

**GENERAL INFORMATION**

Our office employees and principals are in their buildings and should be available to assist you with any questions you might have regarding registration. Online registration is available on the Perry website [www.perry.k12.ia.us](http://www.perry.k12.ia.us). Please call the school that can help you with your questions or visit the office for assistance. For your convenience, the telephone numbers for each location are listed below:

School Administration Center	465-4656
Perry Elementary School	465-5656
Perry Middle School	465-3531
Perry High School	465-3503
Transportation Office	465-5513
Technology Office	465-5496
PACES	465-8264

**SCHOOL FEES**

TEXTBOOK RENTAL FEES:

Kindergarten – Fifth	\$45.00	Reduced Rate \$18.00
Grade 6-12	\$60.00	Reduced Rate \$24.00

OTHER FEES:

Driver’s Ed	\$380.00 (Contracted–subject to change)
	\$152.00 Reduced Rate
Student ID Replacement Cards	\$5.00

ADMISSION TICKETS FOR EXTRACURRICULAR ACTIVITIES:

Volleyball, Basketball, Wrestling, Baseball, Softball, Track Meets & Tournaments, Soccer, Swimming, Music & Drama

Student	\$6.00
Adult	\$6.00
Senior Citizen	\$6.00 (PCSD Senior Citizen passes are accepted.)
Student Athletic Pass	\$40.00
Adult Athletic Pass	\$100.00

District Football Games:

Student	\$6.00
Adult	\$6.00
Senior Citizen	\$6.00 (PCSD Senior Citizen passes are accepted.)
Sub-Varsity Football	\$6.00

ADMISSION TICKETS FOR SCHOOL MUSICAL

Student	\$6.00
Senior Citizen	\$6.00
Adult	\$8.00

ADMISSION TICKETS FOR SUB-VARSITY ACTIVITIES:

Student	\$6.00
Adult	\$6.00

ADMISSION TICKETS FOR MIDDLE SCHOOL ACTIVITIES

Student \$0.00  
Adult \$5.00

ADMISSION TICKETS FOR MIDDLE SCHOOL TRACK ACTIVITIES

Student \$0.00  
Adult \$5.00

**FOOD SERVICE PROGRAM**

The daily school breakfast and lunch prices for the 2023-2024 school year are as follows:

BREAKFAST

Student (K-5) \$ .00  
Student (6-12) \$ .00  
Reduced Student \$ .00  
Adult \$2.25  
Additional Milk / Carton \$ .50

LUNCH

Student (K-5) \$2.95  
Student (6-12) \$3.10  
Reduced Student \$ .40  
Adult \$4.85

EXTRA BREAKFAST ENTRÉE

Student (K-5) NA  
Student (6-12) \$1.50  
Adult \$1.50

EXTRA LUNCH ENTREE

Student (K-5) NA  
Student (6-12) \$2.50  
Adult \$2.50

Individual accounts are available to all students who wish to purchase lunch through the computerized food service accounting system. Deposits to student food service accounts may be sent with students during the school year or paid on-line using the fee payment link on the school's web page.

**We strongly encourage you to fill out the Free and Reduced application. Your student may be eligible for free or reduced technology fees, registration fees, PACES registration fees, or driver's education fees. A 2023-2024 free and reduced application MUST be on file to be eligible for these reduced fees. New applications must be submitted each year.**

Applications are mailed to all households with students registered in the Perry School District. Applications can also be picked up at each school office. Contact Meladee Steele at 515-465-8558 or [meladee.steele@g.perry.k12.ia.us](mailto:meladee.steele@g.perry.k12.ia.us) with any questions.

The income eligibility guidelines for the school year 2023-2024.

Household Size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
Each additional person:	9,509	793	397	366	183

**Privacy Act Statement: This explains how we will use the information you give us.**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social

security number is not required when you apply on behalf of a foster child or if you list a Supplemental Nutrition Assistance Program (SNAP), Family Investment Program number (FIP), or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**USDA Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

**Iowa Non-Discrimination Statement:**

“It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>.”

**TRANSPORTATION**

Drivers will contact parents in regard to bus routes prior to the start of the school year. Questions regarding transportation should be directed to the Director of Transportation, Troy Griffith at the Transportation Office at 465-5513.

**FIRE LANE**

The Perry Community Schools has designated the semi-circle drive in front of each building as a “fire lane.” This designation was supported and passed by the city council. The areas are

marked with red paint and signs are posted to prevent vehicles from being left unattended. Vehicles left unattended for any length of time are considered in violation and will receive a citation and/or be towed at the vehicle owner's expense.

