

Williams Elementary



Parent/Student Handbook

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 2023-2024 Code of Student Conduct to fully understand the rules and procedures of Williams Elementary School.

Message from the principal	3
Academic Calendar	4
Administration	5
Williams' Vision and Mission Statement	5
Who is Annie Lucy Williams?	5
Williams Important Numbers	6
School Hours/Attendance/Tardies	6
Student Absences	6
Changes in Addresses or Phones	7
Arrival	7
Dismissal	8
Wolfpack	10
Dress code	11
PTO	11
School Home Connection	14
Conferences	14
Report Cards/Progress Reports	14
Visitors	14
Volunteers	15
Business Partners	15
Fine arts/Specials	15
Media Center	15
Expectations/Student Behavior	16
Electronics	16
Field Trips	17
Emergency Drills	17
Homework	17
Cafeteria	18
Breakfast	18
Lunch	18
Nutrition and Wellness	18
Classroom Celebrations/Classroom Food/Rewards	19
Nutrition Education	19
Physical Activities	19
School Clinic	19
School Website	20
Social Media	20

Annie Lucy Williams Elementary School



Andrea Keezer, Principal Rachael
Blanchard, Assistant Principal

Dear Williams Families,

We look forward to having your family with us for the 2023-2024 school year! As this school year begins, please know we are here to support you, and your family. At Williams, you will find dedicated educators who work hard to ensure they are able to provide the best for our students both academically and socially.

- We love our children as we meet their individual needs.
- We take the time to learn about our children so we can best engage them in the process of learning.
- We collaborate with parents and the community to assist in molding children into well-rounded people.
- We make learning memorable and enjoyable, so students take pleasure in the learning process and continue this process as lifelong learners.

Knowing our staff, it is evident how genuine their dedication is to our children! I am confident that you and your child will find our school to be a welcoming community as we partner together for your child's educational journey. Please feel free to reach out to me at any time during our school year.

Wishing you the best,

Andrea Keezer
KeezerA@manateeschools.net
(941) 776-4040 ext. 79251

3404 Fort Hamer Road
Parrish, Florida 34219
Phone (941) 776-4040
Fax (941) 776-4080

School District of Manatee County 2023-2024 Academic Calendar

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2 School Inservice/Teacher Workday
Aug 3 District Inservice
Aug 4-8 Teacher Workday
Aug 9 District Inservice
Aug 10 First Day for Students

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep 4 Labor Day - All District Sites Closed
Sep 15-17 Rosh Hashana
Sep 24-25 Yom Kippur

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 9-13 FTE Survey 2 Window
Oct 12 End of Qtr 1
Oct 13 Record Day - No School for Students

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21*	22*	23	24	25
26	27	28	29	30		

Nov 1 Professional Learning Early Release
Nov 10 Veteran's Day- All District Sites Closed
Nov 20-24 Thanksgiving Holiday
Nov 23 Thanksgiving Day - All District Sites Closed
*Nov 20-22 Hurricane make-up days if needed

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 7-15 Hanukkah
Dec 13-21 MS/HS Exams (tentative)
Dec 19-21 High School Early Release
Dec 21 End First Semester
Dec 22-31 All District Sites Closed

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1-4 All District Sites Closed
Jan 5 Teachers Return/Record Day
Jan 8 District Inservice
Jan 9 Students Return
Jan 15 ML King Birthday - All District Sites Closed

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 5-9 FTE Survey 3 Window
Feb 19 Presidents' Day - All District Sites Closed

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 6 Professional Learning Early Release
Mar 14 End Qtr 3
Mar 15 Record Day - No School for Students
Mar 25-29 Spring Break - All Schools Closed
Mar 29 Good Friday- All District Sites Closed

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 22-30 Passover

May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 17-24 MS/HS Exams (tentative)
May 22-24 Early Release All Schools
May 24 Last Day Students - End 2nd Semester
May 27 Memorial Day - All District Sites Closed
May 28 Record Day/Last Day for Teachers

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun 10 Summer School Begins (tentative)

Q1	45	Semester 1	88
Q2	43		
Q3	46		
Q4	45	Semester 2	

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul 26 Summer School Ends (tentative)

Teachers Report/No School for Students	District Inservice	First Day for Students	No School for Students	Professional Learning Early Release	MS/HS Exams	Last Day for Students	Paid Holiday	School Inservice/Teacher Workday
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Administration



Andrea Keezer, Principal
Keezera@manateeschools.net
941.776.4040 ext. 79251



Rachael Blanchard, Assistant Principal
blanchardr@manateeschools.net
941.776.4040 ext. 79252

Williams' Mission Statement

Our mission is to inspire students, families and staff to have a passion for life-long learning through building a strong community where students feel loved, respected and encouraged to develop to their full potential.

