

Dr. Preston L. Williams, Jr.
Elementary School



Parent/Student
Guide & Handbook

2023-2024

"Everybody is Somebody!"

Elementary School

At Dr. Williams School, we are a family that is committed to building a learning community that:

- Is equitable for all learners from diverse backgrounds
- Fosters pride, individualism, advocacy, and global citizenship
- Celebrates multilingualism and multiculturalism
- Fosters continuous reflection, growth, and perseverance
- Empowers students, families, and staff
- Is a safe, caring, and welcoming environment where everyone feels respected

Principal: Ms. Danielle Jackson

Assistant Principal: Dr. Janice Nolan

Administrative Assistants: Yessenia Arboleda &
Nancy Mendez

School Telephone Number: (217) 384-3628 / 384-3629

Fax Telephone Number: (217) 384-3626

School Office Hours: 7:30 a.m.- 4:30 p.m. (Mon - Thurs)

Fridays: 7:30 a.m.-4:00 p.m.

Parents should telephone the office if your child will be late or absent.

Breakfast

**Breakfast will be served within the classroom daily
from 8:10a.m-8:30a.m.**

Students cannot arrive before 7:55a.m.

Supervision begins at 7:55 a.m.

Kindergarten –2nd Grades line up in the NEW Gymnasium

3rd - 5th grades line up in the Multipurpose Room

Students who are excessively tardy will be contacted by our Student Education Advocate.

All visitors must check in before visiting classrooms and attain a visitor's sticker to be worn on the upper part of your shirt.

We are very excited about the upcoming school year! Our philosophy is to provide an educational environment that enables all students to succeed. We will provide a learning environment that is intellectually challenging and supports student's physical, emotional, social, and academic needs.

*We hope you will be able to share in all aspects of your child's learning. An **"Open Door"** policy will be facilitated in the school throughout the school year. We invite you into the instructional moments that will occur throughout the school year and look forward to your involvement in your child's learning. Please feel free to visit our school, we look forward to seeing you!*

Ms. Danielle Jackson, Principal & Dr. Janice Nolan, Assistant Principal

Class Time



8:15 A.M.—3:00 P.M.

*Please remember to respect the instructional learning environment at Dr. Williams School. We ask that you make arrangements with/give messages to your child ahead of time concerning rides home and ways of transportation. It is difficult at the end of the day to deliver the correct message to the classrooms, therefore we are asking for your cooperation with this. **No messages will be given after 2:30 pm.***

Please help us maintain an environment conducive to learning. Thanks!

*Mrs. Guadalupe Ricconi
Urbana School District #116
gricconi@usd116.org (217) 384-3690*

Dual Language is a bilingual education program that integrates native Spanish speaking students with native English speaking students for instruction in and through two languages (Spanish AND English). The program includes equal numbers of two groups of students: native English speakers and native Spanish speakers (50% of each language group, or 33% minimum of one group). Students spend part of the school day learning in their native language and part of the day learning in their non-native language.

What are the benefits of learning a second language?

Research shows that a child exposed to a second language at a young age stands a better chance to learn that language with more ease and a better acquisition of the appropriate accent. Brain tests have now proven the brain of a child exposed to two languages in a structured setting is much more active and retains information throughout life at a much higher rate and learners have shown a marked difference to the positive side. Math scores have shown an increase in testing results.

Why is it better for my child to learn a second language in elementary school?

Studies have shown that children who learn a language before adolescence are much more likely to have native-like pronunciation. The more years a child can devote to learning language, the more competent he/she will become.

How will my child understand if he/she does not speak the second language?

In two-way immersion classrooms, teachers use many strategies to make the content understandable, such as visuals, props, manipulatives, facial expressions, gestures, physical movements, and many other instructional techniques.

Can parents volunteer in the classroom if they do not speak English/Spanish?

Yes, you can volunteer. We welcome English/Spanish-speaking parents to volunteer their time during the English or Spanish instruction for the students. Parents can read books, play a game, or help with any activity. Feel free to ask your child's teacher how you can volunteer.

How can parents support their child in the program?

- Encourage your child's interest in the language and other cultures.*
- Attend cultural events that feature music, dance, and/or food from other cultures.*
- Be actively involved in your child's school. Join PTA.*
- Read stories to your child in English/Spanish.*
- Get to know your child's teachers.*
- Take time to get involved with your child's class activities.*
- Be supportive at all times of your child, the program, and the teacher.*



BUILDING ACCESS



In recent years, schools across the nation have taken a number of steps to ensure students are kept safe. In USD #116, we have worked with the community emergency agencies and local law enforcement to create crisis plans unique to each school's needs. Our "CODE RED" security plans outline specific procedures that are activated when a crisis occurs.

As an additional security measure, Dr. Williams Elementary School has a secure access system for the front entrances. Persons wishing to enter the school must use a buzzer/video system in order to do so. Once you enter the building you sign-in at the main office and attain your visitor's sticker. Our main concern is to provide student safety and this system really enhances our ability to provide it.

