



# WHITMORE-BOLLES

## E L E M E N T A R Y

Dear Whitmore-Bolles Families,

We are so excited to welcome you to the new 2025-26 school year! We hope this year is filled with lots of learning, memorable experiences, and, of course, fun! As we gear up for the new 2025-26 school year, I wanted to share some important information to help you and your student(s) get ready!

### **Important Dates**

- **Thursday, August 21, 12:30-1:00 PM:** [Pops on the Playground](#). **INCOMING KINDERGARTEN (*only*)!** Get ready for a sweet treat and a chance to meet our wonderful Kindergarten teachers and make some new friends!
- **Friday, August 22, 12:00-1:30 PM:** [Open House](#) Class lists will be posted at the doors at Mission Point (Door #9, back of the school). Meet your teacher, visit your classroom and be sure to join our PTA! PTA membership is highly encouraged. Whitmore Wear (spirit wear) will be for sale as well. If you are not able to attend Open House, teacher assignments will remain posted all week.
- **Monday, August 25th:** First day of school (8:55 first bell, 9:00 am classes begin - 12:05 pm). No lunch will be served. See you at Mission Point (where the pledge happens every morning, *a Whitmore Tradition*). Here are the [morning line-up locations](#) for your convenience.
- **Tuesday, August 26th:** First full day of school (8:55 first bell, 9:00 am classes begin - 3:55 pm) for grades 1 through 5. Breakfast (8:35 AM) and lunch will be served. **KINDERGARTEN PARENTS** – As a reminder,. All Kindergarten students will follow a soft start days schedule for the first week of school, with dismissal at 12:05.
- **Friday, August 29th and Monday, September 1st:** No School, Labor Day Recess
- **Tuesday, September 2nd:** Early Release Tuesdays begin this week! All students will be dismissed at 2:25 PM on Tuesdays for the remainder of the school year. If you're interested in paid after-school childcare, please visit the following website to learn more about enrichment club: **Late pick up fee of \$11.00 per student will apply.** <https://dearbornschools.revtrak.net/administration/#/f/enrichment-club>

### **School Supplies**

While Dearborn Public Schools provides learning materials required for all students, parents often request a list of additional materials they may choose to purchase.

- [Suggested Supply List 2025-26](#)

### **School Line Up**

Upon arrival, students should [line-up](#) on the playground side of the school on the number assigned to their teacher (Mission Point). We ask that parents remain outside as students are escorted inside by their teacher. In case of inclement weather, here is a doc that provides [Indoor-Lineup instructions](#). We respectfully ask that all parents say goodbye outside in order to make the transition easier. For the safety and security of all students, no non-employee adults should enter the building.

### **Kids Club**

Kids Club is a before and after school program that allows parents to drop off/pick up their children at extended times (located at Mission Point). This is not tutoring, only supervisory, however students usually are able to complete homework, do arts and crafts, play games, etc. There is a fee for participating in this program. There is also financial assistance for those that qualify. *\*Kids Club is now offering assistance with early release Tuesdays for those who need it.* If you are interested, please visit the link here: <https://dearbornschools.ce.eleyo.com/child-care/3/school-age-care>

### **GSRP Preschool**

Whitmore-Bolles Elementary offers preschool for 4 year olds. For more information visit the website at: <https://dearbornschools.ce.eleyo.com/child-care/3/school-age-care> or call 313-827-8350.

### **Parent Connect Update**

- Visit <https://dearbornschools.org>
- Click on [Parent Portal](#), click on Parent Connect
  - **Can't remember your pin and password?** Underneath login in the left-hand corner, there is a link that says "Need Your Login Information?" This link will email your pin and password. (It may take several hours to receive the email)
- To update student forms, **you must use a computer NOT a tablet or cell phone.**
- It is important to keep all phone numbers and email addresses up to date at all times. As we send out reminders via email and mass text using the information in the Parent portal.
- Additional instructions on how to use Parent Connect, please visit the link here:  
[Parent Connect Parent Directions](#)

### **ParentSquare**

- Visit <https://www.parentsquare.com/schools/44588/feeds>
- Stay involved with your student's learning and activities at school. From anywhere. [Download](#) the ParentSquare app today! Please make sure your notifications are on. Here is a [guide](#) to help
- **\*\***This will replace all school communication and be the primary way to communicate with teachers

### **PTA**

- Welcome to our New PTA Board:
  - Tiffany Baugh-Helton, President
  - Erica Torni, Vice-President
  - Nicole Faino, Treasurer
  - Amy Ryan, Secretary
- Become a PTA member. Online membership process can be found at: <https://wbollespta.memberhub.com/store>
- Attend PTA meetings! We meet on the first Thursday of each month at 6:30 pm (No sitter? No problem! Bring the kids and we'll bring the pizza!) **Our first meeting will take place on September 11th at 6:30PM.**
- The cost of membership is \$10.00. Your money goes 100% towards the school's needs.
- Email: [wbollespta@gmail.com](mailto:wbollespta@gmail.com)
- Our [PTA](#) has a [Facebook Page](#) as well.

