

CHARTING OUR COURSE

Pekin Public Schools District 108 2023-2024 Calendar Handbook



**PEKIN DISTRICT 108 IS A VISIONARY, INNOVATIVE ELEMENTARY
DISTRICT COMMITTED TO PREPARING RESPONSIBLE, PRODUCTIVE,
LIFE-LONG LEARNERS BY FOSTERING ACTIVE
PARTNERSHIPS AMONG OUR LEARNING COMMUNITY.**

Core Values

- ⇒ *Literacy-We learn to read so we can read to learn.*
- ⇒ *Humanity-We treat everyone with respect and kindness.*
- ⇒ *Unity-We remain steadfast to our common purpose.*
- ⇒ *Informed Practice-We study and think before we act.*

Important Fall 2023 Dates

- August 23 (Wednesday) First Day of Student Attendance
October 26 & 27 No Student Attendance due to Parent Teacher Conferences
- August-December School Improvement/Early Dismissal Days for K-8 Students**
- | | |
|---------------------------|--------------------------|
| September 15 (No PM PFEC) | November 17 (No PM PFEC) |
| October 6 (No AM PFEC) | December 8 (No AM PFEC) |
- Early Dismissal for Winter Break: Thursday, December 21**
- | | | | |
|----------|----------|----------|------------|
| K-3 1:40 | 4-6 1:15 | 7-8 1:00 | No PM PFEC |
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ADMINISTRATIVE OFFICES

BOARD OF EDUCATION

<u>Board Member</u>	<u>Term Expires</u>
Debby Smith, President	April 2027
Carrie Dewitt, Vice-President	April 2025
Kelly Cole	April 2027
Karen Frazier	April 2027
Rich Root	April 2025
Mike Tibbs	April 2025

ADMINISTRATIVE STAFF

Leonard Ealey, III Superintendent of Schools	477-4740
Joe Franklin Assistant Superintendent/Director Human Resources	477-4740
Caty Campbell Business Manager	477-4744
Lynn Brown Coordinator of Curriculum & Instruction	477-4740
Amy Hubner Coordinator of Student Services	477-4740
A.J. Schroff Coordinator of Assessment/Technology	477-4744
Megan England, Jessica Smith, Julia Spanos Special Education Coordinators	477-4770

INSTRUCTIONAL SERVICES 477-4746

Angie Arnold, Technology Center Supervisor
Jamason Isenburg Computer Systems Administrator
Louie Penning, Chief Technician

SCHOOLS AND PRINCIPALS

Altman Primary School-1730 Highwood Drive
Traci Craig, Principal 477-4715

Broadmoor Junior High School-501 Maywood
Ty Goss, Principal 477-4731
Bridgette Clements, Assistant Principal

Dirksen Primary School-501 Maywood
Melissa Lard, Principal 477-4711

Edison Junior High School-1400 Earl St.
Bill Heisel, Principal 477-4732
Josh Freehill, Assistant Principal

Jefferson Primary School-900 S. Capitol
Luke Arnsman, Principal 477-4712
Jonathan Kingdon, Assistant Principal

C. B. Smith Primary School-1314 Matilda St.
Annie Smith, Principal 477-4713

L. E. Starke Primary School-1610 Holiday Dr.
Matt Green, Principal 477-4714

Willow Primary School-1110 Veerman St.
Amanda Rickenberg, Principal 477-4716

Washington Intermediate School-501 Washington
Erin Johnson, Principal 477-4721
Steve Ross, Assistant Principal

Wilson Intermediate School-900 Koch St.
Josh Norman, Principal 477-4722
Kyra Fancher, Assistant Principal

Preschool Family Education Center-1000 Koch St.
Karla Kenny, Principal 477-4730

Dear District 108 Families & Staff,

I am very excited to start the 2023-2024 school year as Superintendent of Pekin Public Schools District 108. For those families new to District 108 we would like to extend a warm welcome and for families returning to District 108, we are happy to have you back

Each year District 108 serves over 3,000 students from Preschool/Early Childhood through 8th grade, providing them with an educational experience we hope will lead them on a path to success. The district provides many programs to assist students in reaching their goals, including special education services, multilingual learner's services, speech, occupational therapy and physical therapy, as well as numerous other programs. The district also provides a variety of extracurricular activities to help provide students with a well-rounded experience.

The district's mission is to provide the best education possible for each student we serve. Achieving this mission can only be accomplished through the hard work and dedication of our more than 400 staff members who will challenge and support our students to achieve success in the 21st Century.

We hope you find this 2023-2024 school year calendar/handbook a useful tool. This document provides valuable information on countless topics as well as important dates, guidelines, and expectations for both students and families. If you have additional questions after reviewing this document, please feel free to contact your child's school or the District 108 Central Office.

Best of luck and welcome to the 2023-2024 school year!

Sincerely,

Leonard W. Ealey, III

Superintendent of Schools





LONG RANGE IMPROVEMENT PLAN

District 108 Mission Statement

Pekin Public Schools, District 108 is committed to preparing responsible, productive, life-long learners through active partnerships with our learning community.

<p>GOAL 1 Continuously improve student and employee performance.</p> <p><i>What we will do:</i></p> <ul style="list-style-type: none"> • Increase the percentage of students meeting or exceeding state standards in reading, writing and mathematics. • Increase the percentage of employees moving toward "Excellent" as described in the Professional Growth Process (PGP). • Monitor enrollment and achieve the lowest class size possible. • Increase student attendance. • Align district standards, assessment and instruction of science and social studies with international, national, and state standards and assessment framework. • Increase the quality of teaching and learning by: <ul style="list-style-type: none"> ○ Creating an environment that promotes engaged learning. ○ Aligning and providing resources and professional development that produces expert classroom teachers. ○ Strengthening the learning community. ○ Providing social and emotional support for students and employees. ○ Placing students in a learning environment that meets their needs. ○ Providing students a learning environment that meets their needs. • Utilize emerging technology to enhance instruction, assessment, and communication. • Improve understanding between District 108 and 303 around instruction, assessment, and curriculum. 	<p>GOAL 2 Continuously improve and align support programs and services to assist each student's success.</p> <p><i>What we will do:</i></p> <ul style="list-style-type: none"> • Raise each student's achievement level. • Conduct a needs assessment for personnel (i.e., Instructors of Student Services and Learning (ISSL), Literacy Leaders, Paraprofessionals, Psychologists, Social Workers, Liaisons, Facilitators, and Counselors). • Investigate enrichment programs (i.e., Gifted, Extracurricular, Fine Arts, and Foreign Language) and possible use of community groups and members for funding and staffing. • Continue to examine best practices to address children with Social/Emotional/Behavior (SEB) needs with: <ul style="list-style-type: none"> ○ Staff development ○ Interventions ○ Alternative programs • Research the development of a parent support program to assist each student's success. 	<p>GOAL 3 Continuously improve and communicate quality assurance processes.</p> <p><i>What we will do:</i></p> <ul style="list-style-type: none"> • Use the Seven Components of a Quality School to measure and guide the district's continuous improvement. • Maintain the use of quality tools in the continuous improvement process. • Maintain a consistent assessment system for primary, intermediate and junior high schools to measure academic progress. • Create a district-wide student data collection and management system. • Define and measure non-academic skills that will promote life-long learning. • Involve parents in the continuous improvement process. • Establish a consistent system to collect stakeholder feedback. • Communicate and celebrate district progress and achievements. • Develop a "balanced scorecard" to measure the progress of the District. • Apply for state and national awards to validate the quality of the district. 	<p>GOAL 4 Continuously strengthen relationships among stakeholders.</p> <p><i>What we will do:</i></p> <ul style="list-style-type: none"> • Strengthen two-way communication to improve collaborative relationships among: <ul style="list-style-type: none"> ○ Students ○ Staff ○ Families ○ District 108 ○ Pekin Community High School 303 ○ Community • Maintain community trust and confidence in Pekin 108. • Strengthen shared decision-making processes. • Continuously assess information needs of families and community and preferred methods/tools to deliver that information. • Identify community resources and direct families to them. • Provide leadership opportunities for students, staff and families. • Be stakeholder focused by improving communication through: <ul style="list-style-type: none"> ○ Enhancing and maintaining web site. ○ Investigating and initiating opportunities to market District 108. ○ Exploring emerging technology. 	<p>GOAL 5 Continuously manage facilities and financial resources to support the growth and development of our mission.</p> <p><i>What we will do:</i></p> <ul style="list-style-type: none"> • Influence legislative decisions to enhance funding for District 108. • Remain fiscally responsible by maintaining a long-range financial plan to address the following: <ul style="list-style-type: none"> ○ Balanced budget ○ Elimination of debt ○ Enrollment Trends ○ Technology needs ○ Property Tax Extension Limitation Law ○ Fair User Fees ○ Federal and State funding ○ Professional Development • Obtain and align grants and other funding resources to support district and school improvement goals. • Attract and retain staff by providing competitive salaries and benefits. • Improve the supervision of students during non-instructional time. • Invest in facility improvements that represent the best use of limited financial resources. • Improve customer satisfaction with contracted services (custodial, food, transportation and health). • Improve communication to stakeholders regarding fiscal affairs. • Establish and maintain relationships with community partners to provide cost effective resources. • Monitor effective budgeting processes through achieving Meritorious Budget Award.
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Welcome to Pekin Public Schools!

