

T. H. WATKINS ELEMENTARY

Trinette Clement, Principal
Michael Cuba, Assistant Principal



PARENT & STUDENT HANDBOOK 2022-2023

“Educate, challenge, and inspire all students to become lifelong leaders through perseverance”

PHILOSOPHY OF T. H. WATKINS ELEMENTARY

At T. H. Watkins Elementary, we are concerned with the total development of each child. Our philosophy of education revolves around assisting each child to live up to his/her full potential and prepare him/her to become a well-adjusted, self-supporting active participant to succeed in society.

The broad progress of education is to help each student gain, to the best of his/her abilities, the knowledge, skills, habits, and traits needed to prepare him/her to become college and career ready. The purpose of this elementary school is to provide the foundation needed for these goals and to accomplish this with each and every child.

OBJECTIVES OF T. H. WATKINS ELEMENTARY

1. To educate, challenge, and inspire all students to be life-long leaders through perserverance;
2. To educate students to be well-rounded individuals who will be able to become leaders in society with dignity and pride;
3. To help pupils accept responsibility for their actions and to develop an increasing sense of values, self-confidence, and self-discipline;
4. To help our children develop tolerance and respect for other cultures and ethnic groups who have different beliefs and ideas;
5. To provide opportunities for children to express themselves creatively through spoken and written language, as well as through various art forms.
6. To accept each child as a unique individual and to give him/her the opportunity to grow mentally, physically, morally, and socially;
7. To teach each child to evaluate situations and to think for him/herself;
8. To set our own school standards of academic excellence, which exceed the minimum standards set by the Louisiana State Board of Education and the Calcasieu Parish School Board;
9. To promote school, parent, and community involvement in the education of each student;
10. To prepare each student to meet the demands made by the society in which he/she lives.

ORGANIZATIONAL STRUCTURE OF T. H. WATKINS ELEMENTARY

T. H. Watkins Elementary School offers an enriched curriculum in grades kindergarten through fifth of 18 classes. There are also two Resource education classes and one Autism class. Spanish, speech therapy, adaptive and regular physical education, and art are offered at T. H. Watkins. There is also a full-time guidance counselor and librarian.

ACCREDITATION

T. H. Watkins Elementary School is accredited by the Southern Association of Colleges and Schools. This organization was formed exclusively for educational purposes, and its objective is to improve education in the south through exercise of leadership and through the promotion of cooperative efforts among colleges, schools, and related agencies. An accredited school is in compliance with all standards set by the association.

PEOPLE YOU SHOULD KNOW FOR THE 2022-2023 SCHOOL YEAR

Along with your teachers, there are other people here to help you. These people are ready to help you with questions and problems you might have:

Principal	Trinette Clement
Assistant Principal	Michael Cuba, Jr.
Counselor	Gabrielle Doucet
Master Teacher	Danielle Daigle
Master Teacher	Tevya Turner
Librarian	Kyandria Scott
Bookkeeper	Kisha Leday
Secretary	Lydia Aboyge
Cafeteria Manager	Katherine Jones
Custodian	Chris Guidroz

I. PROCEDURES AND POLICIES

ATTENDANCE

1. Students are expected to attend every day that school is in session.
2. Students who are absent from class or from school for any cause must have a note from their parents, guardian, or doctor. This note must state the reason for the absence and be dated and signed. If a note is not turned in, it will be considered an unexcused absence.
3. The school secretary or administrator may occasionally phone home to verify a child's absence.
4. Three and one half hours missed shall constitute one half day's absence, whether it is excused or unexcused.
5. Students are responsible for all work missed due to absence, whether it is excused or unexcused. If you would like to pick up homework assignments for your child, you must call the office before noon. Homework will be made available for you to pick up after 3:00 in the front office. Assignments requested will be held in the office for 24 hours.
6. Excused absences are allowed for personal illness or death in the family.
7. Students with unexcused absences may have their grades lowered and parents will be contacted by the Office of Child Welfare and Attendance and the TASC Office.

8. If a student maintains excessive tardiness, he/she can be suspended. A child is considered tardy after the 7:50 a.m. bell.
9. Excessive tardies and absences will be reported to Child Welfare and Attendance office.
10. Please remember that our goal is to educate, challenge, and inspire all students to become life-long leaders. Please do not check your child out early unless absolutely necessary. School board policy states no checkouts after 2:00. If a necessary appointment is unavoidable during this time, please be prepared to show appointment card at check out desk.

