

The Commodore Perry School District Administration is pleased to present the 2014-2015 calendar with important school activities and dates listed. It is impossible to include all activities/information in this handbook; therefore, activities will be published in The Herald and The Record Argus as they change or as they are scheduled. In addition to the dates, important school policies and information are also provided. **We urge you to read this material carefully.** We hope that this calendar will be of value to you. In an effort to improve our calendar, **we welcome and encourage your suggestions.** This handbook is not an all-inclusive list of potential situations and issues. Items may be added which may safeguard students' health and welfare on a case by case basis **at the discretion of the administration.**

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### COMMODORE PERRY SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

- Mrs. Cathy Adsit..... President
- Mr. Douglas Keeling..... Vice-President
- Dr. Chris Moinet..... Member
- Mr. Andy Payne..... Member
- Mr. John Rodgers..... Member
- Mrs. Lori McCracken..... Member
- Mrs. Shirley Myers..... Member
- Mr. Joshua Jones..... Member
- Mrs. April McTighe..... Member
- Mrs. Robin Johnson..... Board Secretary\*

\*non-voting

### ADMINISTRATION

- Dr. Kimberly Zippie..... Superintendent..... 724-253-3255 ext.1240
- Dr. Jeffrey Keeling..... High School Principal..... 724-253-2232 ext.1221
- Mrs. Michelle Young..... Elementary Principal..... 724-253-2025 ext.1230
- Mr. Curtis Ace..... Guidance..... 724-253-2232 ext.1233
- Mrs. Tina McCartney..... Instructional Support Teacher..... 724-253-2025 ext.1236
- Mrs. Megan Snyder..... Family Center..... 724-253-3256
- Ms. Esther Estes..... Head Start..... 724-253-2054
- .....Nurse..... 724-253-2025 ext.1229
- Mrs. Stacy Payne..... Special Ed. Coordinator..... 724-253-2232 ext.1249

### SCHOOL ADDRESSES

Commodore Perry School District, 3002 Perry Highway, Hadley, PA 16130

Website: <http://www.cppanthers.org> • Email: [cpsd@cppanthers.org](mailto:cpsd@cppanthers.org) • Sports Schedules: [www.usatodayhss.com](http://www.usatodayhss.com)

### NON-DISCRIMINATION POLICY

The school district is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and/or handicap in its activities, programs or employment practices as required by Title VI, Titles IX and Section 504. For information regarding civil rights or grievance procedures, contact Michelle Young, Title IX Coordinator, or Chris Maddas, Section 504 Coordinators, at 3002 Perry Highway, Hadley, PA 16130, 253-2025.

### WHO OWNS THE SCHOOL

Surprisingly, **YOU** do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family money!

### STUDENT ID CARDS

All students should have an ID card. This card is used to purchase food in the cafeteria, the library, for ID at school events, for safety reasons and in the future will be used for other purposes. Students are responsible to make sure that their ID cards are not lost or damaged. They will be asked to pay a \$5 replacement fee for lost or unusable cards. The fee DOES NOT come out of the student's lunch fund. Student ID cards will be used to purchase lunch and breakfast. This is a rule because of federal reimbursement procedures and for facilitating the quick movement of the lunch line. Whether a student uses his account or not does not matter. A student who does not use his card numerous times will experience consequences. For more information, go to the school's web site and select School Policies.

## ALL VISITORS ARE ASKED TO REPORT TO THE OFFICE DURING WORKING HOURS TO OBTAIN A VISITOR'S PASS

### COMPUTER INTERNET POLICY

The Computer Internet Policy (CIP) is a form all students grades 6 through 12 are required to turn in before they are permitted access to the District's computer systems. The Parent(s)/Guardian(s) and the student(s) are required to read and sign this form. The form is both for the safety of the District and the students. It explains the basic guidelines of student activity on the district's computer systems. It also explains many parts of the District's network that the students use including the need for a web content filter. For more information, go to the school's web site and select School Policies.

## ATTENDANCE GUIDELINES

The mission of the Commodore Perry School District Attendance Guidelines is to encourage and foster improved daily attendance for all students. We ask each of you to support the Attendance Guidelines so that all of our students can receive a quality education. Regular attendance is a healthy and vital life-long habit, which should be nurtured. Perfect attendance is a goal that we should all strive to accomplish. Thank you for your cooperation.

1. Attendance in school is mandated under the Compulsory Attendance laws and is the responsibility of the parent/guardian. Parents will be cited and taken before the District Magistrate in cases of unlawful absence for school that exceeds three (3) days. After 20 cumulative days of absence in any given year, students will be required to provide a doctor's excuse within (1) one week. Failure to do so will result in an illegal/unexcused absence being issued. Periodically, parents are sent attendance update letters when students are missing from school excessively.
2. Compulsory attendance states that a parent or guardian of all children between the ages of eight (8) and seventeen (17) are required by the Pennsylvania State Compulsory Attendance Law to ensure their children attend an approved educational institution unless legally excused.

### Definitions:

1. Excused Tardy – If a student fails to report to school by 8:03 a.m., but arrives before 9:30 a.m. with a written excused note from a parent or guardian, the tardy will be excused.
2. Unexcused or Unlawful tardy – If a student fails to report to school by 8:03 a.m., but arrives before 9:30 a.m., without a written note or the note contains an inexcusable reason, the tardy will be unexcused or unlawful. Should a student miss an entire class period due to tardiness, he/she will not be permitted to make up work for that class period
3. Excused and Unexcused Half-day Absence – If a student arrives to school after 9:30 a.m. and before 1:00 p.m., a note must be presented for an excused half-day absence.
4. Excused Full Day Absence – If a student arrives after 1:00 p.m. or does not report to school for the entire day, a note must be presented for an excused day.
5. Unexcused Full Day Absence – If a student arrives to school after 1:00 p.m. or does not report to school for the entire day, the note from the parent/guardian contains a reason that is not excused or a written excuse is not presented.
6. Excused Temporary Absences (Pennsylvania Code, Title 22, and Chapter 11).
  - a. Personal illness
  - b. Quarantine of the individual or home
  - c. Death in the family (5 days maximum)
  - d. Farm or domestic service work permit
  - e. Educational Trip (5 days maximum with prior approval)
  - f. Exceptional urgent reasons, such as house damaged by fire, storm, etc.
  - g. Religious Holiday
  - h. Required Court Appearance
  - i. College Visitation, for seniors only, for 3 maximum days with prior approval

### Notes:

1. Missing class for a school related function would not count as a missed period.
2. The school will have an appeal procedure for students and parents/guardians to take into account extended illnesses, injuries, etc.
3. Student driving privileges may be restricted for any student who is failing a class or classes due to unacceptable attendance and/or absence verification infractions.
4. Students with chronic attendance, grade, or lateness concerns may not be permitted to participate in field trips, clubs, or other organizations.
5. Students will have the number of days absent to make up work missed. Example: 3 days absent = 3 days to make up work.

6. The administration will attempt to notify parents/guardians and students when there is an attendance concern.
7. On the 3<sup>rd</sup> day of absence, make-up work may be requested. Make-up work will not be requested for absent day one or two.
8. Private transportation problems do not qualify as a legal excuse.
9. Any student who is seventeen (17) years of age or older and is absent from school for ten (10) consecutive days will be removed from the school attendance roster unless the school district is provided a doctor's note.
10. A student must be present prior to the beginning of the second (2) period in order to participate or attend any school –sponsored activity for that day unless a medical excuse is obtained.
11. Students who make prior arrangements at the office for an unexcused absence may be permitted to make up missed work if the reason given for the absence is judged to be worthwhile and/or necessary by the administration. A written statement (forms available in the office) indicating the reason for the absence and the dates involved should be presented to the office at least once a week prior to the date(s) involved. This includes hunting excuses, act. When there is doubt, prior approval should be the norm.
12. Breaking the attendance guidelines is considered a misconduct violation by the school district.
13. Students are responsible for contacting their teachers to obtain make-up work for any kind of absence.

## DISMISSAL DURING SCHOOL HOURS

Only those students who have written permission presented to and approved by the office and whose names appear on the absentee report are permitted to leave the building during the school day and the parent must pick them up at the school. An exception to this is senior work release students. All students who have permission to leave the buildings must sign out in the office. Failure to do this will result in an illegal absence and other disciplinary consequences.

