

# Perry Traditional Academy High School



## **Student Handbook 2024-2025**

### **Perry Traditional Academy High School**

3875 Perrysville Avenue

Pittsburgh, Pennsylvania 15212

Phone: 412.529.3401

Fax: 412.323.3400

[www.pghschools.org/perry](http://www.pghschools.org/perry)



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Dear Pittsburgh Perry High School Families,

As we embark on the 2024-2025 school year, I am excited to share Pittsburgh Perry's School Handbook with you. This comprehensive guide is designed to provide essential information about our district's policies, procedures, and expectations, ensuring that we create a safe, supportive, and effective learning environment for all students. The school handbook is a valuable resource for understanding Pittsburgh Perry's daily operations, including attendance policies, academic standards, code of conduct, and extracurricular activities. We believe that clear



communication and mutual understanding between the school and families are crucial for student success, and this handbook is a key tool in fostering that partnership.

We encourage all families, parents, students, and caregivers to review the handbook thoroughly and discuss its contents with one another. Familiarizing yourselves with these guidelines will help reinforce the values and standards we uphold at Pittsburgh Perry.

An electronic copy of the school handbook is also available on the school's website.

Your involvement and support are vital to our students' success, and we are grateful for your partnership in their education. If you have any questions or need further clarification on any aspect of the handbook, please do not hesitate to contact the main office.

Thank you for your continued support and cooperation. We look forward to a fantastic school year ahead.

Sincerely,

Dr. Wayne N. Walters  
Superintendent

## *Knowledge for Service*

A message from the principal:  
Welcome to Perry Traditional Academy!

Dear Commodore Student and Family:

On behalf of the faculty and staff, welcome to Perry Traditional Academy! We are a student-centered school committed to the success of all learners through positive and rigorous educational experiences coupled with customized support.

Our number one priority is student achievement. We are committed to educating whole students by accommodating their academic, emotional, and social needs. We are also passionate about the power of education for imparting capacity and self-worth. Our mission is to create a place where all students thrive, feel safe, and belong. A high school that prepares students to accomplish their dreams and succeed at whatever comes next.

This handbook highlights Perry’s many activities and programs, alongside the rules and procedures governing the school. Anticipate a challenging, high-quality education that inspires you to *believe, achieve, and succeed*. To meet that expectation, students are required to work vigorously, maintain exemplary attendance, act professionally, abide by all classroom/school rules, and comply with the *PPS 6-12 Code of Student Conduct*.

Perry Traditional Academy alumni number in the thousands. Our graduates consistently make outstanding contributions to their communities, families, and professions, therefore, living up to their alma mater’s motto, “Knowledge for Service.” Welcome aboard, Commodore! You are joining an exclusive crew founded on a century of excellence. We are excited to see where your voyage takes you.

Yours in education,

Molly K. O’Malley-Argueta  
Principal

## **INTRODUCTION**

### **SCHOOL HISTORY**

- 1890: The building that would eventually become Perry Traditional Academy (the orange-brick structure still visible today on Semicir Street) was established by the City of Allegheny public school system as North End School. It served pupils in grades one through eight from the North End of Allegheny City (present-day Observatory Hill and Perry North).
- 1907: Upon annexation of Allegheny City by the City of Pittsburgh, North End School along with all other public schools in what would become designated the North Side of Pittsburgh became a ward of the Pittsburgh Public Schools.
- 1913: North End School was officially renamed Perry School and operated as a grade school until the 1920-1921 school year.
- Circa 1920: The North Side of Pittsburgh was in desperate need of a second high school to relieve overcrowding at Allegheny High School. The Board of Education of the School District

of Pittsburgh commissioned procurement of property directly behind Perry School. The original structure would be vastly expanded to accommodate grades seven through 12. Notable board members who contributed to this effort included many who would become namesakes of other Pittsburgh Public Schools buildings, including Alice M. Carmalt, Clifford B. Connelley, and David B. Oliver. Historical note: Completed in 1924, David B. Oliver High School would eventually become the North Side's third high school.