Elementary children missing more than **10 days** per year will not be given credit for the year's work and will be retained. Exceptions can only be made in the event of extended personal illness or extenuating circumstances verified by a physician or the CPSB Office of Child Welfare and Attendance. Students with no absences will receive a perfect attendance award on Award's Day.

DISCIPLINE

The proper control and discipline of a school depends largely upon the degree of teamwork between parents and the school. Parents want and expect their child to acquire the habit of responsible self-direction and to observe common courtesies in their dealings with others.

Although the ultimate responsibility for students conduct lies with the student and parent, it is also part of the responsibility of the school. All procedures, as prescribed by state and local laws, will be followed to maintain a positive atmosphere for learning. It is our intent to keep suspensions to a minimum, but it is still an option for severe disruptions and constant behavior issues. We ask that parents help students to comply with school rules. CPSB does provide an elementary alternative school for students who are continually disruptive and exhibit constant behavior issues.

T. H. Watkins Elementary follows PBIS (Positive Behavior Intervention Support) systems with all students as prescribed by the CPSB and the Louisiana State Department of Education. All students are expected to follow all guidelines set forth in the school-wide discipline plan. (See following page for school-wide rules and expectations).

Proper uniform attire is a part of the discipline code at T. H. Watkins. Therefore, all students will wear uniform shirts tucked in. All students in grades 2 – 5 must wear belts. **Free dress is only allowed when a note has been sent home.**

Face Covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face including nose and mouth. In addition to face coverings, students may wear a plastic face shield that covers eyes, nose and mouth. Subject to principal approval, face coverings for K to 5th grade may wear personal face coverings. **At this time mask are not required, but that is subject to change.**

PBIS at T. H. Watkins Elementary

School-Wide Discipline Plan

A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at T. H. Watkins Elementary. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral Expectations are Defined. A small number of clearly defined behavioral expectations are defined in positive, simple, rules. T. H. Watkins's Expectations are:

- P – Positive
- A – Always Respectful
- W – We are responsible &
- S – Safe

2. Behavioral Expectations are Taught. The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- Being *positive* means to resolve conflicts peacefully.
- Being *respectful* raising your hand when you want to speak or get help.
- Being *respectful* means using a person's name when you talk to him or her.
- Being *responsible* means knowing and following classroom and school rules on a daily basis.
- Being *responsible* means to be on time.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and modeled. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

3. Appropriate Behaviors are Acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. THW has designed a formal system that rewards positive behaviors. “PAWS Pride” are used to reward students who exhibit outstanding behavior within the classroom. “PAWS Pride” are awarded to encourage and reinforce positive behaviors demonstrated on a consistent basis. Students are awarded “Tiger Bucks” for outstanding behavior within the classroom. This year PAWS Pride will be awarded digitally. Teachers can award “PAWS Pride” to students in any grade level for showcasing positive behavior. Every nine weeks, students are able to visit the “Tiger Mart” where they are able to purchase prizes with the “Tiger Bucks” they have earned. Items range in price from 1 to 9 tiger bucks. They can purchase a various items in the “Tiger Mart”, including candy, stickers, basketballs, footballs, soccer balls, games, hair accessories, jewelry, cars, etc.

4. Behavioral Errors are Corrected Proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

MINOR INFRACTIONS	
<ul style="list-style-type: none"> • Inappropriate verbal language • Physical Contact • Non-compliance 	<ul style="list-style-type: none"> • Disruption • Property Misuse • Other minor problems
MAJOR INFRACTIONS	
<ul style="list-style-type: none"> • Abusive /inappropriate language • Alcohol/drugs • Battery of Staff • Combustibles or Threats • Computer abuse • Deface school property/ Vandalism • Disruption • Defiance/Disrespect/non-compliance • Excessive tardiness • Fighting/physical aggression 	<ul style="list-style-type: none"> • Tobacco/Smoking • Harassment/Teasing/Threaten/bullying • Weapons or objects used as weapons • Indecent Behavior or Sexual Harassment • Serious Body Injury (hospital) • Theft • Throwing Objects that can injure • Unfounded charge against authority • Skip class/truancy/leave campus

CPSB District Policy on ELECTRONIC TELECOMMUNICATION DEVICES

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, camera, video/audio recorder or electromechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school.

