

Williams Elementary



**Covid—19 Edition
07/30/20*

Parent/Student Handbook 2020-2021

3404 Ft. Hamer Road Parrish, Florida 34219

www.manateeschools.net/williams

Phone:(941) 776-4040

Fax: (941) 776-4080

All information is meant to be reviewed by parents/guardians in addition to the District's 2020-2021 Code of Student Conduct to fully understand the rules and procedures of Williams Elementary School. Link to Code of Student Conduct: <https://www.manateeschools.net/cms/lib/FL02202357/Centricity/Domain/1115/Approved%202020-2021%20Code%20of%20Student%20Conduct%20-%20English.pdf>



Annie Lucy Williams Elementary School

3404 Fort Hamer Road Parrish, FL 34219

Phone (941) 776-4040

Dear Parents and Guardians,

Welcome to a new and exciting school year. We hope that you find our new Parent/Student handbook to be filled with valuable and important information as you and your student embark on another successful school year.

This handbook reflects information regarding our specific school site. It should be used in cooperation with our District's Student Code of Conduct Handbook, * [and the eLearning handbook](#), which can be found on our District's website.

This Parent/Student Handbook was developed with input from school faculty and staff members, our School Advisory Committee, and as a result of frequently requested information. This handbook will be reviewed annually for any additions or deletions that may be necessary for clarification, or to continue to increase communication and awareness of the many nuances in the Den. If you have any questions regarding the contents of our Parent/Student Handbook, please feel free to contact your student's teacher, our Assistant Principal, or me.

This Parent/Student Handbook is being provided to all parents, guardians, and students through multiple venues. It will be linked to our school website, linked to our school Facebook page quarterly, and should a family desire a hard copy, one will be provided upon request.

Thank you for taking the time to read and discuss this information. This information supports the work we do in order to maintain a safe, orderly environment in order to ensure we are then able to focus on providing the best instruction possible. Thank you, in advance, for being an important part of our larger school family and for respecting the incredible work our staff does for children.

Looking forward to another incredible year with our Wolves!

Sincerely,

Connie Dixon, M.Ed.

Principal





Williams Elementary School

Parent/Student Handbook

2020-2021

Dear Williams' Families,

In order to conserve resources, our school will not be distributing paper copies of our Williams' Parent/Student Handbook. You can locate an electronic copy of our Williams' Parent/Student Handbook on our school website at <https://www.manateeschools.net/williams>. It will also be posted quarterly to our school's Facebook page. If you require a paper copy of the Williams' Parent/Student Handbook, please check the appropriate box below; sign and return this sheet, and one will be provided to your child to bring home. This page will also exist as a form, which will be sent home with each student at the beginning of the school year, or as students are enrolled at our school.

This Williams' Parent/Student Handbook has been developed so our families and students have a clear understanding of behavioral expectations and to communicate our school's important procedures, policies, and practices that support our educational mission. It is expected that parents/guardians are aware of the contents of this handbook so they can help support their student, our staff, and our school from home.

Failure to review the Williams' Parent/Student Handbook will not relieve a parent/guardian or student from the responsibility of compliance with the procedures, policies, and practices shared within it.

Please complete and return this page to your child's teacher by Friday, August 31, 2020..

Printed Student Name

Student Signature

Printed Parent/Guardian Name

Parent/Guardian Signature

- I have read and reviewed the Williams' Parent/Student Handbook with my child.
- I DO NOT need a printed version of the Williams' Parent/Student Handbook and understand it can be accessed electronically at the school's website.
- I am requesting a printed copy of the Williams' Parent/Student Handbook to be sent home.

IMPORTANT PHONE NUMBERS

Main Phone- (941) 776-4040

Fax- (941) 776-4080

- Connie Dixon - Principal79251
- Sheila Waid - Assistant Principal.....79252
- Jennifer Carriker - Student Support Specialist...79254
- Rebekah Lane - School Counselor (PK-2).....79260
- Courtney Larson - School Counselor (3-5).....79312
- Debby Hampton - Registrar.....79257
- Bethany Johnson - School Secretary.....79258
- Alison Cooper - Attendance.....79253
- Kelly Hall– Receptionist.....79250
- Pam Bosworth–Guidance Clerk.....79330
- Delia Overholt –Guidance Clerk.....79329
- Patricia Degonzague—School Nurse79262
- Carla Baugh—Clinic Nurse79261
- Billie Brinn– Cafeteria Manager.....79316
- Mick Mayne - Head Custodian.....79327
- Wolf Pack– Before/Aftercare.....79275
- Manatee County School Board (941) 708-8770
- Bus Transportation (941) 782-1287
- Office of Student Assignment (941) 708-4971
- Professional Support Center (941) 751-6550



Reporting Student Absences

Please make every effort to contact the school office by 8:20 a.m. if your child will be absent. This request is made for the protection of your child. The phone number to contact the absent reporting line is 776-4040, press 8. *eLearning and hybrid students will mark their own attendance in Schoology each day on the days they are remote learning.

Message from Administration

Please let us extend a warm welcome to you and your child. We look forward to making your child's experience at Williams Elementary enriching and enjoyable. You are an important part of your child's education. Participating in parent/guardian and teacher conferences, volunteering, joining PTO, or becoming a member of the School Advisory Council are excellent ways to become involved. We encourage you to read this handbook and keep it as a reference throughout the school year. Please feel free to contact either your child's teacher or the office should you need any additional information.



Connie Dixon, Principal



Sheila Waid, Assistant Principal

Williams' Vision Statement

The vision of Williams Elementary is to become one of the top 100 schools in the state of Florida meeting the academic, social and emotional needs of all students to best prepare them for their future. *We are confident we can do this by partnering with our parents, even under these unique times and circumstances. This partnership between school, parents, and students is what makes our school so successful! We are in this together and by working together we can achieve this together.

Who is Annie Lucy Williams?

Annie L. Williams was born in Lake City, Florida in 1908. She was the tenth child of Rev. and Mrs. James Combs' twelve children. She attended college at Edward Waters College in Jacksonville, received an L. J. Degree from Bethune Cookman College and a B.S. Degree from Florida A & M. Mrs. Williams was employed by the Manatee County School Board for 43 years and her last teaching assignment was at Lincoln Middle School in 1975. She was very active in her church and in the community. She was a charter member of the Manatee County Rural Health Services, Inc., Manatee Reading Council, a member of East Bradenton Women's Club, Manatee Retired Teachers Association, and the Community Welfare Council. We are proud that our school honors the memory of Mrs. Annie Lucy Williams. Pictures and memorabilia commemorating this outstanding educator is located in the lobby of our school.



A

Agendas/Planners

As a tool to support home and school communication, ***ALL** student in Grades K-5th will be provided a student agenda/planner. Teachers may write notes home to parents/guardians in the planner. There is also a space for parents/guardians to write notes to the teacher. If your note is of a “sensitive” nature, we’d encourage both parents and teachers to send an email rather than use the agenda, as our students are “readers”. Pre-K students will be provided a communication folder that is sent home daily. Parents/guardians are asked to please read and sign the agenda daily and be sure your child has it at school every day. Replacement cost is \$7.00

Arrival/Dismissal

Arrival to School:



Car riders **MUST** be dropped off between 7:55 a.m. and 8:20 a.m. and picked up at the car rider area by 3:40 p.m. No child should be dropped off before 7:55 a.m. unless prior arrangements have been made with school administration. **No child should be left after 3:35 pm or charges for our After Care program may be incurred.**

All students, K-5th grade must be dropped off in the designated and supervised car rider area directly in front of the school.

Under no circumstances, should children be dropped off on the roadside at the front of the school, or in the bus loop. Additionally, there is no parent/student walk up in the mornings. All students should either arrive in the car rider line(s), by bus, by bike/scooter (with helmet), or as a walker.

