

**PERRY MIDDLE SCHOOL
TEACHER HANDBOOK
2023 - 2024**



PERRY MIDDLE SCHOOL

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It has been said, “Children don’t care what you know until they know you care.” As we strive to improve test scores, create meaningful lessons, and hold students accountable, keep those words in mind. For some of our students you will be the most influential figure in that child’s life; instilling lifelong lessons and memories.

Accidents and Illness

If a student becomes ill in class or has an accident and is injured, be sure to follow these procedures:

- 1.** When a student becomes ill in class, give the student a pass and send him/her to the office. At your first opportunity, check with the office as to the condition of the student.
- 2.** If the student is too ill to get to the office, call the front office for assistance. The office will call the parents and take whatever emergency action is needed.
- 3.** In case of an accident, notify the office immediately and take whatever emergency action is deemed necessary. Avoid moving the injured student unless you are certain that such movement will not aggravate the injury. The office will provide assistance and will call a doctor or ambulance if necessary. Notify the parents as soon as possible.
- 4.** Immediately following an accident, complete an Accident Report in detail and turn it into the office.

Advisory

All teachers with an advisory are responsible for teaching the Monday character education lessons provided by our school counseling staff. Advisory class will not be graded.

Announcements

At the beginning of 1st period, announcements will be read over the intercom on a daily basis. Students are expected to be in their seats listening to the announcements. Announcements need to be in the office one day in advance by noon to be read the next day. Coaches and activity sponsors are encouraged to recognize students by providing the office with an event summary.

Assemblies

Please be punctual for all assemblies and **sit with your class**. Students are expected to be courteous, respectful and quiet during assemblies.

Cell Phone/Smart Watch Policy

We appreciate cell phones/smart watches as effective communication devices and possible resources for information. However, during the hours of 7:55 - 3:15, the expectation for cell phones/smart watches is that they are stored with the classroom teacher in a designated location at the start of each class period or they are left in lockers. **Cell phones/smart watches have become a major distraction to the learning environment at Perry Middle School and Perry High School in recent years.** The school is equipped with phones in the office and in every classroom for student, staff, and parent communication.

We will follow these consequences for cell phone/smart watch use in the classroom:

1st Offense: Verbal Warning. Cell phone/smart watch is turned on silent and stored.

2nd Offense: Cell phone/smart watch is confiscated by the teacher and returned to the student at the end of the period.

3rd Offense: Cell phone/smart watch is confiscated by the teacher and turned into the office. Student may pick up the phone/smart watch at the end of the day.

4th Offense: Cell phone/smart watch is confiscated by the teacher and turned into the office. Student’s parent/guardian will be notified and required to pick up the confiscated phone/smart watch in the office.

5th+ Offense: Cell phone/smart watch is confiscated by the teacher and turned into the office. A parent meeting will occur. Future problems with cell phones/smart watches may include after school detentions, ISS, individual student phone turned into the office daily, etc.

The school is not responsible for lost, stolen, or damaged items. We recommend that students leave electronic devices at home. Teachers may request administration approval to temporarily use cell phones in the classroom for a specific purpose or activity. New technology that is released may be added to this policy immediately if it is causing distractions to the learning environment.

Staff should not use cell phones during class time unless there is an emergency.

Collaboration

When a teacher is assigned to a collaborative setting, that teacher is responsible for contributing to that class during that time. The special education teacher may help his/her own students, but may also help other students in that class. Assisting in instruction or developing accommodations for upcoming curriculum should be occurring during that time. Both teachers should meet and agree on the daily roles each member will play.

Discipline

The type of classroom management we have in each individual classroom and throughout the school has a great effect on the quality of learning that takes place in Perry Middle School. The type of discipline that each of us establishes also has a large psychological effect on how we view our jobs and how students view the importance of the classes. Each teacher and administrator, as well as the students and parents, realizes the need for firm, consistent classroom management methods. It is our job to achieve this goal. While styles of discipline will vary from teacher to teacher, there are some common characteristics to keep in mind.

