

HOME OF THE EAGLES – WHERE LEARNING TAKES FLIGHT

Williams Traditional Magnet Elementary School

Parent-Student Handbook



**2023-2024
7301 Evergreen Drive
Little Rock, AR 72207
501-447-7100**

**Darian L. Smith, Interim Principal
Morgan Ealy, Assistant Principal**

August 14, 2023

Greetings:

It gives me great pleasure to welcome you back to a new school year. We hope that everyone has enjoyed your summer break. We would like to extend a special welcome to our new students and parents.

The staff of Williams Magnet Elementary School looks forward to working closely with our students and parents to ensure that everyone achieves their full potential. In this regard we intend to use parent conferences (at least two per year) and *eSchool HAC (Home Access Center)* as a means of communicating with you and our students on their progress. We ask for your assistance by attending all parent conferences, parent meetings, school activities and signing and returning all documents the next school day following receipt of documents. But most importantly, make sure your child is at school each day, on-time and that they stay the entire day.

Our goal is to develop a partnership with each family that we serve. Collaboration between the school, home, and community will enable us to create a professional learning community that will benefit every student at our school. The first step in becoming a part of this partnership is to join the Parent Teacher Association (PTA). **Our membership drive will begin at “Open House” in September.** In the *Spirit of Excellence*, our goal is 100% Membership.

We are here to assist you and encourage open dialogue between the home and school. The Administrative Team is just a phone call or e-mail away. We can be reached at 501-447-7100 or by e-mail at Darian.Smith@LRSD.ORG or Morgan.Ealy@LRSD.ORG. Please feel free to share your concerns and suggestions with us at any time. We believe in having an open door policy and being visible and available for staff, students and parents. **However, with the increasing need for us to be in classrooms on a daily basis, we will not be available for unscheduled conferences or meetings during the hours of 7:40 a.m. – 10:30 a.m.** This policy will allow us the opportunity to be in classrooms to observe instruction and to assist students and teachers.

Thank you in advance for your cooperation.

Darian L. Smith
darian.smith@lrsd.org
Interim Principal

Morgan Ealy
morgan.ealy@lrsd.org
Assistant Principal

CONTACT NUMBERS

Main School Number	501-447-7100
Secretary	501-447-7152
Attendance Secretary	501-447-71
School Fax	501-447-7101
Nurse	501-447-7105
Counselor	501-447-7104
LRSD Main Number	501-447-1000
First Student Bus	501-447-4130
Late Bus Information	501-447-4160

Williams Traditional Magnet School

Mission Statement

To inspire each student to reach and maximize their potential in a safe and nurturing environment.

Vision

To provide a quality education where all students SOAR

S - Supporting

O - Opportunities

A - Achievements

R - Responsibilities



School Motto

Home of the Eagles

“Where Learning Takes Flight”

Little Rock School District

Mission Statement

The mission of the Little Rock School District is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously, and face the future as productive, contributing citizens.

This mission is accomplished through open access to a diverse, innovative, and challenging curriculum, in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

Animals at School

Animals may not be brought to school without prior approval from the teacher and school administrator. Animals are not permitted to be transported by the school bus.



Attendance

A student's achievement in school is directly related to attendance. Students who have excessive absences do not make acceptable progress and are prone to failure. Excessive absences also create extra tasks and work for the teaching staff, thus reducing their effectiveness for other students. It is the responsibility of the parent/guardian to see that the student attends school daily. Parents and students need to treat this issue seriously. Irregular attendance, tardiness or truancy will result in a referral to the Juvenile Court as per the LRSD Student Handbook. Attendance is taken through the last day of school. Please be sure your child is in school.

The parent/guardian must notify the school attendance office at (501) 447-7100 9:00 am on the day of the absence. Documentation of the absence must be submitted to the school within 48 hours. Failure to do so will result in the absence being recorded as unresolved.

It is the intent of the Little Rock School District that students with excessive absences due to illness, accident, or other unavoidable reasons be given assistance in obtaining credit for their courses.

Full Day or Half Day Absences

An absence may be resolved by the administration for:

- Student illness
- A serious family emergency
- A medical appointment which cannot be scheduled after school
- An authorized religious holiday
- School authorized event

Teachers will include daily classroom work for which grades will be given as a means of encouraging good attendance. Daily classroom activities provide necessary preparation for maximum levels of achievement on tests and other forms of student evaluation. ***Any absence that does not meet Little Rock School District requirements for a resolved absence will be declared an unresolved absence.*** Regulations for student attendance state that for denial of credit, promotion, or graduation, absences cannot be categorized as excused or unexcused. Parents must be notified in writing or by phone when the child has accumulated six (6) absences.