Attempts should be made to not schedule medical and dental appointments during the school day. However, if a student must leave school early, a note from the Parent/Guardian MUST be provided to the office. Any excuse for an appointment should indicate the name and location of the appointment. When returning to school, the student should bring an appointment card or other official documentation signed by the doctor's office.

## ABSENCE VERIFICATION

When a student returns to school after an absence, a written absence excuse by a parent/guardian must be given to his/her first period teacher. The absence excuse must be in accordance with the established attendance regulations to be an acceptable excuse. THIS WRITTEN EXCUSE MUST BE PRESENTED WITHIN 3 SCHOOL DAYS AFTER THE STUDENT RETURNS TO SCHOOL.

## RESPONSES TO UNLAWFUL ABSENCES

Habitual truancy negatively impacts a child's school performance and increases the likelihood of the juvenile delinquency. An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. School districts shall not wait until a child has missed an excessive number of days before utilizing punitive measures and involving other systems.

1. **First Unlawful Absence-** Parent/Guardian receives a notice of unlawful absence from the school district. The legal penalties established by the law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments the name and the telephone number of a school contact person shall be included. Parents are then able to contact a specific person to request assistance in resolving a child's truant behavior.
2. **Second Unlawful Absence-** Parent/guardian receives a second notice of unlawful absence from the school district. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone

number of a school contact personnel should be included. Additionally, another offer of assistance should be made to the parent.

3. **Third Unlawful Absence-** Parent /Guardian receives a third notice of unlawful absence by certified mail providing “official notice of child’s third illegal absence.”Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice. School districts shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve the truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s educational environment, current academic difficulties, physical or behavioral health issues, and /or family environment concerns. At the end of the conference, all parties should sign a comprehensive TEP that is agreed to by the school representative, the child, and the parents and/ or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.
4. **Subsequent Unlawful absence-** After agreeing to a TEP, or if there is not agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice for the child’s third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose for this correspondence is to inform the child’s parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge. To ensure the parent/guardian receives the notice, it is recommended that such a notice be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absences but it is recommended that the school continues to call parent/guardian to inform them for additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.
5. **Referral to County Children and Youth Agency**
  - (a) **Children under 13 years of age** – Any child who has not attained the age of 13 with fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred by the school district to the local county children and youth agency for services, which may include addressing the family issues that may be responsible for the child’s truant behavior, or possible adjudication as a “dependent” child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge or a school may decide to refer a family to the local county children and youth agency instead of sending a citation to the appropriate magisterial district judge. If the parent /guardian provide written consent, a copy of the TEP should be forwarded to the county of children and youth agency.
  - (b) **Children 13 Years of Age and Older** –Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant may, in lieu of being prosecuted(as described in Section V below), be referred by the school district to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child’s truant behavior or, possible adjudication as a dependent child under the Juvenile Act.
  - (c) **Habitually Truant** – The School Code defines habitually truant as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child’s third unlawful absence.
  - (d) **Continued Truancy** – If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child’s continued truancy on a weekly basis. It is imperative that the local magisterial judge be kept informed if truant behavior continues after a plan is in place.
6. **Proceedings and Penalties for Violation of Compulsory Attendance Requirements(24 PS 13-1333 and 1338.1)**
  - (a) **School Codes** – Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met. While

school districts are required to give three days written notice of compulsory attendance prior to proceeding against the offending party it is strongly recommended that school districts make concerted effort to address the cause of child’s truant behavior before referring the child to another system.

Possible sentences for parents found to be in violation of the compulsory attendance law:

- Paying a fine up to \$300 for each offense and court cost , or Completing a parenting education program, and
- In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county to the county jail for no more than five days .
- Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months. (Magisterial district judges may suspend all or portions of the sentence if the child is no longer a habitually truant.)

The board of school directors may bring the student before the court. If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to ensure the child’s attendance at school and the child has attained the age of 13, the child may be:

- Subject to a fine of no more than \$300 for each offense, or
- Assigned to an adjudication alternative program pursuant to 4 Pac’s§ 1520 and alleged to be dependent under 42 Pac’s§ 6303 (a)(1) by the magisterial district judge if the child pays the fine or comply with the adjudication program.
- Referred by the school district for services or possible disposition as a dependent child defined less than 42 § 6002(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with the compulsory attendance provisions and is habitually truant. (Magisterial district judges may suspend all portions of the sentence if the child is no longer habitually truant.)

Any child who has not attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be:

- Referred to the school district for services or possible adjudications as a dependent child as defined less than Pac s § 6302(5).
- For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not a record, must send a certified record of the conviction or other disposition to the Department of Transportation.
- Upon first conviction, the child’s operating privilege an automobile will be suspended for 90 days.
- Upon second or subsequent conviction, the child’s operating privileges will be suspended for six months.
- Children who do not yet have a driver’s license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for any subsequent conviction.

If a student of compulsory school age cannot be kept on account of truancy, the school district may proceed against the student before the juvenile court.

- (b) **Further corrective measures for violation of compulsory attendance** – General protective are defined as services to prevent potential for harm to the child. Under Title 55 Pa code, Chapter 3490.223, children who are habitually and without justification truant from school while subject to compulsory school attendance are subject to an assessment to determine if there is a need for general protective services. Children shall not be referred to the county children and youth agency for assessment as possible needing services until after the school district has made a formal effort to involve a family and child in resolving the cause of the truant behavior.

## BELL SCHEDULE/DAILY SCHEDULE

Dismissal to Class .....	7:55	Period D (4).....	10:24-11:06
Warning Bell .....	8:00	Period E (5).....	11:10:11:52
Tardy Bell .....	8:03	Career Lunch.....	11:10-11:25
Announcements .....	8:03-8:06	Period F (6).....	11:56-1:17
Period A (1).....	8:06-8:48	Period G (7) .....	1:21-2:06
Period B (2).....	8:52-9:34	Period H (8).....	2:10-2:55
Period C (3).....	9:38-10:20	Dismissal .....	2:55

All H.S. Students, grades 9-12, must enter the building through the H.S. entrances. No students should be in the hallways prior to 7:55 without specific reason. Students arriving before 7:55 should remain in the lobby area.

## HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act, included in the No Child Left Behind (NCLB) Act of 2001 defines the term “homeless children and youths” to mean individuals who lack a fixed, regular and adequate nighttime residence, which include the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Abandoned in hospitals.
- Awaiting foster care placement.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Every reasonable effort will be made to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. For more information, please see School Board Policy #251 Homeless Students, or contact Maureen Werwie, Homeless Liaison at 724-253-3255 ext. 1240.

## NURSE’S OFFICE

1. Students will be admitted to the nurse’s office only with a pass signed by the teacher or administrator.
2. Students are not to go to the nurse’s office between classes or during lunch. If a student becomes ill during lunch, a pass may be obtained from the lunchroom supervisor.
3. All students who take medication during the school day are to give the medication to the school nurse at the beginning of the day. **The medication must be brought to the nurse’s office by a parent. A copy of the prescription or medication form is required with the medication. The prescription should include the name of the student, physician, drug dosage and frequency.** The nurse, in turn will dispense the medication to the student at the appropriate times.
4. Possession and the use of Asthma Inhalers. In some cases, students may need to carry their inhalers. The following is required for in-school use and is included in the Self Administration form available at the nurse’s office.
  - (a) The nurse must be notified following the self-administration.
  - (b) The inhaler/medication will be confiscated and loss of privileges if above is abused or ignored. The parent will be notified, and the inhaler will be in the nurse’s office.
5. Students may carry an Epi-Pen with the appropriate physician’s order.
6. Physicals are required in grades K, 6 and 11.

## ILLNESS DURING SCHOOL

1. Any student wishing to leave school due to illness must report to the nurse’s office. The student is not permitted to directly contact their parent.
2. When the student reports to the nurse’s office, the nurse will call to receive permission from a parent or authorized person, according to the student’s emergency card, for that student to leave school. If such person cannot be contacted, the student will not be permitted leave the school. All students must submit an emergency information card annually to update the information to current contacts as needed throughout the year.
3. Students are absolutely forbidden to leave the school grounds without permission from the nurse or administrator.
4. When the permission is given for a student to leave school, the student must go to the High School or the Elementary Office.

