

Williams Traditional Magnet School

Parent-Student  
Handbook

Williams Magnet is committed to Excellence in Education

Williams Traditional Magnet School

7301 Evergreen

Little Rock, AR 72207

(501) 447-7100

Lori Brown, Principal



Home of the Eagles Where Dreams Take Flight

August 19, 2013

Dear Parents:

Welcome to Williams Magnet, Home of the Eagles!

You could not have made a better choice than Williams Traditional Magnet School. On behalf of administration, faculty, secretary, child nutrition, support staff, and custodians, I am honored to welcome you to the 2013-2014 school year at Williams Traditional Magnet School. Whether you are new to Williams, our district, or returning for another year, please be assured that we are all dedicated to providing *an educational experience of the highest quality* for each and every student that walks through our doors! We are committed to *Excellence and Equity* in all that we do!

This parent handbook has been prepared to provide parents and students with a basic understanding of the programs and services available to students. We encourage your active participation in the school community by becoming familiar with the guidelines and the procedures within this handbook. We ask you to support, respect, and adhere to the regulations contained here within.

I am here to serve our school community and the best interests of our kids. If you have any questions, comment, and concerns, always feel free to call or email me at your convenience. I am truly looking forward to the 2013-2014 school year.

Lori Brown  
Principal

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*Please detach and return to your child's teacher.*

**2013-14 Parent/Student Handbook: Parent/Student Signature**

**I have read the Williams Traditional Magnet School Parent/Student Handbook and will support and adhere to it.**

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**Signature of Parent/Guardian**

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**Signature of Student**

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**Print Full Name of Student**

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**Grade**

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**Teacher**

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**Date**

## **CONTACT NUMBERS**

Principal ~ Lori Brown 447-7102

Secretary ~ Rebecca Simons 447-7157

Attendance ~ 447-7165

Cafeteria ~ Eddie Finley 447-7107

Nurse ~ Carla Kelley 447-7105

Counselor ~

Fax ~ 447-7101

LRSD Main Number ~ 447-1000

For more information or a specific department,  
call the school office at 447-7100.

Williams Magnet  
2013-14 Parent/Student Handbook  
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## **Williams Traditional Magnet School Mission Statement**

We, at Williams Magnet School, are committed to providing a quality standards-based curriculum utilizing the latest technology where each child can become a high achiever, responsible citizen, critical thinker and motivated lifelong learner. We believe that this commitment can best be accomplished in a structured, child-centered, safe environment supported by involved parents and dedicated staff members.

## **Williams Traditional Magnet School School Motto**

Home of the Eagles  
“Where Dreams Take 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 may not 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) 447-7165 and/or present a written note by 12:00 noon 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, unless the principal extends the verification period. Any student missing four (4) or more classes in one day counts as a full-day absence.**

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. **Students who exceed the maximum number of absences (12) allowed under district policy may be denied credit, promotion, or graduation.** Please refer to the LRSD Student Handbook for full procedures.

### **Tardiness**

Tardiness interrupts the learning process in the classroom. It is the responsibility of the parent/guardian to see that the student arrives to 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 7:40 a.m. tardy bell stops ringing. There are generally no excused tardies. However, an exception will be made if the student is tardy due to official school business, illness or medical appointments, (documentation is required on the day the child returns to school) or for other reasons approved by the principal.

Students who arrive after the tardy bell should go directly to the office, where they will be marked by the secretary as tardy. **Any student who arrives after 8:00 a.m. should 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.

Disciplinary action will result from excessive tardiness to school. Please refer to the LRSD Student Handbook for full procedures.

### **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 excused absences. Teachers will determine a reasonable amount of time for the completion of make-up work following excused absences. If make-up work is not requested within **two days** of returning from an excused absence, the student forfeits the opportunity to make up work missed.

### **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 waiting in the office for parents 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 should 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 a 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.**

### **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.

### **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.

### **Perfect Attendance Award**

Students are considered to have perfect attendance and are eligible for the Perfect Attendance Award when they have been present, and have arrived on time for the school term.



