



**PEARL WATSON ELEMENTARY SCHOOL**  
**“ MIGHTY LIONS ”**

**2019 - 2020**  
**“Leadership for the Future”**

**1300 5<sup>th</sup> Street**  
**Lake Charles, LA 70601**  
**Telephone: 337-217-4860      Fax: 337-217-4861**

**Administration**  
**Shaunte Guillory, Principal**  
**Ezola Freeman, Asst. Principal**

**Karl Bruchhaus**  
**Superintendent of Schools**

**Dr. Jill Portie**  
**Administrative Director of Elementary Schools**

**Dr. George Reado**  
**Director of Elementary Curriculum**

**THIS PLANNER BELONGS TO**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Homeroom:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



# Pearl Watson Elementary

## “Mighty Lions”

### **FROM THE ADMINISTRATIVE TEAM**

Dear Parents and Students of Pearl Watson Elementary,

We the faculty and staff of Pearl Watson Elementary School would like to welcome you to another exciting year. We are looking forward to many challenges this year, including new classes, new faces, and the chance to reach higher goals. Our school staff is committed to providing your family the very best elementary school experience possible. We need your involvement, your support, and your guidance to help us make this a positive, safe, and productive school year. In order to help you become better informed and more involved in our children’s learning process, we are providing a student planner and parent/student handbook. The planner will be going back and forth between home and school with your child on a daily basis. The parent/student handbook is for you to keep at home. We ask that you and your child read the information and that you check with your child daily for any additional information. Please call the office at 217-4860 with any suggestions, concerns and/or questions. Together we will foster a positive relationship. “Leadership for the Future”

**Shaunte Guillory & Ezola Freeman**



### **MOTTO**

“A Roaring Spirit Leads to Success”

### **MISSION STATEMENT**

It is the mission of Pearl Watson Elementary School to unite with the parents, teachers, and the community to provide a quality education for all students.

### **SCHOOL PLEDGE**

I will act in such a way that I will be proud of myself and others will be proud of me too. I will come to school to learn and I will learn today. I will have a good day.

### **VISION STATEMENT**

We will empower learners to be life long achievers; academically, socially, and professionally.

## **BELIEFS**

- ☞ Education is a shared responsibility of students, teachers, administrators, parents, and the community.
- ☞ Everyone can learn.
- ☞ A positive, supportive, and safe environment promotes student learning.
- ☞ Qualities such as caring, respect, responsibility, fairness, trustworthiness, and citizenship are essential and need to be nurtured.

**PARENTS/VISITOR INFORMATION:** All visitors and volunteers must sign-in in the office upon arrival as well as wear a visitor's badge.

**REGISTRATION:** *All parents registering students MUST provide:*

- \* Copy of birth certificate
- \* Copy of social security card
- \* Up-to-date immunization record
- \* Permit from the Attendance Office

**IMMUNIZATION HEALTH REQUIREMENTS:** All students upon their initial enrollment MUST furnish a health record from their physician or the health department providing evidence of their immunizations for the following diseases: diphtheria, tetanus, whooping cough, polio, hepatitis B, mumps, measles, pertussis. The health card or certificate of immunization must be signed by a physician or stamped by the health unit in order for it to be valid and acceptable. The school should be kept informed of all updates to the child's immunization record.

To obtain a **PERMIT TO REGISTER** for a first time student, bring the items listed above and two different verifications of address (examples: gas, water, light, telephone, cable vision bill) to the Office of Child Welfare and Attendance. The office is located at 2423 6<sup>th</sup> St., Lake Charles, LA. *In addition, if you and your child's other natural parent are separated and/or divorced, you will be asked to furnish a copy of a judicial order of custody.*

### **PRE-K PROGRAM**

Students entering Pre-K shall have attained the **age of 4 on or before September 30<sup>th</sup>, 2018.** Pre-K students are dismissed at 2:30 pm daily.

### **KINDERGARTEN**

Students entering kindergarten shall have attained the **age of 5 on or before September 30<sup>th</sup>, 2017.**

### **TRANSFER STUDENTS**

Students transferring from another public school in the parish must present a transfer form to enter this school. Students from out of the parish should have records from the previous school showing their grade placement and academic progress when they register. Without written proof of grade placement, Calcasieu Parish Pupil Progression Plan procedures will be followed.

### **Conferences:**

Parent/Teacher conferences are held during the teacher's planning period. Please call the school to set up a conference if needed. The school's telephone number is **217-4860**.

### **Student Check In/Out Procedures:**

Parents must go to the office to sign out their child. **There will be NO CHECK OUTS AFTER 2:00 PM.** A child who arrives at school after **8:00 A.M.** must be checked in through the office by a parent or another adult.

