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2023 - 2024

**Bluejay Leaders are Respectful,
Responsible, & Safe.**

“Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results.”

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**PERRY ELEMENTARY SCHOOL
STAFF HANDBOOK
2022 - 2023**

ABSENCES of STAFF

In the event of illness or any other situation which prohibits you from fulfilling your duties, all staff members are required to complete AESOP process by 6:00 A.M.

- Give the reason for your absence and any special plans or information for the substitute.
- All leave requests shall be acted on in accordance with the Master Contract.
- Teachers are encouraged to take professional leaves related to their teaching assignment and building and district goals.
- Teachers wanting to attend state conventions need to belong to the association sponsoring the convention.
- All leaves must be approved by the building principal. When you are using family illness leave you MUST identify which family member you will be assisting. When using personal illness days you MUST put in notes to the administrators the reason for your absence.

ACCIDENTS

- In the event a child is injured while under your school supervision, an accident report, which is available in the office, must be filled out and given to the appropriate principal.
- In the event staff members are injured at school, **report the injury immediately** to the office.
- If necessary, the principal will notify a member of the family, or an individual of close relationship, as soon as he or she becomes aware of the injury. The school district is not responsible for medical treatment of an injured employee. If possible, school personnel will administer emergency or minor first aid. An injured school employee shall be turned over to the care of the employee's family or qualified medical personnel as quickly as possible.
- It is the responsibility of the employee injured on the job to inform the superintendent within twenty-four (24) hours of the occurrence. Further, it is the responsibility of the employee to file any claims, such as worker's compensation, through the business office.

ADMINISTRATIVE ASSISTANTS

Administrative assistants join the team working to benefit maximum student achievement. They provide a friendly, warm and welcoming climate for parents, students and staff. Objectives include seeing that the school runs smoothly.

ATTENDANCE

Teachers are required to keep an accurate, daily record of their homeroom students' attendance. Teachers should continually be aware of total absences and work closely with the counselors when there is an attendance concern.

- **Teachers will take attendance on the Power School computer system two times a day.** The first attendance will be taken from **by 8:45 AM**, the second **after 1:15 PM**.
- After taking attendance on Power School, teachers should:
 - **Ask all students coming late and leaving early to check in at the office.** Tardies will be reported to the Attendance Administrator by the office personnel. The number of unexcused tardies needs to be watched and consequences delivered according to the tardy policy.
 - Students arriving to school at **9:20 A.M.** or after will be counted as a half day.
 - Tardies are either excused or unexcused. (Refer to the Family Handbook)

After 3 unexcused absences, parents and students will be informed by mail.

1. If a student reaches 10 total absences (excused and unexcused) a letter will be sent home to parents/guardians informing them.
 2. When a student reaches 15 total absences (excused or unexcused) a letter will be sent home to parents/guardians requiring the student to see the Dr. and present with a Dr. note or see the nurse to be excused. Parents will also be required to meet with the administrative personal or a home visit may be requested.
 3. When a student reaches 15+ total absences (excused or unexcused) the student will be referred to the County Liaison Mel Raske. She will send a letter to the parent/guardian as she feels necessary and a possible referral to County Attorney for truancy.
- Repeated Absences – It shall be within the discretion of the principals to investigate and determine whether special action is necessary for students who are absent repeatedly.

- Notes from doctor verifying illnesses will be required when repeated absences are due to illness. **It shall be within the discretion of the principals to determine whether a student is “absent repeatedly” on a case-by-case basis (refer to Board Policy Code No. 501.9).**

During the school hours of 8:20 and 3:30/3:35, students will be counted absent either a half day or full day except for the excused one hour leave/return practice. That means if a student is excused for an appointment and is gone for an hour or less they will NOT be counted absent. Teachers need to include attendance procedures for substitute instructors in the substitute folder.

CELL PHONE USAGE

Personal calls and text messaging should be kept to a minimum when using your cell phone. **Cell phones should not be used during duty times.** They should only be used during your lunchtime and only in an emergency situation.

COLLECTION OF MONEY

Any and all money collected for various school activities (field trips, book orders, etc.) will be kept in the office safe. Do not keep any money in your room.

COMMUNICATIONS

Public relations and communications are both vital to the success of our school system. Teachers are encouraged to personally invite parents to visit their classrooms.

- **Back to School Night**
 - Event held prior to 1st day of school.
 - A great opportunity to build a partnership and to ensure every child is successful.
 - Opportunity to sign up for conferences and volunteer to help with classroom needs and seasonal celebrations.
- **Daily Announcements**
 - Announcements will be e-mailed to all staff.
 - **In-service and staff meetings**
 - All teachers are to attend in-service and teacher’s meetings.
 - Staff meetings are scheduled as deemed necessary by the principal.
- **Parent - Teacher Conferences**
 - Conferences are to be held any time during the year as needed. It will be the teacher's responsibility to contact parents when need arises. Written documentation should be made of your conferences.
 - Teachers are expected to be at the regularly scheduled Parent-Teacher Conferences and to re-schedule other commitments. Contact the principal if problems arise.
- **Telephone Calls**
 - When placing calls to parents and you fail to get an answer, please leave a message. Parents often see on caller ID or their missed calls menu that they received a call, try and return call and it goes to a number unknown or they call the office and the Administrative Assistants have no idea who the party was that called them.