1. **Be well prepared for each class.** As a teacher, your attitude sets the tone for the day. You cannot expect students to be better prepared than you are.
2. **Establish definite class policies at the beginning of each semester.** These might include (a) make-up work, (b) tardiness, (c) seating, (d) grading, and (e) students leaving the classroom.
3. **The goal of any disciplinary action is to prevent future undesirable behavior.** Effective discipline does not attack the student's own self-concept and feeling of self-worth. Rather, it focuses on the behavior and the events leading to the behavior.
4. **Be consistent.**
5. **Disciplinary problems do not go away if you ignore them.** Handle them as they occur. Most disciplinary problems can and should be handled by the individual teacher. However, occasional disciplinary problems may arise that are so serious as to require administrative action. In those cases, the student should be sent or taken to the office. Keep in mind that the effectiveness of this action will be diminished if students are sent to the office for trivial matters. As soon as possible, provide the administrators with details of events leading to the disruption.
6. **Be in your classroom at all times.** If you do not feel that it's important to your students that you are in your classroom, then you can hardly expect students to have a positive attitude toward you and your class. Disciplinary problems that arise when a teacher is absent from the room are difficult to manage.
7. Please call parents as soon as possible following an office referral. It is much easier to give your side first, than to have to undue what the student told their parents. Office referrals need to be logged in PowerSchool.

Duties

All teachers will have hallway duty between classes. In order to facilitate a positive climate, teachers are asked to be outside their doors during passing periods so they can greet their students at the door. A smile or handshake can do wonders to school climate and to your students' attitudes! A duty schedule will be created. Please be diligent about showing up for your duty.

Extra-Curricular Activities

We want our kids to be involved in our extra-curricular activities. It helps immensely with participation when our school staff encourages student involvement. This occurs by verbally encouraging participation and by physically showing up to watch a game or event. We have outstanding extra-curricular activities, so please try to show up and cheer on our BLUEJAYS and JAYETTES!

Field Trips and other Away Events

Field trips are a valuable and fun instructional technique. Careful planning is required to ensure their effectiveness. Prior to the field trip, the teacher shall:

- 1) Identify the objectives to achieve.
- 2) Review with the students what they should look for and what problems may arise.
- 3) Secure permission from the office to take the trip.
- 4) Request transportation utilizing the transportation request form at least ten working days in advance.
- 5) Provide the building secretary and each teacher with a list of students participating in the field trip.
- 6) If using a bus, chaperones shall be stationed, at minimum, in the front and back of each bus.
- 7) Schedule through the office secretary to eliminate conflicts.

During the field trip, the teacher shall supervise the students to ensure they are attentive and are recognizing the important aspects of the trip. Upon returning to school, the teacher shall discuss and clarify any questions the students have about the trip. Particularly, attention should be given to see that all objectives are achieved.

Fire and Tornado Drill Procedures

For fires, each room will have a sign posted by the main exit designating the escape route. The teacher will need to take attendance once in their designated area. Students must exit the building quietly, in a single-file line, remaining that way until role has been taken and they are signaled to return back to class.

For tornados, each room will have a sign posted by the exit designating where students are to sit. Students should kneel and protect their head with a book or their arms until the ALL CLEAR is announced.

Fundraising Projects and Resale Items

All fundraising projects and resale items must have the approval of an administrator. The administrator shall be informed of the time and place the fundraiser will take place. A list of all fundraising activities will be submitted to the Board of Education. All money collected during a fundraiser needs to be turned into the office daily. Checks should be written to Perry Middle School.

Grade Books

All teachers in the building are expected to use PowerSchool. Standard scores should be entered as soon as possible for prompt student feedback.

Grading and Evaluation

Evaluation is an important part of your class. Each team is encouraged to adopt common standards referenced grading procedures. The following guidelines should be considered when developing your assessment plan:

- 1) The evaluations should be numerous and given periodically throughout the quarter.
- 2) The evaluation should be a sample of the course objectives.
- 3) Students should be made aware of the results as soon as possible.
- 4) Rubrics may be designed to take subjectivity out of grading.
- 5) Aligning assessments to the Iowa Statewide Assessment of Student Progress (ISASP) will help our students' performance on the actual test.