Williams' Vision Statement

The vision of Williams Elementary is to create an environment to develop independent life-long learners who will excel as productive global citizens.

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 in the lobby of our school.



Williams Important Phone Numbers

Williams Main Phone-	(941) 776-4040
Williams Fax-	(941) 776-4080
Andrea Keezer - Principal	Ext. 79251
Rachael Blanchard - Assistant Principal	Ext. 79252
Jessica Brumby - Student Support Specialist	Ext. 79290
Jennifer Carriker - Student Support Specialist	Ext. 79254
Rebekah Lane - School Counselor	Ext. 79351
Barby Stacho - School Counselor	Ext. 79337
Debby Hampton - Registrar	Ext. 79257
Alison Cooper - Senior Secretary	Ext. 79253
Kelly Hall- Guidance/Attendance Clerk	Ext. 79250
Palma Bosworth- Office Clerk	Ext. 79253
Amber Taylor Gettman--Clinic Nurse	Ext. 79261
Laura Roark - Cafeteria Manager	Ext. 79316
Pat Korsmo - Head Custodian	Ext. 79327
Wolf Pack- Before/Aftercare	Ext. 79275
Bus Transportation	(941) 782-1287
Office of Student Assignment	(941) 708-4971
Absences	(941) 776-4040, press 8

School Hours

Student Hours 8:25 AM - 3:15 PM

School Office Hours 7:45 AM – 3:45 PM

For safety reasons, students are not permitted on campus prior to 7:55 AM unless enrolled in a supervised program.

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 class at 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must report to the office and be marked tardy before going to the classroom.

Tardies

Being late to school disrupts the educational process for not only the tardy student, but for the teacher and other students in the class. Being on time is a vital ingredient for success. A record of tardies, as well as absences, is reported to parents at the close of each quarter and is documented on the student's permanent record.

Student Absences

Please call the school by 8:25 a.m. if your child will be absent. This request is for your child's safety. If your child is absent and the school has not been notified, the absence will be marked unexcused. If a child accrues 7 unexcused absences, the parents/guardians may receive a letter informing them that the absences will show as unexcused on the

child's permanent record and a court appearance may be requested. Family vacations scheduled during school time are considered unexcused absences. It is vital that parents/guardians are aware that they are held legally responsible for their child's attendance. If your child will be absent, please be certain to call the school at (941) 776-4040 and press 8. The call will either be answered, or you will be prompted to leave a detailed message. Please provide your child's first and last name, the teacher's name, the date of the call, and the reason for the absence. This call must be made the day of the absence. Should your child have an extended absence due to significant medical needs, please notify the Clinic Nurse and the School Principal who can coordinate staff, as needed. Please call 941-776-4040 and ask for either staff member.

Changes in Address or Phone

Notify the school registrar if you move from the last address you have provided the school. You must notify the registrar within five days of your move. If you have not moved out of our attendance zone, your child can continue at Williams without any further action and may be entitled to transportation. If you have moved out of our attendance zone, in many cases your child may remain at Williams through the rest of the school year, but district transportation may not be provided. If it is discovered that you have moved and have not provided notification, your child could be assigned to an alternative school or considered to be "found out of our attendance area." This could mean an immediate change of school for your child.

Arrival and Dismissal

Student Hours: 8:25 am - 3:15 pm

Beginning of Year Procedures: The first day of school, if not sooner, students will receive a wristband indicating how they will go home. Pre-K, Kindergarten, and 1st grade students are to wear these bands throughout the first week. All Pre-K through 5th grade students will have bands placed on their backpacks and should keep these in place for the remainder of the school year.

