COMMODORE PERRY SCHOOL DISTRICT

STUDENT HANDBOOK

2026-2027

The Commodore Perry School District Administration is pleased to present the 2026-2027 Student Handbook. This handbook will provide important information regarding rules, responsibilities, policies, and procedures for students in the Commodore Perry School District. An accurate, electronic school calendar can be accessed on our website at cppanthers.org by clicking the calendar icon in the top right corner.

Hard copies are available upon request at any school or district office. **Please read this material carefully.** Please contact your child's principal if you have any questions or concerns. 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.

ADMINISTRATIVE DISTRICT CONTACTS 4
MISSION STATEMENT 5
VISION STATEMENT 5
ATTENDANCE GUIDELINES 5
DISMISSAL DURING SCHOOL HOURS 6
ABSENCE VERIFICATION 7
RESPONSES TO UNLAWFUL ABSENCES 7
VACATIONS DURING THE SCHOOL YEAR 8
BELL SCHEDULE/DAILY SCHEDULE 9
TWO HOUR DELAY SCHEDULE - HIGH SCHOOL 10
TWO HOUR DELAY SCHEDULE - ELEMENTARY 11
HOMELESSNESS 11
NURSE'S OFFICE 12
ILLNESS DURING SCHOOL 12
CONFLICT RESOLUTION – PROPER PROCEDURE 13
CANCELLATION OF SCHOOL OR CHANGE OF EDUCATIONAL DELIVERY 13
REPORT CARDS/GRADING SCALE 14
INCOMPLETE GRADES 15
HIGH HONOR/HONOR ROLL 15
ALMA SIS (STUDENT INFORMATION SYSTEM) 15
BUS LOADING PROCEDURES 15
BUS REGULATIONS 16
ELEMENTARY STUDENT DISMISSAL 17
CAREER CENTER BUS-DRIVER PERMIT 17
STUDENT RESPONSIBILITIES 17
GRADUATION PROJECT 19
STUDENT DRESS CODE 19
WEAPONS 20
BULLYING/CYBERBULLYING PROCEDURE 20
DISCIPLINE CODE 21
DEFINITIONS 21
ADMINISTRATIVE P.M. DETENTION 28
SATURDAY DETENTION 28
OUT-OF-SCHOOL SUSPENSION 29
HALL PASSES 29
SIGN-OUT SHEET 29
EMPLOYMENT CERTIFICATES 29
AUTOMOBILES 29
INSURANCE/ACCIDENT 30
RULES GOVERNING STUDENT PARTICIPATION 30
IN ATHLETIC ACTIVITIES/ELIGIBILITY 30

EXTRACURRICULAR ACTIVITIES PARTICIPATION 31
LOCKERS 31
RIGHT TO SEARCH 32
ORGANIZATIONS 32
EVENING AND ATHLETIC EVENTS 33
EVENING CONCERTS 33
FIRE/SEVERE WEATHER DRILLS 33
GUIDANCE DEPARTMENT SERVICES 34
PROGRESSION SCHEDULE 34
STANDARDIZED TESTING PROGRAM 35
REQUIREMENTS FOR HIGH SCHOOL GRADUATION 36
STUDENT ASSISTANCE PROGRAM 36
SAFE 2 SAY 36
COMMODORE PERRY CYBER SCHOOL 36
CAFETERIA GUIDELINES 37
CAFETERIA CHARGING PROCEDURE 37
FOOD – DRINKS 37
BIRTHDAYS - ELEMENTARY SCHOOL 37
LIBRARY/MULTIMEDIA ROOM 37
TELEPHONE 37
SELLING PROJECTS 38
SCHEDULE/SUBJECT CHANGE 38
VOCATIONAL AND TECHNICAL CURRICULUM 38
PUBLIC NOTICE ON SCREENING AND EVALUATION 39
SERVICES FOR PRESCHOOL CHILDREN 40
SPECIAL EDUCATION PROGRAMS 40
TECHNOLOGY/CHROMEBOOKS 41
NON-DISCRIMINATION POLICY 41
CHAPTER 15 PROTECTED HANDICAPPED STUDENTS 41
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT 41
PARENT/GUARDIAN RIGHT-TO-KNOW REQUIREMENTS AS OUTLINED IN THE EVERY STUDENT SUCCEEDS ACT 44
SERVICES AND PROGRAMS 47
EARLY INTERVENTION 47
SCREENING 48
EVALUATION 48
CONSENT 49
PROGRAM DEVELOPMENT 49
EDUCATIONAL PLACEMENT 49
SERVICES 49
CONFIDENTIALITY 50
PROCEDURAL SAFEGUARDS 51

MODE OF COMMUNICATION 52
SAFETY 52
TITLE I PARENT & FAMILY ENGAGEMENT POLICY 53
TITLE I SCHOOL-PARENT-STUDENT COMPACT 55
CONCLUDING STATEMENT 56

ADMINISTRATIVE DISTRICT CONTACTS

COMMODORE PERRY SCHOOL DISTRICT BOARD OF DIRECTORS
Mr. Jason Snyder - President
Mrs. Sarah Clites - Vice President
Mr. Cody Beachy- Member
Mr. Jeff Bell - Member
Mr. Jason Osborn - Member
Mr. Ryan Gruver - Member
Mrs. Heidi Grinnell - Member
Mr. Kyle Shook - Member
Mrs. Kelly Varner - Member

DISTRICT ADMINISTRATION
724-253-3255 Central Office
Mr. Kenneth Jewell - Superintendent
Mrs. Shannon Deal - Business Manager
Mrs. Samantha Fritz - Administrative Assistant - Transportation/Student Enrollment
Mr. Jarrod Breese - Supervisor of Building and Grounds
Officer Ray Collins - CPPD Officer
Mr. James DeSantis - Student Services Coordinator

HIGH SCHOOL ADMINISTRATION
724-253-2232 High School Office
Mr. Michael Wright - High School Principal
Mrs. Madelynne Dickson - High School Secretary
Mrs. Mandy Palko - School Counselor
Mr. George Hildebran - Athletic Director

ELEMENTARY ADMINISTRATION
724-253-2025 Elementary Office
Mrs. Stephanie Clawges - Elementary Principal
Mrs. Billie Jo Kocher - Elementary Secretary

SCHOOL ADDRESS

Commodore Perry School District, 3002 Perry Highway, Hadley PA 16130
Website: cppanthers.org

MISSION STATEMENT

The mission of the Commodore Perry School District, a community school, is to provide an individualized education that is inspiring, engaging, and relevant to the unique needs of each student.

VISION STATEMENT

The vision of the Commodore Perry School District is to prepare students for success by developing the ability to think critically, act empathetically, and communicate effectively.

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 you to support the Attendance Guidelines so all students can receive a quality education. Regular attendance is a healthy and vital life-long habit that 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/Guardians will be cited and taken before the District Magistrate in cases of unlawful absence for school that exceeds three (3) days. After 10 cumulative days of absence in any given year, students must provide a doctor's excuse within (1) one week. Failure to do so will result in an illegal/unexcused absence. Periodically, parents/guardians 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 six (6) and eighteen (18) is required by the Pennsylvania State Compulsory Attendance Law to ensure their children attend an approved educational institution unless legally excused.
3. Per Commodore Perry School Board Policy 204, Attendance, absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

Definitions:

1. Excused Tardy – If a student fails to report to their seat in homeroom by 7:58 a.m. but arrives before 9:34 a.m. with a written excuse note from a parent or guardian with an excusable reason, the tardy will be excused.
2. Unexcused or Unlawful Tardy – If a student fails to report to school by 7:58 a.m. but arrives before 9:34 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, they will not be permitted to make up work for that class period.
3. Excused and Unexcused Half Day Absence – If a student arrives at school after 9:34 a.m. and before 11:10 a.m., a note must be presented for an excused half-day absence.
4. Excused Full Day Absence – If a student arrives after 11:10 a.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 at school after 11:10 a.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 a house damaged by fire, storm, etc.
g. Religious Holiday
h. Required Court Appearance
i. College Visitation, for seniors only, for a maximum of 3 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. Students failing two or more classes for the quarter or the year will not be allowed to participate in any field trip until the grade is passing.**
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 3rd day of absence, make-up work may be requested. Make-up work will not be given for absences of less than three days.
8. Private transportation problems do not qualify as a legal excuse.
9. Any student who is eighteen (18) years of age or older and is absent from school for ten (10) consecutive days may be removed from the school attendance roster unless the school district is provided a doctor's note.
10. A student must be present before the beginning of the second (2nd) period to participate in or attend any school-sponsored activity for that day unless a medical excuse is presented to the office.
11. Students who make prior arrangements at the office for an unexcused absence may be permitted to make up missed work if the reason 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 before the date(s) involved. This includes hunting excuses, etc. 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 absence.

DISMISSAL DURING SCHOOL HOURS

Only students with 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/guardian 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 avoid scheduling 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. THIS WRITTEN EXCUSE MUST BE PRESENTED TO THE OFFICE WITHIN THREE (3) SCHOOL DAYS AFTER THE STUDENT RETURNS TO SCHOOL. The written excuse must be in accordance with the established attendance regulations to be an acceptable excuse.

