



**Charter Oak Primary School Student & Parent Handbook**



# **Charter Oak Primary School 2026-2027 Student & Parent Handbook**



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5221 West Timberedge Drive  
Peoria, Illinois 61615

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# Charter Oak Primary School Student & Parent Handbook



## Table of Contents:

|                                                                                 |    |
|---------------------------------------------------------------------------------|----|
| Mission Statement, Motto, Expectations, & Colors                                | 3  |
| Principal Letter                                                                | 4  |
| Parents Right-to-Know Letter                                                    | 5  |
| Parent Involvement/Title I Overview                                             | 6  |
| School Calendar                                                                 | 7  |
| School & Office Hours                                                           | 9  |
| Visitor Policy & Procedures                                                     | 9  |
| Security                                                                        | 10 |
| Absences/Reporting Absences                                                     | 10 |
| Tardiness                                                                       | 11 |
| Illness/Accidents at School                                                     | 11 |
| Medications                                                                     | 11 |
| Emergency Cards                                                                 | 11 |
| Emergency Notification                                                          | 12 |
| Arrival & Dismissal                                                             | 12 |
| Latchkey                                                                        | 14 |
| Uniforms                                                                        | 14 |
| Spirit Wear & 50 Cent Friday Bottom Buy Out                                     | 15 |
| PBIS                                                                            | 15 |
| Communication with Parents                                                      | 15 |
| Student/Parent/Teacher Conferences                                              | 15 |
| DVD/Videos                                                                      | 16 |
| Field Trips                                                                     | 16 |
| Emergency Drills                                                                | 16 |
| School Breakfast                                                                | 16 |
| Lunchroom/Recess                                                                | 16 |
| Playground Procedures                                                           | 17 |
| Birthday Treat Guidelines                                                       | 17 |
| Textbook/Stream Fees                                                            | 18 |
| Student Records                                                                 | 18 |
| Assessments                                                                     | 18 |
| Homework Policy                                                                 | 18 |
| Make-up Work                                                                    | 18 |
| Progress Reports                                                                | 19 |
| Grading Scale                                                                   | 19 |
| Honors                                                                          | 19 |
| Discipline                                                                      | 20 |
| Grading Policy 20                                                               |    |
| Parent Review Form (Please return this page to school via your child's teacher) | 25 |

**\*Our school's discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting**

**[www.peoriapublicschools.org/discipline](http://www.peoriapublicschools.org/discipline)**



# Charter Oak Primary School Student & Parent Handbook



## Peoria Public Schools Vision Statement

To ensure each student's academic achievement and personal success through personalized learning, social-emotional support and educational equity.

## Peoria Public Schools Values

Grit – Adaptability – Hope – Equity - Respect – Connection - Innovation

## Charter Oak Mission Statement

Through collaborative efficacy, Charter Oak is committed to educating all students in a supportive, safe, & rigorous learning environment to reach their highest potential, equipped to be lifelong learners.



## Charter Oak Motto

Growing Future Leaders

## Charter Oak Expectations

- \* We are safe.
- \* We are respectful to ourselves and to others.
- \* We are responsible and ready to learn.

Bobcats that follow the Charter Oak Expectations, will always be on the  
**WINNING TEAM!**

## Charter Oak Colors

Red, White, & Blue

## Charter Oak Mascot

Bobcat



# Charter Oak Primary School Student & Parent Handbook



## CHARTER OAK PRIMARY SCHOOL

5221 West Timberedge Drive

Peoria, Illinois 61615

Phone: 309/693-4433

Fax: 309/693-8701



Dear Students and Parents,

Welcome to Charter Oak! I am confident we will have a successful, positive, and rewarding school year! Our Charter Oak Expectations state, "We are safe, respectful, responsible, and ready to learn." We can achieve our mission when we all work together to accomplish these expectations every day. To accomplish this, students, parents, and staff must work together to ensure our unified success. The Parent Student Handbook will help you and your child become familiar with our policies, beliefs, practices, and procedures. Please take the time to read through the handbook and let me know if you have any questions. You can find a copy online at our Charter Oak webpage, or you can request a hard copy from the school.

We want your child's experience to be educationally focused and productive! You are an important part of this team unifying home, school, and community, working together to assure each student reaches his/her highest potential. Our hope is that each student feels a sense of belonging in a safe, loving environment where they can explore their creativity and decision-making skills in fun and academically rewarding ways.

To uphold our mission of being "dedicated to providing a solid foundation for life-long educational and social success", the following "Bobcat Basics" will help our unified team guarantee every child's success:

- Support the school.
  - The Charter Oak school community is awesome because of families like yours. We hope you will participate in the great things we do!
  - Maintain a positive attitude about your child's education, school, teachers, and district.
  - Assist in providing the best educational experience for your child (supporting homework and reading logs, school, and classroom expectations, getting involved, etc.).
  - Join the Parent-Teacher Club (PTC).
- Insist on regular attendance and punctuality.
  - See that your child attends school on time every day.
- Get to know your child's teachers.
  - Know and work with your child's teachers. Ongoing communication is important to every child's success.
- Read and discuss the Parent-Student Handbook with your child.
  - Maintain a better understanding of our expectations, operations, and events for Charter Oak Primary School.

I know this will be a remarkable year. Together, we will continue to promote excellence for every child at Charter Oak Primary School. If you have any questions or concerns, please feel free to call 309-693-4433.