ARRIVAL & DISMISSAL TIME

Supervision for students begins at 7:55a.m. at this time students stand outside in front of the building in their grade level lines until staff escort them into the building. We ask that all students are dropped off in the front of the school building. The side lot is for our staff, buses and daycare vans. Please drive a moderate speed through our parking lot, we have a number of students walking or crossing the parking lot in order to get to the entrance. Students do not have access to the building prior to 7:55a.m.



To ensure the safety of all students and staff, please wait outside during dismissal times!

Please schedule appointments after the dismissal time. You will be asked to wait outside until all students have been dismissed. We are unable to have parents/guardians or family members wait inside our building for dismissal procedures to begin.

Dismissal Procedures:

- Students will exit safely and quietly.
- Students will walk single-filed accompanied by their teacher to the dismissal area.
- Students will walk on the sidewalk to the bus, car, or homes.
- Students will not walk across the parking lot or grass area as a short cut.
- Students will only use appropriate physical contact.
- Students will walk their bicycles on school grounds.

This will be strictly enforced.

A. Language Arts

Dr. Preston L. Williams, Jr. Elementary School has a comprehensive language arts program that includes a core reading curriculum using the Balanced Literacy structure. Literacy Blocks are 120 minutes. We also utilize Michael Heggerty's Phonemic Awareness, Phonics, Word Walls, National Geographic, Scholastic News, & Times Magazines along with online resources such as Freckle. We use the BAS assessment to monitor student's progress in oral reading fluency and phonemic awareness skills. Our school improvement goal is to improve written communication skills as students improve reading accuracy and comprehension through reading fiction and non-fiction texts. We utilize Writer's Workshop as our writing curriculum within our balanced literacy blocks.

B. Math

Our core math program is Eureka Math (K-5). Each grade level is assessed through exit tickets and mid/end of the module assessments throughout the school year. High math achievers receive enriched math problems to challenge and enhance their skills in math. Students are assessed three times per year on district benchmark assessments. Scores will be shared with parents through Student Assessment Summary Sheets within the Progress Report. We also use a variety of digital resources within our classrooms.

C. Physical Education & Health

Our school district has adopted new standards in this area. We have purchased physical education materials and equipment to meet the curriculum needs. Students will have PE two times per week, please check with the classroom teacher so that students can wear or bring gym shoes on the days they have PE.

D. Science & Social Studies

Our school's science core curriculum is guided by Next Generation Standards. Our school provides hands-on instruction opportunities in science. We utilize Social Studies texts, and teacher created materials to meet the Social Studies curriculum, which is supported by Illinois State Standards. In addition, we invite local community or university personnel to present in regarding specific topics that meet the Common Core Learning Standards.

Dr. PLW Elementary School has a core curriculum in fine arts for the areas of music, art, and dance & drama on a six (6)-week rotation. A variety of performances occur throughout the school year within these areas such as the 3rd Grade Fashion Show & 5th Grade Musical.

F. Student Activities

There are numerous activities for students: Safety Patrol, Student Council, Young Authors, Band & Strings (5th grade only). 21st Century Grants Learning Opportunities (SPLASH Jr.) is offered to students in grades 1st—5th.

G. Assessment Support

All students are assessed two (2) times a year using the BAS assessment tool (Fall, Winter, & Spring). This assessment measures student growth in the areas of: letter naming fluency, initial sound fluency, and oral reading fluency, and comprehension.

Frequently Asked Questions About Acceleration



Is acceleration the same as “grade skipping?”

Whole-grade acceleration or “grade-skipping” is just one of the many forms of acceleration. Other forms of acceleration include:

- Early admission to Kindergarten
- Early admission to first grade
- Subject acceleration/partial acceleration;
- Advanced online courses;
- Concurrent/dual enrollment
- Continuous progress;
- Self-paced instruction
- Telescoping curriculum (e.g. covering three years of learning goals in a two-year compacted program
- Structure apprenticeship or mentorship experiences
- Early graduation
- Credit by examination or demonstration of mastery
- Early entrance into middle school, high school, or college

What is the Referral process in USD #116?

Make a written request for acceleration to building administrator.

Complete a Request for Acceleration Referral Form and return it to the building administrator.

The building administrator or designee contacts the parent/guardian to discuss the referral.

The school team determines whether an evaluation for accelerated placement is warranted and schedules a meeting with the parent/guardian to discuss the referral.

To determine whether an evaluation is warranted, school staff may review existing data about the student, utilize screening data, and conduct preliminary procedures.

School staff will provide the student’s parent(s)/guardian(s) with written notice of the referral determination outcome to Evaluation Process.

The Illinois Acceleration Placement Act (Public Act 100-0421) was signed into law on August 25, 2017 and took effect on July 1, 2018.

What are the most common types of Acceleration?

Definitions

Accelerated placement is the placement of a student in an educational setting with curriculum that is usually reserved for students who are older or in higher grades than the student.

Accelerated placement includes, but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration.

Early entrance to kindergarten is the admission to kindergarten of a student who: (a) will not be five years of age on or before September 1 of that school term; or (b) is admitted prior to the dates established in the School Code based upon an assessment of his or her readiness to attend school.

Early entrance to first grade is the admission to first grade of a student who: (a) is assessed for readiness, attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will attain the age of six years on or before December 31; or (b) is admitted prior to the dates established in the School Code based upon an assessment of his or her readiness to attend school.