RESPONSES TO UNLAWFUL ABSENCES

Habitual truancy negatively impacts a child's school performance and increases the likelihood of 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/Guardians can then 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 person should be included. Additionally, another offer of assistance should be made to the parent/guardian.
3. **Third Unlawful Absence**- Parent/Guardian receives a third notice of unlawful absence 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 School Attendance Improvement Plan (SAIP) 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 SAIP that is agreed to by the school representative, the child, and the parents/guardians and/or family. The plan could include accessing academic and social/health support from the school and community organizations, an outline of family/parent/guardian and student responsibilities, and levels of performance monitoring that include rewards and consequences.
4. **Subsequent Unlawful Absence**- After agreeing to a SAIP, or if there is not agreement on a School Attendance Improvement 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. This correspondence aims 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/guardians in writing of absences but it is recommended that the school continues to call the parent/guardian to inform them of 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 who 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 provides written consent, a copy of the SAIP 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, 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) 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 before proceeding against the offending party, it is strongly recommended that school districts make a concerted effort to address the cause of child's truant behavior before referring the child to another system.

VACATIONS DURING THE SCHOOL YEAR

The school calendar is designed to give students extended vacations during winter and spring breaks; vacations at other times are discouraged. Parents/Guardians who wish to take children out of school for vacation purposes must, in advance, pick up a "Pre-Approved Educational Trip Form" in the office. ***The approval form must be completed and returned to the principal at least 10 school days prior to the requested trip***. Vacations will only be approved as an excused absence if they are with the child's parents/guardians. Any other vacations taken will be marked as an unexcused absence. ***A maximum of 5 days will be approved for educational trips***. Educational trips during the PSSA and/or Keystone testing window will not be approved. The student is responsible for making arrangements for homework prior to vacation. **Please note that even if a vacation is approved, the days absent will count toward the student's total days absent from school.** Students will have the number of days absent to make up work missed. Example: 3 days absent on vacation = 3 days to make up work.

BELL SCHEDULE/DAILY SCHEDULE

HIGH SCHOOL:

Parent/Guardian Drop Off / Students Enter	7:45	Period 5 Career Lunch	11:13 – 11:58 11:10 – 11:30
Doors Open / Students to Homeroom	7:45		
Warning Bell	7:52		
End of Homeroom Bell	7:58		
Homeroom/Announcements	7:45 - 7:58	Period 6 Grade 7 & 8 Lunch Grade 9-12 Lunch	12:01 - 1:19 12:01 - 12:31 12:49 - 1:19
Period 1	8:01 - 8:46		
Period 2	8:49 - 9:34		
Period 3	9:37 - 10:22	Period 7	1:22 - 2:07
Period 4	10:25 - 11:10	Period 8	2:10 - 2:55
		Dismissal	2:55

All H.S. Students, grades 7-12, must enter the building through the H.S. entrance. The doors open at 7:45 a.m. No students will be admitted before 7:45 a.m. unless arrangements have been made by a teacher or school administrator for a specific reason. Students should report directly to their lockers and homerooms. A breakfast cart will also be available to high school students near the high school office. Students must be in the building before 7:56 a.m. and in their seat in homeroom before 7:58 a.m. Students entering the building after 7:56 a.m. are considered tardy and must sign in at the High School Office.

ELEMENTARY SCHOOL:

All Elementary students must enter the building through the Elementary entrance. The doors open at 7:45 a.m. No students will be admitted before 7:45 a.m., unless arrangements have been made by a teacher or school administrator for a specific reason. Students should report directly to their classrooms or to the cafeteria if they are getting breakfast. Students will eat breakfast in the cafeteria. Students arriving after 8:01 are considered tardy and must be signed in at the Elementary Office.

TWO HOUR DELAY SCHEDULE - HIGH SCHOOL

SCHEDULE “A”
SKIP 3RD AND 4TH PERIODS
STUDENTS REPORT TO **HOMEROOM** UPON ARRIVAL

PERIOD	START	END
HOMEROOM	9:58	10:01
1ST PERIOD	10:04	10:36
2ND PERIOD	10:39	11:10

Regular schedule will be followed from 5th period to the end of the school day.

SCHEDULE “B”
SKIP 1ST AND 2ND PERIODS
STUDENTS REPORT TO **HOMEROOM** UPON ARRIVAL

PERIOD	START	END
HOMEROOM	9:58	10:01
3RD PERIOD	10:04	10:36
4TH PERIOD	10:39	11:10

Regular schedule will be followed from 5th period to the end of the school day

TWO HOUR DELAY SCHEDULE - ELEMENTARY

Schedule "A"			
Grade(s)	**10:01-11:15**	**11:20-11:50**	
K-3	ELA	Lunch	follow regular afternoon schedule to the end of the school day
Grade(s)	**10:01-10:44**	**10:46-11:16**	
4-6	ELA/Math	Lunch	Follow regular afternoon schedule to the end of the school day
Grades K-3 will not have specials on this schedule			

Schedule "B"					
Grade(s)	**10:01-10:37**	**10:40-11:09**	**11:09-11:17**	**11:20-11:50**	
K-2	ELA	Specials	ELA	Lunch	Follow regular schedule to the end of the school day
Grade(s)	**10:01-10:03**	**10:06-10:37**	**10:40-11:20**	**11:20-11:50**	
3	Homeroom	Specials	ELA	Lunch	Follow regular schedule to the end of the school day
Grade	**9:45-10:01**	**10:04-10:44**	**10:46-11:16**		
4	Homeroom	ELA	Lunch	Follow regular schedule to the end of the school day	
Grade	**9:45-10:01**	**10:04-10:44**	**10:46-11:16**		
5	Homeroom	Math	Lunch	Follow regular schedule to the end of the school day	
Grade	**9:45-10:01**	**10:04-10:44**	**10:46-11:16**		
6A	Homeroom	Math	Lunch	Follow regular schedule to the end of the school day	
6B	Homeroom	ELA	Lunch	Follow regular schedule to the end of the school day	

HOMELESSNESS

McKinney-Vento Homeless Education Assistance Act- Ensuring homeless children and youth have access to free and appropriate public education on an equal basis with their peers.

DEFINITION OF HOMELESSNESS

Children who:

- Reside in a public or private shelter
- Reside in a place not designated for or ordinarily used as regular sleeping or living accommodations (vehicles, campers, motels)
- Reside with the family in a residence of relatives or friends due to lack of housing “doubling up”. · Are runaways

- Are children of migrant workers who lack adequate housing.
- Have been abandoned or are awaiting foster care.
- Are considered “Unaccompanied Youth” – teens living with friends or relatives who do not have guardianship of the student.

Homeless circumstances are usually the result of a: house fire, eviction, domestic violence, divorce, etc. The Commodore Perry School District makes efforts to identify students who meet the definition of homeless. Families and students experiencing homelessness are encouraged to contact the Homeless Liaison to discuss supports the District can provide to the student and family. McKinney-Vento Act

- Schools are to immediately enroll homeless children, even if unable to produce record normally required for enrollment. (medical, academic, proof of residency, etc.)
- Homeless children have the right to attend either their original school (within reasonable distance) or the school in the area in which the student currently resides for the duration of their homelessness or until the end of the school year.
- In a case where the educating district is different than the district where the student is currently residing, both school districts are responsible for the facilitation and cost of transportation.
- Immediately upon enrollment, homeless children are entitled to a free school breakfast and lunch. · Schools are to assist with education needs including school clothing, as well as the facilitation of tutoring, after school programs, and participation in extracurricular activities.

For more information, please see School Board Policy #251 Homeless Students, or contact James DeSantis, Homeless Liaison, at 724-253-2232 ext 1249

NURSE’S OFFICE

1. **Students will only be admitted to the nurse’s office 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/guardian. A copy of the prescription or medication form is required with the medication. The prescription should include the student's name, physician, drug dosage and frequency.** The nurse 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 the above is abused or ignored. The parent/guardian 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 contact their parents/guardians directly.
2. When the student reports to the nurse’s office, the nurse will call to receive permission from a

parent/guardian or an authorized person, according to the student's emergency card, for that student to leave school. If such a person cannot be contacted, the student will not be permitted to 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 permission is given for a student to leave school, the student must go to the High School or Elementary Office.
5. Students sent home during the school day due to illness will not be permitted to attend or participate in after-school events.

CONFLICT RESOLUTION – PROPER PROCEDURE

When parents/guardians 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 with the teacher to discuss the concern.
2. If the situation is related to a teacher and cannot be resolved with teacher contact, an appointment should be made through the principal for a conference with the teacher involved.
3. If the situation is other than teacher-related, the parent/guardian should contact the principal.
4. If satisfaction is not obtained at the teacher or principal level, then the parent/guardian 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. The board of education has strongly endorsed these procedures and recommends that parents/guardians observe the suggested processes.

CANCELLATION OF SCHOOL OR CHANGE OF EDUCATIONAL DELIVERY

If school is canceled or delayed for the day, parents will be notified via text, automated call or messaging application. Every effort will be made to cancel or delay school in a timely manner to provide ample opportunity for parents to make childcare arrangements. (Changes and updates may be made through the elementary and high school offices.)