Staff Mail Boxes

- Teachers should check their mailboxes a couple of times daily to make sure that notices and messages are not missed.
- Mailboxes should be checked mid-afternoon for notices received from the lunchroom.
- Staff will deliver time sensitive messages to the classroom.
- **Voice Mail**
 - Voice mail should be check periodically throughout the day.
- **Web Site**
 - Perry Community School District website is www.perry.k12.ia.us

CONFIDENTIALITY

All citizens have a legal right to privacy that is established by the United States Constitution. The right to privacy is not absolute in that we live in a society in which many of our actions naturally become known to others. Professionals who gain access to any private information about others have a responsibility and duty to keep such information secret. In the school setting, all professionals have a legal duty not to divulge private information they learn about students and their families.

CONDUCT AND APPEARANCE

School district personnel shall strive to set the kind of example by their actions and appearance that not only reflects credit to the school system, but also sets forth a model worthy of emulation by the students. Enthusiasm, positive attitude, loyalty, and professionalism are the key words in describing the goals of school district personnel conduct and appearance.

- School district personnel shall conduct themselves in a professional manner and dress in attire appropriate for their position.
- Clothing is expected to be business casual, be neat, clean and in good taste.
- Each and every Friday will be known as "SPIRIT DAY". You may wear blue jeans if you would like to. You are encouraged to wear Perry Bluejean shirts, or any shirt that is Perry blue and white.

COPIER USE

Teachers are strongly encouraged to have all copying of worksheets and classroom material done prior to class time. Leaving the classroom or sending students with copy materials during class takes away from instructional time. Requests made on the "spur of the moment" also disrupt the working schedule of the para educators who have responsibilities to all staff members.

- Plan on 48 hours for your printing request to be completed. Hopefully, most requests can be completed in 24 hours.
- If you request construction paper or card stock copies be sure to include the construction paper or card stock with the request.

COURTESY FUND

Perry Elementary has a courtesy policy with guidelines established to provide staff members and their families with cards, gifts, flowers and/or food in the event of illness, death, retirement etc. The courtesy fund also purchases gifts for Administrative Assistants' Day, Bosses Day, Nurse's Day and retirements.

- These acts of courtesy are carried out by the monthly courtesy members.
- Two showers will be given yearly to recognize staff weddings and or babies. One in October and one in April and each would be arranged by grade level representatives while the cost of food and decorations would be funded by the courtesy money. Individuals and groups will buy gifts.
- Money for the fund will be asked for as needed. The Courtesy Committee will set the request amount each fall based on the fund need, not to exceed \$20 for staff.

CUSTODIANS

Custodians assist all staff members and students to maintain a clean and safe school both inside and outside.

- Contact the office when custodians are needed immediately.
- For major work projects teachers will need to fill out a work order form and turn it in to the building principal.
- To assist the custodians, teachers need to put chairs on top of desks and have wastebaskets placed by the door DAILY following student dismissal.

DISCIPLINE

As educators we want to prevent student behaviors that interfere with the learning process. Teachers must always assist students in strengthening themselves, enhancing the strengths of others and to develop a strong set of classroom belief statements.

- All teachers are expected to assume responsibility for the classroom atmosphere and to assist in the correction of any inappropriate behavior **wherever** it may occur. Teachers are charged with the responsibility of informing students concerning proper building procedures, rules and beliefs of the classroom.
 - On the first day, develop classroom expectations, beliefs, rules, reinforcements and consequences.
 - A copy of these should be given to the principals.
 - Review the classroom expectations, beliefs, rules, reinforcements and consequences often.

- The principal's major responsibility concerning student discipline is for the total, overall procedures and policies of the school. Teachers are responsible for procedures and policies in the classroom.
 - Should a student be sent to the office, an office referral sheet will be completed by the teacher
- Physical restraint of students should be used only when an individual has lost control and could harm himself/ herself or others.

Corporal punishment or physical punishment of any nature is illegal according to Iowa Code. In all discipline situations, staff should remember the most important thing is to stay calm and obtain the facts! The goal is to teach good behavior by first presenting, and then practicing until it becomes a habit. Encourage students to settle differences peacefully. Illegal, physically dangerous or insubordinate behavior should be referred to the office. Familiarize yourself with the classroom belief statements. **Please see the PBIS Matrix and the 3 levels of Classroom Management sheets for expectations in the appendix.**

EMERGENCY

- Fire - The Iowa Code requires that all schools conduct not less than four fire drills during each school year when school is in session and additionally requires that the staff keep all doors and exits of the school unlocked during school hours. The fire evacuation signal can be described as an intermittent beep. All staff and students will need to evacuate as quickly, quietly and orderly as possible. Don't be concerned with coats, shoes, etc. Exit to the south and west of the PreK-2 playground or the East end of back playground.