## CONFLICT RESOLUTION – PROPER PROCEDURE

When parents feel their child is having difficulties in school, they should use the following procedures for obtaining corrective action:

1. If the situation is related to a teacher, an appointment should be made through the guidance counselor or principal for a conference with the teacher involved.
2. If the situation is other than teacher related, the parents should contact the principal to obtain some kind of satisfactory resolution.
3. If satisfaction is not obtained at the teacher or principal level, then the parents should contact the superintendent of the schools. After three levels have been exhausted, parents can always appeal to the president of the board of education. We strongly urge all parents to use the procedures, for we have found that in 99% of all cases, most situations can be solved at the teacher or principal level. Our board of education has strongly endorsed these procedures and recommends that parents observe the suggested processes.

## CANCELLATION OF SCHOOL

In the event that school would have to be cancelled for the day because of weather conditions, bus drivers, teachers, parents, and students should tune into the following radio stations between the hours of 6:00 & 8:00 a.m.

WGPR - Greenville 940 AM WPIC - Sharon 790AM WMGW - Meadville 1490 AM  
WEXE -Greenville 107 FM WYFM - Youngstown 103 FM WZPR - Meadville 100 FM  
WKBN - Youngstown 570 AM WKBN - Youngstown 99 FM TV: WFMJ, WKBN, WYTV

## REPORT CARDS/GRADE SCALE

**Elementary report cards** will be sent home with each student every NINE (9) weeks. Parents should review the card, sign and return it promptly.

**High School report cards** will be issued every NINE (9) weeks. If you have a question about your child’s progress, please feel free to call and arrange a conference with the guidance counselor and/or the teacher involved. Below is the percentage scale upon which letter grades will be based:

Letter Grade	Percent	GPA
A+	100-98	4.67
A	97-95	4.33
A-	95-92	4.0
B+	91-89	3.67
B	88-86	3.33
B-	85-83	3.0
C+	82-80	2.67
C	79-77	2.33
C-	76-74	2.0
D+	73-71	1.67
D	70-68	1.33
D-	67-65	1.0
F	64 & below	

End of the year report cards will be mailed home. Students who owe obligations will not receive their report card until all obligations are returned or paid to the office.

## INCOMPLETE GRADES

When a student in grades 7 or 8 receives an unsatisfactory (failing) grade for the year in the equivalent of two (2) or more academic credits, he/she will be required to repeat the grade or complete credit recovery through private tutoring at his/her own expense. Students in grades 9-12 will be scheduled to make-up the required subject which has not been satisfactorily completed on an individual basis

During a grading period, if a student does not do or complete work necessary to satisfactorily make progress in the course, the student is assigned a final grade of incomplete.

If this work is not of the nature to affect general student reaction or necessary requirements of the course, the (i) will revert to an “F” at the end of two (2) weeks for the final grade, if it has not been satisfactory made up. If this work is a necessary requirement and the student does not make it up, the (i) stays and all proceeding grades, no matter what the student’s progress is must also be (i). When the original work is made up, the resulting incompletes are to be changed to their earned value.

## HIGH HONOR/ HONOR ROLL

An Honor Roll will be completed at the end of each grading period. To be eligible students must meet the following criteria:

1. Carry five (5) full-time (5 days a week) subjects.
  2. Receive no D, F or Incomplete grades.
  3. Career Center grades will count double because of the three (3) credits.
- HIGH HONOR (4.0 AVERAGE) No grade lower than a B
  - HONOR (3.33 AVERAGE) No grade lower than a C

## BUS LOADING PROCEDURES

It is the drivers' responsibility to establish a regular schedule within a reasonable range of time. (That range will increase, of course, in extreme weather or when there are problems with the bus itself.)

Drivers are not permitted to wait for students at pick-up points. It is unlawful for a bus to hold up traffic. Also, a bus that waits for one child will be late for the next child and all subsequent children.

Parents are responsible for having their children at the bus pick-up points on time. Parents also should instruct their children to stay back from the road until the bus is fully stopped and the lights are flashing. This is especially important in bad weather. With young children, parents should help form good safety habits; they should talk to their children about situations that may arise; what to do if a pet comes out to the bus, if school papers blow out of the child's hand and under the bus as driver is pulling away, or if a stranger tries to pick the child up. Children should be instructed to go directly home when departing the bus.

It is very difficult for drivers to keep track of their children if they do not follow a safe, daily routine. It is important that parents support the bus driver and principal when dealing with the misconduct of students. We are concerned for the safety of our children.

## BUS REGULATIONS

**\*Cameras may be used to assist bus drivers**

The student bus riding regulations are as follows:

1. Keep seated while the bus is traveling; be seated with the feet on the floor and do not board or leave the while the bus is in motion.
2. Arms, head, and hands are to be kept inside the bus.
3. After leaving the bus, pupils who must cross the road are to walk in front of the bus. Cross the road only after the bus driver has given you a signal.
4. Shoving, pushing, using profane and obscene language, smoking, drinking, and eating are prohibited.
5. Vandalizing (marking or writing on the seats or bus walls, removing screws, bolts or nuts; pushing on the backs of the seats in front of the student, etc.) and littering are prohibited.
6. Students must obey all requests and directions given by the bus driver or bus patrol members.
7. Keep laughter and talk at a low level.
8. Be ready when the bus arrives and board promptly.
9. Transportation by the school bus should be considered a privilege not a right.
10. Students must follow directions of the driver at all times.

The Commodore Perry School district will provide transportation to all qualifying students in accordance with State guidelines and mandates. Students will be assigned to both a specific bus and bus stop. All students are only permitted to ride the bus to which they have been assigned and must get on and off at their assigned stop. Requests to ride alternate buses for the reasons such as visiting a friend, relative, or various student lessons will **not** be granted.

**Reassignment for the Purpose of Child Care:** The district recognizes the need of many parents for alternate pickups or drop-offs due to the necessity of child care. Therefore, allowances will be made for parents desiring a permanent alternate stop. This means that a child may be picked up and dropped off at a location other the child's residence or even picked up at one location and dropped off at another.

Requests for such allowances must be made in writing by the parents or guardians with each request being reviewed by the Superintendent on an individual basis. For example, a student may **not** be picked up or dropped off at one location two days a week and different location the remaining three. In either case any change must be the same for every day of the week. The only exception will be

for a physician documented ongoing medical condition. Additionally, each request will be granted in accordance with the following criteria:

1. **The request can be accommodated with the current bus route and does not extend the existing route.**
2. **There is space on the vehicle of the alternate route being requested.**
3. **The request change does not increase the cost to the School District.**

**Students who violate the bus riding rules, under the guidelines set forth by the School Board Policy, will be suspended from riding the bus.** The driver's responsibility involves the administering of disciplinary measures commensurate with the offense. All cases of suspension from bus riding shall be reported promptly by phone or visitation to the parents or guardians of the child involved and to the superintendent. Suspension from bus riding may begin immediately after parent notification, but must begin no later than 24 hours after notification.

In addition to the penalties imposed by the Discipline Code, the following additional penalties will be imposed if the disciplinary infraction occurs while a passenger on a school vehicle:

1. First report – warning: principal-student and/or in-school consequence
2. Second report – conference with principal, driver, parent or in-school consequence
3. Third and subsequent reports may lead to conferences, detention in-school consequence, and/or suspension from the bus. A copy of the bus misconduct will be sent home for parents signature to be returned to the office.

It is the bus driver's responsibility to establish a regular schedule within a reasonable range of time. Drivers are not permitted to wait for students at pick-up points. It is unlawful for a bus to hold up traffic. Parents are responsible for having their children at the bus pick-up point on time. Parents should help develop good safety habits and talk to their children about appropriate behavior waiting for the bus and en route to school. Children should go directly home when departing the bus. It is important for the parents to support the bus driver and principal when dealing with students misconduct on the bus.