Registered bus students **MUST** begin their ride to school at their approved bus stop. You may not drop a student off at a bus stop that isn’t theirs for transportation to/from school. (See Bus Rider section)

Dismissal from School:

The app PikMyKid is our dismissal system. This system allows for a much greater level of security for dismissing students. Please download and register on your **MOBILE** device. Directions for PikMyKid may be found on our school website under dismissal procedures. For questions or further assistance please call PikMyKid at (813) 649-8028.

Car Rider Pick-Up—Please be on time. Our car rider line may seem daunting, but moves efficiently and quickly when everyone follows the rules and procedures. Parents/guardians must come through the car rider loop to pick up their children. Please wait for your child to proceed to the safe area to enter your vehicle. Please remember to place your car tag identification sign (provided by the school) on the mirror of your car every day, so that we may identify you. Pay attention to and follow directions from school personnel at the car rider area. Also, remember to stay in your vehicle at all times. If late pick up becomes an issue, for the safety of your child, he/she will be supervised in the aftercare program resulting in all appropriate fees to be paid by the parent/guardian.

Early Pick-Up—If a parent/guardian needs to pick up a student early, he/she must go to the office to sign the student out. The person picking the student up **MUST** be on the student’s official pick-up list which is on the child’s enrollment form.

Office staff will then call for the student to come to the office. Again, the parent/guardian will need to provide their driver’s license to be scanned into RAPTOR if not previously scanned. Students will **NOT** be released to parents/guardians between 2:45 p.m. and 3:20 p.m. from the office. Students should only be signed out early for important reasons. If your child has an appointment or there is

NOT be released to parents and guardians between 2:45 p.m. and 3:15 p.m. from the office. Students should only be signed out early for important reasons, as this does impact their instructional time. If your child has an appointment or there is another valid reason for early dismissal, please make sure they are signed out from the office prior to 2:45.

Changes in transportation:

If you are changing your child’s transportation, it is important that you send a note to the teacher, and call the office. If your child is a car rider, you MUST also make that day’s change in the PikMyKid app.

Guidelines for Parent/Guardian meeting walkers after school:

Assigned staff will walk students to the sidewalk on Fort Hamer Road and supervise students as they walk in both directions. Parents/guardians wishing to walk home with their child must meet students on the sidewalk on Fort Hamer Road in front of the school.

PARENTS/GUARDIANS MAY NOT PARK IN FRONT OF THE SCHOOL ALONG FORT HAMER ROAD OR IN NON-DESIGNATED PARKING AREAS. Parking in or in front of neighborhoods, such as Chelsea Oaks or Cross Creek, is not encouraged.

<u>Expectation :</u>	<u>Specific Behaviors:</u>
Be Honest.....	Always tell the truth.
Be Responsible.....	Listen and watch for your name to be called for car rider or for your bus number to be called.
Be Respectful.....	Voices off.
Be Kind.....	Keep hands, feet and backpacks to yourself.
Be Safe.....	Sit in assigned area and stay seated until you are called.

Attendance

State Law 232.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. This same law implies that students are expected to be in school by 8:25 a.m. each school day. Student attendance is monitored daily by the District Student Accounting Department and our School’s Attendance Liaison, Mrs. Carriker and Attendance Clerk, Alison Cooper.

If your child is absent or will be absent, you must notify the school with a written note or phone call stating the date and reason why they were absent or will be absent. Please call the office or the absentee line at 941-776-4040 and then press 8 to report an absence. An excused absence is given for illness or death in the family. Do not call the teacher and leave the message on their voice mail. If you do not notify the office as to why your child is absent, they will be marked unexcused. You will receive an automated call advising you that your child is absent.

Vacations and out of town trips are examples of unexcused absences. The administration closely monitors absences.

The School District of Manatee County has a strict attendance policy:

Parent/guardian/student responsibilities are:

Students are expected to be on time and in school for the entire student day each school day.

Attendance officers will check on the status of students who exhibit non-compliance with the compulsory attendance laws, exhibit patterns of tardiness or who are in need of financial help.

Each parent/guardian of a child within the compulsory age for school attendance shall be responsible

for such child's school attendance.

Parents/guardians who fail or refuse to cooperate with the school in a matter of regular school attendance by a child may face litigation initiated by the Superintendent.

If there is a concern for your child's attendance you will be notified quarterly via school letter from our Student Support Specialist/Attendance Liaison, Mrs. Carriker and Attendance Clerk, Mrs. Cooper.

***eLearning and hybrid students will be taking their own attendance in their Schoology classrooms.**

Excused Absences:

A student's absence for religious instruction or holidays shall be excused.

A student who is absent because of an illness or injury attested to by a written statement of a licensed practicing physician, or whose attendance was impracticable because of some other insurmountable condition as defined by rules of the state board may be excused. If a student is continually sick and repeatedly absent from school, he/she must be under the supervision of a physician in order to receive an excuse from attendance at school.

A student who has been absent shall be permitted to make up the work missed, provided that the student makes arrangements to submit the make-up work within the deadline (s) set by the teacher (s). Typically one day of "make-up" is allotted for each day of missed school.

Unexcused Absences:

If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the student's primary teacher shall report to the school principal or his or her designee that the student may be exhibiting a pattern of nonattendance. The principal and other designated responsible personnel shall follow the procedures as outlined in the applicable statute. If this occurs for a child who is "choice" to our school, it may be putting their "choice approval" in jeopardy.

Sometimes parents/guardians request that a child be allowed to miss school for trips of various sorts. While in many cases there may be some value to be derived from the trip, such absences are recorded as unexcused. If such an absence does occur, the student is required to make up the work missed. It should also be realized that the student's attempt to make up the work missed does not take the place of being present for classroom instruction.

(Also see Tardy/Early Departure Policy).

B

Backpacks:

In order to provide for the safety of students and staff, backpacks with wheels will not be allowed on campus.

Before/After School Care Program:

The school nor the District is responsible for the supervision of students 30 minutes prior to Our Before/After School Care Program is called Wolf Pack and is available for Pre-Kindergarten (ages 4 and up) through 5th Grade as space allows. The hours for Before Care are 6:30 a.m. to 7:50 a.m. and the hours for After Care are 3:15 p.m. to 6:00 p.m. for a fee. Students are accepted on a first come, first-serve basis. Applications are available in the office or on the school website. Phone number: (941) 776-4040 x 79275.

HELMETS MUST BE WORN. It is the law! If a family is having difficulty affording a helmet for their child, please let us know, as we may be able to help.

There should be only one rider per bicycle. Obey all traffic signs and signals. You are encouraged to register your student's bike with the Manatee County Sheriff's Department. We cannot be responsible for stolen or damaged bikes while on or off campus and do not keep our bike area locked.

Once on school property, students must walk their bikes (or other modes listed above) at all times on the designated route and follow the designated route to the bike rack.

Any student observed riding to or from school in a dangerous manner will be warned. If the student continues to disregard the safety rules, parents/guardians will be notified and the child may lose the privilege of riding a bike to school.

Breakfast Procedures:

Free breakfast is served every morning from 7:50 to 8:20 a.m. in the cafeteria. Breakfast is free for all students. Students wanting to have breakfast should report directly to the cafeteria upon arrival at school.

Breakfast will not be served after 8:20 a.m. except to late bus arrival students. *Breakfast will be a grab and go bag. Students will not eat breakfast in the cafeteria. They will eat outside of their classrooms.

