




# Perry Local Schools

## TEACHER HANDBOOK

2024-25

**DISTRICT MISSION: INSPIRE ALL STUDENTS TO ACHIEVE EXCELLENCE, PURSUE WORLD CLASS STANDARDS, AND BE SELF-DIRECTED LIFELONG LEARNERS.**

PERRY CULTURE PLAYBOOK		
		
<i>Mission: Inspire all students to achieve personal excellence, pursue world-class standards and be self-directed, lifelong learners. We achieve our mission by living this culture every day.</i>		
Belief	Behavior	Outcomes
Pursuit of Greatness	<ul style="list-style-type: none"><li>• First the WHY</li><li>• Chase the Edge</li><li>• As long as it takes</li></ul>	Better Every Day
Power of Relationships	<ul style="list-style-type: none"><li>• Everyone matters</li><li>• Invest the time</li><li>• Talk to each other, not about each other</li></ul>	Stronger Together
Personal Responsibility	<ul style="list-style-type: none"><li>• Look inside yourself</li><li>• Own your attitude and action; influence others</li><li>• Improve the situation</li></ul>	Prepared for Life

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## **Teacher Job Description**

The teacher -

- A. Is the person most directly charged with the instruction and supervision of students assigned to a course/grade level.
- B. Understands today's learners and facilitates effective teaching based on knowledge of individual student needs. Engaged teachers prioritize relationships with students, are accountable to optimize student growth, and lead the collective growth of the PLC (Professional Learning Community) on the following instructional best practices:
- **Understands the vision for the Perry student experience** - see [Perry Learner Profile](#), and schools collaborate to "grow up" the scope and sequence opportunities for developing these skills.
  - **Builds Effective Culture, Relationships and Inspires Greatness** through the district's [culture playbook](#) and [Performance Pathway](#). YOU/we are the culture creators.
  - **Formative Instructional Practices:**  
[FIP 1-5](#) is teaching practices expected in every Perry classroom. Students can answer:  
(1) What am I to learn?,  
(2) How am I doing on the standard?,  
(3) Where to next?  
High quality instruction reflects the teacher's ability to set clear learning targets, frequently check student progress, analyze results, and effectively respond to student needs through effective feedback and differentiated teaching strategies. Teachers create a classroom environment in which students use tools and rubrics to "own" their learning goals and can communicate where they are in the learning. There is an expectation that students understand **WHY** the learning targets are relevant and the learning reflects real-world work ([authentic practices](#)).
  - **Course Units Aligned to Standards/Enduring Understanding and HQSD Accurate Assessment:**  
The guaranteed curriculum are the standards (Power Objectives) and the learning progressions (proficiency rubrics) for those standards. The Unit Designs are developed by teachers to communicate the "WHY" and the "What matters and is enduring for life" about the standards. The Guaranteed Curriculum for each course taught at Perry Local Schools is located in the shared district network Google drive - [Curriculum - Perry Local Schools](#) - The course/grade teacher is responsible for ensuring each course unit is up to date and summatives are blueprinted/approved (FIP 3) by a content partner before teaching the unit. NOTE: Teachers can edit units directly from the District website, as well.
  - **Rtl (Response to Instruction)**  
Based on assessment data, the teacher implements tier I (core instruction) to all students AND tier II (intervention) for applicable students. The teacher collaboratively coordinates tier III (intervention/enrichment) to accommodate the differentiated needs of individual students in the areas of ACADEMICS or SEL/Behavior. Teachers understand the School's [Multi-Tiered Systems of Support \(MTSS\)](#).
  - **Standards-Based Learning and Reporting** - Communicates student progress on learning standards weekly via the district grade book, and demonstrates intervention and differentiation to accommodate students toward success. No surprises. See *Standards-based Learning, Grading, and Reporting* (below).
- C. Holds Ohio Licensure in the field in which he/she is assigned.

- D. Upholds the district policies of the board of education and the [Code of Professional Conduct for Ohio Educators](#). Please also review the [#ABCCConduct Tip Sheets](#) released from the ODE. This series of tip sheets supported by the Buckeye Association of School Administrators, Ohio Association of Secondary School Administrators and Ohio Association of Elementary School Administrators on how to recognize situations which can get good educators in trouble.
- E. Demonstrates aptitude in all areas of the [Ohio Standards for Teaching Profession](#) and works to continuously improve through the expectations set forth in the [Ohio Teacher Evaluation System \(OTES 2.0\) Rubric](#) as well as the teacher's annual growth or improvement plan.
- F. Has working knowledge of individual student IEPs, 504 Plans and English Learner Plans and ensures the accommodations and/or modifications are executed as required by law.
- G. Is able to use technology to enhance and solve issues related to effective teaching, grouping and differentiation, and learning as well as to increase self-directed and remote learning opportunities for learners.
- H. Has positive written and oral communication skills. Communicates frequently with stakeholders – no surprises.
- I. Performs such other duties as may be assigned by the school administration to accomplish district and/or building objectives.

### **Absences - AESOP Procedures**

Research indicates that 7-10 days of teacher absence has an adverse affect on student achievement. Therefore, it is a district goal to keep absences to a minimum. Teachers will use AESOP's on-line service to report and request absences. Secondary staff absences are to be reported **prior to 6:00 a.m.** Elementary staff absences are to be reported by **6:30 a.m.** Please be sure to leave substitutes with lesson plans, seating charts, time schedules, and daily procedures. Have an emergency lesson plan in place and accessible. If your absence is for a limited time, will not require a sub, and staff coverage is secured, please enter in Aesop that "No Sub" is required for the absence. It is expected that all absences (professional, personal, sick, athletic) are entered into Aesop.

### **Communication and Leading Culture**

Acknowledging the receipt of someone's call/email is important to do within 24 hours. It shows we care, are working on the issue, and believe in the power of relationships. All efforts are taken to conference with parents, celebrate student strengths, and clearly communicate next learning needs (see Grading and Reporting Guidelines). In general, personal phone calls and/or face-to-face opportunities best build relationships, and it is understood email may be necessary. When students are not succeeding, we aim to have **NO SURPRISES** for students, parents, or guardians. Parent/guardian communication should be personalized. In an instance where the child's family speaks a language other than English, please use the [TALKING POINTS app](#). Contact the EL Specialist to support translated communications when/if parents are not responding to you on the APP.

