

2018-2019



***PEKIN ELEMENTARY
STUDENT HANDBOOK***

PEKIN ELEMENTARY SCHOOL
1062 BIRCH AVENUE
PACKWOOD, IOWA 52580

Pekin Elementary Office: 319: 695-3707

	641: 661-2351
Pekin High School Office:	319: 695-3705
	641: 661-2353
Superintendent's Office	319: 695-3039
Preschool/Day Care	641: 661-2028
	319: 695-5127

If you need the Middle School please call either of the numbers in the elementary or the high school offices and your call will be transferred.

KIM LEDGER, PRINCIPAL
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DIANE PARCELL, SECRETARY
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PEKIN WEB SITE: www.pekincsd.org

“The mission of the Pekin Community School, serving as a unifying agent of our communities, is to provide and promote lifelong learning through its commitment to quality educational programs that prepare students to be effective, successful, and responsible citizens.”

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Pekin Elementary School Faculty Directory

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Fourth Grade Teacher.....	Ms. Cassidy Winslow	cassidy.winslow@pekincsd.org
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Fifth Grade Teacher.....	Mrs. Sarah Wright	sarah.wright@pekincsd.org
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Title I Teacher.....	Mrs. Michelle Glosser	michelle.glosser@pekincsd.org
Resource Teacher.....	Mrs. Jenny Hahn	jenny.hahn@pekincsd.org
Resource Teacher.....	Mr. Josh Roudabush	josh.roudabush@pekincsd.org
Resource Teacher.....	Mrs. Angela Lyle	angela.lyle@pekincsd.org
Resource Teacher.....	Mrs. Amanda Brom	amanda.brom@pekincsd.org
Resource Teacher.....	Mrs. Kaitlin Book	kaitlin.book@pekincsd.org
Physical Education Teacher.....	Mrs. Taylor Buch	taylor.buch@pekincsd.org
TAG Teacher K-12.....	Mr. Brent Blakely	brent.blakely@pekincsd.org
Music Director.....	Mrs. Gidget Utterback	gidget.utterback@pekincsd.org
Technology Coordinator.....	Mr. Bryan Babcock	bryan.babcock@pekincsd.org
Instructional Integrationist.....	Mrs. Luyre Sobaski	luyre.sobaski@pekincsd.org
School Counselor.....	Mrs. Kelsie Roland	kelsie.roland@pekincsd.org
Teacher Associate.....	Mrs. Paige Ingle	
Teacher Associate.....	Mrs. Jody Rohr	
Teacher Associate.....	Mrs. Sandy Eidahl	
Teacher Associate.....	Mrs. Dixie Chapman	
Teacher Associate.....	Ms. Krystal Snow	
Teacher Associate.....	Mrs. Jenny Redlinger	
Teacher Associate.....	Mrs. Jennifer Gorman	
Teacher Associate.....	Mrs. Caroline Pregon	
Teacher Associate.....	Mrs. Gail Molkenhuth	
School Nurse.....	Mrs. Crystal Lamansky	

HOT LUNCH COOKS

Natalie Kopseiker
 Jean Stagers
 Jane Glick
 Marti Reinier
 Devanie Fry

CUSTODIANS

Andy Conger
 Phil Bleything
 Dustin McBeth
 Bruce Tuley
 Ryan Akin

BUS MECHANIC

Mike Crow

BUS DRIVERS

Jack Cernic
 Kathy Cernic
 Bob Sobaski
 David Silvers
 Dennis Eastman
 Rita Eastman
 Orie Johnson
 Karl Kates
 Caroline Pregon
 Inky Garrels
 Andy Conger
 Ed Dickinson

OPENING STATEMENT**Pekin History**

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 2016-2017 school year will be approximately 700 students. There will be three sections of each grade except for fourth and fifth grade, which will have two sections this year with approximately 20 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 dedicated staffs that 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.