Bullying :

Bullying is the mistreatment of an individual or group due to a perceived advantage in power and a willful intent to cause harm and usually occurs over time. These acts can be socially, emotionally, or physically damaging in nature. We have a zero tolerance for bullying. For more information:

<https://www.manateeschools.net/bullying>

<http://www.fldoe.org/schools/school-choice/k-12-scholarship-programs/hope/>

Business Partners :

If you or someone you know owns or works for a business, we encourage you to help support our school with various needs by becoming a business partner. ePie is our Partners in Education online program. Please visit <https://www.manateeschools.net/epie> , click on ePie "How Do I Partner?" and become a partner with Williams Elementary. For additional information, you may contact the office.

Bus Riders :

A school bus driver has the responsibility of transporting 50 to 70 students to and from school each day. In order to assure each child's safety, parents/guardians are asked to instruct and have children learn the following School Bus Regulations: ***Bus riders MUST wear a facial mask while on the bus to and from school.**

A student may only ride the bus to which he/she has been REGISTERED. He/she may not ride another bus for any reason. If it is necessary for a student to change a bus stop or bus, the parent/guardian MUST process the request through the bus transportation office at (941) 782-1287 and then the parent/guardian must notify the school office in writing of the change.

Students are expected to be waiting at the bus stop ten minutes prior to bus arrival time. The bus cannot wait for those who are tardy.

Students are to stand off the roadway in the area designated by the bus driver while awaiting the bus.

Students must conduct themselves in an orderly manner at bus stops.

Running, pushing, or throwing any object is not allowed because of possible injury.

C

Calendar:

We will be using https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=2276&dataid=24333&FileName=2020-2021_SDMCAcademicCalendar_071420.pdf to post events for the school community. Also, follow us on Facebook for updated events. ***Events will be cancelled until further notice.**

Character Strong: We understand, more than ever, students may have counseling needs. Our school will be implementing the Character Strong/PurposeFull People this year to support the emotional and mental health needs of our students.

Choice:

Manatee County has a School Choice Plan. Should you qualify, your child may be able to choice to another school. If you would like information about this program, please call the Office of Student Assignment at 941-708-4971.

Classroom Parent Coordinator:

A parent coordinator will be identified in each class. Their job is to act as a liaison between PTO and parents/guardians. They will contact other parents/guardians in the class to seek volunteers for PTO events and to solicit donations for class projects. The parent coordinator will also be responsible for coordinating birthday parties so they are only held one day per month (the last Friday). Coordinators must have taken the volunteer training/packet prior to being on campus in the classroom.

Clinic:

The clinic is available for students who become ill during the school day only as a temporary placement while the nurse contacts the parent/guardian. As the facilities are limited, students who are vomiting, running a temperature and/or too sick to remain in school must be picked up immediately. The telephone number for the clinic is (941) 776-4040, press 2. It is essential that we have current telephone numbers so we may contact you.

Please do not send a sick child to school as we do not have the facilities to care for him/her. **Students who are running a fever, vomiting, have diarrhea, a severe loose cough, or a nose running with thick or green mucous should NOT be at school.** STUDENTS SHOULD BE FEVER FREE WITHOUT MEDICINE FOR 24 HOURS BEFORE THEY CAN RETURN TO SCHOOL. If any child exhibits any of these symptoms, the parent/guardian will be called to pick up the child immediately. ***A child with a fever of 100.4 will need to be picked up immediately.** A child with a fever of 103 degrees or greater is considered to have a medical emergency. If parents are not immediately available by phone, 911 will be called.

Any child with a contagious disease such as ***COVID- 19** chicken pox, pink eye, impetigo, roseola, etc. should not attend school until symptoms are no longer present or has a physician's note to return to school. This policy is for the safety and health of all our students and their families.

We can always use donations of gently used, clean clothing (dress code approved). We need all sizes and prefer elastic waist clothing.

Communication :

Communication and cooperation between home and school is vital to a learning environment. At Williams Elementary, a variety of methods are used both school wide and by individual teachers to encourage strong communication between the home and the school. Some of these modes of communication utilized are the student planner, school newsletter, email, weekly ConnectEd, weekly email, weekly Facebook postings, PTO meetings, midterm progress reports, conferences and our school website:

Conferences:

***At this time, traditional Parent Conference Weeks/Nights have been canceled for the 20-21 school year.

You may request a conference with your child's teacher at any time and we encourage parents to do so. Do not wait. Teachers may also request a conference with parents.

Other Conferences:

You may be scheduled for other types of conferences such as Child Study Team/Rtl or other meetings to plan your child's education. These meetings are held to inform you about special services for which your child may qualify. We hold these conferences with your child's best interest in mind and we appreciate your attendance.

Conflict Resolution:

Conflict is a natural and unavoidable part of our lives. A Conflict Resolution Program will be implemented school-wide in which students will be taught to handle conflict through the use of such strategies as:

Talk it out

Listening to others

Apologizing

Compromising

ConnectEd:

ConnectEd are automated voice messages that go out regularly/weekly from the Principal/Assistant Principal to parents/guardians regarding important information or events at Williams. It is critical for parents/guardians to give us updated phone numbers as necessary so that this important information can be received. *Only the enrolling parent/guardian may make updates to the enrollment form.*

Critical Incident Response Plan:

The School District of Manatee County and Williams Elementary have in place a Critical Incident Response Plan. This Critical Incident Response Plan is designed to establish procedures and actions to take when there is a serious threat or imminent danger to the safety of students, staff or the general public. In the event of a serious situation, please follow normal procedures and guidelines for picking up students. You will be informed at that time if there are any changes. If you have questions regarding the plan, please contact the school.

***Covid-19:**

Covid-19 is a virus that has changed the way we must protect our students and each other. We will be following all CDC and District and School Board Mandates as this Pandemic continues. This handbook has been updated to include "tweaks" needed to address the affects of this virus and how we do business at our school.

D

Dismissal:

If it is necessary to change your child's mode of transportation please send a note with your child in the morning. If you must change the mode of transportation after your child has arrived at school, please call the main office prior to 2:00 p.m. **Please make sure you speak with someone directly.** Without such notification, your child will be sent home the usual way. If your child is a car rider, be sure to change that day's dismissal in the PikMyKid app as well. ***Students will be dismissed from classrooms in groups no larger than 10 and supervised as they walk to the cafeteria to be dismissed. Dismissal groups will occur one minute apart. Please be patient.**

Dress Code :

Williams' staff will monitor the Student Code of Conduct as well as additional Williams SAC approved dress code requirements very closely. If a child is in violation of the dress code policy, the parent/guardian will be contacted to come to the school with the appropriate clothing etc.

The Principal and/or Assistant Principal will be the final judge about whether a student's clothing is appropriate for school, creates a climate that is distracting to learning or is a potential safety hazard.

Please remember these important points:

Shorts, dresses must be at an appropriate length. *Skirts/shorts no shorter than 6 inches above the middle of the knee.

No spaghetti straps.

Footwear must be safe and appropriate (must be secured at heel, no heels for girls, soles no higher than 2" thick). No flip-flops. Sneakers are recommended. *Athletic shoes/sneakers are the footwear of choice; all shoes must have a strap across the heel. Heel no larger than 1 inch tall. Tennis shoes/sneakers must be worn for all PE classes.

No hats or sunglasses inside the building.

No jewelry that is distracting or unsafe (earring loops must be very small and tight to the ear).

No hairstyles or hair color that is distracting. Hair color **should not be distracting to the educational process of the class.** Students wearing pastel shades of colors, which is popular today, will be expected to have their hair up in a pony tail. Neat, **short** mohawks are okay as long as they do not distract from the educational process. The Principal or Assistant Principal will be the final judge as to the appropriateness and classroom impact of a student's hairstyle.

