



Arland D. Williams Jr. Elementary School  
Mike Shaffer - Principal  
Brandy Trussell - Assistant Principal

Dear Williams Families,

The purpose of this letter is to clarify pickup and drop off procedures for Williams Elementary School. If your students ride a bus, this information does not apply. Always remember to communicate with the front office and your teachers about transportation changes related to your student.

**Student safety is everyone's responsibility. Please help us ensure that our children remain safe:**

**Vehicles will not be allowed to access the front parking lot to pick-up or drop-off students during arrival or dismissal times. When this has happened it has created major safety concerns where students have walked through moving traffic and in the blind spots of buses. Kids and moving vehicles are not a good combination. Please help us avoid a tragedy by using the parent drop-off line or by dropping your students off at the First Baptist church across the street from Williams where your student(s) can walk to school using the safety of crossing guards. (Note: Exceptions to this expectation include students with exceptional mental/physical needs ADA, and must be approved by an IEP/504 team or by doctors written request with principals approval - no exceptions).**

Drop off options are as follows:

1. Drop your student off by using the parent drop off line accessed behind the school from 12th street. You will pull up and drop your student off at the gym doors. Our gym doors open at 7:45 for parent dropoff.
2. Park at the First Baptist Church across the street from Williams where your student(s) can walk to school using the safety of crossing guards. Students will enter the school through the North Gym doors if arriving before 8:15.

Pick up options are as follows:

1. Use the parents pick up line accessed behind the school from 12th street.
2. Park at the First Baptist Church across the street from Williams where your student(s) can walk to your car using the safety of crossing guards.
3. Park at the First Baptist Church across the street, walk to Williams and wait for your student to exit the North gym doors.

The Williams Elementary front entrance doors may be used to pick-up and drop-off students for appointments, meetings, or school business during school hours other than arrival and dismissal times.

Love everyone and take care of each other,

Mike Shaffer, Principal

Brandy Trussell, Assistant Principal