



# *Williams Memorial Elementary*



290 South Metts Street, St. George, SC 29477

Phone: 843-563-3231 | Fax: 843-563-3421

Ruth Mims, Principal & CERDEP Director

Jeremy Wolfgang, Assistant Principal & Head Start Director

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## **Williams Memorial Elementary School Procedures**

We will have a drop-off and pick-up on **April 1-2, 2020, from 9:00 A.M.-3:00 P.M.** for parents or guardians who are unable to electronically submit or access students' assignments either through Google Classroom or teachers' e-mails.

Drop-off bins for the first two (2) weeks of assignments (March 16-27) and pick-up bins for the new assignments (March 31<sup>st</sup>-April 6<sup>th</sup>) will be located on the front walkway. In the case of rain, drop-off and pick-up bins will be located in the front foyer. ***Library books should also be turned in at drop-off/pick-up.***

Chromebooks will also be available to be signed out by a parent or guardian for **4<sup>th</sup> and 5<sup>th</sup> grade students only** in the front foyer on April 1-2, 2020. 3<sup>rd</sup> Quarter Report Cards will also be handed out.

As of March 31<sup>st</sup>, all new assignments will be posted on each teacher's website, Google Classroom, or sent through REMIND or Class DoJo. Please remember, students who do not have Internet access will be able to pick-up packets on April 1-2, 2020.

Additional information will be provided as needed through the School Messenger, the school's website, and the PTA's Facebook Page. Teachers will also send updates through REMIND and Class DoJo.

Teachers are available from 9:00 A.M.-12:00 P.M. Monday-Thursday through their website, REMIND, or Class DoJo. Please remember there may be times teachers may not get back with students until later during the day. As of now, the office is open 9:00 A.M.-1:00 P.M. Monday-Thursday.

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\*Student work that has been completed can be scanned and e-mailed to teachers. Please check with your child's teacher as to how they want it to be electronically sent to them.