Incomplete Grades

When a student has not completed a major unit of work during a quarter, the student may be given an "incomplete" for a quarter grade. The incomplete work shall be completed within a reasonable time as indicated by the make-up work policy. Parents should be contacted with the reason for the incomplete. Should it be necessary to extend this time limit, permission shall be secured from the building principal. The teacher shall turn in to the office a list of students who received an incomplete grade at the end of each quarter. When the student has completed the work, the final grade is to be turned into the office. Should a student fail to complete the work, the "incomplete" will become an "IE". The teacher should make this policy clear to each student who is given an incomplete grade.

Leave of Absence Requests

Leave will be granted in compliance with the master contract.

Staff members must fill out AESOP each time they are absent. AESOP should be filled out one week in advance for known absences, and as soon as possible for unexpected absences. The earlier the absence completion in AESOP, the better chance we have of obtaining a quality substitute for your classroom.

If possible, schedule appointments before or after the school day. When leaving during school hours, sign out in the office, and obtain administrative approval.

Lesson Plans

One key to a successful day is to be well prepared. Students come to us every day entering our classrooms ready to learn something new. It is our responsibility to provide our students with the best education possible. In order to incorporate a variety of student centered strategies and write meaningful objectives with adequate assessment, it is very important that the lessons are well planned. Please attempt to **actively engage** your students in each lesson, as they will better understand and retain the information.

Please make every attempt to begin each period with a warm-up or bell work. This will help eliminate down time and it will add to the amount of instructional time in each class.

Also include a visible display of your learning targets for students to see in your classroom.

Mileage Reimbursement

Employees eligible for mileage reimbursement need to fill out appropriate forms in the office. You must attempt to use a school vehicle for business trips. If a school vehicle is not available, you will then be allowed to use your own vehicle.

Requests to Attend Professional Meetings

Staff members are encouraged to participate in professional meetings that will update and improve their instructional skills. Teachers wishing to attend an in-state meeting should fill out a leave of absence form one week prior to the meeting. To be reimbursed for expenses associated with attending the meeting, the teacher should submit an expense sheet upon returning from the meeting. All requests for reimbursement for meals and lodging must be supported by receipts.

Requisitions

Use the following procedure in ordering things for which the school will be paying the bill.

- 1) Fill out a requisition on the computer using the appropriate budget code provided to you
- 2) Forward that requisition to the principal
- 3) The requisition will then be approved by the superintendent and given a purchase order number
- 4) Check your computer so you can see the status of your order. You will not receive a hard copy.
- 5) The secretary will receive a copy, which she will keep.

There have been incidents where teachers have ordered items by not using the above procedures. **If a teacher orders an item without securing approval from the administration, the teacher will be responsible for the cost of that item.**

School Day

The normal school day is from 7:45 AM until 3:45 PM, or 7:30 AM until 3:30 PM with the exception of Friday when staff may leave once our students have cleared the building and duties have been covered. Staff members are expected to be on time and to remain until departure time. If you leave during any time of the school day you must **sign out** in the office when you leave, and then back in when you return. That way we know where you are in the case of an emergency. If you are going to be out any time other than your planning period, you must have administrator approval.

Staff Meetings

Staff meetings will occur throughout the school year. Wednesday staff meetings will start at 2:00 unless otherwise notified. PLC's will meet each Wednesday from 2:30-3:30 following our staff meetings.

Student Attendance

Attendance is to be taken each period. The names of the students who are absent are to be entered into the computer at the beginning of each period. On the PowerSchool system there is a column for reporting student absenteeism by period. This information is to be recorded in the attendance column on the grade sheet. If a student is absent for a prolonged period, please check in the office as to the cause.

Student Attendance and Activity Participation

A student must be in attendance for the entire day to participate in a scheduled practice or contest (unless excused by the administration). Activity sponsors need to check the absence list to see if any of their students are ineligible for the contest.

Students in ISS may participate in practice, but may not participate in games and events.

Students in OSS may not participate in practice, games, and events.

