

# KELLAR PRIMARY SCHOOL



## STUDENT-PARENT HANDBOOK

**2018-2019**

KELLAR PRIMARY SCHOOL  
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## **WELCOME**

The Kellar Staff extends a warm welcome to you as part of the Kellar Family! To help you enjoy your experiences at Kellar, this handbook will introduce you to the school's programs, services, and policies. Through an understanding of the regulations that keep our school functioning efficiently and an awareness of the many opportunities offered at Kellar, a clear understanding will be established among the school administration, staff, parents, and students.

Please read the entire handbook and discuss it with your child/children. Keep this handbook, as well as your Peoria Public Schools Handbook/Calendar readily accessible throughout the year to help you stay informed and to answer questions as they arise.

## **MISSION**

Kellar Primary School seeks to create a challenging learning environment that establishes high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved in our students' learning.

## **VISION**

Every student is a life-long learner who is a responsible, productive and engaged citizen within the global community.

## **SCHOOL HOURS**

### **School Schedule**

8:30 – 3:30

*Students should not arrive on school grounds until 8:15 a.m.*

## **VISITOR SIGN-IN**

Kellar maintains a secure building with all exterior doors locked during the school day. All visitors must use the intercom system at the main entrance to enter the building. Visitors will be "buzzed in" by the office personnel and will not be let in by a student or staff member. All parents and visitors must sign in and sign out at the office upon entering and leaving the building. Upon signing in, visitors will be given a badge to wear while in the building. The badge should be returned to the office upon signing out. Parents are not allowed to go to classrooms without signing in. Visits during state/District testing will not be allowed. During school hours, parents should not go to the classroom unless this has been pre-arranged with the teacher.

**KELLAR PRIMARY SCHOOL**  
**Dates to Remember**  
**2018-2019**

**JULY**

- 25 Run with Reading Check-In 5:30
- 28 Backpack Peoria

**AUGUST**

- 13 Faculty Institute 8:00–1:00
- 14 Faculty Institute 8:00–1:00  
Open House 5:00-6:00
- 15 Students' First Day 8:30-2:30  
Boohoo/Yahoo Breakfast 8:30-9:00
- 21 PTO 6:00
- 24 Run with Reading party 2:30

**SEPTEMBER**

- 3 NO SCHOOL – Labor Day
- 4 Newsletter  
Resume regular schedule 8:30-3:30
- 7 College Colors Day
- 6 & 7 Donuts with Dad
- 15 Colts Run 9:00
- 21 Progress reports sent home
- 25 PTO Meeting 6:00
- 26 SIP day – 11:30 dismissal
- 27 Parent University 5:00-8:00

**OCTOBER**

- 1 Newsletter
- 2 Chili Supper Fiesta 5:00–7:00
- 3 Book Fair
- 4 Book Fair
- 10 Picture day  
Walk to School Day
- 12 End of 1<sup>st</sup> grading period
- 15 Parent Conferences 4:00-7:00
- 16 Parent Conferences 4:00-7:00
- 17-19 NO SCHOOL - Fall Break
- 23 PTO Meeting 6:00
- 31 Halloween parade & parties 10:30  
SIP day – 11:30 dismissal

**NOVEMBER**

- 3 PTO Adult Night Out 6:00-9:00
- 4 End Daylight Saving Time
- 5 Newsletter
- 6 3<sup>rd</sup>/4th Fine Arts Night 6:00
- 12 NO SCHOOL – Veterans' Day
- 19 Grandparents' Day
- 21-23 NO SCHOOL – Thanksgiving
- 27 PTO meeting 6:00
- 29 Progress reports sent home

**DECEMBER**

- 3 Newsletter
- 7 College Colors Day
- 17-21 Spirit Week
- 21 Holiday parties 1:30  
Dismiss at 2:30  
End of first semester
- 24 Begin Winter Break

**JANUARY**

- 4 NO SCHOOL - Faculty Institute 8:00-1:00
- 7 School resumes  
Newsletter
- 11 Report cards sent home
- 18 Spelling Bee 2:00
- 21 NO SCHOOL – Martin Luther King, Jr. Day
- 22 *Young Authors* manuscripts due
- 22 PTO meeting 6:00
- 24 & 25 Muffins with Mom
- 28 100<sup>th</sup> Day
- 30 SIP day – 11:30 dismissal

**FEBRUARY**

- 1 College Colors Day
- 4 Begin Guest Reader Week
- 4 Newsletter
- 5 1st/2nd Fine Arts Night 6:00
- 14 Valentine's Day parties 2:30
- 15 Progress reports sent home  
Daddy-Daughter Dance 6:00
- 18 NO SCHOOL – Presidents' Day
- 22 Movie Night 5:30-7:30
- 25 Begin Coins for Kids
- 26 PTO meeting 6:00
- 27 SIP day – 11:30 dismissal
- 28 Book Fair  
Family Night 5:00 – 7:00