**Footage from bus cameras may be used for discipline purposes.**

## CAREER CENTER BUS-DRIVER PERMIT

All Career Center students are to ride the bus unless you have a previously approved driving pass. **No riders are permitted in any car.**

## STUDENT RESPONSIBILITIES

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to the school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

**No student has the right to interfere with the education of his fellow students.** It is the responsibility of each student to respect the rights of all who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The student's responsibilities are to:

1. Be aware of all the rules and regulations for student behavior and conduct themselves in accordance with them.
2. Be willing to volunteer information in disciplinary cases and cooperate with the school staff should they have important knowledge in relation to such cases.
3. Dress and groom themselves so as to meet fair standards of safety and health, and common standards of decency.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in running a safe school for all students.
6. Be aware of and comply with state and local laws.
7. Protect and take care of school property.
8. Attend school daily, except when excused, and be on time for all classes and other school functions.
9. Make all necessary arrangements for making up work when absent.
10. Pursue and attempt to complete the course of study prescribed by state and local authorities.
11. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

12. Personal electronic devices (cell phone, MP3 players, etc.) are not to be used during school hours and should be left home. Cell phones are not to be used during the school day. The consequences for the use are as follows.
  1. The object will be confiscated and returned at the end of the day.
  2. The object will be confiscated and a parent or guardian must pick it up at the office.
  3. The object will be confiscated and returned to the parent or guardian. The student will be issued a day of in school suspension.
13. Students are not permitted to take pictures or video in class without the permission of the class teacher or administration due to the privacy of those involved. Any picture or video taken without permission will result in the electronic device being taken and the picture deleted. The parent will be notified.
14. Elementary students are not permitted to have or use cell phones during school hours. The phone must be turned off and stored in the student's locker.

### GRADUATION PROJECT

The completion of a Senior Graduation Project and Exit Interview are requirements for graduation from the Commodore Perry School District and the State of Pennsylvania. The project involves students in a community service project and job shadowing as part of the graduation project and requirements for graduation. Students may be excused from school to complete the community service and job shadow. A pre-approval form is to be completed and returned to the high school office to be excused for these projects. The faculty advisor, parent, and administrator must sign the pre-approval form. Forms are located in the high school office or with each faculty advisor.

Dates for Exit interviews will be found in the Student Handbook in March, April, and May. Students must arrange with their faculty advisor a time to meet after school one of these dates. The only reason to not complete the exit interview by May is due an excused absence. If a student is legally absent on May 13, the exit interview may be rescheduled prior to the end of the school year. The student must have completed all community service, job shadow, and resume requirements prior to May 13. Students who have not completed their senior project by May 13, will not be able to participate in the senior picnic. If the information needed at the exit interview is not complete, students may make-up that work and submit it to their advisor by May 29, provided they went to the scheduled interview time.

Failure to complete the Senior Graduation Project and Exit Interview will result in a senior not graduating or participating in the graduation ceremony. A time to complete this activity will be arranged with the administration to complete this project following the graduation ceremony.

### DISCIPLINE CODE

Effective operations require effective guidelines. Such guidelines, in addition to being mandated by the State, are especially important for students in order to establish a sense of acceptable behavior.

The purpose of the guidelines, which were developed by a joint committee of faculty, students, administrators, and parents are the following:

1. To ensure an understanding by parents and students of what is acceptable behavior, as well as, what actions will be taken for infractions of these rules.
2. To ensure that teachers and students using the guidelines will be able to establish an appropriate classroom environment
3. To ensure consistency and an equality of treatment for all students.
4. To ensure the protection of students from other students, who abuse the rights afforded to them.
5. To ensure that parents and students understand the processes which lead to disciplinary action.

These guidelines are intended to cover discipline problems at all age levels in school. You may find some of the guidelines irrelevant because of the age of the student.

The Pennsylvania State Police may be contacted by the administration any time there is an infraction that may result in a citation or need for additional input on a possible violation of state or local statutes.

### STUDENT DRESS CODE

These dress code regulations should be considered as clothing purchases are made for the following school year.

The purpose of this dress code is to set standards of reasonable dress that will promote a learning environment that is safe and free from unnecessary distractions while maintaining an appropriate academic decorum:

Thank you for your continued cooperation!

***Students violating these regulations by wearing any of the following prohibited items will be asked to call home for a change of clothes and remain in the office until appropriate apparel is received. Repeated violations will be subject to disciplinary action according to the school code.***

1. All clothing and accessories must be neat, safe, clean and appropriate for an educational setting.
2. Tank tops, halter tops, tube tops, spaghetti strap tops, and muscle shirts are prohibited.  
**(All tops must cover the back, shoulders, and sides)**
3. Low-collar tops and dresses are prohibited. (No cleavage is to be visible.)
4. Clothing made of see-through material is prohibited.
5. Low riders, pajama pants, lounge pants, baggy pants, pants that drag on the floor, and bell bottoms wider than 11 inches are prohibited. **(Pants, shorts, capris, and skirts must be secured at the waistline.)**
6. The administration understands that holes in clothing is the current fashion trend, and the wearing of such garments is permitted provided that the holes are not placed in areas of the clothing that result in violation of other items within this dress code. **(Clothing with large rips and tears and frayed edges is not considered acceptable attire.)**
7. Shorts, dresses, and skirts higher than the length of a fingertip of the wearer (with arms fully extended along the sides) are prohibited regardless of whether "tights" are worn underneath.
8. Form-fitting pants are prohibited. This includes leggings and tights that are not worn under another garment of school-appropriate (finger tip) length as well as form-fitting "yoga" pants
9. Exposed undergarments are prohibited.
10. Inappropriate footwear (slippers, etc.) is prohibited. Appropriate footwear must be worn at all times.
11. Clothing (including T-shirts, sweatshirts, buttons, wristbands, etc.) advertising or referencing alcoholic beverages, drugs, tobacco, bars, obscene slogans or images, and messages with meanings that can be interpreted in an inappropriate manner is prohibited.
12. Chains or ropes of any material on clothing are prohibited. This includes, is not limited to chains for wallets, chains or ropes on pants, shirts, etc.
13. Hats, caps, bandanas, hoods, and scarves are prohibited during school hours. **(Hats, caps, and hoods should be removed upon entering the building.)**
14. Outer wear including coats, jackets, gloves, etc. are prohibited during school hours.
15. Book bags and duffle bags are not permitted in classrooms.
16. **Final judgement in cases of questionable dress rests with the administration.**

The administration reserves the right to change the dress code during the school year to address issues that are in the best interest of the students, faculty, and staff.

### DEFINITIONS

**Bullying** - To intimidate another individual(s) with words or actions. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying** as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Cheating** - to obtain or provide information or assistance by dishonest or deceitful means on tests, quizzes, major assignments, compositions, etc.

**Cutting** - any unauthorized absence from class.

**Dangerous instrument or weapon** - shall include such items as fireworks, firearms, knives, or any object which could be used to inflict any bodily injury or to place another in fear.

**Drug Paraphernalia** - Includes any utensil or items which can be clearly associated with the use of drugs or alcohol.

**Drugs** – any chemical, organic or inorganic substance classified as a “controlled substance” by the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, Act of April 14, 1972, P.L. 233, No.64, as amended, 35 P.S. 780-101 et seq. “Drug” shall include but is not limited to:

1. Any opiate, or derivative or compound of opium.
2. Any hallucinogenic substance including lysergic acid diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols;
3. Marijuana, including all forms, species and/or varieties of genus cannabis native, seeds, resins oils and compounds thereof;
4. Cocaine, coco leaves, and any compound, mixture or preparation containing any quantity thereof;
5. Stimulants, including amphetamine, phenmetramine, methamphetamine, and any compound, mixture or preparation containing any quantity thereof;
6. Depressants, including barbituric acid or any other compound or derivative thereof;
7. So-called “look alike drugs” or compounds containing caffeine, ephedrine or similar substances, packaged or intended to look like a controlled substance as further defined in the Controlled Substances, Drug ,Device and Cosmetic Act
8. Inhalants, such as amyl nitrates or so called “Rush”, airplane glue, ether, kerosene, gasoline, or compounds thereof.

“Drug” shall not include any substance prescribed by a physician for a student provided that the student first registers the drugs with the school nurse or health office at the time they are first brought onto school premises and used in accordance with the instructions of the prescribing physician.

