Adkison, or our APD, Ms. Dawsey.

### **CENTRAL REGISTRATION**

Parents of any student(s) new to Houston County Schools must complete the enrollment process at the Central Registration site located at 410 Bear Country Boulevard, Warner Robins, Georgia 31088. The enrollment process at Central Registration is done by appointment. To schedule an appointment, visit the Houston County website at [www.hcbe.net](http://www.hcbe.net).

- Select the Parents tab
- Scroll to Central Registration

### **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.

## **GRADING**

### **Purpose and Guidelines**

The purpose of the report to parents is for the teacher to communicate the student's progress. Grading should be a professional assessment of a child's progress based on standards. Teachers may assess student performance based on written assignments, observations, presentations, projects, and conversations.

Documentation of progress may be maintained through formative assessments, checklists, rubrics, conference notes, anecdotal records, etc. It is also important for students to be aware of their progress and to receive immediate feedback when they are assessed.

A second purpose of the report to parents and grading is to utilize assessment procedures as an instructional tool. If the assessment procedure reveals weaknesses, instructional strategies or interventions should be implemented to encourage mastery of skills and concepts.

### **Pre-Kindergarten**

Houston County School District's Pre-K classrooms use a formative assessment called Work Sampling System Online to measure children's progress across 69 indicators in seven domains of learning. Teachers assess children throughout the year and use the data to individualize instruction and to share Narrative Summary Reports with parents during conferences in December and May.

### **Kindergarten, First, and Second Grades**

The kindergarten Record of Progress is based on the Georgia Kindergarten Inventory of Developmental Skills (GKIDS) and the state mandated curriculum. The first and second grade Record of Progress is based on student progress toward meeting select state standards. Reports are sent out at nine-week intervals, and parents are asked to come to a conference after the first report card grading period. Conferences may be scheduled with the child's teacher at any time throughout the year.

For grades K-2, the following ratings are used to show the student's level of progress toward meeting the grade level standards and expectations.

#### **ELA and Math Academic Performance Levels**

- NA - Not Assessed At This Time
- 1 - Grade Level Standard Not Yet Demonstrated
- 2 - Progressing Toward Grade Level Standard
- 3 - Consistently Meets Grade Level Standard

#### **Learning and Social Skills/Art, Music, and P.E./Science and Social Studies**

- 1 - Area of Concern
- 2 - Developing
- 3 - Consistently Demonstrated

\*If you have specific questions or concerns about grading, please contact your child's teacher or our API, Phyllis Toliver.

## **BREAKFAST/LUNCH PROGRAM**

Houston County School District offers fun, healthy meals every school day. C.B. Watson Primary is a CEP school; therefore, breakfast and lunch are free.

- ***What is Community Eligibility Provision (CEP)?***

With the passage of the Healthy, Hunger-Free Kids Act of 2010, the National School Lunch Program now includes the Community Eligibility Provision (CEP). This program allows qualified schools to be approved to provide meals to all enrolled students at no charge, regardless of economic status.

Other CEP schools in the county may be found here: <https://www.hcbe.net/snpcommunityeligibility>.

More information on school meals including pricing, free and reduced meal applications, and Q&A's can be found by visiting <https://www.hcbe.net/schoolnutrition>.

For the school year 2023-2024, Houston County School District is requesting all families to complete a Free and Reduced Meal Application. Our system receives a variety of funding, which is linked to the completion of this form. The fastest way to complete the form is to visit <https://www.nlappscloud.com>.

**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.**

## **CLUBS/PROGRAMS**

Your child may be invited to participate in various clubs or programs. If so, you will be sent information about the club or program to read over. You must give written permission for your child to participate, and you must provide transportation if it's not provided by the school. In order to participate in such programs where the parent provides transportation, you must pick up your child from the event or program on time. If your child is not picked up on time, he/she may be dismissed from the club or program.

## **MEDICATION**

Our school med tech helps monitor the health of our students. We are more than happy to administer medicine to your child when needed. You must bring the medicine in the original container with specific instructions for your child. **Medication may not be sent with the child to school. It must be brought in by a parent or guardian.** When you arrive, paperwork must be completed. If medicine must be given on a daily basis for more than two weeks, we need to have your doctor complete and sign a special form. This form will be sent home with your child, or you may pick it up in the office. It is suggested by our county nurse that when your child is sick and the doctor prescribes medicine for your child to be taken three times a day, this should be administered at home in the morning, when the child returns home from school, and at bedtime. If you have questions about medication, please contact our MedTech, Ms. J. Johnson.

## **SCHOOL 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 14<sup>th</sup>. **Birthday parties will not be celebrated at school nor will party invitations be distributed during instructional time, nor will staff assist in distributing invitations to private parties. Also, 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.**