### **Bus Passes**

Students may ride only the bus to which they have been assigned. Parents must have a written request for student permission to ride another bus. Permission must then be obtained from the school to ride any other bus or to get off at a location other than the regular stop. Non-bus riders, who wish to ride home with a friend, must have a written request from parents providing permission, and must provide the written note to the front office prior to the end of the day to receive their bus pass. 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.

## Bus Transportation

### **Transportation Contact Information**

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

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

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

**PCSSD.....(501) 490-5760**

**NLRSD.....(501) 340-5151**



When calling First Student (*formerly Laidlaw Educational Services*) 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.

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.

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 on to 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 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. Parents/students will be assisted in the mornings by Safety Patrol. It is very dangerous for students to leave their vehicle from the left lane and cross traffic.
- ⇒ **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 are late for school and arrive after 8:00 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.**
- ⇒ In the event of inclement weather, K-2 car riders will be lined on the Kindergarten hallway and 3-5 car riders will be lined at the main entrance door. Parents may pick up their children in the drive.

### **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 front 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*

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) 447-7157 if you have a change of address or telephone number during the year. An address correction form must be completed and provided with proof of current address before records can be changed.

### *Changes in Transportation Home*



**Do not leave a voicemail with your teacher for changes in transportation.** If you have a mid-day change in transportation home, call the main office at (501) 447-7152 or 7157 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 1:30 p.m.**

### *Discipline*

One of the characteristics of an effective school is providing an environment that is safe, orderly and wholesome. 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 to make Williams Magnet School an exciting, rewarding and pleasant institute of learning. 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 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 imposed 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 classroom quietly
2. Follow directions! Show respect to all of William's staff
3. Keep your hands, feet, and objects to yourselves
4. Raise your hands to speak in class and listen while others are speaking
5. Walk quietly on the right hand side in the building at all times
6. Respect all school and personal property
7. Be courteous and respect the rights of others



### **Individual Classroom Rules**

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

### **Positive Consequences for Appropriate Behavior**

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

- 9 Weeks:
- Honor Roll
  - Perfect Attendance
  - Good Citizenship (monthly)
  - Most Improved
  - Individual Teacher Awards
  - Quarterly Recognition Assembly

### **Negative Consequences for Inappropriate Behavior**

- 1st offense \* Warning
- 2nd offense \* Pupil sent to time out in classroom (parent contacted)
- 3rd offense \* Pupil sent to another grade level teacher (parent contacted)
- 4th offense \* Parent Telephone Conference (referral to counselor and parent contacted)
- 5th offense\* Pupil sent to office (parent contacted)

**CONSEQUENCES MAY BE ACCELERATED FOR REPEAT OFFENDERS.**



## Dress Code

### **Williams Magnet Elementary**

#### **Pants and Shorts**

Solid navy blue shorts or slacks. Shorts should be no more than 2 inches above or below the knee. Capri pants, logos, trim, and designs are not allowed. No pockets below the hip (no cargo/hiking shorts). Pants/shorts should be cotton twill. Denim, knits, and corduroy are not allowed.

#### **Shirts**

Shirts may be solid red, white or navy blue and should be cotton knit. Shirts must have a collar or turtle neck. Girls may also wear button-up cotton blouses with a rounded collar under the jumpers only. Logos, piping or trim are not allowed. All buttons should be buttoned with the exception of the top button, and shirts must be tucked in at all times. Shirts may not have pockets.

#### **Skorts, Skirts and Jumpers**

Skorts, skirts and jumpers may be solid navy or Williams Magnet plaid; must be no more than 2 inches above or below the knee. Jumpers should have a drop waist and a rounded neckline. They must be sleeveless and worn with a solid white, red or navy blue collared shirt. V-neck jumpers, knit, corduroy or denim are not allowed. Shorts, tights or leggings should be worn under skirts and jumpers.

#### **Shoes and Socks**

Acceptable shoes include sneakers and rubber-soled shoes with closed heels and toes. Students may wear rain boots on rainy days. Skeletoes, high heels, flip flops, heelys, and crocs are not appropriate. (High-top tennis shoes are OK.) Socks, leggings and tights should be solid red, white or navy. Socks should be visible over the top of the shoe.

