

*Pekin Elementary School Faculty Directory*

*PRINCIPAL.....Mr. Jeff Eeling*  
*SECRETARY.....Mrs. Donna Wolf*

*Kindergarten Teacher.....Mrs. Carol Kelly*  
*Kindergarten Teacher.....Mrs. Ruth Lowenberg*  
*Kindergarten Teacher.....Mrs. Jody Van Der Horst*

*First Grade Teacher.....Miss Jina Bos*  
*First Grade Teacher.....Mrs. Julie Swanson*  
*First Grade Teacher.....Mrs. Kathy Waters*

*Second Grade Teacher.....Mrs. Mona Bradshaw*  
*Second Grade Teacher.....Mrs. Suanne Dickey*  
*Second Grade Teacher.....Mrs. Marian Williams*

*Third Grade Teacher.....Mrs. Andrea Coble*  
*Third Grade Teacher.....Mr. Roger Kalke*  
*Third Grade Teacher.....Mrs. Margie Millikin*

*Reading Recovery & .....Ms. Angela Bride*  
*Art Teacher*

*Fourth Grade Teacher.....Mr. Bryan Marlay*  
*Fourth Grade Teacher.....Mrs. Lorna Scholtus*

*Fifth Grade Teacher.....Mrs. Terri Reneker*  
*Fifth Grade Teacher.....Mrs. Amy Steigleder*  
*Fifth Grade Teacher.....Mrs. Sarah Wright*

*Title I Teacher.....Mrs. Michelle Glosser*

*Resource Teacher.....Mrs. Beth Payne*  
*Resource Teacher.....Mrs. Helen Coffin*  
*SCI Teacher.....Mrs. Janice Dix*

*Physical Education Instructor...Mrs. Luann Swanson*

*K-2 Vocal Music Director.....Mrs. Kay Evans*

*3-5 Vocal Music Director.....Mrs. Brenda Hagedon*

*Instrumental Band Director.....Mr. Alex Mason*

*K-12 TAG.....Mrs. Laurie Bennett*

The Pekin School District covers an area of approximately 280 square miles. It draws students from four counties: Keokuk, Wapello, Jefferson, and Washington. Reorganization for the district began in 1958, and the first class to graduate from the high school building was in 1962.

In the fall of 1978 the present K-8 building was opened for attendance. The building has four wings with a large gym in the center. It has a K-2 wing, a 3-5 wing, a 6-8 wing and a wing that is used for office area, music, storage, kitchen, and lunchroom. Classrooms are carpeted, and the building is air conditioned.

Hedrick joined the Pekin District in the fall of 1991. Our K-12 enrollment for the 2004-2005 school year will be approximately 800 students. There will be three sections of each grade except for fourth grade which will have just two sections this year with approximately 15-24 students in each class section.

In 1995 an addition was added between the K-8 building and high school connecting the two buildings. It contains an elementary and middle school-high school library and two computer labs, one of which is used by the elementary.

This handbook has been written for the purpose of helping the parents know the procedures and regulations of the Elementary School. We hope this handbook is helpful to you. Please read it carefully and if you have any questions, call the school.

It is our goal to provide your child with a well rounded education. We have excellent physical facilities and a dedicated staff which are assets in helping us obtain our goals. We welcome you to the Pekin School District and hope that at the end of each day your child has benefited from being part of our school.

**LISTED BELOW IS THE ORDER IN WHICH ITEMS ARE DISCUSSED.**

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**MEDICAL FORMS ARE THE LAST TWO PAGES OF THIS HANDBOOK!**

# ATTENDANCE

## ATTENDANCE PHILOSOPHY

Part of the educational philosophy of the Pekin Community School encompasses the notion that regular school attendance is vital to academic success and cannot be substituted for by the submission of make-up work or other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance in scheduled classes and activities. Consequently, the board of directors, the administrators and the staff of Pekin Community School District expect that students will be in attendance in scheduled classes and activities for one-hundred and eighty (180) days per academic year.