Flexible Instructional Days

If it is necessary to close the school for any reason, i.e., inclement weather, a building facility issue, etc., the CPSD has been approved by the PA Department of Education (PDE) for five (5) Flexible Instructional Days (FID). In order to use a FID, the PDE requires us to do three things: take attendance, assure everyone has access to learning, and provide access to health care/resources. Within the first month of school, a FID folder will be sent home with each student with five days of assignments for each class they attend. Parents/Guardians are asked to PLEASE keep the folder in a safe place so it can be used in case of an emergency school closure. Most teachers will also post assignments on their Google Classroom pages for students with access to electronic devices. Teachers will advise parents/guardians if they will not post on their Google Classrooms.

Students must do the following to meet the PDE's requirements:

Attendance: Students must record attendance by 8:00 AM using <u>one</u> of the following ways depending on the availability of technology: 1. Login to your homeroom Google Classroom to report attendance. 2. Text the student's name to elementary teachers via sportsYou (contact your student's teacher if you have not signed up

for sportsYou). 3. Call 724-253-3255 to record the student's name: Ext. 1230 for Elementary; Ext. 1221 for High School; Ext. 1240 if other voice mailboxes are full.

Access to learning: 1. Complete assigned work with hard copies provided in the FID folders OR electronically via Google Classroom if the student has access to technology. 2. Teachers will be available via email throughout the day to answer questions. Special Google Meets may be scheduled upon request. (Unfortunately, if there are power/internet outages, teachers may not be available through any technology.) If a teacher is not available to answer questions, or a student does not have a way to contact the teacher, leniency will be granted in the completion of the assignment by alerting the teacher to the concern the day the student returns. 3. All assignments must be submitted the next day of in-person learning. Access to Health Care/Resources Contact the school nurse, Mrs. Peterson, to discuss concerns or questions by email at mpeterson@cppanthers.org OR phone at 724-253-3255, Ext. 1229 and leave a message. She will return your call as soon as possible.

REPORT CARDS/GRADING SCALE

Elementary report cards will be emailed to parent/guardian every nine (9) weeks. Below is the elementary school grading scale:

Letter Grade	Percent
A	100-91
B	90-81
C	80-71
D	70-61
F	60 and Below

Specials Classes Grading	Percent
S	100-61
U	60 and Below

High School grading scale:

Letter Grade	Percent	GPA
A+	100 - 98	4.0 - 3.8
A	97 - 94	3.7 - 3.4
A-	93 - 91	3.3 - 3.1
B+	90 - 88	3.0 - 2.8
B	87 - 84	2.7 - 2.4
B-	83 - 81	2.3 - 2.1
C+	80 - 78	2.0 - 1.8
C	77 - 74	1.7 - 1.4
C-	73 - 71	1.3 - 1.1
D+	70 - 68	1.0 - 0.8
D	67 - 64	0.7 - 0.4
D-	63 - 61	0.3 - 0.1
F	60 & below	0

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, they will be required to repeat the grade or complete credit recovery through private tutoring at their own expense. Students in grades 9-12 will be scheduled to make up the required subject that has not been satisfactorily completed on an individual basis.

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

HIGH HONOR/HONOR ROLL

High School

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 C, D, F or Incomplete grades.
3. Career Center grades will count double because of the three (3) credits.

• HIGH HONOR No grade lower than an A (3.1 or higher average)

• HONOR (2.1 or higher average) No grade lower than a B

Elementary School

An Honor Roll will be completed at the end of each 9 weeks. To be eligible, students must meet the following criteria:

1. Received all A's and B's
2. Receive no C, D, F, or Unsatisfactory (U) grades.

ALMA SIS (STUDENT INFORMATION SYSTEM)

Alma is a grading software that permits parents/guardians and students to view their grades and check on assignments that have been completed or are due. Grades will be updated weekly by teachers and can be viewed from any device that has internet access. All students and parents/guardians will be given information on how to access and use their Alma grade book accounts. Once you have activated your account, and the teaching staff has posted information, you can use Alma to view up-to-date information on your child's progress. If you do not have internet access, or want to receive information by other means, please contact the Guidance Office, Elementary Office, or leave a message with individual teachers.

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/Guardians are responsible for having their children at the bus pick-up points on time. Parents/Guardians 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/guardians 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 the 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/guardians 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 your feet on the floor, and do not board or leave 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, 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 the 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 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/guardians for alternate pickups or drop-offs due to the necessity of child care. Therefore, allowances will be made for parents/guardians desiring a permanent alternate stop. This means that a child may be picked up and dropped off at a location other than 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 individually. For example, a student may not be picked up or dropped off at one location two days a week and at a 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's documented ongoing medical condition or a custody order issued by a court. 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 requested change does not increase the cost to the School District.

Riding a school bus in Pennsylvania is a privilege and not a right. Students who violate the bus riding rules, under the guidelines set forth by the School Board Policy, may be suspended from riding the bus. The driver's responsibility involves notifying the building principal of any violations of bus regulations. The building principal will inform the parent/guardian by phone of any bus discipline. The principal shall report all

cases of suspension from bus riding 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/guardian 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 may be imposed if a disciplinary infraction occurs while a passenger is on a school vehicle:

1. First report – warning: principal-student and/or in-school consequence
2. Second report – conference with principal, driver, parent/guardian or in-school consequence
3. Third and subsequent reports may lead to conferences, detentions, in-school consequences, and/or suspension from the bus.

Cameras may be utilized on buses transporting students to help ensure student safety. These cameras may record audio and video, and may be used by administration for security purposes and to assist with disciplinary actions where applicable.

ELEMENTARY STUDENT DISMISSAL

For families that are going to pick up their children from school, it is important to follow these directions in order for dismissal to be safe and efficient. Thank you in advance for taking the time to review this and understand this dismissal process!

1. Enter the parking lot using the North entrance (not the Bus Entrance).
2. Follow the arrows on the pavement to go around the building and past the playground.
3. Vehicles will line up beginning with the first car at the stop sign next to the Elementary Office sign.
4. Families must remain parked and in their cars until all buses have departed.
5. A staff member will walk around to each car to scan the QR Code assigned to the student. If you do not have the QR Code for the student you are picking up, you will be required to show identification to ensure you are on the authorized pick-up list for that student.
6. Staff members will bring students out the side door to their parents' car.
7. Please follow the vehicle in front of you and depart in an orderly fashion from the parking lot.

To sign up for a QR code to pick up your student, please follow these directions:

1. Visit our website at the following link: https://cppanthers.org/
2. Click on the Elementary tab at the top of the screen
3. Click on: "Elementary Dismissal Pick-up Procedures and student tags"
4. Complete and submit the Google Form

CAREER CENTER BUS-DRIVER PERMIT

All Career Center students are to ride the bus unless they have a previously approved driving pass from both schools. **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 other students.** It is the responsibility of each student to respect the rights of all involved in the educational process. Students should respectfully express their ideas and opinions 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 about such cases.
3. Dress and groom themselves to meet appropriate safety and health standards and common decency standards.
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. **The district has a "no cell phone" procedure for students in grades 7-12 for the 2026-2027 school year**. Upon entering the building, students must turn off their cell phones and secure them in a location where they are not visible. Students may not use their phones during the school day. If a student is found using a cell phone during the school day, the following disciplinary action will be taken:
    a. First Offense - Warning and Device Confiscation
    b. Second Offense - Detention and Device Confiscation
    c. Third Offense - Detention and Parent Pick Up of Device
    d. Fourth Offense - Student must turn their cell phone into the office each morning for 45 school days

    Students are advised to leave their personal electronic devices at home.

13. **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/bookbag at all times.
14. Students are not permitted to take pictures or videos in school without the permission of a teacher or the administration due to a violation of others' right to privacy. Any picture or video taken without permission will result in confiscation of the device and deletion of the picture or video. Unauthorized posting of pictures and video/audio recordings to the internet **is punishable by law** and under Level III or above of the school discipline code.

SEE ELECTRONIC DEVICES POLICY #237 on the District website under DISTRICT and SCHOOL BOARD tab.

GRADUATION PROJECT

Completing a Senior Graduation Project and Exit Interview are requirements for graduation from the Commodore Perry School District. Due to current changes made to graduation requirements by the PA Department of Education, further information will be provided by the high school administration and guidance department.

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/project will be arranged with the administration following the graduation ceremony.

In addition to the Graduation Project, the state of Pennsylvania requires specific graduation requirements. The guidance counselor and administration will work with students on the completion of this requirement.

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:

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. Students may not wear undershirts as their primary garment, nor are hand cut-offs, or homemade cut-offs permitted.)
3. Revealing clothing and/or midsection exposure of the body is not permitted.
4. Clothing made of see-through material is prohibited.
5. Sleepwear including blankets is not permitted.
6. The administration understands that holes in clothing are the current fashion trend, and wearing such garments is permitted, provided that the holes are not placed in areas of the clothing that violate other items within this dress code.
7. Appropriate shorts and skirts are permitted; however, they must be of a length that covers undergarments and personal areas of the body.
8. Exposed undergarments are prohibited.
9. Appropriate footwear must be worn at all times. Slippers are not permitted.
10. Clothing (including T-shirts, sweatshirts, buttons, wristbands, etc.) advertising or referencing alcoholic beverages, drugs, tobacco, weapons, bars, obscene slogans or images, and messages with meanings that can be interpreted in an inappropriate manner is prohibited.
11. Chains or ropes of any material on clothing are prohibited. This includes, but is not limited to, chains for wallets, chains or ropes on pants, shirts, etc.
12. Headgear that includes, but is not limited to, hats, caps, bandanas, hoods, and scarves are prohibited during school hours. **(Hats, caps, and hoods should be removed upon entering the building.)**
13. Outerwear, including coats, jackets, gloves, etc., is prohibited during school hours.
14. Book bags and duffle bags are not permitted in classrooms.
15. **Final judgment in cases of questionable dress rests with the administration.**

WEAPONS

The Commodore Perry School District has adopted a weapons policy in an attempt to safeguard the school community and in an attempt to provide safer schools. In doing so, students are prohibited from possessing any type of weapon while under the jurisdiction of the school.