No messages or symbols on shirts that suggest drugs, alcohol, aggression, sarcasm, etc. Parents/guardians please help us monitor this as we promote kindness with our students. T-shirts with messages that may be deemed cute outside of school may not send an appropriate message in school. *Following are some examples that aren't appropriate for a positive atmosphere:

It's My Sister's Fault!

I've Stopped Listening Why Haven't You Stopped Talking?

Didn't Care Yesterday, Don't Care Today and Probably Won't Care Tomorrow.

***Facial shields must be worn in the classrooms and face masks must be worn in the hallways and common areas.**

For fun, we will be having monthly special spirit days that allow students to participate that may not be our daily dress code, such as crazy hair day, mismatched day, etc. Families will be notified in advance of such dates.

- Items following the asterisk were dress code requirements that were proposed and approved by Williams' School Advisory Council as a means to align our expectations with those of the Manatee County Schools Dress Code. Dress Code is a regular agenda item for our SAC. This includes discussion regarding becoming a "uniformed" school, which follows a specific process through SAC.

D

Drills:

*We will continue to follow a drill schedule; however, due to Covid-19, teachers will only discuss what to do in case of a drill with their students. They are welcomed to practice drills with their class in a manner that renders them safe through social distancing, etc. Should we have a real emergency, students will then know what they will need to do.

E

Early Release Wednesdays and Fridays:

*All Elementary Early Release Wednesdays and Fridays have been cancelled for the 20—21 school year.

Enrolling Parent:

Understanding the role of the Enrolling parent by both parents of a student is vital. Please go to:

<https://www.manateeschools.net/policy> . Once there, please go to: <https://go.boarddocs.com/fl/mancofl/Board.nsf/Public> . Once there, please use the magnifying glass to search "Enrolling Parent". Next, click on the box titled, "Policy Item po 5111.04 STUDENT ENROLLMENT AND EDUCATIONAL DECISIONS".

eLearning:

An instructional choice parents can make during this pandemic. Learning will be 100% online facilitated by a certified teacher. Should a class or the school need to close due to the pandemic, ALL students will move to eLearning instruction.

F

Facebook and/or Social Media:

Our school's Facebook page is located at: <https://www.facebook.com/WilliamsPTO/?ref=settings>

Any reported derogatory comments or posting about another student, adult or our school will result in an administrator notifying parents/guardians. If you have questions or concerns it is better to communicate with the school about your concern rather than promote a problem or cause a distraction. We welcome solution-oriented, kind comments.

Field Trips:

*All field trips have been cancelled until further notice . Teachers may be offering virtual field trips through their instruction.

FOCUS:

FOCUS is a comprehensive, web-based student information system that allows the Manatee County School District to merge all student record keeping, grades, scheduling, attendance and other student-data functions into one system.

FOCUS includes an easy-to-use Parent Portal so that parents can view their children's grades, attendance, and any discipline referrals electronically.

FOCUS is available at all schooling levels, including elementary. The FOCUS Parent Portal will allow parents/guardians to monitor school grades, attendance, and receive their child's progress report and report card on line.

Please complete a "Parent Portal Access Authorization" form, which must be completed prior to being able to access this tool on-line. This form is also located on the district website and in the school's office. Once you have completed and submitted the Authorization Form to the school, you will then set up your account under "Access Management" on the District website:

<https://www.manateeschools.net/domain/2822>

Please contact Mrs. Cooper in the front office at 776-4040 x 79253, so we can verify the account and you can access the Portal.

Fundraising Events:

Our school participates in two major scheduled fundraisers which provide funds for many of our special projects. Our Fall fundraiser is product based, where you are welcomed to purchase items from a company we partner with, and the other is an experience based fundraiser, which involves a fun day for kids. This day is in the Spring. ***Our Fall Fundraiser this year will be "touchless" and will be completely on-line.** Only allow your child to only solicit from people they know and under direct parent/guardian supervision. ***As we get closer to Spring, we will reevaluate whether we will be able to host our annual Color Run.** We appreciate all the support you give us and we know that it may not be possible to participate in every fundraiser. For more information please contact the PTO by email at: williamselempto@manateeschools.net

G

Goal Setting:

Students at Williams Elementary will articulate personal goals, create plans to achieve those goals, and exhibit progress toward their attainment.

Grades:

Each grade level decides how/when the standards are assessed and whether or not that assessment becomes a grade in their gradebook. This grading plan is reviewed annually and will be shared with you. Additionally, you may want to also review the District's Student Progression Plan for additional information about grades. The 2020 plan is currently in "Draft Form". It can be reviewed at:

<https://www.manateeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=6709&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=26239&PageID=1>

Guidance Counselor:

Williams has two guidance counselors. Miss Becky Lane is our PreK—2nd Counselor and Mrs. Courtney Larson is our 3rd—5th Counselor. If you have questions or wish to speak with a Guidance Counselor, please call 776-4040 ext. 79260 to make an appointment.

H

Hallways:

***Our hallways are 8 feet wide. During this pandemic, we will practice walking as close to the walls as possible. Face masks will be worn in the hallways. We are also being intentional about schedules to limit the number of classes out on the hallway at one time.** Specific expectations and behaviors are defined for students in the hallways as follows:

Expectation :

Specific Behaviors:

Be Honest..... Always tell the truth.

Be Responsible..... Stay right and follow the black lines.

Be Respectful..... Keep your hands to yourself, stop at intersections, and voices off.

Be Kind..... Keep your personal space.

Be Safe..... Walk facing forward.

Homework:

If your child should be absent from school you will need to request homework from the teacher. Please email and give the teacher 24 hours to get work together. Also, DO NOT leave requests for homework on the attendance voice mail.

Please be aware that homework is assigned so children can practice what they have learned in class. For the most part, children should be able to do their homework independently with little help.

Also, in terms of time for homework nightly, a general rule of thumb is that homework should be about 10 minutes for Kindergarten and grade one, 20 minutes for grade two, 30 minutes for grade three and so on. If your child is struggling with homework or spending too much time nightly with homework, please contact the teacher to discuss.

Parents/guardians can help by establishing a nightly routine for homework. Provide a quiet place, free from distraction, for your child to work.

School Hours:

Student Arrival: 7:55 a.m. to 8:20 a.m.

Student Schedule: 8:25 a.m. to 3:15 p.m.

Cafeteria Breakfast: 7:55 a.m. to 8:20 a.m.

Lunch: 10:15 a.m. to 1:30 p.m. (Check with teacher for individual classroom lunch times.)

Teacher Hours: 7:55 a.m. to 3:40 p.m.

Office Hours: 7:55 a.m to 3:15 p.m reopening at 3:40 p.m to 4:10 p.m.

Supervision for students arriving prior to 7:55 a.m. or being picked up later than 3:35 will not be available and may be subject to before or after care fees.

Inclement Weather Plans Rainy Days :

Parents/guardians of walkers and bicycle riders, please discuss alternatives for rainy days in **advance with your student**. Our main concern is that your child's trip home is a safe. Students **WILL NOT** be released to walk or bicycle if there is a hard rain or lightning in the area. **In this case, walkers or bike riders will need to become CAR RIDERS, as the delay in dismissal due to heavy rain or lightening may result in there being no crossing guards to cross children after this delay.**

Rainy Day Dismissal Plan :

Car Riders:

All normal car riders will be dismissed as usual using the PikMyKid system. Parents/guardians, please remain in your vehicle and in the car rider line to pick up your child. Make sure that you have your car rider tag visible for school staff. Staff will call for your child to exit the building.

Please **do not park and walk up to the front of the school to pick up your child**. For safety reasons, no students will be dismissed to a parent/guardian from the front office.