### **Knowledge of Students**

Serving students in a least restrictive environment is a legal mandate. Teachers working with students on written educational plans (special education, at-risk students, gifted, English learners) are highly collaborative with specialists and demonstrate (1) intentional differentiation strategies during instructional time, (2) additional intervention minutes per the student's needs, (3) clear understanding of the learning progression for standards taught, and understanding of social-emotional needs and trauma-responsive care.

## **Standards -Based Learning, Grading and Reporting**

K-12 Curriculum and Instructional Units are available on the [District web site](#). The guaranteed curriculum for each course/subject is organized by Power Objectives. Curriculum is based on teaching and assessing the Ohio Learning Standards and Model Curriculum as well as the *Content Literacy Standards for Grade 6-12*.

Teachers are to have current units, assessments, and the assessment blueprint updated in the [Curriculum - Perry Local Schools](#) shared Google folder (accessible at any time by support staff).

Progress for all students is to be reported weekly in the district's electronic grade book following the district [Grading and Reporting Guidelines](#).

## **Instruction**

See "C" in Teacher Job Description

## **Ongoing Professional Growth and Collaboration (PLC – BLT – DLT)**

Progressional Growth is ongoing and often job embedded. A PLC is made up of people who work interdependently to achieve a common goal for which members are held mutually accountable. PLC members are expected to come to PLC researched and ready. The purpose of PLC is collective inquiry and data collection to answer the learning issue the PLC wants to solve (SMART Goal).

Tasks of the PLC are mutually shared between all PLC members. A teacher leader serves on the Building Leadership Team (BLT) to monitor and guide the success of PLCs. The District Leadership Team (DLT) helps the BLTs solve issues and remove barriers to success. Any/all teachers are welcome to participate in monthly DLT meetings to build clarity.

## **Multi-Tiered System of Student Supports**

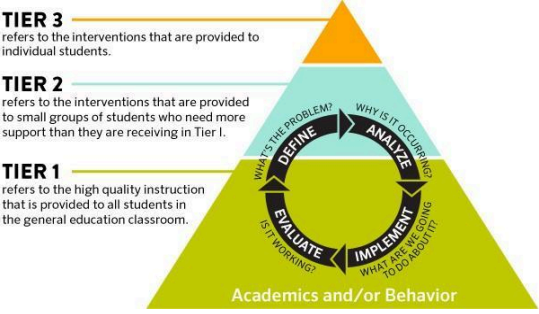
[The school's MTSS framework](#) integrates data and instruction within a multi-level prevention system to maximize student achievement and support students' social, emotional, and behavior needs. MTSS describes the collective practices in place to use strength-based practices (not deficit-based) to help learners become the best versions of themselves. Ideally, the school MTSS procedure helps students gain exactly the interventions and enrichment they need for success, well before a student is labeled disabled. Systems of support designed at Perry and used to leverage student success and data efficiency include: the schedule/use of time, use of space, funds, practices, roles, rituals, incentives, communication and data software. The MTSS practice collectively helps teachers understand their learners' needs and make informed and strategic instructional and learning environment decisions. See [mtss4success.com](#).

### **Response to Intervention:**

Response to Intervention (RtI) is a general education practice schools use that relies on analyzing data in a collaborative way to identify impact of our teaching and equitable learning plans for individual students. RtI is:

- (1) analysis of data,
- (2) identifying who needs what modification of instruction, and
- (3) frequent progress monitoring

The RTI system addresses learning needs early and intensifies interventions through a tiered and personalized approach. When a student is not responding, RtI teams hold a Problem Solving meeting to make recommendations for more intensive support.

 <p><b>TIER 3</b> refers to the interventions that are provided to individual students.</p> <p><b>TIER 2</b> refers to the interventions that are provided to small groups of students who need more support than they are receiving in Tier 1.</p> <p><b>TIER 1</b> refers to the high quality instruction that is provided to all students in the general education classroom.</p> <p>Academics and/or Behavior</p>	<p>Each school has a defined school-wide MTSS process clearly communicated to stakeholders:</p> <p><a href="#">PES</a></p> <p><a href="#">PMS</a></p> <p><a href="#">PHS</a></p> <p><i>If more than 20% of students are identified as at-risk by the school's universal screening process, conduct a root cause analysis of Tier 1. Then identify /implement approaches to improve Tier 1 instruction and support.</i></p>
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## **Automated External Defibrillator (AED) Locations**

An automated external defibrillator (AED) used to treat individuals experiencing a sudden, life-threatening cardiac event. This lifesaving equipment analyzes the heart rhythm and advises if an electrical shock is indicated. Only individuals that have completed an approved CPR and AED training program are permitted to operate the device. However, all staff should be aware of the equipment's existence, purpose, and location.

- BOE - Hall
- Transportation - Drivers Lounge
- Maintenance – Hall
- Manchester West – Lobby & Gym Stage Area
- ES - Hall just outside the Clinic
- MS - Across from Gym door
- HS - Theater Lobby
- PAC - Main Entrance

## **Central Office Administrative Support**

### **Superintendent**

**Dr. Jack Thompson** – Superintendent

**Gina Deas** – Administrative Assistant

District Chief Administrative Officer, Board policy/guidelines/law, District operations and culture, Ohio Principal Evaluation (OPES), Strategic Planning and District Goals

### **Office of Chief Financial Officer**

**Jennifer Capo** – Chief Financial Officer

Contracts, Leases, Agreements, Negative Cash Balances, New Budget Accounts, Policies, Classified Staff, Purchase Orders, Finance Department Forms, Liability Insurance Certificates, Tax Exempt Certificates, New Vendors and Credit Applications, Bank Bags, Deposit Tickets, Receipt Books, Financial Reports, Budget Modifications, Fundraiser Applications

**Cami Erdani** – Payroll, Benefits, Change of Personal Information, Employment Contracts, Aesop, W-2, Kiosk, Workers Compensation