Single subject acceleration is the practice of assigning a student to a higher subject level than is typical, given the student's current age/grade placement, for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas. It may be accomplished by either: (a) physically moving the student to a higher level class for instruction; or (b) using higher level curricular or study materials in the student's current classroom.

Grade acceleration is the practice of assigning a student to a higher grade level than is typical, given the student's age, for the purpose of providing access to appropriately challenging learning opportunities in all subject areas. Commonly referred to as *skipping* a grade, grade acceleration may be done at the beginning of or during the school term.

- **Parent/Teacher Conferences:** There are two Parent/Teacher Conferences each year. Please look for specific flyer notification regarding these conferences and expect a notification confirmation for your scheduled date and time. You may also set up a conference with your child's teacher at any point throughout the school year.
- **Personal Items:** All personal items should be kept at home. We are not responsible for any audio equipment, electronics, cameras, trading cards, etc. **Cell phones are prohibited from school.** These items are banned from the school premises. It is not our responsibility to investigate items lost or that have been banned from school.
- **Playground Procedures:** All students shall have access to our playground during the school day. After school, the after school care program uses the playground for their students. **Once students are dismissed, they must leave the premises.**
- **Safe Walking Routes:** Please review the safe walking routes. All students should use the sidewalks. Students must cross at the crosswalk where the Adult Crossing Guard is located. All students must adhere to the Crossing Guard's instructions. Any disregard for this instruction will result in consequences for misbehavior. **Please instruct your child not to speak to strangers on their way to school and to report any suspicious individuals to you as well as the school.**
- **Snacks:** Snacks are not part of the school curriculum. Snack can be requested by the classroom teachers. **ALL SNACKS must be pre-packaged. NO homemade items may be brought in for snack.** Please let the office know of any medical needs, along with a note from the physician. Any opened items will be returned home.
- **Student Injuries:** All student injuries must be reported to the office or your child's teacher as soon as possible.
- **Tardiness/Absences:** Please notify the school at 384-3628 each morning if your child will be late or absent. All absences are recorded unexcused if there is no correspondence within two days following an absence. **When students arrive late to school, parents are expected to check in with them in the office. We are required to notify the Champaign Regional Office of Education when a child has 10% unexcused absences or tardiness.** Please report any contagious diseases to the office if your child has contracted an infection and must miss school.
- **Visitors:** All visitors are expected to check in and wear a visitor's pass. All student visitors must check in and get permission to visit during the school day. Permission for a family member over the age of 18 must be made at least one day in advance and be granted for them to attend Dr. Williams School.

the Abused and Neglected Child Reporting Act (ANCRA), which imposes mandatory reporting obligations on individuals whose work involves the care and welfare of children. First, the definition of "school personnel" in the law was clarified to specifically include "administrators and both certified and non-certified school employees" as mandated reporters. Thus, almost any individual who is employed by a school or school district is required to report suspected child abuse to the DCFS Hotline.

Possible physical indicators of child abuse are:

Physical Abuse:

Unexplained bruises and welts

on face, lips, mouth
torso, back, buttocks, thighs
in various stages of healing
on several different surface areas
regularly appear after an absence, weekend, or vacation
teeth marks

Unexplained burns

cigar, cigarette burns, especially on soles, palms, back, or buttocks
patterns like electric burner, iron, etc.
infected burns, indicating delay in seeking treatment

Unexplained fractures/dislocations

to skull, nose, facial structure
in various stages of healing
multiple or spiral fractures

Neglect: Denial of Critical Care

Denial of Physical Needs

Underweight, poor growth pattern (e.g., small in stature, failure to thrive)
Consistent hunger, poor hygiene, inappropriate dress
Consistent lack of supervision, especially in dangerous activities or for long periods
Wasting of subcutaneous tissues
Unattended physical problems or medical needs
Abandonment
Abdominal distention

Denial of Emotional Needs

Lags in physical, socio-emotional or intellectual development
Failure to thrive
Shallow, empty facial appearance

It is our responsibility to keep each child safe!



Student dress has an effect on the learning environment. Recent changes in fashion trends have made an affect on the school atmosphere. The dress code has been modified to address these concerns. Students who wear clothing deemed inappropriate by school policy will be asked to change into appropriate clothes for that day.

are not allowed to be worn during school.

Appropriate Dress

We request for all students to dress appropriately.

Skirts, dresses and shorts must be beyond fingertip length when standing and mid-thigh while sitting. If tights are worn, dress code appropriate clothing must be worn over them.

The following will not be allowed:

Tops with the back out, Thin strap tank tops

Tops with cleavage showing

Tops with any midriff showing

Bandanas

muscle T-shirts

doo rags

These items are not acceptable:



Coats

Coats may not be worn during the school day. We strongly suggest for the students to bring a sweater or light jacket during the winter months.

Tennis Shoes

We encourage all students to wear tennis shoes for physical education and playground recess activities. Flip flops and slides do not allow proper foot coverage for recess and physical education.