#### **Accessories**

A belt must be worn if there are belt loops on pants, shorts, skirts, or skorts. Belts must be solid navy blue, black or brown. Sweaters may be worn inside the classroom if they are solid red, navy blue or white cardigan style. Headbands and bows should follow the LRSD policy. Fashion-colored hair pieces or feathers are not allowed. LRSD policy will be enforced if accessories disrupt the learning process. Caps, visors, sunglasses, etc. are not to be worn inside the building.

## **Outerwear**

Coats and jackets should not be worn in the classroom.

### **Williams Magnet Logo Clothing**

Williams Magnet logo PE shirts, spirit shirts, red sweatshirts and navy hooded sweatshirts are available for purchase from the PTA. Sweatshirts and PE shirts are also available from The Toggery. Sweatshirts must be worn over a navy blue, red or white collared shirt or turtleneck. Williams logo items are the only sweatshirts and hooded sweatshirts allowed. These may both be worn in the classroom. Hoods are to be worn outside the building only. Spirit shirts and Accelerated Reader (AR) shirts may be worn only on Fridays.

### **PE Uniforms**

Students in grades 1-5 should wear a white polo shirt with the Williams logo, red cotton knit shorts and rubber-soled sports shoes on the day they have PE class. Shorts should be no more than 2 inches above the knee and should be loose fitting. Red knit shorts are to be worn only during PE class and should be worn under shorts, slacks or girls' jumpers or skirts for the remainder of the school day. Students will have the option to change into uniform during the PE block. PE shirts and shorts are available for purchase throughout the school year from the PTA. White leggings or tights may be worn under the red shorts in cold weather. *Please clearly label all articles of clothing with student's first and last name.*

### **Casual Fridays**

Fridays are designated as Casual Days. Students may wear jean attire with school spirit shirts or the school polo shirt.

### **Casual for Cause Fridays**

Students 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. The fourth Friday of the month will be designated as Casual for Cause Friday.

## Violations

### **First offense in a 9-week Period**

Parent is required to bring approved uniform clothing to school, or the student may get appropriate clothing from the school nurse if available. Parent will receive written notification and must sign and return this document.

### **Second offense in a 9-week Period**

Parent is required to bring approved uniform clothing to school or the student may get appropriate clothing from the school nurse if available. Parent will receive written notification and must sign and return this document. **Student will not be allowed to participate in the next designated casual day.**

### **Third offense in a 9-week Period**

Parent is required to bring approved uniform clothing to school or the student may get appropriate clothing from the school nurse if available. Parent will receive written notification and must sign and return this document. Student will receive an “N” on their report card for not following school rules.

## End of School Year Procedures

### **Personal Check Deadline**

No personal checks will be accepted by the library or office after **May 9, 2014.**



### **Final Report Cards**

Year end 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.



### **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 busses. 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.

### **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/guardians signed up as helpers prior to the field trip may ride the bus with students and teachers. Also, 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. If you choose to apply, please complete ONE application for the entire household and return it to the school office. A child who is receiving free or reduced price meals at the end of a school year will automatically be placed in the same category for the first 30 days of the new school year. However, a new application form must be completed within that time to insure continuation in the program. 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.

### **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.

### Homework

All students in grades K-5 are required to have homework Monday through Thursday each week. Homework must be ready when students enter class each morning. Teachers in grades 4-5 may assign homework for special projects on weekends. Parents should expect to spend time helping students with homework as outlined:

- K 15 minutes + 20 minutes Reading
- 1<sup>st</sup> 20 minutes + 30 minutes Reading
- 2<sup>nd</sup> 30 minutes + 30 minutes Reading
- 3<sup>rd</sup> 45 minutes + 45 minutes Reading
- 4<sup>th</sup> 60 minutes + 60 minutes Reading
- 5<sup>th</sup> 60 minutes + 60 minutes Reading

### 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](http://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**  
**MEDICATION PROTOCOL**

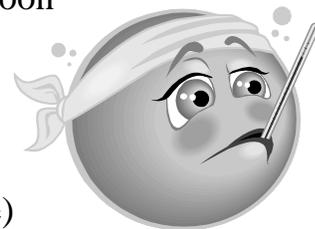
If it becomes necessary for a student to take prescription medication at school, the following steps must be taken:

- 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) 447-7165. 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, 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, 7:15 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.