**Tarlyn Dodaro** – Invoices/Payments, Purchase Order Approvals/Packing Slips, Expense Reports

**Lew Galante** - HR, Benefits, New Hires

### **Office of Assistant Superintendent**

**Dr. Betty Jo Malchesky** – Assistant Superintendent

**Lori Langan** – Administrative Assistant

**Ann Aucelli** – Student Services Coordinator (English Learners and Gifted Learners)

K-12 Curriculum – Instruction - Assessment

Standards-based Grading and Reporting

Personalized Learning, Innovation, and Credit Flex student opportunities

Career Exploration and Business Partnerships

MTSS (Multi-Tiered Systems of Support/Data)

Employee Licensure / Aide Permits

Employee Annual Training

PD Express

Professional Development

Gifted Learners

English Learners

Student Teacher Placement

Federal Grants/CCIP (Title I, II-A, III, IV)

State/Federal Competitive Grant Award

Instructional Technology (IT)

Suspension Appeals Hearing Officer

Title IX District Coordinator

### **Office of Student Services**

**Jim Chisholm** – Director of Student Services

**Ann Aucelli** – Student Services Coordinator

Special Education

Intervention Specialists

Educational Associates

504 Plans

School Guidance Programming

Social Emotional Learning and Wellness

PBIS (School-wide Positive Behavior Intervention)

Mental Health Services

Preschool

Nurses  
Registration  
Residency  
Student Wellness  
Withdrawals  
Home Schooling  
Homeless and Foster Care

**Director of Growth and Development**

**Coni Steverding**

Standards-based Learning Series  
New Teacher Orientation/Induction  
Resident Educator (RE)  
Ohio Teacher Evaluation System (OTES)  
Support teachers with evidence-based instruction and assessment, including seeking aligned resources and exemplars  
Local Professional Development Committee (LPDC) and PD Facilitation

**Infinite Campus/EMIS and Info Management**

**Robin Naughton** – Coordinator of District Data

District Testing  
State Reporting, Data Management  
Infinite Campus System Administrator/Training



## District Outcomes for Learning

### Mission

**Inspire** all students to **achieve** personal excellence, **pursue** world-class standards and **be** self-directed, lifelong **Learners**

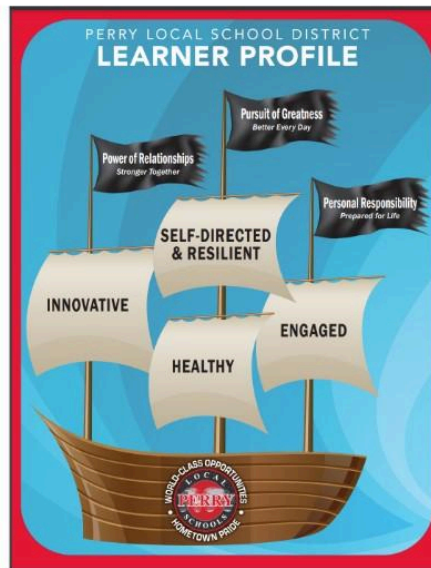
### Outcomes

#### Effective Teaching

Instruction is personalized and authentic so learners are inspired, empowered, and Ready for Life!

#### Positive Culture

Culture is nurtured by investing time in people by listening, seeing, expressing gratitude, and acts of caring.



### Vision

1-page - Vision for Learning Description

## District Effective Teaching Practices

Training in each of these practices has rolled out slowly since 2011, some practices focused on for years before moving on to study a next research-based teaching practice. Teachers and building administration are to identify areas where practices need to be strengthened, and align the Teacher Professional Growth Plan (PGP) annually to the individual needs of teachers. Everyone matters. Everyone is pursuing greatness bit-by-bit, year after year.

## District Best Practices

### Effective Teaching

Instruction is personalized and authentic so learners are inspired, empowered, and Ready for Life!

### Positive Culture

Culture is nurtured by showing and having appreciation for the events and people in our lives.

**UbD**  
Understanding  
by Design



THE DESIGN PROCESS



Perry Local Schools - Culture Playbook		
Belief	Behavior	Outcomes
Power of Relationships	→ Find the way → Choose the right → Do things together	Stronger Together
Personal Responsibility	→ Everyone matters → Invest the time → Talk to each other, act about together → Lead each other well → Own your attitude and → Listen to others' ideas → Improve the situation	Prepared for Life

- Six R-Factor Disciplines**
1. Press Pause
  2. Get Your Mind Right
  3. Step Up
  4. Adjust & Adapt
  5. Make a Difference
  6. Build Skill

**Standards-Based  
GRADING**



Multi-Tiered Systems of Supports (school-wide MTSS)



## **Field Trips**

Attempts will be made to have all field trips approved and budgeted for by March 1 prior to the school year implemented. Field trips are approved by the Building Level Committee and principal within the February/March annual budget approval process. Field trips are intended to develop curriculum objectives and the mission/goals of the district in a manner that cannot be as robustly replicated in the classroom setting.

Three forms need to be completed by the grade level or department lead teacher for field trip requests:

- Field trip request
- Field Trip Permit (parent information/permission)
- Transportation request

All three forms are available in the email Public Folder/District Forms. The *Field Trip Request* form should be submitted to the Building Level Committee/Principal by March 1 prior to the school year that the field trip is implemented. All non-staff volunteer chaperones will need to have a background check completed prior to the field trip date. Please allot enough time when requesting volunteers that background checks can be completed.

## **Snacks at Schools and Fundraiser Foods**

All foods sold on the school campus during the school day by the school district or its schools shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available a la carte in the cafe, as classroom snacks, or from vending machines.

Snacks are at the discretion of the Principal, Teacher, and School Nurse while taking into account the food allergies of all students participating in the event. Snacks sold as a fundraiser must follow the [Federal Rule for Smart Snacks in Schools](#) if sold during school hours and school events.