Cell phones and all other telecommunication devices must be turned off, stowed away, out of sight and not used during the instructional day or while riding a school bus. For the purpose of this policy, the instructional day will be defined to be the time students arrive on campus in the morning till the time they are officially dismissed in the afternoon. On field trips, telecommunication devices may be possessed/used at the discretion of the Principal or his/her designee.

*** “Use/Turned On” may result in:**

First offense:

- a one-day In school Suspension/Isolation
- confiscation of the cell phone/electronic device

Second offense:

- A two-day In school Suspension/Isolation
- confiscation of the cell phone/electronic device

Third offense:

- a one-day (OSS) suspension
- confiscation of the cell phone/electronic device

Fourth offense:

- may result in a two-day (OSS) suspension

The Calcasieu Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409.1-17:410).

The School Board shall develop, in consultation with local law enforcement agencies, age appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year, and posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats.

DEFINITIONS

The term *school* is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days.

The term *threat of violence* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, **social media** posts, text messages, blogs, or posts on any **social** networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

The term *threat of terrorism* means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, **social media** posts, text messages, blogs, or posts on any **social** networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

MANDATORY REPORTING

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall:

1. **Immediately** report the threat to a local law enforcement agency if there is a reasonable belief that the threat is credible and imminent.
2. **Immediately** report the threat to school administrators for further investigation, in compliance with this policy, if the threat does not meet the standard of reasonable belief provided for above.

No person shall have a cause of action against any person for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended to cause harm to, harass, or otherwise deceive law enforcement or school officials.

Correction Procedures for Minor Infractions Consequences/Interventions

General Procedures

- Students should begin with a clean record each day
- Weekly minor tracking documentation should be kept on file and turned in with report cards.
- An office discipline referral due to multiple minor offenses will be completed by the classroom teacher

1st Offense – Warning

The student is given a verbal warning. A teacher/student conference is necessary for the student to be taught the correct replacement behavior.

2nd Offense – 1st Mark – Think time with a logical consequence

The student is advised to take some think time to reflect and cool off. The teacher will invite the student back to resume classroom activities.

3rd Offense – 2nd Mark – Classroom Consequence

4th Offense – 3rd Mark – Classroom Consequence

5th Offense – 4th Mark - Classroom Consequence/Loss of Privilege

6th Offense – 5th Mark – Parent Phone Call Home/School Wide Consequence

School-wide Expectations for Afterschool Detention

Documentation of behavior will be placed in the digital PBIS binder for behaviors that exceed the teacher's normal plan for inappropriate behavior. Any entry placed in the PBIS binder on the same day is considered one entry. After an entry in the PBIS binder, student will be sent to the Assistant Principal to complete a behavior reflection activity. Parents will be notified that if inappropriate behavior continues the student will be placed in afterschool detention until 3:45 p.m. that same day. Upon the 4th entry into the PBIS binder, afterschool detention will increase until 4:30.

Afterschool detention will be held Monday through Thursday of each week. Saturday detention will be held for students who habitually violate school rules. It will be the parents' responsibility to pick up their child at the end of their assigned time. **No student** will be allowed to walk home as the crossing guards have already gone for the day.

5th Entry in Binder – Office Discipline Referral

The student has been given ample opportunities to correct behavior. An office discipline referral should be written based on Multiple Minor Offenses.

**T. H. Watkins Elementary
2022-2023 School-Wide Discipline Plan**

Expectations:

☆ *Positive* ☆ *Always Respectful* ☆ *We are Responsible &* ☆ *Safe*

In addition to the school's plan in the student handbook, below are some general school rules reflective of the expectations. Read over them with your child. Then, you and your child sign the bottom and return this page to school as soon as possible. We must have one copy per student with a parent signature.

- All students will respect all persons in authority. That includes **every** adult on campus.
- All areas of the campus, other than playgrounds, will be free of running and loud talking.
- All students will raise their hand for permission before speaking or leaving an assigned area.
- All students will come to school prepared to learn! This includes having all needed materials and homework.
- All students will follow school rules and expectations as set forth in the school's discipline plan.
- All students will practice social distancing protocol.