### **Attendance Requirements:**

A note signed by the parent/guardian giving dates and reason(s) for the tardiness is required. The student should have this note when he/she returns to school. A note written by the parent or guardian gives the reason for the absence but will not serve as an official excuse. A written excuse from a physician is an example of an official excuse. Absence or tardiness are considered **unexcused** without proper documentation.

*According to LA Compulsory School Attendance Law, R.S. 17:221, parents found to be in violation of the state school attendance laws may be referred to Truancy Court. Youth assigned to Truancy Court are at risk of entering the Juvenile Justice System by nature of their chronic truancy or tardiness. Parents of these students may be fined up to \$250 or imprisoned up to 30 days or both.*

**An investigation by Child Welfare and Attendance will be made if a student is tardy more than 5 tardies during a semester or when a student misses 3 or more days during a semester. Students missing 10 or more unexcused days during the school year may be recommended for retention by school level building committee.**

### **Internet Policy**

The Calcasieu Parish School Board has guidelines for acceptable use of the Internet. Each student is required to have a signed current copy of the policy on file at school before he/she will be allowed to use the Internet.

### **Vision and Hearing Screening**

Students in grades K, 1, 3, and 5 are tested each year for vision and hearing. If a problem is detected, parents are notified by the school nurse.

### **BREAKFAST AND LUNCH PROGRAM: Breakfast hours: 7:15 AM – 7:30 AM**

Fast food cannot be brought into the cafeteria. **Canned or bottle drinks are not allowed.**

### **Arrival/Dismissal and Daily Schedule**

7:15 AM Doors Opens/Breakfast

7:30 AM Breakfast ends

7:40 A.M. Classes Begin

10:40 A.M. Lunch Period Begins

12:45 P.M. Lunch Period Ends

3:00 P.M. Buses Depart School

3:00 P.M. Remaining students dismissed

3:30 P.M. School Closed/Teachers are dismissed

**Note:** Due to safety—Car riders and walkers may not be on campus before 7:10 AM. Car riders and walkers **MUST** be off campus by **3:15 PM**.

### **Absences:**

Daily student attendance is essential for academic progress. It is also important in developing a positive attitude toward school. Personal illness and death in the family are considered excused absences.

### **Tardiness – Class Begins at 7:40 am**

Being punctual at the beginning of each class is important. Students arriving at school after 7:59 a.m. are tardy and must be checked in through the office by a parent or guardian. Tardy minutes add up to missed instructional time. Students receiving 5 or more tardies during any semester will be referred to the office of Child Welfare and Attendance and/or the Truancy Court System.

### **Perfect Attendance:**

Students can earn perfect attendance rewards at the end of the school year each by attaining perfect attendance at school all year. Students with **no tardies, no absences, and no early check-outs** will receive a perfect attendance reward at the end of the year.

### **Emergency Procedures:**

In the event of school dismissal due to an emergency, the local media will be informed and parents contacted. It is very important that we have a phone number on file where parents can be reached at all times.

### **Communicable Diseases:**

For the safety and welfare of the entire school, any student with a condition that is contagious cannot remain at school. The following is based on CPSB policy and procedures. Principals and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those students not yet recovered from an illness or communicable disease.

### **Skin Diseases:** Scabies (itch), Ringworm of the scalp, Impetigo

Children with these skin diseases must be referred to a physician and must obtain a note from a physician indicating that is all right for the child to return to school. Proof of treatment must be shown upon the child's return to school.

**Ringworm of the Body:** Parents must show proof of treatment with medication for the ringworm and lesion must be covered. If no improvement is seen within two weeks, medical attention is required. Ringworm of the scalp requires medical treatment.

**Lice:** The student is referred to the principal's office. Once checked, if lice or eggs (nits) are found, the parent is notified immediately. A letter of explanation is sent home to the parent with the child. The student shall be excluded from school until he/she has been treated with a

medication that kills lice and eggs and until all (nits) have been removed from the hair. School personnel will check the student to be sure that he/she is free of nits. If lice and/or nits are present on the rechecking, the child must return home. Parents are **NOT** allowed to remove lice or-nits on the school property. Parents must show proof of treatment by a physician that the child has been cleared to return to school before the student will be allowed back on campus.

### **Illness in School/Care of Illness:**

If your child becomes sick at school, you will be notified. School personnel will do their best to assess the problem and take the suitable course of action.