Weapons will include, but are not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

State law, and school district policy, call for a mandatory one-year expulsion from school and law enforcement notification of any student possession of a weapon.

BULLYING/CYBERBULLYING PROCEDURE

The Board of School Directors for the Commodore Perry School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power. The behavior is repeated over time. Bullying includes cyberbullying. The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to report such incidents to the building principal or designee promptly. The Board directs that complaints of bullying shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

A student who violates this procedure shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling within the school
- Parent/Guardian conference
- Loss of school privileges
- Transfer to another school building, classroom, school bus, or alternative school setting
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling/Therapy outside of school
- Referral to law enforcement officials

Reporting Bullying:
We expect all students to treat each other with respect, help those who are bullied/harassed, include students who are left out, and report incidents of bullying to teachers and administration. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

DISCIPLINE CODE

Effective operations require effective guidelines. Such guidelines, in addition to being mandated by the State, are especially important for students 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/guardians, are the following:

1. To ensure an understanding by parents/guardians 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 can establish an appropriate classroom environment.
3. To ensure consistency and equality of treatment for all students.
4. To protect students from other students who abuse the rights afforded to them.
5. Ensure parents/guardians and students understand the processes leading 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 student's age.
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.

DEFINITIONS

Bullying - unwanted, aggressive behavior that involves a real or perceived imbalance of power. The behavior is repeated over time. Bullying includes cyberbullying. Bullying may be 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 a threatening environment.
3. Substantial disruption of the orderly operation of the school.

School setting- in the school, on school grounds, in school vehicles, at a designated bus stop or 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 class – any unauthorized absence from class.

Dangerous instruments or weapons – 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 utensils 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, coca leaves, and any compound, mixture or preparation containing any quantity thereof;
5. Stimulants, including amphetamine, phenmetrazine, 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 directions.
Minor vandalism – defacement or destruction of property that is 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 they are 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 their 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.
Tobacco – use and/or possession of a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form and any device giving the appearance of a tobacco product, such as electronic or vapor cigarettes.
Truancy – any willful unexcused absence from school.
Unauthorized Posting of Pictures and/or Audio/Video Recordings to the Internet – Pictures and/or Audio/Video recordings of students or staff members while on school property that are posted to the internet without teacher or administrative approval and without the consent of the subject(s) of said picture(s) or recording(s).
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, nunchucks, Brass knuckles, firearm, shotgun, rifle, BB or pellet gun, chemical agent, explosive device, and /or instrument, tool, or implement capable of inflicting bodily injury ovr causing fear of same.

SUSPENSION AND EXPULSION

Suspension – Temporary removal from school for disciplinary reasons. 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. Parents/guardians will be notified, given full information concerning the suspension, and have the right to a hearing with the principal.
Expulsion – Termination of enrollment permanently or for an extended period. Expulsion is a harsh disciplinary measure. Expulsion is reserved for the more serious or chronic acts of inappropriate behavior. Building principals will meet with the superintendent to discuss discipline involving potential expulsion. The superintendent may recommend expulsion to the board, 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 also have 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 the administration may lead to expulsion.
Emergency Removal – Temporary removal from school due to continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.
In-School Suspension – Suspension served in a supervised learning environment within a school setting in the District.

Threatening Language – Threats of harm or death directed toward individuals or threats to destroy property will be taken seriously. The 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 may be referred to the threat assessment team, and will be referred to the SAP team.

LEVELS OF MISCONDUCT

LEVEL I

Level I offenses are misconduct on the part of the student that impedes orderly classroom procedure and/or interferes with the orderly operation of the school. Such misconduct will be handled by the individual staff member but sometimes may require the intervention of other school personnel.

Level I offenses will include but are not limited to the following:

Unexcused lateness to class
Non-defiant failure to carry out a reasonable direction
Inappropriate language/profanity
Disruptive behavior
Disrespect to peer
Bus violation
Not reporting to an assigned area
Hall-pass violation
Violation of school/class rules
Public displays of affection
Failure to bring required materials to class
Sleeping in class
Bullying
Pushing / Shoving
Profanity
Copying Homework
Dress Code Violation

Minimal Consequences May Include:

Administrative record will be maintained
Verbal reprimand

Optional Consequences:

Parent/Guardian contact
Loss of privileges
Teacher Detention
Constructive written assignment

Notes: Teacher detention – 24 hr. notice required – detention assignment slip must be given to student

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after-school detention, Saturday detention, restricted schedule assignment, alternative education assignment, parent/guardian conference – involvement, SAP team referral, counseling referral, outside agency referral (including a drug and alcohol assessment and/or program), restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL II

Level II offenses are defined as misbehavior that, because of “frequency” or “seriousness” tends to disrupt the learning climate of the school. Infractions at this level could involve the welfare of others. Misbehavior at this level will always require intervention by an administrator.

Level II offenses will include but are not limited to the following:

Continuation of previous level I behavior
Intimidation, hazing, or harassment
Forgery
Trespass
Disrespect toward faculty or staff members
Profanity directed towards another student
Persistent disobedience
Destruction of School Property (minor)
Vandalism / Theft (minor)
Skipping class
Inappropriate Physical Contact
Failure to report to administrative or teacher detention – one time only
Tardiness (4th)(Late to school)

Minimal Consequences May Include the Following:

One (1) day suspension in school or out of school
Parent/Guardian Contact
Administrative reprimand
Written record maintained by administrator
Counselor referral

Optional Consequences:

Administrative Detention (24 hr. notice required)
Administrative parent/guardian contact
Loss of privileges
Constructive written assignment
Student Assistance Program (S.A.P.) referral
Saturday Detention
Temporary suspension
Alternative Education Program

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after-school detention, Saturday detention, restricted schedule assignment, alternative education assignment, parent/guardian conference – involvement, SAP team referral, counseling referral, outside agency referral (including a drug and alcohol assessment and/or program), restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL III

Level III offenses are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. In some cases, it may be necessary to involve the proper law enforcement agency, but in most cases, these infractions can be handled by the disciplinary mechanism within the school.

Level III offenses will include but are not limited to the following:

Continuation of previous level II misconduct
Intentional acts that cause bodily harm
Fighting
Extortion
Inciting a disturbance
Verbal or written threat of bodily harm to another person
Acts that endanger the safety of another person
Gross misconduct
Sexual or Racial Harassment
Theft, possession, or sale of school district, staff or student property
Possession of tobacco/nicotine products while on school district property or school-sanctioned events (1st and 2nd offense)
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
Leaving school grounds without permission
Insubordination to faculty or staff
False accusations or slander against faculty or staff
Gambling
Cheating/Plagiarism
Posting unauthorized in-school pictures or videos to the internet
Throwing, propelling or directing an object in such a manner that the object could cause bodily harm

Minimal Consequences May Include the Following:

Three (3) day suspension
Notification of law enforcement authorities - fines, if applicable
Liability and restitution for damages, if applicable
Written record maintained by administrator
Parent/Guardian contact

Optional Consequences:

Loss of privileges
Student Assistance Program (SAP) referral
Alternative Education Program
Administrative Detention

Notes: Fighting may result in a multiple day out-of-school suspension. In addition to the above, cheating will result in a grade of “0” being assigned for the item in question. Continued lateness (8th), will result in loss of extracurricular privileges (could include prom) and hall pass privileges for three (3) weeks. All tobacco violations will result in filing a citation with the district magistrate and suspension. A student being suspended from classes for failure to report to detention may not remove the original obligation. Failure to arrange a parent/guardian conference will move the offense to Level IV. Dress code violation may result in assignment to 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 on the

District's website. Tardiness (8th) will result in two (2) Saturday detentions and ten (10) school days of loss of driving privileges.

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after-school detention, Saturday detention, restricted schedule assignment, alternative education assignment, parent/guardian conference – involvement, SAP team referral, counseling referral, outside agency referral (including a drug and alcohol assessment and/or program), restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL IV

Level IV offenses are often defined as acts which result in violence to another person or property, or which pose a direct threat to the safety of others within the school. These acts are usually criminal and are so serious that they could result in the immediate removal of the student from school, the intervention of law enforcement authorities and possible action by the Board of School Directors.