Dismissal could be further delayed if conditions are too dangerous for staff and students to be outdoors. Students will not be dismissed if there is lightning in the area or other dangerous weather. Dismissal will need to stop,

In inclement weather the number of students that will be car riders typically doubles. Please understand there will be delays and it will take you a few extra minutes to have your child get to you safely. Please follow our car rider procedures to assist us in getting everyone home safely.

Walkers/Bikers:

During a **light rain, with NO thunder or lightening**, these students will be dismissed as normal. If the weather is severe but predicted to be brief, students will be held inside until it is deemed safe to dismiss them. If the weather is severe and predicted to be long lasting, these students will notify parents/guardians to come and pick them up from school as CAR RIDERS. Parents/guardians will pick up their child through the car rider line.

Severe Weather Procedures:

Please be assured Williams Elementary has safety procedures in place and your children will be as safe as possible during severe weather conditions.



Items from Home:

There are very few occasions when it is necessary (or desirable) for students to bring items from home to school. **WEAPONS OR WEAPONSTYLE TOYS OF ANY KIND, INCLUDING TOY GUNS AND KNIVES ARE NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME. STUDENTS WHO VIOLATE THIS RULE WILL FACE SIGNIFICANT CONSEQUENCES THAT MAY RANGE FROM SUSPENSION TO EX-PULSION.**

Examples of appropriate items:

Items for "sharing time" at the teacher's discretion

Examples of inappropriate items:

Gum, cansdy, Gameboys, iPods, cell phones, other electronic items and/or classroom distractions These

Internet Access :

Our students will have restricted, supervised internet access. Permission forms will not be sent home. Any parent/guardian requesting that their child be restricted from the internet access must notify Administration in writing. ***If your child is an eLearner and need a “hotspot” for internet access, they will have one checked out to them.**

i-Ready:

i-Ready is a District mandated curricular support that is used in all K—5 classrooms. For more information regarding i-Ready, please visit: <http://i-readycentral.com/familycenter/what-is-i-ready/>

J

Join:

We welcome you and your family to join in the many activities, volunteering and supporting PTO/SAC throughout the school year. ***We are temporarily suspending events and activities. We will host monthly PTO/SAC meetings through a virtual format.**

K

Kindness:

This is just one of the Pillars of Character that Williams staff implements to develop our students into better leaders. The others include: patriotism, responsibility, citizenship, respect, honesty, self-control, tolerance and cooperation. We will be introducing a new character trait each month through our new “Character Counts/PurposFULL People” Social Emotion Learning (SEL) program.

L

Lost and Found:

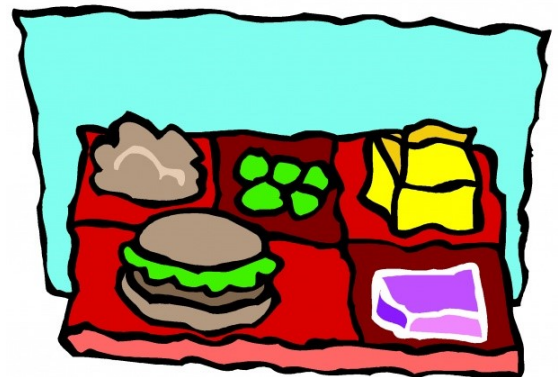
The lost and found area is located in the cafeteria. Parents/guardians are encouraged to look through these areas from time to time. **To avoid problems, please mark all jackets, sweaters, lunch boxes and other personal items with your child’s name.** All unclaimed items will be donated quarterly to a civic organization in need.

Lunches:

The Williams Cafeteria is run on a computerized point of sale system, which enables us to have money held in an account for each student. Your child may purchase breakfast, lunch, milk or juice as long as there is money in their account and spending has not been restricted by the parent/guardian. If you wish to restrict what your child is able to purchase, please contact the Cafeteria Manager.

The prices for school meals are as follows:

- Breakfast is FREE for students. Monday-Friday
- Lunches are \$2.50 per day or \$12.50 per week
- Reduced lunch is \$0.40 per day



Payment:

The easiest way for your child to pay for lunches is to do so on a weekly basis. All money should be brought to school in a sealed envelope. On the envelope, please write your child’s name, grade, teacher’s name, and dollar amount enclosed in the envelope. All checks should be made payable to Williams Elementary School and given to the classroom teacher. You may also pay for meals via the website at www.mypaymentplus.com. Applications for free and reduced lunches are available in the office as well as online.

Lunch with Parent/Guardian:

**At this time, during the Pandemic, we will not be allowing visitors to join their child for lunch.*

Charges:

From time to time, your child may forget or lose lunch money and every effort will be made to notify the parent/guardian when this happens. In the event the parent/guardian cannot be reached, children will be permitted to charge lunch. This charge must be paid the next day.

Procedures have been established for students who have excessive charges. Students will receive an alternate lunch of grilled cheese, fruit cup and milk until excessive charges have been paid.

Menu:

A cafeteria lunch menu can be viewed at <https://manatee.nutrislice.com/>. School lunches are also announced in the newspapers. Hopefully, it will be of help when planning your child’s meal at school. Reminder: the menu is subject to change. There is also a Nutrislice app that you download to access the menu if needed. Specific Lunchroom behavior is defined for students as follows:

<u>Expectation :</u>	<u>Specific Behaviors:</u>
Be Honest.....	Always tell the truth.
Be Responsible.....	Keep hands, feet, and food to yourself. Carefully clean your area and empty your tray.
Be Respectful.....	Use quiet voices and follow adult directions.
Be Kind.....	Talk quietly to your neighbors at your table.
Be Safe.....	Stay seated with feet under table; always walk.

M

Mascot and School Colors:

Our mascot is the WOLF. Our On Campus Mascot is “Howler” the Wolf. Our school colors are red, black, and silver.



Media Center Policies and Procedures:

*The Media Center will experience limited use this year. Students will still be able to check out books. When books are returned, they will be bagged up for 3 days, then cleaned and then returned to circulation.

Medication Procedures:

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it absolutely necessary for students to receive medication at school. If students must receive medication at school, in order for School Board employees to administer it, the parent/guardian must:

Bring the medication to the school clinic in the prescription bottle, or original over the counter bottle with prescription from the doctor.

Complete an authorization form, provided by the school, with your information, then submit to the physician giving details as to time, amount of medication, etc.

Sign to authorize the Principal or his/her designee to give the medication.

Please note that cough drops, throat lozenges, Tylenol, Motrin, and other over the counter medicines are not allowed with the students. Please do not ask your children to carry any medicine to school.

*Healthy students requiring medication while on campus will be served in a private area outside of the clinic. The clinic will be for "sick" children. We will have a "healthy visit" area for those students who are not sick, but require daily meds, a band-aid, etc.

Media Release:

In the Student Code of Conduct, you will find a notification of rights concerning student records. These rights include the right to have access to all student records, the right to have them explained, the right to challenge the accuracy of the content of the records and the right to privacy with respect to those records. One exception to the right of privacy is "directory information." Directory information is information that a parent/guardian would not normally object to being released to the public.

Directory information includes:

Full legal name;
the image or likeness in pictures, videotapes, film or other medium dates of attendance;
major field of study;
participation in officially recognized sports and activities;
height and weight of athletic team members;
degrees and awards received; and
the most recent previous educational institution attended, academic work intended for publication or display.

Directory information does not include the address and telephone number of the students, so addresses and telephone numbers will not be released to the public.

This information can be released to the public without the prior permission of the parents/guardians unless the parents/guardians notify the Principal in writing that they do not wish such information to be released. This notification must be received by the Principal no later than *September 15th* of each school year. Parents/guardians should carefully consider the impact of objecting to the release of directory information. If a parent/guardian objects to the release of directory information concerning his/her child, that means the child will be excluded from:

The yearbook;

any sports programs that identify team members;

any publications that identify students who receive honors and awards; and

displaying any artwork done in class, etc.