No student will be allowed to threaten, hit, or show overt defiance or disrespect at any time to an adult on campus. These behaviors can and will result in suspension from school. Every child is responsible for his/her behavior.

Bullying is considered by the Calcasieu Parish School System as a very serious offense. It will be handled as a major infraction on our campus.

The Louisiana Department of Education law states that students who disrupt the learning process will be removed from the classroom.

Our school-wide discipline plan has been developed to help us accomplish our mission: to educate, challenge and inspire all students to be life-long learners.

Your signatures below signify that you have read the school's discipline plan and agree to its terms, wherein.

Parent Signature

Student Signature

Date

BULLYING

The Calcasieu Parish School Board has instituted a strict no-bullying policy. Bullying other students or faculty/staff members will not be allowed. This kind of behavior will result in the student being suspended. The Calcasieu Parish School Board has implemented a cyberbullying policy as well. Students who bully by email, Facebook, text, or Twitter will be reported. Please see page 15 of CPSB Student Code of Conduct.

SEXUAL HARASSMENT

The school board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The board, therefore, will not tolerate any sexual harassment on the part of any student. Students in violation will be subject to disciplinary action. This includes inappropriate remarks made to other students or faculty/staff members. Harassment policy information shall be disseminated to the student population. Refer to page 14 of CPSB Student Code of Conduct.

DRESS CODE

All students in Calcasieu Parish Schools must wear uniforms as set forth in the CPSB Uniform Policy. The policy includes the regulation that all students in grades 2-5 are to wear belts. Students may wear white, navy, or hunter green shirts. Tee shirts may be worn under uniform shirts but are restricted to uniform colors: white, navy, hunter green. **No other** color of T-shirt will be allowed under uniform shirts. Shirts are to be tucked in at all times. Please make sure your child follows these guidelines or they will be in violation of the CPSB Uniform Policy. Uniform clothing should not be too small in size. Tight clothing is inappropriate as well as uncomfortable. See parish guidelines for other uniform information.

Face Covering is defined as a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears, or is wrapped around the lower face including nose and mouth. In addition to face coverings, students may wear a plastic face shield that covers eyes, nose and mouth. Subject to principal approval, face coverings for Pre-K to 5th grade may wear personal face coverings. Students in grades 3-5 must wear face coverings at all times. All students must wear face coverings when transitioning outside of the classroom.

The school may have days when students are permitted to be out of uniform. Parents will be notified with a note in advance of these days. Some examples of out of uniform days are: picture days, AR party days, field trips, PBIS party days, or earned in other ways. Even though students are not in uniform on these days, appropriate clothing and shoes must be worn. **Inappropriate** clothing includes: baggy pants without belts, mini-skirts, tube tops, spaghetti straps, flip flops, sandals, open back shoes, or caps. Belts are to be worn at all times.

Cleanliness shall be a basic consideration. For health and safety reasons, students must wear closed toe shoes. See "School Uniform" Dress Code for all Calcasieu Parish schools at the front of this handbook. **Boys will not be allowed to wear earrings.** Unusual haircuts are not permitted. This includes designs shaved into hair. Girls will not be allowed to wear large earrings. **Girls are not permitted to wear long, acrylic fingernails.** Scarves are also not allowed at T. H. Watkins. If not in uniform, parents will be contacted.

Acceptable outerwear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open, not zipped or buttoned. Colors for classroom outerwear include khaki, navy blue, hunter green and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear. Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.

EMERGENCIES

Five fire drills, one disaster drill, and one bus emergency evacuation will be conducted each semester to make students aware of the correct procedures to follow in case of an emergency.

Each family is required to set up an account in Student Progress Center. This will hold all of your emergency information. When information changes, please notify the school immediately. In the event of an injury only simple first aid will be administered; therefore, it is important for the school to have correct information on all students so parents can be reached.

EVALUATION OF STUDENT WORK

In grades Kindergarten thru 5th grades and special education classes, a report card is sent home at the end of each nine weeks. Grades are determined by such assigned activities as oral and written reports, written science experiments and illustrations, themes, homework, class participation, reference reading, tests, and performance of work.

The following grading scale will be used at T. H. Watkins Elementary:

LETTER GRADE	PERCENTAGE SCALE	GPA
A	100 – 93	4.0 – 3.5
B	92 – 85	3.4 – 2.5
C	84 – 75	2.4 – 1.5
D	74 – 67	1.4 – 1.0

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. Also, refer to CPSB Student Code of Conduct (p. 2 and p. 9).