Admission to School Facts

1. Any child whose fifth birthday is on or before September 1 may enter kindergarten at the opening of school.
2. When a child enrolls in District 108 for the first time, a copy of a certified birth certificate must be presented.
3. When a child transfers to District 108 from another Illinois public school, a "Student Transfer Form" must be presented. The form is required by Illinois State Board of Education procedures and must be provided by the most recently attended school.
4. When a child transfers into District 108 proof of residency is required. (Board Policy 7:60-Residence)
5. At any time, District 108 reserves the right to request proof of residency within the district's boundaries.

IMPORTANT-PLEASE READ

Anyone knowingly or willfully providing false information to a school district regarding residency for the purpose of enabling a student to attend any school in the district without payment of a nonresident tuition charge commits a Class C misdemeanor (no more than 30 days in jail and/or a fine not exceeding \$1500.)

105 ILCS 5/10-20.12b 730 ILCS 5/5-4.5-65

School Arrival

Students have a set time of arrival at Pekin Public Schools. Unless riding a bus, students should not arrive until 10 minutes before the start of the school day as supervision does not begin until that time. Parents and students are to adhere to these rules as they have been established for the safety of your children. School begins at: **K-3rd 8:40a.m. 4th-6th 8:10a.m. 7th-8th 8:00a.m.** Students arriving earlier than the designated times will be reminded of these rules. If a student continues to disregard arrival times, the principal may contact parents.

Tardiness

Tardy students must report to the office. Consistent tardiness will result in personal contact by the principal with the parent/guardian. Students may be required to make up tardy time after school. **24-HOUR NOTICE WILL BE PROVIDED TO THE STUDENT.**

Instructional Materials Fee

The cost of curriculum fees is established by the Board of Education.

Fees for curriculum materials are collected during registration prior to the opening of school. Arrangements for late payment should be made with the building principal at registration or immediately after the opening of school. Application for a free or reduced-price fee waiver may be made online through Family Access.

Fee waivers are only for curriculum fees and activity fees and so NOT include band or orchestra instrument rental, technology repairs for equipment assigned to students, school pictures, yearbooks, or any other lost, stolen, or damaged school property.

FEES	
Early Childhood _____	\$50.00
K-3 _____	\$75.00
4-6 _____	\$77.00
7-8 _____	\$82.00

Leaving School Early

Students may not leave school during the day without written request from a parent/guardian. All students must check out at the office. Junior High students requiring an early dismissal must obtain an approved permit from the school office to give to the instructor.

Students returning from an early dismissal must stop and sign in at the school office.

Dress and Grooming Code

District 108 expects parents and students to recognize their responsibilities for acceptable dress and grooming as long as it is not disruptive to the educational program of the school or a violation of standards relating to health, safety, or decency.

Proper guidance in the development and maintenance of good habits for student grooming, personal hygiene and dress should be continually supported by parents or guardians. The selection of clothing for daily attendance at school or at special school functions should be made with proper regard for modesty and good taste. School clothing should be neat and clean.

Inappropriate Dress

The following will be considered inappropriate dress:

- Articles of clothing that cause excessive maintenance problems: cleats on boots, shoes that scratch floors, clothing with metal rivets that scratch furniture, footwear with soles that mar the floors. (Example: Heelies)
- Tube tops and fish-net tops
- Extreme hair coloring, extreme hair styles, or suggestive tattoos
- Hats and sweatbands worn on the head
- Clothing or accessories that
 - ⇒ display vulgar or suggestive pictures
 - ⇒ advertise alcohol, tobacco, or drugs
 - ⇒ have suggestive lettering or profanity
 - ⇒ are disrespectful to the American flag or a political party
 - ⇒ do not meet at the waist and leave a bare midriff
 - ⇒ are too short, tight fitting, or of such a nature as to be suggestive or revealing

Warm ups, sweat suits or shorts are permitted as seasonal dress.

The Board of Education takes seriously the necessity to ensure a minimum standard which would not be disruptive to the educational process or create health or safety hazards. Parents will be contacted about their child if the school administrator feels that his/her clothing violates the above rules or if his/her appearance causes a disturbance, a distraction, or is a safety hazard.

SAFETY IN OUR SCHOOLS

America's schools are among the safest places to be on a day-to-day basis due to the strong commitment of educators, parents and communities to their children. Acts of violence in our nation's schools remind us that no community can be complacent in its efforts to make its schools even safer.

To ensure safety and security:

- All schools have a lock down plan during the school day. Entrance to buildings will be through the main door. Visitors entering buildings must proceed to the office. All other doors remain locked. Students and staff exit the building through all doors.
- All school visitors will be asked to wear an identification badge.
- In partnership with the school, communications are available to parents on the topic of addressing appropriate behaviors, safety, and security issues.
- A preparedness manual outlining procedures to follow in case of emergency will be posted and available in all schools for parent and community inspection, as well as on our website (www.pekin.net)
- The district publishes 3 discipline handbooks (Primary K-3, Intermediate 4-6 and Junior High 7-8. Parents must return the signed handbook card after reviewing and discussing handbook rules with their child.
- Each classroom has a management plan so that students and staff are aware of behavior expectations. Plans are available for parent review.
- Video cameras and/or monitors may be used on school buses and common areas in schools. Appropriate disciplinary action may be taken for misconduct that is recorded or observed from cameras.
- Teen Dating Violence Prohibited (Policy 7:185) prohibits teen dating violence on school property, at school sponsored events, and in vehicles used for school-provided transportation. This policy encourages anyone with information about an incident of teen dating violence to report this action to any school staff member.