**Harassment** – annoy persistently – repeatedly over a period of time

**Insubordination** – unwillingness to submit to authority. Failure to comply with specific, reasonable direction.

**Minor vandalism** – any defacement or destruction of property that is basically cosmetic in nature and can be quickly and easily restored.

**Possession** – a student is in possession of an item when the item is found on the person of this student, in the student’s locker, or under the student’s control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Additionally, any student who is responsible for bringing an item of contraband into the school environment or to school activities, regardless of whether or not the item is in his/her possession at the time of discovery, shall be guilty of violating school policy and shall be treated as if in possession.

**Suggestive behavior** – kissing, embracing, and/or any other actions beyond hand holding and/or walking to classes together arm in arm.

**Truancy** – any willful unexcused absence from school.

**Weapon** – any device, instrument, material or substance, which under the circumstances in which it is used, or threatened to be used, is readily capable of causing physical injury or terror.

This definition includes, but is not limited to, any knife, cutting instrument, cutting tool, numchuks, Brass knuckles, firearm, shotgun, rifle, BB or pellet gun, chemical agent, explosive device, and /or instrument, tool, or implement capable of inflicting bodily injury or causing fear of same.

## SUSPENSION AND EXPULSION

**Suspension** – Temporary termination of enrollment, often until stipulation conditions are met. Though the action for suspension may begin with the teacher, the principal or higher administrative officials are the only persons who can suspend a student. It is important that the parents be notified and given full information concerning the suspension. Days missed because of suspension will count as class periods missed in relation with our attendance guidelines.

**Expulsion** – Termination of enrollment permanently or for extended period. **Expulsion is a harsh disciplinary measure.** It should be reserved for the more serious or chronic acts of inappropriate behavior. Building principals may recommend expulsion to the board through the superintendent, but **only the board may expel** students from the school, and the board may expel only after a proper hearing in compliance with Section 1318 of the School Laws of Pennsylvania. School boards have also the power and authority to reinstate. All Level V and all habitual Level IV offenses as well as any offense which is deemed serious enough by the school board and by administration may lead to expulsion.

**Threatening Language** – Threats of harm or death directed toward individuals, or threats to destroy property will be taken seriously. Administration will investigate all incidents of threatening language or behavior to determine the appropriate disciplinary response ranging from level III to level V. Individuals making threats will be referred to the SAP team (high school) or IST (elementary).

## LEVEL I

**Unacceptable behavior on the part of the student which impedes orderly classroom procedures and learning process.**

### EXAMPLES

Classroom disruptions  
Nondefiant failure to complete assignments  
or carry out directions  
Minor misconduct  
Copying homework  
**Dress Code violation**

### MINIMAL DISCIPLINARY RESPONSE

Verbal reprimand  
Written record maintained by the staff

### OPTIONAL DISCIPLINARY

Parental contact  
Loss of privileges  
Teacher Detention  
Constructive written assignments  
Psychological referral

**Notes:** Teacher detention – 24 hr. notice required – detention assignment slip must be given to student – slip must be presented by student with parent/guardian signature to be admitted to detention.

## LEVEL II

**Unacceptable behavior on the part of the student which tends to interfere with orderly operation of the school or unmodified Level 1 behavior.**

### EXAMPLES

Misconduct in hallways (especially running), cafeteria, study halls, lavatories, library or at extracurricular activities.  
Presence in unauthorized areas of the building or school grounds.  
Suggestive behavior toward a student  
Use of profanity directed to another student  
Cutting of a class.  
Minor vandalism  
Lateness (4<sup>th</sup>, automatic after school detention)  
Failure to report to administrative or teacher Detention – **one time only**  
Dress Code Violation  
Tardiness (4<sup>th</sup>)(Late to school)

### MINIMAL DISCIPLINARY RESPONSE

Administrative reprimand.  
Written record maintained by administrator  
Counselor referral

### OPTIONAL DISCIPLINARY RESPONSE

Administrative Detention (24 hr. notice Required.)

Administrative parental contact.  
Loss of privileges.  
Constructive written assignment.  
Psychological referral  
**Saturday Detention**  
Temporary suspension  
Alternative Education Program

**Notes:** No student will be given more than one verbal reprimand for Level II offenses before being assigned an administrative parental contact. Cutting a class will result in a detention and a grade of “0” being assigned for all missed work. Minor vandalism will result in a detention and the student being required to restore all damages. Lateness (4<sup>th</sup>offense) will result in the loss of student’s hall pass privileges for a two week period and parent notification.

Tardiness (4<sup>th</sup>) will result in an assigned Saturday detention.

## LEVEL III

**Unacceptable behavior on the part of the student disrupts the learning climate of the classroom and school or unmodified Level II misbehavior**

### EXAMPLES

Fighting  
Gambling  
Cheating/Plagiarism  
Insubordination  
Failure to report to administrative or teacher detention

### MINIMAL DISCIPLINARY RESPONSE

**Saturday Detention**  
Written record maintained by administrator.  
Parental contact

Continued lateness (8<sup>th</sup>)  
 Use of or possession of tobacco in any form  
 Cutting of class (2<sup>nd</sup> offense) or multiple  
 Truancy  
 Signature Forgery  
 Continued Tardiness (8<sup>th</sup>)  
 Dress Code violation (repeated)  
 Bullying

OPTIONAL DISCIPLINARY RESPONSES

Out of school suspension 1-3 days  
 Loss of privileges  
 Psychological referral  
 Alternative Education Program  
 Administrative Detention

**LEVEL V**

**Acts which result in violence to another person(s) or property or which pose a direct threat to the safety of others in the school or continuation of unmodified Level IV behavior. Most of these acts are clearly criminal and are so serious that they always require immediate administrative action and the immediate removal of the student from school.**

Notes: Fighting will result in an out-of-school suspension for 1-3 days. Cheating in addition to the above, will result in a grade of "0" being assigned for the item in question. Continued lateness (8<sup>th</sup>) the student will lose their extracurricular privileges (could include prom) and hall pass privilege for (3) weeks. **First tobacco violation will result in a fine of \$50.00 plus disciplinary action. A second tobacco violation will result in another fine and the student being assigned to five (5) days out of school suspension.** A student being suspended from classes for failure to report to detention may not remove the original obligation. Failure to arrange parent conference will move the offense to Level IV. Dress code violation may result in assignment to out-of-school suspension. It is the policy of the Commodore Perry School District to maintain a working and learning environment that is free from sexual harassment. Refer to School District Policy 232 which is available in the Superintendent's Office. Tardiness (8<sup>th</sup>) will result in two (2) Saturday detentions and 10 school days loss of driving privileges.

**Level IV**

**Acts directed against persons (including self) or property whose consequences do not seriously endanger the health or safety of others in the school or unmodified Level III behavior.**

**EXAMPLES**

Use of profanity, vulgar or obscene words, gestures, or other actions, on or off district grounds, to members of the staff or school board, or guests of the district.  
 Use of threats or physical violence to members of the staff or school board  
 Unsafe operation of motor vehicle on school district property.  
 Suggestive behavior to a member of the staff or school board or guests of the district.

Unsatisfactory behavior during Saturday detention.  
 Use of or possession of tobacco in any form (3<sup>rd</sup> offense).  
 Excessive lateness (12<sup>th</sup>)  
 Excessive Tardiness (12<sup>th</sup>)  
 Throwing, propelling or directing an object in such a manner that the object could cause bodily harm.

**MINIMAL DISCIPLINARY RESPONSE**

Temporary suspension from class and assignment to out-of-school suspension for 2-9 days.  
 In-person parent conference required. (Telephone conference will be permitted for the student's first suspension.)  
 Written record maintained by administrator

**Optional Disciplinary Response**

Full suspension.  
 Loss of privileges.  
 Psychological referral.  
 Alternative Educational Program  
 Administrative Detention

**EXAMPLES**

Extortion  
 Possession of, use of, transfer of, or selling a dangerous instrument or weapon.  
 Possession of, use of, transfer of, or selling of Drugs, look-alike drugs, drug paraphernalia or alcoholic beverages while under the jurisdiction of the school.  
 Physical assault and/or battery of a student, guest, or member of the staff or school board.  
 minimum  
 Theft, vandalism, defacement or destruction of public property while under the jurisdiction of the school  
 Theft, vandalism, defacement or destruction and/or threat to destroy school district property or the property of a member of the staff or school board or others.  
 Breaking and/or entering any school district building .  
 Interfering with the safe operation of the School.  
 • Theft of personal property.  
 • Continued and excessive lateness(16<sup>th</sup>)  
 • Continued and excessive tardiness ( 16<sup>th</sup>)  
 • 4<sup>th</sup> Tobacco violation  
 • Theft of cafeteria items.  
 • Terrorist threats towards person or property.