FIELD TRIPS

Classes are permitted to take 2 field trips per year. All field trips are an extension of lessons taught in the classroom. Parent permission must be obtained for every field trip during the school year. Contact your child's teacher if you are available to attend with your child. **If school fees are not paid students will be denied field trips.**

FEES

Students are assessed fees for technology aids in the classroom. These fees are uniform throughout the school in grades K-5. The fees are due as soon as possible. No child will receive their end of year report card if school fees are not paid. Kindergarten through 5th grade students will owe \$15.00. School fees can be paid at www.cpsb.org under Online School Payment.

GIFTED PROGRAM

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend, or parent of the student with approval of the local school committee (SBLC). A screening test is given and if a student scores high enough on this or other evaluations, then a full evaluation is given by a Pupil Appraisal team. Once a student is classified as academically gifted, an Individual Education Program (IEP) conference is held and the student is placed in the program. Evaluations by local psychologists are accepted for review by Pupil Appraisal.

The REACH program is for first grade children who perform above grade level. Students will be tested by an appraisal team for the parish. The program requires the student to have an IEP. REACH teachers will meet students once a week at school for a predetermined amount of time.

HOMEWORK

Parents will receive a copy of the "Homework Policy" from the teacher shortly after school begins.

LENGTH OF SCHOOL DAY

School begins at 7:45 a.m. and ends at 3:00 p.m. Supervision for children is provided from 7:15 a.m. until 3:15 p.m. daily. If your children are not ready in the car pickup line when you arrive, please pull out and drive around to the end of the line.

TEMPERATURE CHECK

Students temperatures will be checked upon arrival. If student temperature is 99.8 F or greater, student will be sent home.

BELL SCHEDULE

7:15	Duty teachers report; school is open (DO NOT DROP OFF STUDENTS BEFORE 7:15 A.M.)
7:15-7:40	Students will receive breakfast in cafeteria.
7:45	School begins with first bell
7:50	Tardy bell
10:30 – 12:30	Lunch Periods K – 5 th
3:00	Dismissal of students

***Buses and walkers will be dismissed from the front circle; All car riders will be picked up in the front circle. Please note this can change as phases change, please be patient as we do our best to handle these transitions.**

Early Checkout

Your child's attendance and participation in school are essential to his/her education. A day of missed lessons can never be regained. Student checkout should be limited to doctor's appointments or emergencies. Early checkouts can result in and **does** result in loss of instructional time. Early checkouts are subject to the rules of Act 745 and will be referred to the Office of Child Welfare and Attendance. No parent will be permitted to talk with any child other than their own.

A student must check out through the school office before leaving the campus. A parent or other approved **adult** must sign the student out in the school office. No student is allowed to leave the school alone or with another minor. You must inform the office if you are sending someone other than yourself or any authorized person to pick up your child. We are very cautious about releasing children to someone that we have not been informed has permission to pick up that child. **EARLY SIGN OUTS DAILY CANNOT BE PERMITTED**. Early sign-outs are subject to Act 745. Parents must sign when counseled about Act 745.

If you are checking your child out, please park in the parking lot on the south side of the school. The circle drive in the front of the school is for loading and unloading, not parking.

Drop Off & Pick-Up

- ❖ **Morning Drop Off:** For their own safety, students **ARE NOT** allowed to be at school **before 7:15a.m.** Please do not leave your child in the front of the school before this time. Teachers report to the school for duty at 7:15. **All students are to be dropped off in the front of the school.** When dropping off your child, please use the circle drive. For your child's safety and the safety of our walking students, please do not drop them across the street and encourage them to cross.