## EXCUSED ABSENCES

The only exception to the rule of one-hundred and eighty (180) days per year attendance would be in the following cases which would result in an excused absence:

- \* personal illness - **The principal has the prerogative of requiring a doctor's signed statement verifying the illness and the necessity for the student to be absent.**
- \* death/serious illness in the immediate family of the student (**this shall include mother, father, sibling, stepmother, stepfather, step sibling, or any other individual residing in the immediate household**)
- \* authorized religious holiday
- \* family vacations (**NOTE:** while family vacations are excused absences, parents and students are strongly encouraged to arrange vacations during the vacation times already established on the school calendar.)
- \* school-sponsored and/or approved activity

The student's principal must be informed and convinced that the absence was due to one of the above situations.

## UNEXCUSED ABSENCES

Absences other than those described above will be classified as unexcused. Examples of unexcused absences include, but are not limited to:

- \* shopping trips
- \* working for parents or an employer
- \* hunting

## PARENTAL RESPONSIBILITY TO NOTIFY THE SCHOOL OF ALL ABSENCES

When your child is absent from school, please send a note to their teacher explaining the reason for the absence(s) and date of the absence(s). The child's absence will be considered unexcused until a note from the parent or a phone message on the morning of the absence is received at school.

## ACTIVITY PARTICIPATION

Students who wish to participate in school-sponsored activities and concerts must attend school on one-half of the day of the activity unless permission has been given by the principal for the student to be absent.

## SCHOOL NOTIFICATION OF PARENTS CONCERNING UNEXCUSED ABSENCES

Whenever a student's absence is unexcused, a notice will be sent to the student's parent(s). The notice will include a brief summary of the district's philosophy on regular attendance. If the student continues to be absent without a reasonable excuse, a request for the parent(s) to visit the school to discuss the attendance of their child with the principal and/or the guidance counselor will be required. If the parent(s) fails to contact the school, the student will be considered truant, and the parent(s) will be referred to the county attorney for prosecution. Principal discretion may be exercised for situations for which extenuating circumstances exist.

## CONFERENCES

Parent-teacher conferences are held at the end of the first nine weeks and again the middle of February. This is not the only time conferences can be held. Additional conferences should be arranged any time a teacher or parent feels a need. Do not hesitate to get in touch with the school.

## DISCIPLINE THEORY

- Objective:** Teach all students to be responsible for their own behavior before they graduate and transgress into society on their own.
- Rationale:** Students must know how to interact with all types of people in society and must understand and accept self-discipline as the only real answer for their survival.
- Methodology:** Students must be given as much responsibility for their own behavior from day one as they can handle. More guidance via rules, supervision, punishment, counseling, etc. is necessary for younger children than the older seniors.
- Procedure:** Establish a framework for discipline procedure that can be applied throughout the school system with which everyone can function (in classes, on busses, in study halls, on the football fields, in music, etc.)
- Rules:** Specific rules must be held to a minimum and be applicable in every situation in order that everyone can remember them (if each teacher, bus driver, etc. has their own list of rules and there is no uniformity, students become confused as to what is expected).
- System:** Instead of trying to list a multitude of do's and don'ts to cover all situations (impossible), it is vital that a system of discipline be established that everyone can live with and use with ease. (Students, teachers, and all supervisors must thoroughly understand it.)

Therefore, the Pekin Community School operates and has operated very successfully under the following described system:

1. When a student and teacher or supervisor initially have a problem, they try to resolve it by themselves (unless it is very severe in nature). A teacher may use different personal techniques to deal with the various types of misbehavior. There are just too many different types of misbehavior and different types of ways to deal with to list them all. Here is where a supervisor can use various individual ways of dealing with students.
2. If that doesn't work and this same student continues to have problems, the next step is to proceed to the Principal

and enlist their help. We like for both the teacher/supervisor and student to be present in the conference with the Principal simultaneously. This confrontation lends itself well to complete honesty and understanding.