## **Finance Department Guidelines**

### **Who handles what?**

**Contact Chief Financial Officer Jennifer Capo at extension 9212 regarding:**

Contracts, Leases, Agreements  
New Budget Accounts  
Finance Department Forms  
Appointments with the CFO  
Liability Insurance Certificates  
Tax Exempt Certificates  
Credit Applications

Policies  
Negative Appropriation  
New Grants  
Bank Bags, Deposit Tickets, Receipt Books  
Financial Reports  
Budget Modifications  
Fundraiser Applications

**Contact Payroll Specialist Cami Erdani at extension 9222 regarding:**

Payroll/Benefits  
Employment/Supplemental Contracts  
W-2  
Payment in Lieu  
Workers Compensation

Change of Address  
AESOP  
Kiosk  
New Vendors  
Student Activity Budgets

**Contact HR Lew Galante at extension 9221 regarding:**

Open Enrollment of Benefits

New Employees

Healthcare, Prescription, Dental and Vision Insurance

Changes in Benefits

HSA

**Contact Central Office Secretary/Accounts Payable Specialist Tarlyn Dodaro at extension 9223 regarding:**

Invoices/Payments

Purchase Orders

Expense Reports

Pay-ins/Bank Deposits

**Contact Middle School Receptionist Patrice Carroll at extension 9581 regarding:**

AESOP

**Some Finance basics:**

- **Any time you make a purchase, you must first have a purchase order.** Allow at least two weeks from the time you send a requisition to the building/department secretary until the time you will receive a purchase order. **Purchases should not be made until a purchase order is issued. The Finance Department does not place orders.** Check with your building/department secretary to see how order placement is handled in your building/department. Do not place an order until a purchase order is issued or **you may be held personally liable for the expenditures made without approval** (per Board Policy 6320).
- **All invoices/bills must be received at the Central Office to be paid.** If an invoice is received by an employee outside the Central Office, please forward it ASAP to the Accounts Payable Specialist in the Finance Department. If the Finance Department doesn't have the invoice, the bill cannot be paid.
- Payment authorization is done electronically. When the Finance Department receives the invoice for your purchase, an email will be sent requesting you to approve or deny payment. **Please do not approve the purchase/service until it is actually received.** The purchaser's approval is required prior to the invoice being paid. If there is no response to the approval email, the invoice goes unpaid.
- **Expense reports and pay-in forms are only accepted if completed electronically** (using Excel) because these forms automatically calculate totals and improve accuracy. Handwritten forms will be returned to be completed electronically.
- **The district does not pay sales tax** (except on meals in conjunction with conferences/workshops/travel). If you're making a purchase on behalf of the district, request a tax exempt certificate from the CFO prior to making the purchase because **if you pay tax, you cannot be reimbursed** (per Ohio Revised Code).
- **Checks to vendors cannot be issued without supporting documentation** (supporting documentation is a registration form, invoice, order form, etc.). When requesting a check, be sure to submit documents that substantiate the request.

- **Money collected must be counted and recorded on a spreadsheet/pay-in/receipt book** before turning the money in to the collection point (usually the building secretary). Collection points are addressed later in this document.
- **Fundraisers must be approved prior to the fundraising event.** Per board policy, the fundraiser application is to be submitted 30 days prior to the fundraising event.
- **To include new dependents on insurance, the Benefits Coordinator must be notified within 30 days of the event** (birth, adoption, marriage).
- **Most Finance Department forms are available on Faculty Quick Links [Forms Public Folder](#).**
- **Accounts Payable checks to vendors are issued four times a month: the second, third and fourth Thursdays of the month (except for holidays) and the last day of the month.** Invoices and check requests (with the correct supporting documentation) must be turned in two days prior to the check run for a check to be issued.

## **Purchase Requisitions**

Any time you plan to purchase goods or services or approved PD and travel expenses, you must first complete a requisition (a request to make a purchase) and receive an approved purchase order (authorization to make the purchase). Separate requisitions must be completed for each vendor goods or services are ordered from. The first step in the purchase requisition process is receiving permission from the building administrator/department head to initiate the purchase of goods or services.

After approval is received, the purchaser prepares a purchase requisition using the current fiscal year requisition form (template available in Outlook in Public Folders, District Forms, Finance/Payroll/Purchasing Forms, Purchase Requisition). Please include detail (catalog number, style, color, etc.) of the item/s being ordered, the quantity of each item ordered and the unit of measure (each, case, package, foot, etc.). "See attached list" is not an acceptable description. If ordering books, the ISBN, grade level, and content area must be included. Requisitions for reimbursement of travel expenses must include the name of the conference, location, and the date.

The purchaser emails the requisition form to the building/department secretary.

The building/department secretary generates an electronic requisition via SC View.

The requisition is forwarded electronically from the building/department secretary to the building/department administrator. Once approved at the building/department level, it is forwarded electronically to the Superintendent and Chief Financial Officer for approvals. Once all approvals are achieved, the CFO processes the purchase order, and an email is sent from SCView notifying the requestor that the order can now be placed. A copy of the purchase order will be attached to this email. To check on the status of a requisition in the approval process, contact your building/ department secretary.

The Finance Department employees do not place orders except in the case where a check is required to accompany an order or registration. Check with your building/department secretary to see how order placement is handled in your building/department. Be sure to wait until a purchase order is issued prior to placing an order.

**It is illegal to order or commit to goods and/or services prior to the Superintendent's and CFO's approvals. Do not place an order until a purchase order is issued or you may be liable for expenditures made without approval (per Board Policy 6320).**

## **Taxes**

The Board of Education is not permitted to pay sales tax per Ohio Revised Code; therefore, employees who pay tax on items purchased for the district will not be reimbursed tax. Tax exempt certificates are available from the CFO upon request. When making hotel reservations, use the District's American Express card. If payment is made by an individual, not the school district, tax will be charged.

### **Ship to Address**

**Under no circumstances** (except a pandemic and authorization by the CFO office) should delivery of items being purchased with a school purchase order be made to an employee's home address.

### **Purchase Order Expiration**

Purchase orders expire six months after the issue date or on the last day of the fiscal year (June 30), whichever comes first.

### **Purchasing Time Frame**

Purchases made during the school year are intended to be used during that school year. **No orders will be permitted to be made the last week of the school year or after the last day of school, even if an open purchase order exists.**

### **Receipt of Goods/Service**

Check with your building/department secretary to see how receipt and verification of orders is handled in your building/department. You may be responsible for verifying receipt of goods/services. This process is done through an approval email sent from SCView.