- 1922: The Perry School construction project was completed, and the building was subsequently renamed Perry High School in honor of Commodore Oliver Hazard Perry, a War of 1812 commander and hero.
- September 1923: Perry High School (officially Perry Junior/Senior High School) opened and continued to operate as a junior/senior high school for most of its existence until the 1975-1976 school year. Its most common grade configuration from 1923 through 1976 was grades eight through 12. The founding Principal was Mr. John A. Adams.
- 1976-1977: As part of the Great High Schools plan, which called for abandonment of the grades seven through nine junior-high-school model, establishment of grades six through eight middle schools, and consolidation of all Pittsburgh high schools into five regional Great High Schools, Perry (alongside the other 12 comprehensive and technical high schools) became a grades nine through 12 high school slated for closure and likely conversion to a grades six through eight comprehensive middle school. Historical note: The only Great High Schools to realize fruition were the brand-new John A. Brashear High School (1976) and the highly altered and structurally unrecognizable Peabody High School (1911/1979).
- 1980 – 1981: Amid the Great High Schools plan being abandoned and federal mandates for school integration, Perry High School was closed as a feeder-pattern comprehensive high school and rededicated Perry Traditional Academy, a grade nine through 12 all-city magnet high school with emphasis on accelerated academic achievement, stellar conduct, and pedagogical innovations. The founding Principal was Mr. Patsy Aluise.
- 1980 – 2011: Perry Traditional Academy enjoyed tremendous success and developed an exemplary reputation across multiple measures, including academics, athletics, technical programs, and the arts.
- 2011 – 2012: Upon closure of David B. Oliver High School at the end of the 2010 – 2011 school year, all Oliver students were reassigned to the Perry building. Perry had again become a feeder comprehensive high school for the entire North Side. Perry Traditional Academy was officially rededicated Perry High School.
- 2020 – 2022: After years of planning by school, community, and civic stakeholders, it was determined that Perry would evolve its programs to reclaim its prominence as a champion high school, hence rededication of the school back to Perry Traditional Academy with an organizational structure founded on all-encompassing best practices and a “Three Schools in One Academy” model: STEAM, Career/Technical Education, and Service/Military Science.

Centennial: 100 years of Perry High School / Perry Traditional Academy: Celebrating 100 years of Knowledge for Service, the school is poised

**MOTTO:** Knowledge for Service

**SCHOOL COLORS:** Blue and White

**SCHOOL QUOTE:** “Don’t give up the ship!” -Commodore Oliver Hazard Perry

## ALMA MATER:

Our Perry High dear Alma Mater thou  
Keep watchful eye atop the summit's brow  
Thou shalt to us a firm foundation be  
Guide, counsels, friend throughout eternity  
And as the years go swiftly gliding by  
Still thou shalt to be our own dear Perry High

All hail to Perry, we will honor and praise thee'  
To Alma Mater we will ever be true  
All hail To Perry, we will honor and praise thee'  
We'll love forever the white and blue.

## SCHOOL VISION AND MISSION

**MISSION:** To create a high school where all students thrive, feel safe, and have a place they belong—a school that prepares students to accomplish their dreams and succeed at whatever comes next, be it college and/or the workforce.

**VISION:** To ensure all Perry graduates are college, career, and life ready. Perry students and alumni will make significant contributions to their families and communities by living up to our school's motto, "Knowledge for Service."

**YEARLONG THEME:** Forged in excellence for a century, we are Perry Traditional Academy. Blue Steel!

**GOAL STATEMENT:** Perry Traditional Academy will maximize the number of students who are life ready, prepared for post-secondary educational opportunities, and equipped for the workforce. All students will excel in A.B.C. with exemplary attendance, consistently professional behaviors, and stellar course completion rates. We believe that mastery of A.B.C. is a requisite for self-actualization, self-efficacy, development of whole students, and long-term success.

## COMMUNICATION PROCEDURES

Perry High School prioritizes prompt and purposeful communications for keeping stakeholders informed of events, functions, operations, and student progress. By utilizing multiple channels of communications via electronic and in-person means, the school ensures that its stakeholders—especially parents/guardians—are knowledgeable of all things at Perry High School. Please note the following communications methods utilized by the school:

- Telecommunications: Telephone calls, text messages relayed via Talking Points, automated phone messages via Blackboard Connect;
- Electronic mail (email);
- The U.S. Postal Service: regular and certified

- Social media: The Perry Academy High School Facebook page: <https://l.facebook.com/l.php?u=https%3A%2F%2Fdiscoverpps.org%2Fperry>
- District-based communications/education platforms: Schoology and Board email
- The school’s homepage <https://www.pghschools.org/perry> furnished by the district;
- In-person meetings/events (i.e., Back to School Night, PSCC/Title 1 meetings, etc.);
- Perry's parent family newsletters disseminated via email;
- Communications disseminated by the district—school closings, school news, and district news.