3. If this conference doesn't resolve the problem (and generally there is more than one conference before they give up) then the student is sent home or given in-school suspension. Parents and the student must have a satisfactory conference before returning to school.
4. If this series of conferences doesn't resolve the problem, the next step may be to the Superintendent's Office or to a Board of Education meeting if necessary. If everything has failed to this point, the matter is of the most serious nature and can result in expulsion from school.

In order for this system to be effective, everyone must utilize it properly step by step. Students must be dealt with consistently and misbehavior cannot be overlooked sometimes and dealt with other times.

## **DISCIPLINE (BUS)**

Transportation is vital and necessary for every student in the district due to being located in the country. It is important and essential that this service be as enjoyable and as safe as possible. Controlling students and driving a bus is a big responsibility and parental help and cooperation is mandatory. The district owns cameras, and they are placed on the buses as warranted.

When a student is to be picked up or dropped off at a location other than at the designated stop, notes need to be sent to the classroom teacher and/or the bus driver. Every child needs to know when they leave home in the morning where they will be going after school. **PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER IF YOUR CHILD IS TO RIDE A DIFFERENT BUS OR GO SOMEWHERE OTHER THAN HOME AFTER SCHOOL.** Once on a school bus a student may not leave the bus until it arrives at school, or if on the homeward journey, the student may not leave the bus until they reach the place where they regularly board the bus unless permission has been given. If a student is having more than four friends home with them, check with the office in advance. The following partial list of rules and regulations is posted in each bus as a guide to everyone involved.

## **BUS RULES**

The following is a partial list of rules and regulations that students are expected to adhere to:

1. Students should be ready and waiting for the bus to come as the bus is not required to wait.
2. Students should stand ten feet away from the roadway.
3. Students should never cross the highway until given a signal from the driver. Always cross in front of the bus.
4. Obey the bus driver's directions promptly, and NO BACK TALK.
5. Never throw objects around in the bus or out of the windows.
6. Remain seated while the bus is in motion.
7. No screaming or whistling.
8. Fighting, profanity, abusive behavior, pinching, and other forms of physical abuse will not be tolerated.

9. Keep the bus clean. Don't throw paper, etc. on the floor.
10. Keep your head, arms, and hands inside the bus at all times.
11. Keep your feet off the seats.

12. Don't destroy bus property.
13. Students will be discharged only at approved stops. In grades K-5 students will not be permitted to ride another bus or get off at someone else's house without a written note from home.
14. Violation of bus rules may result in denial of bus riding privileges.

## **LATE BUSES**

Late buses are available for students who participate in school scheduled events or with prior permission from the Principals.

## **MULTICULTURAL/NONSEXIST EDUCATION EQUAL EDUCATIONAL OPPORTUNITY**

(Code No. 602.1)

Children enrolled in the Pekin Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, sex, marital status, national origin or disability. Equal opportunity, in compliance with state and federal laws, shall apply to the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the superintendent or designee. It is the goal of the district to resolve students' complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within 10 days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

NAME: Chris Armstrong, Technology/Curriculum Director  
OFFICE ADDRESS: Pekin Community School, 1062 Birch Avenue, Packwood, Iowa 52580-8542  
PHONE: 319: 695-3707 OR 641: 661-2351

## **STUDENT DRESS**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance will not be permitted. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. Proper student dress and grooming is basically a responsibility of the students and their parents. However, a student's appearance must be in the best interest of the school in respect to the health, welfare and safety of the individual and the student body and must not interrupt the orderly process of education in the school.

During the winter months, in grades K-5 please see that your child has mittens and boots. We plan to go outside whenever possible for recess. Students are required to wear boots when it is cold out or there is snow on the ground. It is difficult to set a specific guideline as the conditions vary from day to day. If your are in doubt, send your child with boots.