Fire Evacuation Procedures

<u>Room</u>	<u>Primary Exits</u>
K1	Through Fire door exit in K1
K2	Through Fire door exit in K2
K3	Through Fire door exit in K3
K4	Through Fire door exit in K4
K5	Through Fire door exit in K5
K6	Through Fire door exit in K6
#149	Through Preschool door (west entrance by playground)
1A-1B-1C	Through Fire door exit in 1B
1D-1E-1F	Through Fire door exit in 1E
2A-2B-2C	Through Fire door exit in 2B
2D-2E-2F	Through Fire door exit in 2E
#217, #218, #219	Through Room #218 Fire door & head to the back playground black top....
#220, #221, #222	Through Room #221 Fire door & head to the back playground black top...
#215, #239, #240, #241, #242	Through the east door adjacent to 2nd
#245, #246, #247	Through the front door entrance by office
#256	Through the back door by the MPR
North Computer Lab	Through the front door entrance by office
3A, 3B	Through the side door by the Mechanical Room
3C, 3D	Through the side door adjacent to 3D
3E, 3F	Through Fire door exit in 3F
#311, #353, #341, #342, #343	Through the side door entrance by 3-5 office
#340, #344,	Through the west door adjacent to 5F(west parking lot)
#366	Through the side door by the 3-5 office
#425, #426	Through the gym doors to the back playground
#428	Through the side door by the Mechanical Room
#435	Through the back door by the MPR
4A-4B-4C	Through Fire door exit in 4B
4D-4E-4F	Through Fire door exit in 4E
5A-5B	Through the doors adjacent to 3D
5C-5D-5E-5F-#320	Through the west door adjacent to 5F (west parking lot)

- **Tornado** - When the tornado signal is sounded, staff members should initiate the orderly movement of students to the areas listed below. If students are in special activity classes, the students should remain in that area while the homeroom teacher goes to assist the special activity teacher.

Identified Safe Areas

K1	Storage area between K1 & K2
K2	Reading room between K1 & K2
K3	Reading room between K3 & K4
K4	Storage area between K3 & K4
K5	Room #241
K6	Reading room between K5 & K6

Preschool Room #241

1A, 1B	#256
1C, 1D	1 st Grade bathrooms
1E	Room #245
1F	Room #246

2A	2 nd Grade bathrooms
2B	2 nd Grade coat room
2C	2 nd Grade coat room
2D	2 nd Grade coat room
2E	2 nd Grade coat room
2F	2 nd Grade coat room

3A	Room #435
3B	Boy's 3 rd grade bathroom
3C	Girl's 3 rd grade bathroom
3D	3 rd Grade coat room
3E	3 rd Grade coat room
3F	Room #396

4A	Room #344
4B	4 th Grade coat room
4C	4 th Grade coat room
4D	4 th Grade coat room
4E	4 th Grade coat room
4F	Room #344

5A	Room #342
5B	Room #341
5C	5 th Grade coat room
#320	Small Group room
5D	5 th Grade bathrooms
5E	5 th Grade coat room
5F	Room #340

#118	1 st Grade Bathrooms
#217, #218, #219	Old 3 rd Grade Boys bathroom
#220, #221, #222	Old 3 rd Grade Girls bathroom
#245	Activity room
#246	Activity room
#247	Speech room
#241	Individual Study room
#239	South wall of Art room
#240	Stay in room South wall
#242	Individual Study room
#256	Individual Study room
#340	Individual Study room
#344	Individual Study room
#353	South wall of Art room
#352	South wall of Science room

#341, #342, #343	Individual Study room
#396	Stay in room
#366	North wall in room
Media Center, Office	Prep center
#365	South wall in room
#380	Stay in room
#435	South wall & West wall in room
#428	South wall in room
#426	Room #428
MPR	Room #435

- **Bomb Threat-** In the event of a bomb threat, the building will be evacuated just as in the case of a fire drill. During inclement weather if time permits, students and staff will be told to get extra clothing before leaving the building.

Intruder Procedures: As preparation for building intruders, A.L.I.C.E response action plans are developed and reviewed with the elementary staff. Grade level response drills are conducted as needed and a school wide response drill is held each year with the students.

EVALUATION OF STUDENT PROGRESS

Student evaluation is one of the most vital aspects of the teaching-learning process. As much as possible, evaluation should be on an objective basis. Teachers must have a sufficient number of grades for each subject to justify and validate the grades that are reported to parents.

FIELD TRIPS

Teachers are encouraged to use field trips as a learning activity whenever and wherever possible and feasible.