Tardiness

Tardiness interrupts the learning process in the classroom. It is the responsibility of the parent/guardian to see that the student arrives at school on time. A student receives a tardy when he/she fails to be in the classroom or other assigned location by the time the 7:45 a.m. tardy bell stops ringing. There are no excused tardies.

Any student who arrives after 7:45 a.m. must be accompanied by their parent who must sign their child in at the school office. The student will then receive a tardy slip which is required before they are allowed access into the classroom. Tardies accumulate on a semester basis.

****Students may not be eligible for incentives if he/she has absences or tardies.**

Make-Up Work

Students may make up work for absences and for short-term, out-of-school suspensions. It is the student's and/or the parent's/guardian's responsibility to request make-up assignments upon returning from absences. All homework requests should be made with the teacher. Students will have a specific time period to submit make-up work. For example, if a student missed (3) days. They will have (3) days from their return to school to submit the work. If make-up work is not submitted within the specified days of returning from an absence, the student forfeits the opportunity to make up work missed.

*****Any homework request after 12:00 p.m. may be picked up the following day.**

Early Check Outs

Circumstances may require a parent to pick up their child from school early. Please do not call the office and ask that students be called out of class and wait in the office for someone to arrive. This interrupts valuable instruction time. Parents need to allow time for their child to be called out of class and arrive at the office. Parents must sign their child out through the office on the appropriate form. Please do not check your child out early unless it is an emergency.

Early check-outs must be prior to 2:00 p.m.

Since office personnel are busy with the end of school activities, making transportation calls to classrooms, bus announcements and end of the day school messages. Early checkouts will also result in the student being marked tardy. **Parents making an unexpected change in how the student gets home in the afternoon must do so in writing or be sure to call the office by noon on the day of the change.**

*****Please make every effort to make transportation changes with your student before they leave home and send the change to the teacher in writing.**

Early Morning Drop Off

The building will not be open until 7:15 a.m. except for students in the CARE Program. No students are to be dropped off before 7:15 a.m. Car riders must remain in their car until 7:15 a.m. bell. Supervision will not be provided until 7:15 am. Therefore, **NO** student is to be left in front of the building before 7:15 a.m.

Other Regulations

Only parents, legal guardians or their authorized representative are permitted to pick up a student at school. For the safety of our students and staff, parents will not be allowed to enter the hallways prior to the dismissal bell. Parents and visitors are not allowed to enter the building without signing in at the front office and wearing a visitor tag. If parents want to pick up their child after the dismissal bell, please do so by waiting outside in the carpool area. All car riders must be picked up by 3:10 p.m.

Family Trips

Parents occasionally have an opportunity to take their child on a special trip. We believe that students learn much while traveling, and we try to help your child take advantage of educational opportunities that arise through travel. If possible, try to arrange special trips during school holidays. If the special trip cannot be arranged during school holidays, we ask that you notify the principal and teacher in writing ahead of time so the attendance can be marked appropriately.

Bus Passes

Students may only ride the bus to which they have been assigned. Non-bus riders are required to have a bus pass provided by the school office before they will be allowed access to a school bus. No one will have permission to ride a bus that they have not been assigned to by the LRSD. Bus transportation is provided to and from home only.

Bus Transportation (First Student)

Transportation Contact Information

Main Number..... (501) 447-4130

Late Bus Information.....(501) 447-4160

Bus Stop Changes.....(501) 447-4161

When calling First Student regarding your child's bus, please know the bus number and pick up location.



Bus Safety

To ensure student safety, we have designated a bus loading zone which is in the rear of the building. There is **NO PARKING** in the bus zone at any time, and children **MAY NOT** be dropped off or picked up in the bus zone from a private vehicle. Bus zone is for DayCare vans with vehicle identification and buses only.

Students who ride the bus must follow all rules and regulations of the school district. For a complete list of transportation regulations, please refer to the LRSD Student Handbook. Disciplinary action taken ranges from minimum to maximum. Parents will be given a written report informing them of any disciplinary incident involving a student on the school bus or while waiting at the bus stop which may jeopardize the safety and well-being of all students or himself/herself. Parents are urged to both appreciate action taken by the bus driver and cooperate with the corrective action initiated by the school district. ***Failure to follow bus rules and regulations could lead to the loss of bus privileges.