**Please mark your child's boots with their name on them.**

## **GRADING IN GRADES K-5**

Letter grades are given in the areas of science, social studies, language, and in some cases, spelling. In most situations, these grades are in comparison to the other members of the class. We do not give letter grades in math and reading since skills are sequential and expectations are not the same for each child. In math and spelling progress reports are sent home at the end of each nine weeks or unit. In reading a progress report is sent home at the end of each unit.

## **ILLNESS AND INJURY**

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 48 hours a "Preliminary Accident Report" will be filed in the principal's office.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. Health data of a student is confidential and it shall not be disseminated.

## **LICE**

**Children will be checked at the beginning of the school year for head lice and periodically throughout the school year. Students found to have head lice will need to be treated immediately. This may mean that you will have to come and pick them up from school to treat them.**

## **IMMUNIZATION**

After January 20, 1978 all students must be properly immunized against polio, diphtheria, tetanus, whooping cough, measles, and rubella before entering school.

Immunizations are required are:

- Polio: At least three doses of oral polio vaccine, and at least one dose must have been received after the child's fourth birthday.
- DPT: Diphtheria/Pertussis, (Whooping Cough)/Tetanus at least three doses and at least one dose must have been received after the child's fourth birthday.
- Measles: A second dose of measles and rubella is now required for all children entering kindergarten for the 2004-2005 school year. The changes states that at least two (2) doses of measles and rubella vaccine be given to children 4-6 years of age. The first dose shall have been given after 15 months of age. The second dose shall have been received no less than 30 days after the first dose.

## **KINDERGARTEN**

**A CHILD MUST BE AT LEAST FIVE YEARS OLD ON OR BEFORE SEPTEMBER 15 OF THE YEAR THEY ENTER SCHOOL.**

Every kindergartner should have a preschool physical examination before entering school.

## **CAFETERIA**

The services of the cafeteria are available to all students. An excellent hot lunch program is available at a nominal weekly or monthly cost to all students. Students bringing lunch must eat in the cafeteria.

## BREAKFAST, LUNCH & MILK TICKETS

The cost of breakfast, lunch, and milk tickets is as follows:

| K-5 |               |         | 6-12 |               |         |
|-----|---------------|---------|------|---------------|---------|
| 5   | Day Breakfast | \$ 2.75 | 5    | Day Breakfast | \$ 2.75 |
| 20  | Day Breakfast | \$11.00 | 20   | Day Breakfast | \$11.00 |
| 5   | Day Lunch     | \$ 4.50 | 5    | Day Lunch     | \$ 5.00 |
| 20  | Day Lunch     | \$18.00 | 20   | Day Lunch     | \$20.00 |
| 20  | Day Milk      | \$ 4.00 | 20   | Day Milk      | \$ 4.00 |

Breakfast will be available at 8:10 a.m. each morning. Students are welcome to bring their lunches. **However, they are not to bring pop or candy in their lunches as hot lunch regulations prohibit it!**

## ADMINISTRATION OF MEDICATION TO STUDENTS

The Code of Iowa requires us to make some changes in the way medicine is distributed to students at school. No medication will be administered without written authorization from the parent and the child's physician. Attached to this handbook is a form called Physicians Request for the Administration of Prescription Medication by School Personnel. This must be filled out by your physician and sent to school. Parents/guardians must also fill out a form called Parental Authorization and Release Form and return to school as well. These forms will be the last two pages of the handbook. Additional copies may be picked up at the office.

This information must be completed before the school will hand out medication. The medicine must be sent to school in its original container with adequate instructions. **PLEASE SEND ONLY A ONE DAY SUPPLY** unless other arrangements are made.

## NOTES (GRADES K-5)

If you desire your child to go home with someone else, or remain at school so that you can pick them up, please send a note. We need to know where your child is to go. Frequently, children think they are supposed to go home with someone else, or wait at school. We realize that it is easy to forget, but we don't want to send a child where they are not supposed to go. **IF A CHILD DOES NOT HAVE A NOTE AND WE CANNOT FIND OUT WHAT TO DO, YOUR CHILD WILL BE SENT HOME!**

## PARTIES IN GRADES K-5

We will have parties for Halloween, Christmas, Valentine's Day and Easter. If you care to help, get in touch with your child's home room teacher.

