

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



**PERRY MIDDLE SCHOOL**

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### **Mission Statement**

To develop knowledgeable, skilled, and productive citizens of character.

### **Expectations**

It is expected at Perry Middle School that respectful behavior is demonstrated to all people at all times. Respectful behavior is expected of students, staff, parents and guests while they are participating in, or attending school events and activities, and while on school property which includes: school grounds, buildings, buses, vehicles, etc. By demonstrating respect towards one another we can create an atmosphere of trust.

### **Administration of Medication at School**

All medications including over-the-counter shall be administered only by the school nurse. In the event of the nurse's absence, medication will be administered by staff having successfully completed the Iowa School Administration course; and as approved by the school nurse. All medications shall be left with the school nurse/office secretary. Only the school nurse, or in the nurse's absence, a trained staff member designated by the principal shall have access to the medication. All medications must be in the original container with the name of the medication, the student's name, and directions for administration. All over-the-counter medications need to be in the original bottle with the name of the medication and dosage. Tylenol or cough drops must be supplied by the student if frequently needed. Parental permission must be given for medications to be given at school each year at registration. If parental permission has been given, the school nurse will administer up to 5 doses of Tylenol or ibuprofen in a semester. If more than that is needed, a Dr. note will be required along with parents supplying the medication to be given.

### **Attendance**

According to the Iowa Compulsory Education Law, students are expected to attend class every day. Regular class attendance has a direct impact on the current and future success of every child. Regular and timely attendance is not only a student responsibility, but also a parent/guardian obligation.

A parent/guardian is to call the school at 465-3531 before 9:00 a.m. when their son/daughter will not be attending. Parents/guardians need to call each day a student is absent. A written note, signed by the parent/guardian will be needed upon the student's return if a phone call was not made. The absence(s) will be considered truant if no call or note was received and disciplinary action will be taken.

If the school identifies a student who is exhibiting an attendance problem, which can include excessive excused and unexcused absences as well as tardiness, the school may require a

doctor's excuse or evaluation provided by our school nurse. In extreme cases, Juvenile Court may become involved to assist in alleviating attendance problems.

Students are responsible for receiving and completing missed assignments within the extra time given.

### **Backpack Policy**

Students may bring their backpack back and forth to school. Upon arrival at school students must place their backpack in their locker. Students will not be allowed to carry their backpacks with them throughout the day.

### **Bikes/Mopeds/Cars**

All bicycles are to be parked in the bicycle racks at the front of the building. For the safety of everyone, bicycles are not to be ridden on the sidewalks; and stunts and tricks on school grounds are prohibited. Students are advised to chain and lock bicycles upon arrival at school. Students who fail to follow these regulations will be subject to withdrawal of their privilege to ride a bicycle to school. Students who wish to ride mopeds to school need to notify the principal so parking arrangements can be made. Car drivers are expected to park in the high school parking lot.

### **Bus Expectations**

Bus riders are expected to meet the following expectations:

1. Obey the driver.
2. Remain seated at all times.
3. Talk at a classroom level.
4. Use appropriate language.
5. Respect each other, themselves, and the driver.
6. Keep hands to self at all times.
7. Keep body inside of bus at all times.
8. Be courteous.
9. Keep the bus clean.
10. No eating or drinking on the bus.

\*\*The driver may assign seats at any time.

The Perry Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The contents of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matters as determined necessary by the administration. Parents may request to view video tapes used in any disciplinary proceeding involving their child.

### **Cafeteria Expectations**

Perry Middle School operates a closed lunch period. All students will go to the lunchroom during their assigned period unless otherwise notified. Students may participate in the hot lunch program or bring a sack lunch from home. Parents and grandparents are always welcomed to eat with their student. Please be sure to check in at the office prior to lunch.

Perry Middle School operates a breakfast program available to all students beginning at **7:25 A.M.** Those eating breakfast should enter the front door and go directly to the lunchroom. When finished with breakfast students will stay in the lunchroom until dismissal for first period. Breakfast will not be served after **7:55 A.M.** Eating breakfast will not be an excuse for a tardy to first hour, unless there is a school bus issue. All lunch money and breakfast money must be deposited into the student's account between 7:25 and 7:55 am. Please attempt to keep your child's account current, as charges add up quickly. Students will be charged for extra entrées. A \$10.00 maximum negative balance will be enforced.

