

Kellar Primary School



Parent-Student Handbook
2026-2027



**PRINCIPAL: MRS. JAIME PETERSON
JAIME.PETERSON@PSD150.ORG**

**KELLAR PRIMARY SCHOOL
6413 N. MOUNT HAWLEY RD.
PEORIA, IL 61614**

**PH: 309-693-4439
FAX: 309-282-0974**

WWW.PEORIAPUBLICSCHOOLS.ORG

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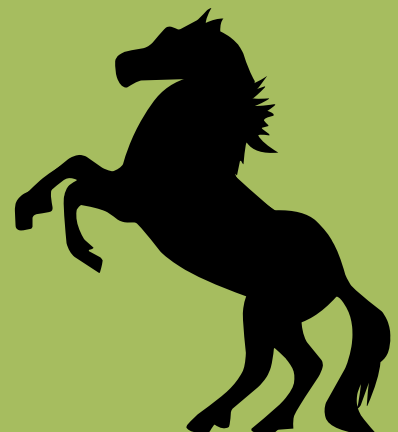
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WELCOME

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

8:30am - 3:30pm

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

OFFICE HOURS

Office Schedule

7:30am-4:00pm

3:00pm-3:30pm Office Closed (Phone Calls Only)

BEHAVIORAL EXPECTATIONS

The Kellar staff is very proud of our students and our school. We believe that Kellar is among the best of the 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. **Kellar participates in Spirit Wear/House Wear on Fridays only. There will be designated Pop Up Spirit Days announced throughout the month, as well as Free Dress passes for class winners of the Weekly Attendance Challenge.** 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 2nd, 3rd, and 4th 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 2nd, 3rd, and 4th 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
- **Hooded sweatshirts are not allowed to be worn in classrooms (Unless it is a Kellar sweatshirt)**

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.

PLAYGROUND PROCEDURES

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

- Keep hands and feet to yourself
- Obey and respect adults
- Walk to line up when the bell rings
- 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)
- Use equipment safely
- No climbing up slides
- No jumping out the sides of the slides
- No climbing on railings or slide hoods
- 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
- 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

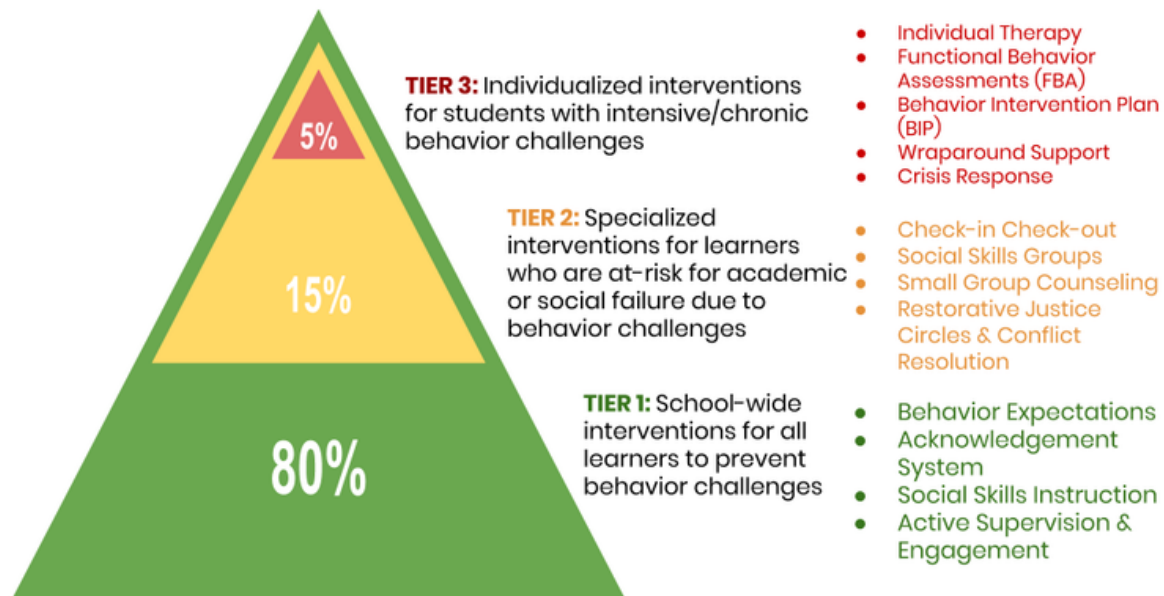
Any teacher or staff member on the playground or parking lot is acting under the principal's direction and has the authority to discipline all students and inform all parents of procedures.

