

WILLIAMS ELEMENTARY SCHOOL PARENTS INFORMATION

2018-2019

- 1. When can I drop off my child in the morning. How soon do I need to pick them up once school is over?** Students may be dropped off **NO EARLIER than 7:45AM** AND must be picked up **NO LATER than 3:20PM**. Doors are locked at 8:00AM. **We DO NOT** have Staff members here to supervise students prior to 7:45AM, and **ALL teachers** require time before & after to meet, plan, copy, grade, return parent calls and emails. **We appreciate you being ON TIME** to pick up your child each day. Please note that if you are delayed due to traffic or another emergency, simply contact the office at 417-523-2000, and let someone know you're on the way.
- 2. Where do I drop my child off in the morning?** Students may arrive no earlier than 7:45 AM. **The car line** is entered by the **2nd driveway off Park Ave.** The APR doors open 7:45AM. Please **DO NOT PARK or WAIT** for your child in the front parking lot **NOR** along the side of Park Ave for the safety of your child...as these areas are **heavy with traffic** during both drop off and pick up times. **As an ALTERNATE**, you can drop off and pick up on the other side of the bridge, on Roosevelt.
- 3. What do I do if my child is late to school in the morning?** Teachers will come and get their students from the APR at 8:00AM, escort them back to their classroom where they will have breakfast. **School starts at 8:15AM. ALL STUDENTS who arrive after 8:15AM MUST CHECK-IN AT THE OFFICE** for a tardy slip. Our school Administrative Assistant keeps track of the tardies in the morning, and these are recorded on our student information software system. **This becomes a part of your child's attendance record and the total number of tardies will be listed on your child's report card at the end of each quarter.** When students arrive late to class, they feel less organized and often embarrassed, as their friends have already started their learning day. If seen as a chronic issue, then the Attendance Officer will be notified per district policy. Per State Attendance Law, any **student arriving after 8:15AM** goes against the child's attendance record, and may miss breakfast.
- 4. I am constantly hearing about the importance of my child's attendance in school. Why is it important that he/she is here every day?** Attendance each and every day of school is **VITAL** to your child's **academic and social growth**. School curriculum is designed in a progression, which means if your child misses significant number of days of school, they will miss out on much of what they will need to move on to the next concepts, and possibly grade level. Children like to be in school because learning is fun and friends are great!. When they miss school, they miss out on their own fun & learning, and that learning must be made up before the child can move on, so, it's best if they are here each day, **ON TIME**, so they can be a part of the learning the first time it is presented by the teacher.

5. **What is the District's policy for illness and fevers?** We know that there are times each year when we simply cannot escape the illnesses that go around. Schools are wonderfully social places, but is for that very reason that children can spread colds and other illnesses to one another quite easily and fairly quickly. We stress good hand washing at all time, but it is impossible to keep all children healthy at all times. If your child does come down with a fever of 100 degrees or more, they must stay at home. **STUDENTS MUST BE FEVER FREE FOR 24 HOURS WITH NO FEVER CONTROLLING MEDICATION BEFORE BEING ALLOWED BACK AT SCHOOL.** Sometimes children do not have a fever, but have other interrupting symptoms such as vomiting and/or diarrhea. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY HAVE BEEN VOMITING OR HAVE DIARRHEA,** because if these symptoms are noticed or reported at school, a parent or guardian will be called to pick up the child. Again, children should be symptom free for 24 hours without medication in order to return to school. **We know it can be frustrating and often difficult** to take time off of work, or arrange childcare for a sick child, but, **for the health and wellness of ALL** of the Williams' students and staff it is important that ill children not be in school to spread sickness to others.
6. **My child was sick today. How do I get homework?** If your child is sick for MORE than 1 day of school, you are welcome to phone the school, or contact the teacher directly, on the morning of the 2nd day missed and request a homework packet. You will need to phone us before noon, so that the teacher may have time to gather your child's homework. Homework will be available AFTER 3:00PM that day. Please know that school days are busy and if homework is not in the office by 3:00PM, we'll get it there as soon as possible.
7. **Need to speak with your child's teacher during the day?** We know there are times when you need to contact your child's teacher during the day to discuss an issue or return a phone call. We are always happy to take a message and a phone number so the teacher can call you back, or you can call your child's teacher during his/her planning time. Contact can also be made thru DoJo or emailing the teacher directly. **PLEASE DO NOT SEND SENSITIVE INFORMATION ON THE TEACHER'S VOICE MAIL, ESPECIALLY IF IT CONCERNS A CHANGE OF PLANS FOR AFTER SCHOOL.PICK UP.** Feel free to leave a message with Mr. Robert in the office with any time sensitive information.
8. **I have attempted to reach my child's teacher multiple times and I have not received a return phone call. What can I do?** If you have attempted to reach your child's teacher and have not been successful at making contact, **please phone the office at (417) 523-2000,** and we will hand deliver a message to the teacher. We desire to ensure that all families feel like they have access to their child's teacher when needed. Teachers will be unable to return phone calls during their instructional time, but will call you at their first opportunity when no children are present in the room.