Level IV offenses will include but are not limited to the following:

Continuation of level III misconduct
Possession of a look-a-like weapon
Possession of small fireworks
Possession of "drug look-alikes" while on school district property, drug-free zones, or at a school district function
Physical assault or battery of another person
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
Possession of tobacco/nicotine products while on school district property or school-sanctioned events (3rd offense)
Horseplay/Pranks that result in unintentional bodily harm to a student or staff member

Minimal Consequences May Include the Following:

Five (5) days suspension
Notification of law enforcement authorities – fines if applicable
Parent/Guardian Conference within three (3) days of suspension
Restitution for damages if applicable
In-person parent/guardian conference required
(A telephone conference will be permitted for the student's first suspension.)
Written record maintained by administrator

Optional Consequences:

Loss of privileges
Psychological referral
Alternative Educational Program
Administrative Detention

***Examples of drug look-alikes include, but are not limited to, cold medicine, any pain medicine (Tylenol, Advil, et.), vitamins, sports supplements.**

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after-school detention, Saturday detention,

restricted schedule assignment, alternative education assignment, parent/guardian conference – involvement, SAP team referral, counseling referral, outside agency referral (including a drug and alcohol assessment and/or program), restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

LEVEL V

Level V offenses are defined as acts of the most serious nature that will not be tolerated by the school district. These acts are criminal and are so serious that they require the immediate removal of the student from school, the intervention of law enforcement authorities, and a recommendation to the Board of School Directors for expulsion.

Level V offenses will include but are not limited to the following:

Continuation of Level IV misconduct:
Arson
Placement of false alarm
Bomb threat
Terroristic threat towards person or property
Possession of explosives or explosive devices
Use of a weapon or look-a-like weapon
Under the influence of intoxicating beverage(s), drugs, and or drug look-a-likes while on school district property or at a school function/activity
Extortion
Engaging in sexual activity on district property or at a school sponsored event
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 intoxicating beverages while under the jurisdiction of the school
Physical assault and/or battery of a student, administrator, guest, or member of the staff or school board
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
Unlawful entering of any school district building
Interfering with the safe operation of the school
Theft of personal property.

Minimal Consequences May Include the Following:

Immediate removal from school
Up to ten (10) days suspension
Notification of law enforcement authorities
Restitution for damages if applicable
Referral for expulsion is possible

Optional Consequences:

Expulsion (11 days and up to one calendar year)
Court placement of student
Additional loss of extracurricular privileges
Other board action
Alternative Education Program

Notes: Theft - theft of items of personal property, including 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.

***Examples of drug look-alikes include, but are not limited to, cold medicine, any pain medicine (Tylenol, Advil, etc.), vitamins, sports supplements.**

Other disciplinary or corrective actions that may occur in addition to or as a portion of a discipline for any misconduct level may include, but are not limited to: after-school detention, Saturday detention, restricted schedule assignment, alternative education assignment, parent/guardian conference – involvement, SAP team referral, counseling referral, outside agency referral (including a drug and alcohol assessment and/or program), restitution, loss of social or athletic privileges, magistrate notification, law enforcement notification, in-school suspension, out-of-school suspension, and expulsion.

A threat assessment is required for all weapons violations prior to the student's return to school.

Mandated assessment/treatment by a Licensed Drug and Alcohol Counselor is required before returning to school for all drug and alcohol use/possession offenses.

***Commodore Perry School District utilizes a threat assessment program when a student is perceived to be a threat to self or others.**

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. The detention proctor will hold student cell phones or electronic devices until detention is complete.
4. Students assigned to afternoon detention must have school work or library-type reading material.
5. Assigned students should present their assignment sheet with a parent/guardian signature to be admitted.
6. Students who are tardy will not be admitted and will be assigned to afternoon detention or Saturday detention.
7. Failure to report to detention with no valid excuse will result in the assignment of another day of afternoon detention or Saturday detention.
8. Students are responsible for transportation.

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/guardian signature to be admitted.
5. Students who are tardy (after 9:00 a.m.) will not be admitted and will be reassigned and may be given a suspension.
6. Failure to report to assigned Saturday detention will result in additional disciplinary measures as determined by administration.
7. Students will complete a discipline lesson while attending Saturday detention.
8. All school and detention rules will be followed during detention, or additional consequences will be assigned by administration.
9. Students are responsible for their transportation to and from Saturday detention.

OUT-OF-SCHOOL SUSPENSION

1. Student(s) will not be allowed on school property.
2. If the suspension is 1 to 2 days, the student is responsible for talking with each teacher to obtain make-up work. Work will not be requested by the H.S. Office.
3. If suspension is for 3 or more days, the student is responsible for arranging to obtain school work from the office.
4. Any days missed due to suspension will count as class periods missed in relation to 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 a hall pass. Students must sign in with their name and time upon return. Sign-out sheets will be handed into the H.S Office at the end of each week.

EMPLOYMENT CERTIFICATES

Employment certificates must be submitted to the high school office for verification and required signatures. All certificate applications are available in the High School Office.

AUTOMOBILES

Students wishing to drive to school must register their vehicle in the office. All cars **MUST have an official parking permit attached to the rearview mirror** of their registered vehicle. Student permits and assigned parking spaces will be issued at the 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 their driver's license, 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.

The privilege to park on school grounds may be revoked for any of the following infractions:

1. Failure to produce a driver's license, registration, and proof of insurance
2. No parking tag and/or registration
3. Parking in a *"NO PARKING ZONE"*
4. Improper parking
5. Returning to the vehicle during school hours without an administrator's permission
6. Unsafe driving practices on school property
7. Excessive tardiness
8. Truancy
9. Violations of the student code of conduct at administrative discretion.

School district officials when they have reason to believe weapons, drugs, tobacco products, or objects prohibited by school policy, or state law, are located in student vehicles parked on school district property, may search those vehicles. Students have no expectations of privacy relative to the school district.

INSURANCE/ACCIDENT

A pupil accident insurance program with broad accident coverage is approved by the Commodore Perry School District and made available to the students and faculty at a nominal cost. Pupils and their parents/guardians 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, except for senior high school football. Any student 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, and Track and Field.

Co-ed Soccer/grades 9-12/Fall sport/Co-op with Lakeview
Football/grades 7-12/Fall sport/Co-op with Mercer (at Mercer)
Girls Volleyball/grades 9-12/Fall sport/Varsity and J.V. Levels, Jr. High (Spring)
Cross Country/Girls & Boys/grades 7-12/Fall sport/Varsity, J.V. and Jr. High levels
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 (Fall)
Wrestling/grades 7-12/Winter sport/Varsity, J.V., Jr. High levels/ Co-op with Lakeview
Girls Softball/grades 7-12/Spring sport/Jr. High and Varsity levels (at Lakeview)
Baseball/grades 7-12/Spring Sport/Jr. High and Varsity levels/Co-op with Lakeview (at Lakeview)
Track/Field/grades 7-12/Varsity, J.V. and Jr. High levels

RULES GOVERNING STUDENT PARTICIPATION IN ATHLETIC 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 to participate in athletics, 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 failing two or more subjects in a given week is not eligible the following week. Eligibility is determined on Monday morning. A student found to be ineligible cannot participate in any competition from Monday afternoon through the following Saturday.
5. The Athletic Director will notify the coach of ineligible athletes and marginally eligible athletes on their team via an email on the Monday the athlete is found to be ineligible. The coach will notify each ineligible athlete of the eligibility status for the week. 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, compete, or participate on that day. If an athlete comes to school by the start of 2nd period and is

subsequently sent home by the nurse, the student may not participate in practice or competitions after school that day.

7. Students are considered in attendance if: 1) they are on a school-sponsored field trip; 2) they have a pre-approved absence due to a medical appointment with a written excuse presented to a school administrator; 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.
8. Per Article III Section 3 of the PIAA By-Laws, “A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence."
9. Ineligible athletes may practice with their teams unless otherwise notified.
10. Ineligible athletes may not ride the bus to away contests.
11. An athlete ejected from a contest by a PIAA official will be ineligible for at least 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 on the bus to away contests with the team. Coaches may allow a parent/guardian to sign out their athletes for the return trip.

EXTRACURRICULAR ACTIVITIES PARTICIPATION

Students who arrive at school after the start of 2nd period without a doctor’s excuse will not be eligible to practice, or participate in extracurriculars on that day. If a student comes to school by the start of 2nd period and is subsequently sent home by the nurse, the student may not participate in extracurricular activities after school that day.

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 is obligated to ensure that the locker is used properly and that no item 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 should not expect privacy from school searches of lockers as outlined in the handbook under Right to Search**. Locker searches may be conducted without any regard for 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 per the discipline policy outlined in this handbook.

Each student is assigned their 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 school district's property and can be searched properly at any time by school officials. It is recommended that the lockers be used infrequently during the school day to prevent students from being late to class. An appropriate schedule might be before class in the morning, at lunch, and at dismissal time. It is recommended that students not bring large sums of money or valuables to school. Students are encouraged to use a lock on their locker. If the student wishes to use a lock, the combination or key to the lock must be provided to the office before the lock is placed on the locker. This includes lockers used in our boys’ and girls' locker rooms.

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 school property at any time. These searches may encompass all items stored in lockers or 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 protecting the school population's health, safety, and welfare. 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. 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 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.**

Refusal to be searched: A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's disciplinary policy. Action may include suspension or referral to the board for an expulsion hearing.

Expulsion Exception: The Chief School Officer (or his/her designee), on an individualized case basis, may appeal to the board in writing, requesting that the action called for in the Commodore Perry School District's discipline policy may be changed or adjusted based on extenuating and mitigating factors of the individual case directly related to the policy.