Regardless of who handles the receipt/verification in the building/department, **acknowledgment of receipt of the goods/services must be done prior to the invoice being paid. Invoices cannot be paid without approval in SCView.**

The approval email allows the user to choose to pay the purchase order in full or in part. If a partial order is received, choose "Partial" from the drop down menu, and list the items received in the box labeled "Notes". This allows the Accounts Payable Specialist to see which items should be paid. When the balance of the order is received, inform the Accounts Payable Specialist, and a new approval email will be sent. Select "Full" from the drop down menu to pay the remaining balance.

### **Check Requests**

It is district policy to first issue a purchase order and receive an invoice from the vendor rather than issuing a check prior to the receipt of goods/services; however, it is understood that occasionally exceptions need to be made (examples: workshop registration, deposit for a special event, hotel reservations, field trip). When a check is needed, the building/department secretary must email the Accounts Payable Specialist the name of the vendor the check is to be issued to, the requisition number and the date the check is needed. **Checks can only be issued when supporting documentation is provided** (an invoice, a registration form, etc.) – **absolutely no exceptions will be made.** A check request without supporting documentation will be returned to the requisitioner. **Checks are issued four times a month: the second, third and fourth Thursdays of the month (except for holidays) and the last day of the month.** Invoices and check requests (with the correct supporting documentation) must be turned in two days prior to the check run for a check to be issued.

### **Invoices**

All invoices are to be addressed to Perry Local School District, 4325 Manchester Road, Perry, OH 44081. If an invoice is received at another address within the district, write the date received on the invoice and forward it to the Accounts Payable Specialist via interoffice mail. It is imperative that the invoice be forwarded as soon as possible so that the payment can be issued prior to the due date.

### **Emergency Purchase Orders**

Emergency purchase orders are issued on a limited basis in the rare event of an emergency. Contact

the CFO to request an emergency number.

## **New Vendors**

Building/department secretaries can request a new vendor be added to the financial database by emailing the following information to the CFO: name of vendor/contractor, address, city, state, zip, phone, fax and type of vendor (contractor, parent, student, etc.).

## **Expense Reports**

Employees may be reimbursed for meeting expenses, travel, meals and supplies. A purchase order must be on file **prior** to incurring the expenses and submitting an expense report for reimbursement. The expense report template is available in Outlook Public Folders, District Forms, Finance/Payroll/Purchasing Forms, Expense Report. **The form must be completed on a computer as it calculates all totals and includes the current mileage rate. Expense reports received in the Finance Department that are prepared by hand or on an outdated form will be returned to the originator.** (The mileage rate changes periodically as dictated by the IRS. The form located in the Public Folders is revised to reflect any change in mileage rate.)

Each employee attending a workshop/seminar must file his/her own expense report; no group expense reports will be accepted.

If your attendance at a workshop/seminar/student activity includes an overnight stay, please request a tax exempt certificate from the CFO **prior** to your trip. The hotel reservation must be paid by the school district to be tax exempt. In other words, if an employee makes a reservation in his/her name, the employee will be charged tax by the hotel.

Expense reports are to be filed within 60 days of the time the expenses are incurred. Forward the completed expense report and **ORIGINAL itemized receipts** to the building/department secretary to obtain approval from the principal/department head (please keep a copy for your records). A copy of a receipt is not acceptable; however, a copy of a **canceled** check is acceptable. It must be a **canceled** check, not a copy of the check prior to it being honored by a financial institution.

Redact all credit card numbers on receipts.

Receipts are not required for meal reimbursement. Board policy allows \$13 for breakfast, \$15 for lunch and \$26 for dinner.

Receipts for lodging must be included. Deduct non-business expenses (movies, etc.) from the invoice as these expenses are not covered.

Miscellaneous expenses for reimbursement are to be listed with receipts attached.

## **Fundraising**

Fundraising activities must be approved by the building principal and the CFO **prior** to commencement of the activity. Fundraising that involves games of chance are not permitted. The Fundraiser Application and Income Projection form is available in Outlook Public Folders, District Forms, Finance/Payroll/Purchasing, Fundraiser Application and should be submitted one month prior to the anticipated start of the fundraising project. Once approved, the fundraising activity is placed on the district fundraising calendar. Fundraising activities require the same requisition and purchase order approval process as all other district purchases. Upon completion of the project, the Fundraiser Summary of Sale form (available in Outlook Public Folders, District Forms, Finance/Payroll/Purchasing Forms, Fundraiser Summary of Sale) must be completed and sent to the CFO. All money collected must be deposited per the pay-in procedure outlined in the Money Collection/Pay-Ins section.



## **Money Collections/Pay-ins**

Monies received at cash collection points throughout the district must be deposited in accordance with these guidelines. Cash collection points are any areas where money flows into the district. Currently identified cash collection points are the PAC Office Manager, Athletic Secretary, Food Service, PES Principal's Secretary, PMS Principal's Secretary, PHS Principal's Secretary, Grant Coordinator and CFO.

All cash collected must have an accompanying receipt, spreadsheet or pay-in form indicating the payee and amount.

All monies (both cash and checks) must be delivered in person to the appropriate cash collection point. **The money must be counted in the presence of the person receiving the funds – NO EXCEPTIONS.** Sending money through interoffice mail, leaving it in a mailbox or putting it on a desk is unacceptable; the delivery must be person to person. A receipt will be provided to each individual who delivers a pay-in and monies to a collection point to verify receipt of the funds.

If a receipt book is being used, all receipts must be accounted for. If there is an error, write VOID on the receipt and create a new receipt. Receipt books are available from the CFO.

The pay-in form must be completed in full (all cash, coin and checks must be listed) or it cannot be accepted at the collection point. All cash must be accounted for separately on the form. The form can be found in Outlook Public Folders, District Forms, Elementary School, Middle School, High School or Athletics/PAC, depending on the building/activity you are depositing money for.

The person who receives the monies at cash collection points prepares a bank deposit of all funds collected and is responsible for depositing them in the district bank account within the timeframes addressed in Board Policy 6600.