**MARCH**

- 1 Book Fair
- 4 Newsletter  
Begin PARCC (3<sup>rd</sup> & 4<sup>th</sup>)
- 10 Begin Daylight-Saving Time
- 15 End of 3<sup>rd</sup> grading period
- 21 Parent University 5:00-8:00
- 26 PTO meeting 6:00
- 27 Parent Conferences 4:00-7:00
- 28 Parent Conferences 4:00-7:00
- 29 NO SCHOOL

**APRIL**

- 1 Newsletter
- 9 Kindergarten Fine Arts Night 6:00
- 12 End PARCC
- 15 Begin Spring Break
- 23 School resumes
- 23 Accelerated reader deadline  
Begin Artist in Residence  
PTO meeting 6:00
- 24 Secretaries Day
- 26 Progress reports sent home
- 27 Kindergarten Round Up
- 30 Kindergarten Orientation 9:00 & 6:00

**MAY**

- 6 Newsletter
- 6-10 Teacher Appreciation Week
- 8 Bike to School Day
- 14 Retirement Reception 3:45-4:30  
PTO meeting 6:00
- 16 Kellar Family Carnival/Picnic 5:30-7:00
- 17 College Colors Day
- 20-22 Spirit Week
- 20 Field Day 8:45  
Yearbook signing 2:30
- 21 Rain Date for Field Day  
Trash'n Fashion Show 2:00
- 22 Newsletter  
Awards assembly (2<sup>nd</sup> – 4<sup>th</sup>) 1:00  
Students' last day – 2:30 dismissal  
Report cards sent home
- 23 Faculty Institute 8:00-1:00

## ASSESSMENTS

As a public school, Kellar participates in common assessments. These tests are administered at various grades throughout the school, and parents are given notification prior to testing. Tests given include but are not limited to: NWEA-MAP in grades K-4<sup>th</sup>, Cognitive Abilities Test (CogAT) in 4<sup>th</sup> grade, and Partnership for Assessment of Readiness for College and Careers (PARCC) in 3<sup>rd</sup> and 4<sup>th</sup> grades.

## ATTENDANCE & TARDINESS

All students are required by law to attend school every day it is in session. The regular school day is from 8:30 AM to 3:30 PM. The following times are used to determine tardy and absence reporting:

### Grades K & 1

Tardy	If arrive between 8:31 and 10:30 AM If leave between 1:30 and 3:30 PM
½ Day Absent	If arrive between 10:31 AM and 1:30 PM If leave between 11:01 AM and 1:30 PM
Full Day Absent	If arrive after 1:30 PM If leave before 11:01 AM

### Grades 2, 3, & 4

Tardy	If arrive between 8:31 and 9:30 AM If leave between 2:30 and 3:30 PM
½ Day Absent	If arrive between 9:31 AM and 1:00 PM If leave between 11:00 AM and 2:30 PM
Full Day Absent	If arrive after 1:31 PM If leave before 11:00 AM

Excused Reasons for absences are as follows:

1. Illness
2. Observance of religious holidays (with 5 days prior notice) (Board Policy 7:80)
3. Death in the immediate family
4. Family emergency
5. Situations beyond the student's control as determined by the Board of Education
6. Other situations which cause reasonable concern to the parent for the safety or health of the child

Parents should call the school to report a child's absence before 9:00 AM. If you do not call, you will receive a recorded message indicating that your child is not in school. A written excuse signed by the parent or doctor is required to explain an absence. Without a phone call and/or written excuse, an unexcused absence will be recorded.

When a student is to be dismissed early, a request must be written by the parent stating the reason for early dismissal and must be presented to the teacher.

When students leave or return during the school hours, they must report to the office and the parent/guardian must sign them in or out with the school secretary.

Your child should stay home from school if he/she has any of the following:

- Fever of 100° or higher
- Diarrhea / Vomiting
- Rash with fever
- Pink eye that has not been treated
- Tuberculosis
- Impetigo
- Strep throat
- Scabies
- Chicken pox
- Hepatitis A virus
- Infection
- Any other obvious signs of illness

### **AWARDS**

An Awards Assembly for students in grade 2-4 will be held the last week of school. Awards will be presented for perfect attendance (no absences and no tardies), Young Authors, Accelerated Reader, Music Club, and the President's Award for Educational Excellence (4<sup>th</sup>).

### **BIRTHDAY CELEBRATIONS**

Children may, with parent approval, bring a birthday treat for their class on their birthday. Please send a note to inform the teacher. Students whose birthdays are during summer break can celebrate on their "half birthday" (i.e., July 7 birthday recognized on January 7).

### **BREAKFAST & LUNCH PROGRAM**

(Board Policy 4:130)

*Breakfast and lunch are available at school. Meals are planned to meet student dietary guidelines established by the United States Department of Agriculture. Students in all District schools except Richwoods High School will receive free breakfast and lunch through the Community Eligibility Option.*

ALL Kellar students will receive FREE breakfasts and hot lunches, regardless of need. Families are encouraged to take advantage of this offering.

Students may also bring cold lunches and purchase milk at school. Milk is 50¢. Parents may send cash or checks with students daily, weekly, or monthly. Payment can also be made online.

Parents are welcome to eat lunch with their child. Please send a note to your child's teacher (along with \$2.50 if you would like to purchase a school lunch).

