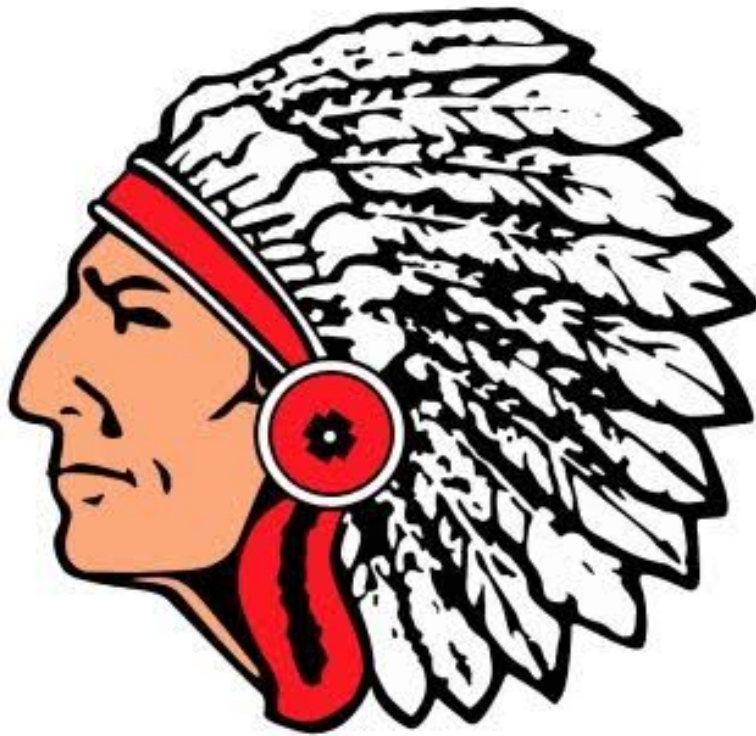


**M.D.WILLIAMS
INTERMEDIATE SCHOOL**

2019-2020



**Student-Parent Information
Handbook**

MD Williams Intermediate School Student-Parent Handbook

Dear Parents, Guardians, and Students,

Greetings and welcome to the 2019-20 school year. MD Williams Intermediate School is very excited about the opportunities that await us in the upcoming year. With every school year there are challenges that we meet as a school community, whether we are students, parents, teachers, staff or administration. I would like to challenge all of us to always do our best in working hard to make this school year one of the best experiences for each other.

As students, you need to have high expectations for learning and hold high standards for yourselves and others as learners. Also remember, the reasons that you attend school are to grow, mature, and learn, in all the activities that you are a part of each and every day.

Parents, we encourage you to take some time to look over and discuss this handbook with your child. Because the information in this handbook is so important, we want to ensure that you and your child have read the handbook and that you assist your child in his/her understanding of the contents. Parents are always welcome at school, when you plan to come to school, remember to sign in at the main office to obtain and wear a visitor's pass. Please note that visitors are not allowed to meet with teachers or students unless prior arrangements have been made through the main office. No visitors are allowed unless they have official business to conduct.

Communication and involvement are the keys to success in your child's education. We encourage you to participate in your child's education to the best of your ability. We strive to communicate with you in various ways. This may include the school website, newsletters (electronic and printed), report cards, progress reports, news releases, text messaging, assemblies, phone calls, email, letters, student led conferences, and open house.

Every effort is made to inform parents and students of the information needed regarding school policies and procedures outlined in the Student-Parent Handbook. After reading the handbook please sign the notice at the beginning of the handbook and return it to your child's teacher. We are required to have this documentation on hand.

If you have any concerns about any aspect of your child's education feel free to contact your child's teacher, the guidance counselor, assistant principal, or me personally. We welcome your inquiries.

Mr. Shannon Fish
Principal

Mr. Chris Lindner
Assistant Principal

Arrival to School

7:15 a.m. - 7:45 a.m.

Students eating Breakfast will be allowed to enter the cafeteria at 7:15 a.m. Students will be released to their home rooms at 7:45 a.m. For the safety of your child please do not drop off your child before 7:15 a.m. Students arriving after 7:50 will be considered tardy and must be signed in or out by a parent or guardian in the office. All parents must sign in at the office before entering student areas.