## PERMISSION TO STAY IN AT RECESS (K-5)

If you desire your child to stay in at recess, please send a note. We plan to go outside whenever the weather is permissible. If your child has been sick, we understand why you don't want them outside. Please don't allow your child to make the decision as to whether or not they want to go outside. Occasionally, they prefer to stay in because a friend does.

If you want your child to stay in for longer than one week, we are requesting that you bring an excuse from the doctor stating the reason and for how long.

## PROFANITY

The use of profanity in school or at activities will not be tolerated.

## **SCHOOL CLOSING**

In case of bad weather or mechanical failure at school, listen to KMCD (1570 AM), KBIZ (1240 AM), WHO (1040 AM), KBOE (104.9 FM or 740 AM), KIIK (95.9 FM), and KCCI (1380 AM or 95.3 FM) on the radio and television stations WHO (CH. 13), KCRG (CH. 9), and KYOU (CH. 15) for school closings. If school is to be let out early for the above reasons, it will also be announced.

## **SCHOOL HOURS**

School will take up at 8:30 a.m. and will end at 3:30 p.m. Students should not be in the building before 8:10 a.m. If they are, they may wait in the cafeteria until 8:10.

## **STUDENTS VISITING SCHOOL**

Frequently, we are asked if a child can bring a friend to school. If a child is visiting at or nearly the same grade level, it hasn't appeared to be much of a problem. We would advise that students not visit school all day (especially the younger ones). We cannot permit preschool children to visit unless accompanied by their parents. They are too restless and disruptive to the other members of the class.

## **TELEPHONES**

THE TELEPHONE NUMBERS ARE AS FOLLOWS:

|                           |                                |
|---------------------------|--------------------------------|
| Pekin Elementary Office:  | 319: 695-3707<br>641: 661-2351 |
| Pekin High School Office: | 319: 695-3705<br>641: 661-2353 |
| Preschool/Day Care        | 641: 661-2028<br>319: 695-5127 |
| FAX NUMBER                | 319: 695-5130                  |

**If you need the Superintendent's Office or Middle School, please call either of the numbers in the elementary office, and your call will be transferred.**

## **TENNIS SHOES**

We ask that each child have a clean pair of tennis shoes to wear in the gym. Shoes that are worn outside usually get dirty and makes it difficult to keep a good finish on the gym floor.

## **CARE OF SCHOOL PROPERTY/VANDALISM**

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. At the discretion of the administration, such students may be turned over to local law enforcement officers.

Iowa laws make it a misdemeanor punishable by a fine or imprisonment, or both, to mar, deface or destroy public school property. Marring of furniture, writing on walls or willful destruction of any school property will subject a student to severe penalty, including repair cost or replacement cost of the damaged item.

## **SEARCH AND SEIZURE**

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the

safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items by a student will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Lockers and other facilities or spaces provided to students as a courtesy are owned by the school district. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers or other spaces. The official conducting the inspection shall have at least one other person present as a witness. Students may or may not be present when this inspection occurs. However, if students are not present at the time of inspection, they will be notified in a reasonable amount of time that an inspection took place.

## **WEAPONS**

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this policy, a firearm is defined as any weapon designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Other weapons such as knives (including pocket knives), brass knuckles, sling shots, martial arts weapons, clubs, etc. plus look alike weapons shall also fall under the rules of the weapons policy. (Weapons include any object which may be or has been used in a threatening manner.) However, the automatic twelve month expulsion provision may be modified upon recommendation of the building principal and agreement of the superintendent. Modifications may include a shorter expulsion, suspension, or alternative discipline.

## **INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present. Students shall not be taken from school without the consent of the principal and without proper warrant.

