



When do I drop off my student in the morning?

Children will not be allowed access into the building prior to 8:15 AM unless they are in Latchkey or participating in a pre-arranged supervised club/activity. No supervision is provided, and children will not be admitted into the building. With our “call-in button” located at the main entrance, the doors will be locked until 8:15 AM. It is important that no student be left unattended while waiting for the opening of the school building.

- All students may enter the building beginning 15 minutes prior to the start of school.
- **Students are not supervised prior to 8:15 AM.**
- Teachers and staff will be on hand to monitor the students beginning at 8:15 AM.
- Students are not allowed to play or meander around the playground prior to the start of school.
- 1st - 4th Grade students receive breakfast on their way to class (Kindergarten in rooms). Students should be reading (Self-Selected Reading) during this time to establish focus and prepare for the day.
- Upon entering school, students are to report directly to their classroom for breakfast and reading time.

What if my student is late to school?

It is important that students be on time to begin our school day. Students may come on school grounds at 8:15 AM. After picking up their “Grab & Go” Breakfast at the cafeteria, students are to go directly to their classroom. Students arriving before 8:15 AM must remain with their parent/guardian until 8:15 AM. Whittier offers before and after Latchkey services for students who need supervision before 8:15 AM. Students who are dropped off before 8:15 AM will be sent to Latchkey and the parent/guardian will be charged for Latchkey services. For safety reasons, students are not to play on the school playground equipment before/after school. At 8:30 AM, our school day begins. If a student arrives after 8:30 AM, he or she is considered tardy. **All students who arrive after 8:30 AM must report to the front office accompanied by a parent to receive a pass to be admitted to class.**

How do I pick-up my student after school?

Parents will not be permitted in the building prior to the ending of school without authorized permission (call-in button) from the office. Unless pre-arranged, visiting your child’s classroom during instructional time is not permitted as it results in an interruption to the learning of all children. Once the ending bell at 3:30 PM has sounded, parents are permitted to enter the building and go to the teacher’s room to sign-out their children.

- Children are required to follow all dismissal procedures.
- All students will be dismissed by their classroom teacher. Teachers and staff will supervise and monitor students' departure.
- Students are not allowed to play or meander around the school or playground after school.
- Students are to remain in their classrooms until the teacher checks them off the roster for release to parent, bus, or after-school activity.
- Students who have not departed the school by 3:45 PM will be supervised by the Latchkey staff. Fees will be incurred for this paid supervision service (in Parent Handbook).
- **If there is a change from the regular procedures for your child (i.e. change in person picking up, attend Latchkey instead of riding bus, etc.), parents must submit written verification/notification to the Main Office in advance. Authorization to change dismissal procedures for a child WILL NOT be granted over the phone because office staff cannot verify the caller's identity.** Photo identification is expected of anyone picking up a child. Prior authorization must always be established by the parent/guardian for anyone picking up a child.
- Parents wishing to pick up their child early from school should notify the office in writing prior to the request for early dismissal. Once in class, students are expected to remain in class. Absences (unexcused/excused) will be granted only in emergency situations or with a current doctor's note. Students leaving early from school for any reason will receive a half-day absence.

Where do I park when picking up or dropping off my student?

- Due to the nature of the roads and position of school within its residential neighborhood, car traffic in the front of the school must **adhere to the signs and traffic laws** to promote a safe school zone for Whittier students. **It is extremely dangerous to let a passenger (student) out of the car if the car they are exiting is not pulled up DIRECTLY and ENTIRELY to the curb.** Further, in order to promote a quick and easy drop-off, the signs in the front of the school strictly prohibit parking. Fredonia Avenue is a **NO PARKING ZONE** during school hours (school days from 8:00 AM - 4:00 PM). Cars are not allowed to drop off students in the front of the school. This area is designated for busses only.
- Do not park your car for even a short amount of time to simply walk your child into school as this is an unlawful violation of the signs located along the street in front of the school.
- If you are walking your child into the school, it is imperative that you park your car in an area designated for on-street parking. Do not block residential driveways or use designated residential parking areas for personal parking.
- Furthermore, in order to avoid nuisance, do not honk horns unless absolutely necessary.

How do I report if my student is going to be late or absent?

Good attendance is essential in supporting the academic progress of our students. If your child will be absent or tardy, you may call Whittier at 672-6569 by 9:00 AM. A

note, email, or phone call from the parent/guardian is required within 48 hours of an absence for the student to be considered excused. Non-reported absences will result in an automated phone call to your home and be documented as unexcused. Three days of unreported absences may result in a referral to Project T.A.R.G.E.T and/or the State Attorney's Office.

Tardy

- Student arrives between 8:31 AM and 9:30 AM
- Student leaves between 2:30 PM and 3:30 PM

1/2 day Absent

- Student arrives between 9:31 AM and 1:00 PM
- Student leaves between 11:00 AM and 2:30 PM
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Full Day Absent

- Student arrives after 1:31 PM
- Student leaves before 11:00 AM

** Please inform the office immediately if there is a change of address or phone. The school must be able to contact the guardians/emergency contacts at all times.*

How do I enter the building during school hours?