Parents should refrain from discussing bus matters with drivers at bus stops. They should call the transportation office at (501) 447-4130 to discuss the issue. For the safety of all students, parents should not step onto a school bus for any reason, unless invited to do so by school personnel. Students must know their bus route number, their home address, and home telephone number. Such information should be written down and taped onto backpacks.

Care of School Property

Students are expected to take care of school property, including the building, equipment



and books. A student who deliberately damages school property is subject to disciplinary action. Parents/guardians are liable for all damages.

Carpool Safety/Carpool Access

Here's how to help us keep Williams safe for our children!



- ⇒ During carpool drop off and pick up, all students are to use only the right lane when entering/exiting your vehicle. Please be aware that our driveways are **one-way**. The right lane is for dropping off/picking up students and the left lane is for through traffic going to the lower parking lot for visitor/staff parking or for pulling through to exit. **Please make sure that students are ready to exit the car with all belongings promptly when the car stops.** It is very dangerous for students to leave their vehicle from the left lane and cross traffic. Students cannot be dropped off before 7:15 a.m..
- ⇒ **Please pull ALL THE WAY forward in the carpool drive.** This will allow the maximum number of cars to pull in behind you. Also, please wait until the door to your car is closed behind your child before driving off. Please be courteous to the staff and safety patrol students directing the carpool line. If you have to get out to assist your student, please park in the bottom parking lot. *Parents, DO NOT exit your car in the drop off line.
- ⇒ If you are late for school and arrive after 7:45 a.m., you will need to park in a visitor's space and walk your child in through the front doors. We require a parent or guardian to sign them in at the reception desk before they are allowed access into class.
- ⇒ Please obey speed limits and traffic signs both on Evergreen and on school property. **Put your cell phone away until you have left the parking lot.**
- ⇒ *We have several students with special needs that need extra assistance. Please be patient in these cases.*

CARE Program

Students enrolled in the morning Little Rock School District CARE program may arrive at school as early as 7:00 a.m. Please use the side entry doors for dropping off and picking up students. Students will be supervised by CARE teachers until time to go to the classroom. Students who are enrolled in after-school CARE may stay at school until 5:30 p.m. This is a day care service provided by the school district for a fee. For complete details and additional information please contact the CARE office at (501) 447-1880.

Change of Address/Phone Number

It is very important that every student maintain an up-to-date address and telephone number on record. Please notify the office immediately at (501) 447-7100 if you have a change of address or telephone number during the year. An address correction form must be completed and provided with two forms of proof of current address before records can be changed. We would hate to have an emergency and not be able to contact you.

Changes in Transportation Home (Emergency Changes)

Do not leave a voicemail with your teacher for changes in transportation. If you have an emergency change in transportation home, call the main office at (501) 447-7100 or 7152 and they will relay your message to the student and teacher. **Messages regarding students' transportation need to be received by the office no later than 12:00 p.m. *** Non-emergency changes should be made in writing to the teacher at the beginning of the school day. Do not call the office daily.**

Discipline

One of the characteristics of an effective school is providing an environment that is safe and orderly. With this in mind, Williams Traditional Magnet School maintains high expectations of student behavior. All pupils are expected to know and comply with school rules, to cooperate with their teachers and other staff members and to greet all persons on the campus with respect and kindness. Likewise, staff members are required to treat students with respect and consideration. The staff and students are expected to work together. Students who come to school knowing this will have very few problems with discipline. Every student will be taught procedures and expectations, and will be specifically informed of each teacher's classroom rules. Students will be held accountable for these rules.

We expect proper conduct from all students. Every child has the right to feel safe at school and to be in a productive learning environment. If your child has any problems, have him/her contact the classroom teacher, the counselor, the principal, or any other adult school employee.

Each parent must review the school rules with his/her child/children. It is also important that parents carefully review the LRSD Student Handbook Code of Conduct for K thru 5th grade students. This code of conduct is more comprehensive and includes district consequences for misbehavior. It is very important that each parent and child have a clear understanding of the rules for appropriate behavior and of the consequences that will follow if a child chooses to break the rules. We feel that the following discipline regulations will assist in creating the safest possible school environment for your child/children.

School Rules

1. Be on time and enter the school/classroom quietly.
2. Follow all directions when given.
3. Keep your hands, feet, and objects to yourself.
4. Walk quietly on the right hand side in the building at all times.
5. Respect yourself, others and your school.

Individual Classroom Rules

These will be sent home by your teacher for your signature, returned to school, and kept on file.

Consequences

Possible Incentives

Weekly classroom teacher's incentives: Treasure Chest, Happy Gram, and Homework Pass, etc.