## SCHOOL CONTACT INFORMATION

School district: School District of Pittsburgh (Pittsburgh Public Schools)  
 School building: Perry Traditional Academy High School  
 Address: 3875 Perrysville Avenue, Pittsburgh, PA 15214  
 Telephone switchboard: 412.529.3401  
 Fax number: 412.323-3210

District website: [www.pghschools.org](http://www.pghschools.org)  
 Perry High School homepage: <https://www.pghschools.org/perry>  
 Perry Facebook page: <https://l.facebook.com/l.php?u=https%3A%2F%2Fdiscoverpps.org%2Fperry>

### General Departments

Activities Office	412.529.3478 / <a href="mailto:lstangelo1@pghschools.org">lstangelo1@pghschools.org</a>
Administration – Main Office	412.529.3401 / <a href="mailto:blewis2@pghschools.org">blewis2@pghschools.org</a>
Athletic Office	412.529.3858 / <a href="mailto:bhostutler1@pghschools.org">bhostutler1@pghschools.org</a>
Cafeteria	412.529.3422 / <a href="mailto:jnagle1@pghschools.org">jnagle1@pghschools.org</a>
Clerical	412.529.3401 / <a href="mailto:blewis2@pghschools.org">blewis2@pghschools.org</a>
Custodial	412.529.3425 / <a href="mailto:dtice1@pghschools.org">dtice1@pghschools.org</a>
Intern Teachers / Student Teachers	412.529.3401 / <a href="mailto:jboll1@pghschools.org">jboll1@pghschools.org</a>
Library	412.529.3424 / <a href="mailto:smaystein1@pghschools.org">smaystein1@pghschools.org</a>
Nurse	412.529.3423 / <a href="mailto:nhines1@pghschools.org">nhines1@pghschools.org</a>
Security Staff	412.529.3520 or 412.529.3401
Student Data Systems	412.529.3428 / <a href="mailto:awiggins1@pghschools.org">awiggins1@pghschools.org</a>
Student Services	412.529.3428 / <a href="mailto:awiggins1@pghschools.org">awiggins1@pghschools.org</a>

### Instructional Departments

All staff email addresses are available at <http://discoverpps.org/perry/staff> (PPS-Perry homepage); course syllabi disclose teacher contact information, including Board email addresses and telephone numbers.

English Language Arts  
Mathematics  
Programs for Students with Exceptionalities  
Physical Education  
Science  
Social Studies  
Electives

412.529.8365 / [dlong1@pghschools.org](mailto:dlong1@pghschools.org)  
412.529.5836 / [dselko1@pghschools.org](mailto:dselko1@pghschools.org)  
412.529.3405 / [edenham1@pghschools.org](mailto:edenham1@pghschools.org)  
412.529.3408 / [bschipani1@pghschools.org](mailto:bschipani1@pghschools.org)  
412.529.3481 / [vammer1@pghschools.org](mailto:vammer1@pghschools.org)  
412.529.3401 / [lmiller2@pghschools.org](mailto:lmiller2@pghschools.org)  
412.529.3477 / [sweihrauch1@pghschools.org](mailto:sweihrauch1@pghschools.org)

## STAFF ROSTER



## **INSTRUCTIONAL DEPARTMENTS**

### **ADMINISTRATION**

Mrs. Molly O'Malley-Argueta: Principal  
Mr. James Pegher: Assistant Principal  
Mr. Robert Howard: Assistant Principal  
Mr. Brice Flenory: Project Assistant

### **CAREER AND TECHNICAL EDUCATION**

Ms. Corina Bonsall: Cosmetology  
Ms. Mallory Pomaibo (ITL): Culinary Arts  
Ms. Nelson: Health Careers

### **ENGLISH LANGUAGE ARTS**

Mr. Jason Boll  
Ms. Kayla Albert  
Ms. Rachel Floyd  
Mr. Bret Plavchak  
Ms. Jennifer Grus  
Dr. Derek Long (ITL)

### **MATHEMATICS**

Ms. Amy Gorman  
Mr. Nathan Minnier  
Mr. David Selko (ITL): School Treasurer  
Mr. Samuel Trichtinger  
Ms. Diane Usouski