ORGANIZATIONS

The following are available to the students in the high school:

Art Club
Robotics
Yearbook
Drama Club
Language Club

Students may be elected to membership in the following organizations:

National Honor Society
Student Council

EVENING AND ATHLETIC EVENTS

Students are encouraged to attend as many evening events as they can. However, students should be in the gym/auditorium during the event. If someone insists on loitering in the halls or doorways, they will be asked to leave the building. **Students are required to be in school that day if they plan to attend an evening event.**

Events sponsored by Student Organizations

1. The event must be approved by the organization advisor and the Principal.
2. Evening event (grades 7-12): 7:00 – 10:00 pm.
3. Chaperones: Evening Event- minimum of two (2) teachers. Additional school employees may be needed to attend based on event size.
4. Attendance: Once a student has arrived at the event, they should enter and remain at the event. Should a student persist in trying to wander about the event space or go outside the building, the chaperone will call a parent/guardian and ask the student to leave.
5. Guests at dances: 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 one week before the dance.
6. Decorations shall be kept to a minimum. No materials shall be attached to ceiling lights.
7. Students are not permitted to stay after school until the time of an evening or athletic event unless a staff member directly supervises them.
8. All school rules apply.

EVENING CONCERTS

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

FIRE/SEVERE WEATHER DRILLS

Fire drills will be conducted as required by state law, in order to know how to exit the building in an orderly manner. 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 severe weather. It also directs each room to the proper safe location.

1. Be calm and orderly.
2. At the sound of the fire signal or severe weather alarm – all work must cease instantly.
3. Pupils will walk out of the room as directed by the teachers.
4. Students will follow the procedures provided by the teachers.
5. Silence is absolutely necessary. Students will be QUIET.

GUIDANCE DEPARTMENT SERVICES

The Commodore Perry High School has one secondary counselor to serve grades 7 through 12. The school counselor is available to assist all students by providing counseling, consultation, information, recordkeeping, assessment, referral, academic, and post-high school planning services. The purpose of the school counselor is to aid students in making wise academic choices, acquiring positive social and emotional attitudes, and seeking the information necessary to plan appropriately for the future.

The counselor provides students with the necessary information about scholarships, financial aid, college selection and application, apprenticeship, and employment opportunities. Students are encouraged to be proactive in utilizing the information system provided to access as many services as possible.

A program of studies is developed each year to assist students in selecting academic classes. This information, including course descriptions, credit requirements, and scheduling deadlines, is provided to the students through large group meetings, classroom presentations, and individual consultation.

It is the school counselor's responsibility to maintain accurate records of each student's achievement, ability, interests, and attendance. Transcripts are created and forwarded by written request.

Students are encouraged to apply for college admission in the early fall of their senior year. Information about careers, post-secondary programs, armed services, applications, and financial aid is available in the guidance office.

The school counselor provides individual counseling, makes referrals to outside agencies, and coordinates the SAP Team program.

By providing information to students and parents/guardians, maintaining information about the students, and guiding students through their decision making process, we can help each student to make wise, responsible and appropriate choices.

PROGRESSION SCHEDULE

Credits required to advance to the next grade level:

- Sophomore - 6.5 Credits
- Junior - 12.5 Credits
- Senior - 18.75 Credits

STANDARDIZED TESTING PROGRAM

PSSA Exams	**State Mandated**	**Grades 3-6**
ELA		Grades 3-6
Math		Grades 3-6
Science		Grade 5
PSSA Exams	State Mandated	Grade 7
PSSA Exams	State Mandated	Grade 8
Keystone Exams	State Mandated	Grade 9
PSAT	Preparation for College Boards	Grade 10
ASVAB	Armed Services Vocational Aptitude Battery	
Keystone Exams	State Mandated	
PSAT, SAT, ACT		Grade 11
Keystone Exams	State Mandated	
ASVAB		
SAT	College Boards	Grade 12
ACT	College Boards	
Students complete the Keystone Exam near the end of the following courses: Algebra I, Biology, English 10. Students are encouraged to retest as Keystone Exams are one pathway to graduation under Pennsylvania School Code.		
Student scores on these tests will be checked carefully and maintained in the school records as long as the student attends school in this school system.		

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

CREDITS REQUIRED FOR GRADUATION WILL INCLUDE THE FOLLOWING

Complete 25 credit hours to include the following units of credit:

English – Four (4) credits.
Mathematics – Three (3) credits.
Science – Three (3) credits.
Social Studies – Four (4) credits.
Two (2) credits Unified Block in 9th and 10th grade

***Students who do not pass any component of the unified block courses in Grade 9 & 10 will be required to make-up the course through an independent project as assigned by the instructor.**

Electives - Eight (8) credits Fine and/or Practical Arts (may elect from English, Social Studies, Chorus, Band, Art, Foreign Language, Technical Education, Family & Consumer Sciences, and Physical Education)

Graduation requirements will include a graduation project, and completion of one of the Graduation Pathways as required by the state of Pennsylvania

STUDENT ASSISTANCE PROGRAM

Again this year, Commodore Perry High School will join every other school in the state 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/guardians, and students; the team will conduct a pre-assessment to determine the need for action. If indicated, formal assessments are provided by a professional counselor or interventionist outside 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 ....Mercer County Behavioral Health 724-662-2230
988 Suicide and Crisis Lifeline……988 (24 hr)
Physically, sexually, or emotionally abused or hurt by an adult …..AWARE……888-981-1457(24hr)
Drug & Alcohol problems or overdose –.... Mercer County Behavioral Health 724-662-2230

SAFE 2 SAY

The state provides an anonymous reporting system for students, staff, and the community.

https://www.safe2saypa.org/

COMMODORE PERRY CYBER SCHOOL

Students are eligible to enroll in the Commodore Perry School District Cyber School based on medical issues, credit recovery, or choosing to attend full-time. A meeting is required with the school counselor, principal, and parents/guardians to discuss the expectations of the program. Students may choose their courses to meet graduation requirements. Students that have an IEP or GIEP will have modifications made as necessary to the cyber courses. Applications are available in the Guidance Office.

CAFETERIA GUIDELINES

1. ***ALL students are eligible for a FREE breakfast and lunch.***
2. Talking is permitted, but students are not to shout, yell or use abrasive language.
3. Throwing or taking other students' food is not permitted. NO glass bottles are permitted in the cafeteria.
4. Students are to walk at all times, running/pushing will not be tolerated.
5. Cafeteria Supervisors will instruct each table on when to line up for lunch.
6. After returning trays to the dishwashing area, students are to return to their seats and remain seated until dismissed.
7. No food or drink should be removed from the cafeteria.
8. No food from outside vendors in the cafeteria unless packed lunch is brought from home at the start of the school day.

CAFETERIA CHARGING PROCEDURE

1. Students purchasing individual items or a la carte must pay at the time of purchase. No charging will be permitted.

FOOD – DRINKS

Beverage machines are on after 3:00 pm. **Students are not permitted to order food to be delivered from outside vendors.**

BIRTHDAYS - ELEMENTARY SCHOOL

Birthday treats are welcome, but must be store bought. Homemade treats will not be permitted. If you plan on sending in a Birthday treat, please notify the teacher a few days in advance. Treats should either be brought in by the student, or can be brought directly to the Elementary Office where arrangements for it to be delivered to the classroom will be made.

Students may bring birthday invitations to school only if the entire class is being invited to the party.

LIBRARY/MULTIMEDIA 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.

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 parent/guardian, 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. In this capacity, it offers the opportunity for high school students to obtain a saleable skill before high school graduation. The present Career Center programs available to high school students are:

Automotive Technology
Carpentry
Collision Repair and Refinishing
Computer Information Technology
Computer Programming
Cosmetology
Culinary Arts
Diesel Technology
Diversified Occupations
Electrical Occupations
Health Care Careers
Logistics and Supply Chain Management
Service Occupations
Sports Medicine and Rehabilitation
Welding

The high school counselor 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

The Commodore Perry School District recognizes the value of the educational opportunities provided by attendance at the Mercer County Career Center. The Commodore Perry School District provides per pupil funding for the education at the Career Center. Therefore, it is expected that the students attend the MCCC on a regular basis as scheduled. Transportation is provided to ensure that all students are able to meet their attendance obligations.

A student who attends Commodore Perry for morning classes must be in attendance at the Career Center unless an excuse for absence from the Career Center is provided.
Failure to attend the Career Center on any day in which the student is in attendance for classes at Commodore Perry will result in an unexcused absence, unless a valid excuse is submitted to the High School Office.

When a Career Center student accumulates 3 unexcused absences for failure to attend the Career Center, the student will be placed on an attendance improvement plan.
A student who accumulates 6 unexcused absences will be placed on strict probation. Additional unexcused absences may result in removal from attendance at the Career Center.

Citizenship

1. Compliance with school rules.

PUBLIC NOTICE ON SCREENING AND EVALUATION

The school district uses the following procedures for allocating, identifying, and evaluating specific 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 conducts 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 are screened yearly, as is BMI measurement. Scoliosis is screened in grades 6 and 7. Gross motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an ongoing 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/guardians 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 a parent/guardian. Parents/Guardians 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/guardians and exceptional students shall be in English or native language of the parents/guardians.