The pay-in form and bank deposit slip must be forwarded to the Accounts Payable Specialist within two days of deposit. Employees who make bank deposits should write their initials on the deposit ticket. If a night deposit is made, the deposit bag number should also be written on the deposit ticket.

## **Paychecks**

Paychecks are issued by direct deposit on the 15th and last day of each month.

Employees who are required to submit time sheets must turn them in to the building/department administrator for approval. The administrator passes the approved timesheet on to the building/department secretary, who submits it to the Payroll Specialist. The time sheet submittal deadlines are as follows:

<b>Days worked from:</b>	<b>Timesheet turned in:</b>	<b>Pay Date</b>
The 1 <sup>st</sup> of the month through the 15 <sup>th</sup> of the month	By the morning of the 16 <sup>th</sup> of the month	Last day of the month
The 16 <sup>th</sup> of the month through the last day of the month	By the morning of the 1 <sup>st</sup> of the month	The 15 <sup>th</sup> of the month

## **Kiosk**

Kiosk is a feature that allows employees to view their personal information maintained in the payroll system, including name, address, degree, leave balances, as well as pay information, pay stubs and

W-2s. **Your education/qualifications and experience should be verified each year.** Please use the Request Profile Data Change(s) link in the top right corner of the Profile screen to request corrections to these fields.

Kiosk can be accessed on the district Web site under the Faculty link by clicking Employee Kiosk. The first time you log on, you must register and set up an account. When registering, you'll be asked to enter your email address (this must be the email address you use to receive your direct deposit pay stub). You will also need to enter your Social Security number.

### **Payment for Supplemental Contracts**

Supplemental contracts are paid after the terms of the contract have been met. The principal/department head must sign the Supplemental Salary Pay Authorization form and forward it to the Payroll Specialist at the Central Office for payment to be made. **The STRS/SERS information MUST be completed prior to submission.** The supplemental contract must have been approved by the Board of Education prior to the employee providing the services or being reimbursed.

### **403(b) Providers**

All employees are eligible to invest in a 403(b). For a current list of approved 403(b) providers for the Perry Local School District, in Outlook Public Folders, District Forms, Finance/Payroll/Purchasing Forms,

Benefits, 403(b) Providers 2016-17. To participate in 403(b) payroll deductions, you must set up an account with your personal financial advisor. To begin payroll deductions, submit the completed 403(b) Salary Reduction Agreement located in Public Folders.

### **Finance Department Forms**

Most Finance Department forms can be found in Outlook Public Folders, District Forms, Finance/Payroll/ Purchasing Forms.

### **AESOP (Attendance)**

Aesop is the district's automated absence notification and placement system. It is also used to upload records to payroll. Records must be approved and/or reconciled by administrators within three days after the end of each pay period. No changes should be made to any records in Aesop after the three-day period without notifying the Payroll Specialist. For assistance with Aesop, please contact the Payroll Specialist.

### **Name/Address Changes**

Anyone who has a name/address change needs to complete a change form available in Outlook Public Folders, Finance/Payroll Purchasing folder and update the demographics information in Infinite Campus. The name of the form in Public Folders is Name Address Phone Change Form. Submit the form to the Payroll Specialist. If a name change is being requested, a copy of the new Social Security card showing the name change must be provided. The name cannot be changed in the payroll system until the Social Security card is provided. To change your name in Infinite Campus, log on to Infinite Campus and click on Census, My Data, My Demographics, Request Demographic Update, My legal name has changed and follow the prompts.

### **Grants**

All grant applications must be submitted to the CFO prior to submitting to the funding source. Once a grant is awarded, the recipient must send a copy of the grant award notification and grant budget to the CFO for presentation to the Board of Education. The Board must accept the grant funds and approve an account set up through a Board resolution. Expenditure of the grant money cannot occur until the board approval and the account is set up. If a final financial report is required by the organization



funding the grant, please contact the CFO.

### **Athletic and Student Activity Budget Worksheets**

Coaches and advisors are required to complete a budget worksheet for anticipated revenue and expenditures. The form is located in Outlook Public Folders, District Forms, Finance/Payroll/Purchasing, Student Activity & Athletic Budget Worksheet. It is due to the building secretary or athletic director at the end of the school year for the upcoming school year's budget. The budget is submitted to the Board of Education for approval in July. No money for the athletic/student activity can be spent until the budget is board approved. The budgeted amount is the maximum amount of money available for the athletic/student activity. The budgeted amount cannot be more than the amount of any carryover money from a previous year, plus any money raised.

### **Athletic/Student Activity Event Meal Money**

Money issued to coaches and advisors to cover meals during state/regional/national competitions must be accounted for by having each student who receives meal money sign a document indicating his/her name and the amount received. The signed meal money document must be turned in to the Accounts Payable Specialist within one week after the expenses were incurred. Meal money is only to be used for food purchases.

### **Athletic/Student Activity Travel Expenses**

Coaches who use the District's American Express card to cover hotel accommodations must turn in the hotel receipt to the Accounts Payable Specialist within one week of the trip.

### **Health Care, Prescription, Dental, Vision and EAP Benefits**

The school district offers four plans for health care coverage. For medical and prescription services, the Board of Education provides the following plans for eligible employees: Plan 1, Plan 2, Medflex or CDHP ( High Deductible plan). The Board pays the cost of the premium for each plan less the amount that is considered the "employee share" of the premium. The "employee share" is 10% of the base plan, which currently is the CDHP (High Deductible Plan). Should an eligible employee (eligibility is outlined in the negotiated agreement) elect to receive an upgraded plan - Plan 1, Plan 2 or the Medflex Plan - the Board continues to make the same contribution as in the CDHP (High Deductible Plan), and the employee is responsible for his/her share of the premium plus any additional cost associated with the upgraded plan. In compliance with the Affordable Care Act, employees who average 130 hours per month over a six-month period of time are eligible for the High Deductible Plan. There is only one dental and one vision plan.

Employees eligible for coverage may elect to decline coverage and may be eligible to receive payment-in-lieu-of-coverage per the terms and conditions of employment or negotiated agreement.