- 9. Parent-Teacher Conferences are always at the end of the 1st quarter, but what if I would like a conference later in the year?** This is no problem!. Teachers are always willing to meet with you if you have concerns or challenges you'd like to discuss. All you need to do is send a note, an email, or call the teacher and a conference can be easily scheduled.
- 10. Visiting the building during the school day?** We enjoy having you visit us at school. We know there are times when you want to eat lunch with your child, or have a conference with your child's teacher. SPS Board Policy KK states that ALL VISITORS to ANY SPS BUILDING must sign in at the office and obtain a visitors badge. You will need to wear the badge the entire time you are at school so that staff members know you have checked in with the office. Your visitor's sticker should be worn in a location that is visible to staff members. At all times, visitors must treat students and staff members with respect. Our staff members are professionals, and as such, we expect professional behavior from all visitors to the building as well.
- 11. Free and Reduced Meal Program:** Through grants and other federal funding, **each child and staff member may eat breakfast for free every day of the school year. School lunches ARE NOT free**, but can be purchased for \$2.65 per day (or .40 cents for those that qualify for reduced price lunch). Some families will qualify for free & reduced lunch based on qualifying income criteria. An application form is available through the office, or, if you have internet access, an **online form can be viewed at WWW.SPS.ORG** (Click on Parent, then Click on Nutrition to find the application). If you meet the income guidelines, your child may qualify. This determination is not made on site, but we can put you in touch with the office that handles these confidential applications. **You MUST APPLY for the program EVERY YEAR**, as it does not carry over from year to year. If your family qualified last year, you will need to fill out a new application for this year, or your family will be required to pay for any charges that your child accrues for eating lunches.
- 12. I want my child to be safe each day he or she is at school. What does the school do to keep my child safe:** Your child's safety and protection is of utmost importance to us here at Williams Elementary. **ALL STAFF** members have a copy of the crisis plan, which is updated yearly (or more often if needed). **ALL STAFF** members have been trained in what to do in the event of a crisis. The school does have crisis drills (which are practiced multiple times throughout the school year), and each **teacher discusses the importance of safety** while at school. **ADDITIONALLY**, during the school day **ALL EXTERIOR DOORS** are locked. **Staff members & students have been trained to never allow any person in through a door that is locked, so, PLEASE DO NOT knock on any of the exterior doors during the day expecting to be let in. ENTRANCE INTO THE SCHOOL, during the day, is solely made through the MAIN ENTRANCE only.** As well, **Williams Elementary School's reunification location is at the Freewell Baptist Church lot**, directly to the North of the school on Park Ave. Should a school evacuation ever become necessary, this would be the reunification point which to pick-up your child.