Pekin P.R.I.D.E. - PBIS comes to Pekin Elementary

Positive Behavior Interventions and Supports (PBIS) is a program that recognizes the positive contributions of students. The goals are to help each child develop self-discipline and make good choices.

The PBIS process focuses on improving a school's ability to teach and support positive behavior for all students. Routines and common language with respect to appropriate school behaviors are consistent throughout our school. As a result, instructional time is effectively used to teach, and other overall school environment is calm, pleasant, and conducive to learning.

The staff of Pekin Community School District is focused on working with students and their families to promote positive behavior in all school settings. On a daily basis we are reinforcing the ideas of Pekin P.R.I.D.E.

P.R.I.D.E. stands for-

Purpose

Respect

Individual Responsibility

Discipline

Excellence

Expected behaviors for all areas are displayed on the Pekin PRIDE matrix in all classrooms. Expected behaviors for specific areas are displayed on posters in that area.

When the school rules are followed, students have an opportunity to be recognized for their efforts by receiving Pekin P.R.I.D.E. tickets. When school rules are not followed, specific consequences result.

What can you do to help?

Ask your child to tell you the school rules.

Ask your child to discuss examples of ways he or she can use these rules to help them learn and participate at school.

Discuss ways that these rules can be used at home and in the community.

Praise your child's positive behaviors at home, school, and in the community.

Have a daily conversation with your child about the tickets they may have received that day and why they think they received them.

A copy of our PBIS matrix is included for your knowledge of expected behaviors.

Elementary PEKIN P.R.I.D.E.						
	Hallway	Lunch Room	Bus	Playground	Bathrooms	Special Events
Purpose	To pass from point A to point B	To eat	To get from point A to Point B	To release energy	Take care of business quickly and return to class Think - Go Flush Wash Leave ☐	behavior at assemblies and after school activities
Respect	Walk quietly Be courteous	Sit quietly Stay in your bubble	Sit quietly Stay in your bubble	Respect the equipment Keep hands and feet to yourself	Respect privacy of others Keep quiet	Listen to speaker Sit Quietly
Individual Responsibility	Keep hands, feet, body parts to self Use line basics	Chew with mouth closed Sit on your pockets Use appropriate hand signals	Follow bus drivers directions Keep belongings to yourself	Play on grade level equipment Use line basics when lining up	Flush toilet Wash hands Keep floor clean and dry ☐	Stay sitting on your pockets Follow instructions
Discipline	Walk on right side	Wait your turn Clean up after yourself	Remain seated Keep your area clean	Ask an adult on duty to go back into the building	Going at appropriate times	Stay at the event you came for Clean up after yourself
Excellence	Keep clean Set a good example	Use table manners	Report any problems to the bus driver set a good example	Report any MAJOR incidents to an adult on duty	Report problems to an adult	Be polite and use manners

Equal Educational Opportunity

It is the policy of the Pekin Community School district not to illegally discriminate on the basis of **race, sex, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs)** in its educational programs, activities, and employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Iowa Code, Chapter 601A (1993). Inquiries regarding compliance with Title VI, Title IX, Section 504, or Chapter 601A may be directed to the Educational Equity Coordinator, **Kim Ledger**, Pekin Community School District, 1062 Birch Ave., Packwood, IA 52580-8542, [\(319\) 695-3707](tel:3196953707), or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students and parents are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact Central Office for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Emergency Forms

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

STUDENT ATTENDANCE

School Calendar and Daily Academic Schedule

School begins at 8:16 a.m. and will end at 3:30 p.m. Students should not be in the building before 8:05 a.m. If they are, they may wait in the cafeteria until 8:05. Students, who arrive at school after 8:30 a.m., but before 10:00 a.m., will be counted tardy. Arriving after 10:00 a.m. counts as a half day absent. Students who leave school after 2:00 p.m. will not be counted absent.