**MINIMAL DISCIPLINARY RESPONSE**

Up to 10 day out-of-school suspension  
 In-person conference with Superintendent or representative .  
 Complete restitution of property and damages  
 Contact of law enforcement officials.  
 Written record maintained by the administrator.  
 Loss of extracurricular privileges for a Of six (6) weeks.  
**Optional disciplinary Response**  
 Expulsion. (11 days and up to one calendar year)  
 Court placement of student.  
 Loss of extracurricular privileges.  
 Other board action  
 Alternative Education Program.

Notes: Theft - theft of items of personal property, includes cafeteria items, may result in a suspension of 1 – 10 days depending on the items and value involved.

16th late to class will result in loss of driving privileges.

**ADMINISTRATIVE P.M. DETENTION**

1. Afternoon detention will be held twice per week, usually Tuesday and Thursday after school.
2. The time for afternoon detention is 3:00 to 3:30
3. Students assigned to afternoon detention must have school work or library-type reading material with them.
4. Assigned students should present their assignment sheet with a parent signature to be admitted.
5. Students who are tardy will not be admitted and will be assigned to afternoon detention or Saturday detention.
6. Failure to report to detention with no valid excuse will result in the assignment of another day of afternoon detention or Saturday detention.



## SATURDAY DETENTION

1. Saturday detention will be held in room 101.
2. The time for Saturday detention will be 9:00 to 11:00 a. m.
3. Students assigned to Saturday detention must have school work or library-type reading material with them.
4. Assigned students should present their assignment notification sheet with parent signature to be admitted.
5. Students who are tardy (after 9:00 a.m.) will not be admitted and will be reassigned or given out-of-school suspension.
6. Failure to report to assigned Saturday detention will result in the assignment of an additional detention or out-of-school suspension.
7. Students will complete a discipline lesson while attending Saturday detention.
8. All school and detention rules will be followed during detention or an additional detention or out-of-school suspension will be assigned.
9. Students are responsible for their transportation to and from Saturday detention.

## OUT-OF-SCHOOL SUSPENSION

1. Student will not be allowed on school property.
2. If suspension is 1 to 2 days student is responsible to talk with each teacher to obtain make-up work. Work will not be requested for the H.S. Office
3. If suspension is for 3 or more days student is responsible for making arrangements to obtain his school work from the office. All assignments for the days of suspension must be completed or the student may not be re-admitted to school.
4. Any days missed due to suspension will count as class periods missed in relation with our attendance guidelines.

## HALL PASSES

Students will be given an individual corridor pass by their teacher each time they move in the building during classes. All students in the halls during class period must have a corridor pass signed by a staff member.

## SIGN-OUT SHEET

All students must sign-out, with name and time, before leaving a classroom with hall pass. Student must sign-in with name and time, upon return. Sign-out sheets will be handed into the H.S Office at the end of each week.

## EMPLOYMENT CERTIFICATES

There are several types of employment certificates – vacation, the general, the farm and domestic, and the emergency certificate. Vacation Employment certificates will be issued by the Superintendent to students between the ages of 15 and 18 to work at all times that will not interfere with regular school attendance. To secure a general employment certificate, the minor must be 16 years of age before contacting the secretary of the school district. If a need is established, the superintendent will be instructed by the School Board to issue the certificate. To be eligible for a farm and domestic service permit, the student must have completed the highest elementary grade in the public school of the district in which he resides or be 15 years of age. All certificate applications are available in the High School Office from High School Secretary, Mrs. Janet Baer.

## AUTOMOBILES

If you find it necessary to drive to school, the vehicle **MUST** be registered in the office. Students are to park in their assigned parking places. All cars **MUST** have an official parking permit attached to their rear view mirror of their registered vehicle. Student permits and assigned parking spaces will be issued at time of registration. **STUDENTS MAY PARK ONLY IN THEIR ASSIGNED PARKING PLACE. THERE WILL BE A REGISTRATION AND ASSIGNMENT FEE OF \$5 FOR AN OFFICIAL PARKING PERMIT.** This makes the school parking lot a private school lot with all school rules and guidelines in effect.

Drivers must present proof of insurance, the license plate number, make, model, color, and year of the car when registering their vehicles. Failure to register a vehicle will result in the loss of driving privileges.

## INSURANCE/ACCIDENT

A pupil accident insurance program, at nominal cost, with broad accident coverage is approved by the Commodore Perry School district and made available to the students and faculty. Pupils and their parents are encouraged to take advantage of this program by purchasing protection for each pupil during the school year. It is understood that such protection covers the school instructional program, all school activities and school sponsored social and athletic events as a participant, with the exception of senior high school football.

Any student who is injured while attending school should report the accident to the school nurse.

## INTERSCHOLASTIC ATHLETICS

Commodore Perry provides interscholastic competition in the sports of Co-ed Soccer, Football, Girls Volleyball, Girls and Boys Cross Country, Boys and Girls Basketball, Wrestling, Girls Softball, Boys Baseball, Tennis and Golf.

Co-ed Soccer/grades 9-12/Fall sport/Co-op with Greenville  
Football/grades 7-12/Fall sport/Co-op with Cochranton  
Girls Volleyball/grades 9-12/Fall sport/Varsity and J.V. Levels  
Cross Country/Girls & Boys/grades 9-12/Fall sport/Varsity level only  
Boys Basketball/grades 7-12/Winter sport/Varsity, J.V. Jr. High levels  
Girls Basketball/grades 7-12/Winter sport/Varsity, J.V. Jr. High levels  
Wrestling/grades 7-12/Winter sport/Varsity, J.V. Jr. High levels  
Girls Softball/grades 9-12/Spring sport/Varsity level only  
Baseball/grades 9-12/Spring Sport/Varsity level only/Co-op with Cochranton  
Tennis/grades 9-12/Varsity level only/Co-op with Greenville  
Golf/grades 9-12/Varsity level only/Co-op with Greenville  
Track/grades 9-12/Varsity level only

## RULES GOVERNING STUDENT PARTICIPATION IN SCHOOL ACTIVITIES/ELIGIBILITY

1. Per Board policy, athletic eligibility will be generally determined according to PIAA standards. Areas where local policy is more stringent than PIAA standards are listed in the paragraphs below.
2. To be eligible, a student must pass a minimum of four (4) full-time credit courses in the previous marking period to be eligible during the current grading period.
3. In cases where the student doesn't meet the above criteria, the student will be ineligible for the first fifteen (15) school days of the new grading period, beginning on the day that report cards are issued.
4. A student that is failing in two or more subjects in a given week is not eligible the following week. Eligibility is determined on Monday morning. A student who is found to be ineligible cannot participate in any competition from Monday afternoon through the following Saturday.
5. The Athletic Director will notify ineligible athletes via a letter on the Monday the athlete is found to be ineligible. Coaches will receive an emailed form consisting of ineligible and marginally eligible athletes on their team on Monday as well. Marginally eligible athletes are failing one course in a given week.
6. Students who arrive at school after the start of 2nd period without a doctor's excuse will not be eligible to practice or compete on that day. If an athlete comes to school by the start of 2nd period and is subsequently sent home by the nurse, the athlete may participate in practice or competitions after school that day.
7. Students who arrive at school after the start of 2nd period on Friday without a doctor's excuse will not be eligible to practice or compete on Friday or Saturday.
8. Students are considered in attendance if: 1) they are on a school-sponsored field trip; 2) they present a medical excuse to a school administrator or their coach; 3) they are attending a family funeral; 4) they are responding to a family emergency; 5) they are on an approved college visit; or 6) they are performing an approved job shadow.
9. Ineligible athletes may practice with their teams.
10. Ineligible athletes may not ride the bus to away contests.
11. An athlete that is ejected from a contest by a PIAA official will be ineligible for the next contest of the same level. (i.e. If an athlete is ejected from a JV game, the athlete can't participate in the next JV contest, but may participate in a varsity level contest if otherwise eligible.)
12. Athletes and cheerleaders must travel with the team on the bus to away contests. Coaches may allow parents to sign out their athletes for the return trip.