We are grateful to the many experts, agencies, and associations in education, law enforcement, juvenile justice, mental health and other social services working with us to ensure that our schools are safe and secure.

Good Neighbor Rules

Our neighbors are important to us. Your children walk or ride by our neighbors' homes daily. As such, they have an opportunity to promote good public relations between our neighbors and our schools. We expect our students to use the sidewalks when they are walking to and from school. Under no circumstances are students to cut through private property. They are discouraged from walking in alleys. Obviously, safety is a major concern in this matter.

Students who ride bicycles to school are not to ride them on school property. They are to walk them to the bike racks provided and secure them with a bicycle lock. We do not encourage students to share locks. Each child must have their own lock for securing bicycles. Parents should keep a record of their child's bicycle serial number. The schools will not be held responsible for lost or stolen bicycles.


Bus Rules

To be eligible for a bus, students must live 1.5 miles from school by the shortest common route (except in hazardous areas as determined by the Illinois Department of Transportation). Questions regarding transportation should be directed to the building principal.

To ensure their own safety and that of others, students must obey the following regulations:

1. FOLLOW YOUR SCHOOL CODE:

- *Pre-Kindergarten: I Care Rules*
- *Primary: I Care Rules; Jefferson H.A.W.K.S.
C.B. Smith Cardinal Rules*
- *Intermediate*
Washington: *R.E.S.P.E.C.T.*
Wilson: *S.C.O.R.E.*
- *Junior High*
Broadmoor: *ROAR 4*
Edison: *Edison 3R's*



2. Stay safe by being seated, facing forward, and keep everything inside (head, arms, hands, and your belongings).

3. Board and exit only on your assigned bus at your assigned stop.

4. No open food or drink containers on the bus.

Depending on the severity of the violation, students will be given one warning for violating a rule. The second violation of a rule will be written up.

Students are under the jurisdiction of the school while at the bus stop and while riding the bus. The bus driver has complete authority at all times; he/she is responsible for the safety of the students and is required to report any infraction of the rules to the school principal.

Students who repeatedly violate regulations may be suspended from riding the bus by the principal. Parents or guardians will be notified of any reported bus infractions by the school.

Versatrans My Stop allows parents to obtain bus location information about the bus their child rides to and from school every day. Download the **Versatrans My Stop** app on cellular devices.

You will find your username and password for My Stop in **Skyward Family Access** in the Portfolio section of Family Access.

Medical, Dental, & Vision Exams

All students registering for kindergarten and sixth grade are required to have a complete physical examination. Students transferring from another state are required to have a complete physical signed by a physician. All physical exams must be dated within the year prior to school registration and signed by a physician.

DENTAL EXAMS are required in Kindergarten, 2nd, and 6th grades. Exams must be turned in by May 15th for the K, 2nd and 6th grades. Waiver forms are available at the school for those who cannot complete this requirement due to financial burden.

IMMUNIZATIONS AND LEAD SCREENING- In compliance with Illinois State Law, all students shall be fully immunized against diphtheria, pertussis, tetanus, polio, rubella, rubella (measles), and mumps according to the following guidelines:

Pre-K, Kindergarten, 6th Grade, or Enrolling in School for the First Time

Complete physical dated within 1 year of the start of current school year is due by October 15 of the current school year.

A complete shot record is required including:

DTap (or DTP or DT or TD)-At least 4 shots, the last after 4th birthday

Polio (IPV)-3 shots with the last after the 4th birthday

Hepatitis B-3 Shots

Varicella (chickenpox)-1 shot after 1st birthday

Varicella (chickenpox)-2nd shot before kindergarten and/or 6th grade

MMR-2 shots: 1st after 1st birthday and 2nd at least 28 days later

T-DAP Booster-Required before 6th grade

Lead Screening-Due before pre-school/Kindergarten

Diabetes Screening-Required on all physicals

Meningococcal Vaccine-1 Dose Required before entry into grades 6, 7, or 8

IMMUNIZATION DEADLINE: OCTOBER 15

All the previously mentioned immunizations are required by state law:

It is the responsibility of health services to insure that all immunization requirements have been completed. Any medical and religious objections must be submitted in writing to the school for placement in the student records.

VISION SCREENING-Eye exams are required in Kindergarten & any child enrolling for the first time in a public, private, or parochial school. Exams are due by October 15th to school health personnel. All vision exams must be dated within the school year prior to school registration and signed by a physician, optometrist or ophthalmologist.

Emergency Care

It is important that the school have an emergency telephone number (home phone and/or cell) for each student.

This should be the number of someone who can be called if the student becomes ill, and the parents cannot be reached. Parents are urged to notify said party that their number has been given to the school as an emergency number.

Emergency contact information must be completed by the parents at registration to help the school act immediately in an emergency situation. Any objections to treatment of a child in an emergency due to religious convictions must be submitted in writing to the building principal for placement in the student's records.

A school nurse is available to the district on a full-time basis; in addition, health clerks are available in each school on a limited basis. All accidents occurring on school grounds must be reported to the office or health clerk. The health clerk will give minor first aid. In serious cases, the district nurse and parents will be called. All health services are provided by Unity Point/Methodist Medical Center of Illinois (nurse and health clerks).

Medication

Students are discouraged from taking medication during the day while at school... however, if the situation cannot be avoided, ALL medications of any type (prescription OR nonprescription) -- whether it be for headache, cough, cold or otherwise -- will be permitted at school ONLY under the following circumstances:

1. A medication permit form will be filled out completely by the parent and physician.
2. The physician will list on the medication permit side effects to be watched for.
3. Medication must be brought to school by a parent or responsible adult.
4. All medications (prescription and non-prescription) must be in a properly labeled bottle or container. Prescription medications must have a current pharmacy label and the student's name and correct dosage. Non-prescription medication must be in the original bottle with all labels intact and the student's name written on it.
5. All medications, even temporary medications, or cold/cough medications will follow the above procedures.
6. The principal retains the right to reject a request for administering medication.

HOMEBOUND - HOSPITAL - This service is for students who need a tutor because they will be confined to the hospital or home for more than ten days due to medical reasons. Contact must be made with the principal by the parents if such a special service is needed.

*When to keep
your
child home...*

It is the parent's responsibility to keep children home when they are ill. The following list of symptoms are some common reasons to keep your child home from school or see your physician:

Temperature/Fever • Sore Throat • Nausea/Vomiting, Swollen Glands • Skin Rash/Lesion • Earache • Dizziness/Faintness • Diarrhea - Excessive Sneezing/Coughing • Severe Pain • Inflamed Eyes (Red/Sore) • Head Lice—until properly treated

REGULAR ATTENDANCE IS VITAL!

Attendance Procedure

Students are required by Illinois State Law and Pekin City Ordinance to be regular in attendance at school. Attendance is vital to every student's success. It is a fact that students who attend school regularly learn more than students who frequently miss school.

All students are required to attend school in the attendance center in which they have been assigned by official action. Schools are required to classify every student absence as either excused or truant. The following are acceptable reasons to classify absences as excused:

Pupil illness, bereavement, quarantine, family emergencies, religious holidays, medical appointments, court appearances, or other reasons with approval of the principal.