### **PROGRAMS FOR STUDENTS WITH EXCEPTIONALITIES**

Ms. Kayla Clair  
Ms. Erin Denham (ITL)  
Ms. Lauren Dougherty  
Mr. Paul Graham  
Mr. Brice Hostutler: PIAA Faculty Manager  
Ms. Ashley Kowalski  
Ms. Lora St. Angelo: Activities Director  
Ms. Lyndsay Stunja  
Mr. Brad Ward: SOS Instructor  
Ms. Megan Bova-Funk

### **Electives/Physical Education**

Mr. Aaron Taylor, Music  
Ms. Terrie Gregory: Health/Physical Education  
Mr. Brian Schipani: Physical Education (ITL)  
Mr. Vincent Ziccardi: Physical Education  
Ms. Sheila May-Stein: Library Science  
Mr. Ellen Hazlett: Spanish  
Ms. Samantha Weihrauch: Art (ITL)  
Mrs. Jenni Canning: Art

### **SCIENCE**

Ms. Vicki Ammer (ITL)  
Ms. Maria Orton  
Ms. Ashley Simpson  
Ms. Alicia Weidner  
Mr. Mark Mares

### **Social Studies**

Mr. Christopher Augustine, JROTC  
Mr. Daniel Connelly  
Mr. Charles Linhart  
Ms. Leslie Miller, ITL  
Mr. Ken Smith

## **SUPPORT DEPARTMENTS**

### **Student Services:**

Ms. Felicia Bright: Social Worker  
Ms. Monique Brown: School Counselor  
Ms. Amanda Buettner: Teen Parent Advocate  
Mrs. Molly DeCarlo: Transitional Counselor  
Ms. Kristen McIntire-Lewandowski: Trans. Couns.  
Ms. Lucinda Safran : School Counselor  
Ms. Pheone Tolliver: Social Worker (Chairperson)

### **CLERICAL, MAINTENANCE, & SERVICE SUPPORT**

Ms. Barbara Lewis: School Secretary  
Mr. John Nagle: Food Service Manager  
Mr. Douglas Tice: Head Custodian  
Ms. Andrea Wiggins: S.D.S.S.

### **PARAPROFESSIONALS**

Ms. Cachet Criswell: PSE  
Mr. Anthony Walls : PSE  
Mr. John Holtz: JROTC  
Mr. Stephen Constantino, PSE  
Mr. John Pegher, PSE

### **SCHOOL NURSE**

Ms. Nicole Hines

### **PSE (SPECIAL EDUCATION) PROGRAM OFFICER (ADMIN)**

Dr. Emily Billings

### **RESTORATIVE PRACTICE POINT PERSON**

Ms. Pheone Tolliver

### **SCHOOL SAFETY**

Ms. Zina Branch: Security Guard  
Ms. Robin Cummings: Security Guard  
Mr. Frank Parker: Security Guard  
Mr. Brett Schaeffer: Security Guard

### **SPECIALISTS**

Ms. Sofia Allosso: Speech Therapist  
Mr. Tiffany Miller: School Psychologist  
Ms. Michelle Kelly: Academic Literacy Coach  
Ms. Kimberly Nelson: English as a Second Language  
Ms. Suzanne Mazur: Academic Mathematics Coach

## **BELL SCHEDULES**

Regular Bell Schedule: A/B Block

Student entry: 7:25 AM		Student tardy bell: 7:45 AM
BLOCK	TIME INTERVAL	MINUTES
Block 1 + Daily Meeting	7:15 AM – 8:41 AM	86 = 81 + 5
Block 2	8:46 AM – 10:07 AM	81
* <u>Block 3 – Lunch A</u>	10:07 AM – 10:37 AM (lunch) 10:42 AM – 11:23 AM (class + homeroom)	30 41 = 40 + 1
* <u>Block 3 - Lunch B</u>	10:12 AM – 10:53 AM (class + homeroom) 10:53 AM – 11:23 AM (lunch)	41 = 40 + 1 30
Block 4	11:28 AM – 12:49 PM	81
Block 5	12:54 PM – 2:15 PM	81

Classes scheduled during Blocks 1, 2, 4, and 5 meet every other day on a continuous/uninterrupted Day A and Day B sequence.  
\*Block 3 classes and homerooms meet daily on both Days A and B.

## 2-Hour Delay Bell Schedule: A/B Block

Instructional time: 6.17 hours (370 minutes) daily equaling 1,110. 6 hours annually for 180 school days.