Sincerely,  
Ms. Katie Malahy Principal



# Charter Oak Primary School Student & Parent Handbook



## CHARTER OAK PRIMARY SCHOOL

5221 West Timberedge Drive

Peoria, Illinois 61615

Phone: 309/693-4433

Fax: 309/693-8701



**Ms. Katie Malahy, Principal**

June 1, 2026

Dear Parent:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Peoria Public School District 150 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 me at the following phone number, 309-693-4433.

Sincerely,

Ms. Katie Malahy, Principal



# Charter Oak Primary School Student & Parent Handbook



## CHARTER OAK PRIMARY SCHOOL

5221 West Timberedge Drive

Peoria, Illinois 61615

Phone: 309/693-4433

Fax: 309/693-8701



**Katie Malahy Principal**

June 1, 2026

### **Parent Involvement Policy/General Title I Plan Overview**

- A. The Charter Oak Primary Title 1 plan, its parental involvement policies, and the process for reviewing the Title 1 plan must be jointly developed and agreed upon with the parents of Title 1 participating children.
- B. The Charter Oak Primary Title 1 Parent Involvement Policy and changes in the policy will be distributed to the parents of participating children.
- C. Charter Oak Primary will establish a Universal Leadership Team consisting of parents, teachers, staff, community members, and administrators. This committee shall be involved in decisions regarding how the Title 1 parent funds are used to enhance parent involvement.
- D. Charter Oak Primary will develop a plan for building strong parental involvement programs. The plan will be included with the school's overall Title 1 plan.
- E. Charter Oak Primary will actively promote appropriate professional development programs for teacher, parents, pupil services personnel, administrators and the other staff in order to raise academic standards and performance of the Title 1 students.
- F. Charter Oak Primary will encourage parents of Title 1 children to provide necessary feedback and suggestions for planning, developing and implementing effective Title 1 programs. The responsibilities of the school and parents as partners in education will be outlined in a signed school/parent compact. The responsibilities of the school and parents as partners in education will be outlined in a signed school/parent compact.
- G. Charter Oak Primary will collaborate with other agencies providing services to children, parents, and families, including health and social services.
- H. Charter Oak Primary will annually measure the progress that Title 1 students are making toward meeting State student performance standards through the use of high quality student assessments and report the information to parents, students, and teachers.

If you have questions, please feel free to contact me at (309) 693-4433.

Sincerely,

Ms. Katie Malahy, Principal



# Charter Oak Primary School Student & Parent Handbook



## Charter Oak Primary School 2026-2027 Calendar of Events

### 2026

|                   |                                                                                                                |
|-------------------|----------------------------------------------------------------------------------------------------------------|
| July 24, Fri.     | Summer Reader's Club Slushie Party 1:00-2:30 p.m.                                                              |
| July 25, Sat.     | Backpack Peoria 2025 at the Dream Center Peoria 9 a.m.-noon                                                    |
| July 31, Fri.     | Class Lists posted on front doors by 5:00 p.m.                                                                 |
| Aug. 3, Mon.      | Unpack Your Backpack 5:00-6:30 p.m. (Bring your supplies, see the classroom, & meet the teacher)               |
| Aug. 5, Wed.      | First Day of School - <b>FULL DAY for all students, 8:30-3:30</b> & Boo Hoo<br>Ya Hoo! Parent coffee 8:30 a.m. |
| Aug. 11, Tues.    | PTC Meeting 6:30-7:30 p.m.                                                                                     |
| Aug. 26, Wed.     | <b>Student Improvement Day -- ½ DAY SCHOOL 11:30 a.m. Dismissal</b>                                            |
| Aug. 27, Thurs.   | Family Reading Night 6-7 p.m.                                                                                  |
| Aug. 28, Fri.     | College Colors Day, Fannie May Fundraiser Kickoff                                                              |
| Sept. 3, Thurs.   | PTC Meeting 6:30-7:30                                                                                          |
| Sept. 4, Fri.     | Charter Oak School Picture Day                                                                                 |
| Sept. 7, Mon.     | <b>Labor Day Holiday – NO SCHOOL</b>                                                                           |
| Sept. TBD         | Charter Oak Chase (1 mile walk/run)                                                                            |
| Sept. 9, Wed.     | Fannie May orders & money due                                                                                  |
| Sept. 23, Thurs.  | <b>Student Improvement Day -- ½ DAY SCHOOL 11:30 a.m. Dismissal</b>                                            |
| Sept. TBD         | Parent University                                                                                              |
| October 1, Tues.  | PTC Meeting 6:30-7:30                                                                                          |
| October 5-16      | <b>Fall Break—NO SCHOOL</b>                                                                                    |
| October 15, Fri.  | Medical Compliance Deadline                                                                                    |
| October 27, Tues. | Trunk or Treat 6:00-7:00 p.m.                                                                                  |
| October 30, Fri.  | Fall Party 2:30-3:15 p.m.                                                                                      |
| Nov. 2, Mon.      | <b>No School; Parent Conferences &amp; Scholastic Book Fair 12:00-7:00</b>                                     |
| Nov. 3, Tues.     | <b>No School Election Day</b>                                                                                  |
| Nov. 6, Fri.      | Picture Retake Day                                                                                             |
| Nov. 12, Thurs.   | PTC Meeting 6:30-7:30 p.m.                                                                                     |
| Nov. 20, Fri.     | College Colors Day                                                                                             |
| Nov. 24, Tues.    | Grandparent's Day 8:15-10:00 a.m. & Progress Report 2 goes home                                                |
| Nov. 25-27        | <b>Thanksgiving Recess -- NO SCHOOL</b>                                                                        |
| Dec. 1-Feb. 1     | Boundary Waiver application window opens                                                                       |
| Dec. 10, Thurs.   | Drama Club Performance 6:00 p.m.                                                                               |
| Dec. 16, Wed.     | Dashing Through the Door Decor Family Walk 5:00-6:00 p.m.                                                      |
| Dec. 18, Fri.     | Winter Sing-along, <b>Students dismiss 1-hour early (2:30 p.m.)</b>                                            |
| Dec. 21-Jan. 4    | <b>WINTER VACATION - NO SCHOOL</b>                                                                             |