### **SCHOOL HOURS**

School Office hours are as follows:

- Elementary School 7:30 a.m. – 4:00 p.m.
- Middle School 7:30 a.m. – 4:00 p.m.
- High School 7:30 a.m. – 4:00 p.m.

School hours for students are as follows:

- Elementary School 8:20 a.m. – 3:30 p.m. (Students walking home)  
8:20 a.m. – 3:35 p.m. (Bus riders)
- Middle School 7:55 a.m. – 3:15 p.m.
- High School 7:55 a.m. – 3:15 p.m.

### **NEW VACCINE REQUIREMENT FOR 7<sup>TH</sup> AND 12<sup>TH</sup> GRADE STUDENTS**

There is a new meningococcal vaccine requirement for 7<sup>th</sup> and 12<sup>th</sup> graders effective for the 2017-2018 school year. The meningococcal vaccine requirement was made in the 2016 legislative session. Iowa is one of 32 states with a meningococcal vaccine school requirement. All students entering or transferring into 7<sup>th</sup> grade and born after September 15, 2004, will need to show vaccine documentation of the meningococcal vaccine. All students entering or transferring into the 12<sup>th</sup> grade and born after September 15, 1999, will need to show vaccine documentation of one dose of the meningococcal vaccine on or after the age 16. There will be NO exemptions for this vaccine. All students entering 7<sup>th</sup> and 12<sup>th</sup> grade must have proof of vaccine or they will not be allowed to start the first day of school per law. If you do not have health insurance, you can schedule an appointment with the Polk County Health Department (515-286-3798) or Dallas County Public Health (515-465-2483 or 515-993-3750). All immunization records are required prior to the first day of school or enrollment.

### **ELEMENTARY SCHOOL OPENING DAY**

Classes begin Wednesday, August 23, 2023 at 8:20 a.m. for grades 1-5. Kindergarten/Transitional Kindergarten parent-teacher-student orientation scheduled conferences will be Wednesday, August 23, 8:00 a.m-4:00 p.m. Kindergarten/Transitional Kindergarten parents will be notified of which day their child will start, August 24<sup>th</sup> or August 25<sup>th</sup>. First day for all Kindergarten/Transitional Kindergarten students will be Monday, August 28<sup>th</sup>. Preschool begins Monday, August 28<sup>th</sup>. Elementary Open House Monday, August 21, 4:00-5:30 PM.

### **MIDDLE SCHOOL OPENING DAY**

Classes begin Wednesday, August 23, 2023 at 7:55 a.m. Students should report to their advisory. Schedules will be available in the main hallway if they have not been picked up. Schedule pick up Monday, August 21, 4:30-5:30 PM at the Perry Middle School Commons. 6<sup>th</sup> Bluejay Camp 4:00-5:30 PM, Monday, August 21. Students meet with advisory teachers 4:00-4:30 PM & student/parent self-guided tours with teachers in the classroom 4:30-5:30 PM.

### **FRESHMAN AND NEW HIGH SCHOOL STUDENT ORIENTATION**

Freshmen and new student orientation will be 1:00-3:15 PM on Tuesday, August 22, 2023. The students will meet in the auditorium. Students will receive their schedules, locker assignments, and go through a shortened school day. Parents are welcome, but are not required to attend.

## HIGH SCHOOL OPENING DAY

Classes begin Wednesday, August 23, 2023 at 7:55 a.m. Class schedules will be distributed in the hallway before classes begin that day.

## ATHLETES – CHEERLEADERS – DANCE/DRILL TEAM MEMBERS

Department of Education and Board of Education policy requires that students participating in athletics, cheerleading, and dance/drill team squads have a physical form (valid one year plus 30 days) and concussion awareness form (valid one year) on file for the calendar year. Students and parents are responsible for scheduling and completing a physical with their physician prior to the first practice. In addition, all forms are required prior to the first practice. Perry Student Activities Department forms, information, and schedules may be found at [www.bluejayactivities.org](http://www.bluejayactivities.org) Forms may also be picked up from the High School/Middle School Office.

## START DATES FOR ATHLETICS

High School fall sports (cross-country, girls' swimming & volleyball) will begin practices Monday, August 7, 2023. High School Football practice starts August 1, 2023.

Middle School fall sports practices (cross country, football, & volleyball) will start Wednesday, August 23, 2023.