Pre-K, VE and ASD students will enter our school through our side cafeteria doors where they will be met by their teachers and paraprofessionals and will have a seat at a breakfast table until the rest of the class arrives. Car riders in grades K-5, will say their goodbyes and well-wishes in the car line so we can get our children safely into the building in a timely fashion.

Arrival Schedule

6:30 am Only students under the supervision of Wolfpack are permitted on campus.

7:55 am Students eating breakfast are permitted in the cafeteria. All other students will go to their assigned morning area. After students have finished breakfast they will walk to their assigned morning area.

- Free breakfast is served every morning from 7:55 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.

8:15 am The first bell rings indicating ten minutes until the start of our school day.

8:20 am The second bell rings and the students then wait silently in the hall while reading or checking/completing work.

8:25 am Class begins. Any student arriving after this time will be considered tardy. Students who are tardy must report to the main office and obtain a tardy slip in order to be admitted to class.

Car Riders

- Car riders are to be dropped off in the designated unloading zone in the car rider loop.
- Car riders will enter through the front doors and head to breakfast and/or their designated morning area.
- Pre-K, VE, and ASD students will unload on the side of the school next to the cafeteria where the parents will meet a para or teacher at the side door.

Bus Riders

- All students requiring bus transportation must "Register to Ride" the bus. Please visit: <https://www.manateeschools.net/registertoride> to pre-register for your child to have spot on the school bus.
- Bus riders will enter through the front doors and will eat breakfast and/or walk to their designated morning area.

Walkers/Bikers

- Walkers/Bikers will cross at the intersections on the way to the school with adult supervision no earlier than 7:55 am.
- Bikers will put their bikes in the bike rack where they will be secured until the end of the day. Helmets will be kept with their bikes.
- Walkers/Bikers will walk along the sidewalk to enter the front doors and report to breakfast and/or to their designated area.

Additional Information for Parents

- Parents will need to Raptor in at the front office and receive a badge to designate their destination before entering the hallway.
- Parents are required to exit the school building through the front office and return their visitor's badge after each visit.

Dismissal

Students will be dismissed at 3:15.

Due to the design of our parking area and designated student pick-up locations, along with concerns for student safety, parents will not be allowed to walk up and pick-up their child.

The PikMyKid App- Our Electronic Dismissal System

[PikMyKid](#) is an app you can download on your phone. You must use this app to indicate your child's method of transportation home. The app will easily allow you to delegate pick-up to someone else and to change your child's method of transportation. This program is intended to streamline the dismissal process and improve safety.

PikMyKid Registration: The registration process is simple, and we ask that all parents download the app and register, prior to the first day of school. Please make sure you register with your personal, current cell phone number that our school has on file for you.

Car Tags: A car tag with your child's official PikMyKid dismissal ID number will be sent home. Please make sure this car tag is displayed on your dashboard nearest our staff member welcoming you on campus. When you arrive on campus in the car rider line you will announce your arrival and it will put you into the on campus. Please keep this displayed until your child is in your vehicle.

Delegating Pick-Up: Anyone who will be picking up your child should also register with the application. Their screen will be blank, and they will not have any authorization until you delegate them within the app.

For tech support, please reach out to PikMyKid directly at (813) 864-7627 or email support at Support@Pikmykid.com.

Walkers/Bike Riders

- Students are expected to use the sidewalk provided to exit the school grounds. For safety reasons, students should never cut across the parking lot.
- Bikes, skateboards, and scooters must be walked off school grounds, and riders must wear a helmet.
- Walkers/Bike Riders are not permitted to enter a vehicle waiting off school grounds.
- Students will be designated a north or a south walker/biker and must have a pass to hand to the staff who is organizing their dismissal.
- 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.

Rainy Days and Lightning Dismissal for Walkers and Bikers

- If there is heavy rain and/or lightning at dismissal, please be patient as the safety of all students is our number one priority. In the event of heavy rain/lightning, we will stop dismissal until conditions improve. If your child is a walker or bike rider, and conditions improve by 3:25 p.m., walkers and bikers will be released. If conditions do not improve by 3:25 p.m., all walkers and bike riders will follow car rider procedures. For safety and security reasons, no students will be released to parents that walk up from the parking lot.

Car Riders

- Note that students should not be picked up on campus anywhere other than the car rider loop (unless they are in our Pre-K, VE or ASD classes). Students should never walk alone through the parking lot.
- Families of our Pre-K, VE, and ASD students will pick up at the side doors of the cafeteria.