- Before planning your field trip, get the approval of the principal. Approval will be based on district curriculum and budget concerns. All students will have the opportunity to participate in the field trip.
- A Transportation Request form must be completed and submitted electronically to Dr. Marzen at least 14 days prior to the date of the field trip. This form can be found on the T drive in the Forms folder and under the heading, Transportation Request. Be sure and save a copy of the request form for your records.
- You must also complete the Perry Elementary School Field Trips form and submit it to the office at least two days prior to the trip. This form may be obtained from the office administrative assistants and also includes a checklist of responsibilities to meet prior to the trip. Attached to this form needs to be a class list of all students.
- Prepare your students for the field trip. Prior planning of what to look for and what you want to see, preparation of questions you want to ask, pertinent information you want to gain, and evaluation and culminating activities following the field trip are essential.
- Pick up Field Trip notebooks in office. (1 notebook per bus)

HEALTH

- **INJURIES AND ILLNESSES:**
 - When students become ill or are injured at school, they should be sent to the office and the parents shall be notified by the school nurse or office personnel as soon as possible after the incident.
 - If an injury is serious enough to warrant not moving the student, notify the office immediately. **IF IN DOUBT, DO NOT MOVE THE CHILD!**
 - Be knowledgeable of students' health issues and be prepared to respond accordingly.
- **MEDICATIONS:**
 - All medications prescription, over the counter and cough drops need taken to the Nurses office. Only certified personnel should administer medications.

HOMEWORK

Homework often becomes one of the most contested, controversial, and confrontational aspects of education involving teachers, students, and parents. Teachers need to examine carefully their attitudes, practices, beliefs, and approaches toward homework. The type, amount, and timing of assignments often lead to difficulties.

The type of homework which students are assigned should be only those that the student can independently (with little parental assistance) complete successfully. Researchers note that most new learning should take place and be refined in the classroom under the guidance of a teacher, with homework serving as a reinforcer and to some extent as a check for understanding. Before homework is assigned, the teacher should be relatively confident that students have all the skills and concepts mastered which will lead to successful completion of the assignment.

Assignments that meet the following criteria usually meet the standard of good homework:

1. Does the homework serve a valid purpose?
 2. Is it well within the capabilities of the students?
 3. Has the class been thoughtfully motivated for the work?
 4. Does the assignment grow out of school experience?
 5. Does it extend the student's fund of information?
 6. Is the work adapted to individual needs, interest, and capacities?
 7. Are the pupils entirely clear about what they are to do?
 8. Can the student do the work without the help of parents or others?
 9. Is the assignment a reasonable one in view of the pupil's home conditions?
- Absences Resulting in Incomplete Work
 - Students absent from school due to illness will need to make up work when they return. Students will be given two days to complete the makeup work for each day absent.
 - The student will be allowed a maximum of five days to complete make up work.
 - In the case of extended illness, the teacher can prepare make-up work to take home.

KEYS TO PERRY ELEMENTARY

Perry Elementary is a locked school. An administrator will give you a key fob for entry into the building. This key fob is your responsibility. **Be sure to check that the door has indeed locked upon you exiting the building.**

LESSON PLAN BOOKS

Planning is an integral and vital part of the teacher's work. Without sufficient planning, the goals set may never be achieved. All lesson plans need to be available in instructional settings and updated in the substitute folders.

- Keep your lesson plans on top of your desk.
- Good daily lesson plans should include:
 - A brief statement of the objectives(s) for that lesson. Include lesson content & language objectives.
 - The teaching strategies and activities that will be utilized.
 - The assignments and/or activities that will be used for formative/summative assessments.

LUNCH FOR STAFF

School lunch or a salad bar prepared by the food service staff is available to all staff. Payment accounts may be established by cafeteria personnel and should maintain a positive balance.

LUNCHROOM PROCEDURES/RULES

The supervisors' role in the lunchroom is critical to positive student behavior! Help students by reviewing the lunchroom expectations. Please see the PBIS Matrix for expectations in the appendix. Please do not have soda OR your cellphone out during lunchroom hours. Please set a good example for students.

MEDIA CENTER

TEXTBOOKS AND LIBRARY MATERIALS

- Basic texts and library materials are loaned to students for their use during the school year. Textbooks and library materials are to be kept clean and handled carefully. Students may be assessed fines, charges, or fees based on the principal's or teacher's judgment, for abuse, misuse, overdue, or lost books and materials. (Refer to Board Policy Code No. 503.3)
- Teachers should keep an accurate record of all texts issued to students so that books can be checked in and fines assessed at the end of the trimester or the year if needed.
- All materials checked out from the library by teachers are to be returned by the end of the year.
- Audio visual equipment is to be checked out from the Media Center and returned at the end of the school year. Equipment needing repair should be taken to the Media Specialist who will coordinate the repair

MUSIC CONCERTS

Yearly, the music department presents grade level concerts. Students in 4th and 5th grades also have the opportunity to join the Bluejay Choir. All concerts are performed at the Perry High School Performing Arts Center at 1200 18th Street. All concerts dates and times will be announced later in the school year.

PARTIES

Parties within individual classrooms may be held after contacting the principal and making any necessary arrangements with other school personnel (cooks, paraeducators, special activity teachers, custodians, etc.).