KELLAR SCHOOL WIDE EXPECTATIONS

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.

Response to Intervention



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.

KELLAR SCHOOL-WIDE EXPECTATIONS

	RESPECTFUL	RESPONSIBLE	ENGAGED	SAFE
HALLWAYS	* VOICES OFF	* GO DIRECTLY TO YOUR DESTINATION * KEEP HANDS AND BODY OFF WALLS AND DOORS * KEEP THE HALLWAY CLEAN	BE POLITE AND RESPECTFUL USE MANNERS FOLLOW ALL PROCEDURES STAY WITH YOUR CLASS	* WALK IN SINGLE LINE * LOOK FORWARD WHILE TRAVELING ON THE RIGHT SIDE * KEEP HANDS AND FEET TO SELF
ASSEMBLIES	* ENTER GYM QUIETLY * SIT QUIETLY AND CORRECTLY * LOOK AND LISTEN TO PRESENTER	* LISTEN AND FOLLOW ADULT DIRECTIONS * SHOW APPRECIATION	CLAP FOR PRESENTERS LISTEN AND WATCH	STAY IN OWN SPACE KEEP HANDS AND FEET TO SELF
PLAYGROUND	* SHARE EQUIPMENT * INVOLVE EVERYONE * USE KIND WORDS	* LISTEN AND FOLLOW ADULT DIRECTIONS * FOLLOW THE RULES OF THE GAME * WHISTLE BLOWS/BELL RINGS; STOP, LOOK, LISTEN * RETURN EQUIPMENT * WALK INTO BUILDING QUIETLY	SUPPORT CLASSMATES INCLUDE EVERYONE SEEK AN ADULT TO HELP WITH PROBLEM SOLVING	* LINE UP QUIETLY IN A SINGLE LINE * USE EQUIPMENT PROPERLY * RECEIVE PERMISSION BEFORE LEAVING THE PLAYGROUND * KEEP HANDS AND FEET TO SELF
CAFETERIA	* USE QUIET VOICES * USE TABLE MANNERS * RAISE HAND FOR HELP * USE KIND WORDS	* LISTEN AND FOLLOW ADULT DIRECTIONS * KEEP THE CAFETERIA CLEAN * EAT YOUR OWN FOOD	TALK AND LISTEN TO PEERS ALWAYS WALKING VOLUNTEER TO KEEP CAFETERIA CLEAN	* WALK * RECEIVE PERMISSION BEFORE LEAVING THE CAFETERIA * USE UTENSILS APPROPRIATELY * KEEP HANDS AND FEET TO SELF
ARRIVAL/DISMISSAL BUSES	* VOICES OFF * USE KIND WORDS * THANK YOUR DRIVER	* LISTEN AND FOLLOW ADULT DIRECTIONS * BE PREPARED TO ENTER AND EXIT THE BUS * KEEP THE BUS CLEAN	ARRIVE ON TIME READY TO LEARN HAVE A LEARNING MATERIALS READY USE POLITE LANGUAGE AND HAVE APPROPRIATE DISCUSSIONS	* WALK * KEEP HANDS AND FEET TO SELF

SAFETY PROCEDURES

NEW OFFICE PROCEDURES

The front office will be closed to visitors from 3:00-3:30 p.m. Phones will continue to be answered; however, students will not be dismissed between 3:00-3:30 p.m. unless there is an emergency. Students with scheduled appointments should be picked up between 2:30-3:00 p.m. During dismissal, all parents picking up students must enter the back dismissal line (Entrance 4). Kindergarten parents will continue to use the back entrance near the small playground (Entrance 5) for student pick-up. Parents will not be permitted to enter the office after 3:00 p.m. unless arrangements have been made with Mrs. Kilah prior to 3:00. If your child has a dismissal change, please notify your child's teacher no later than 2:00 p.m. If you do not receive confirmation from your child's teacher by 3:00 p.m., please call the school office.