1. Use the call button to request entry into the building. Video surveillance is used to monitor entrance and exits to the school. Teachers, support staff, and students are trained to direct all visitors to the office. The office will be notified immediately if an individual(s) is within the building not wearing a visitor's badge and "do not belong."
2. Enter through the door and proceed immediately to the office. Signage clearly indicates that "Visitors Report to Main Office."
3. Upon entering the building, everyone MUST sign-in, bring proper ID (driver license or state ID) and obtain a "Visitor's Pass" from the Main Office.
4. Display visitor's pass at all times.
5. Visitors must exhibit behavior appropriate for school setting at all times.
6. Return to Main Office and sign-out upon departure from the building.

What if I need to drop off my student before school starts or if I need to pick them up after school is out?

Whittier provides a before- and after-school program. Latchkey is a paid program from 6:30-8:30 AM and 3:30-6:00 PM. Latchkey is also open on half days of school. For more information and/or registration information visit the school website at www.psd150.org/whittier or call the school at 672-6569.

What is the dress code?

The Board of Education has adopted a uniform policy for all primary and middle schools. All Whittier Kindergarten through 4th Grade students are expected to be in full

uniform every school day. Student attire should be appropriate for the weather. The following attire is appropriate:

- Pants, shorts, dresses, or skirts in black, navy blue, or khaki/beige.
- No denim of any color is allowed.
- Shirts must have a collar (polo shirts) or turtle neck in solid white, navy, forest green, or light blue.
- No t-shirts.
- Sweaters and sweatshirts may be worn over a uniform shirt during the winter months. They must be solid white, navy, forest green, or light blue. There can be no writing, insignias, or logos on sweatshirts.
- Sweatshirts or jackets with a hood of any color are not to be worn inside the classrooms. As stated in board policy, no coats or jackets are to be worn within the school. Strict adherence to the dress code will be enforced.

On Fridays, Whittier Spirit Wear shirts may be worn with standard uniform bottoms. Spirit Wear shirts must be worn appropriately (no tying/knotting, no cutting or modifying in any way). All other uniform policy guidelines apply. At various times, students may earn a “Uniform Free Pass”. These passes may **only** be used on Fridays. Students will be required to present their pass to the teacher upon their arrival to school (Friday morning). Also, students must still follow all District #150 guidelines for appropriate attire in school. Unless otherwise determined by school personnel for special events, denim is (only) allowable to be worn with “Uniform Free Pass”.

All Whittier Primary students are required to wear name badges. If a child loses or destroys a name badge, they will need to pay \$2.00 to replace the whole name tag or \$1.00 to replace the clip.

What happens if my student gets ill or hurt at school?

Accidents will be reported to the teacher and/or office as soon as possible. Any time an illness or accident occurs with a student, parents/guardians, or any other individuals on the emergency card will be called by the student’s classroom teacher and/or office. Parent’s prompt attention to these urgent matters is appreciated.

What if my student needs to take his/her medicine during school hours?

Teachers and other non-administrative school employees, except school nurses and non-certified registered professional nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. ***If medication is required to be administered, the school is required to have a Form 615 on file (administering of medication at school) which gives the school permission to administer the specific medication(s).***

What does it mean when my student comes home and says he/she had a green day?

- Green is a great day!
- Blue is one infraction.

- Yellow is two infractions, and the student may serve a classroom time-out.
- Orange is three infractions, and the student may serve a longer time-out with reflective writing in a partner-teacher's classroom (think-it-through, reflective writing assignment, no "sentences").
- Red is a phone call and/or a detention.
- Three reds in a five school-day period may result in the child being referred to the office.

What is Skyward Family access?

Peoria Public Schools has software in place that allows us to provide parents/guardians access to students' information. This is done via the Internet. This access is secured by a unique username and password. You will have the following information for you student(s)-

- General information
- Emergency contact information
- Student Attendance
- Access to student schedule for the current academic year
- Access to District and school events through a common calendar
- View student performance on state and local assessments
- Check fee balance
- Make payments to fee account
- Access messages from teachers, staff, coaches
- Ability to sign up for mass mailings from the school district
- Ability to sign up for automatic mailings from the school district

If you have any questions about Skyward, please contact the Research Department at 309-672-6761.

How will the school keep me informed about what is happening at Whittier?

Your child will bring home a monthly school newsletter. It will be sent home at the beginning of each month and contains general information important to parents. Special flyers may be sent out as reminders of special dates and opportunities. Also, we frequently use the "Parent Link" phone system to notify and/or remind families of holidays, parent conferences, and other events. Teachers will also send home a weekly classroom/grade level newsletter which provides a great opportunity for parents to know exactly what is going on with their child's education. The school website will also be utilized as an informational tool. Please check the website for up-to-date information.

My student is allergic to nuts. What steps does Whittier take to make sure he/she is not exposed to nuts or nut products?

Whittier is a "Nut-Free School". We do not allow/offer peanut or peanut by-products in our school. Other students, who are not allergic, are asked to please avoid bringing peanut butter/by-products if possible. Under no circumstances are treats, candies, or snacks brought to the school/classroom to contain peanut or peanut by-products.