N

New Student Enrollment:

There are specific requirements for student enrollment.

For students enrolling at Williams from in-state, public schools, parents/ guardians must bring:

Proof of identification (Driver's License)

Proof of residency such as a water or electric bill or letter of approval from the Office of Student Assignment.

Name, address and phone number of previous school attended.

Legal custody/guardian information if applicable.

For students enrolling at Williams from out of state or an in/out of state private school, parents/guardians must bring:

Proof of identification (Driver's License)

Original birth certificate.

Proof of residency such as a water or electric bill or letter of approval from the Parent Information Center.

Physical documentation within one year.

Proof of immunizations on Florida Certification of Immunization Form 680.

Legal custody/guardian information.

Name, address and phone number of previous school attended.

****Important**** only the enrolling parent/guardian may make updates to the enrollment form. This policy 5.7.1. may be located on the website www.manateeschools.net. Any changes to the enrollment form such as telephone numbers, address, and emergency contact persons must be made by the enrolling parent. The enrolling parent must come into the office and make the change on the form and sign the change. Staff cannot make changes verbally over the phone. We appreciate your cooperation in this matter.

O

Open Door Policy:

Administration has an open door policy. We hope that all parents/guardians are encouraged to communicate with us about the needs of their children. We all have the same goal and that is the academic, social, and emotional success of our children.

P

Party Policy:

Student birthdays may be celebrated in the child's classroom on the **last Friday** of each month for those students having a birthday in that month, if the teacher chooses to do so. The Manatee County Public Health Department regulations prohibit "homemade" food items from being distributed to students. Therefore, only store bought items are permitted. Please limit the snacks to cookies, fruit or raw vegetables, other healthy snack alternatives and water. It is also important to be aware of other students' food allergies. Because we have some students who are allergic to nuts, it is critical that no nuts or peanut products be shared in the classroom.

Since Williams Elementary is focusing on nutrition and healthy eating, we want to give you some ideas for birthday treats that will provide an alternative to gooey, high fat sweets. Please consider these options when preparing to bring in birthday treats for your child's classroom party.

Idea #1 – A scoop of low-fat frozen yogurt. In a dish or a cone, this is always a popular treat... and sprinkles are fat free! Or top with delicious strawberries, blueberries or sliced banana.

Idea #2 – Frozen ice cream bars- individually wrapped and lower in fat such as "Skinny Cow" treats or frozen fruit bars. Sugar free is also a good idea.

Idea #3 – Low –fat brownies or cookies.

Idea #4 – Angel food cake with strawberries and cool whip or 1 scoop low –fat vanilla ice cream. Including fruit is always a good idea for healthy treats. (Note: If angel food cake is not your child's preference, try light golden pound cake. Both Sara Lee and Entenmann's make a great light version of pound cake; serve with cool whip or ice cream and berries.)

Idea # 5 – Cupcakes from the bakery with no icing. (The frosting they use is loaded with sugar and food dye.) Instead, bring in cool whip or Redi- Whip then top with fruit, chocolate chips or sprinkles.

1.Snackwells makes individually wrapped vanilla cream sandwich cookies which you can buy in 12 packs (only 5g of fat).

2.Pepperidge Farm has the big soft cookies that are very tasty. Both sugar cookies and the snickerdoodles are on 5g of fat per serving.

3.Publix's Greenwise line has a "Back to Nature" cookie with no artificial preservative and they are also low in fat– only 5g of fat for chocolate chip.

4.Entenmann's makes prepackaged "Little Bites" soft baked brownie squares (not the fudge brownies) are only 4g fat and 100 calories per serving.

A few things to consider:

- If you are bringing anything frozen, be sure to make arrangements with your child's teacher in advance so freezer space can be made available.
- If you bring in juice boxes, please bring those that are all juice (Welch's, Mott's, Juicy Juice, etc.) and not the kind that are sugary cool-aid type drinks.
- If you bring fruit, do not prepare ahead of time. Bring items like strawberries or blueberries in original containers and bananas unpeeled. The preparation of the fruit should be completed on campus.
- If you want to provide goody bags, please include things like chewy fruit snacks, granola bars, etc. and small non-edible treats such as pencils, stickers and other fun things rather than candy.
- Please remember that all edible treats must be store bought- not homemade.
- Finally, if you have any questions about the treats you want to bring for your child's birthday celebration, contact his or her teacher.

We hope you find this list of ideas to be helpful and we thank you for your support in keeping our school nutritiously-conscious!

The Classroom Parent Coordinator will coordinate the monthly birthday parties and "seasonal" parties for the classroom with the approval and assistance of the classroom teacher. As required by school board policy, all parties will be scheduled at least one hour after your child's scheduled lunch time. Our class parties are scheduled for the last hour of the school day, unless that is a student's fine arts time and then it will be the hour prior to that.

***Until further notice, we cannot have parents on campus for parties.**

Parent Teacher Organization :

Williams Elementary has an outstanding PTO. Your support by joining PTO makes for a continued quality organization that provides our students with activities and raises money to support special purchases for the school. We encourage families to join during the registration drive. To reach PTO, you may call or leave a note in the front office. For more information please see the PTO website: www.manateeschools.net/williams

Laura Stephenson – President

Marlene Frisse– Vice President

Lyndsey Morris – 2nd Vice President

Leslie Johnson - Secretary

Christina Juliano - Treasurer

Peanut Free Zone :

We do have students in our school who are allergic to peanuts. Therefore, we are asking your cooperation in assisting our teachers and staff by not bringing in food items that contain peanuts if at all possible. Classrooms in which a student has a peanut allergy will be taking extra precautions in assuring the health and safety of the students such as hand washing, and allowing no peanut products.

Pik My Kid :

Welcome back to another year with *Pikmykid*

We are excited to share that after careful consideration; our school will now be using a program to help organize the school dismissal process and improve safety.

Download the app from your smartphone's app store for free and get registered!



Why Pikmykid?

This program will allow you to notify the school of pickup changes or authorize other family members to pick-up child from school and manage carpool with other parents at school. Pikmykid will be used to send alerts when your child has been picked up or sent home on the bus

Our Objective

Using the digital process to manage dismissal increases the safety of student release, gives the teacher more time with the students and helps parents stay informed on all dismissal activities

What are my next steps?

Please download PikMyKid application from your smartphone's app store free to help us digitize the dismissal process at our school.

The registration process is easy, and we ask that all parents complete registration in the app with your current mobile phone number as soon as possible.

Here to Help

Once registered, the application should show your children names in the home screen. If your child does not appear in your app's home page, please email support@pikmykid.com

PikMyKid Schools Experience

- Increased safety and accountability
- More class time, less interruptions
- Reduced front office calls
- Traffic mitigation and less congestion
- After School Management



Used by Public, Private and Charter schools across the country

Welcome back to another year with

Pikmykid



Download the app from your smartphone's app store for free and get registered!

PikMyKid Parents Experience

- Safe dismissal planning
- Real time notifications
- Secured Delegations
- Paperless planning and communication
- Bus Delay, Early dismissal alerts



Parents can proactively manage carpool plans, right from the app.

Positive Behavior Support (PBS) :

At Williams Elementary we emphasize positive behavior. Students have five expectations when at school:

1. Be Honest
2. Be Responsible
3. Be Respectful
4. Be Kind
5. Be Safe

These expectations are followed all over campus and behaviors are defined to meet these expectations in every area of campus, including the playground, cafeteria, hallway, stairwells, arrival/dismissal areas, and “After Lunch Recess.” Students have opportunities to earn “Wolf Howls” for exhibiting these behaviors. “Wolf Howls” may be redeemed for awards in the classroom, the office, and admission to quarterly assemblies and events.