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.

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.

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.

PHYSICALS, DENTALS, EYE EXAMS 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.

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

Students who are new to Peoria Public Schools or who are entering Kindergarten, 6th, and 9th 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 who are new enrollees must present before October 15 proof of an examination by an optometrist or a physician who provides complete eye examinations.

SAFETY DRILLS

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

- Three school evacuation (fire) drills
- One bus evacuation drill
- One severe weather (tornado) drill
- One shelter-in-place (Lockdown) drill
- One medical (Soft Lockdown) drill
- 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.

- Please do not come to the school or location of the crisis.
- 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.
- 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.
- We will keep you informed. We will provide key information and directions as available through automated phone calls, our website (www.peoriapublicschools.org), and our local media partners.

STUDENT MEDICATIONS

(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 or principal will administer medication.

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.

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 out at the office upon entering and leaving the building and receive a visitor badge. The badge should be returned to the office upon signing out. Visits during State/District testing will not be allowed. Parents should not go to the classroom during school hours unless this has been pre-arranged with the teacher.

POLICIES AND PROCEDURES

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-4th, Cognitive Abilities Test (CogAT) in 4th grade, and Illinois Assessment of Readiness (IAR) in 3rd and 4th grades.

ATTENDANCE & TARDINESS

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

Grades K & 1

Tardy:

If arrive between 8:31am and 10:30am

If leave between 1:30am and 3:30pm

½ Day Absent:

If arrive between 10:31am and 1:30pm

If leave between 11:01am and 1:30pm

Full Day Absent:

If arrive after 1:30pm

If leave before 11:01am

Grades 2, 3, & 4

Tardy:

If arrive between 8:31am and 9:30am

If leave between 2:30pm and 3:30pm

½ Day Absent:

If arrive between 9:31am and 1:00pm

If leave between 11:00am and 2:30pm

Full Day Absent:

If arrive after 1:31pm

If leave before 11:10am

Excused Reasons for absences are as follows:

- Illness
- Observance of religious holidays (with 5 days prior notice) (Board Policy 7:80)
- Death in the immediate family
- Family emergency
- Situations beyond the student's control as determined by the Board of Education
- 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 10:00 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. Students who need to leave before regular dismissal at 3:30 must be picked up in the office no later than 3:00pm.

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

BIRTHDAY CELEBRATIONS

Students may bring a small birthday treat to share with their class with prior teacher approval. Please contact the teacher in advance to accommodate any allergy concerns. Balloons and flowers are not permitted. Students with summer birthdays may celebrate on their half birthday.

GLASSWARE

For safety reasons, glass containers and glass beverage bottles are not permitted in school.

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 will receive free breakfast and lunch through the Community Eligibility Option.

Students may also bring cold lunches and purchase milk at school. Milk is 60 ¢. 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 \$4.20 if you would like to purchase a school lunch). Please limit the delivery of special lunches (ex: fast food) to special occasions such as birthdays or half birthdays.

Students will be notified of their lunch schedule and the expectations for lunchroom 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, or the temperature drops below 32° the students remain inside.

CELL PHONES

Cell Phones at Kellar Primary School should be off and out of sight which means turned off and put away in bookbags. All cell phones are to be off from door to door (8:30-3:30). If parents need to reach their child, they may contact the front office. Cell phones should not be taken on field trips if they fall during school hours. Cell phones that are out of bookbags during the school day will have to be picked up in the office at the end of the day. Kellar Primary School is not responsible for loss or theft of cell phones at school or on the bus.

CLASSROOM PARTIES

Classroom parties are up to the discretion of the teacher. They will communicate with you via Class DoJo/newsletter if they are planning to have a party. The holidays observed are Fall Parties, Winter Parties, and Valentine's Day. If you do not want your child to attend, please communicate that request with your classroom teacher and we will find an alternative placement during that time.