Lunchroom Schedule

10:45-11:30– Kindergarten

11:00-11:45– 3rd Grade

11:15-12:00- 2nd Grade

11:30-12:15– 4th Grade

11:45-12:30- 1st Grade

12:00-12:45– 5th Grade

Please note: Students are not able to bring gum, soda pop, chips, candy, or junk food to school. A student may only bring in food to the lunchroom as part of their lunch for the day.

To accommodate better supervision on the playground and provide enough time for our children to eat, some grade levels/classes will go outside for recess prior to eating lunch within their block.

Lunchroom Procedures

1. Enter the lunchroom quietly.
2. Keep hands and feet to yourself.
3. Use a 6 inch voice.
4. Use please and thank you.
5. Dismiss in orderly fashion.
6. On good weather days, ALL students will go outside.
7. All food must be eaten in the lunchroom.
8. Students are to play cooperatively. Shoving, hitting, threatening, or fighting will not be tolerated. These behaviors will result in loss of lunch recess.

Students are allowed to talk with the students that are at their table only. We encourage you to visit the lunchroom to better understand the importance of a neat and orderly environment.

STUDENTS WITH SPECIAL DIETARY NEEDS (examples – allergies, diabetes) will be accommodated when **(and ONLY when)** documentation from a medical doctor is provided. The documentation shall include the **student's name, diagnosis, special diet, allowable substitutions, doctor's signature, and date.**

WE ARE A NUT FREE SCHOOL.



It's that time of the year again when kids are heading back to school! In the office, we find ourselves seeing students with scraped knees, upset stomachs, headaches, and other maladies associated with the school day and playground mishaps. Here are a few reminders to help us tend to your children and make sure they are taken care of in the best possible way.

- ♦ **Help the school keep others healthy. Don't send your child to school sick, especially if he/she is running a fever.** The student must be clear from the fever for 24 hours before returning back to school.
- ♦ In addition, notify the nurse if your child develops an infectious disease or condition such as pinkeye, chickenpox, or head lice.
- ♦ Keep your child up to date on his/her immunization schedule. Make sure your child has all the appropriate shots and boosters for their age, and give a copy of those records to the school each year.
- **Registering Students entering K, Gr. 2, Gr. 6-** The Illinois State Board of Education requires that all children in **kindergarten, second, and sixth grade** have an oral health examination.
- **Registering students entering Early Childhood, K, Gr. 6, Gr. 9-** Students entering the Early Childhood Program, kindergarten, sixth, or ninth grade must have a physical exam on file with the school district prior to enrolling. *Students who do not have physical exams by the first day of school will not be allowed to attend school. This policy will be strictly enforced.*
- Update emergency contact information. The school nurse should have a way of contacting you in the event of an emergency, as well as a back-up contact should you be unavailable during the day.
- Update medical information on a regular basis. If your child has a chronic illness, such as asthma, his medication and physician's instruction should be on file in the office.
- Keeping your child healthy and able to attend school will make their time in class go much easier and be more enjoyable for all involved. Let's look forward to another great year!

Parents should examine their children over every morning before sending them to school to see if they show any symptoms that may indicate the onset of a contagious disease. Some symptoms that may alert you to an oncoming illness are: red, watering, eyes; nausea, vomiting, or diarrhea; sore throat; earache or drainage from the ear; rash; **fever of 100.0 degrees; persistent runny nose, coughing or sneezing.** It is advised that you consult with our child's Physician prior to sending your child to school should (s)he experience any of these symptoms.

The requirements for re-admission to school after a contagious disease are listed below. These requirements are subject to change by the State Department of Public Health. If you have questions concerning these or other requirements, you may contact the school nurse at (217) 384-3628.

Fever	A child should not be sent to school if (s)he has an oral temperature of 100.0 degrees or greater. (S)he may return to school when the fever has ceased for 24hrs. and/or under the care of a doctor.
Pink Eye	Students may return to school 24 hours after they begin to take medication
Impetigo	May attend school under a doctor's care
Ringworm	May attend school under a doctor's care
Mumps	Excluded 9 days and until all swelling is gone
Chicken Pox	Excluded 8 days after eruption
Scabies	May attend after being treated for 24 hours with effective insecticide, all family members are treated with the insecticide, and clothing and bedding are laun-
Viral Rash	Excluded until under a doctor's care

Any child who becomes ill or is injured at school must be picked up by a parent or designated adult unless the school office receives specific instruction from the parent to do otherwise with the student.

their perspective areas. Students are considered late at **8:15 a.m. Please do not drop children off prior to 7:55a.m.**

• **Afternoon Dismissal:** Kindergarten—5th grades are dismissed at 3:00 p.m. **It is important that students stay at school until dismissal time because they lose valuable instructional time; we encourage you to adhere to this concern.** All students must be signed out if you are picking them up early in the office. An ID must be presented in order for students to be released early. It is our expectation that parents make arrangements to pick up their child(ren) in a timely manner. Please discuss with your child how they will be arriving and departing from school each day. **Messages cannot be given to students during the last 30 minutes of the school day (2:30-3:00pm).** Please help us with ensuring our dismissal procedures are kept clear & concise.

• **Afternoon Dismissal (Teachers):** Please make an appointment to discuss your child's progress, if needed on a consistent basis. Teachers are asked to provide supervision while waiting with students, unfortunately they are not available to hold conferences during dismissal.