Students will be notified of their lunch schedule and the expectations for lunch room behavior. Students may be isolated or removed from the cafeteria if their behavior is not acceptable. Students are allowed to converse quietly and are expected to remain seated while eating. If the noise level becomes too loud, the cafeteria staff may require a few moments of silence.

Weather permitting, the students are dismissed to play outside when they finish eating lunch. On inclement days, the students remain inside and walk in the gym.

### **CLASSROOM PARTIES**

Three class parties will be held throughout the school year: Halloween, Winter, and Valentine's Day. So that young and old alike can enjoy our Halloween parade, please avoid scary, gory, or bloody costumes. The Kellar PTO Room Parents sponsor these parties. Arrangements can be made for parents who do not want their children to attend the parties.

## **CLASS VISITS**

Occasionally, parents wish to visit classrooms. While we welcome observers, we ask that you arrange visits in advance to avoid scheduling conflicts. Please contact your child's teacher at least 24 hours in advance for classroom visits. Likewise, if you need to meet with a teacher, contact the teacher to arrange a time. All visitors must report to the office upon entering the school, sign in, and receive a visitor's badge.

## **BEHAVIORAL EXPECTATIONS**

The Kellar staff is very proud of our students and our school. We believe that Kellar is among the best primary schools in the state. In order to provide a safe and orderly environment for all students, School Board policy will be followed regarding student behavior. Kellar staff shall secure and maintain order and discipline in the classrooms as well as promote a suitable atmosphere for learning. Staff is also responsible for maintaining order and discipline in the hallways, gymnasium, cafeteria, and on the school grounds. In all cases in which an employee acts to help a child with his/her conduct, emphasis will be on teaching the child proper conduct and developing the child's self-discipline. Classroom interventions for misbehavior will be used whenever possible. The school is not responsible for any confiscated items. When classroom teachers have exhausted all interventions, students are referred to the principal. The principal will notify the parent/guardian of the situation and the actions taken.

When the offense is considered severe or when physical assault or battery (fighting), gross disrespect, gross insubordination or gross disrespect of school personnel and/or fellow students, theft of property or vandalism, possession of drugs, possession of a weapon occurs, the student will be sent to the office immediately. The principal will determine the consequence to be given. Consequences could include reprimand, loss of privileges, detention, parent conference, in-school suspension, out of school suspension, or recommendation of expulsion. ***The severity of the offense and the frequency of the misbehavior will determine the consequence.***

Weapons of any kind (e.g., guns (real or look-alike), knives, blades or anything that could be used to hurt someone) are strictly forbidden at school. Students in possession of any type of weapon or look-alike weapon will be subject to disciplinary action as per School Board policy.

## **Dress/Uniform Code**

All students must follow the Peoria Public Schools student dress code (see below). The Board of Education policy requires all primary and middle school students to wear a standard uniform. Below are the requirements each student is expected to meet during each day of school at Kellar Primary School. Students are required to wear school uniforms every day, unless otherwise indicated. Hats may not be worn in the building. Pants are to be worn around the waist. For students' safety, shoes must have a back or a back strap (flip-flops, slides, and clogs are not to be worn). Athletic shoes with non-marking soles are required for PE. Any clothing that causes unnecessary disruption will not be allowed. Parents of students violating the dress code will be notified and may be asked to bring a change of clothing.

### **Uniform shirts**

- Must be one of the required colors – navy blue, light blue, white, or hunter green
- Must have a collar
- Must be free of writing, logos, stripes, or decoration
- Shirts are expected to be tucked in at all times for students in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades



**Uniform pants/shorts/skirts/dresses**

- Must be khaki, navy blue, or black
- Must be free of writing, logos, stripes, or decoration
- Sweats, warm up pants, athletic shorts, and denim of any color are not allowed
- Belts are expected to be worn by students in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grades

**Uniform sweatshirts or sweaters**

- Must be one of the required colors – navy blue, white, or hunter green
- Must have a uniform shirt underneath with collar visible
- Must be free of writing, logos, stripes, or decoration
- Hoods are not allowed

**Peoria Public Schools Dress and Grooming Codes**

While the principle responsibility for dress and grooming rests with the student and his/her parents, the Board has the responsibility to ensure a minimum standard which would not be disruptive to the educational process or create a health or safety hazard.

All students shall maintain a standard of dress and grooming while school is in session which will include, but is not limited to, the following areas:

- **HAIR:** Hair shall be neat and clean. Hair rollers, curlers, etc., may not be worn. Hair nets or caps shall be required in certain classes to safeguard the health and safety of the student.
- **DRESS:** Bare midriffs, chests or unreasonably bare shoulders are not allowed. Skirts, dresses, slacks, shorts or other clothing must not be so short, tight fitting or of such a nature as to be suggestive or revealing. Hats and overcoats are not permitted to be worn inside the school buildings. Shoes must be worn. Cleats or metal taps which cause noise or floor damage are not allowed. Clothing cannot display slogans, pictures or emblems or gang symbols as described in School Board Policy 7:190 – Board Policy Prohibited Student Conduct.