In case of bad weather or mechanical failure at school, listen to KMCD (1570 AM, 95.9 FM), KBIZ (1240 AM), WHO (1040 AM), KBOE (104.9 FM or 740 AM), KISS (101.5 FM), KOTM (97.7 FM), KCRG (CH. 9), KTVO (CH. 3), and KYOU (CH. 15).) for school closings. If school is delayed, cancelled or to be let out early for the above reasons, it will also be announced through our automated Alert Now calling system. Please contact the office to sign up for the Alert Now system.

Student Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at **319-695-3707** on the day of the absence. If notification is not received, the office may attempt to contact the parents at their emergency number. The child's absence will be considered unexcused until a note from the parent or phone contact is received.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties or other celebrations. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students who need to leave school during the school day must check out from the office. Students are not released to anyone other than their parents during the school day unless the office has a note signed by the student's parents or parents have notified the school in advance by phone.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day must be an excused absence. Only in extraordinary circumstances, may the principal waive this rule.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence should make arrangements with their teachers in advance to make up schoolwork. Students have 2 days to make up schoolwork upon return from the absence.

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.

STUDENT HEALTH, WELL-BEING AND SAFETY

School Day

Students may be present on school grounds before 8:05 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor. If school is dismissed early, students are expected to leave the school grounds and return with their family for evening activities.

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Every kindergartner should have a preschool physical examination before entering school.

Emergency Drills

Periodically the school holds emergency drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must bring all prescription medication in the original, current container from the pharmacy. This container must provide the following information, NAME OF STUDENT; NAME OF MEDICATION; DIRECTIONS FOR USE INCLUDING DOSAGE, TIMES, AND DURATION; NAME, PHONE NUMBER AND ADDRESS OF PHARMACY; DATE OF PRESCRIPTION; and NAME OF PHYSICIAN. No medication will be administered without these conditions. If you would like an OTC

medication that is not stocked at school to be administered to your student, please provide the medication in the original container.

Medication is held in a locked cabinet and distributed by approved office staff. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

Student Insurance

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the office.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chickenpox. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. All students will be sent home and must be kept home for a fever of 101 or greater, if they are vomiting, or have had diarrhea 3 or more times. Students should remain home until they have been fever, vomit, and diarrhea free for 24 hours. 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.

Health Screening

Throughout the year, the school district sponsors health screening for vision, hearing, height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Children may be checked at the beginning of the school year for head lice and periodically throughout the school year. If a student is found to have head lice their parents will be called and the opportunity to begin treatment immediately will be given. Students must be treated and have no live lice to return to school the next day.

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate an employee physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated **Luann Eakins** as the Level I investigator. Mrs. Eakins may be contacted directly @ 319-695-3705 extension 209. An alternate Level I investigator is Mr. Hadley or Mrs. Ledger. They may be contact directly @ 319-695-3707.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate.

The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm. Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Asbestos Notification

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 ([AHERA](#)) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

Physical Restraint of Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate and search for Timeout, Seclusion and Restraint.

STUDENT ACTIVITIES

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

Use of School District Facilities

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

The Family Educational Rights and Privacy Act ([FERPA](#)) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW, Washington, DC 20202-5901
<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

STUDENT RIGHTS AND RESPONSIBILITIES

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- the age of the student;
- the sex of the student;
- the nature of the infraction; and,
- the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body, handbags, bookbags, etc., is permissible in emergency situations when the health and safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Student Suspension (Due Process)

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. Re-admission 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.

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.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Internet

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any discussion that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet, which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs. Students who access restricted items on the Internet are subject to disciplinary action.

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Under certain circumstances or during certain classes or activities a more strict dress code may be appropriate, and students must comply with the stricter requirement. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing.

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 you are in doubt, send your child with boots. Please mark your child's boots with their name on them.

Care of School Property

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

Illegal Items Found in School or in Student's Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school may be expelled. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Cheating

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. In addition to the discipline outlined in this handbook, discipline may include the loss of class credit and use of media center or computer.

Dual Enrollment Students

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact Central Office.