Parents should call the school office by 9:00 AM of each day the student is absent. Failure to do so will prompt the school to contact the parent by phone. If phone contact cannot be made, then a letter will be sent. Parental written or verbal communications will be accepted as evidence to excuse all absences, except as follows:

- A. If a student misses school for three (3) consecutive days, he or she will be considered truant from the first day unless the principal receives acceptable evidence substantiating a medical or psychological necessity for the absence.
- B. If at any point of the year a student achieves a 5% rate of absence, then the principal will evaluate all of that student's absences for acceptable evidence of medical or psychological necessity, as noted above.

After district daily absence procedures are followed, all remaining unexcused absences will be classified as truancies. NOTE: Under Pekin ordinances, principals will ask Pekin Police to issue a truancy ticket to the custodial parent requiring the student and parent to appear in Tazewell County Court.

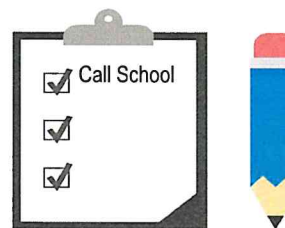
Excused Absence – Parental written or verbal communications will be accepted as evidence to excuse all absences, except for absences longer than three consecutive days, chronic absence, or absences for which the principal has reason to suspect truancy.

Truant - Absent from school without valid cause for any portion of a school day. Used as evidence for Pekin Police to issue a truancy ticket, for the court to impose fines, and for the court to impose consequences for contempt.

Chronic – A student that has missed 5% of total attendance days to date is considered chronically absent. If any of those days were without acceptable evidence of medical or psychological necessity, the student is considered chronically truant.

Absences Longer than 3 Consecutive Days – Absences longer than three consecutive days will be considered truant from the first day. All days in such an absence may be reclassified as excused if evidence is presented substantiating medical or psychological necessity.

Students who have been absent because of a contagious disease must have a doctor's written permission to return to school. The following is a partial list of diseases considered to be contagious:



Chicken Pox * Diphtheria * Encephalitis * Hepatitis *
Impetigo * Influenza * Measles * Meningitis * Mumps * Pink Eye *
Pin Worms * Polio * Rheumatic Fever * Ring Worm * Scabies *
Scarlet Fever * Small Pox * Streptococcal Infection

***Dog bites should be reported to the Tazewell County Health Department (477-2223) and Tazewell Animal Control (477-2270).*

Please call the morning of your child's absence.

Altman _____ 477-4715
Dirksen _____ 477-4711
Jefferson _____ 477-4712
Smith _____ 477-4713

Starke _____ 477-4714
Willow _____ 477-4716
Washington _____ 477-4721
Wilson _____ 477-4722

Broadmoor _____ 477-4731
Edison _____ 477-4732
PFEC _____ 477-4730



Vacation Procedure

We do not advocate or encourage vacations during the school year....

...there are extended weekends during the school year due to holidays and teacher institutes. There are also longer breaks at Christmas and in the spring. The calendar indicating these breaks is distributed to every parent at the beginning of each school year or upon entry into District 108.

If parents have no alternative but to take vacation time during the school year, it is strongly advised to do so at one of these times when student absence from classes would be minimal. An absence of two or more days, not related to personal illness, bereavement, quarantine, family emergency, or observance of religious holidays, and at which time the student is accompanying his/her parents or legal guardians, is to be considered a vacation.

The following procedures will be expected to be followed when a vacation is planned for one or more students in District 108:

1. The parents of the child must contact both the principal and teacher at least ONE WEEK prior to the vacation.
2. The parent shall provide the dates of the planned vacation, including the last attendance day prior to the vacation and the first date of attendance following the vacation.
3. Assignments and books will not normally be sent with a child who will be on an extended vacation nor will the homework be done prior to the vacation.
4. The student will contact the teacher upon returning to school for assignments missed during the vacation.

Depending upon the number of school days missed, the student will have from two to a maximum of five consecutive school days to complete assignments missed.

This time period shall commence the day following the student's return to school. Students are encouraged to hand in assignments as soon as they are completed.

Junior High Honor Roll

Each grading period, junior high students are named to either of two honor rolls based upon their grade point average (GPA) of grades earned in language arts, mathematics, science, social studies, and exploratory.

High Honors: GPA from 3.75 through 4.0
Honors: GPA from 3.50 through 3.74




**Each grade is valued as follows
when figuring GPA:**
A = 4.0; B = 3.0; C = 2.0;
D = 1.0; F = 0.0

Homework

Each child should have his/her own quiet area and a regular time for reading and studying. Homework is purposeful when:

- **It provides needed practice in newly developed skills.**
- **It helps train a student to work independently.**
- **It provides practice for and reinforces what has been learned in class.**
- **It enriches and extends school experiences.**

The assignment will be made in such a manner that the student will understand what is expected of him/her.

-  The student will know how, and to what extent, the homework will be evaluated.
-  "Laying out" the work ahead for a few days or more permits the student to budget his time.
-  Frequent checks by the teacher of the assignment outline will help the student achieve his goals.

Parent Conferences

As identified in the calendar, conferences will be conducted Wednesday, October 25 in the evening after a full day of school, Thursday, October 26 in the morning and afternoon, and Friday, October 27 in the morning. There will be no student attendance on October 26 or 27. Teachers will contact parents to schedule specific meeting times.

Parents may confer with a teacher any time concerning their child's progress. A phone call to the school office or an e-mail to the teacher is necessary to arrange a time that will not disrupt the school day.

Promotion & Retention

The general policy of the district is to encourage and assist students to move along in a continuous growth pattern of academic achievement in harmony with their normal social and emotional development. In arriving at a decision for either an acceleration or retention of a student, the combined views of school personnel are taken into consideration along with those of the parents. Illinois law requires students to meet standards for performance at the expected grade level before promotion. This should not be considered a punishment, but rather as a benefit for the child's academic growth. A student failing two or more major subjects will be considered for retention. A variety of measures will be considered to determine whether or not a child can perform at the expected grade level. If retention is found necessary, a sincere attempt will be made to show parents that this decision has been made in the best interest of their child. The parents do not hold veto power; the final decision rests with teacher(s) and principals.



Make Up Work Make-up work must be requested by parents or guardians through the school office. Requests must be made before 9:00 a.m. Homework may be picked up at the school office at the end of the school day. Students will have as many days to make up the work as they have been absent. All assigned and requested make-up work must be completed and turned in for credit.

Progress Reports Midway through each grading period, primary and intermediate teachers send home progress reports. These reports are to be signed by the parent/guardian and returned to the teacher the day after issuance. Parents/guardians of junior high students will receive electronic progress reports through Skyward.

Online Parent Access to student grades will also be available with a parent password. Passwords allowing parents access to grade and various other student information will be distributed to parents early in the school year. Please call your student's school if your Skyward password is lost or forgotten.

Report Cards Report cards report student progress in both academic and social growth. The schedule is listed below. The student is to return the card the day after issuance.