Screening information will be used by the instructional support or SAP Team within the student's school to meet his/her 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 inabilities, and speech problems to be more in keeping with traditional classroom experiences. If a student does not make progress, parents/guardians will be asked to give written permissions for the further individual professional evaluations.

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

The school district IEP 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/Guardians may request that the district initiate a screening or evaluation of their student's specific needs at any time by contacting the special education coordinator or building principals. Further information about these procedures may be obtained by calling Mr. James DeSantis at 724-253-2232.

Parents/Guardians are an integral part of the IEP team and need to be physically present at the IEP meeting. The district will make every effort to ensure parent/guardian participation. The district will notify the parents/guardians in writing, make documented phone calls, and make home visits if necessary to make parents aware of the IEP conference and the need for parent/guardian participation. Parents/Guardians are then presented a Notice of Recommended Assignment (NORA) with which they may agree or disagree. If parents/guardians disagree with the recommended program, the issue may be taken to mediation or a due process hearing.

Information about early intervention, parent/guardian 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 developmental 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 providing 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. Speech and Language Support-for children who have difficulty speaking and communicating.
4. Gifted Support-for students who are mentally gifted.
5. Life Skills

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

TECHNOLOGY/CHROMEBOOKS

A Chromebook and accessories in good working condition are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment. This equipment always remains the **Property of the Commodore Perry School District** and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way, and any such misuse/abuse will result in disciplinary action according to the CPSD Policies and/or Student Discipline Code. Please refer to the Chromebook Usage Plan to see specific requirements for student Chromebook use. **The acceptance of a Chromebook by my child for use, implies my acceptance of the Chromebook agreement.**

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, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Michael Wright, Title IX Coordinator, at 724-253-2232 or Stephanie Clawges, Section 504 Coordinator, at 724-253-2025. This district address is 3002 Perry Highway, Hadley, PA 16130.

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.

CHAPTER 15 PROTECTED HANDICAPPED STUDENTS

A protected handicapped student is a student who is of school age with a physical or mental disability that 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 accommodations 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 students" 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 Mrs. Mandy Palko at 724-253-2232.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The federal statute entitled the Family Educational Rights and Privacy Act ("FERPA") requires that the District, with certain exceptions, obtain your written consent before disclosing personally identifiable information from your child's education records. However, the District may disclose appropriately designed "directory information" without prior written consent unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's/eligible student's prior written consent unless the parent/guardian or eligible student has advised the District that they do not want the information disclosed without their prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. The District has designated the following information as directory information:

- Student's name
- Telephone listing
- Photograph
- Major field of study
- Grade level
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency, or institution attended
- Enrollment status
- Other similar information that would not generally be considered harmful or an invasion of privacy if disclosed
- Address
- Electronic mailing address
- Date and place of birth
- Dates of attendance
- Participation in officially recognized activities and sports
- Live-Streamed events

Directory information does not include a student's (1) Social Security number, or (2) student identification (ID) number, user ID, or other unique personal identifiers used by the student for purposes of accessing or communicating in electronic systems, except those identifiers may be included in "directory information" if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as personal identification number (PIN), password or other factor known or possessed by the authorized user.

NOTE:
Parents/Guardians and eligible students may not use their right to opt-out of directory information disclosures to prevent the District from requiring students to wear student identification badges or cards that display information that may otherwise be designated as directory information. If a parent/guardian or eligible student has an objection to wearing student identification badges, the reasons for the objection should be articulated to the Administration and will be dealt with on a case by case, consistent with applicable Pennsylvania and federal laws.

In addition, section 8528 of the Every Student Succeeds Act requires that the District shall provide access to secondary school students' names, addresses and telephone listings upon requests made by military recruiters or institutions of higher education unless the parent/guardian has advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records or disclose the above-listed information to recruiters from the military or institutions of higher education without your prior written consent, you must notify the District in writing by **the Friday following Labor Day.**

Questions or written requests should be directed to Mr. Kenneth Jewell, Superintendent, 3002 Perry Highway, Hadley, PA 16130, 724-253-3255.

Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who have reached the age of 18 years or who attend a post-secondary institution ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days of the day the District receives request for access.** Parents/Guardians or eligible students should submit to the school principal (or other designated school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
   Please note records of the District's law enforcement unit (the District's school police force) created by the law enforcement unit, were created for a law enforcement purpose and are maintained by the law enforcement unit, are not "education records" within the meaning of FERPA.
2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**
   Parents/Guardians or eligible students who wish to ask the District to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to provide written consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. While you may request a listing of all of the exceptions, the three most common of these exceptions to the prior consent rule are as follows:**
   a. The District may disclose education records to "school officials" with "legitimate educational interests" without obtaining the prior consent of parent/guardian). A "school official" is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer or a person or company with whom the District has contracted to perform a special task or who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, insurer, therapist or student

teacher; or a parent/guardian or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review an education record to fulfill their professional responsibility.

b. Upon request, the school will disclose education records without consent to officials of another school district in which the student seeks or intends to enroll or is already enrolled if the disclosure is for the student's enrollment or transfer.
c. Unless directed otherwise in writing by eligible students or parents/guardians, the District may disclose without consent "directory information," which consists of the following: the student's name, address, telephone number (unless indicated as unlisted), date and place of birth, electronic mailing address, dates of attendance, grade level, photograph, major field of study, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, enrollment status, weight and height of members of athletic teams and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. For more detailed information regarding directory information, see below.

NOTE: Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parents/guardians or eligible students, FERPA requires the District to record the disclosure. Parents/Guardians and eligible students have a right to inspect and review the record of disclosures.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

PARENT/GUARDIAN RIGHT-TO-KNOW REQUIREMENTS AS OUTLINED IN THE EVERY STUDENT SUCCEEDS ACT

Parent/Guardian Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 2026

Dear Parent(s)/Legal Guardian(s):

Your child attends Commodore Perry School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Commodore Perry**,** we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal

regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right-to-know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
    - subject matter tested,
    - purpose of the test,
    - source of the requirement (if applicable),
    - amount of time it takes students to complete the test, and
    - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mrs. Stephanie Clawges at Commodore Perry at 724-253-2025 or email me at sclawges@cppanthers.org

Sincerely,

Stephanie Clawges

Stephanie Clawges
Elementary Principal

----------(SPANISH VERSION)----------
Padres derecho a conocer la información requerida por la escuela primaria y secundaria Education Act (ESEA) [sección 1112(e)(1)(A)] y cada estudiante tiene éxito ley [sección 1112(e)(1)(A)]

Agosto 2026

Estimado Padre Legal / tutor:

Su hijo asiste a Commodore Perry School District, que recibe Federal título financia para ayudar a los estudiantes en el cumplimiento de normas estatales de desempeño. Durante el año escolar, nos se se le

proporciona información importante sobre esta ley y la educación de su hijo. Esta carta le permite saber acerca de su derecho a solicitar información sobre las calificaciones del personal de aula trabajan con su hijo.

En Commodore Perry**,** estamos muy orgullosos de nuestros maestros y sienten que están listos para el próximo año escolar y están dispuestos a darle a su hijo una educación de alta calidad. Como una escuela de título I, debemos satisfacer las regulaciones federales relacionadas con las cualificaciones de un maestro como se define en ESEA. Estas regulaciones le permiten obtener más información sobre formación y credenciales de los maestros de su hijo. Estamos encantados de proporcionar esta información a usted. En cualquier momento, usted puede preguntar:

- Si el maestro cumple estado calificaciones y requisitos de certificación para el grado y el tema está enseñando,
- Si el profesor recibió un certificado de emergencia o condicional a través del cual fueron renunciados la calificación de estado, y
- Qué licenciatura o postgrado el profesor sostiene, incluyendo certificados de postgrado y grados adicionales y major(s) o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su niño recibe esta ayuda, podemos proporcionarle información sobre calificaciones de paraprofesionales.

El cada estudiante logra la ley (ESSA) que fue firmada en ley en diciembre de 2015 y reautoriza la ley primaria y secundaria Educación de 1956 (ESEA) incluye además derecho a conocer las peticiones. En cualquier momento, los padres y miembros de la familia pueden solicitar:

- Información sobre las políticas relativas a la participación de los estudiantes en las evaluaciones y procedimientos para optar hacia fuera, y
- Información sobre las evaluaciones necesarias que incluyen
    - materia de prueba,
    - propósito de la prueba,
    - fuente de la obligación (si corresponde),
    - cantidad de tiempo que tardan los alumnos para completar la prueba, y
    - tiempo y el formato de difusión de resultados.

Nuestro personal está comprometido a ayudar a su niño a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarse de que todos nuestros profesores y paraprofesionales cumplen requisitos de estado de Pennsylvania aplicables.

Si tienes cualquier duda sobre la asignación de su hijo a un maestro o ayudante, por favor póngase en contacto con Stephanie Clawges en Commodore Perry en 724-253-2025 o envíeme un correo electrónico en sclawges@cppanthers.org.

