# Commodore Perry Remote Learning

## Student Handbook

## 20-21

3002 Perry Hwy
Hadley, PA 16130

The Commodore Perry School District Administration is pleased to present the 20-21 CP Student Remote Learning Handbook.  This handbook will provide an overview of expectations, recommendations, responsibilities, and procedures for the Commodore Perry Remote Learning Program.  The Commodore Perry School District reserves the right to change or adapt this handbook throughout the year, and changes or adaptations will be communicated to student families.  Additionally, our CP students participating in the CP Remote Learning Program are still held accountable to the Commodore Perry School District Handbook and Board Policies.  This handbook and its policies can be found on the district website at cppanthers.org.  On the district website, you will also find the approved District Calendar.  It is important to review this calendar online and check back frequently, as printed out copies are no longer provided.

Contacts:
Central Office: 724-253-3255
High School Office: 724-253-2232
Elementary Office: 724-253-2025
HS Student Services: 724-253-2232 (ext. 1285)
EL Student Services: 724-253-2025 (ext. 1236)

## Administration

| | |
|---|---|
| Dr. Kimberly Zippie | Superintendent |
| Mr. Dan Ledebur | Co-Principal (4-8) |
| Mrs. Teri Shook | High School Secretary |
| Dr. Michelle Young | Co-Principal (K-3 & 9-12) |
| Mrs. Lori Sindlinger | Elementary Secretary |
| Dr. Stacy Payne | Special Education Coordinator |
| Mr. Curt Ace | Guidance Counselor |
| Mr. Terry Shernisky | HS Student Service Coordinator |
| Mrs. Tina McCartney | EL Student Service Coordinator |

### School Board

| | |
|---|---|
| Mrs. Cathy Adsit | Board President |
| Mr. Doug Keeling | Vice President |
| Mrs. Brenda Hittle | Member |
| Mrs. Heidi Grinnell | Member |
| Dr. Chris Moinet | Member |
| Mr. Andy Payne | Member |
| Mr. John Rodgers | Member |
| Mr. Jason Snyder | Member |
| Mrs. Sarah Clites | Member |

# Commodore Perry School District Guidelines for Remote Learning 20-21

## Attendance

*Students in grade K-6 please refer to your teacher's Google Classroom for more specific details regarding attendance and grading.

School attendance is required by the PA School Code and the Commodore Perry Board Policy 204.  Regular attendance is necessary to ensure academic student growth.  Each student's individual attendance record is important.

Per the PA Department of Education for students in a remote learning setting, attendance must be captured beyond simply logging in or contacting school staff.  More specifically, we must account for students' daily access to and completion of assigned learning activities.  There are two ways for a student to earn "Present" Attendance for their Remote Learning school day.

| Access/Completion Combinations | Evidence of Access | Timely Submission of Completed Assignments or Activities | Attendance Result |
|---|---|---|---|
| Evidence of access and completion | Yes | Yes | Present |
| Evidence of completion, but NOT access | No | Yes | Student/s can be marked "present" if an acceptable excuse is shared with the office. |
| Evidence of access, NOT completion | Yes | No | Student/s may be marked present; however, they will not receive credit for any work that is not completed by the deadline without teacher approval. |
| NO evidence of access or completion | No | No | Absent |

**CP remote learning students must attend school Monday-Friday according to our academic school calendar.  This attendance is evidenced by the student logging in daily and completing assigned class or course work daily, as is required by all Commodore Perry full-time students.  These students will be held to the required 180 school days in compliance with the PA Department of Education and found on the district calendar.**

- Evidence of Access
    - Students access their Student Service Coordinator's Google Homeroom **daily** and leave a message, or send a contact email to their Student Service Coordinator before 8:51 am each morning.
        - A student must be present or **logged in** by the beginning of the 2nd period or 8:51 am in order to participate or attend any school sponsored activity for that day unless a medical excuse is obtained.
    - Students are working on a Google Classroom page, meeting with their teacher through Google Meet, or participating in a teacher assigned learning site platform.
- Evidence of Submission
    - Students turned in an assignment to the teachers at the specific time indicated by their teachers.
    - Students turned in an assignment to their teachers within a window of submission provided by their teachers.

Excused or Unexcused
    - Excused Full Day Absence - If a student does not access assignments or assigned activities during a scheduled school day, a scanned note, image of signed parent note, or phone call to the office with an excusable reason (See Below) by the parent must be presented for an excused day.
    - Unexcused Full Day Absence - If a student does not access assignments or assigned activities during a scheduled school day, and the scanned note, image of parent letter, or parent phone call contains a reason that is not excused by PA code will result in an unexcused full day absence.
    - Excused Temporary Absences: (PA Code, Title 22, and Chapter 11)
        - Personal Illness
        - Death in the family (5 days maximum)
        - Farm or domestic service work
        - Educational Trip (5 days maximum with prior approval)
        - Exceptional urgent reasons, such as a house damaged by fire, storm, etc.
        - Religious Holiday
        - Required Court Appearance
        - College visitation, for seniors only, for 3 maximum days with prior approval

- If a student is unable to login to their homeroom page, or attend any of their Remote Learning Classes for the day, it is the responsibility of the parent to contact the office or email the respective Student Service Coordinator, as soon as possible.

**Improvement Plan**:

Commodore Perry Remote Learning Students with failing grades and/or attendance concerns will require a meeting with student, parents/guardians, and a CP team that may include teachers, guidance counselor, student service coordinator, and principal.  The meeting may be either in-person or virtual.  This team will meet and develop a plan of action to help the student improve.  This plan may require greater oversight by the district with more specific required expectations for daily learning and participation.  These expectations could include but are not limited to: a daily check-in schedule, extra Google Meetings that provide opportunity for tutoring, and/or daily phone calls from a student service coordinator.