### **Visiting Whitmore-Bolles Elementary**

- We welcome parents and guardians to participate in school events. For the safety of our children, if you are volunteering in a classroom, **you must have an iCHAT clearance on file.** It is easy to complete but takes a couple weeks to activate. Stop by the office with your Driver's License for more information.

- Every visitor must sign-in at the main office. When permitted to enter the halls, visitors will be escorted by a staff member and must wear a visitors sticker. All visitors are asked to contact the classroom teacher 24 hours prior to visiting. Teachers provide the office with a list of non-employee visitors, specific with the day and time for the visit before anyone can enter the building. Safety is important to us.
- All doors are locked at all times for the safety of our children and staff. Please, do not ever ask a student to open a door for you. They are not allowed to do this, even for their own parents. You must enter through the main office door where you can be buzzed in and the office is aware of who is in the building. **At no time should families/visitors hold the door open for individuals trying to enter the building.**
- Kids Club doors will remain locked. Parents are asked to knock on the doors for pick-up and drop-off.

### Volunteers

We love when we have volunteers! If you are interested in coming in to volunteer please contact the teacher a few days ahead of time to coordinate a convenient time for both of you.

- All volunteers in the school, classroom help, field trips, PTA assistance, etc. must fill out a district-required I-Chat form with a copy of your driver's license, **at least two weeks prior** to coming in.
- I-Chats are **valid for 3 years**.
- It is our recommendation that you fill out an iChat form within the first few weeks of school. If you are unsure if your current iChat has expired or not contact Ms. Andrea or Ms. Almira in the office.

### Breakfast & Lunch

- Menus will be sent home monthly. They can also be viewed at: <https://dearbornschools.nutrislice.com/menu/whitmore-bolles-elementary>
- Lunches are available for every student all full days of school. Lunches include a protein, vegetable, fruit, and milk. There is no cost to our students for lunch.
- If your child does not take a full lunch and would only like milk the cost is .50 cents.
- If your child brings lunch, please do not send in any glass containers. **NO soda/ pop, NO DoorDash, or NO Fast Food. Door Dash orders will not be delivered to the student and will be sent home at the end of the day.**
- Ms. Sue is our food manager can be reached through email at: [cifalds@dearbornschools.org](mailto:cifalds@dearbornschools.org)
- Breakfast is served at 8:35 AM on all school days. Students coming to breakfast should enter through the main office doors and must remain in the cafeteria until 8:50 AM and join their [line-up](#) outside at Mission Point. Students are not permitted to walk around the building or use the restrooms due to the lack of supervision. *If students break these rules, they will not be permitted to attend breakfast services before school.*

### New Attendance Policy

- **\*\*We are no longer able to permit late drop off and early pick-up without documentation or an absence will be marked in MiStar. Early pick-up will be marked as a half day absence and could trigger the truancy process, if it is excessive. Documentation for early pick-up is now required for an excused absence. However, it will still result in an absence.**
- **\*\*Calls for early pick-up will not be honored. Parents must be physically present to call students out of the classroom. We are working hard to minimize disruptions to instructional time and reduce absences.**
- **\*\*Parents will not be able to call the office and request that we arrange for office pick up. We are working hard to minimize disruptions to instructional time and would like everyone to honor our dismissal procedures.**
- Our school hours are 9:00 AM -3:55 PM. We will come together as a school to say the Pledge of Allegiance at 8:55 AM on the blacktop by the playground/ Mission Point so students can enter school and begin their learning as quickly as possible.
- Students entering the building after 9:00 AM must enter through the Main door and **be signed in by an adult** after 9:05 AM in the main office.
- If your child is absent please report the absence on [Parent Connect](#) or call 313-827-6801 and leave a message the morning of or anytime after 4:00 PM the day prior.