CTE time: 4.22 hours (253 minutes) every other day equaling 379. 8 hours annually for 180 school days

Student entry: 9:25 AM		Student tardy bell: 9:40 AM
BLOCK	TIME INTERVAL	MINUTES

<b>Block 1 + Daily Meeting</b>	<b>9:40 AM – 10:11 AM</b>	<b>30</b>
<b>Block 2</b>	<b>10:16 AM – 11:10 AM</b>	<b>51</b>

<b>*<u>Block 3 – Lunch A</u> Grades 11 &amp; 12</b>	<b>11:07 AM – 11:37 AM (lunch) 11:42 AM – 12:23 PM (class + homeroom)</b>	<b>30 41 = 40 + 1</b>
<b>*<u>Block 3 - Lunch B</u> Grades 9 &amp; 10</b>	<b>11:12 AM – 11:53 AM (class + homeroom) 11:53 PM – 12:23 PM (lunch)</b>	<b>41 = 40 + 1 30</b>

<b>Block 4</b>	<b>12:28 PM – 1:19 PM</b>	<b>51</b>
<b>Block 5</b>	<b>1:24 PM – 2:15 PM</b>	<b>51</b>

Classes scheduled during Blocks 1, 2, 4, and 5 meet every other day on a continuous/uninterrupted Day A and Day B sequence, even with 2-hour delays.

\*Block 3 classes and homerooms meet daily on both Days A and B.

## Half-Day Bell Schedule: A/B Block

<b>Student entry: 7:25 AM</b>	<b>Student tardy bell: 7:45 AM</b>
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<b>BLOCK</b>	<b>TIME INTERVAL</b>	<b>MINUTES</b>
<b>Block 1</b>	<b>7:40 AM – 8:40 AM</b>	<b>60 minutes</b>
<b>Block 2</b>	<b>8:45 AM – 9:45 AM</b>	<b>60 minutes</b>

<b>Block 4/HR</b>	<b>9:50 AM – 10:30 AM</b>	<b>40 minutes</b>
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<b>Block 5</b>	<b>10:35-11:10</b>	<b>35 minutes</b>
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**\*\*\*\*The periods will rotate throughout the course of the year.**



# ATTENDANCE PROCEDURES

## PPS Policy 204

Consistent attendance is the key to achievement and success. For this reason, students are required to attend school regularly defined as 90% of the time or greater. Only absences due to reasons outlined in PPS Policy 204 are excusable. Excessive illegal absence may result in consequences, including legal proceedings. Students are ineligible to earn credit for academic course work administered and/or due on days for which illegal/unexcused absences occurred.

**Excuse procedures: Upon** returning to school, students are to submit their excuses to the Main Office in the designated “excuses” basket. Excuses should include the following information: Student’s name, the date(s) of absence, the reason(s) for absence, the signature of a legal/custodial parent or guardian, and the date of excuse submission. Court-issued summons and physician’s notes also qualify as legitimate excuses. After 3 days, absences will remain unexcused, unless parents/guardians can prove legitimate extenuating circumstances.

**Missed work procedures: It** is the student’s responsibility to request and obtain missed schoolwork. Students are also responsible for completing missed assignments for credit. Failure to complete assignments may result in lower-than-expected grades/achievement.

**Interventions and disclosure:** To promote adequate attendance of 90% days present or greater, the school will work with students/families in tandem with outside agencies (both state and local). Its Student Services Department also employees’ interventions to support students who struggle with regular attendance, which may include facilitating Student Attendance Improvement Conferences (SAIC) and Student Attendance Improvement Plans (SAIC). Parental notification of absences/truancy: The school systematically notifies families of pupil absences/ truancy per regulations established by the Commonwealth of Pennsylvania, as upheld by the Pittsburgh Public Schools.

**Legal:** In accordance with Title 22, Chapter 11, Section 24 of the Pennsylvania Code: Students whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll unless one of the following occurs: (1) The district has been provided with evidence that absence may be legally excused. (2) Compulsory attendance prosecution has been or is being pursued.