## **STUDENT SUSPENSION (DUE PROCESS)**

CODE NO.: 502.2

The Iowa Code gives the Board of Directors the power to suspend students and the authority to confer this power on members of the professional staff.

The Principal of each school building may temporarily suspend a student until a satisfactory conference has been held with the student, parents, and Principal or a maximum of ten (10) days for disciplinary reasons by following the due process

procedures. The minimal due process procedures include the right of students to:

1. Be given oral and/or written notice of the charges.
2. Be given the opportunity to admit or deny such charges.
3. Be given an explanation of the evidence against the student if they deny the charges,
4. Be given an opportunity to explain the situation.

The President of the Board shall be advised immediately and in writing of all short-term and extended suspensions.

Readmission of the student after suspension will be done by the building Principal. If the matter is not satisfactorily resolved in the conference with the parents, the parents may request a hearing with the Superintendent and bring whomever they wish to represent or be their spokesperson. If the matter is not resolved at this meeting, then the parents may request a hearing before the Board of Education and have counsel to represent them and witnesses if they so choose as explained in Code No.: 502.3-R.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student misbehavior. In addition, legal action may be instituted against the student.

## **STUDENT DIRECTORY**

The student directory information is designed to be used internally within the school district to assist certificated personnel. Student directory information will be provided to the public without written parental consent unless the parents have notified the administration by the first day of school or within three days of registering a student that they do not want information or portions of it about their student to be released without their written consent.

Directory information shall be defined and include, but not be limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

## **STUDENT RECORDS**

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The board recognizes the importance of maintaining student records and preserving their confidentiality. A student's parents may access the student's educational records. Other than the parents, only authorized certificated personnel, an emancipated student, authorized government officials and appropriate authorities in a health or safety emergency may access the student's educational records. Parents of an emancipated student may not access records without the student's permission.

It shall be the responsibility of the building administrator, as the person maintaining the student records, to approve requests for access to student records.

Student's educational records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

## **CHILD ABUSE**

(Code No. 505.7)

It is the policy of the Pekin Community School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonable prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The Level I Investigator for the Pekin Elementary School is the Elementary Principal, Jeff Eeling. Level I Investigator has been appointed by Pekin Community Schools in the person of: Jeff Eeling, Elementary Principal 319: 695-3707; alternate Level I Investigators are Art Sathoff, High School Principal 319: 695-3705, Dan Maeder, Middle School Principal 319: 695-3707; and Guidance Counselor, Paula Larsen 319: 695-3707; the Level II Investigator is designated as Jerry Droz, Jefferson County Sheriff 641: 472-6169.

## **FREEDOM OF EXPRESSION**

Under the U.S Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures.

## **STUDENT SERVICES**

### **STUDENT ASSISTANCE PROGRAM**

The staff of the Pekin Community School District recognizes that students can experience problems which may have an adverse effect on their behavior, conduct, or academic performance in school. The Student Assistance Team composed of teachers, counselors, the principal, and the school nurse, if necessary, are available to develop ways to help individual students who have recurring problems in the areas of academics, attendance, discipline, or health and safety. Students may be referred to the Student Assistance Team by any concerned staff member, parent, or fellow student.

### **GUIDANCE AND COUNSELING**

Counseling is a process in which an experienced and trained person assists the student. The counselor is trained to help each student to formulate his/her future and to understand himself/herself.

The guidance and counseling program will assist students with their personal, education and career development.

### **TITLE I READING**

Title I Reading is a federal funded program designed to improve educational opportunities. The program is designed to serve students who qualify for supplementary instruction in the areas of reading in grades 1-5. Students are screened and evaluated annually.

## **SPECIAL EDUCATION**

Students with certain unique educational needs may be served through the Special Education program. After having been identified through a variety of assessments as needing services, a student's specific educational needs are addressed through the development and implementation of an Individual Education Plan (IEP). To have a student considered for Special Education services, a parent should first contact the guidance counselor for additional information about the identification process.