- 13. If my child gets in trouble at school, what will happen?:** There are several answers to this question. There are times when a teacher will send a student to the Principals Office for a “pep talk.” If this happens, the Principal may, or may not, call you depending on how serious the infraction was and where it falls on the scope and sequence for discipline. For example, if a student is starting to talk a little too much in class so that it is disturbing others, the Principal may have a conversation with your child, but because the infraction is not serious, there might be no phone call home. However, if a child has broken a significant rule as defined in the scope and sequence of discipline (printed in the Student Handbook which is available online at www.sps.org, then you can expect a phone call. **Often, the student is issued a warning by the Principal for the first infraction, but if the behavior continues, the consequences can include loss of free time, In-School Suspension, or Out-of-School Suspension. The Principal also holds discretion to remove students from future fun activities such as field trips or assemblies.**
- 14. It’s my child’s birthday! Can I send treats?:** While Williams has participated in a no-birthday treat policy for several years, **NOW ALL SPS SCHOOLS have switched to this policy as outlined by our Health Services Department and School Board policy.** Students will be recognized in the mornings on the announcements. If your child’s birthday falls in the summer months when school is not in session, we will still want to recognize their birthday. All summer birthdays will be recognized in the last month of school.
- 15. My child is having a birthday party. Can I send invitations to school to be passed out to classmates?** We know birthday parties can be a lot of fun! If you **plan to invite every child in the classroom to the party**, then you are welcome to send invitations to school for the teacher to pass out to each classmate. **HOWEVER**, if your birthday party will **include some, but not all your child’s classmates**, you will need to find an alternate method of sending out invitations (email, postal mail, personally delivering them to houses). **This rule is enforced so that no students feel left out when invitations are being passed out in class.**
- 16. Is there a DRESS CODE at school?** Springfield Public Schools publishes a **dress code for ALL STUDENTS**. While most attire is acceptable, there is a more specific list printed in the district handbook that is available at www.sps.org. It is important to remember that students **MAY NOT WEAR** shorts with explicit language or offensive phrases, or shirts with advertisements for alcohol or cigarettes. Girls **MAY NOT WEAR** shirts where the midriff is bare, or that are cut to low in front and/or back. If a teacher has a concern for a student’s attire, that student is referred to the Principal or the Counselor, and they will make the Counselor decision to either contact the parent or offer the child a different shirt.

- 17. What does the PTA do for our school?** Williams Parent-Teacher-Association (PTA) is made up of parents that volunteer their time to coordinate activities for the school, plan events for the school, and support teachers by providing financial assistance for special occasions, as requested. **ALL PARENTS, GRANDPARENTS, and STAFF MEMBERS are encouraged to join our school's PTA.** This dedicated group of volunteers is **ALWAYS looking for helpers.** Please call the office and speak with Mr. Robert if you would like to get in touch with our PTA Board members. They will be happy to help you find ways to serve the boys, girls, and staff members in our community.
- 18. I have concerns about my child, who should I speak with?** We desire for parents to be involved in their child's education, and this includes open lines of communication between school and home. If you have a concern that affects your child in the classroom, the teacher is the first point of contact. While you may think to contact the Principal first, the teacher is the person that knows your child and the situation the very best. Once you have contacted the teacher, if you desire to further resolve your issue, please contact Mr. Robert in the office make an appointment to visit with the Principal. When you call the Principal, she will ask if you have already conferenced with the teacher. If you desire a conference with the teacher AND the Principal, that can be arranged at a time that meets everyone's needs. **All conferences will be conducted with professionalism and with respect to time for all participants in the conference.** Please also know that the Guidance Counselor is available.
- 19. I have heard that my child's grades can be viewed online. How can I get access?** Each family has the ability to view their child's grade cards online through a **program called Home Access Center (HAC).** Teachers use this program to record homework assignments and post grades for grade cards, and **with a special ID and password,** you can view it as well. You may see the school Administrative Assistant. Mr. Robert, to discuss how to gain access to your child's academic records. Please remember that Kindergarten, First, and Second grade students **DO NOT** receive traditional "grades", rather their teachers are looking for competencies in academic areas. Traditional grades of A,B,C, etc, are given beginning in the Third grade.

20. My child has regular appointments with outside therapy providers. How will this affect his/her attendance. We understand that there are times when children have that require regular visits with a physician, therapist, or licensed counseling provider. If this is the case, **PLEASE PROVIDE THE ADMINISTRATIVE ASSISTANT** in the office with a **copy of upcoming appointments**. If appointments are routine and ongoing, the school may choose to code the absences in a way that does not count against them in the event of incentives for attendance (perfect attendance parties, for example). **HOWEVER**, the State Department of Education (DESE) maintains a rule that when students are not present in the building (excluding school events such as field trips), they are considered absent, and therefore are counted “absent” for purposes of school funding. Some students in this situation may qualify for a Section 504 Plan. Please see the school Principal for questions regarding Section 504 Plans. These special absence codes are not for short term situations such as orthodontist or orthopedic (broken bones) type appointments, for example.