### **Definitions with ramifications:**

- **Truancy:** Unlawful (unexcused) absence from school beginning with the fourth accumulated unlawful absence during the school year.
- **Excused absences:** In accordance with Pennsylvania school law and only spanning from the first through the tenth absence, the following are justifiable reasons for excused absences: illness, quarantine, recovery from accident, required court attendance, death in family, family educational trips, medical/dental appointments, family emergencies, college visitations, job interviews, religious observances, and other urgent reasons. With appropriate documentation, religious instruction is excusable up to 36 hours per school year. All absences beyond 10 cumulative days shall require excuses from physicians or other applicable agencies to be considered legal.

- **Unexcused absences: Unexcused absences are from school and considered truant behavior.** Absences will be considered unexcused, if they do not meet the criteria described in the section titled excused absences, regardless of a note from a parent/guardian and/or if an excuse note is not submitted within three (3) school days beginning with the student's date of return. Student absences will also be listed as unexcused if no written note is provided by a legal parent or guardian for an absence. Each absence that has been resolved to be an unexcused absence will be reported to the parent or guardian and sending school district. Students are ineligible to earn credit for academic course work administered and/or due on days for which illegal/unexcused absences occurred.
- **Habitual absences or truancy:** Excessively unlawful absences from school beginning with the seventh accumulated unlawful absence during the school year. Once a student accumulates ten (10) days of lawful or excused absences in a school year, parents or guardians must submit a physician's (medical doctor's) excuse for ensuing absences involving medical or health reasons for the remainder of that school year. A written excuse from the parent/guardian will no longer be accepted. Failure to provide a medical doctor's excuse for absences beyond ten (10) days will result in those absences being recorded as unexcused, truant or habitually truant as the situation warrants.

## **ACADEMIC INTEGRITY**

### [PPS POLICY 226](#)

The Board adopts a system-wide policy to promote academic integrity and will not tolerate any form of academic dishonesty, including but not limited to, cheating during examinations or on lab, homework, and other assignments; plagiarism; pre-exam access to test forms; and unauthorized use of aids during examinations and assignments.

A student shall not engage in, participate in, nor knowingly provide another student with the opportunity to engage in academic dishonesty related to examinations, as well as laboratory, homework and other projects and assignments, whether done during or outside of school hours.

Academic dishonesty shall include, but not be limited to, all forms of cheating, plagiarism, pre-exam access to test forms, representing someone else's work as your own, and the unauthorized use of aids during examinations, projects, and assignments.

Noncompliance with this policy may result in classroom consequences administered by the teacher, including parent/guardian contact and no credit for assignments/tasks for which academic dishonesty occurred. Students who repeatedly violate this policy may also incur failing marking period grades. Since Academic Integrity is classified as a 200+ level infraction per the PPS Code of Student Conduct, violators of this policy may also incur formal discipline.

## DRESS CODE

### PPS POLICY 221

Pittsburgh Public Schools has an exclusionary dress code. No student shall wear any apparel or jewelry that by words, signs, pictures, or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap, or disability. Students are expected to always wear appropriate clothing while at school. Revealing attire that permits the exposure of undergarments or private body parts is prohibited. This prohibition shall be in effect during regular school hours and at any school-sponsored event whether on or off school premises.

A prescribed dress code or uniform policy is defined as a policy, either in writing or declared verbally by a given school principal, that requires the student to wear a certain mode of dress during school time, or at any school-sponsored event whether on or off school premises. Individual schools within the district may adopt a prescribed dress code or uniform policy in accordance with the Board's policy, as noted by the following as developed by Perry High School:

- No headgear (i.e., hats and hoods), excluding cultural garments and partial scarfs;
- No hoods worn over heads at any time, while in the building;
- No hip-hugger pants and skirts;
- No open-side or thin strap (less than one-inch wide) tank tops;
- No halter tops;
- No suggestive or obscene images, sayings, gang- related slogans, and violent depictions;
- No short shorts and short skirts—defined as less than within fingertip range when one's arms are fully extended to the sides;
- No spandex clothing;
- No cut-off or shredded pants/shorts that expose skin above one's fingertips when arms are fully extended to the sides;
- No belly shirts & low-cut tops;
- No strapless or spaghetti strap tops or dresses;
- No transparent or see-through clothing;
- No exposed underwear—pants must be pulled up to the waist;
- No slipper or open-back footwear (straps must be used on clogs);
- No chain wallets or spiked jewelry.

All jackets and coats are to be placed in lockers. School administrators retain the authority to determine acceptable dress in accordance with the PPS Code of Student Conduct and local school expectations developed for Perry High School. Students in violation of the Dress Code will be directed to change their clothes. Parents/Guardians may be contacted to provide a change of clothes. Students will not attend class while in violation of the dress code. Subsequent violations beyond the first may result in graduated consequences/ progressive discipline.