### 2027

|                 |                                                                                   |
|-----------------|-----------------------------------------------------------------------------------|
| Jan. 5, Tues.   | <b>School resumes for students</b>                                                |
| Jan. 14, Thurs. | PTC Meeting 6:30-7:30 p.m.                                                        |
| Jan. 18, Mon.   | <b>Dr. Martin Luther King, Jr. Day observed – NO SCHOOL</b>                       |
| January 25-29   | Scholastic Book Fair                                                              |
| Jan. 28, Thurs. | Student Showcase 6:00-7:00 p.m. & Book Fair Family Dinner Night<br>5:30-7:00 p.m. |
| Jan. 29, Fri.   | Donuts with Dudes 7:30-8:15 a.m.                                                  |



# Charter Oak Primary School Student & Parent Handbook



|                 |                                                          |
|-----------------|----------------------------------------------------------|
| Feb. 1, Mon.    | Boundary waiver window closes                            |
| Feb. 5, Fri.    | College Colors Day                                       |
| February 8-12   | Food Drive                                               |
| Feb. 11, Thurs. | PTC Meeting 6:30-7:30 p.m.                               |
| Feb. 12, Fri.   | Valentine's Party 2:30 p.m. & Bobcat Ball 6:00-7:00 p.m. |
| Feb. 15, Mon.   | <b>President's Day – NO SCHOOL</b>                       |
| Feb. 19, Fri.   | Young Author Manuscripts are due to teacher              |

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|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| March 1-5        | Read Across America Week                                            |
| March 3, Wed.    | <b>Student Improvement Day -- ½ DAY SCHOOL 11:30 a.m. Dismissal</b> |
| March 10-16      | Coins for Kids & Ability Awareness Week                             |
| March 18, Thurs. | PTC Meeting 6:30-7:30 p.m.                                          |
| March 19, Fri.   | Muffins with Misses 7:30-8:15 a.m.                                  |
| March 26-April 9 | <b>Spring Break—NO SCHOOL</b>                                       |

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|                  |                                                                             |
|------------------|-----------------------------------------------------------------------------|
| April 12, Mon.   | <b>School resumes</b>                                                       |
| April 15, Thurs. | PTC meeting 6:30-7:30 p.m.                                                  |
| April 16, Fri.   | Spring Picture Day                                                          |
| April 19-23      | Spirit Week, daily themes TBD                                               |
| April 23, Fri.   | Charter Oak Carnival, Auction, & Dinner, 5:00-7:30 p.m.                     |
| April 24, Sat.   | Kindergarten Roundup at The Peoria Zoo, 10:00 a.m.-1:00 p.m.                |
| April 27, Tues   | Parent University for Pre-K through 4 <sup>th</sup> grade location/time TBD |
| April 29, Thurs. | Kindergarten Roundup at Charter Oak 6:00-7:00 p.m.                          |

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|                |                                                                    |
|----------------|--------------------------------------------------------------------|
| May 3-7        | Teacher Appreciation Week, daily gift themes TBA                   |
| May 5, Wed.    | <b>Student Improvement Day -- ½ DAY SCHOOL 11:30a.m. Dismissal</b> |
| May 6, Thurs.  | Charter Oak Spring Concert & Gallery Walk, 6:00 p.m.               |
| May 7, Fri.    | College Colors Day                                                 |
| May 11, Tues.  | Volunteer Appreciation Dinner 5:30-6:30 p.m.                       |
| May 13, Thurs. | Drama Club performance 6:00 p.m.                                   |
| May 28, Fri.   | Conduct Celebration Parade 10:00 a.m. & all-school picnic          |

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|                |                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 1, Tues.  | Awards Day, 3 <sup>rd</sup> grade 9:00 a.m. & 4 <sup>th</sup> grade 10:00 a.m. (Parents will receive an invitation if their child will be receiving an award.) & 4th Grade Party |
| June 2, Wed.   | Field Day, time TBA                                                                                                                                                              |
| June 3, Thurs. | <b>Last Day of School for Students – ½ Day School Dismiss 11:30 a.m.</b>                                                                                                         |

**\* 50 Cent Fridays: on Fridays only, students may pay 50 cents & wear non-uniform, school-appropriate bottoms with their spirit wear shirt, or uniform shirt.  
This is an on-going PTC fundraiser & is subject to its success.**



# Charter Oak Primary School Student & Parent Handbook



## Hours of Operation:

|                                  |                    |
|----------------------------------|--------------------|
| School Hour:                     | 8:30 AM - 3:30 PM  |
| Teachers/Supervision:            | 8:15 AM - 3:45 PM  |
| Early Release Time for Sip Days: | 8:30 AM – 11:30 AM |
| Office Hours:                    | 7:30 AM - 4:00 PM  |

## No Admittance/Supervision Prior to 8:15 AM:

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.