Electronic/Technological Devices

Students may not use personal electronic devices such as cell phones, ipods and other similar items during school hours unless the teacher or principal has granted specific permission. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Posting of Information

Students who wish to post or distribute information must receive permission from the principal before the posting or distribution. This applies whether the information deals with school-sponsored or non-school-sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Initiations, Hazing or Harassment

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - ✓ tell a teacher, counselor or principal; and
 - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Student Complaints

Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 3 days of the incident;
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 school days of the employee's response or the incident;
- If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response;
- If unsatisfied with the superintendent's response, students may request to speak to the board within 3 days of the superintendent's response. The board determines whether it will address the complaint.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material that is:

- obscene;
- libelous;
- slanderous; or
- encourages students to:
 - ✓ commit unlawful acts;
 - ✓ violate school district policies, rules or regulations;
 - ✓ cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - ✓ disrupt or interfere with the education program;
 - ✓ interrupt the maintenance of a disciplined atmosphere; or
 - ✓ infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

STUDENT SCHOLASTIC ACHIEVEMENT

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.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make-up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class. You may gain access to missing assignments through Power Grades. You must contact Bryan Babcock at Pekin School, or through his e-mail bryan.babcock@pekincsd.org, to request access to this account.

Grade Reports

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless they are excused by the principal.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact Central Office for information and forms.

MISCELLANEOUS

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Cafeteria

The school district operates a lunch and breakfast program. Breakfast will be available at 8:05 a.m. each morning. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. Pop is not permitted during school lunch, and vending machines are not available to elementary students during school hours. Students bringing lunch must eat in the cafeteria. You may apply any amount of money toward your meal account keeping in mind that all family members use the same account. Meal accounts need to be kept current. When the balance reaches \$0.00 a student may charge no more than \$30.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or ala carte items until the negative account balance is paid. Money may be deposited into their accounts by paying at the school office or going to pekinesd.org and clicking on Pekin Dining System to pay electronically.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Riding the bus is a privilege and that privilege can be taken away from a student.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use.

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. Each child needs to know where they will be going after school before they leave home in the morning. **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 come home with them, check with the office in advance.

Telephone Use

Pekin Elementary is a busy place with very busy telephone lines. We gladly take emergency calls for your child, but your plans need to be made before your child leaves for school each day. Sending notes to school is much less disruptive in the classroom, for your child's teacher, and less confusing for your child.

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 follow their normal routine.

Citizenship

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

Lost and Found

Lost and found items are placed on a table in the cafeteria. We highly suggest you label your child's belongings, including boots, snow pants, and coats with their name for easy identification.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the office.

School Parties

The school observes holidays throughout the school year including, but not limited to, Halloween, Columbus Day, Christmas, Valentine's Day and Easter. Students who do not wish to participate in these holiday celebrations or activities may be silent or be excused by the teacher.

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 make it difficult to keep a good finish on the gym floor.

Student Services

Title I Reading Program

Title I Reading is a federally 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 1-3. Students are screened and evaluated annually.

NOTE FROM TITLE I MRS. MICHELLE GLOSSER: I am required by law to notify you of the availability of the information on my professional qualifications as the TITLE I READING TEACHER. If you would like to view this information, it is available upon request in the Pekin CSD Central office. We assure you, the parents of Title I students, that you will be notified if your child is taught for four or more consecutive weeks by a teacher who is not highly qualified.

Guidance Program

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. Confidentiality is maintained by the employees involved in the guidance program.

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 Great Prairie Area Education Agency (GPAEA) may work with individual students or groups of students throughout the academic year. These GPAEA staff members provide academic, remedial, counseling, speech, physical and occupational therapy, and other professional services. The GPAEA 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. 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.

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, Pekin Elementary School Principal Kim Ledger.