Students are expected to conduct themselves in an orderly and mannerly fashion in the lunchroom. The expectations are as follows:

1. Walk to and from the lunchroom.
2. Go to the end of the line. No cutting.
3. Stay at your table once seated.
4. Speak quietly and calmly.
5. Keep hands, feet, and objects to self.
6. Clean up your table and the floor around it.
7. Don't throw food.
8. Return tray and any garbage to proper places.
9. Food is not to be taken outside of the lunchroom.

### **Care of School Property**

Every attempt is made to maintain the school facilities and equipment in the best shape possible. Students shall treat school property with care and with the respect. Vandalism and graffiti causing damage to school property may require restitution to the school district. Students responsible for damages may be subject to discipline under board policy and school district rules and regulations. They may also be turned over to local law enforcement authorities.

### **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.

### **Church Night**

Wednesday night is designated as church night. Wednesday activities will be completed by 5:15 p.m. Student events will be scheduled on Wednesday only when other possibilities have been exhausted.

### **Computers**

Computers will be checked out to each individual student at the beginning of the school year and returned at the end of the school year. Students are responsible for the computer checked out to them and they will be held accountable for damages. (See the Perry CSD webpage: Departments: Technology, for more information on computer use, rules and procedures.)

### **Controlled Substances**

Tobacco, vaping devices, beer, alcohol, controlled substances and “look alike” substances are not allowed on school property or at any school sponsored event. Violation of this policy by students will result in disciplinary action including possible suspension and involvement of local law enforcement authorities.

### **Counseling**

School counseling services are available to all students. School counselors can assist students in a variety of areas including: peer relations, family concerns, academics, and other personal issues. Although the majority of counseling takes place on an individual basis, small groups may meet when appropriate. All conversations with a school counselor remain confidential unless the safety of a student is at risk.

### **Detention**

The principal, associate principal, teachers and paraeducators may arrange detentions for disciplinary purposes. A time will be arranged with the student’s parent or guardian. It may take place before or after school, lunch, or Saturdays as determined by the issuing staff member. Detentions may be scheduled after necessary teaching interventions have been conducted, or if the inappropriate behavior is of a serious nature. The following guidelines concerning detentions will be observed:

- A. When necessary, students will successfully complete teaching interventions with a staff member.
- B. Students will bring homework and class materials to detention sessions.
- C. Detentions are to be used for successfully completing teaching interventions and the study of homework. Magazines and outside reading materials not associated with school will not be allowed. Free-reading books are permitted in detention sessions. Alternative writing assignments may be issued.

- D. There will be no talking with other students during detention sessions. Students with questions for the staff member need to raise their hand to be recognized and then quietly go to the staff member to discuss and/or ask the question.
- E. Failure to appear for arranged detentions will warrant additional consequences.
- F. Refusal to follow rules while in detention will result in removal from detention and further consequences.

### **Disruptive Objects**

A disruptive object is an object that has the potential of disrupting the learning process of other students. These items include but are not limited to: electronic devices (cell phones, radios, laser pointers, skateboards, skates, inappropriate clothing/jewelry, etc.). The objects may be confiscated from the student by any staff member and stored in the office until retrieved by a parent or guardian. **Multiple offenses may result in the school holding the item for the remainder of the school year.** Also, graffiti on agendas, notebooks, and other visible items is not allowed.

### **Dropping/Adding Band or Choir**

At the start of each school year, students will have until the end of the first full week of school to drop/add band or choir. Students will need to pick up a schedule change form from a guidance counselor. After this time, students are expected to remain in the classes the rest of the full school year.

### **Dress Code/Student Appearance**

There is a strong connection between academic performance, students' appearance, and students' behavior. Students are expected to wear clothing that is appropriate to their age level, does not disrupt the school or educational environment, and does not present a threat to the health or safety of anyone on school premises.