 **A truancy complaint will be filed with the local magistrate if the Improvement Plan is not followed**

**Important Remote Learning Definitions:**

- Synchronous - existing or occurring at the same time.  When we are operating synchronously students working remotely will be expected to follow their school schedule. This type of instruction will only be used if the district must move to remote learning.
- Asynchronous - not existing or happening at the same time.  When we are operating asynchronously students working remotely will be expected to check-in with their assigned Student Service Coordinator by the designated time, and they are expected to complete and submit work assigned.  They will not be required to log into live classrooms, but may be asked, or attendance may be requested for a live meeting.  Although operating this way will be less structured daily, staff members will be reviewing assignments completed to prove credit for the day was earned.

Note: If you are being contacted by a teacher, guidance counselor, student services coordinator, or principal it may mean you need to reevaluate the time you are committing to the program.

# Learning Support

If a concern arises for an IEP student, or if an IEP meeting is necessary while a student is in the Commodore Perry Remote Learning Program, the following contact protocol should be followed. This protocol will ensure the appropriate response and action needed for the IEP student/family.

Special Education Students Contact Protocol:

● Coordinator of Student Services specific to student grade level will be contacted by the Learning Support Teacher.
● Coordinator of Student Services specific to student grade level will notify the Coordinator of Special Education. A meeting will be scheduled to address concerns (IEP meeting if necessary).
● Coordinator of Student Services will keep all documentation of communication with parent/s, student, and Remote Learning Teacher.

# Activity/Participation

Students must maintain passing grades and attend school in order to be eligible to participate in Commodore Perry extra curricular activities. Grades will be reported weekly to the High School Office and factored into the eligibility requirements. Students must stay current with their Remote Learning assignments. Students using the Commodore Perry Remote Learning Program will have weekly grades entered into the existing A-plus Portal, where both students and parents can check on their status. Questions regarding eligibility for Remote Learning students can be directed to the High School Coordinator of Student Services or the Athletic Department.

# Grading

Grading Policy:

Elementary Report Cards will be mailed home to each student every nine weeks. Parents should review the card, sign, and mail it back in the provided self-addressed envelope. If there are any concerns or questions regarding grades or progress, the student's teachers should be contacted first. If greater concerns or questions arise, parents should contact the Elementary Students Services Coordinator, Mrs. McCartney. One change taking place this year to help parents better navigate and keep track of their child's progress is the addition of access to the

Plus Portal. This will allow parents to view their child's grades and progress at any time. Log-in information and instructions will be provided to you.

High School Report cards will be mailed every nine weeks.  If there are any concerns or questions regarding grades or progress, the student's teachers should be contacted first. If greater concerns or questions arise, parents should contact the High School Student Services Coordinator, Mr. Shernisky.  Additionally, remote learning students' grades will be placed into the A-plus Portal where their progress can be checked weekly, as is the case for all students working in-person at Commodore Perry.  Below is the percentage scale upon which letter grades will be based for ALL CP students:

### Grading and GPA Scale

| Letter Grade | Percentage | 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 | |

All report cards will be mailed home for our CP Remote Learners.  Students who may owe obligations will not receive their report card until all obligations are returned or paid to the office.
**Incomplete Grades**

When a CP Remote Learning 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. CP Remote Learning students in grade 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 complete work necessary to satisfactorily make progress in the course, the student will receive a final grade of incomplete.  This may require students in grades 9-12 to complete credit recovery through private tutoring at his/her own expense.

# Computer Internet Policy

The Computer Internet Policy is a form all Commodore Perry Students are required to sign before they are permitted access to the District's computer systems or equipment.  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.

Please note that students in the CP Remote Learning program are held accountable to the same expectations found in the District's internet policy and discipline code.  Behavior, interactions, and usage by students using Commodore Perry devices and platforms (cppanthers gmail) will be monitored.  Students should hold themselves to the highest standard of conduct during their time working or interacting in the CP Remote Learning Program.


# Other Expectations of CP Remote Learners

- Check in for daily attendance
- It is required that students work daily on class/course work
- Communicate "school" appropriately, and maintain positive interactions with teachers and fellow students.  This includes but is not limited to chats, emails, video conferences, live instructions, or etc.
- Dress "school" appropriately when participating in live instruction, video meetings, or etc.  The school dress code is still the expectation.
- Complete all assignments received from teachers.  Each assignment given will be used to inform your teacher of your progress and will be factored into your final grade.  **All Assignments are Expected/Required Work**, unless otherwise explained by a classroom teacher.
- Turn in assignments on time or early.  Teachers will be providing you with due dates for all assignments.  These dates are the expected time for work to be submitted.
- Ask questions.  If a student does not understand something, he/she should begin by contacting his/her teacher through district email.  Teachers are here to help, and they are focused on helping each student have a successful year.  It is VERY important to reach out to them for any assignment or classroom questions.
- If there is a question about a  Chromebook, or another concern regarding the CP Remote Learning Program, a student should reach out to the grade level Student Services Coordinator for help.

Students or Parents/Guardians in grades K-6 should contact Mrs. McCartney at tmccartney@cppanthers.org.

Students or Parents/Guardians in grades 7-12 should contact Mr. Shernisky at tshernisky@cppanthers.org.

Please remember that our students using the CP Remote Learning Option are considered full time Commodore Perry School District students. As full time students they are held to the expectations and responsibilities found in the Commodore Perry Student Handbook and School Policies, when appropriate. For this reason we ask that parents/guardians and students review and sign the form of recognition for both handbooks.

## 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 Dan Ledebur, Title IX Coordinator, or Chris Maddas, Section 504 Coordinators, at 3002 Perry Highway, Hadley, PA 16130, 253-2025.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.