K-6 Grading Periods	Begins	Mid-Term	Ends	Report Card
Fall	08/28/23	10/6/23	11/17/23	11/21/23
Winter	11/20/23	01/12/24	02/23/24	02/28/24
Spring	02/26/24	04/12/24	05/24/24	05/31/24
7-8 Grading Periods	Begins	Mid-Term	Ends	Report Card
1st Nine Weeks	08/28/23	N/A	10/27/23	11/03/23
2nd Nine Weeks	10/30/23	N/A	01/19/24	01/26/24
3rd Nine Weeks	01/29/24	N/A	03/22/24	03/29/24
4th Nine Weeks	03/24/24	N/A	05/29/24	05/31/24

Parent Conferences:
October 25 (Wed.) Full day of school with evening parent teacher conferences
October 26 & 27 No student attendance due to morning & afternoon parent conferences
February 29 (Thurs.) Early Dismissal K-8 No PM PFEC Afternoon/evening conferences
March 1-No Student attendance due to parent teacher conferences

State Assessments March 4-March 28, 2024
GRADES 3-8 IL Assessment for Readiness IL Physical Fitness
GRADES 5 and 8 IL Science Assessment

KIDS (Kindergarten Individual Development Survey)
MAP (Measurement of Academic Progress)

TESTING WINDOWS	KIDS (Kindergarten) 2023-2024	MAP 2023-2024 (Grades 1-8)
FALL	October 12-20, 2023	Sept. 5-Oct. 6
WINTER	N/A	Jan. 16-Feb. 9
SPRING	Not Required	April 29-May 17

Testing Programs/Local Assessments

Local assessments are district-wide tests that are designed to measure district grade-level objectives in reading and math. Test results indicate what students have mastered and what needs to be re-taught. Test results may help teachers diagnose learning difficulties in individual students.

IAR (ILLINOIS ASSESSMENT OF READINESS)

By state law, District 108 participates in the Partnership for Assessment of Readiness for College and Careers (PARCC) program. These tests are given in the spring to grade levels and subjects as assigned by the Illinois State Board of Education. The Illinois State Board of Education occasionally administers tests in other subjects and grades.

PARCC tests are scored by the Illinois State Board of Education and the results are returned to the district for distribution to parents the following fall. The results also become part of the annual "School Report Card" which is prepared by the State of Illinois for publication in the fall of the following school year. Parents will receive a copy of that report as well.

Testing dates are March 4-March 28, 2024

Please make sure that your child is well rested and in attendance during testing.

Student Code of Conduct for Extended Activities To participate in extended activities in District 108, each student must read, understand, and agree to an established set of procedures, regulations and responsibilities. A permission slip must be signed by the student and parent/guardian and be on file with the coach before he/she can practice or participate. For athletic squads, a copy of the certified birth certificate and sports physical exam must be on file prior to tryouts. This sports physical exam must be for the current school year.

School Communications From time to time, it is necessary for the school to communicate with parents about special events, school activities, or other pertinent information regarding school business. The most convenient means of doing this is through our district's One Call Now phone system. Please update any changes in your telephone numbers with the school office.

The monthly school newsletter is also an important reference containing pertinent dates and information, so please make sure to refer to this valuable tool.

All teachers in District 108 have Voice Mail accounts. If you would like to leave a message, please dial 477-4700. The "#" key will lead you to a directory of all teachers. These extensions will not ring into classrooms directly during school hours, however, you may leave a message at any time.

Communicating Staff and principals are eager to discuss matters of interest with parents. Address inquiries to the person most directly involved with the situation. After this conversation, if you feel the concern merits further attention, the principal should become involved. The next step would be to involve the appropriate district administrator, with the next level being the Board of Education.

The Preschool Family Education Center...

provides qualifying Pekin families with an education program supporting and encouraging parents and children as they develop the skills to be successful in school and life.

Screening

Preschool Screening is held periodically in addition to a large screening in the spring. Screening is free of charge to all children birth through 5 years of age who reside in the Pekin District 108 area. Screening will assess your child's development in order to establish eligibility for D108 programs. Screening will provide useful information about your child's development. For more information call 477-4730.

Parents Make the Difference

Parents are encouraged to participate in a variety of Family Services.

Family Hours

- Offered monthly for all classes both during the day and in the evening, once per month.
- Parents and children may participate in social/emotional learning activities and meet other parents and children in their class.

Family Fun Nights

- Literacy based, theme oriented activities.
- All family members are welcome to join.
- Hosted three times each year.

Family Nights

- Offered monthly for all parents
- Local Agencies-Red Cross, AOK/TCHD, Pekin Park District, Pekin Library and others
- Promotes cooperative relationships between family, school, and community.

Family Literacy Center

- Room 25 is PFEC's library/learning center.
- Books, toys, and games are available for loan.
- PACT and Parent Team activities are held here.



Birth to 3 Year Programming

Infant/Toddler programming is funded by a grant through the State Board of Education and is free. This program is based on the philosophy that "Parents are their children's first and most important teachers."

The Infant Toddler Program provides:

- Personal visits by certified parent educators.
- Developmental screenings for infants and toddlers, ages 4 months to 3 years.
- Connections and referrals to community networks and resources.
- Parent group meetings about early childhood development and parenting.
- Fun play group times.

Preschool

The Preschool program is funded by a grant through the Illinois State Board of Education. The program is free and serves children who turn three or four years of age by September 1, and who qualify through a screening process. The program serves students in a half day setting Monday through Friday.

The program outcomes include the following:

- To educate each child to his/her fullest potential.
- To educate each child at his/her current level, while meeting the needs of the "whole" child.
- To involve parents to be active contributors in their child's education.

Family Literacy Services

P.A.C.T. (Parent And Child Time) is offered weekdays and some evenings. It is an opportunity for parents and children to come together and have fun learning and playing. Families participate in a variety of activities like reading books, making and eating fun snacks, creating crafts, and discussing parenting topics.

Questions?

The Preschool and the Zero to Three Programs are funded by State Board of Education grants.

For questions about programs offered at the Preschool Family Education Center please contact the PFEC office at 477-4730.

Parent Liaisons

District 108 employs two staff members whose job it is to facilitate parental involvement in their children's education. The Parent Liaisons focus their attention especially in the areas of supporting homeless students, helping parents feel comfortable and welcome in schools, and organizing events for families and schools to collaborate.

For additional information, call the Central Office at 477-4740.

Literacy Support Program Services



District 108 provides instructional interventions for students who are furthest away from meeting state objectives and the local curriculum. Literacy Support Program Services are available at all grade levels. District 108 places an emphasis on preventing difficulties by fully participating in the Reading Recovery Project. Literacy Support Program Services provided to Pekin are funded through federal Title grants and the state Reading Recovery grant.

A series of Reading Recovery tutoring sessions are provided by trained Reading Recovery teachers to the lowest literacy performers in the first grade classrooms. Our goal is to develop effective reading/writing strategies to work within an average range of classroom performance.



Kindergarten/1st Grade Literacy Initiatives

In Kindergarten/1st grades, support for at-risk students is provided to those who have missed out on basic reading and writing concepts. Reading Recovery is part of those services provided at first grade.



GRADES 2-8 LITERACY SUPPORT

Students generally need to learn a specific principle, skill, or procedure. Students are given a framework to help them clarify, predict, question, and summarize while they read continuous text. The goal is to provide strategies to improve reading comprehension and fluency emphasizing reasoning and problem solving.

Special Education Services

In accordance with Federal and State mandates, Pekin Public Schools provides special education services to students. District 108 is required to identify and provide appropriate educational programs for students (3-15 years old or 8th grade graduation, whichever come first) residing in the district who require these services.

District 108 evaluates children suspected of disabilities in these areas:

Specific Learning Disability, Intellectual Disability, Developmental Delay, Emotional Disability, Autism, Speech or Language Impairment, Orthopedic Impairment, Hearing Impairment, Visual Impairment, Traumatic Brain Injury, Other Health Impairment

To meet state and federal educational environment requirements, District 108 offers the following continuum of educational placements for special education eligible students:

- Early childhood education for children ages 3-6
- Regular classes with consultation resource assistance
- Special classes for up to 100% of the school day
- Home/hospital services
- Special schools, including private facility or residential placement

District 108 offers related services including speech and language therapy, occupational therapy, physical therapy, and counseling services.