### **While the primary responsibility for student appearance lies with their parent/guardian, appearance that is deemed disruptive by any school staff member will not be allowed.**

Examples of disruptive clothing/student appearance include, but are not limited to:

- Pants must be worn at the waist/hips. **No sagging.**
- Bare midriffs or cleavage, see-through mesh blouses, halter-tops, tube tops, spaghetti straps, backless or strapless blouses, tops, or dresses, muscle or mesh-type shirts, and ½ t-shirts are not allowed. **Shoulders and back must be covered.**
- Writing on the body (hand, face, arms, legs, etc.) is not allowed.
- Shorts, skorts, and skirts must appropriately cover the person.
- All undergarments must be covered.
- Clothing with graphics or text deemed offensive to others is not allowed.
- Profane, obscene, or defamatory text or graphics, ethnic slurs, and symbols of drugs, sex, gangs, alcohol, or tobacco on clothing or jewelry are not allowed.
- Hats, hoods, picks, sunglasses, hairnets, bandannas, or skullcaps are not to be worn inside the school building.
- For safety reasons, shoes must be worn at all times. Closed-toe shoes must be worn for any type of physical activity including, but not limited to Physical Education. Slippers are not allowed.
- Studded/spiked jewelry/apparel is not allowed. Jewelry deemed distracting must be removed.
- Hanging chains of any kind are not allowed.

- Gang paraphernalia and/or symbols are not allowed. This includes, but is not limited to the following: bandannas, pants banded or tied at the bottom, belts, straps, arm/wrist bands, anything representing “colors”, and clothing that infers or is associated with gang affiliation.

Exceptions for special activities or health considerations may be pre-approved by the principal.

**Penalties:** Students must meet dress code/student appearance expectations to go back to class. Parents/guardians may be notified when a student’s appearance is inappropriate and the problem cannot be easily resolved. Students will work on class assignments in the office until appropriate clothing is obtained. The administration reserves the right to confiscate clothing, jewelry, or other personal items that are deemed as disruptive objects. Students who repeatedly violate this policy may be subject to detention, Saturday school, or suspension.

### **Dual Enrollment Students**

Students who attend private institutions and are also enrolled in classes or participating in school activities at Perry Middle School are expected to follow the same policies, rules, and regulations as other students who are enrolled in the district.

### **Emergency Alarms**

**Fire Drills/Alarms** - Students and staff will be notified by an automated system in the event of a fire emergency/drill. Falsely pulling alarms or discharging fire extinguishers are serious matters punishable by law and may lead to suspension. Students should leave the alarm system and extinguishers alone, unless there is a threat of a fire. The following guidelines should be observed:

- Students must immediately leave what they are doing and silently exit the room using the proper emergency exit (all procedures on how to exit the classroom are posted by the door).
- Students must pass in single file on both sides of the hallway in an orderly fashion, keeping hands, feet and objects to themselves. Talking will not be permitted during the exit.
- Students must stay with their current teacher so roll may be taken.
- If a student’s teacher is not nearby, go with the nearest staff member.

**Tornado Drills/Alarms** – Students and staff will be notified by an automated system in the event of a tornado emergency/drill. The following guidelines should be observed:

- Move quickly and quietly to the hallways or designated area in your room. Go in single file and use the emergency routes that are posted in your room by the door.
- Once in the tornado shelter areas, students should kneel down on both knees, bending over at the waist and covering the head.

### **Expulsion**

The Board of Directors, following the recommendation of the Superintendent or his/her designee, may suspend a student for a period to be determined by the Board (not to exceed the balance of the school year) or expel a student from school. Written charges prompting the administrative recommendation and notice of the District policy, rule or regulation alleged to have been violated, or a statement that the recommendation is for repeated violations of District rules shall be mailed or



delivered personally to the parent or guardian and to the President of the Board. The notice shall also give the time and place for a hearing before the Board of Directors. The hearing shall be scheduled for a time within ten (10) school days after the notice has been mailed or delivered.

### **Field Trips**

In certain classes field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips are considered excused absences. While on field trips, students are guests and considered representatives of their family, the community, and the school district. Students must treat employees, chaperones and guides with respect and courtesy.

A permission form signed by the student's parent(s)/guardian at the time a student is registered and/or enrolled will be considered as authorization for a student to participate in field trips and school sponsored activities. Any required fees or admission costs might be collected in advance of the trip or activity. Students unable to afford the cost of the field trip or activity should contact their sponsor or the principal.

### **Fighting**

Perry Middle School has adopted a “**zero tolerance**” policy for fighting. Students involved in fighting, instigating a fight, or intimidation will be subject to suspension and may be reported to local law enforcement authorities.

### **Hall Pass**

Students will have passes written when going to locations not designated on their schedule throughout the school day.