School Wide: Academic Honor Roll
Perfect Attendance/Tardy
Good Citizenship
Most Improved



Possible Consequences for Minor Inappropriate Behavior

- * Warning
- * Student sent to timeout in classroom
- * Student sent to another grade level teacher
- * Parent Telephone Conference (referral to counselor and parent contacted)
- * Student sent to office (parent contacted)

CONSEQUENCES MAY BE ACCELERATED FOR REPEAT OFFENDERS.

Dress Code



Pants and Shorts

Uniform style pants and slacks should be solid navy blue or khaki. Shorts should be no more than 2 inches above the knee. Capri pants, logos, trim, and designs are not allowed. Pants/shorts must be cotton twill. Denim, knits, spandex and corduroy are not allowed. Pants/shorts should be clean and without holes or tears.

Shirts

Uniform style shirts should be solid red, white or navy blue and should be cotton knit. Shirts must have a collar or turtleneck. Logos, piping or trim are not allowed. Shirts must be tucked in at all times. **Undershirts must be solid red, white or navy if any part is seen.**

Skorts, Skirts and Jumpers

Uniform style skorts, skirts and jumpers may be solid navy, khaki or Williams Magnet plaid; must be no more than 2 inches above the knee. If a jumper is sleeveless, it must be worn with a solid white, red or navy blue collared shirt. Knit, corduroy or denim is not allowed. Shorts, tights or leggings (no ruffles) must be worn under skirts and jumpers and solid navy, red or white. Tights or leggings length must be to the ankle.

Shoes and Socks

Only sneakers and rubber-soled shoes with closed heels and toes are acceptable. Students may wear rain boots on rainy days. Skeletoes, high heels, flip flops, heelys, crocs and sandals are not appropriate. Socks, leggings and tights must be solid red, white or navy and absent of logos or designs. Tights or leggings length must be to the ankle. Socks are required.

Accessories

A belt must be worn if there are belt loops on pants, shorts, skirts, or skorts. Belts must be solid in color. Sweaters or sweatshirts may be worn inside the classroom if they are solid (no logo) red, navy blue or white. Hair accessories should follow LRSD policy and not be disruptive to the learning environment. Caps, visors, sunglasses, etc. should be left at home. Jewelry must be

discrete and not disruptive to the learning process.

Outerwear

Only Williams Magnet Logo sweatshirts or cardigan sweaters may be worn in the classroom. Coats, jackets and headwear cannot be worn in the classroom.

Williams Magnet Logo Clothing

Williams Magnet logo shirts, sweatshirts and jackets are available for purchase from The Toggery on R Street. These may both be worn in the classroom. Hoods are to be worn outside the building only. Spirit shirts may be worn only on Fridays.

PE Uniforms

Students should wear uniform shorts or pants, uniform shirt and rubber-soled sports shoes on the day they have PE class. All students must wear shoes appropriate for PE class such as tennis shoes.

Spirit Fridays

Fridays are designated as Spirit Days. Students may wear a school spirit shirt or field day shirt with their blue jeans or bottoms that meet the LRSD Dress code.

Casual for a Cause Days

Periodically students have the opportunity to participate in a day in which funds are raised for special events/causes. Only students who are participating in the Casual for a Cause theme may wear jeans, sweat pants, dresses or the designated theme for the cause. Casual days will be in compliance with the LRSD dress code policy. Spaghetti straps, tank tops and bare shoulders are not allowed. Clothing should not have offensive graphics or words. Shoes should be appropriate for the school playground. Flip flops, open-toe shoes, high heels and sandals are not allowed. Casual for a Cause day will be announced.

Dress Code Violations

Violation of the dress code will result in the parent being called and required to bring approved uniform clothing to school. Parent will receive written notification and must sign and return this document.

Continued Dress Code Violations may result in discipline sanctions and exclusion from incentives.

End of School Year Procedures

Final Report Cards

Final report cards will be mailed home after the close of school. Please ensure the office has your current address. No report cards will be released early.

Field Trips

Each class will be allowed to have field trips. All field trips must be directly related to the classroom curriculum. Students participating in a field trip must have a signed permission slip

turned in to their teacher prior to the date of the trip. The permission slip must be signed by the child's parent or guardian. Students participating must ride the bus from the school to the destination of the field trip. Only parents or guardians may sign out their child from a field trip. Students are not permitted to ride in a teacher's personal vehicle.

Free and Reduced Meals

All parents will have the opportunity to obtain a Free and Reduced Meal Application on the day of registration. Please complete ONE application on-line for the entire household. New students to the district will be charged full price until an application form has been received and processed. Approval for free or reduced meals includes breakfast as well as lunch. **Federal government has discontinued the program that allowed all students to eat free during the pandemic. Therefore, in order to eat free, the meal application must be completed and approved.