## Parent Pick-Up:

Parents will not be permitted in the building prior to the end 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. Parents should drive through our parent pick up curb-side line up placing a provided sign in window indicating their child’s name. Staff will work to get each child to their car as quickly & efficiently as possible. No child will be sent to the moving lane of traffic for pick up and if your child is in a car seat, please park in the lot and walk them to the car for assistance.

## Early Arrivals & Late Pick-Ups:

Any student in the building not assigned to a before or after-school activity will be placed in our Latchkey Program. **Parents will be charged for Latchkey services. Payment must be made upon pick up. No exceptions.** After 5:30 PM, students still not picked up will be released to a PPSD 150 Resource Officer or Peoria Police Department.

The **Bobcat Den (latchkey) Program** is on a first-come, first-served basis. Please stop by the office for more information or go to the Charter Oak website to register. **Bobcat Den is a parent-pay program from 7:00-8:15 AM and 3:30-5:30 PM.**

## Visitor Policy, Procedures, and Conduct on School Property:

For purposes of this policy, “school property” means school buildings, district buildings not being used as a school, vehicles used for school purposes, any location used during a school athletic or sponsored event, and school grounds. Visitors include all family members, friends, and acquaintances of students and/or staff.

When visiting the school, parents must acquire an appointment time and date with the teacher beforehand so as to not disturb the learning environment for all children. The safety of your child and all students is our top priority. Your full cooperation is expected.



## **Procedures for Visiting: (Must enter and exit through the front doors only)**

- A. Individuals wishing to confer with a teacher must contact the teacher by phone, email, or in writing to make an appointment.
- B. Conferences with teachers are to be held before or after school hours or during the teacher's conference/preparation period.
- C. 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 "does not belong."
- D. Enter through the door and proceed immediately to the office. Signage clearly indicates that "Visitors Report to Main Office."
- E. Upon entering the building, everyone **MUST** sign-in, provide car keys or other collateral, and obtain a "Visitor's Pass" from the Main Office.
- F. Display visitor's pass at all times.
- G. Visitors must exhibit behavior appropriate for school setting at all times.
- H. Return to Main Office and sign-out upon departure from the building.

## **Security:**

One of our goals is to maintain a safe, respectful, and responsible learning environment for every child. Any person or persons may be asked to leave school property, or have security called, if they, in any way, disrupt the teaching, learning, and working environments of the school (according to board policy).

## **Absences:**

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:

### **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 1:31 PM

Student leaves between 11:31 AM and 2:30 PM

### **Full Day Absent**

Student arrives after 2:30 PM

Student leaves before 11:30 AM



# Charter Oak Primary School Student & Parent Handbook



## Reporting Absences:



Good attendance is essential in supporting the academic progress of our students. If your child will be absent or tardy, you may call Charter Oak at 309-693-4433 by 10:00 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. Five days of unreported absences may result in a referral

to Project T.A.R.G.E.T and/or the State Attorney's Office. If family issues prevent good attendance, contact your school administration, teacher, or Project TARGET (truancy support) at 309-204-5052.

## Tardiness:

It is important that students be on time to begin our school day. Students may come enter the building at 8:15 AM. After picking up their "Grab & Go" Breakfast in designated locations in the hallways, students are to go directly to their classroom. Students arriving before 8:15 AM must remain with their parent/guardian until 8:15 AM. Charter Oak 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.**

## Illness/Accidents 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. Parents' prompt attention to these urgent matters is appreciated.

## Administration of Student Medication:

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).



# Charter Oak Primary School Student & Parent Handbook



## Emergency Cards/Information:

An emergency card or online information site is filled out during open registration. Please fill out this information completely. Records must include **at least three working phone numbers at all times. No one will be allowed to remove a child from the school unless listed on the emergency contact card.** Always have identification available when signing a child out of the building.

## Emergency Notification:



Please be sure to have current and accurate information regarding the address and phone numbers of those people whom you wish us to call in the event of an emergency. It is not unusual for circumstances to arise which require parent notification (illness, injury, etc.). It is MOST IMPORTANT that we are able to contact you, or someone, who will attend to your child's needs. Your assistance in this matter is essential in order for us to ensure a safe environment for ALL of our students. Please be sure you list three contact numbers on each card.

## Arrival Procedures:

### All:

- All students will enter their designated grade level door.
- **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.
- Students receive breakfast on their way to class.
- Upon entering school, students are to report directly to their classroom for breakfast and classroom morning meetings.

### Car Drop-off:

- Car traffic around the school must **adhere to the signs and traffic laws** to promote a safe school zone for Charter Oak 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, please avoid the circle drive for drop off and pick up, as that drive is used for buses only. Use the curb to the right of the building, in the main parking lot.
- There is no parking on Timberedge Drive in front of the school. Do not park your car for even a short amount of time to simply walk your child to the building 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, or in our main parking lot. Do not block residential driveways for personal parking.
- Furthermore, in order to avoid nuisance, do not honk horns unless absolutely necessary.



# Charter Oak Primary School Student & Parent Handbook



## Bus Riders:

- The buses will be dropping students off in front of the building on the circle drive.
- Students are expected to exit the bus and go directly to their designated grade level door.

## Dismissal Procedures:

### All:

- 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' departures.
- Students are not allowed to play or meander around the school or playground after school.
- Students are to remain in their classroom line until the teacher dismisses them for release to parent, bus, latch key, 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, attending Latchkey instead of riding bus, etc.), parents must submit written verification/notification to the Main Office or call and speak to staff in advance.** 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 school early for any reason will receive a half-day absence.