• **Bicycle Rules:** We encourage students from grades 2nd—5th grades be permitted to ride their bicycles to school with helmets. We are not responsible for lost or stolen bicycles, so please provide your child with a secure lock and key. All riders shall dismount after they reach school grounds for safety purposes.

• **Bus Riders:** Students assigned to ride the bus transportation home will be dismissed at 2:55 p.m. It is their responsibility to get to the bus after being trained to do so in the first couple of days of school. Please encourage your child to get to the bus on-time. All buses leave promptly at 3:00 p.m.

• **Classroom Visitation Policy:** Parents and guardians are encouraged to visit their child's school. Please make sure to sign in the office every time you enter the school. Visitors not wearing a visitor's sticker will be asked to return to the office to attain one.

• **Crisis Plans/Emergency Drills:** Throughout the year, we will practice our Crisis Plan, Tornado Drills, and Fire Drills. Please understand that it is vitally important for Dr. Williams students and staff to practice these procedures since it helps prepare for any possible problems in the future. If we have a tornado warning, all students will be kept at school until impending danger is lifted. You may pick up your child; however, you must sign them out and get a pass from the office to maintain safety and to help us know where our students are.

• **Inclement Weather Conditions:** The school district may dismiss students for weather conditions. In cases of threatening weather or possible school closing, please listen to the local radio stations for current information.

• **Medications:** Students are not allowed to receive medication from school personnel unless prescribed or authorized by a physician. Each parent must sign permission, along with the physician's authorization on the specific medical paperwork as required by the Urbana School District.

for in school. It can also help prepare them to be lifelong learners by practicing skills they need to study independently. Homework can be given for some of the following reasons:

- ♦ Review, reinforce, or extend classroom learning by providing practice
- ♦ To prepare for the next day's class
- ♦ To learn to use resources, including the library, websites, & reference materials
- ♦ To explore subjects more fully than class time allows
- ♦ To teach students responsibility and organizational skills, including orderly use of time.

Students are responsible for:

- ♦ Knowing what the assignments are,
- ♦ Completing them on time,
- ♦ Completing them to the best of their ability,
- ♦ Letting the teacher know if they do not understand an assignment or cannot complete it on time.

Parents are responsible for:

Encouraging and supporting the student's efforts by being available for questions,
Communicating with teachers whenever the student has consistent difficulty with assignments,
Encouraging the students to turn assignments in the next school day.

Teachers are responsible for:

Ensuring the assignments have a clear purpose,
Giving clear expectations regarding when the assignment is due,
Using homework to determine if a student understands the concept or skill,
Communicating with parents if any concerns arise from homework.

Homework Help

Please connect with the teacher if your child is struggling with homework completion so we can explore the option of your child joining our homework club.



Kindergarten	<ul style="list-style-type: none"> • Monthly family involvement projects will be sent home at the beginning of each month and have a set due date. • Optional homework may be sent home to reinforce skills learned in the classroom.
First Grade	<ul style="list-style-type: none"> • Students need to read for 20 minutes each night. • Homework may be assigned weekly. • Homework should not exceed 30 minutes. • Optional homework may be sent home to reinforce skills learned in the classroom.
Second Grade	<ul style="list-style-type: none"> • Students need to read for 20 minutes each night. • Homework should not exceed 30-45 minutes. • Homework is expected to be turned in the next school day.
Third Grade	<ul style="list-style-type: none"> • Students need to read for 20 minutes every night. • Homework will be assigned Monday – Thursday in their red homework folder. This folder will include any work your child did not complete in class and a homework assignment. • Homework should not exceed 30-45 minutes per night. • Homework is expected to be returned on the next school day.
Fourth Grade	<ul style="list-style-type: none"> • Students need to read for 20 minutes each night. • Homework will be assigned Monday – Thursday in their homework folder. • This folder will include any work your child did not complete in class and a homework assignment. • Homework should not exceed 30-45 minutes.
Fifth Grade	<ul style="list-style-type: none"> • Students need to read for 20 minutes each night. • Homework will be assigned Monday – Thursday in their homework folder. • This folder will include any work your child did not complete in class and a homework assignment. • Homework should not exceed 60 minutes.

Dr. Preston L. Williams, Jr. Elementary School's administration and staff encourage parents and guardians to work closely with teachers to provide a successful and safe learning environment. Some parents want to walk their child to class in the morning to help them get a "good start." However, visitors in a classroom can become an interruption and/or distraction to the teacher and the students. Instructional time and safety must highly be respected, valued, and guarded. To protect the privacy of all students and to provide a successful and safe learning environment for all students, visiting parent/guardians must adhere to the following Classroom Visitation Policy:

Parents and guardians need to exit the building by the start of the school day at **8:15**

am. If a parent or guardian needs to remain in the building for some reason, he/she must sign in at the office and get a visitor's pass. Teachers often arrive early and stay late to plan for instruction. Please respect this effort and support the teacher by making an appointment for a conference. Conferences need to occur during non-instructional times (including dismissal at the end of the day).