- ❖ Risk Management has also informed us that we are **no longer to allow students to be dropped off in the parking lot**. This is extremely dangerous for the children for multiple cars to be exiting the parking lot while walking students are coming to school.
- ❖ **Afternoon Pick-Up:** Please be sure that your child knows how he/she will get home each day. When a student does not know if they will walk, be picked up by mom, or another individual, it can sometimes be a worry for the child. This can also cause an interruption in instructional time as the child will need to come to the office to make a phone call to find out how they are to get home. Please let your child know each morning how they will get home. The instructional school day for Kindergarten through 5th grade ends at 3:00 p.m. **All Students must be picked up by 3:20 p.m.** If you are going to be late, you must call the office so that the principal will know why you are late. If your child is attending Watkins on an out-of-zone permit and you are consistently late picking them up, you may be asked to move your child to his/her in-zone school. During pick-up, the students will remain in their static groups. This will make dismissal take a bit longer than usual so please be patient, while waiting on students. Parents must remain in vehicles so we may comply to the CDC social distancing guidelines. If you need to see a teacher please schedule an appointment, there will be no drop in visits.
 - **All students** are to be picked up in the front of the school (7th Avenue entrance). Please refrain from pulling into the driveway until the bus has entered for loading. At 3:00 the dismissal bell rings, the bus is loaded and exits. After the bus exits, walking students are dismissed. When walking students have exited the building, we will begin calling for car riders. Please use the student name card provided in the first day manila envelope to display your child's name on your dashboard for easy pick-up.
 - Walking students will exit the school at the front entrance on 7th Avenue. They will exit the building as the bus is leaving the campus.

Afternoon Car Rules

In order to maintain the safety of our students, when you arrive at school to pick up your child, please do not ask them to cross the street. **Students will never be allowed to leave the campus to meet a car across the street.** They will also not be allowed to walk across the street with another individual other than a crossing guard. The only crossing guards provided for Watkins are located on the corner of 7th Avenue & 14th Street; and 14th Street & Highway 14. If you need to come into the building, please park in the visitor's space on the south side of the school. The driveway must be kept free for buses, cars, and emergency vehicles. **Students will not be allowed to meet cars for pick-up in the parking lot.** This is another way for Watkins to help protect the safety of your children.

Crossing Guard

All students living across Highway 14 need to leave school immediately so that they can be crossed by the crossing guard. The crossing guard leaves at 3:15 p.m. so it is very important that the children get across before 3:15. We do not want any of our students crossing Highway 14 on their own. We also have a crossing guard on the north side of the school (14th Street) and the south side (17th Street). Encourage your children to leave the campus promptly at 3:05 to take advantage of this crossing service. Please note that the crossing guards **are not** provided by T. H. Watkins.

RAINY DAY DISMISSAL

Weather that prevents a child from walking home such as rain, severe cold, threatening skies, etc. will be considered a rainy day. There is no plan for early dismissal for walking students but, parents may start picking their children up early on these days to avoid a traffic jam. All students should be informed as to whether they are to wait for a ride or walk on days like this. This should be communicated to the child prior to the occurrence. It should be a regular family plan of action. On rainy days, please call the school office prior to dismissal to inform us about how you wish for your walker to get home.

LOST AND FOUND

All lost and found items are stored in the school office. If your child has lost something, please remind them to stop by the office and inquire about it. Please remember to label all jackets, coats, and sweaters with your child's name. All unclaimed clothing is sent to charity.

PARTIES

There will be two approved class parties: Christmas and Easter. Refreshments or treats that do not require special attention, such as refrigeration, may be sent to school for other holidays provided pre-arrangements with the classroom teacher have been made. These treats should be brought to school between 7:45-8:00 a.m. They will be shared by the class at the close of school under the direction of the classroom teacher.

PROMOTIONS

_ Students will be considered for promotion when the following conditions exist:

KINDERGARTEN:

Meet the required criterion score on the end-of-year on the District Common Assessment for ELA and Math.

The report card reflects successful classroom performance in ELA and Math.

Must be in attendance for the required amount of days

GRADES 1-5:

A. Passing session grades in:

Grade 1-3: ELA and Math

Grades 4: ELA, Math, and Science or Social Studies

Grades 5: ELA, Math, and Science or Social Studies.

B. See Pupil Progression Plan for "Promotion" for circumstances which may alter the above-mentioned conditions.

C. Attendance for a minimum required days during the school session and being enrolled at the end of the school session.

REGISTRATION

Kindergarten children must attain their fifth birthday on or before September 30th. First graders must attain their sixth birthday on or before September 30th. All new students must present a birth certificate to the school upon entering. An up-to-date immunization record and social security card must also be furnished. Obtain a permit-to-register from the Office of Child Welfare and Attendance on 2423 Sixth Street phone number, 217-4230.