Sincerely,

Stephanie Clawges

Stephanie Clawges
Elementary Principal

SERVICES AND PROGRAMS

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA). The IDEA requires each state educational agency to publish a notice to parents/guardians in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.
The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

Autism/Pervasive Development Disorder
Orthopedic Impairment
Deaf-Blindness
Other Health Impairment
Deafness
Specific Learning Disability
Emotional Disturbance
Speech or Language Impairment
Hearing Impairment
Traumatic Brain Injury
Intellectual Disabilities
Visual Impairment Including Blindness
Multiple Disabilities

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

EARLY INTERVENTION

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and

self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

SCREENING

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools which have an Instructional Support Team (IST) or child study team or Multi Tiered System of Support (MTSS), the above screening activities may be a consideration used by these teams as another level of screening. Parents/Guardians and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

EVALUATION

When screening indicates that a student may be exceptional, the school district will seek parental/guardian consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parent/guardian. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parent/guardian consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents/Guardians who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent/guardian makes an oral request for a multidisciplinary evaluation the school district shall provide the parent/guardian with a form for written permission. Instructional Support (IS) activities or MTSS do not serve as a bar to the right of a parent/guardian to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and

addresses can be found at the end of this notice. Parents/Guardians of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents/Guardians also have the right to obtain an independent educational evaluation. The school district must provide to parents/guardians, on request, information about where an independent educational evaluation may be obtained.

CONSENT

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents/guardians. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at www.pattan.net. Once written parent/guardian consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent/guardian disagrees with the evaluation, the parent/guardian can request an independent education evaluation at public expense.

PROGRAM DEVELOPMENT

Once the evaluation process is completed, a team of qualified professionals and the parents/guardians determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program, and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent/guardian has the right to revoke consent after initial placement.

EDUCATIONAL PLACEMENT

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents/guardians. If the student is determined to be exceptional an IEP will be developed. An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.
Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

SERVICES

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations 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. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. The school district or parent/guardian may initiate an evaluation of a student under the laws, which protect handicapped students. Parents/Guardians who wish to have a child evaluated should contact the building principal or the Office of Special Education.

CONFIDENTIALITY

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The age of majority in Pennsylvania is 21. These rights are:

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

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

The right to request the amendment of a student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.

Washington, DC 20202-4605

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category “A” data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of a 100 years. Category “B” data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category “C” data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release “directory information” without parent/guardian consent unless a prior written objection to the release of such information is provided to the school district by the parent/guardian. “Directory information” includes the following: student’s name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent/guardian can refer to the FERPA at the following url: http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html

PROCEDURAL SAFEGUARDS

Procedural safeguards protect the rights of parents/guardians and students. These safeguards include the following:

- Parent/Guardian’s consent is always required prior to:
- Conducting an initial (for the first time) evaluation or a reevaluation,
- Initially placing a child with a disability in a special education program,
- Disclosing to unauthorized persons personally identifiable information.

The school district must notify parents/guardians in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents/guardians with a comprehensive, written description of their rights.

Parents/Guardians who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.

Before a due process hearing will take place, the district must convene a preliminary meeting with the parent/guardian and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.

Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents/guardians and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party’s right to a due process hearing.

School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency).

Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents/guardians.

Due process hearings are oral personal hearings and are open to the public, unless the parents/guardians request a closed hearing. The decision of the hearing officer shall include findings of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.

Each school district must make available, upon request, printed information regarding special education programs and services and parent/guardian due process rights. This printed information is available from each building principal and/or the Office of Special Education.

MODE OF COMMUNICATION

The content of this notice has been written in a straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation.

The school district or IU will arrange for an interpreter for a parent/guardian with limited English proficiency. If a parent/guardian is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent/guardian (e.g. sign language, Braille, or oral communication).

For further information contact:
Commodore Perry School District
Special Education Coordinator
3002 Perry Highway
Hadley, PA 16130
724-253-2232

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquiries regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700). The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724)458-6700.

SAFETY

Commodore Perry School District maintains procedures and protocols to insure the safety of students and staff. Students will participate in fire, severe weather, and other grade-level appropriate safety drills throughout the school year. In the event of an actual emergency involving an occupied school facility, parents/guardians will be notified as appropriate about the situation and any specific instructions for parents/guardians. Parents/Guardians are asked to please not contact the school during any emergency situation as phone lines may be needed for necessary emergency communication. *** Please note that we reserve the right to amend the student handbook based on health and safety procedures and policies.

Commodore Perry Elementary

Title I Information & Compact

TITLE I PARENT & FAMILY ENGAGEMENT POLICY

Commodore Perry Elementary School
School Wide Parent and Family Engagement Policy 2026-2027

Commodore Perry Elementary School and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this plan outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. The purpose of this plan is to outline the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

Commodore Perry Elementary School will do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.

2. Involve parents/families in the planning, review, and improvement of the school's parent and family engagement policy, schoolwide plan, and school-parent-student compact in a timely, ongoing, and meaningful way. Parents and families will be given the opportunity to participate at the Title I Informational Meeting(s).

3. Provide parents and families with a copy of the parent/family engagement policy. Parents are encouraged to provide suggestions during the Title I Informational Meeting(s) or by contacting the Federal Programs Coordinator through email, phone, or at an annual meeting.

4. Provide parents and families a copy of the school-parent-student compact that will outline how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. The purpose of this compact is to outline the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This compact will be jointly developed with parents and families.

5. Hold an annual Title I meeting to inform parents and family members of the school's participation in Title I, Part A programs and to explain the requirements and the rights for parents to be involved in these programs. Information will be presented in a format that best helps parents and families understand Title I and the role it plays in their child's education.

6. Provide parents and families information in a timely manner about the Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the achievement levels of the challenging State academic standards students are expected to meet.

7. Provide assistance to parents and family members in understanding topics such as: the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children.

8. Hold parent-teacher conferences annually and offer flexible meeting times for parents to discuss their child's needs or to receive input regarding the services and programs funded by Title I, Part A or ESEA.

9. On the request of the parents/families, provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestion as soon as practicably possible.

10. Provide to each parent/family an individual student report about the performance of their child in at least math and reading. Report cards are sent home electronically and made available on ALMA each 9 weeks. Title I will send home benchmarking reports from NWEA MAP Growth in the fall, winter, and spring.

11. Allow the parents and families the opportunity to check the qualifications of their child's teacher by contacting the building principal.

12. Provide parents and families with additional activities. Opportunities include but are not limited to: Open House (August/September), monthly PTO meetings, Showcase (April/May).

13. Provide parents and families the opportunity to volunteer. The PTO offers various ways that parents/families can volunteer and participate in activities at the school.

14. As appropriate, the school will provide materials and training to help parents and families work with their children to improve their academic achievement, such as literacy training and using technology to foster parent involvement.

15. Ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families of participating children in a format and to the extent practicable, in a language that parents and family members can understand.

16. Provide full opportunities for the participation of parents/families with limited English proficiency, parents/families with disabilities, and parents/families of migratory students in a format that is practicable and in a language that parents/families can understand.

17. Educate teachers, specialized instructional support personnel, and other staff with the assistance of parents in the value and utility of contributions of parents and families members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members of the school.

18. Make every effort to coordinate and integrate parent involvement programs and activities with community agencies and business. Commodore Perry School will conduct activities that encourage and support parents and families in more fully participating in the education of their children. Activities include but are not limited to: coordinating activities with local preschool programs, the local library, the local United Way, and other local agencies. A parent resource fair with local businesses and agencies is held during Showcase in the Spring each school year.

TITLE I SCHOOL-PARENT-STUDENT COMPACT

Commodore Perry Elementary School and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement. The purpose of this compact is to outline the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2026-2027 school year.

School Responsibilities

Commodore Perry Elementary School understands the importance of the school experience to every student and their role as educators and models. Therefore, Commodore Perry agrees to carry out the following responsibilities to the best of their ability:

- Provide a high quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards.
- Provide regular and ongoing communication through annual parent-teacher conferences during which each child's achievement will be discussed.
- Provide parents with frequent reports on their child's progress including benchmarking and progress monitoring results.
- Hold an annual Title I parent meeting during which this compact will be discussed and given suggestions for revision.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
- Ensure parents have reasonable access to staff. Ensure parents regular two-way meaningful communication between family members and staff in a language family members can understand.
- Provide parents with additional activities to support their child's academic achievement.
- Provide a safe, positive and healthy learning environment.
- Treat each student with dignity and respect, while striving to address each student's individual needs.
- Recognize that parents and family members are vital to the success of their students and school.
- Assure that school staff communicate clear expectations for performance to both students and parents.

Parent and Family Responsibilities

We, as parents and families, will support our child's learning in the following ways to the best of our ability:

- Volunteer in my child's classroom or school when possible.
- Support my child's learning.
- Participate, as appropriate, in decisions relating to the education of my child and positive use of extracurricular time.
- Stay informed about my child's education by communicating with the school staff and attending school meetings, functions, and conferences.
- Make sure that my child understands that attendance at school is important and make sure that students arrive on time.
- Be aware of board policies and school rules.
- Create a home atmosphere that supports learning.

Student Responsibilities

As a student, I realize that education is important and I am responsible for my own success. I agree to carry out the following responsibilities to the best of my ability:

- Come to school on time each day prepared to learn.
- Have a positive attitude toward school.
- Do my homework every day.
- Be respectful, responsible, and safe.
- Share with my family my folder with important notes and schoolwork daily.
- Ask my family or teachers for help when I need it.

For more information or if you have questions about our Title I program, please call us at (724) 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.