If a parent or guardian wants to observe in his/her child's classroom, he/she must check in at the office. Parent or guardian formal observations of their child in a classroom may last no longer than **30-45 minutes**. The principal or the teacher may request that the parent leave if the observation is a disruption or distraction to the instructional process at any time.

Parents and guardians are encouraged to join us for fieldtrips. All chaperones must contact the classroom teacher. We will make every effort to accommodate you on our fieldtrips, but please remember we have to take in consideration the size of the group and the need for chaperones.

Parents and guardians that wish to have a classroom visitation or assist on a fieldtrip, are asked to not bring siblings or other children who are not students at Dr. Preston L. Williams, Jr. Elementary School.



Teachers + Parents= SUCCESS!

Dr. Williams students, staff, and parents believe in the importance of working together to support student success and academic achievement. Establishing effective communication is a priority. Parents are recognized as having a significant role in their child's education. Activities are planned and implemented to support parents in this role.

Important information about school and classroom activities are included in weekly newsletters, info-sharing meetings during Open House, Parent/Teacher Conferences, phone calls, and individual written communications. Parents are welcome to visit classrooms.

Surveys are used as a "needs assessment" to help determine the direction of parent/family engagement activities. Survey results are taken into consideration by both staff members and PTA members when planning family/extracurricular activities.

A number of activities are planned for students and their families throughout the school year, including: Back to School Night, Special Person's Day/Grandparent's Day, Family Game Night, National African American Parent Involvement Day activities, Family Reading Night, Fine Arts Night, and more! Parents are also encouraged to volunteer/participate in Fun & Field Day, Walk/Bike to School Day, & 100th Day.

Parent/family activities and events are purposely scheduled at different times of the day to encourage attendance and enable parents to participate actively in their children's education. Both staff members and representatives of the Dr. Williams School PTA plan and facilitate these events.

Discussions occur that determine if there are barriers to student and/or parent participation in activities and attempts are made to provide the necessary services or support to remove those barriers. Attendance at events is studied to determine if all Dr. Williams neighborhoods are equally represented.

Title I Parent Advisory Meetings will be held at Dr. Williams quarterly to assess parents' needs and concerns. Dr. Williams parents can also serve on the district level Title I committee that advises the Title I Coordinator on issues regarding students and their families.

Dr. Williams Elementary School is a Title I School.

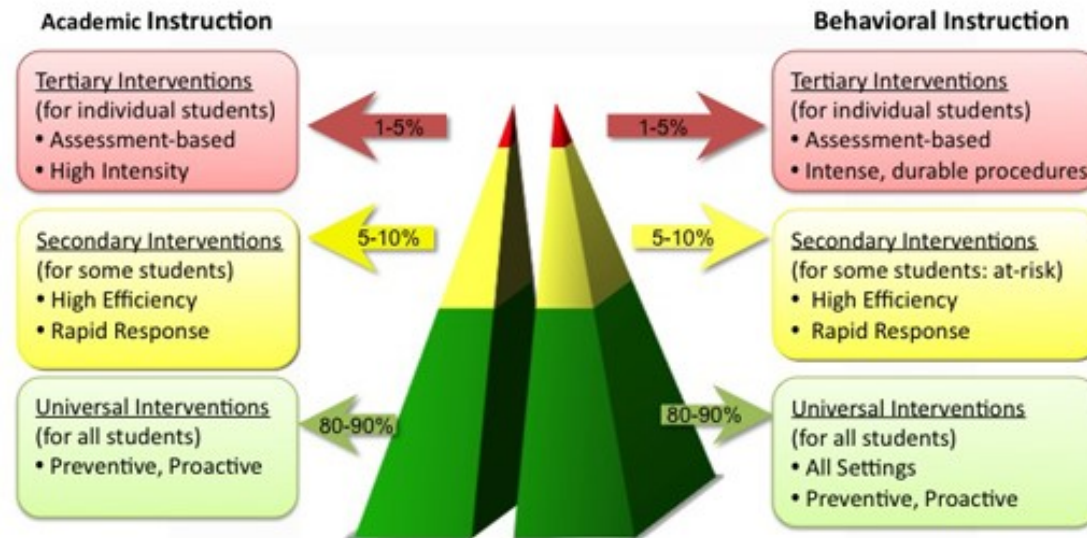
Parents+ Teachers+ Students= Success!

Every student is held accountable for his/her choices.

The goal for Dr. Williams Elementary School community is to provide each student an environment conducive to learning. It is our expectation that all students can and will learn in a safe and disruption free environment. Please hold us accountable, as well, for being calm, consistent, and clear in our interactions with your child(ren). USD #116 is committed to providing a consistent behavior system throughout all the elementary schools.

What is PBIS? PBIS is data-driven, proactive systems approach for establishing the behavioral supports and social environment needed for all students in a school to achieve social, emotional, and academic success. It conforms to the behavioral systems of the Response to intervention (RtI) model.

Designing Schoolwide Systems for Student Success



Tier 1: Core behavior expectations are taught, modeled, and reinforced by all staff in all school settings. This should meet the needs of about 80-90% of the student population.

Tier 2: Supplemental interventions for small groups of students not meeting behavioral expectations. These interventions should meet the needs of 5-10% of the student population.