1. Any child that has a fever and/or is vomiting shall not remain in school.
2. A child with diarrhea shall not remain at school.
3. Students with severe cold, sore throat, and cough shall not remain in school.
4. Sniffles, red eye(s), pink eye(s), headache, and abdominal pain are signs of acute communicable diseases. Children with such conditions shall be separated from others immediately and parents will be notified. Pink eye requires verifiable medical attention before a child can return to school.
5. No child will be sent home alone or will be allowed to stay at home alone.
6. When a child becomes seriously ill at school or is injured, a parent is notified by either telephone or otherwise. If it is impossible to get in contact with the parent, the school will place the child under the treatment of a physician. If treatment is deemed urgent and a physician is not immediately available, the student will be taken by ambulance to the nearest emergency room of the nearest hospital. The responsibility of payment services rendered lies with the parent or guardian.

**Medication:** Absolutely no medicine will be given or used at school without the written instruction from a physician. Forms are available in the office. Aspirin, Tylenol, etc are considered medications. The only person qualified to change a medication dosage is a physician. The medicine bottle must be correct and must match the physician orders exactly. This includes the following: dosage, name, date, pharmacy, and the drug name. If the medication bottle is not properly labeled, it **WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES.** Adult should check all medicine into the office. New medicine orders as well as medication refills must be taken care of prior to 10:30 am. Please keep in mind that medication is administered to students daily between the hours of 10:30 am and 12:30 pm. **Please do not send any type of medicine to school with your child; it cannot be administered to your child.**

### **Class Parties:**

Calcasieu Parish School Board Policies allow Christmas and Easter parties in grades K-3 and only a Christmas party in Grades 4-5. Birthday parties **MAY NOT** be celebrated during the school day. **Parents must inform teachers of students who cannot participate in holiday celebrations.**

**CONCERNED PARENT ORGANIZATION:** C.P.O. is open to all parents, guardians, and supporters. x Parent volunteers and chaperones are needed to assist in many projects of the school. Planned workshops and discussion meetings for all parents and guardians.

### **PEARL WATSON ELEMENTARY SCHOOL PROGRAMS:**

Through Title I, a tutor is hired to manage the CAI computer lab to remediate students. Foster Grandparents volunteer assisting students 4 hours a day in the classrooms. Pearl Watson Elementary has a full time Physical Education, Librarian, and Art teachers.

**STUDENT PROMOTION POLICY:** The promotional policy in Calcasieu Parish is based on standards cited in Bulletin 741. Students will be considered for promotion when the following requirements are met:

**Passing session grades in the following grades:**

|            |  |
|------------|--|
| Grade 1    | Reading and Math   |
| Grades 2-3 | Reading, Math, and Language Arts   |
| Grades 4-5 | Three of the four following subjects<br>*Reading, Math, Language Arts, Science, & Social Studies |

\*Language Arts is an average of language and reading.

1. Attendance of a **minimum of 170 days** during the school year

**GRADING SCALE:** (All grades are averaged into letter grades.)

|          |                      |
|----------|----------------------|
| 94 - 100 | A                    |
| 87 - 93  | B                    |
| 79 - 86  | C                    |
| 70 - 78  | D                    |
| Below 70 | F ( <b>Failing</b> ) |

Progress report are sent home every 3 weeks. Report cards are sent home every 9 weeks. Final report cards are mailed at the end of the school year. Please sign your child's card every 9 weeks and return it to his/her teacher within 3 days. All graded papers are sent home every Tuesday.

**ACADEMIC WARNING LETTERS:**

Academic warning letters will be sent to the parent of each child making unsatisfactory progress indicating a possibility that this student may be retained. Letters will be sent home at mid-year.

**TEXTBOOKS, WORKBOOKS, SUPPLIES:**

Textbooks are very expensive and issued to students at no cost. Every student is responsible for the care of these books. Payments for lost books or books damaged **must be made**. Students will not receive and end of the year report card if he/she owes for a lost or damaged book(s). Each teacher will provide a list of needed supplies and materials needed. Student planners will be assigned to each Kindergarten thru 5<sup>th</sup> grade student. **Lost student planners cost \$5.00 to replace.**

**SCHOOL COUNSELOR:**

Mrs. James is available by appointment from 8:30 A.M. until 3:30 P.M. **You may reach Mrs. James by calling 217-4860 Ext.6608.**

**ID CARDS/ BADGES: (Can this be added)**

Id cards are very expensive and issued to students at no cost. Every student is responsible for the care of their badges. Payments for lost or damaged badges **must be made. Lost badges cost \$5.00 to replace.**

**HOMEWORK:**

- ③ Provide reinforcement, practice, application and enrichment of what is learned in class
- ③ Develops independent and responsible work and develops creativity
- ③ Extend learning activities beyond school hours
- ③ Provide opportunities for the student to gain experience in utilization of outside resources
- ③ Foster a closer relationship between home and school
- ③ Provide a positive parental involvement in the student's education

## **SPARK:**

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 building level committee (SBLC). A screening test is given and if a student scores high enough on this test or on I.T.B.S. scores, a full evaluation is given by the Pupil Appraisal team. For more information call the counselor at 217-4860.