Bus Riders

- All students requiring bus transportation must 'Register To Ride' the bus. Please visit: <https://www.manateeschools.net/registertoride> to pre-register for your child to have spot on the school bus.
- In order for the student to ride the bus home, he/she should have ridden the bus to school in the morning at least one time. This is so the driver is aware of the child's bus stop.
- The school district requires that an adult be present at the bus stop to pick up all Pre-K, Kindergarten, 1st grade students, and students with special needs. The child may be returned to the school if there is no adult present.
- ID Tags will be given to each bus riding student. They must keep this badge in their backpack on a lanyard to scan each time they get on the bus.

School Bus Procedures

- Safety on the bus depends on the cooperation of each child. Bus drivers will review safety procedures on the bus during the first week of school. When students fail to cooperate with the bus driver, parents will be notified via a bus referral and the privilege of riding the bus may be temporarily suspended. We suggest that parents wait at designated bus stops in the morning and meet students in the afternoon to ensure safe practices are being followed. Parents of our Pre-K, kindergarten and first grade students are required to be present at the bus stop in the afternoon in order for the child to exit the bus. Parents are responsible for their child at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. (Expectations for School Buses provided in the Manatee County Student Code of Conduct.)

Special Note: School Board Policy prohibits any student from riding a bus to which he/she is not assigned. Friends may not accompany bus riders home from school for any reason. Changes in buses and bus stops can only be made if a child moves and must be approved in advance through the transportation department.

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. Students will **NOT** be released to parents/guardians between 2:45 p.m. and 3:20 p.m. from the office.

Changes in dismissal

If you are changing your child's way home, it is important that you send a note to the teacher and make the change in PikMyKid app, including after school clubs. If your child is a car rider, you MUST also make that day's change in the PikMyKid app.

Wolf Pack

Our before and after school care program is called Wolfpack 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.

Dress Code

Williams' staff will monitor the Student Code of Conduct as well as additional Williams SAC approved dress code requirements. If a child is in violation of the dress code policy, the student's family will be contacted to come to the school with the appropriate clothing.

Please remember these important points:

- Shorts, dresses must be at an appropriate length. Skirts/shorts must be past the student's fingertips when arms are placed on student's sides.
- 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.
- Shoes must have a strap across the heel.
- Tennis shoes/sneakers must be worn for all PE classes.
- No hats or sunglasses inside the building.
- No jewelry that is distracting or unsafe
- No messages or symbols on shirts that suggest drugs, alcohol, aggression, sarcasm, etc.

***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.

Parent & Teacher Organization (PTO)

What is PTO?

The purpose of Williams' Parent Teacher Organization (PTO) is to serve the needs of students, families and teachers of Williams Elementary School.

Why should you be part of the PTO?

- To show pride in our school
- To take part in fun events
- To have input in how PTO funds are allocated
- To support teachers and staff
- To make friends of other parents and school staff
- To show my child that education is important





Williams

PTO 2023-2024 Calendar



AUGUST

8/8 TEACHER BACK TO
SCHOOL LUNCHEON
8/8 BACK TO SCHOOL
NIGHT
4:00pm A-M
5:00pm N-Z
8/21 TEACHER COFFEE
TRUCK
8/24 PTO INFO MEETING
6:00pm