Tier 3: Customized interventions for individual students not meeting behavioral expectations. Typically, 1-5% of the student population may need assistance at this level.

our schools and classrooms. The school has chosen the three R's:

Respect yourself.

Respect others.

Respect property.

By teaching these core behavior expectations, the school wants to equip all students with the knowledge necessary to achieve their unique potential. PBIS enables our students to behave in the spirit of the Dr. Williams School motto: Dr. Williams Elementary School is the school where EVERYBODY is SOMEBODY.

What happens when my child displays expected behaviors?

Any administrator, teacher, or staff member in the building can give rewards to students who display the expected behaviors. Rewards include, but are not limited to:

PBIS Star Tickets: Tickets are given to students throughout the school day in all settings, including lunchroom, Fine Arts, & Library. All tickets are placed in the "Star" box for an "All Star" drawing. All drawings are held two times per week.

Monthly Celebrations: At the end of every month, a celebration is held for students that have followed the behavior and academic expectations for the month.

Classroom Rewards: Students are rewarded on either a weekly or daily basis by their classroom teacher/specialty teacher.

What interventions are offered to help students through PBIS?

CICO (Check in, Check out): Our goal is to provide additional support early for students experiencing these challenges. With parent consent, students receive intervention support with increased adult attention, frequent feedback about behavior and academics and additional positive reinforcement.

Social Work Groups: Students are identified to receive small group interventions.

Social Academic Instruction Groups (SAIG): Students are assigned to meet weekly with a group to work on specific skills (i.e. organization, following directions, getting to school on time, homework completion, etc).

How is disrespectful behavior dealt with at Dr. Williams Elementary School?

We expect all students to behave in a respectful manner. As part of our positive approach to learning, we are careful not to label students as bullies, but instead describe their repeated actions as "bullying behavior". All incidents of "bullying behavior" are taken very seriously and addressed immediately by all Dr. Williams School staff. As a proactive measure to teach and support students, we create a positive learning environment in which all students are taught specific expectations and social skills necessary for making positive contributions to our school.

When a student does not feel safe or is not feeling respected.....

Students should use the stop signal and clearly tell the other person to **"STOP!"** However, if the situation is a serious safety concern, the student should tell an adult immediately.

If the other student(s) does not stop, then the student should **WALK** away.

If the behavior continues, the student should **TALK** to an adult right away and report the problem.

Adults will:

1. Ask the student if they gave the STOP signal and walked away.
2. If the student answers, "yes", they will re-teach the expectations with both students present.
3. If the student answers, "no", the adult will remind them to use their STOP signal and WALK steps.
4. Refer the disrespectful student to the office, if needed.

Second Step Social Emotional Learning Curriculum
Morning Meetings & Class Meetings
S.W.A.T. Program and implementation
Project Wisdom
Character Education: *Respect, Responsibility, Integrity, Compassion, Cooperation, & Perseverance*
School Celebrations
Classroom Management Plans
Zones of Regulation

What can I do to help with PBIS?

Review the expectations with your child.
Ensure that your child is well rested and on time for school each day.
Ask your child about his/her school day.
Stay in contact with your child's teacher(s).
Encourage your child to use proper tone and voice.
Incorporate Dr. Williams School Expectations: Respect yourself, respect others, and respect property.
Be involved with the school. Attend school functions and activities when possible.

***All school procedures are in compliance with:
Urbana School District Board Policy 7:180~ Preventing Bullying, Intimidation, & Harassment
Urbana School District Board Policy 6.220~Discipline***

Building Character.... One student at a time!



Dr. Williams School Student Education & Behavioral Expectations

Every student is held accountable for his/her choices.

The goal for Dr. Williams Elementary School community is to provide each student an environment conducive to learning. It is our expectation that all students can and will learn in a safe and disruption free environment. Please hold us accountable, as well, for being calm, consistent, and clear in our interactions with your child(ren). USD #116 is committed to providing a consistent behavior system throughout all the elementary schools. This year all schools will implement PBIS. Students will be taught expectations on a week/monthly basis through "Cool Tools".

Dr. Williams School's Expectations:

- ♦ **Respect yourself.**
- ♦ **Respect others.**
- ♦ **Respect property.**



Incentives

"Caught Being Good"

Hallway Incentives

Perfect Attendance Recognition

Monthly Incentives & many more!

Consequences

Timeout

Teacher Partner

Loss of Classroom Privileges

Office Referrals & other disciplinary actions



Bully Prevention Lessons & Curriculum:

S.W.A.T.: Stop! - Walk Away - Talk



Goal: Teaching all students responsible behaviors for all settings.

EMERGENCY PROCEDURES & SCHOOL CLOSINGS

If it becomes necessary to close schools due to inclement weather this winter, announcements will be made over a wide variety of local radio, TV, newspapers, and the *School Messenger* system. Students and parents are reminded that, until they personally hear an announcement via the media, they should assume that schools are operating normally. The decision to close schools is made by the Superintendent of Schools and not by each building. Therefore, the announcement will be made regarding the "Urbana School District", not specifically about Dr. Williams School.

As a safety precaution, all visitors are required to sign-in at our Main Office. You may also be asked to present photo identification upon entry to the building or at anytime while in Dr. Williams Elementary School.

