



Williams Elementary School

2205 W. Kearney Street 65803

Phone 417-523-2000 Fax 417-523-2095

Dear Mustang Family,

We are so excited to welcome your student back to Williams. The following information outlines our procedures and expectations. Our main office will be open starting Friday, Aug. 2nd. If at any time you have any questions, please call us at 417-523-2000. The first day of school is Monday, August 19, 2024. The first day of school for our PreK, Wonder Years, students is Wednesday, August 21.

School Hours

PreK-5th is from 8:10am - 3:10pm

Doors open at 7:40 am with students waiting in the gym. At 7:55 am, students are dismissed to get breakfast and walk to class. School begins promptly at **8:10 am**. Students must be dropped off through the carline or bus line. Adults must remain in their vehicles. Students will have their first day of school, and they will practice the expectations for their classroom, restroom, hallway, cafeteria, and arrival/dismissal. This ensures students know where our new spaces are, how to keep them clean, and how to show PRIDE behavior in each area. School dismisses at **3:10 pm**. For any student who arrives late or is picked up late must be signed in and out by a guardian in the main office.

SPS Back to School Bash

Saturday, July 27 9:30-2:00 p.m. at Springfield EXPO Center (635 St. Louis Street)

Springfield Public Schools' [Back to School Bash](#) is an event for students and families to prepare for the upcoming school year. This event will offer backpacks, hygiene kits, groceries, immunizations, connections to community resources, and more!

****There will be a \$20 gift card for up to 5,000 people who fill out the Free & Reduced Application at the Back to School Bash or can provide proof they have filled it out for the 23-24 school year (show confirmation code). One per family; must be 18 or older to fill out the application and to receive the gift card.****

SPS is dedicated to providing district families with the support they need. The event is open to all SPS students and families. Free parking in the parking garage East of the Expo Center.

Williams Meet the Teacher

Thursday, August 15 8:00-9:00 am

Join us this morning to meet your student's teacher, grab your car tag, sign up for our Parent Booster Club, and much more. Before meeting your student's teacher, all parents and students will meet in the gym for a brief overview of the expectations at Williams. We will go over important information to help make sure your student is successful.

School Supplies

Parents will need to purchase school supplies that are listed below for their students. Other supplies will be provided by our community partners: Freshwater Church, Grace Church, and Vital Farms. If you would like to provide classroom supplies we are always in need of Kleenex and Clorox Wipes.

WY				
School Box	Crayola Crayons 24 pack	3 glue sticks	Backpack	Rest Mat
Kindergarten				
School Box	Crayola Crayons 24 pack	3 glue sticks	1 plastic polyvinyl folder with pockets and brads	
1st grade				
School Box	Crayola Crayons 24 pack	3 glue sticks	1 plastic polyvinyl folder with pockets and brads	1 wide-ruled Composition Book
2nd grade				
School Box	Crayola Crayons 24 pack	3 glue sticks	1 plastic polyvinyl folder with pockets and brads	
3rd grade				
School Box	Crayola Crayons 24 pack	2 glue sticks	1 plastic polyvinyl folder with pockets and brads	1 wide-ruled Composition Book
4th grade				
Crayola Crayons 24 pack	3 glue sticks	1 plastic polyvinyl folder with pockets and brads	1 packed of Wide-Ruled loose leaf paper	1" White Binder
5th grade				
Crayola Crayons 24 pack	3 red pens	1 packed of Wide-Ruled loose leaf paper	1 package of Binder tabs (7 tabs total)	

Drop Off & Pick Up Procedures

Arrival: Doors open at 7:40 am. Students should not be dropped off earlier than 7:40 am because there is no supervision. Students will go straight to the gym. At 7:55, students will pick up breakfast and will walk to class. School begins promptly at **8:10** am and after **8:10** am they are late. Attendance is taken at **8:10** am so instruction can begin on time. Please do everything to ensure your student's day starts off on the right foot with being to school on time and getting breakfast.

Dismissal: For the safety of our 350 Mustang students, every student will have a Transportation Form on file in the front office and guardians must present their yellow pick up tag before a student is dismissed. The tag may hang on the car's rear view mirror to show a school staff member. If a car tag is not present, the guardian will be called and the adult picking the student up will need to show photo identification and upon confirmation the student will be dismissed.