In order to comply with federal and state rules and regulations for special education and to provide support services for all District 108 students, the following personnel are available on a full or part-time basis:

Registered Nurse, Health Clerks, School Psychologists, School Social Workers, Speech/Language Therapists, Physical and Occupational Therapists

SCREENINGS

To help identify students with special education needs, the following screenings are available in District 108:

- ◆ **Preschool Screening** - for all Pekin children 3-5 years old in areas of vision, hearing, speech and language, behavior, social intellectual, fine- and gross-motor control and other developmental areas.
- ◆ **Speech/Language Screening** - for students not passing previous screenings and for students referred by parents or teachers.
- ◆ **Vision and Hearing Screening** - annually for all students in grades K, 2, and 8; for all students in special education; for all students new to the district, and for students referred by parents or teachers.

District 108, in compliance with Illinois State Board of Education Rules and the Illinois Administrative Code, has adopted Board of Education policy permitting trained staff members to use isolated time out and physical restraint only when necessary to preserve the physical safety of students and others.

SPECIAL EDUCATION

If you have any questions regarding the special education programs or services available in the Pekin Public Schools District 108, or if you wish to receive a copy of the Illinois Rules and Regulations governing the administration of Special Education or Procedural Safeguards, contact the Special Education Office located at Edison School. (477-4770).

MID-CENTRAL AND TAZEWELL-MASON COOPERATIVES

District 108 works collaboratively with Tazewell-Mason Counties Special Education Association and the Mid-Central Association to provide evaluation, consultation, and programs for low Incidence student populations.



SPECIAL PROGRAMS AND SERVICES OFFERED

Multi-Tiered System of Supports

The MTSS process assists teachers and staff in identifying and providing support for students who are underachieving academically. These at-risk students may be experiencing problems due to academic, behavioral, emotional, or environmental challenges. Once a problem is identified, a problem solving committee at each school will develop an individualized support plan using available resources to provide necessary services to students and their families. Students are then monitored for academic success over a period of time. Individualized support plans are changed as needed, in an effort to help students become increasingly successful.

Kindergarten Round Up/Screening

Each spring we welcome all families living within District 108 boundaries who have children that will be five by September 1 to undergo Kindergarten screening. Kindergarten Round Up/Screening, usually hosted at each primary school, allows potential Kindergarten students to meet with a Kindergarten teacher and complete a screening which provides information about school readiness.

- School tours focusing on the Kindergarten Program.
- Opportunities to meet Kindergarten teachers and school staff members.
- Participation in the Kindergarten Assessment Tool.
- Opportunities to share family information through the Family Survey.
- Opportunities to meet and network with other Kindergarten families.



Physical Education

All students in District 108 participate in a physical education program. No student will be excused from participation in the physical education program except by a physician's written statement. This permit must state the reason for the student not participating and the date when they may return to active participation. The principal can excuse a student from physical education (by parental request) for two days only. Students at the junior high level (7 and 8) are required to dress in regulation gym clothing.



Family Education

Illinois law requires that students receive instruction in the prevention, transmission and spread of Acquired Immune Deficiency Syndrome (AIDS) District 108 addresses this requirement by offering Family Living Education classes to all students in grades five, six, and seven. The curriculum addresses the physical, psychological, social and moral aspects of sexual development.

Parents who wish to exclude their students from attendance should inform the school principal in writing so that alternative programming may be arranged.

Access to the Internet

District 108 makes the Internet available as a tool for life-long learning. Consistent with District 108 policies and procedures, students of all grade levels may be provided limited, supervised access to the Internet during their school day. The use of the district's Internet access is a privilege, not a right. Any student who violates District Internet policies and procedures will lose privileges, receive disciplinary action, and/or be referred to the authorities for appropriate legal action.



P.E.A.K. — *Before and After School Extended Day Program*

Pekin Education Academy for Kids is available at each primary school and at the two intermediate schools.

Pekin Public Schools, in partnership with the Tazewell County Health Department provides on-site Extended Day services for students Kindergarten-6th Grade. The program is offered mornings and afternoons each day that school is in session. Hours of operation are 6:30 a.m. until the start of the school day, and from school dismissal time until 6:00 p.m. The program includes breakfast, afternoon snack, homework help, and free play as well as group games and activities. Fees are collected to ensure program sustainability. For more information, please contact your school's Site Coordinator at (309) 477-4710.



School Closings

The responsibility for school closings has been delegated to the superintendent by the Board of Education. If a school day is to be cancelled due to weather conditions or other emergencies, parents will be contacted via the district's Skylert phone system, via a message posted on Skyward Parent Access, through the D108 Facebook and Twitter platforms, and through the local television stations WEEK, WHOI, and WMBD who will be notified by 6:30 a.m. if possible.

Although it will most likely never happen due to the age of our students, the Skylert phone system, below listed television stations, D108 Facebook and Twitter pages, and Skyward Parent Access will be notified as soon as possible if school is to be dismissed early in the day. Media will also be asked to repeat the announcement several times. Such an announcement means that the closing involves all District 108 schools. An individual building will not be named unless the emergency affects only that particular school.

While the schools have a responsibility toward your children, you also have a responsibility toward them. If you feel it is too cold or hazardous for your child to walk to school, you have a responsibility to provide transportation for your child. If that is not possible, you must decide whether or not to keep your child home. You may pick up your child if you are concerned about weather conditions that develop after school begins even if school remains in session.

WINTER TEMPERATURES

In the case of cold weather, guidelines & recommendations for wind chill provided by the National Weather Service serve as our point of reference. This information may be accessed at <https://www.weather.gov/safety/cold-wind-chill-chart>. Based on NWS guidelines, we will typically cancel school when the wind chill is confirmed to be sustained at -25 or lower. As temperatures start to dip between -20 to -25 we begin to take in to account other factors as well, which could include, but are not limited to, wind speed, road conditions, precipitation, condition of school grounds, & the short term forecast. We know parents will do their best to make sure students are dressed appropriately when the wind chill drops to these frigid levels.

Although local news stations & several other modern weather forecasting outlets are used, making the decision to close schools or keep them open is not a perfect science. We always respect a parent's choice to keep their child at home if they are not comfortable with the weather situation on any given day. The absence will be excused if a parent contacts the school and makes them aware of their child's status.

Our goal is to be in school as much as possible on winter days. The City of Pekin provides warm, modern, reliable buses for those who ride & our schools are safe & warm inside. We understand that cancelling school & making a change to the regular scheduled school day affects the daily routine of thousands of families. Our schools provide many services that families & students rely on daily such as before & after school child care utilized by hundreds of working parents, breakfast which is served each morning to over 1,200 students, & 2,230 lunches that are served daily.

When school is canceled, every effort will be made to provide an announcement as early as possible. If the decision is made on the day of the cancellation, an automated call will be sent out between 5:30 a.m. & 6:00 a.m. and information will be promptly posted on the local news stations' bulletins. If we are able to make a decision to cancel in the evening the day prior to cancellation, we will try to do so before 10:00 p.m. & follow up with prompt communication

Early Dismissal Days

School Improvement Planning Days are for staff/curricular development. Students are dismissed early on these days and lunch will not be served.