Open enrollment for insurance is November. The insurance year runs from January 1 through December 31. The deductible year runs from January 1 through December 31.

If you acquire a new dependent by birth, adoption, placement for adoption or marriage, you may elect to enroll yourself and your eligible dependents in the insurance plans under a special enrollment period. You must enroll within 30 days from the date of birth, adoption, placement for adoption or marriage to be eligible for this coverage. Elections due to marriage will be effective on the first day of the month following the date of marriage. Elections for adding dependents due to birth, adoption or placement for adoption will become effective on the date of the change or, if made due to a Qualified Medical Child Support Order (QMCSO), on the date of the QMSCO determination.

### **Medical Mutual Healthcare Insurance**

Group Number: 740244

Customer Service: 800-585-2583

For a list of providers, go to [www.medmutual.com](http://www.medmutual.com). The site has many features, including the ability to order new ID cards, review your claims, get a copy of the benefits book, find a list of providers, and print forms. There are also links to important health and wellness information.

**Medical Mutual - VSP Vision Insurance with the Lake County Schools Council**

No cards are issued for the vision plan.

Please visit the website at VSP.com or call 1-800-877-7195 for information.

**Medical Mutual/Express Scripts**

Customer Service: 800-417-1961

For more details, log on to [www.express-scripts.com](http://www.express-scripts.com)

**TrustMark/OASIS Trust Dental Insurance**

Administered by Aetna Dental Administrators

Customer Service: 800-282-3920

Group Number: AS0064

For a list of providers, log on to [www.mycorresource.com](http://www.mycorresource.com)

**Impact Employee Assistance Program (EAP)**

The EAP is a benefit available to employees and their family members offering access to confidential, professional support 24-hours a day, 365 days a year. Counseling, legal assistance, financial assistance and identity theft recovery assistance are among some of the FREE services available.

Customer Service: 800-227-6007

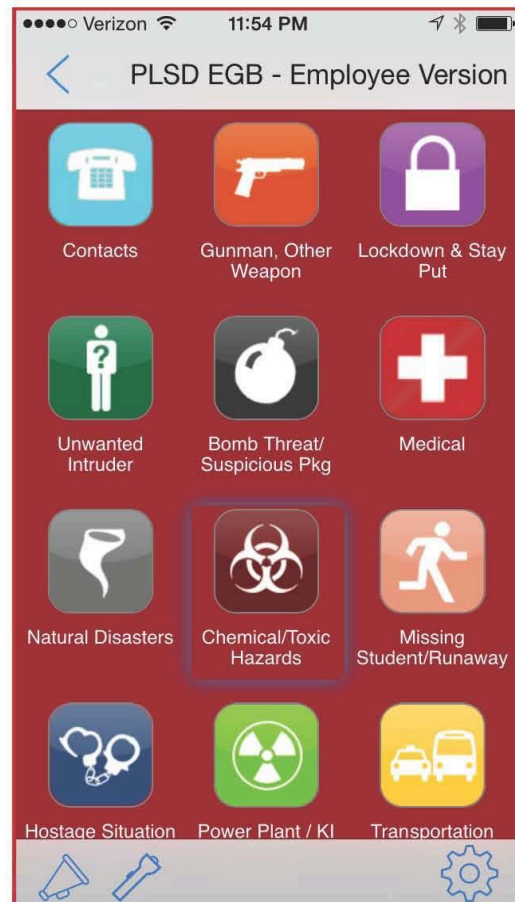
For more details or assistance, log on to [www.myimpactsolution.com](http://www.myimpactsolution.com). The password is LCSC.



## Emergency Guide Book Smartphone App

### SchoolDude CrisisManager Home Page

Tap an icon to access emergency information.