PROBLEM SOLVING APPROACH

For students exhibiting academic and/or behavior difficulties in the classroom the following steps will be followed:

- Consultation between Teacher and Parent/Guardian: Classroom instructors will work collaboratively with parents to determine the basis of concern and will work collaboratively to develop approaches in dealing with the identified student concern. The classroom instructor will be held responsible for documenting identified concern, interventions, and collaborative efforts made to resolve the concern.
- Should the parent/guardian and/or instructor desire outside input, then they may request a meeting with the grade level Intervention Team. The classroom instructor will present documentation of concerns and interventions made to the grade level Intervention Team. Area Education Agency personnel may become involved to provide assistance with data collection, intervention design, and monitoring.
- Due Process-IEP Consideration: This level of intensive intervention is available through Special Education and will require written parental permission. Area Education Agency personnel will assist in completing evaluations with input from previous interventions that were collaborated between home and school.

PUBLICITY AND PICTURES

Publicity and pictures in the local newspaper are encouraged. When you have such information or ideas for pictures, please check with your principal after contacting the media. Be aware of parents who do not want their child's picture and personal information made public.

PURCHASES

Requisitions must be completed and Purchase Orders generated **before** purchasing items for the District. Requisitions are completed electronically and submitted to the principal for approval. Any items purchased without a purchase order or without prior approval of the principal will need to be paid for by that staff member without expecting reimbursement.

RECESS

We will attempt to go outside as often as possible for recess. When the playground is too wet/sloppy or the wind-chill is "0" degrees based off KCCI Weather, **Indoor recess will be held in the homeroom classrooms. Teachers will supervise the indoor recess for their homeroom class.**

Outside Recess

It is the responsibility of staff to be prepared for all recesses, which includes being on time and bringing her/his first aid bag and keys. Staff needs to take out and bring in the equipment. Make sure the balls are inflated and jump ropes are in good condition. Notify office if the swings are tangled. Staff should encourage, present, teach and supervise age-appropriate activities on the playground. The playground is a great opportunity to have positive interactions with the students. Remember to spread out, keep moving and wear appropriate footwear. Periodically, check the playground equipment for any safety concerns and report any such findings to Dr. Marzen. **STAFF** is not to be on phone unless it's an emergency during recess. Clumping (staff hanging around each other) during recess is not encouraged. Please supervise and walk around the playground to monitor students.

Playground Rules

Staff should go over the rules/expectations of the playground with the students the first day of school. Get into the classrooms to review playground rules and expectations those first few days of school and as needed throughout the year. The playground rules should be **POSTED** in the coatroom and by the door most often used to exit to the playground. Staff should encourage students to dress appropriately. Please see the PBIS Matrix for expectations in the appendix.

Additional winter rules include:

- No throwing snow or ice
- No sliding on ice
- Boots are required to be in those areas not hard surfaced.

First Aid Bag

All staff should have at every recess a first aid bag supplied with the necessary items to deal with recess accidents. The bags and supplies are available by request from the school nurse. A list of school phone numbers as well as cell numbers might be a good idea should there be an emergency situation. Also needed is a supply of Office Referral forms and a pencil.

Whistles- All staff should have a whistle for outside use. Whistles, lanyards are available from Sherre.

Arranging for coverage- In the event a staff member is unable to meet her/his recess responsibility, she/he must find another staff member to replace herself/himself.

Emergency Plans- Be familiar with the emergency plans in place for tornado, fire and crisis code names.

REIMBURSEMENT

All reimbursement receipts must contain vendor's name, date, items purchased and amount of sale. Do not charge any alcohol on district credit cards or ask to be reimbursed for such items. If more than one person from the district is on the same ticket, please making sure you write all employees names on the receipt. On the other hand, parking garage receipts do not usually itemize out, but usually have something printed on the receipt that states, "Thank you for parking with us." This may be turned in as a cross reference can be done with registration date and parking site. Following these simple steps will ensure you get reimbursed in a timely fashion.

ROOM MAINTENANCE

Every teacher is responsible for the proper care and use of all school property in their custody. The assistance and cooperation of teachers can greatly help in the maintenance of an attractive appearance in the building and particularly in their rooms. Loss or damage of equipment or property should be reported immediately to the principal. Students should be encouraged to assist in maintaining an attractive building.

SCHEDULES

Teacher's daily schedules should be copied and one should be placed in the front of your plan book, one posted outside your classroom door, one placed in your sub folder and a copy should be given to each administrative assistant. A 6 day cycle is used.

SCHOOL HOURS

School day/Tardy Bell	8:10/8:20
Lunch	11:00 - 1:10
Bus students dismissed	3:30/2:00 (Wednesday)
Walkers dismissed	3:35/2:05 (Wednesday)

SCHOOLWIDE TITLE I

Our Title I program is now labeled Schoolwide. This delivery model offers our building a common vision and commitment to "Every Student Succeeds Act" requirements and ultimately to every child at Perry Elementary. The needs of our students will be met this year through a more flexible service delivery, which will look different at every grade level. In the end our Title I Schoolwide Program helps all staff contribute their knowledge, experience, and commitment to our total effort of increasing student achievement.

SOCIAL MEDIA

Perry Elementary School has a Facebook Site for important news to be shared with the community. Please email Ryan Marzen with anything you would like shared via Facebook.