- Students will be car riders, bus riders, attend Boys and Girls Club, YMCA/Bridges, or walkers. There is **NO PARENT WALK UP SECTION** and all adults must remain in their vehicles. **DO NOT** park in the front parking lot or use it as a drop off lane. Cars *should not* park across the street at the bridge to pick up students as these should be for students who walk home. The car line is typically done in 15-20 minutes, but may take longer the first week of school as it is a new routine for students and parents.
- **Car Pick Up** will go all the way down Park Street and turn into the 3rd driveway on the west side of Park Street. The cars will form 2 lines and pull up to the front of the driveway. A staff member will walk through and enter your student's name (please have it visible in the windshield) into a list for the teachers. Students will be walked out in groups to the car line. Guardians can help speed up the process by being ready to receive your student, getting them buckled, etc. All cars will load and will wait for the staff member at the front of the line to dismiss the group. All traffic will exit the parking lot **TO THE LEFT**. This allows for more cars to exit at once and will speed up the car line process tremendously. To access Kearney you can turn right on Farm Rd. 112 (just past the church on Park) and then turn right on Albertha. **DO NOT** turn right out of the parking lot as this causes traffic congestion and stalls the carline.
- **Walkers** are students who walk alone or with siblings and they will be walked to the bridge by staff members. Staff will not be escorting students across the bridge.
- **Changes to dismissal** must be made before 1:00 pm to ensure the student gets to the correct dismissal area. **Students will not be dismissed early starting at 3:00 and will follow their original dismissal plan.** Please try to keep the same dismissal routine every day. We will not be able to make modifications to dismissal changes without parent communication (phone call, note, or email). We do understand that emergencies happen and transportation must be rearranged sometimes, so please communicate with the school as soon as possible. If dismissal changes are occurring frequently, the guardian will be contacted to determine if there is a transportation need.

Boys and Girls Club on Site (417-862-9249) SPS will continue to offer before- and after-school support. Any student can attend, and enrollment is free this year for all students. Registration is open and details are available at www.sps.org/shine. Before school care starts at 6:30 am and after school care is from 3:10-6:30 pm for children 5+ years of age. Check with Boys & Girls Club for details. Students will be dismissed to the BGC area from their classroom and will sign into the BGC area. Parents will drop off & pick up their student from BGC doors and must remain in their vehicles.

Attendance

It is the mission of Williams and SPS to have students reach 95-100% attendance by the end of the year. Students who have 95-100% attendance will be able to participate in celebrations throughout the school year.

Research also tells us that students who have 95-100% attendance are more likely to be on grade level in reading and math, and have a greater chance of graduating high school. We are preparing our Mustangs for their future and need your help to ensure they are prepared and that starts now in elementary school.

- **Tardies:** Students who arrive after 8:10 am must be accompanied by a parent and signed in at the front office. Tardies are counted against the student's attendance percentage. If your family needs a resource to get your student to school on time, please reach out to our main office 523-2000.
- **Leave Early:** If a student has to be checked out early, a guardian must sign them out. Please make every effort to schedule appointments or other activities after 3:10 pm
- **Absences:** For every absence, a guardian must call the school and let the administrative assistant know the student's name, reason, and the teacher's name by 8:10 am. If there is no contact, an attendance officer will be sent to check on the safety of the student. Williams has many students who walk, and we must know the location of every student (at school or not at school) to ensure they are where they are supposed to be. The safety of all our Mustangs is of utmost importance. Absences are considered excessive when a student misses 2 or more days each month. It is our desire to have students at school as much as possible to ensure their academic success. If at any time, your family needs help getting your student to school, please reach out to us at 417-523-2000.

Behavior

It is the mission of Williams to have all students exhibit PRIDE behavior. Students who show PRIDE behavior are **P**ositive, **R**espectful, show **I**ntegrity, are **D**ependable, and give their best **E**ffort. One student from each class will be nominated as the PRIDE Student of the Month and will be celebrated at our monthly PRIDE assemblies. Teachers will handle behaviors proactively, but if a student's behavior interrupts the learning environment or is unsafe they will communicate this to parents.

It is our Williams commitment to ensure every student feels safe at school and is able to learn in a calm and orderly classroom environment. The staff will positively and proactively work with students with varying needs to ensure students are able to identify their feelings, correct their behavior, and make a plan to be successful. It is vital that the school and our Mustang families work together to make sure our students are growing academically, socially, and emotionally during their time here at Williams.

If at any time you have questions or concerns, please call your student's teacher as your partnership is the key to your student's success.

Celebrations

Student birthdays are recognized by staff and students during the morning announcements. If you wish to bring an item for the class to share in honor of your student, **please send in items such as pencils or stickers**. The school district Wellness Policy states that student birthdays will be non-food celebrations, so please do not bring in food for the class.