Note: Administration will disclose modifications to the school's dress code that occur during a school year,



when such changes happen.

## **OTHER DRESS CODE ITEMS:**

### **Dance/Social Attire & Conduct**

- All provisions of the Code of Student Conduct and local school rules are enforced.
- Attire, dress, etc. determined per established themes and protocols.
- Non-compliance, including the cost of inappropriate clothing, will not be financially compensated for and may result in one's dismissal from the event.

### **Prom Attire & Conduct**

- All provisions of the Code of Student Conduct and local school rules are enforced.
- Attire, dress, etc. determined per established themes and protocols.
- All male students must wear a tuxedo or a suit. Khaki pants and sports jackets are prohibited.
- Do-rags, etc. are not acceptable accessories.

Beautiful prom gowns must be within the guidelines of appropriate dress.

- Extreme bareness is not acceptable.
- Strapless dresses should display good taste.
- Cut-out designs in the dress are not high-school friendly.
- Bare midriffs (a two-piece dress) are not acceptable.

## **ELECTRONIC DEVICES**

[PPS POLICY 216](#)

### **CELLULAR/SMART PHONES & DEVICES**

As authorized by District Policy 923, Perry High School collects cell phones and other smart electronic devices from students upon entering the building. Students are prohibited from possessing and using all types of personal electronic devices (i.e., cell phones, earbuds, headphones, MP3 players, Apple watches, etc.) during standard school hours and during other school functions that are under the school's command, including, but not limited to detention hall, after-school tutoring/programming, sports practices, etc..

Students who refuse to cooperate are subject to additional disciplinary action at the discretion of administration. Violators may incur consequences, up to and including suspension.

### **DEVICE COLLECTION PROCEDURE**

Device collections will begin on the first day of school and conclude on the last day of school. Students shall relinquish their devices upon entering the school.

The school collects all electronic devices/cell phones upon entering the school and returns them during the final class session of the day. Students who refuse to comply with this provision will incur discipline, up to and including suspension.

Students are unauthorized to possess and use cellular phones/devices, excluding district-issued devices, from 7:25 AM – 2:40 PM, during detention hall from 2:40 PM – 3:40 PM, during after-school tutoring/programming, during athletic games/practices, and during all other functions associated by the school at the discretion of administration.

## **EXTRACURRICULAR OFFERINGS**

### [PPS Policy 119](#)

#### **EXTRACURRICULAR ACTIVITIES**

Perry High School affords students school engagement opportunities beyond standard academics via an array of extracurricular activities designed to enhance educational experiences. Activities include, but are not limited to, Student Council, Student Envoys, Band, National Honor Society, the Gay Straight Alliance, and more to come.

#### **SPORTS**

The school facilitates a variety of sports during different seasons throughout the school year. Contact the school's athletic director for more detailed information about a particular sport.

#### **EXTRACURRICULAR ELIGIBILITY RULES**

- Any student wishing to participate in interscholastic athletics/extracurricular activities must maintain a 2.0 grade-point-average in the report period preceding the activity. The average will be determined by counting all full credit courses of enrollment.
- The district will provide an individual tutor for students who may need help maintaining the required grade point average.
- Athletic discipline may be handled by the administration and may include suspension from athletics.

#### **SPORTS ELIGIBILITY**

Any student who has an interest in sports may participate in the sports program. To be eligible:

- A physical is required
- A parent permission slip must be signed;
- Compliance with the school district's academic and attendance standards.

Participation in athletic/extracurricular activities is a privilege and not a right, which may be restricted or withheld per administrative discretion in alignment with applicable district and/or school policies.

# GRADING

## PPS Policy 209

Student Services in tandem with the principal oversees the grading system of Perry High School in accordance with policies established by the Board of Public Education of the School District of Pittsburgh.

Parents and students can monitor grades by accessing HAC (Home Access Center). If you need to obtain your login credentials, please contact the school to speak with our SDSS (Student Data Systems Specialist), who will provide you with the necessary information and walk you through the process if needed. Please monitor grades and communicate accordingly with your child's teachers.

### KEY TERMS:

Interim Dates: Midpoint of each quarter marking period

Report Card Dates: Refer to the district calendar.