## **AREA EDUCATION AGENCY SERVICES**

Staff from the Southern Prairie Area Education Agency (AEA 15) may work with individual students or groups of students throughout the academic year. These AEA 15 staff members provide academic, remedial, counseling, speech, physical and occupational therapy, and other professional services. The AEA staff work as partners with the Pekin community School District staff to enhance the education and well-being of students.

## **TALENTED AND GIFTED PROGRAM**

Students who have been identified with special abilities may be served through the Talented and Gifted program. Such students are identified through various testing programs and/or referral by faculty members. Students served through the Talented and Gifted program are provided extra opportunities to develop their potential in specific areas. For more information about the Talented and Gifted program, interested persons should contact the guidance counselor or talented and gifted instructor.

## **STUDENT GRIEVANCE PROCEDURE**

It is the intent, within the School Board Policy at Pekin Community Schools to keep open the lines of communication between students, staff, and administration. In order for this to be a positive, orderly and productive process, the following guidelines, should be followed:

1. If you are having a problem with an individual faculty member, administrator, or fellow student, the following procedure should be followed:
  - A. Talk to and discuss the problem with the individual concerned.
  - B. Talk to the guidance counselor concerning the problem. See what help they can give you. The counselor will make an attempt to get the student and other individual together to talk about the problem.
  - C. Talk to the principal concerning the situation. The principal will then set a time and place for all individuals concerned to sit down and work out a solution to the problem.
  
2. If you are having a problem with the rules of Pekin Community Schools, the following procedures **MUST** be followed:
  - A. Talk to the administrator responsible for enforcing the rule in question.
  - B. If that fails to satisfy, ask for permission to talk with the individual concerned and the superintendent about the problem.
  - C. If this fails to satisfy, then talk to the superintendent about being put on the school board agenda for the next board meeting. At this meeting, you will be allowed to explain the problem to the Board of Education.

These are the recommended procedures that should be followed when problems arise. If you are having problems with an individual, the procedures outlined do not necessarily need to be followed in the order listed above. In case of a problem with a rule, the outlined procedure **MUST** be followed.

## **OBJECTION TO INSTRUCTIONAL MATERIALS (Code No. 603.5)**

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered. A Reconsideration of Instructional Materials Plan has been adopted by the Board and will be followed in which case a request is made.

## **SCHOOL ACTIVITIES ON SUNDAY**

The Pekin Community School District wants to work with the Pekin Ministerial Association for the religious and spiritual health of our students and families. For this reason Pekin Schools will not conduct activities of any kind on Sunday morning (prior to 1:00 p.m.).

The administration may, on limited occasion, authorize a team (or school group) to practice on Sunday afternoon/evening if, and only if, one of the following is true:

- A. There is a District, Sub District, or State competition on the following day (i.e. Monday).
- B. Due to State scheduling we have two (2) interscholastic events within a six (6) day period or less.
- C. A varsity game has been canceled and rescheduled on Monday due to inclement weather condition.

Whatever the reason is the coach/sponsor must contact the administration for permission. The practice shall be limited to not longer that two (2) hours and limited to those students essential to the specific program (i.e. varsity only). Practice shall not be considered mandatory, and any student with a note from his/her parent shall be excused if there is a religious conflict. Excuses of a non-religious nature shall be handled at the discretion of the coach/sponsor. Code: 602.23

## **HOMELESS STUDENTS**

If you are or you know someone who meets the federal definition of being homeless:

Lack fixed, regular, and adequate nighttime residence



Share housing (due to loss or hardship)



Live in hotels, motels, trailer homes, campgrounds, emergency or



transitional shelters, abandoned in hospitals, awaiting foster care

Primary nighttime residence not designed or ordinarily used as a



regular sleeping accommodation

Live in cars, parks, public spaces, abandoned buildings, substandard



housing, bus, or train stations

Unaccompanied youth (youth not in the physical custody of a parent



or guardian)

Migratory children who qualify as homeless because of their living

situation

You need to contact the local homeless liaison which is Pekin Elementary School Principal Jeff Eeling.