Guidance Services

Williams has a guidance counselor available to counsel students at scheduled times. Students are encouraged to use the counselor's help with academic, occupational, social, and personal problems. Students must have a pass to see the counselor.

Homework

All students in grades K-5 may have homework Monday through Thursday. Teachers may also assign homework for special projects on weekends. Parents should expect to spend time helping students with homework. Students are also encouraged to read at least 30 minutes every night.

Emergency Closings

During an emergency, it might be necessary to close school rapidly and without previous notice. Please discuss with your child where he is to go and what to do in the event you are not at home. Local radio and TV stations are notified as soon as the decision is made to close early. Listen to your radio or TV for word about LRSD schools. PLEASE DO NOT CALL THE OFFICE BECAUSE WE NEED OUR PHONE LINES TO COMMUNICATE WITH THE DISTRICT. When weather or road conditions are poor but expected to improve, the opening of school may be delayed or emergency snow routes may be run by buses. Radio and TV stations will be notified. When the school opens late, the students will be dismissed at the regular time unless early closing is necessary.

Inclement Weather

A decision concerning the closing of the Williams Magnet School due to inclement weather will be made by the Little Rock School District Superintendent. You may check the LRSD website (www.lrsd.org) for school closings and current weather conditions. Notices of any changes in the school schedule will be provided to area television and radio stations.

- KARK Channel 4
- KATV Channel 7
- KTHV Channel 11
- KLRT Channel 16
- KARN Radio
- KSSN Radio



You may also tune to Comcast Cable Channel 4. LRSD-TV posts the most recent updates on school closings in the Little Rock School District.

Lost and Found

Your child's name should be on all articles of clothing, school supplies, or other possessions brought from home. The school assumes no responsibility for a child's personal belongings. Any clothing item or lunch box found by students should be turned in to the lost and found located by the cafeteria entrance. Parents and students are urged to check in the lost and found regularly. Clothing items left unclaimed at the end of each school term will be sent to a local clothing donation center. Money, jewelry or any other articles of value are turned in to the office. Students may claim them after proper identification.

Medication Protocol/Prescription Medication

If it becomes necessary for a student to take prescription medication at school, the following steps must be taken:

- 1. A parent must bring the medication to school where it is counted with the nurse. We cannot accept medication from students.**
- 2. Medication must be in the original prescription bottle labeled with the student's name, the dosage to be administered, and the reason for the medication.**
- 3. A parent must fill out and sign a Medication Authorization and Release form.**
- 4. A parent must pick up any unused portion of the medication.**

OTC medications are not in the best interest of students. We do not give OTC medications unless they are ordered by a physician. No medications may be carried by a student. This includes Tylenol, cough drops, eye drops and the like. Any child with a known diagnosis, such as asthma, diabetes, sickle cell, etc., must have an individual health care plan filled out by physician on file in the health room.

Student Illness

If your child is absent due to illness, please notify the school before noon by calling (501) 447-7100. **If your child has had a fever of 100.4 or more, the child should stay home for 24 hours after the temperature has returned to normal. If your child has vomited or had diarrhea, the child should also stay home until 24 hours after the last episode.** All communicable conditions (i.e. chicken pox, strep throat, head lice) should be reported to the school.



Physical Examinations

Arkansas State Law requires all students entering school for the first time (transfer to LRSD or Pre K) to have a physical examination by a physician. The results of this exam are to be recorded on a form and returned to the nurse. Forms for this physical are provided in the health room.

Health Tips

Health service staff members suggest the following guideline for parents/guardians:

- ◆ Make sure your child receives adequate sleep and good nutrition
- ◆ Keep immunizations up-to-date and keep the school advised of those dates
- ◆ Keep your child home when he/she is ill
- ◆ Notify the school about severe allergic or chronic conditions your child may have

Keep the school advised of accurate, current phone numbers (including cell) so that you can be reached easily in case of an emergency.

Meet with Principal

The school principal welcomes the opportunity to meet with parents. Please call the office at 447-7100 to schedule a meeting with the principal.

Monies Owed to the School

All fees for lunch and lost books, including library books and any other lost/damaged school property must be paid in full prior to Field Day each year. Students will not be allowed to participate in Field Day with outstanding debts.