Dismissal from school

3:20 p.m. - Car riders and Bus riders

Students who do not ride a bus are expected to go home or to their designated after school care location. Only students whose parents are at the school for conferences or other appointments will be allowed to stay on school grounds.

For student safety all parents and/or guardians who pick up their children from school are not allowed in the hallways or classrooms. You are allowed to wait in the front lobby due to weather.

Tardy Policy/Early Out:

TARDIES

Promptness is an important character trait that District staff is encouraged to model and help develop in our schools' students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises potential student achievement. More than 10 tardies or 10 early outs for the year may result in the prosecuting authority being notified.

Your child will be marked tardy during these times:

Tardy is Daily after **7:50 a.m.**

Early Out: Afternoon before dismissal at **3:20p.m.**

Students arriving between **8:00 - 11:00 a.m.** will be counted absent for half a day.

Students checked out between **11:00 - 3:20 p.m.** will be counted absent for half a day.

At the discretion of the building Principal, after consultation with persons having prior knowledge of the circumstance(s) of the student being tardy or early out, a decision in accordance with district policy will be made as to whether it will be excused or unexcused.

Parking and Student Drop Off

For your child's safety MD Williams will have a crosswalk attendant on duty every morning and afternoon in the circle in front of the MD Williams Entrance. Please drop off your students only at this location.

You may park in any of the designated parking spots located in front of the school, but please avoid the Bus Lane.

The parking lot near the cafeteria is designated as the teacher/ staff parking lot and should not be used to drop off or pick up students.

The crosswalk across from the Administration office is not to be used as a drop off or pick up location either.

Students who ride bicycles to school are to park their bicycles in the designated bike rack beside the administration office.

It is asked that you do not drop-off students until 7:15 am. The building will remain locked until that time to allow duty personnel to arrive.

Inclement Weather

School may be dismissed early if weather conditions present a hazard to a student's safety. Please plan with you child what to do if school closes early. In the case of an early dismissal all after school programs such as tutoring will be cancelled. If school dismissal is delayed, all students will follow the delayed schedule. Please listen to KPOC local radio, or KAIT8 local tv for possible school closings during inclement weather. The Pocahontas School District will also implement the Parent Notification calling system during unplanned dismissals. Please have your child(ren) contact information sheets up to date in the office with current phone numbers.

Telephone Use

Use of school phones is restricted to necessary and emergency calls. Students will not be allowed to use the phone except for school business. Students are not to be excused from instructional time to accept or make phone calls. Staff members will not be called away from instructional time to answer or make calls except in an emergency.

Student Cell Phones are not allowed to be on during school hours (drop off until dismissal). This may result in disciplinary action or confiscation of phone to be picked up by parents after school, but students may be given permission to use their cell phones to call if supervised in the office.

Deliveries

Because of safety concerns, all deliveries (lunches, food items, gifts, etc.) need to be made to the office before distribution to students or classrooms. Deliveries such as flowers, gift arrangements, balloons, etc. need to be delivered to the office where they will be delivered to students sometime after 1:30 pm. Please be mindful that due to bus regulations and space, balloons, glass, and some gifts shall not be taken on the bus.

Grading and Reporting System

Please refer to the District Pupil Policies Handbook.

Gifted and Talented Programs

Please refer to the District Pupil Policies Handbook.

Attendance

Please refer to the District Pupil Policies Handbook.

Bullying

Please refer to the District Pupil Policies Handbook.

Bus Discipline

Students will be held accountable for their actions while riding a school bus to and from school, during field trips, and school activities. **Riding the school bus is a privilege, bus rules must be followed.** Please refer to the District Pupil Policies Handbook for rules regarding the school bus.

Closed Campus Policy/ Lunches

M. D. Williams Intermediate School has a closed campus policy. Once a student arrives on campus, he/she may not leave without being checked out through the school office by a parent or legal guardian. If a student is late coming to school or leaves before dismissal, he/she must also be checked out through the main office. Students leaving campus without the principal's approval will

be subject to disciplinary action, which may range from principal conference to expulsion from school.