The application of a portion of this policy to a particular student may be waived by a proper medical excuse.

Individual schools participating in the School Uniform Program have additional, specific dress requirements.

## **Playground Procedures**

The rules for lunch recess are numbered below. The bullets provide more specific expectations about the playground equipment.

1. Keep hands and feet to yourself
  - No shoving or pulling
2. Obey and respect adults
  - Walk to line up when the bell rings
3. Use proper language and good manners
  - One person on the slide at a time
  - Share / take turns
  - Report any damage, misuse, or dangerous play to supervisor(s)
4. Use equipment safely
  - No climbing up slides
  - No jumping out the sides of the slides
  - No climbing on railings or slide hoods
  - Stay out from under the bridge
  - Leave the wood chips on the ground
  - No playing with balls or jump ropes on or around the equipment
  - No one on the play equipment unless there is an adult supervisor present
5. Play in designated area

Students are encouraged to play competitive games that teach sportsmanship such as basketball, four square, soccer, kickball, jump rope, etc. Fighting, karate, tackle, tumbling, and snowball fights **are not allowed** on the playground. Items such as rocks, glass, hard balls, sticks, snowballs, etc. **are not allowed** to be thrown on the playground. Students who either engage in or promote fighting will receive consequences.

Kellar School provides sporting equipment for students to use during PE and recess. Students are *not* to bring balls or outdoor toys to school.

Students may have two recesses each day. The cafeteria staff will supervise students during lunch recess. The classroom teachers supervise students during afternoon recess.

## **Teachers On Duty**

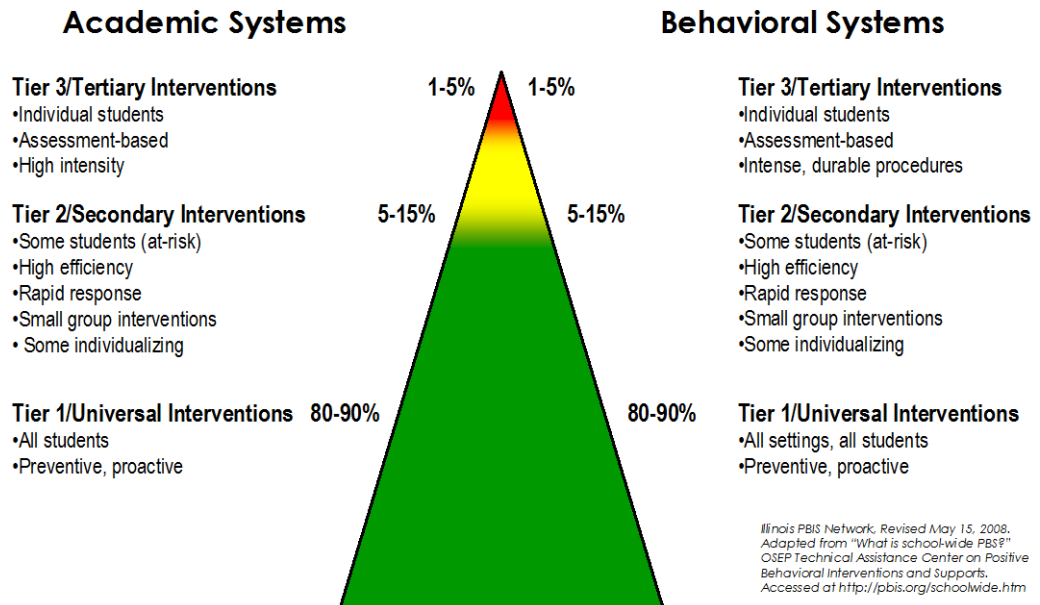
Any teacher or staff member on the playground or parking lot is acting under the principal's direction and has the authority to discipline all students and inform all parents of procedures.

## What is PBIS?

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

## School-Wide Systems for Student Success: A Response to Intervention (RtI) Model



Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice. (Sugai & Horner, 2007).

The principles and practices of PBIS are consistent with federal education mandates the *Individuals with Disabilities Education Act of 2004* (IDEA 2004). PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois' educational goals and mandates.