## LOCKERS

The Locker is property of the Commodore Perry School District and is provided to the student for storing school-related items and clothing. The school has an obligation to insure that the locker is used properly and that no item placed in the locker jeopardizes the protection of the health, safety, and welfare of the students, faculty, school property, and educational process. To fulfill this obligation school officials have the right to conduct locker searches. Students are not to expect privacy from school searches of lockers as outlined in the handbook under Right to Search. Locker searches may be conducted without any regard to any individualized suspicion.

Should any item that violates school policy be found in the locker, the item(s) will be immediately confiscated and appropriate disciplinary proceedings will be instituted against the student in accordance with the discipline policy outlined in this handbook.

Each student is assigned his/ her own locker. Students are not permitted to share lockers with any other student. Students are not to move to other lockers without permission. Lockers are the property of the school district and can be searched properly at any time by school officials. It is recommended that the lockers be used infrequently during the school day in order to prevent students from being late to class. An appropriate schedule might be before class in the morning, lunch, and at dismissal time. It is recommended that students not bring large sums of money or valuables to school. If the student wishes to use a lock, the combination or key to the lock must be provided to the office prior to the lock being placed on the locker.

## RIGHT TO SEARCH

At no time does the Commodore Perry School District relinquish control of hallway lockers, physical education lockers, or any other part of the school building or property. School officials reserve the right to search any and all school property at any time. These searches may encompass any and all items stored in lockers or in any other area of the school property. In addition, school officials have the right to search students, their direct possessions and automobiles parked on the property if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to themselves or others while on school property. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection units, or any other device deemed useful in protection of the health, safety, and welfare of the school population.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing. An administrator may seize any evidence indicating that a student is violating or has violated the law or school rule, that the administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is proper and reasonable.

**Students should remember to leave personal items of value (such as mp3 players, radios, money, etc.) at home and not in their lockers. If you find it necessary to bring such items to school you should make arrangements to leave them in the office.**

## ORGANIZATIONS

The following are available to the students:

Art Club	Drama Club
Robotics	Panther Broadcasting
Language Club	Yearbook

Students may be elected to membership in the following organizations:  
National Honor Society                      Student Council

Club and organization meetings will be held before, during or after school. All students are encouraged to participate in organizations, but join only if you actually plan to participate. A number of additional activities will be announced throughout the year.

## EVENING AND ATHLETIC EVENTS

Students are encouraged to come to as many evening events as they are able to attend. However, you should be in the gym/ auditorium during the event. If someone insists on loitering in the halls or doorways, you will be asked to leave the building. **Students are expected to be in school the day of the event to attend that evening.**

## Dances sponsored by Student Organizations

1. The dance must be cleared through the organization advisor or the Principal.
2. Evening dance (grades 7-12): 7:00 – 10:00 pm.
3. **Chaperones:** Evening Dance- two (2) teachers, four (4) parents. The names of the Chaperones MUST be in the Principal's office three (3) days before the activity is scheduled to take place.
4. **Attendance:** Once student has arrived at school he/she should enter the dance and remain at the dance. Should a student persist trying to wander about the school or going outside the building, the chaperone will call parents and ask student to leave.
5. **Guests:** the dances sponsored by a school organization are not considered public dances. They are for CP students. Guests must register and be approved by the H.S. Office at least two days before the dance.
6. Decorations shall be kept to a minimum. No materials shall be attached to ceiling lights.

## EVENING CONCERTS

The winter and spring concerts are a unique and integral part of the instrumental and choral music courses and as such, attendance at these two (2) concerts is a course requirement. A student who is absent without an acceptable verifiable excuse may have his / her respective music grade lowered up to twenty-five percent during the report period in which the absence occurred. However, a student who is deliberately absent from a winter or spring concert may, with concurrence of the high school principal, receive a grade of "F" during the report period in which the absence occurred.

## FIRE / TORNADO DRILLS

Our building is of fireproof construction, but we must know how to empty the building in an orderly manner as rapidly as possible. Records show that more people are injured in fires because of panic or being trampled than by the actual fire itself. In each room you will find instruction sheets posted advising teachers and students of the procedure that needs to be followed in case of **fire** or **tornado**. It also directs each room to the proper safe location.

1. Be calm and orderly.
2. At the sound of the fire signal or tornado air horn – all work must cease instantly.
3. Pupils will rise and walk out of the room as directed.
4. Silence is absolutely necessary. Students will be QUIET.
5. The last students remaining in the room should shut all doors and windows in that room.
6. These rules are also applied to the Civil Defense Alerting tests.

## GUIDANCE DEPARTMENT SERVICES

1. Assisting in scheduling high school program of study.
2. Maintaining academic records and credit evaluations.
3. Providing occupational and educational information.
4. Assisting in post-secondary education plans.
5. Providing and interpreting test results.
6. Arranging and conducting student/parent and teacher conferences
7. Coordinating and facilitating referrals.

## STUDENT ASSISTANCE PROGRAM

Again this year, Commodore Perry High School will join every other school in the county by providing a Student Assistance Program, a way to identify students who are having problems in the school because of alcohol or any other drug use or because of high-risk behaviors and to refer them for help. It is not designed as treatment, but as an intervention program. The SAP team of specially-trained school personnel will receive referrals from other school personnel, parents, and students themselves; the team will conduct a pre-assessment to determine the need for action. Formal assessments, if indicated are provided by a professional counselor or interventionist outside of the school. Further information on this program is available by calling the high school office.

### Where to Call for confidential. Immediate HELP in times of crisis:

Hopeless, depressed, suicidal, alone.....	981-7141
Physically, sexually, or emotionally abused or hurt by an adult .....	981-1457(24hr)
Dealing with terminal illness .....	983-3878
Sexually transmitted diseases (V.D.), Aids.....	981-6250
Drug & Alcohol problems or overdose –.....	Sharon - 983-3890
..... Greenville -	588-2100 (24hr)
..... Grove City -	458-7882 (24hr)
Pregnancy – Catholic Counseling Services.....	346-4142
-Family Planning Services .....	981-6250
National Runaway Switchboard .....	1-800-621-4000

## TUTORIAL INSTRUCTION

Tutoring arrangements will be authorized by the administration for the following:

1. To help students who need a little extra help in a class they are currently taking, or
2. To use as means of making up a class that has been failed, or
3. To use to improve a final grade of "D" or "F" when a "C" or better is prerequisite for the following course.

**Note:** To make up a failed semester subject a student will need to complete 15 tutoring hours. A full-year subject would require 30 tutoring hours.

Students completing original credits are required to complete 30 tutoring hours to earn .5 credit and 60 tutoring hours for (1) credit.

Only (2) credits may be earned during a school calendar year (September-August).

Courses that can be scheduled in a student's schedule must be completed in the school, rather than with a tutor during the school year or during the following summer.

Tutors should speak with the subject teacher to secure available materials and input as to appropriate subject matter to be covered.

The Superintendent shall be responsible to approve all persons and programs of tutorial instruction that are to be utilized for remediation and original credit. The tutoring guidelines are available at the high school office.

## CAFETERIA GUIDELINES

Lunches are not to be eaten in the classroom. All students will go to the cafeteria in a group and return in the same manner accompanied by their teacher.

1. Talking is permitted, but students are not to shout, yell or use abrasive language.
2. Throwing or taking other students' food is not permitted. NO glass bottles permitted in cafeteria.
3. Students are to walk at all times, running/pushing will not be tolerated.
4. Students are to enter the cafeteria and sit at their assigned table. There is to be no moving from table to table.
5. Cafeteria Supervisors will instruct each table when to line up for lunch.
6. After returning trays to the dishwashing area, students are to return to a seat and remain seated until dismissed.
7. No food or drink should be removed from the cafeteria.
8. No food from outside vendors in cafeteria unless in packed lunch brought from home at start of school day.
9. If a student fails to pay for three (3) lunches, he or she will be served an alternate lunch at the same daily rate until the account has been paid. Students who owe money for 3 or more lunches will not be permitted to buy extra food items until their accounts are up to date.