Office Hours

The school office is open Monday through Friday, 7:00 AM to 3:30 PM. Students are not permitted on school grounds prior to 7:15 a.m., unless enrolled in the Little Rock School District CARE Program. You may contact the CARE Program at (501) 447-1880 for registration information. **DO NOT drop students off before 7:15 a.m.**

The school's doors will officially open for students at 7:15 a.m., unless notified of changes. (Instruction will begin promptly at 7:45 a.m.). Adult supervision of students will begin at 7:15 a.m. It is unsafe for students to arrive before 7:15 a.m. because adequate supervision will not be available.



Parent Communication

Communication is very important! The classroom newsletter is a primary means of communication between you and your child's teacher. It lists important dates, classroom activities and upcoming events. Classroom newsletters are sent home with the student in their communication folder. Check with your child's teacher to see when his/her classroom newsletter is distributed. Parent Link, an automated phone and e-mail system, will be used to notify parents of PTA meetings, inclement weather news and other important school announcements. Please notify the school office at 447-7100 of changes in phone numbers or e-mail addresses promptly in order to keep abreast of current news.



Parent Concerns Procedure

1. Call your child's teacher and/or schedule a parent conference.
2. If the concern is not resolved with the teacher, schedule a conference with your child's teacher and the school counselor at 447-7104.
3. If the concern is not resolved with the counselor intervention, schedule a conference with the school principal at 447- 7100.

All parents are required to follow the protocol for addressing concerns.



Parent Teacher Conferences

Fall

October 19, 2023 (3:00 p.m. -6:00 p.m.) and October 20, 2023 (8:00 a.m.-12:00 p.m.)

Spring

February 15, 2024 (3:00 p.m.-6:00 p.m.) and February 16, 2024 (8:00a.m.-12:00 p.m.)

Teachers are eager to develop close communications with parents. With a prearranged appointment, teachers are willing to meet with parents before or after school. If a conference is desired during the school year, please contact the teacher directly to arrange a meeting. Parents should feel free to consult the school any time a concern arises. It is best to address the matter before the concern becomes a serious issue. Keeping communication open between home and school is a joint responsibility of the family and the school.

Pupil Information Form (PIF)

It is essential that Williams has current phone numbers, including cell phones, so that parents/guardians can be contacted in case of an emergency. An emergency number for a nearby neighbor, friend or relative is also necessary. Please note on the PIF form if the child is allergic to bee stings, insect bites, or is required to take special medication. Parents/guardians or the emergency person listed will be contacted if a child is ill or injured.

Recess

Recess is scheduled at lunch for Kindergarten through 5th grade, with an additional recess during the school day. Students and parents should consider weather conditions when dressing for school. Please label outerwear-coats, boots, gloves, and hats with your child's name. If a child needs to stay indoors for medical reasons, please send a note from a physician to the nurse's office.

Report Cards

Report cards will be posted at the conclusion of each nine-week grading period, excluding the final report card, which will be mailed. Parents will receive a paper copy each grading period. Please review and discuss the report card with your child.

Room Placement

Room placements are made by the principal with the intent of providing a quality learning experience for each and every child. The characteristics considered for each classroom are academics, personalities, ethnicity, and gender. Assignments are made after careful consideration

of the recommendations of our teachers, specialists, and support staff, all of whom interact with the students on a daily basis. Music, Physical Education (PE), Library, STEAM, Speech, Resource, OT, PT, Gifted, and Counseling Services are subjects taught or offered by staff. We hope parents and students will support and respect the assigned teacher. Parents are encouraged to set goals with their child and the teachers at the beginning of the school year and to conference regularly as needed.

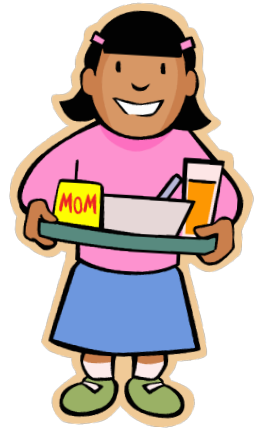
For these reasons, **parents are discouraged from making classroom teacher requests.** We ask that you please accept the teacher assignment each year as a process that has been thoughtfully considered by the principal to satisfy our diverse student population and with the welfare of the student in mind.

Safety Drills

Fire drills are practiced at least nine times each year. Correct practices make the process of evacuation automatic should we ever have a real emergency. We encourage all families to practice fire drills in their homes. Several other drills for student safety are practiced throughout the year.