## **SUSPECTED CHILD ABUSE/NEGLECT:**

*Section 403 of Title 14 of the Louisiana Revised Statutes states that the suspected cases of child abuse or neglect must be verbally reported immediately to the Child Protection Agency with a written report to the authorities within five (5) days. Persons making such reports in good faith are granted immunity from civil and criminal liability that may result from such reporting. Failure to report such cases makes one liable to a fine of not more than \$500.00 or a jail term of not more than six (6) months or both.*

## **SICK STUDENTS:**

A child's health is important to his/her ability to pay attention at his/her best. If a student does not feel well, he/she cannot do his/her best in school. Prompt attention is a must to have the condition treated and get the child back into school. If your child comes to school with any of these problems, you will be contacted to come and get your child.

- ☞ Any contagious condition (lice, rashes, scabies, impetigo, ringworm) ☞ Infection of ear, nose, throat, open sore wounds and/or sprained limbs.
- ☞ Unexplained or prolonged crying or unusual or unexplained behavior
- ☞ If the child has been given any medication that may causes drowsiness or nausea.
  
- ☞

### **Student's Rights and Responsibilities**

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. Not everyone thinks, acts, feels, or looks the same way.
2. I have the right to be treated with fairness and to treat others in the same manner.
3. I have the right to feel safe and the responsibility to help create a hazard-free environment. I must know and follow school rules. These rules are designed to allow the school to meet its obligations to educate students.
4. I have the right to express my thoughts and feelings and give other people the opportunity to do the same. I must speak in an appropriate tone and manner and must listen to others speak.
5. I have the right to learn and study and the responsibility to respect the rights of others learn and study. This means that no one has the right to interfere with the education of others.

### **School-Wide Discipline Plan**

*The broad objective of discipline includes teaching and helping students to develop self-discipline, which is a prerequisite for learning to occur. The ultimate responsibility for the student's conduct rests with the student and his/her parents. Discipline is a part of the daily responsibility of school personnel and not just the action taken at a time when a student deviates from acceptable forms of conduct. Since unacceptable student behavior does not arise solely from the student's reaction to school, the school cannot expect to be the sole remediator. However, the school does have a responsibility to provide situations for students to develop self-control and to correct their own mistakes in behavior.*



*When the student fails to discipline himself, it becomes the duty of the school to discipline the student. The principal has the ultimate responsibility to maintain discipline in the school and to provide students with opportunities to grow in self-control. When a student exhibits marked deviation from acceptable behavior, it is the responsibility of the teacher, principal, counselor and/or psychological personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation and to help the student in accordance with their best judgment using available resources. It should be clearly understood by the student and his parents that the purpose of all disciplinary action is to correct future behavior and to teach the student that education is a right, qualified by the compliance of reasonable rules and regulations.*

*Teachers and school personnel have expectations and rules for student behavior. Positive reinforcement is provided for appropriate behavior and consequences are provided for inappropriate behavior. Being firm, fair and consistent are strategies used for improving discipline. Working together we can achieve appropriate and acceptable behavior.*

## **P.B.I.S. STANDARDS**

### **“ROAR”**

R: stands for respect your school, yourself and others

O: stands for obey all rules

A: stands for attitude for success

R: stands for responsibility in work and behavior

**EXPECTATIONS FOR THE  
“MIGHTY” LIONS”  
OF PEARL WATSON ELEMENTARY**

**Daily Discipline Procedure  
Kin - 5<sup>th</sup> Grade**

**Infractions**

**1st**  
**2nd**  
**3rd**  
**4th**

**Consequences**

Verbal Warning  
Five minute time out; Teacher and student conference  
Recess detention. Teacher counsels with student.  
Discipline form will be written with possible suspension implemented. Parents will be contacted and made aware of the students' inappropriate behavior or response. Severe disruptions can result in suspension from school and/or possible expulsion.  
Severe disruptions include, but are not limited to the following types of behavior(s): fighting, inappropriate language, profane gestures, vandalism, and all other acts of disrespect.