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.

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.

STUDENT LAPTOPS

All students are assigned an HP 360 laptop computer to use at school. There are also other models that can be checked out for home use. Laptops can be checked out by our school librarian. There are fees applied for laptop damage and can be found on the Peoria Public School Website.

LOST AND FOUND

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

COMMUNICATION

There are many different forms of communication for families. It is important for our families to stay current with all information. Communication includes:

- **Classroom Communication** - All teachers communicate via Class DoJo. 100% is expected and all parents will receive a classroom invite to join their student's class. Please download Class DoJo to your mobile device.
- **Weekly Email/ Automated Phone Call** - Every Sunday, there is an automated message informing parents on any celebrations, district events, and upcoming school events. It will arrive at approximately 5:30 PM every Sunday evening.
- **Monthly Newsletter** - The first of every month, The Kellar Connection will be sent home via email and with students. It will outline current monthly events.
- **Kellar Website** - Our Kellar Website can be found at peoriapublicschools.org/kellar. Our website is updated by our Webmaster, Mr. Bootz. Our website has a plethora of information about our school including: Weekly emails, Monthly newsletters, PTO information, Resources, Current events, and our E-Learning Plan.
- **Facebook** - Join our Kellar PTO Facebook page where parents can ask questions, see pictures of current events, and stay up to date with PTO sponsored events. There is also a Kellar Primary Facebook Page as well.
- **PTO Monthly Newsletter** - PTO email parents and post their newsletter every month.

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.

SKYWARD FAMILY ACCESS

Family Access provides parents immediate access to students' school information through the Internet. This account will provide another opportunity for you to participate in your child's education. Parents/guardians must visit www.peoriapublicschools.org and look for Skyward Family Access. If you do not know your Login & Password,

- From the login page, click on Forgot your Login/Password? near the bottom of the screen.
- 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 the school office to update your email address.)
- 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 the following information:

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

SNOW DAYS/E LEARNING DAYS

In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow or dangerous temperatures, the Superintendent is empowered to declare an emergency and close affected schools. School closings will be announced on www.peoriapublicschools.org, radio, and television as quickly as a determination is made. The Thrillshare 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. However an E Learning Plan is available on our school website.

WEATHER

When the temperature or wind chill falls below 32°, there will be indoor recess. Otherwise, the students will go outside for recesses. Please be sure children are dressed appropriately for the weather condition.

TRANSPORTATION

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. Field trips will also require a signed permission slip for students to participate.

SCHOOL BUS 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. Bus expectations are expected to be followed at all times. In the event of a student bus referral, the referral will be emailed to the parent as well as a follow up phone call from the principal. After multiple bus referrals, then a bus suspension will be given as a consequence.

TRANSPORTATION BY CAR PROCEDURES

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, go to the cafeteria for breakfast or 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.
- 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.

GENERAL INFORMATION

TEACHER-STUDENT-PARENT CONFERENCES

Parent-student-teacher conferences are held once a year. All parents are expected to attend conferences to discuss children's progress with their teachers. Students will attend and share their classroom data, celebrations, goals, and achievements. The teachers will schedule a time for each conference. If you need to reschedule your conference, please notify the teacher.

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.

PARENTS RIGHT TO KNOW

July 2025

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.
5. 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.
6. If you have questions, please feel free to contact your building principal, Mrs. Peterson at the following phone number 672-4439.

Sincerely,

Mrs. Jaime Peterson, Principal

HOMELESS STUDENTS

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.

LATCHKEY PROGRAM

Kellar provides a before and after school program. The program is held in the Kellar cafeteria beginning at 6:45 AM and ending at 5:30 PM. For more information and/or registration visit the school website at www.peoriapublicschools.org/kellar or call the school at 693-4439.

2026-2027 Fee Schedule

Number of Children	AM ONLY	PM ONLY	BOTH AM & PM
1	\$50/per week	\$50/per week	\$100/ per week
2	\$90/per week	\$90/per week	\$175/per week
*All prices above are due regardless of the number of days your child attends our program, or the number of days school is in session.			