2018-2019 School Calendar – Pekin CSD

Summary of Calendar:
 Days/Hrs. in classroom:
 First Semester86/567
 Second Semester86/571
TOTAL DAYS/HS **172/1138**

CALENDAR LEGEND

Start/End	
Mid-Term	
Quarter	
Holidays	
Vacation Days	

HOLIDAYS:

Labor Day	(9/3)
Thanksgiving Day	(11/22)
Christmas Day	(12/25)
New Year's Day	(1/1)
Easter Monday	(4/15)
Memorial Day	(5/27)

Parent Teacher Conf. (3-7)

Nov. 6 and Nov. 8
 Feb. 12 and Feb. 14

Professional Development Days (14)

August 20-22	September 4
October 1	October 29
December 3	January 2
January 14	February 4
March 4	April 1
May 6	May 24

Report Dates

New Staff Report Aug. 17
 Certified Report Aug. 20
 Classified Report Aug. 20 only

1 st Quarter (10/26)	44
2 nd Quarter (1/11)	42
3 rd Quarter (3/15)	41
4 th Quarter (5/22)	45
	172 days
Staff Development	14 days
Holidays	5 days
Total	*191 days

Instructional Hours

Elem Hours – 8:16 -3:30 (404)
 JH/HS Hours – 8:16-3:30 (404)

Certified Contract Hours

7:45 – 3:45

Snow Make Up Day

First 2 days will not be made up
 February 18, 2019
 Last Day of School for student - May 23rd
 Non-Certified Staff Last Day - May 23rd
 Certified Staff Last Day - May 24th

P/T Comp Day (480)

8:16-1:30 (284)
 8:16-2:30 (344)
 10:16-3:30 (284)
 8:16-11:30(194)

Board Approved/Public Hearing – 2/12/2018

August 2018				
M	T	W	Th	F
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
September 2018				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
October 2018				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
November 2018				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
December 2018				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
January 2019				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
February 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	
March 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
April 2019				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
May 2019				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Aug 17 New Staff In-Service
 Aug. 20-22 In Service/PD
 Aug. 21 Open House – (5:30-7:00)
 Aug. 23 Begin 1st QTR
 Aug. 23-24 1:30 Dismissal
 Aug. 31 1:30 Dismissal

Sept. 3 Labor Day – No School
 Sept 4 Professional Dev. Day – No School
 Sept 21 Mid-Term of 1st QTR (20 days)

Oct. 1 Professional Dev. Day – No School
 Oct 26 End of 1st QTR (44 days)
 Oct. 29 Professional Dev. Day – No School

Nov. 6 P/T Conf – 1:30 Dismissal
 Nov. 8 P/T Conf. – 1:30 Dismissal
 Nov. 9 Comp Day – No School
 Nov. 21-23 Thanksgiving Day
 Nov 30 Mid-Term of 2nd QTR (21 days)

Dec. 3 Professional Dev. Day – No School
 Dec. 21 Early Out – 1:30 Dismissal
 Dec. 24-31 Christmas Break – No School

Jan. 1 Christmas Break- No School
 Jan. 2 Work Day
 Jan. 11 End of 2nd QTR/1st SEM (86days)
 Jan. 14 Professional Dev. Day – No School

Feb. 4 Professional Dev. Day – No School
 Feb 12 P/T Conf. All – 1:30 Dismissal
 Feb 14 P/T Conf. All – 1:30 Dismissal
 Feb 14 Mid-Term of 3rd QTR (22 days)
 Feb 15 Comp Day – No School
 Feb. 18 President's Day (Snow Make Up)

Mar. 4 Professional Dev. Day – No School
 Mar. 15 End of 3rd QTR (41 days)

Apr. 1 Professional Dev. Day – No School
 Apr. 11 Mid-Term of 4th QTR (18 days)
 Apr. 19 Good Friday – No School
 Apr. 22 Easter Monday – No School

May 6 Professional Dev. Day – No School
 May 19 Graduation (Sun)
 May 23 Last Day of School - 11:30 Dismissal
 May 23 End of 4th QTR/2nd SEM – (45 days)
 May 24 Last Day for Staff