School Breakfast and Lunch

	Meal Prices
Breakfast	
Regular Meal Price	\$2.25
Adult Meal Price	\$2.75
Extra Milk	\$0.50
Lunch	
Regular Meal Price	\$3.00
Adult Meal Price	\$4.00
Extra Milk	\$0.50
Juice	\$0.50



Parents are encouraged to have lunch with their child. This is a special time for parents and students. Students are allowed to eat at the back tables only if their parent or guest is there to eat with them. Due to the safety of our students, **friends will not be allowed to eat with their friends at the back tables.** Be sure to observe the lunch schedule. You may prepay for your child's meals in the cafeteria or on-line at www.myschoolbucks.com. **The school office has no funds to loan lunch money.** If a child comes to school without lunch, the parent will be called to bring money or a lunch. If we are unable to contact a parent, the child will be given a school snack and water. If a student brings lunch, please send healthy items that can be consumed during the lunch period. Please do not send carbonated drinks, gum or candy. You may call the Williams Child Nutrition Manager at 447-7107 if you have dietary concerns. *Food items cannot be shared.

School Dismissal

Parents are not to be in the classroom at dismissal time. Parents should wait for their child in the carpool area. Teachers are getting students ready for dismissal. They are responsible for their students until they are dismissed. Should you need your child prior to dismissal please check them out in the office BEFORE 2:00. Only someone authorized to pick up your child as indicated on

the Pupil Information Form will be allowed to do so. This contact list is kept in the main office. All students not participating in the CARE Program must be picked up no later than 3:10 p.m.

****Students picked up after 3:10 p.m. will have to be signed out in the front office. Excessive late pick-up may result in loss of school incentives.**

School Parties

The Arkansas state nutrition standards state that students may be given food or beverage items for up to **nine** different school events to be determined and approved by school officials. Williams will not use food as a student reward except in these following designated exceptions (with others to be approved throughout the year):

- * Christmas Party
- * Valentine Party
- * Field Day
- * Special school events

LRSD allows two classroom parties per year (Winter Holiday and Valentine's Day). These occasions are included in the nine allowed times where food items will be served to students in the classroom. **Birthday parties/treats are not allowed at school.** Home-made food items or foods not individually wrapped by the manufacturer are not to be shared with students during classroom party time or special school events. PTA room parents will coordinate parties with the classroom teachers, keeping in mind traditions and customs which might offend others. Keep the parties simple and remember nutrition guidelines!!!

Staff Parking Lot

The entrance parking lot is for staff only; please refrain from parking in this lot as there are a limited number of spaces available, unless you are parking in the designated visitor parking spaces. If you need to park and enter the building, please do so in the main lot directly in front of the entryway.

Standardized Testing

The NWEA interim assessment will be given to all students throughout the year and will be used as the final exam for K-2nd grade. The ACT Aspire Exam (or a standardized test mandated by ADE) will be administered to 3rd- 5th grade students in the spring. It is critical to your child's success that they are present, well rested, and that they have had a nutritional breakfast each day of these tests. We ask parents to not plan vacations/family trips, dental or doctor appointments during these time periods.

Student Insurance

For the benefit of district families with school age children, low cost student accident and dental insurance programs are made available. This insurance is optional and is offered only as a service. In instances where families have other insurance, the school plan is secondary. All transactions

regarding school insurance are handled by the insurance company—NOT THE SCHOOL. However, claim forms may be obtained in the school office.

Student Messages

Students are not allowed to use the telephones in their classroom or school office unless it is deemed an emergency. Children should make arrangements for after-school activities before coming to school. Parents need to ensure that their child knows after-school plans before leaving for school each morning. Children will not be allowed to call home to request forgotten items. This, we believe, facilitates the development of responsibility and clear understanding of the natural consequences of one's behavior.

Students Who Walk to School

Student conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school, emphasizing the use of sidewalks, and not trespassing on private property. Children should be instructed to proceed directly to and from school without talking to strangers or accepting rides without explicit parental permission to do so.

Toys and Other Personal Belongings

Toys and other personal belongings such as radios, CDs, electronic games, baseball cards, character cards, cameras, etc., may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office. Refer to the LRSD Handbook. Breaking this rule, a second time may result in a disciplinary sanction. **Toys that resemble weapons will not be tolerated and discipline will follow LRSD guidelines.

Visitor Policy

The school's security plan requires all visitors to the campus, including parents, to immediately proceed to the office and sign in and receive a visitor's tag to visit the school or communicate with any student or staff. The school's security plan has been established to protect the students and staff from the danger of an unauthorized person on the campus. For the safety of all students and staff, please comply. All parents or visitors entering the school building to drop off items for their child must first report in at the office. In some cases, your child can be called out of class to come to the front office if necessary. Student learning time is a priority. Classroom interruptions must be kept to a minimum. Please take time to ensure your child has their lunch, lunch money, backpacks and/or homework prior to leaving home. When students are contacted in their room for these items it is a distraction to the entire classroom.