### **Hallway Behavior**

- Open containers of any kind, without prior approval, are not allowed in hallways or lockers.
- Walk directly to your locker.
- Exchange materials if necessary and move on.
- Aerosol sprays are not allowed (body and deodorant sprays included).
- Open/close locker door gently.
- Stay to the right side of the hallway.
- Keep hands, feet, and body to self. No public displays of affection.
- Walk to your next class. No Loitering.
- Obtain permission from your next teacher to use the restroom if necessary.

### **Headphones/Airpods/Other Similar Devices**

Headphones/airpods are not to be used during class time without permission from the classroom teacher. We will follow these consequences for headphones/airpods in the classroom:

1st Offense: Verbal Warning. Item is put away.

2nd Offense: Item is confiscated by the teacher and returned to the student at the end of the period.

3rd Offense: Item is confiscated by the teacher and turned into the office. Student may pick up the item at the end of the day.

4th Offense: Item 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 : A parent meeting will occur. Future problems with these items may include after school detentions, ISS, items turned into the office daily, etc.

The school is not responsible for lost, stolen or damaged items.

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### **Injury/Illness at school**

When a student becomes ill or is injured at school, the school nurse or office personnel shall notify the student's parents as soon as possible. The school district, while not responsible for medical treatment of an ill or injured student, has authorized school personnel present to administer emergency or minor first aid. In the event of student injury or illness, every attempt will be made to contact parents or guardians before the student is released to qualified medical personnel.

Phone numbers and emergency contacts must be kept current to ensure communication. Update contact changes immediately. Each year parents are required to complete a medical emergency authorization form indicating the procedures to be followed in an emergency situation.

### **Instrumental Music Lessons**

Most instrumental music lessons are scheduled during the regular school day. Students will be excused from class for lessons. It is the responsibility of the student to notify the teacher in advance of the lesson to avoid being counted absent and so that all necessary work can be completed. Students that have an important test or assignment may need to reschedule their band lesson. Teachers will communicate these adjustments with the band instructor.

### **Late Work**

If you are absent from school, you are urged to have a parent/guardian request your assignments and pick them up at a designated time. **Students are expected to make up all missed assignments in the event of an absence from school.** Students will be given full credit provided the work is turned in to the teacher in a timely manner. All missed assignments due to an excused absence are due the number of days of the absence PLUS ONE. For example, if a student is absent for 3 days he or she has 4 school days to turn in the missed assignments for full credit. Students and teachers may make other arrangements on an individual basis.

**Late work that is not related to an excused absence will be handled at the discretion of individual teachers.** If a student persists in not turning in assignments, or a pattern of late work is noted, a teacher may request a homework session either before or after school. When this occurs, a parent will be contacted to arrange the homework session. **If a student does not attend an arranged homework session, a disciplinary action may be taken.** Teachers are available before or after school for scheduled tutorials.

Perry Middle School students are expected to complete all assigned work. Arrangements may be made to finish work including after school work completion sessions, Saturday School, or other arrangements with teachers or administrators.

### **Library/Media Center**

The Brady Library is to be used for research and study purposes. Students may use the library during advisory when excused by the advisory teacher.

Students are expected to observe the rules established concerning library materials. Among those are the prompt return of checked out materials, and receiving proper authorization before removing reference materials.

### **Lost and Found**

All students may check the lost and found table in the lunch room for missing items. Valuable items such as watches, glasses, and billfolds are kept under lock and must be specifically asked for and identified. Students should not carry money or other valuables to school. **The school is not responsible for any lost or stolen items.**

### **Parent/Student Communication During the School Day**

From time to time it is necessary for parents/guardians to communicate with their son/daughter during the school day. We ask that families plan ahead and keep those interruptions to a minimum. To keep classroom distractions to a minimum, all non-emergency messages will be delivered to students after 2:45 p.m. or 1:15 p.m. on Wednesday. Please refrain from sending text messages/social media messages to your student throughout the day.

### **Progress Reports**

Progress reports may be sent when teachers feel a student needs improvement, is showing improvement, or demonstrates excellence in class work. Such reports will be presented at student-led conferences or sent to parents periodically throughout the school year. During the school year a child's grades may be monitored via internet through the **PowerSchool** program. Please utilize this communication system frequently to stay current on your child's grades. We also encourage you to contact your child's teacher any time during the school year so we may work with you to promote the success of your child.

### **Promotion**

Students will be promoted based on classroom performance and state assessments. Summer school may be required for promotion. Any student in danger of retention will be notified.