The school's doors will officially open for students at 7:15 a.m., unless notified of changes. (Instruction will begin promptly at 7:40 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. Students in grades 1-5 have academic planners that are used daily for parent/teacher communication. Check with your child's teacher to see when his/her classroom newsletter is distributed. The Eagle Express and 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 447-7157 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**  
***October 21, 2013 and February 17, 2014 (7:30-3:00)***

Guidelines are listed below:

- ◇ Conferences between parents and teachers will be scheduled once each semester of the school year.
- ◇ Information concerning dates and times will be sent to parents prior to conferences.
- ◇ Parents are welcome to call the teacher any time during the year to arrange a conference if they feel it is necessary.

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**

One recess a day is scheduled at lunch for Kindergarten through 5th grade, with additional exercise breaks at the discretion of the classroom teacher. 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.



## School Breakfast and Lunch

### Meal Prices

#### Breakfast

Regular Meal Price	\$1.70
Reduced Meal Price	\$0.30
Adult Meal Price	\$2.00
Extra Milk	\$0.35

#### Lunch

Regular Meal Price	\$2.55
Reduced Meal Price	\$0.40
Adult Meal Price	\$3.25
Extra Milk	\$0.35



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 pre-pay for your child's meals in the cafeteria or on-line at [www.schoolpaymentsolutions.com](http://www.schoolpaymentsolutions.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 juice. 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.

### 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.

### 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):



- \* Winter Holiday Party
- \* Valentine Party
- \* Field day

### **Birthday Parties**

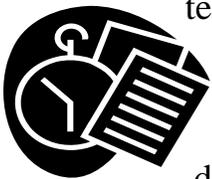
LRSD allows two classroom parties per year (Winter Holiday and Valentine's Day). These occasions are included in the nine allowed times where food items will be served to students in the classroom. A birthday party in a single classroom is considered a school event and counts toward the nine (9) events per school, therefore we will not have end of month birthday celebrations. Home-made food items are not to be shared with students during classroom party time. PTA room mothers 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 entry way.

### **Standardized Testing**

The Qualls Kindergarten Screener will be held August 19-September 20, 2013. NRT testing for 1<sup>st</sup>-2<sup>nd</sup> grade students will be held April 1 - 3, 2014. The State Benchmark Test for 3rd - 5th grade students will be held the week of April 7 - 11, 2014. 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 cell phones, radios, CD and tape players, electronic games, baseball cards, character cards and cameras 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 until parents come to claim them. Breaking this rule a second time may result in punishment.

### *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
- Make phone calls
- Organize special events
- Write newsletters
- Read with a child
- Tutor a child
- Supervise projects
- Accompany students on field trips
- Create bulletin boards

# VIPS

### **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 pages 28-29.

### **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) 2013-2014**

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.

Office	Name	Phone	Email
President	Beth & Ricky Scanlan	350-9004 416-8777	bscan03@yahoo.com ricsca@safeco.com
Vice President/Membership	Cary Collins	804-4923	carycollins@comcast.net
Secretary	Kelli Allen	412-8525	kelli.allen@lrsd.org
Treasurer	Genesis White	733-9046	genesis.white@windstream.com

Williams PTA

2012-2013 PTA of The Year Award

**Williams Building Schedule**  
*(Subject to Change)*

7:15-7:35	Breakfast
7:35	Teachers Report to Classroom
7:40	Instructional Day Begins/Tardy
7:45	Morning Announcements
10:30-11:15	K Lunch Recess
11:00-11:45	1 <sup>st</sup> Lunch/Recess
11:15-12:00	2 <sup>nd</sup> Lunch/Recess
11:45-12:30	3 <sup>rd</sup> Lunch/Recess
12:00-12:45	4 <sup>th</sup> Lunch/Recess
12:15-1:00	5 <sup>th</sup> Lunch Recess
2:10	Afternoon Announcements
2:15	Transition Bus Riders/Van
2:20	Transition Walkers/Carpool
2:25	Carpool/Walkers Dismissed
2:25-2:55	Teacher Planning