STAFF SOCIALS

Usually held after school during the last week of every month, the Staff Socials are a great time to relax, meet new staff, visit with staff you usually don't see and have a great time! **All** staff members are invited and welcome to attend.

STAFF ROOM

- All staff members should clean up after themselves (includes washing your own dishes).
- Every month a group will be assigned to clean the staff room on a rotating basis.
- Cleaning is to include daily washing tables, cleaning the microwaves, arranging brochures and other professional materials, and cleaning out old food items from the refrigerator.
- Coffee should be supplied by coffee drinkers.

STUDENTS LEAVING THE BUILDING

Students leaving the building need to sign out from the office. Students who need to get things at home need to:

1. Call home to see if items needed could be delivered.
2. If items cannot be delivered, the student may be allowed to go home with the approval of the principal.
3. The student needs to verify the route they will take.

STANDARDS BASED GRADING

Standards Based Grading will be the format of grading used throughout Perry Elementary School. Teachers will assess students on various grade level standards throughout the year as set by the Iowa Core. The proficiency scale used will be: 3 (Demonstrates a complete understanding of the grade level standard), 2 (Demonstrates a developing understanding of the grade level standard), 1 (Demonstrates minimal understanding of the grade level standard), IE (Insufficient evidence available for determining proficiency of the grade level standard).

STUDENT RECORDS

Cumulative records are kept on file in the office. Certificated staff members are among those authorized by law to have access to these records. A list of authorized personnel who may review these records is posted near the files. Files may be signed out of the office for review but must be returned as soon as possible and re-filed properly in regards to alphabetical order, grade level, and sex. Utmost care of records must be maintained to ensure the right of privacy and confidentiality of students. In reviewing records, teachers should be guided by professionalism and a desire to gain information which may be useful in helping students learn and achieve; taking care not to establish prejudices regarding individual students based upon information discovered. Teachers are encouraged to keep portfolios on each student. These are beneficial in demonstrating progress to parents and students and should contain samples of the student's work, tests taken and possibly anecdotal records. Additional anecdotal records concerning behavior become invaluable when considering students for identification and placement in special programs, communicating inappropriate behavior to parents, or in instances of court actions taken against teachers and/or the school.

SUBSTITUTE FOLDER

Every year, all staff must file an updated substitute folder in the office. Such folders are to aid substitute guest teachers and guest paras in establishing as normal a classroom atmosphere as possible and maintain continuity of instruction in the absence of the regular teacher. Please complete the Perry Elementary Substitute form and utilize the checklist to prepare the substitute for a successful day. **All staff needs to include coverage schedule in the event no sub is available.**

SUPERVISION

Student supervision is the responsibility of all staff members at all times.

Every employee will have the authority and responsibility to supervise students within the building, on school grounds, and at school activities and is obligated to correct students for inappropriate behavior wherever it occurs. School discipline and accompanying school climate is only as strong as the commitment and willingness each individual has to make it a priority.

- Teachers will be expected to be in the hallway whenever students enter or leave the building and, whenever possible, whenever students are moving about the building.
- Students need supervision when passing to and from special classes, such as P.E., Art, and Music. Teachers are to meet their homeroom students at the door of the Specials' classroom as their students are not to be dismissed until the teacher is there to begin the supervision.
- Teachers should walk their students to lunch and **stay and supervise students until they are served and seated.**
- Teachers should never leave a student or group of students in your classroom unsupervised. When leaving a classroom, it becomes imperative that you arrange for supervision by other school personnel.

- Teachers who request students to be in the building outside of the normal school day (for practices, rehearsals, tutoring, remedial help, etc.) are responsible for supervision of those students and are to be present before students arrive and remain until these students have left the building.
- Staff member's children being supervised by the parent before and after school are to be in that staff member's room unless asked to leave the room because of a conversation with another staff member regarding a student. If the parent has a duty, care for the child will need to be arranged or the student will need to follow the procedures established for other students.

TELEPHONE CALLS

Staff members may receive and make personal telephone calls during lunch, break or preparation periods. Emergency telephone calls may be received at any time.

- Efforts will be made to reduce the number of calls to the classrooms as each call is an interruption.
- Encourage parents to leave a message in your voice mail and or with the Administrative Assistants or suggest that they place their call between 8-8:20 and/or 3:40-4:00.
- Check your voice mail often throughout the day.

VISITORS

All visitors are required to report to the office upon their arrival to the school. All visitors are asked to sign in and wear a badge while in the building. **Please help enforce this policy for the safety of all students and staff.**

WORK DAY

- All teachers are expected to be in the building by **8:00 a.m.** and to remain in the building and be available for conferences with students, parents, or school officials until 4:00 p.m unless different times are previously arranged with the building administrator. Staff arriving late (past 8:00 a.m.) or leaving early (before 4:00 p.m.) may result in disciplinary action (formal write up, verbal warning, etc.).
- On Fridays or on days preceding holidays or vacations, teachers may depart school after all of their responsibilities have been concluded and/or the students have left the building.
- Responsibilities are understood to end after the buses have left school grounds.
- Requests to leave early that are not medical in nature need to be approved and time made up. The time missed will need to be made up 24 hours before or after the departure. Due to subbing arrangements teachers that need coverage more than 90 minutes during the AM or PM need to take a ½ day of leave (Sick, personal, etc.).
- Employees shall attend, outside of school hours, such professional meetings (in service, staff, parent-teacher conferences, subject area meetings, etc.) called by an administrator. During school time, staff members shall not leave the building without notifying the office of their departure and return.