### **Release During School Hours**

Perry Middle School is a closed campus. Students are not allowed to leave the school facilities during school hours without prior authorization from a parent/guardian stating who shall pick up the student. For safety reasons, the person designated to pick the student up must come to the principal's office and sign the student out prior to release. Approved reasons for release of a student during the school day shall include, but not be limited to: illness, family emergencies, medical appointments, religious instruction, classes held in another building, and other reasons determined by the principal.

### **School Hours**

Perry Middle School will operate from 7:55 a.m. until 3:15 p.m. except on Wednesday when students are dismissed at 1:45 p.m. Students are not to be on school property before 7:00 a.m. After school students should be out of the building and off school property by 3:30 p.m. unless under the direct supervision of a staff member. Students must have permission to enter a teacher's classroom before 7:55 a.m.

### **School-Sponsored Organizations**

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include Student Council, Technology Students Association, Yearbook Club, and others as designated during the school year.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as violation of school district policies, rules or regulations. Regulations and policies shall always remain the province of the board and administration.

### **Search and Seizure**

School authorities may, without a search warrant, search a student, student lockers, desks, or work areas based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline, promote the educational environment, and protect the safety and welfare of students and school personnel.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to: non-prescription controlled substances, drug paraphernalia, unauthorized medications, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under the jurisdiction of the school district. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

It should be further understood that the school authorities have the right and the responsibility to make periodic inspections of all lockers to ensure that the lockers are properly maintained and to check for cleanliness and vandalism.

### **Skateboards/Skate shoes**

While on school property, students must carry skateboards. Skateboards are to be placed in the office immediately upon a student's arrival to school and kept there until dismissal. Skates in shoes are not to be used in the school building.

### **Snacks and Drink in the Classroom**

Snacks may be allowed in the classrooms at teacher discretion. Water is allowed in all classrooms. Outside drink including pop, coffee, Gatorade, etc. is not allowed in the classrooms.

### **Social Events**

All school-sponsored events shall be under the control and supervision of school personnel. Approval for an event shall flow through the activities director and the principal before any public announcement is made. The hours and activities of the event shall be reasonable and in keeping with board policy.

**School-sponsored events, such as dances, are open to the students CURRENTLY enrolled in the district and St. Patrick School students.**

Expectations for student conduct shall be consistent with the conduct expected during the day and the dress code will be enforced. Students with dress inconsistent with the school dress code

will not be allowed to participate in the event. Sponsors and students are expected to maintain cleanliness in hallways, bathrooms, and other areas of use during a school event.

### **Student Expression/Social Media/Email/Texting**

Student expression made on the school premises or as part of a school-sponsored activity may be attributed to the school, therefore student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity, and that the potential audience is not exposed to material that may be inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is done responsibly. The expression shall not encourage the breaking of laws, cause defamation of persons, or contain obscenity or indecency. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

### **Student Lockers**

Student lockers are the property of the school district. Students will be assigned a locker for storing their school materials. It is the responsibility of each student to keep the locker assigned to them clean and undamaged. Students may request a lock for use during the school year.

The school strongly discourages storing items of value in school lockers and will not be responsible for items stolen from lockers. **Do not put your things in another student's locker.** Lockers are subject to unannounced inspections to be sure they are being kept clean and undamaged and to ensure a safe and appropriate educational environment. If items in violation of school district policies, rules, or regulations are found in student lockers, desks, or other assigned spaces, they will be confiscated and held until a parent or guardian comes to pick them up. Illegal items may be given to law enforcement officials.

### **Student Pickup and Drop-off**

All middle school students who are transported to and/or from school in private vehicles are to be dropped off/picked up at the circle drive in front of the middle school. All middle school bus students are to immediately enter the building through the high school and proceed to either the cafeteria or middle school commons. After school, bus students are to walk to the high school and exit out the main doors by the high school office to the bus loading area. Students who walk or are picked up in private vehicles are to exit out the front doors. Middle school students must stay in the middle school separate from high schoolers, unless given permission by school personnel.

### **Suspension**

The principal or his designee is authorized to suspend a student from school for a period not exceeding 10 days for breach of discipline. At any time that the behavior warrants, the principal and/or the superintendent may recommend a student be brought before the Board of Directors for disciplinary action, which may include suspension beyond 10 days or expulsion.

Upon verification of facts, suspension may occur for the following causes:

1. Theft.
2. Threatening, intimidating or harassing another person.
3. Use of profane or indecent language either verbally or in writing.