SEPTEMBER

9/6 SCHOOL STORE OPENS
9/14 PTO SAC MEETING
9/21 PICTURE DAY
9/22 BACK TO SCHOOL BINGO

OCTOBER

10/12 PTO SAC MEETING
10/27 TRUNK OR TREAT
5:00pm-7:00pm

NOVEMBER

11/9 PTO SAC MEETING

DECEMBER

12/1 HOLIDAY BINGO
12/11-12/14 HOLIDAY
SHOP
12/11 HOLIDAY SHOP SET
UP
12/14 WILLIAMS EVENING
HOLIDAY EVENT

JANUARY

~~01/19 MOVIE NIGHT~~

FEBRUARY

~~2/9 SWEETHEART DANCE~~
2/16 COLOR RUN
PTO SAC MEETING

2/1

2/23 PTO Bingo

MARCH

PTO SAC MEETING
3/25 SPRING BREAK

3/7

APRIL/MAY/JUNE

4/11 PTO SAC MEETING
4/19 BINGO
5/6-5/10 TAW
5/9 PTO SAC MEETING
5/10 SCHOOL STORE CLOSING
5/17 FIELD DAY

*All dates, times and locations
are subject to change

School & Home Communication

Communication and cooperation between home and school is vital to a quality learning environment. At Williams Elementary, a variety of methods are used both school-wide and by individual teachers to bridge the gap between the home and the school. Some of these include the school newsletter, PTO/SAC meetings, midterm progress reports, conferences, planners, our school website, apps, and an outgoing electronic phone message system. Students in grades K-5 will receive an agenda to use.

Request for a Conference

Parents may request a meeting with the teacher to discuss student progress. If you have any concerns for your child and would like to speak with the teacher, please call the school and speak directly to the teacher or leave a message on the teacher's voicemail system. The teacher will return your call within 24 hours. Usually, conferences are scheduled for before or after school when the teacher is free from student responsibilities and able to devote attention to your concerns.

Other Conferences

You may be scheduled for an Intensive Support Team (IST) meeting. The purpose of these meetings is to work with our school-based team to address your child's needs and to inform you about any special services for which your child may qualify. We hold these conferences in the best interest of your child, and we appreciate your attendance.

Report Cards/Progress Reports

Report cards are issued every nine weeks. Students in grades Kindergarten through second will have a standards-based report card. Students in grades third through fifth receive letter grades. Parent conferences will be held at the parent's request or as needed. Report cards can be viewed on your child's focus account. Progress reports will also be located in our Focus Portal and are given four times during the school year.

Visitors

At Williams Elementary parent involvement is strongly encouraged. We welcome parents and other family members to our school. The following procedures, however, must be followed to ensure a safe environment for our children. When you come on campus for lunch, conferences, and special events during school hours, please report to the office, with a valid driver's license, and sign-in through Raptor, our electronic background investigation system. A visitor badge will be provided for you to wear. Please wear this badge the entire time you are on campus and return the badge when you are leaving, so we can check you out of our system. Note that you are expected to be on campus for the purpose indicated on your badge and should be in the area designated. We ask that if you require extended conversation with a staff member you request a conference outside of the student day so our staff members can remain focused on educating and supervising our students. For safety reasons, visitors are not allowed at recess with our students. This is so our staff members are able to easily discern our students from unexpected adults.

Volunteers

Typically, our school needs and welcomes volunteers. Teachers will give further details on how parents can assist them.

- Volunteers can assist teachers in providing more individualization and enrichment of instruction.
- Relieve teachers of non-teaching duties and tasks.
- Strengthen school-community relations through positive participation.
- Note that district policy prohibits volunteers from being unsupervised with students unless they have completed a level 2 screening which requires fingerprinting and an extensive background check. For this reason, most volunteers will be asked to work inside the classrooms or under the supervision of a staff member.

Business Partners

Do you have a business in mind who would you like to advertise in our school community? We would love to have your business join us to create some unique learning experiences for our students and staff members.

- There are various levels of sponsorship available to you, some at a minimal cost
- As the level of sponsorship increases, the more advertising media we have available for your business

If you are interested in volunteering please contact Kelly Hall at (941) 776-4040 Ext. 79250.

If you are interested in entering into a business partnership, please contact Pam Bosworth at (941) 776-4040 Ext. 79253.

Fine Arts/Specials Program

Students will rotate through one “fine arts” or “specials” class each day. These classes are 50 minutes in duration. The rotation includes: Art, Music, Physical Education, and STEM (IE2).

Media Center

The media center at Williams elementary is a place that fosters collaboration, curiosity and critical inquiry while instilling a life-long love of reading. Students will have an orientation of the media center before checking out books. Once a week, Grades K-5 will have an assigned media time to check out books. Teachers are encouraged to bring their classes to the media center on a regular basis to enjoy time immersed in books and other text-based resources.

Expectations

Students and staff will be well versed in our HOWLS expectations. They incorporate important character traits and reflect these expectations throughout our students learning each day. These behaviors will be modeled for students and reinforced frequently.