They can be given out by classroom teachers, special area teachers, paraeducators, custodians, food service workers, and bus drivers. The entire staff is trained to look for students following the expectations.

There are consequences for students who fail to meet behavior expectations as outlined in our District’s Student Code of Conduct, which is reviewed annually (<https://www.manateeschools.net/cms/lib/FL02202357/Centricity/Domain/1115/Approved%202018-2019%20Code%20of%20Student%20Conduct%20-%20English.pdf>). These consequences can include, but are not limited to:

- Conference with student
- Parent/Guardian Contact
- Timeout in another classroom or designated area
- Follow Up Agreement / Action Plan
- Restitution
- Time in Office
- Loss of Privilege (s)
- Conference with SSS (Student Support Specialist) or administration
- In School Suspension
- Out of School Suspension

Certain behavior violations are considered to be “Zero Tolerance” and will result in an automatic Office Discipline Referral with serious consequences. These violations include the following:



- Weapons (pocket knives, nail clippers, Chinese stars, toy weapons, etc.)
- Drugs (this includes cigarettes, any illegal substances, or prescription drugs not registered with the nurse or clinic aide).
- Any gang related activities
- Willful disobedience
- Bullying (Substantiated physical, verbal, emotional, psychological, or sexual)
- Fighting
- Defacing school property
- Inappropriate, vulgar language, actions, or materials
- Lewd or lascivious behavior
- Theft
- Vandalism
- Inappropriate stairwell behavior

Office referrals are on FOCUS, parents/guardians will be contacted.

Progress Reports:

Parents have the ability to view and print their child's progress reports on FOCUS. They are published four times a year. Please see district school calendar for dates. <https://www.manateeschools.net/site/handlers/filedownload.ashx?moduleinstanceid=2276&dataid=17684&FileName=2019-2020%20Academic%20Calendar-A%20Rev%206.11.19.pdf>

R

Raptor :

***Currently, visitors and volunteers are unable to be in the school building or on campus.**

The District requires that all visitors on campus must register through the Raptor V-Soft identification system. On your first visit, you will be asked to present your driver's license so we can scan it into the V-Soft system. The Raptor is linked to the Sexual Predator/Offender Data Base. After your identification is scanned and you are cleared, you will be issued a visitor's badge. You may need to have your identification scanned every year as our Raptor system updates. You will need to sign in and receive a visitor's badge on each visit. However, a staff member is expected to ask you for identification if you are not familiar to them. Upon leaving campus, please stop by the office and leave your badge at the front desk so you can be logged out.



Report Cards :

Report cards can be found quarterly on FOCUS. Report cards are only one way of reporting pupil progress. Other ways include samples of children's work sent home, progress reports and conferences with the parent/guardian. Please see district calendar for dates. <https://www.manateeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=2276&ViewID=C9E0416E-F0E7-4626-AA7B-C14D59F72F85&RenderLoc=0&FlexDataID=24333&PageID=2&Comments=true>

Restroom Expectations:

Clear expectations and behaviors are defined for students using the restrooms as follows:

Expectation :

Specific Behaviors:

Be Honest.....Always tell the truth.

Be Responsible.....Use one paper towel and place trash in the trash can.

Be Respectful.....Always flush the toilet. Clean up any mess you make.

Be Kind.....Take turns.

Be Safe.....Wash hands with soap.

S

Safety Procedures :

The safety of your children is our first priority at Williams Elementary. Therefore, our Safety Committee has developed and implemented the following procedures:

All visitors must sign in at the office first and get a visitor's badge. This visitor's badge is to be worn while on campus. ***At this time, visitors and volunteers may not be in the school building.**

All students and staff must wear their identification lanyard every day. There will be a replacement cost of \$5 for students who lose their lanyards in grades 3rd—5th as we do expect children to be responsible for their items.

Students must not be on campus prior to 7:55 a.m. or after 3:40 p.m. because there is no staff available to supervise them.

All students K-2 will walk with a buddy as they move about campus without the teacher. For example, a student needing to go to the Clinic would be sent with another student.

A hall pass system is in place. Any student moving about campus without a teacher must carry a hall pass. This alerts staff to the fact that the student has permission to be out of the classroom.

***Students must wear a mask or face shield at all time while in the school building until further notice.**

School Advisory Council (SAC) :

All schools have a School Advisory Council. This is a group of representatives who meet to discuss school issues and participate in the school improvement process. There will be representation from staff and parents/guardians with at least 51% of the composition being parents/guardians.

Elections for 2020-2021 have been held:

CHAIR: Krista Kirby

SECRETARY: Marlene Frisse

Sign Out Procedures :

Prior to a child’s release during the school day, individuals are required to:

Show proper identification. If you do not have identification, your child WILL NOT be released.

Sign the child out of the office prior to 2:45 p.m.

Wait in the front office for the child unless other arrangements have been made with the office.

No child is to leave the school area or a classroom with a visitor or parent/guardian unless permission has been received from the office.

Children will only be released to those adults for whom the school has written authorization on the enrollment form in the office.

Snacks :

It is up to individual teachers whether or not they choose to allow a working snack time for their classroom. Fresh fruit/vegetables, pretzels, popcorn, trail mix, cereal bars and yogurt are examples of healthy snacks.

Social Security Numbers :

"1008.386 Social security numbers used as student identification numbers. — Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student’s permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number."

Stairwells—ZERO TOLERANCE :

There will be strict adherence to school rules regarding our stairways. Due to the serious safety hazards involved, we have a ZERO TOLERANCE POLICY for all stairwell expectation violations. Strict disciplinary consequences will take place for any stairwell infraction. This includes students who push, shove, skip, jump, slide down the stairs or hang over any balconies, or any other inappropriate behavior.

Stairwell expectations and behaviors are as follows:

<u>Expectation :</u>	<u>Specific Behaviors:</u>
Be Honest.....	Always tell the truth.
Be Responsible.....	Stay on the right when walking up or down the stairs.
Be Respectful.....	Voices off.
Be Kind.....	Stay in line with one stair between students.
Be Safe.....	Keep right hand on rail at all times, one step at a time.
	When on second floor, stand at least one foot from overlook to the first floor.

Student ID information:

Each student will receive a Student ID and lanyard. Student ID's are to be worn while at school. If a School ID is lost, the student can receive a new one at the front office. A new ID will cost \$5.

Student Progression Plan:

Manatee County's Student Progression Plan spells out specifically what students in grades K-12 must achieve in order to be promoted. This is a very important document, which reveals the changes that are now in effect for all Manatee County students. This document may be accessed online at: : [https://www.manateeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=6709&ViewID=7b97f7ed-8e5e-4120-848f-](https://www.manateeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=6709&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=26239&PageID=1)

[a8b4987d588f&RenderLoc=0&FlexDataID=26239&PageID=1](https://www.manateeschools.net/site/default.aspx?PageType=3&ModuleInstanceID=6709&ViewID=7b97f7ed-8e5e-4120-848f-a8b4987d588f&RenderLoc=0&FlexDataID=26239&PageID=1) It is currently in draft from. **T**

Tardy/Early Departure Policy:

Your child must be in his/her designated waiting area by 8:20 a.m. If your child arrives past 8:25 a.m., he/she must report to the office *accompanied by a parent/guardian* to obtain a tardy pass before going to class. Under no circumstances should a child come late to school and be sent to the office unaccompanied by an adult. This is a safety issue. Every three unexcused tardies will equal one unexcused absence. We must have direct contact with the parent/guardian for an excused tardy. Habitual tardies are unacceptable and unfair to the classroom teacher who must begin instruction again every time a late student arrives. Being late to school disrupts the educational process for not only the tardy student, but for the teacher and other students of his/her class as well. Being on time is a vital ingredient for success as children develop. A record of tardies is reported to parents/guardians at the close of each quarter and is recorded on the student's permanent record. A student who demonstrates a number of unexcused late arrivals or early departures from school shall, be counted as one day unexcused absence for every three instances of unexcused tardiness. Students who have unexcused tardies or who are habitually tardy will meet with the Principal, Assistant Principal, or Student Support Specialist. A parent/guardian conference will be arranged.