- Our goal is to teach our students responsibility. If your child is absent please remind them to talk to their teacher about make-up work. Parents are encouraged to follow-up with the teacher but ultimately, we want our children to be responsible. For our younger ones, they will need more follow-up from both parents and teachers.
- Students absent for 3 days or more should make arrangements with the teacher to pick-up make-up work from the office.
- Students are expected to attend school daily unless they are ill or have an appointment. Please make every attempt to make appointments so as little school as possible is missed.
- Vacations should be planned during school scheduled vacations. **Students completing work during absences is not the same as receiving the instructions that accompanies the work while in school.**
- **Teachers will not be able to provide work for absences longer than 3 days.**
- Overall, the attendance of our students last year was extremely high. When totaled, many students missed over a month of school and some even two months. If there is a medical reason your child is absent please provide a doctor's note if the absence is beyond three days. If doctor's care isn't needed please call the office and speak with me. *\*The district will be moving forward with the truancy process this school year.*

### Parking / Drop-off Procedure

- Please be aware that there is no parking between the crosswalk. That is an intersection with stop signs along all corners. Any cars parked in the intersection will be ticketed. Please be careful when dropping students off. Use the crosswalks. Please be safe...it is way more important than being late.

### Dress Code

- Students must dress appropriately in a manner that is not distracting to the learning process.
- Please dress students according to the weather. During winter months wearing a sweater or light jacket to wear inside is beneficial.
- Shoes worn must have a strap across the back for safety reasons.
- Tight fitting clothes, pajamas, or clothing displaying inappropriate language are not permitted.
- Parents should review their child's dress each day and make sure it is school appropriate.
- Here is the [Dress Code Policy](#) for your convenience.
- Students and Staff are encouraged to wear "Whitmore Wear" or our school colors (royal blue & white) on Fridays.
- CLASS COLORS are as follows: **KINDERGARTEN**, **1st GRADE**, **2nd GRADE**, **3rd GRADE**, **4th GRADE**, **5th GRADE**.

### Cell Phones

- Cell phones are not permitted at the elementary level at Dearborn Public Schools.
- If a student brings a cell phone, it will be taken to the office for safekeeping until the end of the day. The phone can only be released to a parent or guardian.
- Students wearing Apple Watches (or similar devices) should not use them as a phone during school hours. If they do, the watch will be confiscated and will need to be picked up by the parent from the office just as a cell phone would be.
- The wearing of Apple Watches (or similar devices) is strictly prohibited during standardized testing. This rule is set by the state. Devices used for medical reasons will stay on the teacher's desk during all testing.

### Food and Allergies and Medication:

- If your child has a food allergy please notify your child's teacher or the front office immediately.
- If your child needs medication during school hours you must stop by the front office to grab a medication disbursement form to be filled out by your physician. Parents and guardians are not to send students to school with medication(including things such as cough drops)..

### Illness

- If your child is running a fever (100.4 degrees or higher), vomiting, or not feeling well please keep them at home.

- They may return to school after 24 hours or sooner with a doctor's note.
- Here is a link to our district guidelines for when to keep kids home:  
[☰ When to Keep Your Child Home LIVE DOCUMENT](#) .
- As always, parents will be contacted if their child becomes ill at school.

### **Important Notes**

- Students are encouraged to bring a snack and water bottle to school *each day*. They can be refilled at our hydration stations near the cafeteria and gym.
- **Please write your child's name on the outside of their lunchbox and inside ALL of their belongings.**
- Please keep in mind, it is a good time to begin transitions for our children. Bedtimes and wake up times should be adjusted to assist students in beginning basic schedules to help get back into the routine of school. Most importantly, continue reading with your child each day to help prepare them for being back in school.
- Students may celebrate their birthday with their classmates. An easy to pass out treat is allowed to share with classmates during recess or snack time. Instructional time is important. No birthday "parties" are permitted during the school day. Parents must send in enough for each child in the class to receive the treat. All treats must be dropped off in the office please. Parents are not permitted to stay. **Balloons and full size cakes are NOT allowed.**

The WB staff and I would like to thank you in advance for being our partner. We realize there is a great deal of information in this letter but it is helpful for all of us to be on the same page so we can work together for the good of our children.

Subscribe to [ParentSquare](#). We also have an [Instagram](#) Account ([whitmorebolleselementary](#)) (each teacher will provide an invite and we post announcements on our school story). Our [PTA](#) has a [Facebook Page](#) as well! Please follow us!

Let's make this school year a great one! If you have any questions or need further information, please don't hesitate to reach out.

Thank you,

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