Student Behavior

When a student is not following our expectations for behavior, his or her classroom teacher will counsel him/her individually. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the learning opportunities of others, further disciplinary action may be taken. Parents may be contacted for information and assistance. Occasionally a child exhibits behavior that requires the attention of administration. In such a case, the parent will be notified of the behavior and have a discussion on how to best support the student for future success.

The staff, teachers, and parents of Williams Elementary School believe that our students and staff deserve a campus that is safe and secure. Williams Elementary has a zero-tolerance policy for threats of violence against any person. There is also a zero-tolerance policy for guns or knives (This includes toys that represent a weapon of any type. Such items should never be brought to school.).

Electronics

Students carrying or wearing personal electronic devices at school must keep them turned off and out of sight while on school grounds, unless given permission by a teacher or administrator.

These electronic devices include, but are not limited to, the following:

- music playback or streaming devices
- cameras
- cellular phones (including the camera that may be part of the phone)
- video or digital recorders
- video gaming devices
- computers or tablets (unless specifically authorized for academic purposes)
- Smartwatches or other smart devices that may or may not connect to the internet.

If this rule is violated, a teacher or an administrator may ask the student to surrender the device and will hold it until the student's parent comes to retrieve it. Disciplinary actions will occur if devices are misused on school property.

Field Trips

Field trips are designed to enhance our instructional program. Students must have written consent in order to participate. Students may lose the privilege of attending field trips due to persistent misconduct or poor work habits. All students are required to use the transportation provided by the school. Only those parents designated by the school as chaperones may accompany the class on field trips. In order to become a chaperone, parents must complete the volunteer training and necessary paperwork. This process takes time, so please plan accordingly. For safety reasons, parents serving as chaperones are not able to bring younger children. We never want a child to be excluded from a trip for financial reasons. If you need financial assistance, please contact our school office for further information.

Emergency Drills

The safety of our students and staff is a top priority. Throughout the school year, we will conduct a series of emergency drills that will include fire, tornado, school bus, shelter in place, and intruder drills (also known as lockdown drills). We want our students to know how to respond if a situation arises and will handle these drills with sensitivity.

Classroom teachers and administration will talk students through our safety procedures while taking into account their age and needs. Our goal is to lesson anxiety for our students and staff, should a situation occur, and have safe practices become routine.

Homework

The School District of Manatee County acknowledges the educational validity of homework as an extension of the instructional program.

Definition: Homework shall typically refer to those assignments that are meaningfully prepared by the classroom teacher for students to complete outside of the school setting to reinforce and extend the curriculum taught within the classroom.

Purpose: Homework is designed as a reinforcement tool to deepen the understanding of concepts and provide practice for the mastery of skills formally instructed in the classroom. Homework is intended to promote student responsibility and independent work habits.

Guidelines for Homework

- Homework assignments shall be based on the abilities of the students.
- Homework shall not be used as a punitive measure.
- Homework assigned for reinforcement shall be done outside of class time.
- The estimated time per night allotted for homework shall be as follows:
 - K – 1: 10 minutes
 - 2 – 3: 20 – 30 minutes
 - 4 – 5: 40 – 50 minutes
 - (Note this timeframe may not be inclusive of assigned independent reading.)

Homework Expectations: Teachers will monitor completion of homework and provide appropriate feedback in a timely manner to students.

Cafeteria

The Williams Elementary 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 lunch, milk, juice, or an additional entree' or side dish as long as there is money in his/her account. To ensure that your child is accurately credited with the amount of money that you send in, please be sure to place cash or check in a sealed envelope with the child's name, teacher's name, and "lunch money" written on the front. Checks should be made out to Williams Elementary School. Envelopes will be collected by the teacher each morning and sent to the cafeteria so that the child will receive proper credit. All money sent will be applied to the student's account, as we cannot send back change. Payments can also be made online using our online payment service SchoolCafe. As of 5/26/23 we will no longer be using MyPaymentsPlus. If your student has funds in their MyPaymentsPlus account, these funds will be automatically transferred to the new system.

- Go to www.SchoolCafe.com or download the app from Google Play or App Store to create your account.
- You will need your student's 10-digit ID number which can be obtained at the school site or by calling the Food & Nutrition Services office at (941)739-5700.