## Kellar School-Wide Expectations

	<b>Respect</b>	<b>Responsibility</b>	<b>Safety</b>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>* Voices off</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your destination</li> <li>* Keep hands and body off walls and doors</li> <li>* Keep the hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>* Walk in single line</li> <li>* Look forward while traveling on the right side</li> <li>* Keep hands and feet to self</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>* Enter gym quietly</li> <li>* Sit quietly and correctly</li> <li>* Look and listen to presenter</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow adult directions</li> <li>* Show appreciation</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in your own space</li> <li>* Keep hands and feet to self</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>* Share equipment</li> <li>* Involve everyone</li> <li>* Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow adult directions</li> <li>* Follow the rules of the game</li> <li>* Whistle blows/bell rings; stop, look, listen</li> <li>* Return equipment</li> <li>* Walk into building quietly</li> </ul>	<ul style="list-style-type: none"> <li>* Line up quietly in a single line</li> <li>* Use equipment properly</li> <li>* Receive permission before leaving the playground</li> <li>* Keep hands and feet to self</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>* Use quiet voices</li> <li>* Use table manners</li> <li>* Raise hand for help</li> <li>* Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow adult directions</li> <li>* Keep the cafeteria clean</li> <li>* Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Receive permission before leaving the cafeteria</li> <li>* Use utensils appropriately</li> <li>* Keep hands and feet to self</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>* Give others privacy</li> <li>* Voices off</li> </ul>	<ul style="list-style-type: none"> <li>* Use appropriate amount of soap/paper towels</li> <li>* Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Keep hands and feet to self</li> </ul>
<b>Stairs</b>	<ul style="list-style-type: none"> <li>* Voices off</li> <li>* Walk softly</li> </ul>	<ul style="list-style-type: none"> <li>* Go directly to your destination</li> <li>* Keep hands and body off walls</li> <li>* Keep stairway clean</li> </ul>	<ul style="list-style-type: none"> <li>* One step at a time</li> <li>* Use hand railing</li> <li>* Look forward while traveling on right side</li> <li>* Keep hands and feet to self</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Use kind words</li> <li>* Be cooperative and patient</li> <li>* Be aware of other people's personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow adult directions</li> <li>* Be prepared, ready to learn, and do your best</li> <li>* Keep the classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Sit appropriately</li> <li>* Keep hands and feet to self</li> </ul>
<b>Arrival/Dismissal Buses</b>	<ul style="list-style-type: none"> <li>* Voices off</li> <li>* Use kind words</li> <li>* Thank your driver</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and follow adult directions</li> <li>* Be prepared to enter and exit the bus</li> <li>* Keep the bus clean</li> </ul>	<ul style="list-style-type: none"> <li>* Walk to your destination</li> <li>* Receive permission to leave your line</li> <li>* Keep aisle clear</li> <li>* Stay seated</li> <li>* Keep hands and feet to self</li> </ul>

### **EMERGENCY CARDS**

Each year parents are requested to complete a new emergency card for each child. These are important cards and must be completed in detail. If a parent cannot be reached, we need the name and phone number of someone to contact in case of emergency. If there is any change in this information during the school year, please contact the office to report the changes.

### **FIELD TRIPS**

Students will take field trips throughout the school year. Field trips relate directly to the school curriculum. Parents will be notified of field trips through the Principal Newsletter, teacher newsletter, and/or notes from the teacher. Some field trips will also require a signed permission slip for students to participate.

### **FOOD ALLERGIES**

To ensure the safety of students with food allergies, including students with peanut and tree nut allergies, several measures will be taken to prevent students' exposure:

- All meals and snacks provided by Food Services will be peanut and tree nut free.
- A food allergy table will be designated in the cafeteria for students with food allergies and students eating hot lunch.
- Teachers will notify parents if a student has a food allergy, and safety measures will be used for snacks, treats, parties, and handwashing. Door signs will be used to alert visitors.
- Students who bring peanut and tree nut items in lunches are encouraged to wash hands after lunch.

### **HOMELESS STUDENT**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended while permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation will be provided as mandated by the McKinney Homeless Assistance Act. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

### **ILLNESS AT SCHOOL**

Should a child feel ill at any time during the school day, he/she should tell the teacher. The teacher may send him/her to the office where office personnel will determine what should be done. Emergency first aid will be given when needed; however, the office personnel cannot give aspirin or other first aid medication. The parents will be called if the child needs to be picked up and taken home.

### **INTERNET ACCESS**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

### **LATCHKEY PROGRAM**

Kellar provides a before- and after-school program. The program is held in the Kellar cafeteria beginning at 6:30 AM and ending at 6:00 PM. For more information and/or registration visit the school website at [www.peoriapublicschools.org/kellar](http://www.peoriapublicschools.org/kellar) or call the school at 693-4439.

### **LOST AND FOUND**

All found articles are placed in the lost and found bin in the office. Students and parents may claim lost items in the office. Articles not claimed will be disposed of at the end of the school year.

### **NEWSLETTER**

The principal's newsletter, "Kellar Primary News," will be sent home with your child once each month. It will also be posted on the Kellar web page. The newsletter will keep you informed of activities, PTO news, and information about Kellar. Please take the time to read this with your child.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Kellar is very proud of our Parent-Teacher Organization (PTO). Much of our success depends on our involved parents. We encourage all families to be a part of the PTO. Attend the monthly meetings and get involved in the many activities and programs the PTO sponsors for your child. Monthly meetings and activities will be announced in the newsletter.

## **PARENT VOLUNTEERS**

We encourage parent volunteers at Kellar. If you have some time to volunteer, please let us know. Watch for opportunities to sign up with your child's teacher or contact the principal.

## **PHYSICALS, DENTALS, AND IMMUNIZATIONS**

School physical exams are required for students entering Pre K, Kindergarten, 6th, and 9th grades. Please complete and sign the health history portion. Students without proof of required immunizations or school physical exams will be subject to exclusion from school, as described in the school code of Illinois.