*******Perry Elementary Morning and Afternoon Routines*******

- Parents, visitors, and community members are not allowed to enter, drive through, or park in the back parking lot EAST of the school between 7:30 a.m. to 4:00 p.m. All visitors must park in the front parking lot WEST of the elementary.
- Administrator exception for children enrolled in PACES: Please pick up and drop off your students at the PACES entrance located on the EAST side of the Elementary. PACES parents must park in the parking lot. The cut out along the sidewalk is designated for district suburban's and vans only. The PACES Director is in charge of these children.
- The front drive and parking lot (WEST side) is one way with the entrance from the south drive closest to the McCreary center and exit on the North (past the marquis).
- The front drive lane (closest to the building and sidewalk) is the only **DROP OFF** lane in the morning and **PICK UP** lane in the afternoon. The inside lane closest to the parking lot is the drive through lane. It is not allowed to park or drop off students in the drive through lane.
- If you want to park your car and go into the building or wait until your child enters the building, then you may park in the front parking lot or on a side street.
- During the hours of 8:00 a.m. to 4:00 p.m. DEWEY STREET is only a drop off and pick up zone. Parking on Dewey between 8:00 a.m. to 4:00 p.m. is not allowed either.
- Children that are bused to the elementary will enter the building immediately and report to the MPR for breakfast or to the front playground until the 8:10 a.m. bell rings.

- Breakfast is served from 7:45-8:10 a.m. every morning.
- Student supervision starts at 7:45 a.m., so please do not have your student at the elementary until then.
- Students will be excused at 3:30 p.m. walker/pick up and 3:35 p.m. bus. Wed. 2:00 walker/2:05 bus.
- Perry Elementary staff members will supervise outside at dismissal.

Code No. 606.7

ANIMALS ON DISTRICT PREMISES

For the purposes of this policy, “District premises” refers to school buildings, vehicles, and all other District property. The District shall comply with all state and federal laws, regulations, and rules regarding the use and presence of animals.

Animals Inside Buildings

The District is dedicated to protecting the health and well-being of our students, staff, and visitors. Some animals present issues such as allergic reactions, cleanliness, and unpredictable behavior. Therefore, no unauthorized animals are allowed inside District buildings or vehicles with the exception of those that are necessary for the curriculum of specific classes or as specified in the Board Policy Manual. The building administrator retains discretion to exclude or remove an animal from District premises.

Animals Outside of Buildings

In order to maintain a safe and healthy environment for all students, staff, and community members, the following rules apply to District premises.

- All animals on District property must be leashed and under appropriate control at all times.
- Unauthorized animals are not allowed on District athletic fields or at school events at any time, even if leashed. Any persons found with an unauthorized animal will be asked to remove it from the premises. This procedure complies with the provisions of Iowa Code 216C. As such, a person with a disability or a person training an assistive animal has the right to be accompanied by a service dog or an assistive animal, under control. The person is liable for damage done to any premises or facility by an animal.
- While on District property, the owner must have the means to remove of any waste left by the animal.
- The owner is responsible for immediate repair and cleanup of incidental damage caused by the animal (including digging damage). Cleanup and repairs should be thorough enough so as to generate no additional work for District staff, or inconvenience for members of the community or visitors.

Curriculum-Essential Animals

Animals permitted in schools shall be limited to those necessary to support specific curriculum-related projects and activities and subject to approval by the building administrator.

Taking into consideration that some animals can cause or intensify allergic reactions or other health concerns and/or cause damage and create a hazard if they escape from confinement, a

Building Administrator may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- The staff member seeking approval to have an animal in their classroom will provide a current satisfactory health certificate or report of examination from a veterinarian, when appropriate, for the animal which indicates the animal meets state and county veterinary requirements.
- The staff member seeking approval must identify and exercise precautions deemed necessary to protect the health and safety of students, staff, and visitors.
- The staff member seeking approval must ensure that the animal is treated humanely, ensuring it is in a healthy condition, and that appropriate confinement is properly cleaned and maintained while keeping surrounding areas clean and sanitary.
- The staff member seeking approval takes all responsibility for the animal during any and all breaks from school. All animals shall be removed from the campus during summer break. Animals may remain during Winter and/or Spring breaks as long as appropriate arrangements for care have been made in advance by the staff member and approved by the Building Administrator.

Service Animals on District Premises

A service animal is permitted to accompany an individual with a disability onto District premises. The District shall comply with all state and federal laws, regulations and rules regarding the use of service animals by staff or students with a disability under appropriate circumstances.