Student Makeup Work

Students are expected to make up work with full credit when absent from school for excused and unexcused reasons. Students will be granted the number of excused absences, PLUS ONE day for ALL missing assignments for each subsequent absence not to exceed six days. For students who will be absent for more than one day, parents may request work ahead of time.

Student Progress Reports

Parents should be notified whenever a student's academic progress is not satisfactory. Teachers are encouraged to call, email, text, send a note, send a letter, etc., if a student's work is not satisfactory. In some cases, a student's progress may suddenly drop just prior to the end of the grading period. When this occurs, the parents should be notified by telephone.

Substitute Teachers

Please value our substitutes. Substitute teaching can be a very challenging job, however we can make things easier for the substitutes by being organized and providing detailed lesson plans with ample student work. All teachers will have a folder located on the teacher's desk which needs to contain the following:

- 1) Teacher class schedule
- 2) Seating Charts
- 3) Special rules for the class
- 4) Emergency lesson plan (For a planned absence, leave the lesson plan in your room)
- 5) Phone number where you can be contacted
- 6) Modifications/accommodations for students
- 7) Names of helpful students in each class

Tardiness

Students must be in the classroom when the tardy bell rings or they are considered tardy. When a student has received multiple tardies in a class, has received consequences including parent notification, and the problem persists, an office referral may be made. Please include all interventions and parent contact information in your referral.

Students tardy at the beginning of the day must report to the front office prior to being admitted to class.

The following consequences will be used for tardies:

1st tardy: Warning

2nd tardy: Parent contact and notice of 30 minute detention for the next tardy is will be given.

3rd tardy: A 30 minute lunch detention will be assigned and home contacted (period 1 by office, periods 2-9 by teachers).

4th tardy: An office referral, 30 minute after school detention, parent contact, and Saturday School.
5th tardy: Parent contact, office referral, 30 minute after school detention, or Saturday School. Team meeting between admin, student, parent/guardian, etc. to create an action plan for getting to class on time. After a plan has been created, the cycle starts back at 1 (for following tardy steps).

Teacher Evaluations

Teachers are evaluated throughout each school year. All teachers will have a minimum of 2 walkthroughs during the school year.

‘New to the profession’ teachers will be formally evaluated two times each year in their first 2 years in the district and must show competency in each category of the 8 teacher standards by the end of year two.

‘New to the district’ teachers with their standard license will be evaluated two times during their first year in the district.

‘Tier II’ Teachers will be formally evaluated once every three years.

Intensive assistance shall be available to teachers when an evaluation shows a need for growth in one or more of the standards. Intensive assistance may not be available under standard 8 if a teacher is found to engage in unethical practices. Unethical practices can be grounds for immediate dismissal.

Transportation Requests

Transportation requests need to be filled out at least 10 working days in advance. The transportation request can be found on the school website. Save the request and send the building principal an email with an attachment of your request. The building principal will approve and forward the request to the transportation department. Both the building principal and the requestor will receive confirmation. Please confirm all transportation requests at least 24-48 hours of departure.

Transportation to School Events

Participating students must ride to and from out of town events in school vehicles. Students may be able to ride home with a parent if the parent requests this in writing.

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 website,
- (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.

Legal References:

20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 *2et. seq.*
Iowa Code §§ 216.9; 280.28; 280.3.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

Cross References:

102 Equal Educational Opportunity
502 Student Rights and Responsibilities

Approved _____

Reviewed 4/13/2020

Revised 4/13/2020

Code No. 104.E1

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of
Complainant: _____

Are you filling out
this form for yourself
or someone else
(please identify the
individual if you are
submitting on behalf
of someone else):

Who or what entity
do you believe
discriminated against,
harassed, or bullied
you (or someone
else)?