All students entering, transferring, or advancing into 6th, 7th, 8th, 9th, 10th, 11th or 12th grades will be required to show proof of receipt of one dose of Tdap vaccine (containing tetanus, diphtheria, acellular pertussis). Most students may have already received the vaccine and simply need to provide the school with verifying documentation from the family health care provider. Students who are new to Peoria Public Schools or who are entering Kindergarten, 6<sup>th</sup>, and 9<sup>th</sup> grades are required to present evidence of a current physical exam and immunizations by the first day of school. Failure to provide these records will result in students being excluded from school until the required health forms are presented.

Students entering 6th or 12th grade will be required to show proof of meningococcal vaccine. This vaccination will protect your student from a severe form of bacterial meningitis as well as other illnesses caused by this bacterium. 6th grade entry must show proof of receiving one dose of meningococcal conjugate vaccine (MCV4) on or after 10 years of age. 12th grade entry must show proof of receiving two doses of meningococcal conjugate vaccine (MCV4). The second dose of MCV4 must be > 16 years of age. If the first dose of MCV4 was administered > 16 years of age, then only 1 dose of MCV4 is required at 12th grade entry.

Students entering Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades are also required to present evidence of a current dental examination.

Students who are new enrollees must present before October 15 proof of an examination by an optometrist or a physician who provides complete eye examinations.

## **PARENT CONFERENCES**

Parent-teacher conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading periods. All parents are expected to attend conferences to discuss children's progress with their teachers. (Students will not attend school on parent conference Fridays.) The teachers will schedule a time for each conference. If you need to reschedule your conference, please notify the teacher.

## **SAFETY DRILLS**

During each academic year, Kellar will conduct a minimum of:

1. Three school evacuation (fire) drills,
2. One bus evacuation drill,
3. One severe weather (tornado) drill,
4. One shelter-in-place (Lockdown) drill, and
5. One law enforcement drill.

Fire drills will be held periodically throughout the year. A tornado drill will be held in the spring. As part of our Safe School Plan, we will also practice our Lockdown and Law Enforcement procedures throughout the year. During a Lockdown, students will remain in their classrooms and parents will need to wait until All Clear to be allowed to go to classrooms.

In case of emergency evacuation, students will either walk or will be transported to Mount Hawley Community Church at 6900 N. Mount Hawley Road.

If a crisis situation occurs, please know that the safety of your child is our number one priority. Depending on the situation, our emergency plans establish a communication process so we are able to keep parents and the community informed. If a crisis occurs, please help us to focus on the safety and protection of the children.

- 1) Please do not come to the school or location of the crisis.
- 2) Please do not call the school or District for information. These phone calls can overload the phone lines, which can prevent necessary or emergency communications from getting through.
- 3) Please talk with your child and encourage them to avoid using cell phones during a crisis. Often incorrect information is relayed to parents, media or the public. This causes communication efforts to focus on correcting rumors instead of providing facts.
- 4) We will keep you informed. We will provide key information and directions as available through automated phone calls, our website ([www.peoriapublicschools.org](http://www.peoriapublicschools.org)), and our local media partners - especially WMBD Radio 1470 AM.

### **SCHOOL BUSES**

The opportunity to ride the school bus is a privilege. Proper conduct will be enforced. Students who abuse transportation rules may lose bus privileges. When a student violates the bus rules, the driver will complete a "School Bus Incident Report" form for the infraction. This is given to the principal who sends a copy to the parent. Repeated or serious violations will require consequences. When a child is suspended from the bus, parents are responsible for transporting him/her to and from school. Video surveillance is used on Peoria Public Schools' buses to monitor conduct and maintain safety for students and employees. Recordings are confidential records.

The following are basic expectations for bus behavior:

1. Students remain seated at all times (except when boarding and leaving the bus)
2. Keep hands, feet, and objects to yourself
3. Quiet talking is allowed (unless otherwise directed by the driver or monitor)
4. No eating or drinking is allowed on buses
5. Respect others (students, driver, and monitor)
6. Follow adult directions

### **Rides**

If your child is a bus rider and wishes to ride a different bus, ***a note from the parent is required.*** The secretary or principal must sign the permission note by 3:15 p.m. Please advise your child not to accept rides from strangers or anyone without your prior permission.

## **SKYWARD FAMILY ACCESS**

Family Access provides parents immediate access to students' school information through the Internet. Creating an account will provide another opportunity for you to participate in your child's education. Parents/guardians must visit [www. peoriapublicschools.org](http://www.peoriapublicschools.org) and click on the "Family Access" icon to get started. If you do not have a Login & Password,

1. From the Family Access icon on Peoria Public Schools' homepage, click on Forgot your Login/Password? near the bottom of the screen.
2. Enter the email address listed on your student(s)' account. (If you have never provided an email address, or have recently changed your email address, please contact your student(s)' school office to update your email address.)
3. Your username and password will be emailed to you.

If you have any questions regarding Family Access, please contact the Research Department at Peoria Public Schools (309-672-6761). Parents will be able to access information in the following areas:

- Contact Information
- Student Demographic Information
- Student Attendance
- Test Scores
- Student Schedule
- Calendar
- Food Service
- Fees

We strongly encourage you to check it out and keep involved in our child's education at all age levels!