Definition of Service Animal

This regulation applies to any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability as defined by the Americans with Disabilities Act (ADA). Service animals are working animals, not pets. The work or task that a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Procedures/Requirements

Use of service animals by staff or students with a qualifying disability is subject to the following procedures and requirements:

- The Superintendent/designee may ask an individual with a disability or the parent/guardian of a student with a disability if the service animal is required because of a disability. Information about the nature or extent of the disability is not required. The District may request that the individual identify and describe the work or task that the animal has been trained to perform.
- The Superintendent/designee will require documentation that the service animal is properly licensed pursuant to local animal control licensure laws, rules, or regulations, to ensure current vaccinations.
- The use of a service animal on District premises may be subject to a plan designed to introduce the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the District. However, an individual with a disability who uses a service animal will not be restricted from entry onto District premises prior to completion of any training/familiarization deemed appropriate.
- Service animals must be under the control of their handlers at all times. Service animals must wear proper identification and always be on a leash or other form of restraint mechanism, unless the handler is unable because of a disability to use a harness, leash, or other tether, or the use of such mechanism would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must otherwise be under the handler's control (voice control, signals, or other effective means).
- It is the responsibility of the student (or, if the student is unable, the student's parent/guardian) or staff member with a disability to be the animal's handler. The handler must have the service animal utilize the animal waste and disposal area designated by the Superintendent/designee at all times.
- Service Animals will be allowed in District transportation vehicles only when the service animal is under the control of a properly trained handler, including while entering and exiting the vehicle.
- The District retains discretion to exclude or remove a service animal from its property if:
 - The animal is out of control and the animal's handler does not take effective action to control the animal's behavior.
 - The animal is not housebroken.
 - The animal's presence or behavior fundamentally interferes in the functions of the District.
 - The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

Liability

The student (parent/guardian) or staff member with a disability is liable for any damage to the District's property, personal property, and any injuries to individuals caused by their service animal to the same extent that a non-disabled individual who caused such damage would be held liable by the District. The student (parent/guardian) or staff member with a disability who uses a service animal on District property will indemnify and hold harmless the District and its officers, employees, agents, and assigns from any such damages.

Therapy Dogs on District Premises

A therapy dog is permitted onto District premises. The District shall comply with all state and federal laws, regulations and rules regarding the use of therapy dogs by staff or students under appropriate circumstances.

Purpose

Therapy dogs can be used to achieve specific physical, social, cognitive, and emotional goals with students or staff. A therapy dog is trained to provide affection and comfort to students or other individuals under the direction and control of a qualified handler who works with the dog as a team. Therapy dogs are not “service animals” as defined by the Americans with Disabilities Act, 28 C.F.R. Part 35.

Procedures/Requirements

- Therapy dogs are required to have one of the following professional certifications on file at the school:
 - Therapy Dogs International (TDI)
 - Delta Society Certification (as a therapy dog)
 - AKC’s Canine Good Citizen Program (CGC)
- The dog that is brought to a school building will need to be accompanied by a trained handler who has worked with the dog during the certification process. The handler shall also be certified or licensed as a professional in the State of Iowa (e.g. teacher, counselor, psychologist) and must be either a District staff member or a registered District volunteer. References regarding the handler’s certifications and/or licensure should be provided. Therapy dogs must be under the control of their handlers at all times, wear proper identification, and always be on a 4-foot leash, or shorter, or restricted by some form of containment.
- All legal liability will be assumed by the owner of the certified dog.
- Requests for the use of a certified therapy dog will be made by the handler by completing the appropriate form and submitting it to the Building Administrator. The dog must be clean and well-groomed with trimmed nails, clean teeth, free of internal and external parasites, and in overall good health. Any dog with a fresh wound, recent surgery or other injuries must be excused from therapy visits until fully recovered and healed. Female dogs in “season” cannot participate in therapy visits. Up-to-date inoculations and designated veterinarian information must be included.
- An Administrator should submit a summary of expected duties and responsibilities of both the therapy dog and the primary handler to the Office of Learning Supports.
- The owner of the dog must provide a crate for the dog along with an area for the dog to stay if an individual has pet allergies or significant emotional discomfort with any type of animal.
- The primary handler will be solely responsible for any clean up related to the dog ensuring compliance with state and federal regulations.
- Parents must be informed of the presence of a therapy dog in the school building to allow any concerns or questions to be raised.
- The District/Building Administrator retains discretion to exclude or remove a therapy dog from its property for any reason including but not limited to:
 - The handler does not take effective action to control the dog’s behavior.
 - The dog is not housebroken.
 - The dog’s presence or behavior fundamentally interferes in the functions of the District.
 - The dog poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

Code No. 104

ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Perry Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame. A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the individual in reasonable fear of harm to the individual's person or property.
 - (2) Has a substantial detrimental effect on the individual's physical or mental health.
 - (3) Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the individual” includes but is not limited to 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials

- Inclusion on the school or school district's web site,
- (other) _____

NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.