**A student receiving a 4<sup>th</sup> office referral (minor offense) may receive a suspension for failure to follow school rules depending on the severity of the offense.**

**On the 4<sup>th</sup> minor infraction a parent conference must be held before the student can return to school.**

**Major Infractions will be handled by the Administrative Team.**

1. Hitting, kicking or biting a teacher or other school personnel.
2. Threatening a teacher or other school personnel.
3. Fighting (a fistfought altercation resulting in an injury).
4. Defacing, stealing, or destroying school property.
5. Bullying or threatening students.
6. Leaving class/school without permission.
7. Using profanity towards school personnel or students.
8. Sexual harassment
9. Any student found with drugs or weapons.

***NOTE: A discipline file is kept on each student who is referred to the office. According to CPSB policy, the discipline folder should accompany the academic folder when the student leaves Pearl Watson Elementary.***

## Uniforms, Haircuts, and Grooming

**Dress and Grooming:** No mode of attire will be considered proper for school wear that distracts classroom and school decorum.

Normal and well-groomed haircut with natural hair colors will be required. No unnatural colors, lines, letter, or designs shaved in the head. **Mohawks will not be allowed.** Male students are not allowed to wear earrings at school.

Students may not wear stretch headbands around forehead, bandannas, hair rollers, or make-up. Extreme in styles or jewelry will not be allowed. Students must wear shoes that have a closed heel and toe. This is for safety purposes.

Complaints concerning the dress code will be dealt with by an administrator.

**School Uniforms:** Students attending Pre-K – 12 schools in Calcasieu Parish are required to wear official school uniforms.

1. **Uniform shirts** or turtle necks must be white, hunter green, or navy blue polo/golf style shirts with a color or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed. Turtle neck shirts can be worn separately under a student's uniform shirt. School shirts must be tucked in at all times.
2. **T-shirts**- must be solid white, hunter green or navy blue. They can be worn under the uniform shirt.
3. Spirit or club shirts can be worn **ONLY ON FRIDAY** of each week.
4. **Uniform Pants, skirts, shorts, skorts, or jumpers** must be uniform style (no blue jeans, corduroy or wind suit material, no sweat pant material, no sweat pants, no stretch pants, no spandex, no baggy pants, no bell bottoms, no carpenter or cargo style, no hip-huggers, no side-knee pockets). **Uniform pants must be navy blue or khaki in color.**
5. **Shorts, skorts, and jumpers:** must measure no shorter than 2 inches above the knee.
6. **Jackets:** Must be navy blue, hunter green, or white. Sweaters, sweater vest, and jackets can be worn. During class time, jackets must remain open at all times and not zipped or buttoned. No emblem or logo can be on the jacket, sweater, or sweater vest.
7. **Belts:** Must be worn daily and the colors are: black, brown, navy blue, hunter green, or khaki with no logo or emblems. Belts must be visible and worn around the waist.
8. **Socks or stockings:** Must be hunter **green, navy blue, khaki or white** with no emblem or decoration and must cover the ankle and be visible. **No Leggings (cut off at knee or ankle)** can be worn at any time. **Footed tights (only)** can be worn.
9. **Shoes:** Appropriate shoes must be worn at all time. **Ballerina shoes, sandals, thongs, or flip flops are NOT allowed in elementary grades. All shoes must have strings or a strap and be entirely enclosed.**
10. **Caps and Headbands:** No head bands are allowed on campus. Knit caps can be worn to school but must be removed after a student enters the school building.

## **Other Dress Code Regulations**

### **Prohibited Items**

1. No bandannas
2. No hair rollers
3. No psychedelic hair colors
4. No nose rings
5. No visible Body Piercing
6. No letters in hair cut
7. No mohawks are allowed
8. No sunglasses
9. No excessive jewelry
10. No suggestive clothing
11. No tatoos
12. No excessive make-up
13. No painted faces
14. No headbands around foreheads

### **Discipline Guidelines for Uniforms**

All Pre-K to 12 schools in Calcasieu Parish will enforce the full compliance of Dress Code Policy and will resort to discipline measure only when positive measures fail. The following is a progressive disciplinary plan for students who are considered non-compliant with the Dress Code Policy and who have not been granted an exemption.

|                         |  |
|-------------------------|--|
| 1 <sup>st</sup> Offense | Teacher phone call to parent                           |
| 2 <sup>nd</sup> Offense | Administration calls parent about dress code violation |
| 3 <sup>rd</sup> Offense | Administrator will decide on discipline action         |

### **Cell Phone Policy**

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, or electromechanical paging device in any school building or on the grounds or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action. Use of a cell phone by an elementary student shall result in the following:

1. Confiscation of the cell phone and parents called immediately.
2. Administration has the option to use ISI for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

### **Federal Programs**

All Federal Programs information is in the Calcasieu Parish School System Code of Conduct. Families are directed to read all information pertaining to Federal Programs and sign all necessary forms.