### Williams Traditional Magnet School

<b>GRADE</b>	<b>ROOM</b>	<b>STAFF NAME</b>	<b>PHONE</b>
<b>PRINCIPAL</b>		Lori Brown	447-7102
<b>PRINCIPAL'S SECRETARY</b>		Becky Simons	447-7103
Nurse	Health Room	Carla Kelley	447-7105
Office		Office Desk	447-7152/57
Attendance			447-7165
Security	Front Desk	Raymond Hopes	447-7168
Security	Monitor	David Fields	447-7167
Courtesy Phone			447-7164
Care		Yvette Lovelace	447-7163
Media Specialist	Media Center	Kimberly McCloud	447-7106
Media Clerk	Media Center	Sandra McIntosh	447-7158
K	30	Margaret Roulston	447-7138
K	32	Sheffield Duke	447-7121
K	33	Terri Cross	447-7151
K	31	Lindsey Evans	447-7149
1	3	Angela Elmore	447-7143
1	6	Teri Morton	447-7145
1	5	Carise Echols	447-7159
2	10	Clarissa White	447-7136
2	8	Becca Barnhart	447-7127
2	7	Lori Hoyt	447-7132
3	11	Faith Speight	447-7112
3	9	Alex Wakelyn	447-7133
3	13	Sandra Lester	447-7140
4	14	Staci Hula	447-7128
4	19	Ashley Burch	447-7125
4	16	Kelecia Robinson	447-7115
5	25	Jennifer McManus	447-7135
5	22	Mary Ann Struthers	447-7150
5	23	April Rike	447-7146
Art	27	Amanda Mamula	447-7129
PE	37	Antoni Lasker	447-7122

Resource	28	Kortland Benjamin	447-7119
Literacy Coach	18	Margo Rowe	447-7147

Math Coach	18	Almeda Giles	447-7123
Curriculum Specialist	34	Vivian Evans	447-7147
Reading Recovery	2	Tiffany Jordan	447-7137
Reading Recovery	2	Leslie Chambers	447-7139
Counselor	29		447-7104
Music Specialist	26	Barbara Strickland	447-7154
G/T Specialist	20	Teresa Carpenter	447-7148
G/T Specialist	21	Krystie Bailey	447-7124
Speech		De'Edra Franks	447-7126
Examiner		Terry Phillips	447-7153
Technology	4	Cindy Taylor	447-7155
Cafeteria Mgr	36	Eddie May Finley	447-7107
Cafeteria Staff		Michelle Tippett	447-7107
Cafeteria Staff		Rhonda Walker	
Head Custodian	130	Jack Holloway	447-7108
Custodial Staff		Gary Monts	447-7108
Custodial Staff		Orlando Meeckins	447-7108
Custodial Staff		Betty Rhodes	447-7108
Para Professional		Sarah Smith	447-7161
Para Professional		Monekia English	447-7161
Para Professional		Andrea Miller	447-7161
Para Professional		Deloris Jimerson	447-7161

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**August**

19 First Day of School  
22 School Board Meeting

**September**

5 PTA Leadership @ 6 pm  
2 Labor Day – School closed  
5 Open House @ 6 pm  
10 LRSD PTA Council @ 11:30 am  
26 School Board Meeting @ 5:30 pm  
27 Casual for a Cause (Razorback Day)  
Good Citizen Assembly

**October**

3 PTA Leadership @ 6 pm  
8 LRSD PTA Council @ 11:30 am  
8-9 SOAR Math Exam (2<sup>nd</sup>-5<sup>th</sup>)  
10 Hispanic Heritage Festival  
14 End of 1<sup>st</sup> Quarter  
14-18 National School Lunch Week  
PTA Mtg @ 6 pm  
18 Teacher Record Day – Students out  
21 Parent Teacher Conference @ 7:30-3:00  
22-23 SOAR Literacy Exam (2<sup>nd</sup>-5<sup>th</sup>)  
23-31- Red Ribbon Week  
24 School Board Meeting  
25 Report Cards/Casual for a Cause (Sock it to me Day)  
29 Recognition Assembly K-1 @ 1:00/3-5 @ 1:30  
31 AEA- Students out