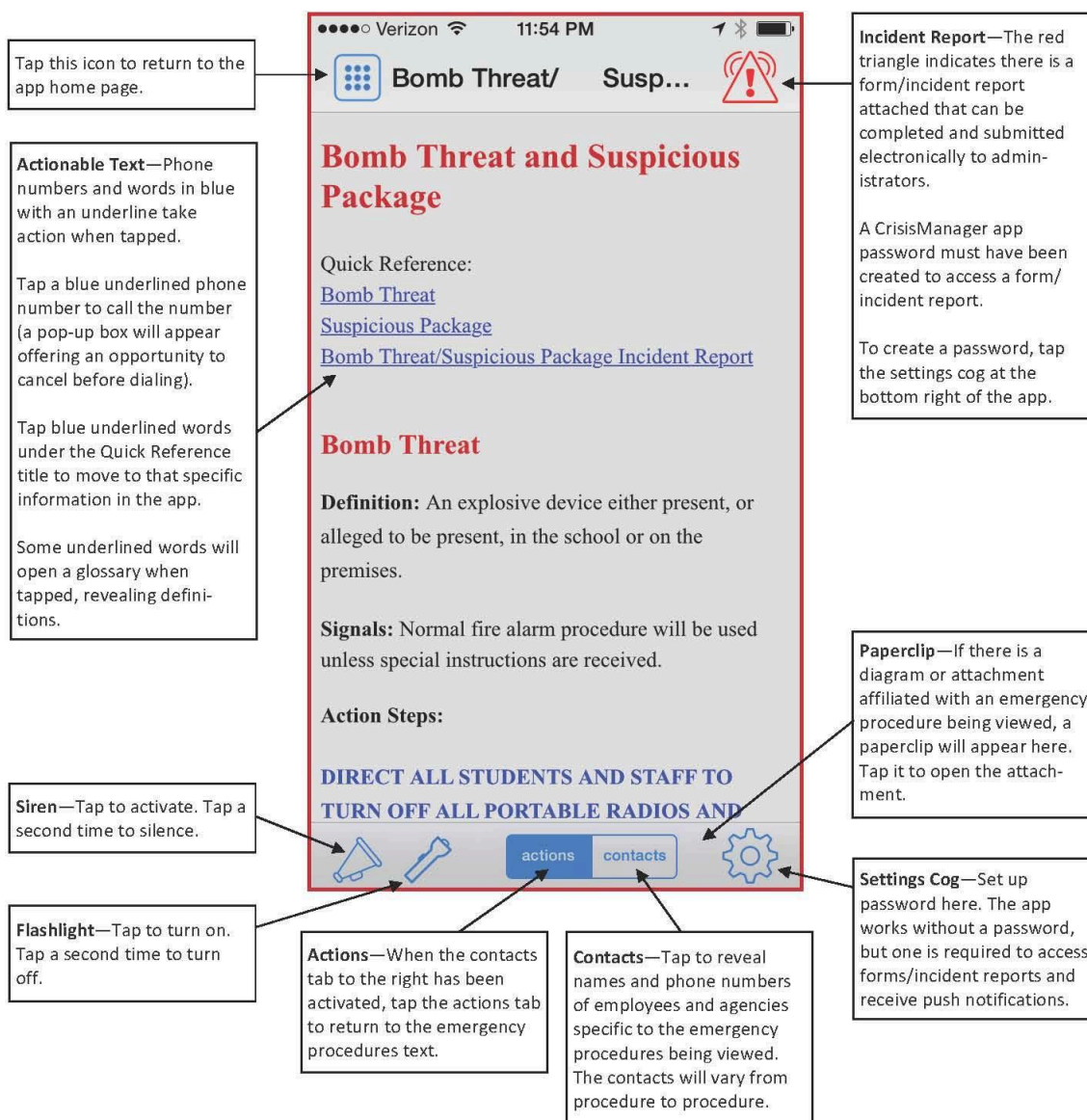


8/1/15



## Emergency Guide Book Smartphone App

### SchoolDude CrisisManager Navigation



8/1/15

In case of Emergency please see your *Emergency Guide* binder distributed by the Maintenance Department to all employees.

# **LPDC License Renewal Procedure & Individual Professional Development Plan**

## **LPDC Procedural Guidelines & Standards for Professional Development**

### **Professional Development Activity/Coursework Outside of the District**

Always put your activity in PD Express and follow the steps below in the system. Email your principal that you have submitted an activity for their approval in PD Express.

#### **College Course**

- If you are requesting tuition reimbursement, please complete [the Tuition Reimbursement Form](#), sign, submit to your principal for signature, return to the Office of the Assistant Superintendent for final approval and processing.
- Provide a transcript to the Office of the Assistant Superintendent to update your earned semester hours in PD Express upon completion of your course.

#### **Workshop, Seminar, Training**

- If you are requesting the district to pay for or reimburse your registration, mileage, meals or hotel accommodations you must complete a [requisition form](#) for approval.
- After completing your requisition, submit for principal signature then return to the Office of the Assistant Superintendent for processing.
- Once you have received your approved purchase order from the Office of the Assistant Superintendent you may register for your activity and accommodations.
- **Without an approved purchase order in place you will be responsible for all expenses associated with your activity.**
- Put your professional absence in [Frontline](#) (AESOP)
- After attending your activity, submit a certificate of completion to the Office of the Assistant Superintendent. Your activity will not be completed and you will not receive your earned hours without this documentation. If you have questions regarding what qualifies as completion documentation, please contact the Office of the Assistant Superintendent.
- If you have requested reimbursement from the district, complete your [expense report](#), submit to your principal for signature then forward to the Finance Department for processing.

### **Textbook/Digital License /Consumables Adoption**

[Perry Local Schools follows an Instructional Resource Adoption Cycle](#). District Teacher Leaders will be contacted by the office of the Assistant Superintendent when your PLC is in Review/ Revise or a Study year to discuss potential curriculum needs.

### **Technology – Hardware Requests**

The district recognizes that technology is continually improving and purchases such technology based on its impact on student learning and achievement results. The Educational Technology Committee reviews and approves hardware requests as submitted via the district web page (see Technology Requests) to include:

- Document camera
- Projector
- Interactive board
- Laptop

## **Technology – Software Implementation**

Instructional software requests are submitted to the principal for approval during spring budgeting (by March 1, prior to implementing the next school year). The Educational Technology Committee reviews and approves the requests in light of district goals and school/department budgets. Purchase requests are created by the staff requesting the purchase and sent to the school/department Administrator (and Admin Assistant). **Instructional Technology/Data Specialist** works with vendors to enroll students and communicates login information to Teachers.

## **Teacher Evaluation Process**

Teachers receive notification of the [Teacher Evaluation Process](#) before beginning the annual evaluation process. New employees hired during the year are to be notified of this process within 20 days.

## **Tuition Reimbursement**

Tuition reimbursement is provided to eligible certificated staff members as a reimbursement for prior approved graduate credits.

Such stipends to be non-sustained and in an amount equal to the actual costs for tuition and fees completed during the preceding twelve-month period (August 1 through July 31). Payment to be provided in a single lump sum to returning staff members following certification of satisfactory completion of course work in a maximum not to exceed \$2,000 annually.

The [tuition reimbursement application](#) should be printed and completed. Next it should be signed by your building principal. Finally submit it to Lori Langan at the Board of Education for the Assistant Superintendent's approval and processing. You will receive the approval via interoffice mail. Email [langanl@perry-lake.org](mailto:langanl@perry-lake.org) if you have any questions.

## **Policies & Procedures**

Staff and community can access all District Policies [HERE](#) . Once you are on the site you can search for policies by keyword in the search box on the left side of the Board Docs website or by clicking on the series number in the side menu.

The following policies are of particular importance to the daily job and/or professional ethics of teachers. These policies are required training and to be understood/signed off on via the SafeSchools training site.

**Policy 8462 - Student Abuse and Neglect**

**Policy 5517 - Anti-Harassment Students**

**Policy 8830 - Student Records**

**Policy 3362 - Anti-Harassment Professional Staff**

## Policy 7540.04 Staff Education Technology Acceptable Use and Safety

### Policy 7540.04: Staff Education Technology Acceptable Use and Safety



An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.



## Policy 77540.05 Proper Use of District-Issued Email Account

## Policy 5630.01 - Positive Behavior Intervention and Supports (PBIS) and Limited Use of Restraint and Seclusion

## Policy 2266 - Non Discrimination on the basis of sex in education programs or activities