Communication

Please ensure the school has your most updated contact details to receive important information. This includes phone numbers, mailing address, and email address. You can call the school to update this information, communicate with the teacher, call at 417-523-2000 or email Mr. Robert at rmeisenthal@spsmail.org.

Each grade level will send home a weekly newsletter with important dates and learning goals. This will come home every Monday in your student's maroon Mustang folder. Check this folder every week to ensure all important information is reviewed and returned in a timely manner.

Dress Code Policy

If apparel displays or promotes the use or possession of anything that is in violation of any Board Policy (e.g. tobacco, alcohol and drugs) it is prohibited. When, in the judgment of the Principal, a student's appearance violates this policy, the student may be required to make modifications. Examples include, but are not limited to:

- Hats, including beanies, are not to be worn in the school building unless approved by building administration.
- Shoes must be worn at all times. Slippers (bedroom or house slippers) are not appropriate footwear.
- Coats or jackets shall not be worn/used in a disruptive manner by students.
- T-shirts and/or other apparel will not contain profanity, obscenities, suggestive, or provocative statements, statements that cause disruption and uncivil conduct in school, drug, alcohol symbols, advertisements, or gang dress symbols are not to be worn.
- Clothing that promotes disruptive behavior of other students are not allowed.
- Sunglasses are not to be worn in the school building.
- Chains attached to wallets or used as a fashion accessory are not to be worn in the school building or on school grounds.
- Strapless, backless, and revealing tops, or clothing, are not to be worn in the school building.
- Visibly showing your underwear and/or undergarments is not allowed in the building.
- Wearing tops that show the bare midriff are not to be worn in the school building.
- Overly bulky or overly loose clothing including coats that may conceal a weapon or have been used to establish affiliation with groups or gangs whose activities or activities believed to involve intimidation, violence, or other illegal activities will not be permitted at school or school activities due to their disruptive nature on the school climate and educational process.
- Pants should be worn at the waist and not allowed to sag.

Electronic Device Policy

Electronics including handheld games, cell phones, and tablets should not be visible during the school day. School personnel are not responsible for lost, damaged, or stolen items.

Medical

A parent or guardian should bring any medication to school that needs to be administered during school hours. For your student's safety, do not send medication with them in their backpack. The nurse will assist you with a required form.

Parents are expected to perform a daily screening before a student arrives at school to reduce the likelihood that a student will have to be isolated at school and sent home after experiencing COVID-19 symptoms.

1. 3 questions parents should ask before sending their student to school:
 - a. Is your current temperature higher than 100.4 degrees Fahrenheit?
 - b. Have you or anyone in your household had any of the symptoms listed below?
 - c. Have you or anyone in your household recently cared for an individual who is quarantined, is a presumptive positive, or has tested positive for COVID-19?
2. Students who have exhibited any symptoms in the past 24 hours should stay home from school until symptoms resolve.
 - a. Symptoms: Fever, cough, rash, sore throat, shortness of breath, congestion/runny nose, diarrhea, nausea, fatigue, headache, muscle pain, lack of appetite and lack of smell/taste
3. Students who have taken any fever-reducing medications in the past 24 hours should stay home until they are fever-free without using them for 24 hours.

Parent Booster Club

If you are interested in serving in our 1st Williams Parent Booster Club be sure to sign up during our Meet the Teacher Event on Thursday, August 15. This Parent Club will help organize parent and student events, classroom parties, and offer new ideas to incorporate into our school community.

Personal Belongings

Please mark your student's name on backpacks and lunchboxes. Often coats and backpacks are identical, so names are needed. Please leave toys, fidget spinners, etc. at home. These items may be held by the teacher if they are causing a disruption. There is important teaching and learning taking place during the school day, and it is important to avoid distractions for your student and others in the classroom.

Technology

Kindergarten students will be issued an iPad and 1st-5th grade a Chromebook. Their device must stay at school so it is charged and ready to use for schoolwork. Devices will not go home with students.

Visitors

We will be able to have visitors on site who are providing educational support such as our reading buddies and lunch buddies. Parents may attend assemblies and other school events throughout the year. You will need to present your government issued ID and sign into our Hall Pass system.

The Williams' staff and I cannot wait to partner with you and your student this school year to help them grow, learn and thrive. We look forward to seeing you and your student at our Meet the Teacher event Thursday, August 15 from 8-9am and again on the first day of school Monday, August 19!

Sincerely,

Bret W. Ingle

Williams Principal

bwingle@spsmail.org