**PEKIN COMMUNITY SCHOOL**

**2004-2005**

**PARENTAL AUTHORIZATION AND RELEASE FORM  
ADMINISTRATION OF PRESCRIPTION AND NON PRESCRIPTION  
DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of  
\_\_\_\_\_ (full name), a student in the  
Pekin Community School District.

It is necessary that \_\_\_\_\_ (full name) receive  
\_\_\_\_\_ (name of drug), physician prescribed drug or  
\_\_\_\_\_ (a non prescription drug) during school intervals beginning on  
\_\_\_\_\_ (date) and continuing through \_\_\_\_\_ (date)

I hereby request the Pekin Community School District, or its authorized representative, to administer the above named drug to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the Principal or school personnel/school nurse.
2. Make certain the "Physician's Request for the Administration of Prescription Medication by School Personnel" is submitted to the Principal or school personnel/school nurse.
3. Make sure personally that the drug is received by the Principal or school personnel/school nurse administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage,

- and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the Principal or school personnel/school nurse IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
  6. Release the Board of Education of Pekin Community School District and their designated representative from any liability concerning the giving or non-giving of the drug to the students.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20

\_\_\_\_\_  
HOME TELEPHONE NUMBER

NAME OF STUDENT

\_\_\_\_\_  
SECONDARY TELEPHONE NUMBER

PARENT/GUARDIAN

**PEKIN COMMUNITY SCHOOL**

**2004-2005**

**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF  
PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL**

DATE:

\_\_\_\_\_ (Child's full name) residing at

and a student in the Pekin Community School District is under my care and MUST TAKE MEDICATION which I have prescribed DURING THE SCHOOL DAY.

Name of Medication (as it appears on container in which the drug is stored).....

Dosage .....

\_\_\_\_\_

Time .....

\_\_\_\_\_

Date Administration of drug is to begin.....

\_\_\_\_\_

Date after which the drug should not be administered.....

\_\_\_\_\_

Possible adverse reaction to be reported to physician.....

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NAME OF PHYSICIAN:

PRINT OR TYPE NAME

---

PRIMARY PHONE NUMBER

---

SECONDARY PHONE NUMBER

---

PHYSICIAN'S SIGNATURE

## **THE BUS DRIVER IS IN CHARGE OF THIS BUS:**

1. Students should be ready and waiting for the bus to come as the bus is not required to wait.
2. Students should stand ten feet away from the roadway.
3. Students should never cross the highway until given a signal from the driver. Always cross in front of the bus.
4. Obey the bus driver's directions promptly, and NO BACK TALK.
5. Never throw objects around in the bus or out of the windows.
6. Remain seated while the bus is in motion.
7. No screaming or whistling.
8. Fighting, profanity, abusive behavior, pinching, and other forms of physical abuse will not be tolerated.
9. Keep the bus clean. Don't throw paper, etc. on the floor.
10. Keep your head, arms, and hands inside the bus at all times.
11. Keep your feet off the seats.

**12. Don't destroy bus property.**

**13. Students will be discharged only at approved stops.**

**In grades K-5 students will not be permitted to ride another bus or get off at someone else's house written note from home.**

**without a**

**14. Violation of bus rules may result in denial of bus riding privileges.**

#### CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns to be patient.

If a child lives with encouragement,  
He learns confidence.

If a child lives with praise,  
He learns to be appreciative.

If a child lives with fairness,  
He learns justice.

If a child lives with security,  
He learns to have faith.

If a child lives with approval.

He learns to like himself.

If a child lives with acceptance and friendship,  
He learns to find love in the world.

#### KEEP IN MIND

People who wonder where this younger generation is headed for would do well to consider where it came from.

Let all parents remember that one day their children may follow their examples instead of their advice.