All students **MUST** have a birth certificate, an updated immunization card and a Social Security Card. If you do not have a birth certificate, any child born in Louisiana will be given 14 days after entering to submit one to the office. A child born out of state will be given 30 days to acquire one. Any child that does not produce a birth certificate by this deadline will be removed from school until the birth certificate has been turned in.

All students currently enrolled in T. H. Watkins are automatically re-enrolled the following year.

STUDENT RECORDS

A certified copy of any current legal custody papers must be submitted to the school office. Please report any change of personal or family data (address, phone number, emergency numbers, etc.) to the school office.

Notify the office if your child, due to illness or accident, will be unable to attend school for three weeks or longer. Your child may be eligible for homebound instruction. Also notify the office if your child has mumps, chicken pox, or any other communicable disease.

TEXTBOOKS AND LIBRARY BOOKS

All students must keep books issued to them in good condition. **Lost and defaced books will be paid for by the student to whom they were issued.** These books are the property of the state and the Calcasieu Parish School Board.

TOYS

All toys, such as radios, tape players, dolls, robots, collections, games, etc., will not be allowed at school unless authorized by the classroom teacher as part of instruction. All such items will be taken from the child and will be returned to the parent. **Toy guns and knives will not be permitted at any time.**

TRANSFERS

In the event that you will be transferring your child to another school, parents should notify the office and teacher in advance. Notification must be made to the school office before the transfer so that all paperwork will be completed in a timely manner. The following criteria must be met before a transfer is complete:

1. Present transfer approval sheet from CWA.
2. All textbooks must be returned or paid for.
3. All library books must be returned or paid for.
4. Any outstanding school fees must be paid.

VISITING THE SCHOOL

Visitors will not be allowed at this time without approval from administration and a scheduled appointment.

All parents and visitors are asked to sign in and receive a visitor's tag at the office before proceeding down the hallway. All contact with students and/or teachers is to be made through the office. Parents wanting to check out their child during the day must come to the office and sign the student out. Please know that all early sign-outs go on the student's attendance record.

PARENT-TEACHER CONFERENCES

Two parent-teacher conferences are scheduled yearly to discuss a student's progress. Teachers will contact you to arrange one conference each semester. Please notify your child's teacher in the event that your contact information changes. Send a note with update phone or address changes. It is important that your child's teacher and the front office be able to contact you immediately in the event of an emergency.

Parents are encouraged to arrange conferences with teachers if they feel a need to discuss their child's progress before the teacher contacts them. This is accomplished by calling the office or sending a note to your child's teacher requesting a conference.

Parent-teacher conferences must be scheduled at a time other than the teacher's regularly scheduled class periods. Parents are not permitted to walk down the hall and interrupt a teacher during instructional time. This regulation is intended to protect instructional time, not to discourage parent-teacher relationships.

LEGAL CUSTODY ISSUES

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian or foster parents, a certified copy of the judgment shall be submitted to the school office. A copy of the judgment will be kept on file in the student's record. In the absence of a legal document, a child will be released to either parent. We ask that you do your best to keep the school's involvement to a minimum.

II. STUDENT SERVICE

BUSING

Buses provide transportation for students within the school district who live one mile or more from school. Students are expected to behave in an orderly, respectful manner while waiting for, boarding, riding, and exiting the bus. The bus driver shall assume responsibility for disciplinary problems. Students causing problems will be suspended from riding the bus. Parents can find out if their child is eligible to ride a bus by calling the Transportation Department at 217-4330. Out-of-zone students are not given transportation to T. H. Watkins.

CAFETERIA

All students enrolled at T. H. Watkins Elementary regardless of income, will be allowed to eat free due to a new program that is being offered.

EXTENDED DAY CARE

At this time T. H. Watkins Elementary does not offer the Extended Day program. If enough parents show an interest in this after-school service for a fee, we will consider starting this program. A survey will go home with students at the beginning of school to determine the need for such a program. For more information, contact the school office at 217-4590.

INSURANCE

Accident insurance covering students on their way to, while attending, and during their return home from school, is available to all students. The cost of the insurance will be made known within the first few weeks of school. Claim forms are available in the office.

PHYSICAL EDUCATION

All children enrolled at T. H. Watkins take P. E. as required by the Louisiana State Department of Education. A note from the parent can excuse the child from P.E. for **no more than 3 days** for temporary disabilities or illness. If an excuse is needed for a longer period of time, a note must be produced from the child's physician. If your child has health limitations, the physical education teacher must be made aware of those limitations.