## **SNOW DAYS**

In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close affected schools. School closings will be announced on [www. peoriapublicschools.org](http://www.peoriapublicschools.org), radio, and television as quickly as a determination is made. The Schoolwires phone messaging system will also be used to alert parents and/or guardians. Should the District be forced to close due to an emergency, additional days may be added to the end of the school year.

## **STUDENT BELONGINGS**

Personal items such as electronics, jewelry, and large amounts of money should be left at home. This is to avoid theft, loss, or damage to student property.



## **STUDENT MEDICATION**

*(Board Policy 7:270)*

*Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.*

*No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" (form #615) is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.*

*Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.*

The school nurse will administer the initial dosage. The nurse or school secretary will administer subsequent dosages.

Special health concerns need to be reported to the school office. A meeting will be held with the parent, school nurse, and principal to develop a plan of procedures to follow in emergency situations. A written document will be filed indicating the course of action.

## **STUDENT PICTURES**

Pictures will be taken of all students and staff in the fall. Students will be notified of the date and time in advance so they may dress accordingly. Parents may purchase copies of the pictures from the photographer. Students will bring home information in advance and pay for the picture packages on picture day or online. A re-take day will be offered for students who were absent on picture day.

We request that parents complete and return the Photo Release form to allow us to use children's pictures for school displays and newsletters. A Photo Release form is included in the registration packet. We expect that the media will be interested in what is happening at Kellar. If for any reason you do NOT want your child to be viewed on television or photographed by the media, please ensure that you have indicated this on the Photo Release.

## **STUDENT RECORDS**

Student temporary records are subject to periodic review for purposes of removing all information, which is out-of-date, inaccurate, or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed on June 7, 2019.

**TITLE 1  
Kellar Title I Facts**

- To receive Federal Title I funds, 40% or more of a school's students must qualify as Low Income.
- Kellar is designated as a School-Wide Title I school.
- While Title I funds come to Kellar because of our low income students, we are able to use the funds to serve all of our students.
- Kellar's *estimated* 2018/2019 Title I budget is as follows:  
Tutors \$32,654

Parent components of Title I Plan

- Parent's Right to Know
- Parent Compacts
- Annual Meeting
- Parent Training & Materials
- Parent Survey
- Parent members on Title I Plan Committee & Rising Star Team

**PARENTS RIGHT-TO-KNOW**

June 1, 2018

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Peoria Public School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your district superintendent Dr. Sharon Kherat, at the following phone number 672-6768.

Sincerely,

Kendall D. Turner  
Principal  
Kellar Primary School

## TRANSPORTATION BY CAR PROCEDURES (see p. 20)

**All car traffic will enter and exit at the south drive (closest to Knoxville). Only buses will enter at the north drive and exit at the middle drive.**

Arrival Cars enter at the south drive and proceed onto the playground to the marked drop off area. Teachers will be on duty to assist your child with unloading in the designated drop off zone. Students exit the car, walk into the building through the west cafeteria doors, and go directly to their classrooms. **Do not stop and leave your car in the lane of traffic – keep the flow of traffic moving.** Cars then exit through the south drive.

- *Parking is available in the parking lot for parents who are walking students up to the school. Please do not park in the center of the playground.*

Dismissal Cars enter at the south drive and proceed onto the playground where limited parking is available. Additional parking is in the parking lot. When the bell rings, walk into the cafeteria through the west doors to get your child. **Stress to children not to run out in traffic.** Cars then exit through the south drive.

- *Pay special attention to the signs posted on Mount Hawley Road between the entrances and exits. Cars are not permitted to park between these signs. Large buses entering need a lot of space.*
- ★ **At all times, cooperate with the staff on duty! Please follow their directions carefully. We take the safety of our children very seriously. The staff is working to keep your child safe.**