## Car Pick-up:

- Car traffic in the front of the school **must adhere to the signs and traffic laws** to promote a safe school zone for Charter Oak students. **It is extremely dangerous to let a passenger (student) into the car if the car is not DIRECTLY and ENTIRELY pulled up to a permissible parking area (CURB).** Further, in order to promote a quick and easy departure, the signs indicate that directly in the front of the school is a **NO PARKING ZONE**.
- There is no parking on Timberedge Drive in front of the school. Do not park your car for even a short amount of time to simply walk to pick up your child as this is an unlawful violation of the signs located along the street in front of the school. Do not park your car to walk into the school to get your child as this is an unlawful violation of the signs located along the street in front of the school.
- If you go into the school for your child, park your car in an area designated for on-street parking, or in our main parking lot.
- Honking horns to signal a child to the car is an annoyance that disrupts an orderly dismissal.

## Bus Riders:

- The buses will be departing from the front of the school in the circle drive.
- Students will be supervised by staff while traveling to their designated bus.



# Charter Oak Primary School Student & Parent Handbook



## Latchkey Program:

Charter Oak provides a before- and after-school program in our facility. Latchkey is a paid program from 7:00-8:30 AM and 3:30-5:30 PM. Latchkey is possibly open on half days of school. For more information and/or registration information visit our latchkey web page at <https://www.peoriapublicschools.org/o/cops/page/latchkey>, or call the school at 309-693-4433. This program is run by our Charter Oak staff members.

## School Attire and Uniforms:

The Board of Education has adopted a uniform policy for all primary and middle schools. All Charter Oak 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:

- ❖ **Shirts** – Red, white, blue (light blue or navy blue). Shirts must have a collar and sleeves and be plain uniform colors without writing or embellishments. Undershirt arms must also be plain uniform colors.
- ❖ **Pants/Shorts**– Navy blue, black, or khaki. Pants must be plain dress pants without writing or embellishments. *Please note – denim pants of any color, jeggings, leggings, sweatpants and nylon athletic pants are not acceptable. Solid navy, black, khaki leggings may be worn under skirts and jumpers.*
- ❖ **Skirts/Jumpers** – Plain skirts or jumpers in navy, black or khaki. It is recommended that shorts are worn under skirts for modesty. A uniform shirt or uniform color turtleneck must be worn underneath jumpers.
- ❖ **Sweaters and Sweatshirts** – Red, white, navy. Sweaters and sweatshirts may be worn over collared uniform shirts. They may not have writing or embellishments. The only exception is Charter Oak Spirit wear which may be worn every Friday with uniform pants/skirts.
- ❖ On Fridays, we will also hold a **50 Cent Bottom Buy-Out**. Students may pay 50 cents to have non-uniform pants/shorts/skirts with their spirit wear shirt or uniform shirt on Fridays. This will be an ongoing PTC fundraiser and is subject to its success.
- ❖ **Socks and shoes** – Solid white, black, navy or grey colored **socks and tights** without logos or designs. Close-toed shoes with a back or back strap are required. Flip flops, sandals, and high heels are not accepted for safety reasons. Gym shoes must be on or at school daily.
- ❖ **Masks** – Masks are an optional part of the uniform. Masks may have fabric print, but no writing. Gators and masks with vents are not allowed.
- ❖ **Water Bottles** –Student are welcome to bring a water bottle. Clear drinking water is the only acceptable liquid. Juices, flavor packets/powders, energy drinks, thirst quencher drinks, soda, etc. are not allowed. Teachers will provide times for drinks at their discretion. There are water refilling stations in the school.
- ❖ **Spirit wear** – PTC sells Charter Oak Spirit wear at the beginning of the year. Spirit wear may be worn every Friday with uniform pants/shorts/skirts/jumpers, or non-uniform bottom for 50 cents.

## Spirit Wear Friday & 50 Cent Friday Bottom Buy Out:

On Fridays, Charter Oak 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. We are instituting a 50 Cent Friday Bottom Buy Out this year. This is a weekly, on-going PTC fundraiser that gives students an opportunity to wear non-uniform bottoms (jeans, skirts, basketball shorts, jogging pants, etc.) with their uniform shirt, or spirit wear shirt, for 50 cents each Friday. This is subject to its success.



# Charter Oak Primary School Student & Parent Handbook



## **PBIS:**

We are a PBIS school. PBIS stands for Positive Behavioral Interventions and Supports. Our school operates on the following three Charter Oak Expectations:

1. We are safe.
2. We are respectful to ourselves & to others.
3. We are responsible & ready to learn.

All students are to exercise these expectations on a daily basis. These are "Basics for Balanced Bobcats"! Students earn "Bobcat Tickets" to use throughout the year at our PBIS store. Students at Charter Oak are proud to be held to high standards of civility and anti-bullying behavior. We work to instill civic responsibility and caring for others as part of our PBIS program. At Charter Oak, kindness rules the school!

Students will also be held accountable anytime they choose not to comply with being safe, respectful, responsible, or ready to learn.

## **Communication with Parents/guardians:**

Special flyers may be sent out as reminders of special dates and opportunities. Also, parents/guardians will receive a robocall and emailed newsletter each week from the school. This is linked to the Skyward system so please be sure the phone numbers and email address are updated. Parents/guardians are encouraged to read this weekly communication as it highlights upcoming events and needs of the school. The school website will also be utilized as an informational tool. Please check the website for up-to-date information.