Technology on Campus:

Use of cell phones, tablets and smart watches are not allowed during school hours or on campus before or after school. However, we understand that there are some situations in which it is necessary for a student to bring a cell phone to school for use after school. In such a case, the technology must be turned off and kept in the backpack. Students who do not follow cell phone, tablet and smart watch guidelines may receive a referral and subsequent consequences.

Telephone Numbers/Messages :

Please change your child's transportation on the PikMyKid app and then call the office directly (776-4040; press 0) to confirm the change of transportation home. (If you leave this message on voice mail, it may not be heard prior to dismissal.)

Please do not leave voice mail messages for staff that are urgent. Instead, call the main office number directly.

When calling in absences, dial (941) 776-4040; press 8. Do not leave this message on teacher's voice mail.

Textbooks:

Textbooks will be provided to your child as they are needed. Parents/guardians are responsible for all textbooks loaned to students. The cost of replacing lost or damaged textbooks is determined by school board policies.

Florida Statute 1006.42 Responsibility of students and parents for instructional materials -

All instructional materials purchased under the provisions of this part are the property of the district school board. When distributed to the students, these instructional materials are on loan to the students while they are pursuing their courses of study and are to be returned at the direction of the school principal or the teacher in charge.

Each parent of a student to whom or for whom instructional materials have been issued, is liable for any loss, destruction of or unnecessary damage to, the instructional materials or for failure of the student to return the instructional materials when directed by the school principal or the teacher in charge, and shall pay the amount for such loss, destruction, or unnecessary damage as provided by law.

Transportation :

If there is a change in the method of transportation your child will use to go home (example, your child rides the bus to school but will be a car rider in the afternoon), please make the change using the Pikmykid app and send a note to your child's teacher in the morning to indicate this change. In an emergency, you may call the office directly before 2:25 p.m., or as early as possible, to indicate a change in method of transportation. The time period between 2:25 p.m. and 3:15 p.m. is a very busy time for teachers and students and we cannot guarantee that the message will be received in the classroom if the call comes after 2:25 pm. Therefore, only emergencies, with approval from Administration will have the method of the student's transportation changed after 2:25 pm. It is very important that you do not leave this message on the teacher's voice mail as he/she may not hear his/her messages prior to dismissal.

T-Shirts :

A variety of school T-Shirts and other school spirit items are available for purchase in the school office and from PTO. It has become a tradition that all new Kinder students will be given the gift of a free RED Kindergarten t-shirt as a welcome gift and spirit-wear item. We also provide this gift for our 5th grade students at the beginning of their 5th grade school year as our gift to them for their years of hard work in Elementary school.

U

Updating Information :

Your current phone number and the numbers of emergency contacts are very important to us. Please contact the office as soon as possible to make any updates. This will facilitate immediate communication with the family in the event of an emergency. Also, please update changes in other information such as address, place of employment, etc., as soon as possible.

****IMPORTANT**** Only the enrolling parent/guardian may make updates to the enrollment form. This policy 5.7.1. can be located on the website <https://www.manateeschools.net/> . MOST IMPORTANT: Telephone numbers can be updated on the enrollment/biographical form by office staff upon written signed request by the enrolling parent. Any other changes to the enrollment form such as address, and emergency contact persons must be made by the enrolling parent in person. The enrolling parent must come into the office, make the change on the form and sign with full signature and date the change. Staff cannot make changes verbally over the phone. We appreciate your cooperation in this matter.

V

Visitors On Campus During School Hours :

***Visitors during the Covid-19 Pandemic will not be allowed on campus.**

At Williams, parent/guardian involvement is strongly encouraged. We welcome parents/guardians and other visitors at our school. During school hours, all parents/guardians and other visitors must sign in at the office and receive and wear a visitor badge, no exceptions. Badges should be worn on the front of the left or right chest for ease of viewing. Prior to leaving campus, please return to the office to sign out. Parents/guardians who want to visit the classrooms are asked to make arrangements with the teacher at least one

Volunteers :

***Until further notice Volunteers will not be allowed on campus.**

We proudly log in over an average of 11,000 volunteer hours at our school each year! School volunteers are a very important asset to the staff and students. Volunteers are needed in the Clinic, Cafeteria, waiting areas, Media Center, reading, occupational therapy, speech/language and the classrooms. If you would like additional information or would like to volunteer, please call the school office. We appreciate any help you may be able to provide.

All volunteers must complete the School District Volunteer Packet and attend a yearly training at the school and be approved by the Principal. Completion of this packet is required of all people who work with our students in a volunteer capacity. The packet must be completed by the volunteer and processed by the office staff before anyone will be allowed to volunteer. Office staff must check the references and Sexual Predator website which are the required security checks for all volunteers. Please go online to [manateeschools.net](https://www.manateeschools.net) and click on volunteers for more information. You can also go to this website to complete the application:

<https://www.manateeschools.net/volunteer>

In addition, regular volunteer training sessions are conducted. Persons must complete this brief volunteer training session before volunteering at school.

Please call the school office to register for the next available volunteer training.

W

Walkers :

Students must go directly from school to their homes.

Students must cross the street where there are crossing guards if provided.

Students are expected to show courtesy to our neighbors by respecting private property, walking along sidewalks and by speaking courteously to adults.

***It will not be the schools responsibility to ensure that students socially distance to and from school. Please have this conversation with your walker/bike rider.**

Website :

Our website is: www.manateeschools.net/williams

Williams Pledge :

Daily on morning announcements, and after the Pledge of Allegiance, all students recite the following Williams Pledge.

I pledge as a Williams Elementary student to always be:

1. Honest,
2. Responsible,
3. Respectful,
4. Kind and
5. Safe



Withdrawing Your Child From School :

Should your family find it necessary to move out of Williams' school zone, please have the enrolling parents/guardians follow the steps below to make for an easier withdrawal for both you and your child:

Notify the Registrar at least two days prior to your child's last day at school. You may call or send a note to the school office.

Return all library and textbooks and pay any fines or accounts.

All lunchroom charges must be paid in full.

If applicable, all Before/After care charges must be paid in full.

On your child's last day, you must have completed a withdrawal form from the registrar to receive appropriate transfer papers for the next school. Please contact the Registrar to set up an appointment so as not to interrupt class time for students/teachers to complete the withdrawal process.

Wolf Howls :

As part of our Positive Behavior Support program, students earn "Wolf Howls" for being honest, responsible, respectful, kind and safe. Wolf Howls are redeemed for various privileges and prizes on campus such as lunch with various staff members, helper for an hour, Principal or Assistant Principal for the day, and admission to a quarterly assembly. All staff members carry Wolf Howls and reward students for positive be-

Wolfpack:

See Before/After School Care Program.

WOW Moments and Memories:

We plan activities throughout the year that are just for fun. There will be activities in the classrooms and assemblies, music programs and other events planned throughout the year.

X

eXtra Activities:

We try to provide a lot of activities for our students. PTO sponsors many family activities and events. You will be notified of these throughout the school year.

Y

Yearbook:

Students will have the opportunity to buy a school yearbook in the Spring. Presales are in January and the arrival of the yearbooks is in May. Our staff works very hard to provide the yearbook as a wonderful way to save school memories.

Z

Zealous:

Defines the attitude of our staff as we work together to make Williams Elementary the best school for our students!