Date and place of alleged incident(s): _____

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

	Age		Physical Attribute		Sex
	Disability		Physical/Mental Ability		Sexual Orientation
	Familial Status		Political Belief		Socio-economic Background
	Gender Identity		Political Party Preference		Other – Please Specify:
	Marital Status		Race/Color		
	National Origin/Ethnic Background/Ancestry		Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date:

Non-Discrimination Policy Statement

It is the policy of the Perry Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Angelica Cardenas, 1200 18th Street, Perry, IA 50220-1650, (515) 465-3505, or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, IL. Questions about ADA (Americans with Disabilities Act) compliance may be directed to Laura Skeel, ADA Coordinator, (515) 465-5656. [Click here to email Angelica.Cardenas@perry.k12.ia.us](mailto:Angelica.Cardenas@perry.k12.ia.us)

Homeless Children and Youth Policy

The District shall make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment, and eliminate existing barriers which may exist in District policies or practices to their receiving education.

A homeless child is defined as a child or youth between the ages of **3 and 21** who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designated as permanent; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as necessary: school records, immunization requirements, waiver of fees and charges, enrollment requirements/placement, residency and transportation. All services, which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services include special education, talented and gifted programs, vocational education, English as second language programs, health services and food and nutrition programs. Questions

regarding homeless children and youth should be directed to the Coordinator, Angelica Cardenas, at 515-465-8391.

Student Handbook Notice regarding Video Surveillance

The Perry Community District Board of Directors has authorized the use of video cameras in public spaces in school district buildings and on school premises. The video cameras will be used to monitor and/or record activities in order to promote and maintain a safe environment. Video recordings depicting students may be confidential student records and may be retained and used like other student records. Video recordings may be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the school administration. Parents may request to view video recordings of their child if the video recordings are used in a disciplinary proceeding involving their child or as otherwise authorized by law.

In the event of a health or safety emergency, law enforcement officials and other emergency responders may be provided access to video monitors and/or recordings.

Corporal Punishment, Restraint, and Physical Confinement and Detention

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 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.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES & GOOD CONDUCT CODE

The Perry Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participation in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board, administration, and individual activity coaches and sponsors. The High School and Middle School office shall keep records of violations of the Student Eligibility Policy.

The Board's policy applies to all extracurricular activities, including, but not limited to: Athletics, instrumental and vocal music performances, drama productions, speech contests, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, Mock Trial, Academic Decathlon, or any other activity where the student represents the school district outside the classroom.

This policy applies to students involved in High School (Grades 9-12) and Middle School (Grades 7-8) Activities.

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- receive credit in at least four full-time classes in the current semester.
- have earned passing grades in all classes at the end of the semester and make adequate progress toward graduation to remain eligible;
- be earning passing grades in all classes in the current semester. Any student not passing all subjects at mid-term and prior to the end of the semester will be declared ineligible to compete/participate until certified by the staff as passing all subjects and maintaining passing grade status. Any student not passing all subjects at mid-term and prior to the end of the semester may remain “conditionally eligible” by voluntarily agreeing to participate in the Academic Study Table program.
- for students in athletics, music, or speech activities, be under 20 years of age, for middle school be under 16 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for 12 semesters or less, for middle school be enrolled in seventh and eighth grade for 6 semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- for students in athletics, have a physical on file for the current school year;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student;
- be in attendance for the entire day of a scheduled practice or contest to be allowed to attend, or to participate. (unless excused by the administration for special circumstances including but not limited to a funeral, approved college visits, school sponsored activities, medical appointments/procedures)

Any student involved in athletics not passing all subjects at the end of the semester will be declared ineligible in accordance with Department of Education and state athletic association/union policy for thirty consecutive calendar days in the next sport or the current sport (if in season) in which the student participates. If a student drops out of or is removed from the activity prior to completion of the season, the penalty will begin anew when the student next participates in a sport, subject to the 12-month limitation. In the absence of Department of Education and state athletic association/union policy,

any student not passing all subjects at the end of the semester will be declared ineligible to compete/participate the following semester for thirty consecutive calendar days beginning with the first day of the semester or immediately upon the determination of a grade following an incomplete. An ineligible student shall attend all practices or rehearsals but may neither be in full uniform nor participate/perform/compete in pre-game or contests.