Early Dismissal for School Improvement

(Grades K-8)

All Fridays unless otherwise noted

September 15
October 6
November 17
December 8
January 12
January 26
February 16
February 29 (*Thursday*)
March 22
April 19
May 10
May 31

**If there are no emergency days the final student attendance/report card day will be Friday, May 31*

Early Dismissal Times

K-3	11:40
4-6	11:15
7-8	11:00

PFEC SIP DAYS OR MISC. DAYS

Final Day of PFEC AM & PM is May 30

No PFEC AM Classes

October 6, December 8, January 12,
February 16, March 22, May 10

No PFEC PM Classes

September 15, November 17, December 21,
January 26, February 29, April 19

Parent Organizations/P/TAs

Parent Teacher Associations help to build a bridge between home and school. All parents are encouraged to become members, because good working relationships between parents and school personnel are essential in helping a child with his/her growing and learning.

School Volunteers

District 108 seeks and encourages volunteers to serve in our schools. Adults who would like to devote time on a regular basis in the educational program are needed. Schools can use interested adults in a variety of assignments. To volunteer, contact principals or teachers.

Breakfast Program

District 108 participates in the Community Eligibility Provision Program as part of the National School Lunch and School Breakfast Program.

This participation means that all enrolled students in District 108 are eligible to receive one healthy breakfast and one lunch per day at school at no charge. There are no applications to submit or fees to pay to participate in this meal program.

Please note: There is a cost for ADDITIONAL breakfast or lunch items such as an EXTRA milk with a school breakfast or lunch, a milk for a sack lunch brought from home, extra entrees, and extra breakfasts and lunches.



Lost and Found

Each school maintains a lost and found receptacle. Most items found are placed into this receptacle. Parents are welcome to check the lost and found items for articles belonging to their child.

To ensure the return of lost articles, it is requested that all items brought into the school by a student be plainly marked with his/her name.



NOTICES OF LEGAL RIGHTS

This section of the Parent Handbook Calendar details specific rights guaranteed by law. The notices are listed on the *District 108 Policy Manual*, which is available on the Internet at: pekin.net/Page162

Uniform Grievance Procedure (2.260)

District 108 Complaint Managers Leonard Ealey, Joe Franklin, or Caitlyn Campbell may be reached at 477-4740.

Either District 108 Complaint Manager listed above should be contacted by students, parent/guardian, employee, or community member who believe that the School Board, its employees, or agents have violated rights guaranteed by the *Illinois* or *U.S. Constitution*, state or federal statute, or board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act;
5. Title VI of the Civil Rights Act;
6. Equal Employment Opportunities Act - Title VII of the Civil Rights Act;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

A District 108 Complaint Manager will attempt to resolve complaints. If any complaint cannot be resolved, the Complaint Manager will inform the complainant how to file a Uniform Grievance under Board Policy 2.260.

Individual with Disabilities (8.70)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

School Visitation Rights (P.A. 87-1240)

The School Visitation Rights Act (Public Act 87-1240) permits employed parents(s)/guardians(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year at their child's school. Please contact the school office for additional information.

Administering Medication to Students (7.270)

Students are not allowed to possess or take any drug or medication at school, until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. Except for asthma medications as allowed by law, any student medication must be administered in the presence of a school and or Unity Point/Methodist Medical Center, Inc. employee.

The Abused Child Law (5.90)

Illinois law requires that all cases of suspected physical abuse, malnutrition, neglect, or injury to children be reported to the Illinois Department of Children and Family Services immediately.

The law requires any physician, surgeon, dentist, osteopath, chiropractor, podiatrist, Christian Science practitioner, **school teacher, school administrator, truant officer, social worker, nurse, day care center, or nursery school staff member to report every case of real or suspected child abuse.** Persons required to make such reports are immune from any liability. Child abuse includes injury or disability from physical abuse, neglect, malnutrition, and deliberate withholding of feeding.

Such reports are required to be made immediately by phone or in person to the Department of Children and Family Services and must also be made in writing within 24 hours of receipt of such reports. The department may provide protective social services to prevent further abuses to the child and to safeguard his/her welfare, and it may petition the court to remove the child from the custody of the parents.

NOTE: WE HAVE BEEN APPRISED BY THE STATES ATTORNEY THAT PARENTS DO NOT HAVE TO BE INFORMED WHEN THEIR STUDENT IS INTERROGATED BY THE POLICE DEPARTMENT, DEPARTMENT OF CHILDREN AND FAMILY SERVICES, OR JUVENILE COURT SERVICES.

Access to District's Public Records (2.250)

District 108 will respond to all requests under the Illinois Freedom of Information Act from all persons desiring access to and copying of the District's public records. Contact the District Office at 501 Washington Street or by phone at 477-4740.



Fire Drills-Disaster Drills-Bus Drills (4.170)

Pekin Public Schools District 108 is required to conduct periodic fire drills. These drills are considered a necessary part of your child's instruction. It is important that students are able to evacuate the building in a calm, safe and orderly manner should a real emergency arise.

Each of the schools is also required to have a fire drill once a year under the supervision of the City of Pekin Fire Department personnel. Participation in the state-wide disaster drill is also required. Students are instructed by their teachers as to the proper procedure for protecting themselves in the school building during the threat of a tornado.

If tornado warnings and sightings are issued at the time of school dismissal, students will be detained at school until the threat of a tornado is past unless a parent comes to the school to pick up his/her child. Children will NOT be released to anyone other than a parent/guardian. All students will participate in bus evacuation drills during the year.

Integrated Pest /Hazard Management (4.160)

Pekin Public Schools has an Integrated Pest Management (IPM) Plan which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide application. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registry. This includes the application of fertilizers and herbicides to district lawns. By putting your name on this registry you are asking to be notified two days before any air-born pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. To be included in this registry, please call 477-4744.

Pekin Public Schools has on file its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school.

Pekin Public Schools has its periodic survey of Asbestos Containing Materials (ACM) in each school. This periodic survey and notice of same is required under the Asbestos Hazardous Emergency Response Act of 1986.

Integrated Pest/Hazard Management (Continued)

As part of a comprehensive asbestos abatement program, all identified and accessible friable asbestos containing materials have been removed from this and other district facilities.

Copies of both the Management Plan and Periodic Surveillance Report for each building are available in the office of the school building. This Plan and Report are available for your inspection during normal business hours of this office and during other times by special arrangement. To make an appointment to review such plans, call Scott Lamberson, (309) 369-7843.

Free/Reduced-Price Food Services (4.130)

All D108 students receive free meals and comparable reductions in other school fees. Parents may complete the application at any time during the year by contacting the school principal.

Experiments Upon or Dissection of Animals (6.100)

Experiments on living animals are prohibited, except for behavior studies that do not impair the health or safety of the animal. If dissection of dead animal tissues meets a legitimate educational objective, it shall be confined to the classroom and must comply with The School Code. Students whose parents object to the student performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place.

Equal Employment Opportunity and Minority Recruitment (5.10)

District 108 is an Equal Employment Opportunity employer. Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Policy.

Gender Harassment of Students or Employees (5.20, 7.20)

No person, including a District employee or student, shall harass or intimidate any person on school grounds based upon gender, color, gender identity, citizenship status, age, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Violation of District sexual harassment rules and procedures may result in disciplinary measures. Reports of sexual harassment should be made to a District Complaint Manager.

Preventing Bullying, Intimidation, and Harassment (7.180)

Pekin Public Schools has taken a proactive approach to prevent threatening conduct that is physical, verbal, and/or written in nature. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. If you feel your child is subjected to such conduct, promptly contact your child's teacher and the school's principal.