4. Use of tobacco.
5. Possession or use of alcohol or controlled substances.
6. Fighting.
7. Truancy and unexcused absences.
8. Insubordination.
9. Vandalism or willful damage to property.
10. Tampering with the fire alarm system.
11. Willful disruption of school or interfering with the peaceful conduct of the activities of the school.
12. Gang related symbols, signs, paraphernalia, clothing, etc.
13. Other causes not specifically outlined as they may occur.

### **Tardies**

Students shall be considered tardy if they are not in the classroom at the assigned time. Students not in class at 7:55 a.m. must report to the office before going to class.

**Excused Tardies:** Students late to class must have a legitimate reason, as determined by a staff member involved, and have a pass from a staff member for the tardy to be excused.

**Students tardy at the beginning of the day must report to the office** and present a note from their parents/guardians, or a phone call stating the cause must be received for the tardy to be considered an excused tardy.

**Unexcused Tardies:** Students tardy to class without legitimate reason and a pass, will be admitted and recorded as having an unexcused tardy.

Unexcused Tardies will be dealt with by the corresponding teacher. The classroom teacher in the room which the tardy occurred will provide assistance to the child to correct the tardy behavior. This may result in a student-teacher conference, a parent-teacher conference, a phone call home, making the time up with that teacher before or after school, or in extreme cases, an office referral.

### **Textbooks/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.

### **Truancy**

Students over 10 minutes late for class may be considered truant. Truancy also applies to students found in an area they don't belong, and students skipping school.

#### **Consequences for Truancy:**

Every time a student's absence is considered truant an office referral will be made. The following consequences may apply but are not limited to: parent phone call, detention, Saturday School, in-school suspension, and juvenile court intervention.

### **Visitors and Guests**

For the safety of students and staff, parents and visitors must check in at the front office upon arrival at school. Parents and any visitors must be accompanied by a staff member while visiting the school. Please wait in the office prior to any meeting.

### **Weapons**

Weapons and other dangerous objects have no place in our school. These items shall be taken from students or others who bring them onto school property. Parents of students found to possess weapons or dangerous objects will be contacted, and the incident will be reported to law enforcement.

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

## **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. 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.***

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  
 503 Student Discipline  
 506 Student Records

Approved \_\_\_\_\_ Reviewed 4/13/2020 Revised 4/13/2020

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.

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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](http://www.iowa.gov/educate).

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:

#### PERRY COMMUNITY SCHOOL BOARD OF DIRECTORS

- 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

## PERRY COMMUNITY SCHOOL BOARD OF DIRECTORS

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

## PERRY COMMUNITY SCHOOL BOARD OF DIRECTORS

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.

## ANNUAL NOTICE

Code No. 506.1E9

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

- The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

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

*[Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)]*

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- The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must make object in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, STUDENT ID NUMBER, USER ID OR OTHER UNIQUE PERSONAL IDENTIFIER, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

*Note - If boards eliminate name, address or telephone listing from their directory information, military recruiters and postsecondary institutions still have the right, under federal law, to access the three items. Those boards that eliminate name, address or telephone listing, need to give parents a second notice allowing them to withhold this information from military recruiters or postsecondary institutions. The following additional notice is suggested:*

*Even though (choose the applicable words - names, student addresses and telephone numbers) are not considered directory information, military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military*



*recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.*

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,  
400 Maryland Ave., SW, Washington, DC, 20202-4605.

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*[The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order.*

*Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.]*

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Code No. 603.5E1

## HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Student Name:

Grade:

Parent/Guardian:

Phone #:

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

Objective

Class / Grade

Ex. To understand the consequences of responsible and irresponsible sexual behavior.

Health Education / 6

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/will be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed: \_\_\_\_\_  
(Parent or Guardian)

Date:

Signed: \_\_\_\_\_  
(School Administrator)

Date:

PERRY COMMUNITY SCHOOL BOARD OF DIRECTORS

Code No. 402.3

**ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Legal Reference: Iowa Code §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1) (2013).  
281 I.A.C. 12.3(6), 102; 103.  
441 I.A.C. 155; 175.  
1980 Op. Att'y Gen. 275.

Cross Reference: 106 Bullying/Harassment  
402.2 Child Abuse Reporting  
503.5 Corporal Punishment

Approved 11/10/08 Reviewed 10/12/2015 Revised 10/12/2015

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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.