Volunteers...WE NEED YOU!

You make the difference here at Williams Magnet. When school budgets are not enough, it is often parents who make it possible for many programs to continue.

There are many ways you can volunteer your time at school. Each teacher has different needs and will tell you how you may help in your child's classroom. You can often tailor your volunteering to fit your time and interests. You can either volunteer in your own child's classroom or be placed elsewhere in the school.

You may be asked to:

- Type or make copies
- Collate materials
- Organize special events
- Write newsletters
- Read with a child
- Tutor a child
- Supervise projects
- Accompany students on field trips
- Create bulletin boards

Williams Staff Directory

There are telephones in every classroom with a direct number. Please learn your child's/children's teachers' direct extension. Please leave a message and the teacher will return your call during a prep time or after school. Teachers will not answer the classroom phones during instruction time. Staff members try to check voice mail regularly for messages. If you have an urgent message, contact the office at (501) 447-7100. For a list of Williams' staff, please refer to the last pages of the handbook.

Withdrawal from School

As soon as parents/guardians know their child/children will be moving from the district, they should notify the office to ensure that all bills are paid and books returned. In order to make a smooth transition to your new school, parents are invited to come by the office to complete the withdrawal process of their child/children.

Williams Parent Teacher Association (PTA) 2023-2024

Williams has an active PTA with close to 100% school membership. If interested in joining the Williams PTA, membership forms can be acquired from any of the officers listed below. There are many functions that require parent assistance and all volunteers are welcome. All families are encouraged to become involved in this association.

2023-2024 PTA BOARD MEMBERS

President	Osmonetta Beard
Vice President	
Secretary	
Treasurer	

**Williams Traditional Magnet School
2023-2024 * School Staff**

Grade/Department:	Name:	Location:	Telephone:
Principal	Darian L. Smith	Office	447-7102
Assistant Principal	Morgan Ealy	Office	447-7103
Principal Secretary	Laura Acklin	Office	447-7142
Attendance Secretary	Aundra Easter	Office	447-7157
School Nurse	Elizabeth Pigue	Office	447-7105
Curriculum Specialist	Shasta Elliott	Office	447-7144
Counselor	Jerica Moore-Jones	29	447-7104
Instructional Lead Teacher	Marilyn Outley	34	447-7121
Media Specialist	Susan Hoyt	Library	447-7106
Media Clerk	Roderick Torrence	Library	447-7158
Reading Teacher	Laura Pinckley	13	447-71
Gifted & Talented	Susan Jackson	20	447-7124
Music	Amber Campbell	26	447-7154
Art	Benita Robinson	27	447-7141
Physical Education	Christopher Dwyer	Gym	447-7122
STEAM	Kristina Rutherford	14	447-7147
Speech	Deedra Franks	35	447-7126
Resource	Linda Davis	5	447-7119
Psychology Examiner	Rebecca Saddler	28	447-7159
Instructional Paraprofessionals			

Andrea Miller
Kesha Wine

SPED Paraprofessionals

Jomecia Summerville
Shirley Cranford
Elmon Henderson

Computer Lab Aide Cynthia Taylor

K – 2 Self-Contained Diamond Sears 31 447-7132

Kindergarten Kaci Borin 33 447-7150
Emily Hight 30 447-7125
Tessa Pearson 32 447-7149

First Grade Lindsey Evans 7 447-7136
Teri Morton 6 447-7145
Andrea Neville 3 447-71

ESOL Newcomers Nanette Patino 13 447-71

HOME OF THE EAGLES – WHERE LEARNING TAKES FLIGHT

	Elba Sharp	2	447-71
Second Grade	Brooke Daniels	10	447-7138
	Khenisha Gonzalez	4	447-7143
	Becca Webb	8	447-7112
Third Grade	Katherine Speight	12	447-7164
	Tucker Strode	9	447-7137
	Stephanie Wedell	11	447-7127
Fourth Grade	Emily Fitz	16	447-7115
	Staci Hula	21	447-7133
Fifth Grade	Jennifer McManus	25	447-7135
	Alexandra Wakelyn	22	447-7128
	Crystal Whittington	23	447-7140
Child Nutrition	Eddie Finley, Manager		447-7107
	Julia Bynum		
	Michelle Tippitt		
Custodial Staff	Patricia Hatchett		
	Vince Howard		
	Bennie Osler, Head		447-7108
	Michele Leonard		