Limited English Proficient Students (6.160)

District 108 provides special instruction for students with limited proficiency in English. The parent or guardian of an identified student has the right to know about these services and to understand how the student is progressing. For more information about services to Limited English Proficiency students, please contact the school principal or the District 108 Office (477-4740).

ERIN'S LAW

Starting in the 2023-2024 school year, district's must annually notify parents of ISBE's Resource Guide (which should be available by July 1, 2023).

Erin's Law requires school districts, by July 1, 2022, to adopt and implement a policy addressing the sexual abuse of children and required certain items to be included in student handbooks

Student and Family Privacy Rights (7.15, 7.340)

Throughout the school year District 108 legitimately collects personally identifiable information about individual students. State and federal laws provide parents and students with certain privacy rights with regard to the collection, use and release of that information. rights are summarized below. For more detailed information or to exercise the rights, please contact the school principal or the District 108 Office at 477-4740. Check website for temporary student records destruction schedule

Student School Records

State and federal law grant certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. The District may release directory information as permitted by law. Parents/guardians may prevent the release of such information by contacting the school principal before it is released.

Surveys Any instrument used to collect personal information from students, must advance or relate to the District's educational objectives. Surveys given by school officials and/or students for legitimate educational purposes may be administered without parent permission, but parents/guardians will receive prior notice of any other surveys of students. Parents/guardians may inspect survey documents.

Instructional Material Parents/guardians may inspect any instructional material used as part of their student's educational curriculum within a reasonable time of their request. Parents/guardians may ask that their students be excluded from instruction related to controversial issues to which the family objects. In such cases, students will be provided equivalent instruction without penalty.

Marketing Information Except for purposes specifically allowed in policy, no school official or staff member shall collect personal information for marketing or for selling that information or otherwise providing that information to others for that purpose.

Toxic Substances

The school district has taken precautions to ensure that art or craft materials which are toxic substances shall not be ordered or purchased by any school for use by students in grades pre-kindergarten through 6th. In grades 7-8 toxic art substances are purchased only when they meet labeling standards.

Education of Homeless Children (6.140)

Children living under these circumstances have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building,, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because you cannot find or afford housing

Education of Homeless Children (Continued)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. For specific information about these rights, contact either the school principal, District Complaint Manager (477-4740) or the District Homeless Liaisons (241-6001).

Protective Eye Devices

Protective eye devices shall be required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Equal Educational Opportunities (7.10)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, gender, gender identity, religious beliefs, physical handicap, mental handicap or disability, pregnancy, status as homeless, or order of protection status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

Full-Day and Half-Day Kindergarten (6.30) In accordance with the *Illinois School Code*, District 108 offers full-day kindergarten programs in all primary schools. A half-day program is available at the option of parents/guardians of kindergarten students by contacting the school principal.

Complaints Regarding Curriculum, Instructional Materials, and Programs (6.260)

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedures. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

FERPA (Family Educational Rights & Privacy Act)

The FERPA Act is federal law protecting privacy of student education records and applies to all schools receiving funds under an applicable program of the U.S. Department of Education. It gives parents certain rights with respect to the educational records of their child(ren). Rights transfer to the student when he/she reaches 18 years of age or attends a school beyond high school. These students are "eligible students". Parents /eligible students have the right to:

inspect/review the student's education records maintained by the school. Schools aren't required to provide record copies, unless for reasons such as great distance, it's impossible for parents/eligible students to review records. Schools may charge copy fees.

Request that a school correct records they believe to be inaccurate/misleading. If the school does not amend the record, the parent / eligible student then has the right to a formal hearing; after the hearing, if the school still decides not to amend the record, the parent/eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

Generally, schools require written permission from the parent/eligible student in order to release any information from a student's education record. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School Officials with legitimate educational interest;
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for/on behalf of the school;
- Accrediting organizations;
- To Comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health & safety emergencies;
- State & local authorities within a juvenile justice system, pursuant to specific state law

Schools may disclose without consent directory information such as student name, address, phone number, date/place of birth, honors/awards & attendance dates. Schools must tell parents/eligible students about directory information & allow them a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/eligible students annually of their rights under FERPA. The means of notification is up to the discretion of each school.

For additional information call 1-800-872-5327. TDD use Federal Relay Service (/about/contacts/gen/index.htm#frs

Family Policy Compliance Office –US Department of Education
400 Maryland Avenue SW-Washington, DC 20202-8520

Policy 7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable time frame.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student in grades 6 through 12 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
2. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
3. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
7. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families and
 - b. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

2023-2024 Pekin Public Schools District #108 School Calendar (Subject to changes)

August 21 (Monday) Institute Day (Staff Only)
August 22 (Tuesday) Institute Day (Staff Only)
August 23 (Wednesday) First Day of Student Attendance
September 4 (Monday) No School-Labor Day
September 15 (Friday) School Improvement Planning (K-8 Early Dismissal) NO PM PFEC
October 6 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
October 9 (Monday) No School-Indigenous Peoples/Columbus Day
October 26 & 27 (Thursday & Friday) No Student Attendance due to Parent Teacher Conferences
November 17 (Friday) School Improvement Planning (K-8 Early Dismissal) NO PM PFEC
November 22, 23, & 24 (Wednesday, Thursday, Friday) No School-Thanksgiving Break
December 8 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
December 21 (Thursday) Final day before Break: Early Dismissal K-3 1:40 p.m. 4-6 1:15 p.m. 7-8 1:00 p.m. NO PM PFEC
Holiday Break Students: December 22-January 8 Staff: December 22-January 7
January 8 (Monday) No Student Attendance-Staff Institute Day
January 9 (Tuesday) Students Return/Classes Resume
January 12 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
January 15 (Monday) No School-Martin Luther King Holiday
January 26 (Friday) School Improvement Planning (K-8 Early Dismissal) No PM PFEC
February 16 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
February 19 (Monday) No School-Presidents' Day
February 29 (Thursday) School Improvement Planning (K-8 Early Dismissal) NO PM PFEC
March 1 (Friday) No Student Attendance due to Parent Teacher Conferences
March 22 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
March 28 (Thursday) Final Attendance Day before Spring Break (Regular School Hours)
Spring Break March 29-April 5 No Student or Staff Attendance
April 8 (Monday) Students and Staff Return/Classes Resume
April 19 (Friday) School Improvement Planning (K-8 Early Dismissal) NO PM PFEC
May 10 (Friday) School Improvement Planning (K-8 Early Dismissal) NO AM PFEC
May 27 (Monday) No School-Memorial Day Holiday
May 30 (Thursday) Final day for all PFEC Students
May 31 (Friday) Early Dismissal & Final Day for K-8 Classes/School Improvement Planning

August 22 (Tues.)-Back to School Overview/Parent/Student/Teacher Introductions
August 23 (Wed.) First Day of Student Attendance
May 31 (Fri.) Final Day of school if no emergency days (Early Dismissal)
June 7 (Fri.) Last possible day for staff/students if all 5 emergency days are used.

Arrival & Dismissal Times

K-3 8:40 a.m. - 3:10 p.m. PFEC A.M. 8:40 A.M.-11:25 p.m.
4-6 8:10 a.m. - 2:40 p.m. PFEC A.M. 12:40 - 3:25 p.m.
7-8 8:00 a.m. - 2:45 p.m.

Early Dismissal Times on SIP Days

Grades K-3 = 11:40 a.m.
Grades 4-6 = 11:15 a.m.
Grades 7-8 = 11:00 a.m.