DRILLS

Fire Drills are a necessary routine for ensuring the safety of students and staff. All students and staff are expected to follow the established fire drill plan posted in each room in the school. When the fire alarm bell sounds students are expected:

- To evacuate the building in a safe quick, quiet, and respectful manner
- To evacuate the building through the designated exits
- To wait until the all clear sound is given, then to respectfully re-enter the building

Tornado Drills are also a necessary routine to ensure the safety of students and staff in the event of a tornado. A tornado drill procedure has been established for the school and is posted in each room of the school. When a tornado alarm is sounded students and staff are expected to report quickly and quietly to their assigned area of safety.

Crisis Drills are held as needed but will be done at least twice a year. The principal will notify you when Crisis drills are held so you are aware. At Dr. Williams we have developed a crisis plan to safeguard your child in the event of an emergency. All staff members at Dr. Williams know what to do in an emergency and the plan has been discussed with their students. In the event of a real emergency at Dr. Williams Elementary:

- DO NOT COME TO THE SCHOOL, law enforcement agencies will block the streets near us.
- DO NOT CALL THE SCHOOL, in a real emergency we need to keep the phone lines open.
- REMAIN WHERE YOU ARE AND TUNE INTO WILL 580 AM, they have agreed to be our official radio station in case of emergency. Announcements will be made and instructions given, so please do not call the radio station for information. If necessary, we will contact you.

BUS RULES

While on the bus, students should remain seated until the bus arrives and stops at its destination. Proper and safe behavior is expected on the bus, and the principal will deal with inappropriate behavior. The bus driver has a great deal of responsibility for all students on the bus, and students should respect and follow any instructions given by the driver. Appropriate behavior is expected on the bus, and bus-riding privileges may be suspended for recurring misconduct. For questions regarding bus transportation, please contact First Student's Transportation Manager at 217-344-4586.

INCLEMENT WEATHER

On most days students are outside during lunch and/or class recesses, P.E., and/or class excursion times. If it is raining or if the wind chill temperature is lower than 20 degrees Fahrenheit, students are allowed to wait/stay inside during these times.



Emergency Plan Overview

Our school developed an emergency plan in collaboration with Urbana School District 116 along with local law enforcement to ensure the safety of all Dr. Williams students in the event of an emergency. All staff are trained and prepared to respond to an emergency at school. Staff dedicate time to discuss procedures and plans with students within the classroom to ensure all students are prepared to respond in the event of an emergency. Our goal is to keep parents informed about our plans and how you should respond in the event of an emergency. Please take a moment to read the information included and we ask that you keep a copy of this in a safe place at home.



Parents Emergency Preparedness Plan

In the event of an emergency in which we evacuate the building our emergency plan outlines having students K-2 taken off site to Living Hope Four Square Church and 3-5 students taken to Brookens County Administrative Building. If we do not need to evacuate all students will remain inside of the school building.

~ We ask that you do not come to the school. In the event of a serious problem law enforcement agencies will block off the streets near the school allowing access to emergency personnel only. Thus they will not allow you to enter the area.

~ We ask that you do not call the school so that we can keep the phone lines open.

~ Keep all phone numbers up to date with the office to ensure we can contact you regarding any emergencies. We will call all parents through our Skylert System to update parents regarding the emergency.

~ Depending on the emergency, we will release students to parents/guardians when it is safe to do so. It is important that you arrive with photo identification as students will only be released to parents/guardians or emergency contacts listed. All students must be signed out using the student sign-out log.



Communication to Parents

~ Please understand that during an emergency our first concern is for the safety of our students and staff. We will provide information about the problem after everyone is safe and the problem is under control. Expect a call through the Skylert system notifying you of the situation. It could take time for us to communicate with you as we will follow the directives of emergency personnel.

~ We know that your child and his/her safety is of utmost importance to you. We also realize we are asking for a lot of patience with us as we progress through an emergency plan. Please know that we take your child's safety very seriously and we will contact you as soon as possible to provide updates regarding the emergency and any reunification plans when necessary.

~ We hope to never need to use our emergency plans, but we want to ensure we are prepared and notify you of our general plans to ensure the safety of all students and staff. Thank you for your cooperation, patience & prepared-

Urbana School District Information

**Jean Burkholder Administration Building
205 N. Race Street
Urbana, IL 61801
(217) 384-3600**

Superintendent of Schools: Dr. Jennifer Ivory-Tatum
Assistant Superintendent of Student Learning: Dr. Kimberly Norton
Assistant Superintendent of Human Resources: Dr. Angi Franklin
Executive Director of Special Education: Mrs. Beth Ladd
Director of Business & Finance: Mrs. Caty Roland
Director of Facilities: Mr. Randy Ashman

Urbana School District #116 School Board

Paul Poulosky, President
Tori Exum, Vice-President
Brenda Carter, Board Secretary
Anne Hall, Secretary Pro-Tem
Brian Ogolsky, Board Member
Lara Orr, Board Member
Ravi Hasanadka, Board Member

**The School Board meets every 1st & 3rd Tuesday of each month at 6:30 pm
You are welcome and encouraged to attend!**