Marks of incomplete will be assigned a letter grade by the classroom teacher following a period of two weeks. This period may be administratively amended based on medical conditions, family emergencies, and other extenuating circumstances. A class withdrawal within the first eight weeks will be recorded as a "W" and the student will receive no credit. A withdrawal from a class after the first eight weeks of the course will be recorded as a failing grade. This period may be administratively amended based on medical conditions, family emergencies, and other extenuating circumstances. A student removed from a class, with administrative approval, for a discipline or an attendance issue will be considered a withdrawal, will be recorded as a "W", and the student will receive no credit. If the student is receiving a failing grade at the time of the removal, a grade of "F" will be recorded.

Students requiring special education or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the administration, towards the goals and objectives on the student's IEP or accommodation plan.

Good Conduct Rule

To retain eligibility for participation in the Perry Community School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all time. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

When it comes to the attention of school officials that a student is suspected of violating this policy or the rules of a specific extracurricular activity, the school official will determine whether the student has committed a violation. Prior to making a final determination that there has been a violation, the school official shall: (i) be informed of the allegations and (ii) perform an investigation; and the student shall (i) be notified, orally or in writing, of the allegations against the student and the basis of the allegations and (ii) be given an opportunity to respond to the allegations. Any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. Admission by the student involved, violations observed by a staff member, and findings of a violation by law enforcement officials/courts of law (including but not limited to admission, a finding of guilt, adjudication, plea bargains, results of alcohol/drug testing) will be grounds for invoking the Code of Conduct. Notification of a code of conduct violation will be provided in writing to the students and their parents, school administrators, and the activity sponsors/coaches involved with the student.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, distribution, or purchase of tobacco products, regardless of the student's age;
- possession, use, distribution or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);
- possession, use, distribution, or purchase of illegal drugs or the unauthorized possession, use, distribution, or purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses or fish and game violations, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) and inappropriate or offensive conduct such as hazing or harassment of others;
- in addition, if the student's conduct, either in or out of school, is such as to make him/her unworthy to represent the ideals, principles or standards of the Perry Community School District, the Superintendent of Schools or his/her designee shall declare the student ineligible.

Penalties:

When the administration believes it is more likely than not that the student violated the Good Conduct Rule, during the school year or summer, the student is subject to a loss of eligibility as follows:

- First Offense Within the Student's Career – 14 days of ineligibility beginning with the next scheduled contest/public performance
- Second Offense Within the Student's Career – 6 weeks of ineligibility beginning with the next scheduled contest/public performance
- Third Offense Within the Student's Career – 6 months of ineligibility beginning immediately upon a finding of a violation and completion of an approved counseling program (for substance abuse issues). Should the student not participate in any school activities during the six months immediately following the violation, a six week period of ineligibility beginning with the next scheduled contest/performance will be administered. The period of ineligibility will not exceed twelve calendar months.
- Fourth or More Offense Within the Student's Career – 12 calendar months of ineligibility beginning immediately upon a finding of a violation and completion of an approved counseling program.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, is begun or carried over to the time the student next participates in a contest/public performance. Students will not be allowed to participate in an activity which has already begun practice. Third and further offenses begin immediately upon the finding of a violation. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation. An ineligible student shall attend all practices or rehearsals but may neither "suit up" nor perform/participate. If a student drops out of or is removed from an activity prior to completion of the activity, the penalty will begin anew when the student next participates in an activity,

subject to the 12-month limitation above. A minimum of one event will be missed. In addition to the penalties identified above, a student found in violation of this policy as a result of a serious criminal offense/felony offense may be declared ineligible for participation in activities for an additional period of time determined by the school administration.

Violations of this policy by Middle School students (Grades 7-8) will accumulate during the Middle School years. Any period of ineligibility will carry over to High School participation. Offenses will begin at zero as the student becomes eligible for High School participation.

Reduction in Penalty and Evaluation & Treatment:

1. Admission Prior to Determination: If a student admits to or self-reports to an activity sponsor, a coach, the activity director, or an administrator a violation of the Good Conduct Rule within 24 hours of the incident, the student's penalty may be reduced by seven (7) days for a first violation, and three (3) weeks for a second violation (non alcohol/drug).

2. Evaluation & Treatment : A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's parent/guardian's expense. If the student self-reports/admits to a violation, seeks the evaluation, and agrees to waive confidentiality to allow the facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced to three (3) weeks.