**November**

2 AEA – Students out  
11-15 American Education Week  
12 LRSD PTA Council @ 11:30 am  
12-14 “Check Us Out” @ 9 am -1:30 pm  
14 PTA Leadership @ 6 pm  
19 VIPS Jane Mendel Reading Day  
19-22 Grandparents’ Week  
21 School Security Appreciation Day  
School Board Mtg @ 5:30 pm  
22 Casual for a Cause ( Hat Day)  
27-29 Thanksgiving Holiday –

School closed

**December**

5 PTA Leadership @ 6 pm  
10 LRSD PTA Council @ 11:30 am  
10-11 SOAR Math Exam (2<sup>nd</sup>-5<sup>th</sup>)  
19 Winter Party @ 1:15/School Board Mtg @ 5:30 pm  
20 Casual for a Cause (Career Day)  
End of 2<sup>nd</sup> Quarter  
Winter Program - TBA  
19 Class Christmas Parties @ 1:15  
23-January 6 Winter Break

**January**

7 Classes Resume /LRSD PTA Council @ 11:30 AM  
9 PTA Leadership @ 6 pm  
13 Report Cards  
14 14-15 SOAR Exam (2<sup>nd</sup>-5<sup>th</sup>)  
20 MLK Holiday – School closed  
PTA Mtg @ 6 pm  
23 School Board Mtg @ 5:30 pm  
25 Magnet Fair 10-4  
27-31 Open Enrollment  
31 Casual for a Cause(NFL Jersey Day)

**February**

3-7 Open Enrollment  
5 School Counselors Appreciation  
6 PTA Leadership @ 6 pm  
11 LRSD PTA Council @ 11:30 am  
13 Valentine’s Class Parties/ Paraprofessionals Appreciation  
15 Students out  
17 Parent Teacher Conference 7:30-3:00  
27 School Board Meeting @ 5:30 pm  
28 Casual for a Cause (Famous People Day)

**March**

3-7 National School Breakfast  
6 PTA Leadership 6 pm  
11 LRSD PTA Council Mtg. @ 11:30 am  
17 ELDA Assessment

20 End of 3<sup>rd</sup> Quarter  
21 Students Out  
24-28 Spring Break – School closed  
31 Casual for a Cause (Boot Camp Day)

**April**

1-3 ITBS 1<sup>ST</sup>-2<sup>ND</sup> grade  
3 PTA Leadership @ 6 pm  
4 Report Cards/School Custodian Appreciation Day  
6-13 National Volunteer Week  
7-11 Augmented Benchmark (3-5)  
13-19 National Library Week  
14 Media Appreciation Day  
15 LRSD PTA Council @ 11:30 pm  
15 VIPS - Evening with the Stars Event @ 5:30 pm  
21 Administrative Professionals Appreciation  
23 Secretary Day  
24 School Board Mtg @ 5:30 pm  
25 Artistry in the Rock/ Casual for a Cause(Rock N Roll Day)

**May**

1 PTA Leadership @ 6 pm  
5-9 Teacher Appreciation Week  
5 Crystal Awards Banquet  
6 National Teachers Day  
7 School Nurse Day  
8 Child Nutrition Employees Day  
12-18 Children’s Book Week  
13 LRSD PTA Council @ 11:30 am  
14 School Bus Driver Appreciation  
23 Field Day  
29 School Board Mtg @ 5:30 pm  
23 Field Day  
5<sup>th</sup> Grade Graduation  
26 Memorial Day Holiday – School Closed

**June**

3 Students Last Day  
4 Last Day for Teachers 7  
11 Elementary Report Cards  
26 School Board Meeting @ 5:30 pm

**For more information:**  
Lori Brown  
Williams Magnet Principal  
447-7100  
[lori.brown@lrsd.org](mailto:lori.brown@lrsd.org)