SPORTS

No sports team is under the direction of the school. All sports programs fall under the authority of the Lake Charles Recreation Department.

LIBRARY

All students at T. H. Watkins will have library classes each week. The library supports and enriches the curriculum at our school. Each class has a scheduled time to visit the library and learn the necessary skills to become independent users of any library.

Entire classes or small groups of children come to the library to do research, view videos, listen to CDs, do independent work, or to take AR tests. We are very proud of our Accelerated Reader (AR) program as well as our advanced technology in our library. Students are able to utilize iPads and laptops as they research various topics.

SPEECH

Speech and language therapy are offered by the Calcasieu Parish School Board at no cost to the parent. A speech therapist works with students at our school who have been identified as having speech or language issues. Speech and hearing services are offered through the office of Special Services. Students who receive these services must have an I.E.P. (Individual Education Program).

ART

At T. H. Watkins, we are also pleased to offer an art program for our students. All students in grades Pre-K through 5th grade will take art classes with our certified art teacher.

SPANISH

Selected students in grades 3 through 5 will be invited to participate in Spanish classes. Students must have and maintain a 3.0 grade point average in Reading and Math to be recommended for this class. Test scores will also be considered. Spanish students will learn the fundamentals of the Spanish language with a part-time certified Spanish teacher on our faculty.

TELEPHONE

In compliance with Calcasieu Parish School Board policy, students must keep all cell phones in bookbags turned off. Students must have permission from their classroom teacher before coming to the office to call home. Parents visiting the school are asked to use the telephone in the front office.

III. STUDENT WELFARE

ACCIDENTS AND ILLNESSES

When a child becomes ill or is injured, the parent/guardian will be notified. No child with fever will be allowed to stay in school. The principal will decide if a child is ill enough to call his/her parent or if the child should stay in school for the rest of the day. This decision is based on observation of the child's appearance and behaviors. Any child with diarrhea or vomiting will not be allowed to stay at school.

Talk with your child so that he/she makes minimal calls home from school. This way, students are utilizing maximum minutes of class time.

It is very important that we have valid emergency telephone numbers for every student. Please submit contact numbers for reliable persons that can be reached by phone when your child has an emergency.

A registered nurse is assigned to our school on a regular basis. However, she is not on campus every day. She is responsible for updating health records and screening for hearing and visual problems.

We are following all CDC guidelines regarding COVID-19. If a student or teacher becomes ill, we will follow all recommendations by CPSB risk management department.

Health Services

All students are screened for hearing or vision problems by the school nurse. Parents will be contacted if there is a problem that needs further attention.

Children with the following health conditions must obtain a note from a doctor before returning to school:

1. Fever in last 24 hours (must be free of fever for 24 hours before returning to school)
2. Impetigo (Indian Fire)
3. Scabies (Itch)
4. Ringworm of the scalp

Any student with ringworm on the body must keep the infected area covered and show proof that they are applying medication before they will be allowed back in school.

Any student with head lice must show proof of medication and can only come back to school when all nits are removed from the hair.

Students with the following communicable diseases are to be excluded from school and may return according to the proper timeline denoted:

1. Measles—5 days after rash has disappeared
2. Chicken Pox—7 days after the appearance of the blisters
3. Mumps—when swelling has gone down

Medication

Absolutely NO medicines are given at school without proper paperwork. This includes a signed permission letter from the parent and the physician. Proper medication forms can be picked up in the school office. It is **not** permissible for you to send medication (i.e. aspirin, cough drops, cough syrup, Tylenol, etc.) with your child.

If the proper paperwork is not turned in, you will be responsible for coming to the school to medicate your child. Proper paperwork from your child's doctor is also required for asthma pumps.

IMMUNIZATIONS

The principal is required under Louisiana state law to exclude children from school attendance who are out of compliance with immunization required by the law. The school nurse informs parents when immunizations are needed.

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, **sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute** any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is **kindergarten through grade five** and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - (A) The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - (B) The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to **any public school** in the State except upon the approval of the school board system to which he seeks admittance.

Calcasieu Parish Coordinator for Title IX:

Loree Smith
Title IX
2423 6th Street
Lake Charles, LA 70601
337-491-1791