## P.A.C.E.S. Before & After School Program (Perry's Academic, Cultural, & Enrichment Services)

- **Pre-School-5 Learning Center Program: 515-465-8264**
  - **Focus:** To provide academic support in a safe environment for students during the hours before and after school. Staff members create and carry out educational, enrichment and recreational activities designed to keep students engaged and motivated to learn. Students in all grades are allowed time to complete their homework and get assistance as needed.
  - **Open:** 6:00 AM—6:00 PM, Monday through Friday; includes Wed, early outs
  - **Fees:** Sliding fee scale based upon student's lunch status through the federal lunch program
  - **Registration:** Monday, August 21, 4-5:30 – Open House Night
    - Limited space is available
    - Registration forms/fees must be paid at that time
  - **Contact:** Mary Hillman at 515-465-8264

## SCHOOL DISTRICT INSURANCE

The Perry School District participates in a program that makes student insurance available to families at a low cost. Participation is strictly optional. Enrollment forms will be available to families at registration or in the school office.

## **DISTRICT TELEPHONE SYSTEM**

Each classroom teacher in the Perry District has a telephone in his/her office as well as voice mail. Copies of the District Phone Directory will be available in the school offices sometime after the start of school. We believe that this system makes it much easier to communicate with teachers on an ongoing basis.

## **SCHOOL PICTURE SCHEDULE**

- Elementary      Fall – September 15, 2023 Retake – October 17, 2023
- Middle School    Sept. 15, 2023 – retakes 10/17/23
- High School      Sept. 15, 2023 – retakes 10/17/23

## **EARLY DISMISSAL FOR TEACHER INSERVICE**

Every Wednesday throughout the entire school year, students will be dismissed one and one half (1 ½ ) hour early for teacher inservice.

## **EARLY DISMISSAL FOR EMERGENCIES OR BAD WEATHER**

The District will make every effort to make a decision as to early dismissals or cancellations due to emergencies or bad weather in as timely a manner as possible.

Announcements will be carried on the following radio and television stations:

- Radio – KDLS-1310 AM, WHO-1040 AM
- Television – WOI-Channel 5, KCCI-Channel 8, WHO-Channel 13  
Parents are advised to sign up with KCCI for text alerts

## **ADULT EDUCATION**

Please contact the DMACC at 515-428-8120.

## **DISTRICT NOTIFICATIONS**

Each year school districts are required by legislative action to make families aware of specified District Policies through a public notice. The following policies are those that are required to be included in this public notice. In some instances these policies may also be included in the building-level student handbooks.

- **ANNUAL NOTICE**

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:

- (1) 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 (or appropriate school official) will make arrangements for access

and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

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.

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, a 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 or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.*

- (4) 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.

Directory information is information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The district may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The

district has designated the following as “directory information”: Student’s name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, The most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs.

Allowance for the sharing of information among the School District and the Agencies prior to a student's adjudication in order to promote and collaborate to improve school safety, reduce alcohol and illegal drug use, reduce truancy, reduce in-school and out-of-school suspensions, and to support alternatives to in-school and out-of-school suspensions and expulsions which provide structured and well supervised educational programs supplemented by coordinated and appropriate services designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.

#### Parameters of Information Exchange:

1. The School District may share any information with the Agencies contained in a student's permanent record which is directly related to the juvenile justice system's ability to effectively serve the student.
2. Prior to adjudication information contained in the permanent record may be disclosed by the school district to the Agencies without parental consent or court order.
3. Information contained in a student's permanent record may be disclosed by the School District to the Agencies after adjudication only with parental consent or a court order.
4. 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.
5. 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.
6. Information obtained by the school from other juvenile justice agencies may not be used as the basis for disciplinary action of the student.
7. This agreement only governs a school district's ability to share information and the purposes for which that information can be used. Other agencies are bound by their own respective confidentiality policies.

**Records' Transmission:** The individual requesting the information should contact the principal of the building in which the student is currently enrolled or was enrolled. The principal will forward the records within a reasonable time following receipt of the request.

**Confidentiality:** Confidential information shared between the Agencies and the school district will remain confidential and will not be shared with any other person, unless otherwise provided by law. 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. Agencies or individuals violating the terms of this agreement subject their entity represented and themselves personally to legal action pursuant to federal and state law.



- **PARENTS'/GUARDIANS' RIGHTS NOTIFICATION (HIGHLY QUALIFIED STAFF)**

Parents/guardians in the Perry Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Parents/guardians will be informed should their child be taught by a non-highly qualified teacher for a period of four or more consecutive weeks. You may also request the qualifications of a highly qualified instructional paraprofessional who serves at Perry Elementary School.