## CAFETERIA CHARGING PROCEDURE

1. In order to avoid the issue of mounting debt in the cafeteria, students will not be permitted to charge beyond Friday of each week.
2. Every student that has cafeteria debt at the end of each week will be sent a robo call to inform the family of the debt.
3. Students that have unpaid debt will receive an alternate lunch until the debt is paid.
4. Students will not be permitted to charge additional food items until the debt is paid.

## FOOD – DRINKS

Students are reminded that food or drink such as pop **ARE NOT** to be brought into the building in the a.m. prior to first period. Pop and juice machines are on after 3:00 p.m. – **they are not to be used in the morning or during the instructional day. No screw top or open containers are to be brought into the building. Students are not permitted to bring food to school or order food delivered from outside vendors.**

## LIBRARY/MULTI-MEDIA ROOM

The Library offers students and teachers the use of books and periodicals. It is your library. Make use of its facilities, but do not neglect your regular work. Books may be taken from the library for a period of two (2) weeks. Reference books and periodicals are not to be taken from the library. A fine of 5 cents per day will be charged for overdue books. Student fines and overdue books will be evaluated at the end of each nine (9) weeks grading period. If a student fails to meet an outstanding obligation, library privileges will be suspended until the matter is resolved. The Internet, CD encyclopedias, and other electronic research software are also available in our library.

## TELEPHONE

Students cannot be called to the telephone, but important messages will be taken and delivered to the student.

## SELLING PROJECTS

Selling items during the school day is permitted ONLY for administratively approved projects.

## SCHEDULE/SUBJECT CHANGE

Very few subject changes will be made during the first nine (9) weeks of school: Changes will be made only in unusual situations and only with the approval of the parents, subject teacher, counselor and principal. If a student has room to add a course to his schedule, this will be done on a "room available/instructor approval" basis.

## VOCATIONAL AND TECHNICAL CURRICULUM

The Mercer County Career Center is an extension of our high school, and in this capacity, it offers the opportunity for high school students to obtain a saleable skill prior to high school graduation. The present Career Center programs available to high school students are:

Auto Body	Diesel Mechanics
Auto Mechanics	Early Childhood Education
Building Trades/Maintenance	Electronics Technology
Culinary Arts	Health Care Careers
Carpentry	Precision Production Metals
Computer and Information Science	Protective Services
Cosmetology	Work Based Learning

High school counselors will provide necessary information and forms for interested students to enroll in the various vocational courses.

## GUIDELINES FOR ATTENDING MERCER COUNTY CAREER CENTER

### Academic Performance

1. Enough credits to qualify to be a junior or senior in good standing (projected grades of sophomore or junior year included).
2. On track to meet the outcomes necessary to qualify for graduation.

### Attendance

1. Fewer than 9 days absent from the previous year of school.
2. Fewer than 5 days absent the first semester of the current year.
3. A long-term illness or special circumstances, as determined by the high school principal, will be taken under consideration.

### Citizenship

1. Compliance with school rules.

## PRIVACY RIGHTS OF PARENTS AND STUDENTS

The Commodore Perry School District and its employees are required by federal law and state and federal rules and regulations to protect the rights of the students. The foundation of these rights comes from federal legislation entitled Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendments). There are state rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulation contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. Educational records, personally identifiable information, and directory information. Education records consist of information directly related to a student which are maintained by an educational agency. Personally identifiable information includes a student's name, the name of the parent or other family members, a personal identifier, or a list of personal characteristics that would make the student's identity easily traceable. Education records and personal identifiable information cannot be disclosed or released without written parental consent or if a student is over eighteen (18) without student consent.

There is certain information that can be released without consent which is called directory information. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates what information is labeled as directory information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members or athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the part of class parties to whom the disclosure may be made. Furthermore, the school district must maintain a written record of disclosure for the parents to inspect in case information has been released.

## PUBLIC NOTICE ON SCREENING AND EVALUATION

The school district uses the following procedures for allocating, identifying, and evaluating specified needs of school-age students requiring special programs or services. These procedures as required by law, are as follows:

The district, as prescribed by section 1402 of the School code, routinely conduct screenings of a child's hearing acuity in the following grades: kindergarten, 1,2,3,7 and 11.. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten, 1, and 3 on a referral basis. Height and weight yearly. BMI measurement yearly. Scoliosis grades 6 and 7. Gross motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents and only to school officials who have a legitimate "need to know" information about the child.

Information from the records is available to other persons or agencies only with appropriate authorization that involves written signed permission by parents. Parents with concerns regarding their student may contact the special education coordinator or building principals at any time to request a screening or evaluation of their child. Communications with parents and exceptional students shall be in English or native language of the parents.

Screening information will be used by the instructional support or SAP Team within the student's school to meet his specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the Child Study Team will make adjustments relative to such areas as the child's learning style, behavior, physical disabilities, and speech problems to be more in keeping with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permissions for further individual professional evaluations.

After all the evaluations are completed, a comprehensive evaluation report will be compiled with parent involvement and include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. An Individual Education Program (I.E.P.) will be developed for specialized serves for the student.

The school district I.E.P. team will consist of at least three of the following district staff: the special education coordinator, the building principal, the special education teacher, the regular education teacher(s), the district psychologist, other teachers, or specialists as needed and other administrative staff when appropriate.

Parents may request that the district initiate a screening or evaluation of their student's specified needs at any time by contacting the special education coordinator or building principals. Further information about these procedures may be obtained by calling Mrs. Stacy Payne, 724-253-2232.

Parents are an integral part of I.E.P. teach and need to be physically present at the I.E.P. meeting. The district will make every effort to insure parent participation. The district will notify the parents in writing, make documented phone calls, and make home visits if necessary to make partners aware of the I.E.P. conference and the need to parental participation. Parents are then presented a Notice of Recommended Assignment (NORA) with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due-process hearing.

Information about early intervention, parent rights, mediation or due process procedures; specific special education services and programs offered by the district; and the district's educational records policy is available upon request from the building principal in a child's school.

## SERVICES FOR PRESCHOOL CHILDREN

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing development delays or physical or mental disabilities and their families are eligible for early intervention services. At-risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for provided services to infants and toddlers, defined as children from birth through two years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127-2399.

## SPECIAL EDUCATION PROGRAMS

The following programs are available in the Commodore Perry School District to meet the needs of eligible students:

1. Learning Support-for children who need help in academic areas such as reading and math.
2. Emotional Support-for children who require support for social, emotional and behavioral problems.
3. Life Skills Support-for children who need to learn skills that will allow them to live and work independent of their families.
4. Speech and Language Support-for children who have difficulty speaking and communicating.
5. Gifted Support-for students who are mentally gifted.

The following programs and/or services can be made available to Commodore Perry students through services provided by the Midwestern Intermediate unit IV or in neighboring school districts:

1. Sensory Support (Vision or Hearing Support)
2. Multi-handicapped Support
3. Occupational Therapy
4. Physical Therapy
5. Autism Support
6. Audiological Services

## CHAPTER 15 PROTECTED HANDICAPPED STUDENTS

A protected handicapped student is a student who is school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program.

In compliance with state and federal law Section 504 of the Rehabilitation Act of 1973, the district will provide to each protected handicapped student without discrimination or cost to the student or family those related aids, services or accommodation which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These services and protections for "protected handicapped student" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact Mr. Curtis Ace at 253-2025.

## CONCLUDING STATEMENT

The Board of Directors acknowledges that conduct is closely related to learning and that an effective instructional program requires a wholesome and orderly school environment.

**The board, administration, and staff shall require each student of this district to adhere to these rules and regulations and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules. The code prescribes minimum steps to be followed for offenses. The board, administrators, and staff may impose more stringent penalties in exceptional situations. The rules shall govern student conduct including all school activities and during the time spent in travel to and from school.**