## **Parent/Teacher/Student Conferences:**

Parent-teacher-student conferences will be held in November. Attendance at these conferences is very important, and we strive for perfect attendance at these conferences. These are student-led, and teacher facilitated. Conferences are scheduled for November 2nd, 12:00-7:00. Virtual or phone conferences can also be scheduled if in-person meetings are not possible.

## **DVD/Videos:**

DVDs and videos can be an excellent resource for student engagement and learning in our classrooms. DVDs and videos, which are shown in the classroom, will relate to instruction. If asked, the teacher will be able to justify showing the videos in the class. All content will be rated "G" unless permission is given by the principal and parents notified. Parameters have been provided to the teachers for the content presented to the students.

## **Field Trips:**

Classrooms take field trips during the school year. We teach students that they represent our entire school during these trips. It is our experience that Charter Oak students have always demonstrated outstanding behavior on previous trips. Field trips are provided to enrich the educational program and give children experiences they may not otherwise have. We are often



# Charter Oak Primary School Student & Parent Handbook



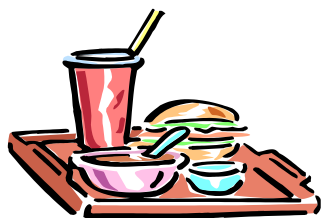
interested in parents being chaperones on certain trips. Chaperones that are not parents must be 21 years or older. Siblings, ages 0-20, are not allowed to attend. This is a wonderful way to get involved. All rules, policies, and procedures apply. Information slips are sent home at least one week prior to the field trip, and parental signatures are necessary for a child to attend, unless it is a district sponsored field trip.

## **Emergency Drills:**

Several times throughout the year, we will have disaster drill practice for the possibility of a tornado or fire. Additionally, we practice Lockdown drills, which cover other types of emergencies in the school. (These emergencies include intruders, violent behaviors, disruptive confrontations, medical emergencies, etc.) In order for school officials, personnel, School Resource Officers, and emergency teams to operate effectively, children are expected to cooperate fully with the procedures. Students not cooperating may receive disciplinary consequences.

## **School Breakfast:**

All students receive breakfast and lunch at no cost. The breakfast program will take place in our classrooms. Students who arrive late will be permitted to eat breakfast as available. Food from restaurants or gas stations will not be allowed in the classroom for breakfast. Outside food must be eaten before arriving at school, otherwise students will need to finish before entering their classroom at a designated location.



## **Lunchroom/Recess:**

In order to feed children in the most effective way, we group children by grade level. Each group of children has 20 minutes to eat with 15 minutes to play outdoors after lunch during good weather days, or in the gym on inclement weather days. Students are expected to exhibit safe & healthy behavior at lunch and recess. Students who are not choosing safe & healthy interactions with others may do an independent lunch/play to refocus as assigned by the cafeteria/playground supervisors, teachers, and/or administrator. Children will have choices for lunch from two or three menus each day. Outside restaurant or gas station food will be allowed but must be eaten in a designated location, not in the cafeteria if it is not included in a student's packed lunch box brought with them to school. We go outdoors for recess if the temperature is above 25 degrees. Please dress your child appropriately for the weather.

## **Playground Procedures:**

The rules for lunch recess are numbered below. Students are taught explicitly & expected to follow our Playground Basics. The bullets provide general expectations about recess time.

1. Keep hands and feet to yourself.
  - No shoving, pushing, grabbing or pulling
  - No real or play fighting and/or rough housing
2. Obey and respect adults
  - Walk to line up when the bell rings
  - Follow all adult directions



# Charter Oak Primary School Student & Parent Handbook



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 off the sides of the slides
  - No climbing on railings or slide hoods
  - No jumping from atop equipment
  - Leave the wood chips on the ground
  - No playing with balls or jump ropes on or around the equipment
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, tackling, 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 disciplinary action.

Charter Oak provides sporting equipment for students to use during PE and recess. Students are not to bring balls or toys to school.

## **Birthday Treat Guidelines:**

Birthdays are special events for children. We welcome birthday treats at the school but ask parents to follow a few simple guidelines. Please bring only individually wrapped, or store-bought treats for your child's birthday. Nutritional labels need to be on packaging as well to ensure that students with food allergies are safe. We ask that treats are dropped off in the office, and school staff will deliver the treats to the classroom. Birthday treats not meeting the guidelines above will not be allowed in the classroom.

The office will not be able to deliver items to students for birthdays or other occasions such as flowers, gifts, a treat for the child, balloons, etc. Please save these special acknowledgements for home.

## **Textbooks/Streams:**

Textbooks and streams will be checked to students on the day they are issued – each book/stream has a unique number. Any books/streams that are lost or damaged must be paid for at the full purchase price; consequently, students should be cautious about leaving them on the playground or bus, loose in the halls, or loaning them to a classmate. Textbooks should not be torn, written in or damaged in any way. Books should not be marked in any place other than the name, room, school, and year at the front. Streams should be handled with care and responsibility to prevent damage. **Each student is responsible for his/her books/streams. Parents will be billed for lost or damaged books. Parents will be billed \$50 for a 1<sup>st</sup> time damaged stream & \$250 for subsequent damaged streams. Missing or damaged cords are \$20.**



## Student Records:

Students' temporary records are subject to periodic review for the purpose 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 5, 2027.

## Assessments:



Throughout the year, students at all grade levels will participate in a number of assessments/tests. These tests are administered to various grades throughout the school, and parents are given notification concerning when these will occur. Additionally, we administer quarterly assessment exams throughout the entire school year. Many exams are computerized; parents may request children's scores from the classroom teacher.