Parents/guardians may request this information from the Office of the Superintendent by calling 465-4656 or sending a letter of request to the Office of the Superintendent, 1102 Willis Avenue, Suite 200, PO Box 69, Perry, IA 50220.

- **OPEN ENROLLMENT POLICY**

Parents requesting open enrollment for their student will notify the sending and receiving school district. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

Parents of children who will begin kindergarten will file in the same manner set forth above.

Parents of students whose open enrollment requests are approved by the Board of Education shall be responsible for providing transportation to and from the receiving district without reimbursement unless the parents financially qualify for transportation assistance.

For more information on Open Enrollment options, please contact the School Administration Center.

- **ABUSE OF STUDENTS BY SCHOOL DISTRICT PERSONNEL**

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.

Anyone believing that a student has been abused by a District employee should report the abuse to the Board appointed Level One Investigator, Mel Raskie, 465-8423.

- **HOMELESS CHILDREN AND YOUTH**

The Perry Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term "homeless children and youth" means individuals between the ages of 3 & 21 who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");

- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters; or
- Abandoned in hospitals.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate *Angelica Cardenas* as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

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

- **NON-DISCRIMINATION POLICY STATEMENT**

The Perry Community School District offers career and technical programs in the following areas of study: Agriculture, Food and Natural Resources, Information Solutions, Applied Sciences, Technology, Engineering, and Manufacturing, Health Sciences, Human Services, and Business, Finance, Marketing and Management.

It is the policy of the Perry Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs 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 18<sup>th</sup> Street, Perry, IA 50220-1650, (515) 465-8391, [angelica.cardenas@g.perry.k12.ia.us](mailto:angelica.cardenas@g.perry.k12.ia.us), 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 the Director of Learning Supports/ADA Coordinator, (515) 465-5656. The Perry Community School District is an EEO/AA employer.

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.

- **SECTION 504**

The Perry Community School District does not discriminate in its education programs & activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made, these needs may be met to meet his/her individual needs as adequately as the needs of other students.

It is the policy of the Perry Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 may be directed to the Section 504 Coordinator, who has been appointed by the Board of Directors as the Section 504 Coordinator, Laura Skeel, at the Elementary School, 1600 8<sup>th</sup> St., Perry, Iowa 50220, [laura.skeel@g.perry.k12.ia.us](mailto:laura.skeel@g.perry.k12.ia.us), 515-465-8208 or the Director of the Office of Civil Rights, Department of Education, Chicago, IL.

- **POST SECONDARY ENROLLMENT OPTIONS**

Students regularly enrolled in the Perry Community School District in the eleventh or twelfth grades are eligible to participate in the post-secondary enrollment plan. Students in the ninth or tenth grade who have been identified by the District as gifted and talented students are also eligible to participate in the post-secondary enrollment plan. The students must be enrolled only part-time in the post-secondary institution and must continue to be enrolled in courses at the Perry High School. Students interested in this option should contact their High School Guidance Counselor for additional information.

- **PERIODIC INSPECTIONS-LOCKERS, DESKS AND SCHOOL FACILITIES**

Lockers, desks and other facilities and spaces remain at all times property of the District, even though temporarily assigned as a courtesy to students. These facilities are subject to unannounced inspections, and students have no legitimate expectations of privacy in these facilities even though they may be locked. Notice shall be given annually to each student and his/her parents, guardians or custodians that the District may conduct periodic inspections without prior notice of all or a randomly selected number of school lockers, desks and other facilities or spaces owned by the District and provided as a courtesy to students.

- **WEAPONS POLICY**

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

- **HUMAN GROWTH AND DEVELOPMENT**

Students in grade levels kindergarten through twelve will receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; and communicable diseases, including acquired immune deficiency syndrome. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above are included in health education and the instruction are adapted at each grade level to aid understanding by the students.

Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request will include a proposed alternate activity or study acceptable to the superintendent. The superintendent will have the final authority to determine the alternate activity or study.

- **Notice: 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: <https://educateiowa.gov/>

Code No. 606.7

## ANIMALS ON DISTRICT PREMISES

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

### Animals Inside Buildings

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

### Animals Outside of Buildings

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

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

### Curriculum-Essential Animals

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

Taking into consideration that some animals can cause or intensify allergic reactions or other health concerns and/or cause damage and create a hazard if they escape from confinement, a Building Administrator may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

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

### Service Animals on District Premises

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

### Definition of Service Animal

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

## Procedures/Requirements

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

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

## Liability

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

## Therapy Dogs on District Premises

A therapy dog is permitted onto District premises. The District shall comply with all state

and federal laws, regulations and rules regarding the use of therapy dogs by staff or students under appropriate circumstances.