•A student in violation of the alcohol or drug provision of the Good Conduct Rule a third time (and any additional violations) is required to complete an approved counseling program from a recognized individual/facility at the student's or student's parent/guardian's expense with the agreement to waive confidentiality to allow the individual/facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care. This program must be completed in order to regain eligibility following completion of the period of ineligibility. If the student's involvement in a counseling program extends beyond six months, eligibility reinstatement will be considered upon a written request for administrative review.

Violations Occurring During Ineligibility:

A student must be eligible in accordance with this policy in order for a Code of Conduct penalty to be successfully completed. If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible is found to be in violation of the Good Conduct Rule. When the student is again academically eligible, the Good Conduct penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible. While ineligible, the student again violates the policy. The second penalty attaches when the first penalty is completed.

Transfer Rule

A student who has been declared ineligible for participation in extra-curricular activities by another school district who then enrolls in the Perry Community School District shall be ineligible for participation in extra-curricular activities in the Perry District for the balance of the period of ineligibility as if the student were still enrolled in the former district, except that the student shall generally be allowed to participate in practices regardless of the former district's policy on practices during periods of ineligibility. The student may file a written request with the building principal to have the term of ineligibility imposed by the former district reconsidered. The administration may shorten the period of ineligibility if it is determined that the student would have received a shorter period of ineligibility if the student had been enrolled at Perry at the time the ineligibility was imposed by the former district. The number of periods of ineligibility imposed by the former district shall be considered when imposing sanctions for a violation of the Perry Good Conduct Rule after enrollment in the Perry Community School District (e.g., if the student had one period of ineligibility prior to enrolling in Perry, a violation of the Perry Good Conduct Rule shall be treated as a second offense).

Additional Coaches/Sponsors Rules:

Coaches/sponsors retain their authority to consider the amount of participation time for a student based on the student's commitment to the school-sponsored activity.

Coaches/sponsors may have additional rules and regulations for their activity that are consistent with this policy. A written copy of these rules will be provided to each student and filed with the Activity Director.

Academic Consequences:

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

If a student is required to perform as part of a grade (e.g., band or chorus), and that student violates the Good Conduct rule, the student will be withheld from participation (but may practice) without any impact on the student's grade for the course.

Appeals:

Any student who is found by the district to have violated the Good Conduct Rule may appeal this determination to the principal by filing a written appeal to the principal within 3 calendar days of being advised of the violation. The penalty will be in effect pending the principal's decision.

Any student who is found by the principal to have violated the Good Conduct Rule may appeal this determination to the superintendent by filing a written appeal to the superintendent within 3 calendar days of being advised of the decision by the principal. The penalty will be in effect pending the superintendent's decision.

In regard to third/subsequent offenses, within 3 calendar days of being advised of the superintendent's decision, if the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

Non-School Sponsored Activities:

A student who participates in school-sponsored activities may participate in the same non-school sponsored activity during the same season. However, such outside participation should not conflict with the school-sponsored activity. Written notification shall be provided to the head coach/activity sponsor and to the Activities Director of the student's intent to participate in a non-school activity in the same season as the high school activity, prior to the beginning of the District's season. Any student not providing this written notification who participates in a non-school activity may be subject to sanctions determined by the head coach/activity sponsor and the Activities Director. A student and parent may appeal the sanctions in accordance with the guidelines identified in the appeals section of this policy. Coaches/sponsors retain their authority to consider the amount of participation time for a student based on the student's commitment to the school-sponsored activity.

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:

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- 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

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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

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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.

Approved 6/11/2018

Reviewed

Revised

PERRY COMMUNITY SCHOOL BOARD OF DIRECTORS

Code No. 606.3

ANIMALS IN THE CLASSROOM

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities.

The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal.

It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Public Complaints

Any concerns should be resolved at the lowest organizational level by those individuals closest to the concern.

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board
- (e) Parents, guardians and community members of the district who have concerns about the district or the board may refer to the "Parents, Guardian, and Community Concerns" guidance provided by the Iowa Department of Education.