## Homework Policy:

Homework is issued Monday through Thursday. Successful readers spend time reading alone and/or to someone at home nightly. Students are expected to complete all assigned homework. Classroom grades are based, in part, on homework. If a child is unable to complete his/her homework due to situations at home, a note should be sent with the child as an excuse.

Additionally, we have an all-school reading log initiative. Parents are asked to designate at least 20 minutes per night to have their child read and assist with completing the log nightly. The log should come back & forth to school and home.

## Standards-based Grading Policy:

### Standards-Based Grading

Beginning in August 2023, PPS will be switching from traditional grading practices to a new policy of standards-based grading for all students in **grades 1-4**.



Standards-based grading is an approach to grading that **focuses on student mastery of grade-level standards.**

On progress reports and report cards, students will *no longer be graded on an A to F scale* for each course. Instead, **students will receive a number between 1-4** for each learning standard.

|          |                                          |
|----------|------------------------------------------|
| <b>4</b> | Above grade level standards              |
| <b>3</b> | Meeting grade level standards            |
| <b>2</b> | Approaching grade level <u>standards</u> |
| <b>1</b> | Below grade level standards              |

For more information, sample report cards, and to access the frequently asked questions page, scan the QR code or go to [www.psd150.org/standards-based](http://www.psd150.org/standards-based)





# Charter Oak Primary School Student & Parent Handbook



## **Make-up Work:**

Students can only demonstrate mastery of a skill by submitting their original work. Students have until the end of each quarter to submit work they have not completed in order to change the level of mastery on a report card.

## **Progress Reports:**

Progress reports are sent home midway through quarters to inform parents of their child's progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference. Scores are assigned to each level based on the students' demonstration of mastery. There are no plus or minus grades, or letter grades.

**Kindergarten Progress Reports are not required, but the Kindergarten teachers will be glad to provide feedback on student progress if requested.**

| <u>Progress Report Date</u> | <u>End of Quarter</u> | <u>Report Card Dates</u> |
|-----------------------------|-----------------------|--------------------------|
| PR1- September 2, 2026      | Q1- October 2, 2026   | Q1- November 2, 2026     |
| PR2- November 24, 2026      | Q2-December 18, 2026  | Q2- January 8, 2027      |
| PR3- February 10, 2027      | Q3-March 5, 2027      | Q3- March 10, 2027       |
| PR4- April 28, 2027         | Q4- June 3, 2027      | Q4- June 3, 2027         |

## **K-4 Grading Scale:**

Standard-based grades awarded on the report card shall be equivalent to the following:

- 4 Above grade level standards
- 3 Meeting grade level standards
- 2 Approaching grade level standards
- 1 Below grade level standards

## **Honors:**

Student achievement is extremely important at Charter Oak Primary School. We celebrate the following at our 3rd-4th grade Awards Assembly at the end of each year:

- Principal's Achievement Award
  - Academic Achievement Award
  - Perfect Attendance
  - Physical Fitness Awards
  - Accelerated Reader
  - Bobcat Citizenship
- 3s and 4s in all standards by 4<sup>th</sup> quarter  
3s and 4s in all subjects by 4<sup>th</sup> quarter with no more than five 2s  
No absences or tardies all year  
Top physical fitness scores  
Gold Medal  
Awarded to two students per homeroom for displaying excellent conduct, effort, and citizenship

## **Student Discipline:**



# Charter Oak Primary School Student & Parent Handbook



Charter Oak Primary School follows the district's policies in all discipline related matters. The district policies, including discipline matters, can be found by visiting <https://www.peoriapublicschools.org/page/policies> or requesting the document in print by visiting the school office.

## **Grading Policy, updated 2023:**

<https://www.peoriapublicschools.org/page/policies>

Peoria Public Schools section 6 instruction-6:280

## **Reassessment Procedure**

Every Peoria Public School student has the opportunity to show new learning through reassessment of skills presented on assessments, whether they are formative or summative.

<https://core->

[docs.s3.amazonaws.com/documents/asset/uploaded\\_file/3309/PPS/2461010/6\\_280AP\\_Administrative\\_Procedure\\_for\\_Grading\\_and\\_Promotion.pdf](https://docs.s3.amazonaws.com/documents/asset/uploaded_file/3309/PPS/2461010/6_280AP_Administrative_Procedure_for_Grading_and_Promotion.pdf)

A teacher must provide a student with at least two opportunities per quarter for reassessment on summative assessments, regardless of grade level and/or score on the initial summative assessment.

A teacher may elect to provide a student with an opportunity for reassessment on every formative assessment, regardless of grade level and/or score on the initial formative assessment.

A teacher may elect to offer a second opportunity for reassessment at their discretion if they feel student learning could benefit from the opportunity.

A teacher may elect to offer an alternate assessment of the same skills in place of the original assessment.

**Quarter Timing:** The reassessment must be completed prior to the date in which the course's next progress report grades or final grades are due. The teacher may grant additional time for reassessments at their discretion. No reassessments after the end of the semester will be allowed.

**Additional Learning Activities:** At their discretion, the teacher may identify additional learning activities that should be completed/corrected prior to the reassessment opportunity. The purpose of these additional learning activities is to ensure the student's mastery of the skills has increased since the previous assessment attempt.