Breakfast

Breakfast is served every morning from 7:55-8:20 AM in the cafeteria. ALL students can receive breakfast daily at no charge. Students wanting to have breakfast at school should report directly to the cafe upon arriving at school, during serving hours. Students must be in line by 8:15 a.m. to receive breakfast.

Lunch

Each grade level has assigned times for their lunch. Please reach out to your child's teacher for the specific time your child will be having lunch. If your child is buying lunch it will be \$2.75. If you have any questions about the cafeteria or your child's account, please call our Cafeteria Manager, Laura Roark, at (941) 776.4040 ext. 79316.

Parents are welcome to join their children for lunch. You must sign in at the front desk in the office and receive a visitor pass which is required for anyone visiting Williams Elementary. For the safety of our students, lunch may only include your child. There will be outdoor seating provided and parents are welcome to attend lunch once per week. Parents are not able to eat lunch with any children other than their own children.

Nutrition and Wellness Policy 5.13

The Nutrition and Wellness Policy 5.13 meets Smart Snack regulations. The District's policy was written based on current research and with student health and wellbeing as the focus. The School Health Advisory Committee (SHAC) will be responsible for evaluating the policy and the Food and Nutrition Services will be responsible for monitoring compliance.

Breakfast, Lunch, and Snack

- When purchasing a lunch from the cafeteria, students must take 1/2 cup of fruit or vegetable and 2 other components to qualify as a complete meal.
- Access to water will be available in all cafeterias.
- All nutritional content will be available online and through the Schoolcafe Mobile App.

Classroom Celebrations

Parents are welcome to send in an individually prepackaged, easy to eat treat or snack, if desired. Please keep in mind classroom allergies and be sure to communicate with the classroom teacher prior to providing any food items. Food cannot be homemade and must be from a licensed food service establishment and have an ingredient label.

Classroom Food/Rewards

- Classroom rewards and snacks should meet Smart Snack Nutritional Standards.
- Non-food alternatives should be used as rewards.
- Students are allowed to have water bottles unless there is a discipline issue.
- Fundraising foods cannot be sold during meal service hours.

Nutrition Education

Elementary and Middle Schools will provide at least one hour of nutrition education monthly. This nutrition education can be incorporated into other subject areas including physical education.

Physical Activity

- Students will participate in a total of 150 minutes of PE per week. This will be provided by our Physical Education teacher and homeroom teacher.
- In addition, students will have an opportunity to participate in 20 minutes of recess on a daily basis.
- Physical activity (including recess) will not be denied or required as part of discipline or punishment

Opportunities for physical activity will be included in other subject areas and stretch breaks will be incorporated where possible.

School Clinic

The school clinic is available for students who become ill or are injured during the school day. If the illness or injury is of such a nature that the student needs to go home, the parent will be notified and be expected to make arrangements for the child to be picked up from school. The telephone number for the clinic is (941) 776-4040 ext. 79261. Please do not send a sick child to school as we do not have facilities to care for him or her.

Notice in Regard to Administering Medication

For children to receive medication during the school day the following guidelines must be followed:

- Only prescription medicine will be given.
- All medications and medical supplies to be administered in school to an elementary student must be delivered to the school by a parent or other responsible adult. When presented in the clinic, parents will fill out the authorization for medication form before the medication is given.
- Prescription containers must be childproof, contain the child's name, attending physician, the name of the medication, the amount to be given, the frequency of administration and any special instructions.
- Sample bottles of medication must be accompanied by a written prescription and labeled with the child's name.
- The parent and/or physician should make school personnel aware (in writing) of symptoms or possible reactions relating to the medication or lack of medication.
- No medicine for acute or contagious illness should be given in schools. Children should be home under these conditions.

Emergent Medical Needs

For children who have emergent medical needs, please make sure that this is communicated to our school nurse, Amber Getman-Taylor (LPN), administration, and the classroom teacher by phone or email. It is important that we ensure proper communication occurs to all necessary parties.

Clinic Contact (LPN)
Amber Getman-Taylor
(941) 776-4040 ext. 79261
getmantaylor@manateeschools.net

School Website

Please regularly visit our school's Website for ongoing updates throughout the school year. <https://www.manateeschools.net/williams>

Social Media

Follow us on Facebook @ <https://facebook.com/WilliamsPTO> to see the incredible things we are doing here at Williams Elementary!