### Purpose

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

### Procedures/Requirements

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



## **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.

## **SCHOOL BUS PASSENGER RESTRAINTS**

The district shall utilize three-point lap-shoulder belts on district school buses when purchasing new buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear. Refusal to wear restraints properly may result in loss of riding privileges.

## **Truancy**

Students are subject to disciplinary action for truancy including suspension, Saturday school, and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to in-school suspension unless the goals and objectives of the student's Individual Education Program are capable of being met.

Students who are absent without a reasonable excuse, as determined by the principal, may be assigned to detention, Saturday school, in-school suspension, or other appropriate disciplinary sanction. Reasonable excuses include illness, family emergencies, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations if the student's work is finished prior to the trip or vacation.

Parents are expected to telephone the school office to report a student's absence prior to 9 a.m. on the day of the absence. Students with unexcused absences may also be referred to the at-risk coordinator.

## **Smoking, Drinking, Drugs**

The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance may also be reported to the local law enforcement authorities.

## **Student Conduct**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy, and the administrative regulations supporting it, may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; or while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension and decide whether to hold a disciplinary hearing to determine whether to impose further sanctions against the student which may include expulsion. In making its decision, the board shall consider the best interests of the school district, which shall include what is best to protect and ensure the safety of the school employees and students from the student committing the assault.

Code No. 106

## DISCRIMINATION AND HARASSMENT BASED ON SEX PROHIBITED

In accordance with Title IX of the Education Amendments Act of 1972, the Perry Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment.

The Board authorizes the Superintendent to adopt procedures for any individual to report sexual harassment to the District's Title IX Coordinator, for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under those procedures, and for the investigation and resolution of such complaints, as required by Title IX. This Title IX grievance process shall be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the District may still offer supportive measures to the subject of such conduct and shall apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Title IX Coordinator, Clark Wicks, Superintendent, PO Box 69, Perry, IA, 50220, 515-465-4656, [clark.wicks@g.perry.k12.ia.us](mailto:clark.wicks@g.perry.k12.ia.us).

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the District's Title IX Coordinator.

## **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.

Code No. 710.4

## **MEAL CHARGES**

In accordance with state and federal law, the Perry Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of the expectations regarding meal charges.

### **Elementary School:**

Students K-12 may charge any combination of meals up to negative \$30.00 (10 meals). Snacks or ala carte option including milk may not be charged. Low balance phone calls/text messages and emails are sent out weekly when balances reach a positive \$10 or below. Negative balance phone calls, text messages and emails are sent weekly through the school messenger service. Negative balance letters are sent home through the back pack folder at the elementary school when the account reaches -\$10.00. Negative balance letters are mailed home to all grades when a student's account reaches -\$15.00.

### **Middle School and High School:**

Students 6-12 may charge any combination of meals up to \$30.00 (10 meals full pay and 75 meals reduced price). Snack or ala carte options including milk may not be charged.

Low balance phone calls/text messages and emails are sent out weekly when balances reach a positive \$10 or below.

Negative balance phone calls, text messages and emails are sent weekly through the school messenger service. Negative balance letters are mailed home to all grades when a student's account reaches a -\$15.00. Students will be told verbally at the cash register when their account goes negative. Second entrees or ala carte purchases are not allowed with negative account balance; these extra items will be removed from the student's tray. When an account reaches a negative \$30.00 (10 meals full pay and 75 meals reduced price) the child (6-12 grade) must bring a lunch from home and will not be served any school meals.

**Breakfast:**

Breakfast is free to all students. Breakfast is not affected by the meal charge policy.

**Payment of meals**

Families are encouraged to use SchoolCafe to make electronic payments and monitor their child's account. Low balance notification can also be set-up using SchoolCafe.

<https://www.schoolcafe.com/>. A student's ID number is required to set-up a School Café account.

Cash or check may be paid to any of the school building offices or to the cashiers in the cafeteria.

Free/reduced application are available throughout the year on the District website, each school and the Administration Center. Applications must be completed each year.

**Free Meals:**

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

**Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances reach zero. Additionally, the school district will make reasonable efforts to collect unpaid charges classified as delinquent debt. Families will begin receiving notices from the district's automated notification system when a student's meal account balance reaches - .01¢. Negative balances not paid prior to graduation, transferring from/leaving the district, or registering for the next school year will be turned over to the superintendent or the superintendent's designee for collection. Options for collection may include: collection agencies, small claims court, or any other legal method permitted by law.