**Process Initiation & Ownership:** The process to reassess must be initiated by secondary students (grades 5-12). Secondary students must take accountability for the process. In



# Charter Oak Primary School Student & Parent Handbook



comparison, this process may be guided by a guardian and/or teacher at the primary level (K-4). However, teachers may encourage older primary students to take ownership of the process.

## **Process Steps:**

1. Schedule a time between student and teacher to review the student's learning progress and identify any learning activities that should be completed/corrected that are aligned to the misconceptions on the original assessment. Teachers, may at this time, suggest new learning activities to advance student understanding (i.e. specific online learning tasks, tutoring sessions, etc.).
2. Schedule the reassessment. A student in a primary school (K-4) will work with the teacher to arrange a reassessment time. Secondary level students (5-12) are responsible for arranging a reassessment time with the teacher that will not interrupt the current unit of study.
3. Student takes the reassessment at the agreed upon time. Note: A teacher may allow a student to reassess portions of the summative assessment in which the student wants to show growth, if the original assessment is organized by skills/concepts.

**Recording/Grading:** After the reassessment is complete, the teacher will: Enter the higher of the two levels into the grade book (replacing the original grade, if applicable) and note the reassessment date and original score in the notes section.

**Missing Assignments:** A missing assignment shall be marked as "missing" in the Skyward Gradebook. A student shall be provided the opportunity to make up the assignment or offer an alternative assignment of the same skills. The missing assignment must be completed prior to the date in which the course's next progress report grades or final grades are due. The teacher may grant additional time for missing work at their discretion.

**Late Assignments:** Any assignment can be completed and turned in late without penalty prior to the next summative assessment or the date in which the course's next progress report or final reports are due.

**Evidence of Learning:** Students who make a legitimate attempt on an assessment (The definition of legitimate attempt is based on teacher discretion; however, factors considered include whether the student willingly took the original assessment and/or the student read and attempted all portions of the assessment showing work where applicable.) will earn the level of mastery as designated by the number system from 1-4 on all formative and summative assessments. All assessments are eligible for reassessment for full credit per the reassessment procedure.

**Category Weighting:** Grades will be organized into categories with the assigned weight for each.



# Charter Oak Primary School Student & Parent Handbook



## Kindergarten -Standards Based Reporting

- \* Mastery of Standard (M)
- \* Progressing Towards Mastery of Standard (P)
- \* Not Making Progress Towards Mastery of Standard (N)

## First through Fourth Grade

- 4 Above grade level standards
- 3 Meeting grade level standards
- 2 Approaching grade level standards
- 1 Below grade level standards

**Absences:** Excused and Unexcused Absences are defined in Board Policy 7:70 ("Attendance and Truancy"). ESSA (Every Student Succeeds Act) defines absences as the same regardless of the absence being excused or unexcused. Therefore, all responses and actions shall be the same for either reason.

Students with an (excused or unexcused) absence, including suspensions, shall be given the opportunity to make up all missed work for full credit. Refer back to late/missing assignment procedures on page I for more detail.

**Student-Parent-Teacher Conferences:** Student-led Conferences shall be conducted after the first nine weeks of school of the first semester.

**Notification of Unsatisfactory Student Work:** Parents shall be notified whenever a student's work is unsatisfactory. Notification may be by formal or informal reporting procedures. Parents/students have Family Access to monitor grades in real-time online.

**Academic Dishonesty:** The act of demonstrating behaviors to gain an advantage on assigned work that no longer allows for assessment of one's own knowledge and abilities (including but not limited to cheating, plagiarism, or using notes or other aids during an assessment).

**Reassessment:** Every student has the opportunity to show new learning through reassessment of skills. Please reference reassessment procedure.

***"The policies and procedures outlined in this Student Handbook are subject to change for the 2026-2027 school year. If any changes are made, they will be posted on the school's and district's websites."***



# Charter Oak Primary School Student & Parent Handbook



## Charter Oak Primary School Parent and Student Commitment 2026-2027

As a member of the Charter Oak family, I understand and support its academic programs. I realize that when I enroll my child at Charter Oak, I also agree to become an active partner in the education of my child and the learning community at Charter Oak. I pledge to do my fair share of service with my child's school by agreeing to actively participate in my child's academics and school sponsored activities.

1. I understand that my child and I are expected to work with Charter Oak staff as part of an effective educational team.
2. I understand that my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
3. I understand my child is to cooperate and conduct himself/herself with teachers, other adults, and classmates in a manner showing respect to all persons.
4. I understand my child is to complete all work, including homework and work missed due to field trips and/or illness.
5. I understand my child must be eligible (per district and school guidelines) to attend/participate in clubs and activities according to the established eligibility criteria as stated in the Charter Oak student handbook.
6. I understand my child is to respect and care for all equipment, supplies, and school property.
7. I understand that as a parent, I am expected to reasonably attend all school activities including teacher conferences, parent nights, and curriculum events/performances.
8. I understand my child must adhere to all Peoria Board of Education and Charter Oak Primary School policies.

***"The policies and procedures outlined in this Student Handbook are subject to change for the 2026-2027 school year. If any changes are made, they will be posted on the school's and district's websites."***

As a family, we have read and discussed the handbook of expectations and guidelines for Charter Oak Primary School. Turn in a form for each child attending Charter Oak.

\_\_\_\_\_  
Print name of Parent/Guardian

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

\_\_\_\_\_  
Print name of Student

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Student

RETURN THIS ENTIRE PAGE TO YOUR CHILD'S TEACHER.



# **Charter Oak Primary School Student & Parent Handbook**