Lunch time will also be spent on campus where students will have the option of eating in the cafeteria or bringing their lunch. Specific eating areas will be assigned for all students. Food brought in by parents is to be specifically for their child only. Parents bringing food for their child must check in with the office where the food can be delivered to their child at their designated lunch time.

Counselors/Counseling

Counselors will be available for student, teacher, and parent for conferences during the school day. The goal of the guidance program is to assist students in the process of growing in personal, educational, social, and career development.

Contraband

Contraband at M.D. Williams Intermediate School are those items that are deemed illegal, unsafe, or inappropriate in the school setting. Contraband items include such things as tobacco products, matches, lighters, weapons, ammunition of any kind, knives, alcohol, drugs or drug paraphernalia, needles, syringes, pornographic material, or hate or racist materials. These items any other items that are deemed inappropriate are not permitted on school property. This of contraband items is an example of items not allowed and is not meant to be restrictive. Because we discourage violence, toy guns, knives, etc. are not allowed at school. All contraband items will be confiscated and depending on the item followed through with contact to appropriate authorities and/or parents.

Lockers

Sixth grade students at M.D. Williams Intermediate School will be assigned a numbered locker. Students are to use their lockers to store books and other personal items in. Lockers are to be kept neat and clean. In assignment of a locker or other school property, the school retains ownership of such property and has the right to reclaim it at any time. General or specific searches of school property may be conducted at any time. Lockers are **NOT** to be decorated inside or out. It is recommended that valuables not be left in lockers. Combination locks may be used. Students need to know their combination and how to operate their lock. In the event that a lock cannot be opened with the combination, the lock may be removed by destroying the lock.

Field Trips

Special events and field trips are considered to be a privilege and may be denied to students because of discipline problems or safety concerns for other students. Field trips are a student-teacher class trip.

Teacher/Parent Conferences

It is very important that the teachers and parents of all students stay in communication with each other about the welfare of their students. Each teacher has a daily conference time each day that can be used to discuss their child's performance. Please make an appointment by calling the principal's office.

Teacher Conference Times

Please call the office to schedule a conference with your child's teacher.

Student Discipline

All students at M.D. Williams Intermediate school are to conduct themselves in an orderly manner. Students shall comply with the rules, regulations, reasonable instructions and submit to the authority of the teachers, principals, superintendent, or other school officials on school property or at school sponsored off-campus events. M. D. Williams Intermediate School follows the District Pupil Policies handbook.

Because there are many degrees of severity concerning discipline, the administration reserves the right to consider the circumstances surrounding the incident, take the student's previous discipline record into account, and determine appropriate action. The administration may, at their discretion, refer any violation of the discipline policy to law enforcement.

The administrator shall use their discretion in assigning any disciplinary action as seen appropriate due to the severity of the incident, past discipline record, circumstances surrounding the incident, or as determined by law enforcement.

Excessive Discipline referrals

Listed below are the guidelines that will be used with students who experience repeated discipline referrals to the principal's office:

1. After the 3rd and 4th referral to the office, a student may receive a day of In School Suspension (ISS).
2. After the 5th and 6th referral, a student may receive up to 3 days of In School Suspension (ISS). A parent conference is required at this time with teachers and Principal.

3. After the 7th office referral, a student may receive up to 5 days of In School Suspension (ISS). A parent conference is also required and Law Enforcement Officers shall be contacted for guidance.

These totals will be based on accumulation for the year.

MD Williams Intermediate School

2019-2020 Student-Parent Handbook Signature Form

Student Name (Please Print)

Grade _____

STUDENT - PARENT HANDBOOK RECEIPT

This is to acknowledge my receipt of a copy of MD Williams Intermediate Student-Parent Handbook, which includes both informational items and Student Discipline guidelines.

Student Signature

Parent/Guardian Signature

Please return this completed sheet to your homeroom teacher.

Mr. Shannon Fish

MD Williams Intermediate School, Principal
2301 North Park St.
Pocahontas, AR 72455
(870) 892 - 4573 ext. 2