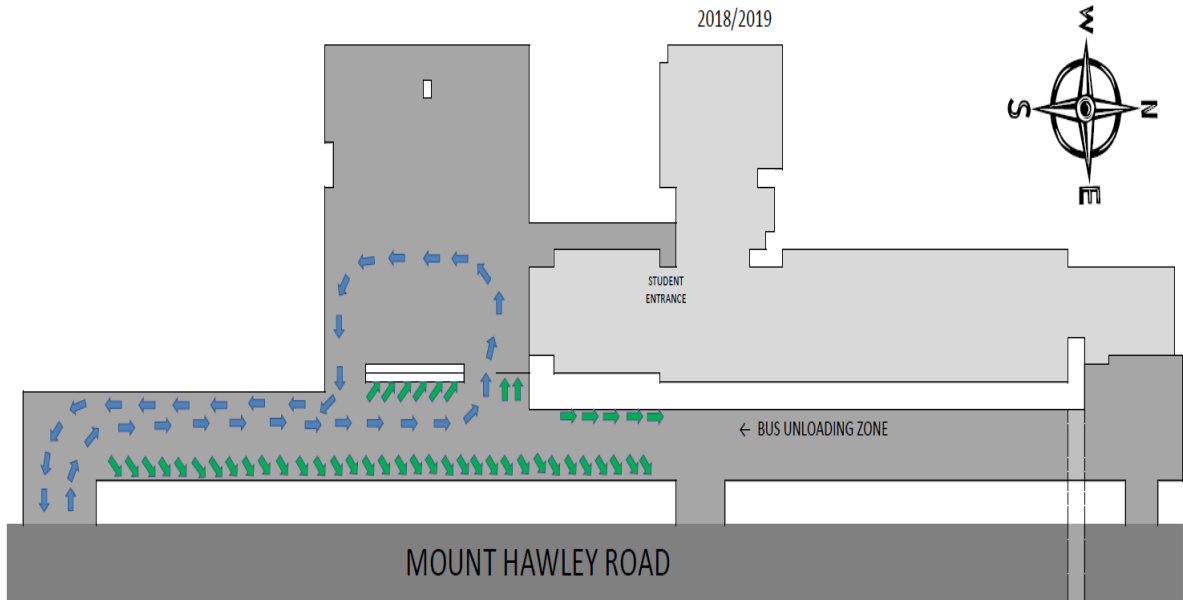
### WEATHER

When the temperature or wind chill falls below 20°, there will be indoor recess. Otherwise, the students will go outside for recesses. Please be sure children are dressed appropriately for the weather conditions.

### YEARBOOK

The PTO provides a free yearbook for each student at the end of the year. Your support of the PTO will help to continue this and many other projects throughout the year.

KELLAR PRIMARY SCHOOL  
Morning Drop Off Procedure  
2018/2019



Teachers are on duty beginning at 8:15.

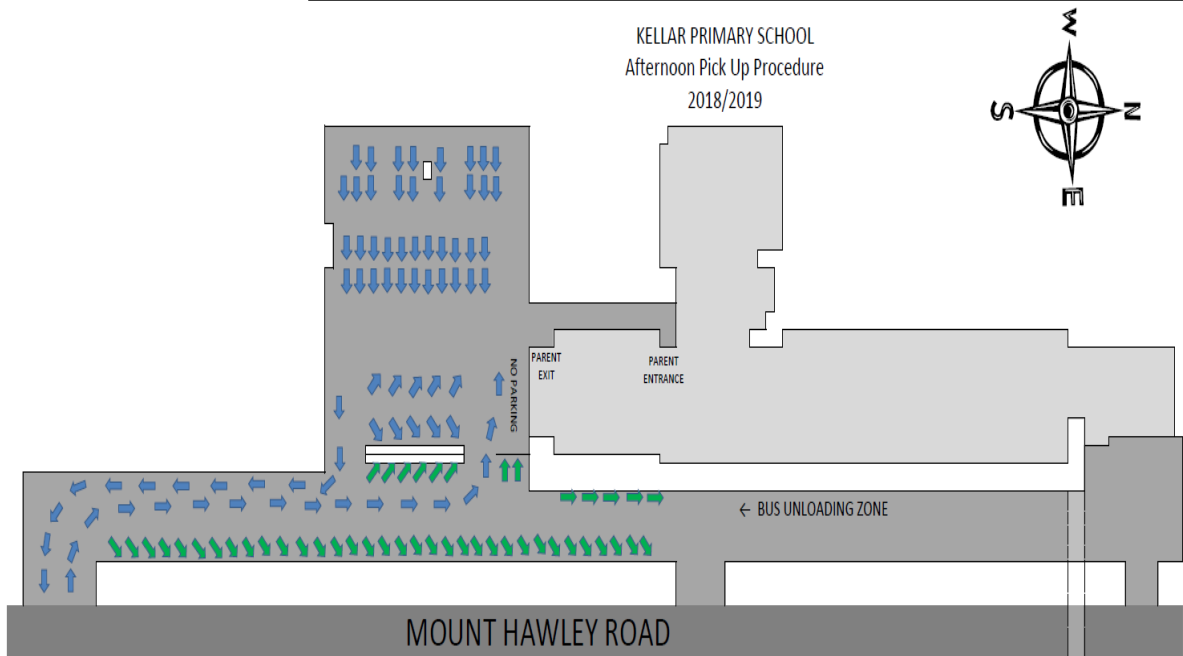
Parents stay in car. Pull ahead to where teachers are standing to safely unload children. Students enter through playground doors.

Parents may park in the marked parking spaces outside of the blacktop playground to walk students up to the building.

No parking on the blacktop playground during dropoff.

State law prohibits all cell phone usage in school zones when children are present.

KELLAR PRIMARY SCHOOL  
Afternoon Pick Up Procedure  
2018/2019



Gate will be opened and teachers are on duty beginning at 3:15.

Teachers will direct parents where to park. Teachers will also direct traffic for safe crossing.

Parents enter through playground doors and exit through south cafeteria doors.

Please use extreme caution. Closely supervise children while walking. Watch for children when driving.

State law prohibits all cell phone usage in school zones when children are present.

Printed with Title funds

## Signature Sheet for Kellar Primary School Student-Parent Handbook

Please sign below to verify you have read and discussed the handbook with your student(s).

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Parent Signature

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Student Signature

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Student Signature

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Student Signature

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Date