### Grading Guidelines:

A standard procedure for grading was established and implemented throughout the district in grades 1-5 and 6-12. The following guidelines provide a consistent method for measuring student achievement in every classroom using the same grading practices. The grades are based on performance in three categories: weekly assessments, unit assessments and assignments. Whenever students learn new material, they go through a period when they will make mistakes during the learning process.

The purpose of practice assignments is not to evaluate where a student is in the learning process, but to diagnose any problems and to provide assistance when needed. Assignments can consist of many different types of informal assessments/practice, including quizzes, worksheets, and practice book pages. After students have initial instruction and practice on a topic, strategy, or skill, it is important to determine their mastery of the information and skills. The purpose of weekly and unit assessments is to evaluate how well a student can apply the learning of the information/skills/strategies.

**Each nine-week period (quarter), parents/guardians will receive a report card that reflects nine weeks of performance in practice (assignments) and achievement (weekly and unit assessments) of the academic content.**

## Grading Scale

Percent Earned	Letter Grade	Grade Points
90% or above	A	4.0
80-89%	B	3.0
70-79%	C	2.0
60-69%	D	1.0
59% or below	E	0.0

## GPA Conversion

Pittsburgh Public Schools converts letter grades into grade points using a Grade Point Conversion Chart.

Grade	Percent	Regular Weight	SP Weight/ IBMYP	AP/CAS/IB
A	90-100	4.0	4.5	5.0
B	80 – 89	3.0	3.5	4.0
C	70 – 79	2.0	2.5	3.0
D	60 – 69	1.0	1.5	2.0
E	59 or below	0.0	0.0	0.0

To calculate GPA, the letter grades are converted into grade points. Those grade points are multiplied by the amount of credit that each class is worth. The grade points are multiplied by the credits, the result is the number of grade points earned. Then the grade points earned are added together and divided by the number of credits that were attempted. The result is called the Grade Point Average or GPA.

**Report Cards:** The report card is the most familiar way of communicating student progress. Report cards are issued four times during the school year at approximately nine-week intervals. The letter grades A, B, C, D and E are used to indicate academic progress. A citizenship mark is also given for the students' behavior in each class. Citizenship marks are represented by the letters O for outstanding; S for satisfactory; and U for unsatisfactory. All report cards and interim reports are mailed home. If you suspect an error on the report card, please contact the school promptly.

**Semester (Final) Exams:** Comprehensive end-of-course or end-of-semester exams administered at the end of semesters, which count for 20 percent of final course averages. No students are exempt from finals.

**Course Averages: Final** course averages, which are indicated on transcripts, are calculated at year's end for one (1) credit course and at semester's end for half (.5) credit courses. Course averages are the mathematical mean of the total number of marking-period grades per course: 4 quarters for one (1) credit course and two (2) 9-week marking periods for half (.5) courses.

**Citizenship Marks:** An evaluation of conduct/behavior, citizenship marks are represented by the letters **O for outstanding; S for satisfactory; and U for unsatisfactory**. Citizenship marks are issued each marking period for all courses of enrollment. Citizenship final averages are not calculated.

**Interim (Progress) Reports: Communication** between teachers and parents is critical, and keeping parents informed of their child's performance is accomplished in many ways. One of these ways is the use of Interim Progress Reports. At the mid-point of each of the four grading periods, teachers will evaluate student progress. If a child is not working to his or her potential, a progress report is mailed home. If a student's grade is at risk of dropping two letter grades from the previous grading period, a report is also

sent home to inform parents. A conference can be arranged to determine the best way to help a child before marks are closed for a particular grading period.

**Honor Roll: Students** who achieve a grade point average of 3.00 to 3.49 attain Honor Roll status. Those who achieve a grade point average of 3.5 to 4.00 are High Honor Roll students. Students who attain Honor and High Honor Roll will be awarded a certificate and recognized. In addition to the Academic Honor Roll, students who demonstrate respectful and responsible behavior earn Citizenship Honor Roll. A goal of Pittsburgh Public Schools is to produce outstanding citizens; therefore, students who achieve all outstanding marks in citizenship will be recognized.

**Make-Up Work Procedures:** If you are legally absent from school or suspended, you will be given a reasonable length of time to complete missing assignments. Parents of students who miss school for an extended period should call their counselor to obtain assignments. Students who will be away from school for an approved reason should obtain assignments from their teachers before they leave. All assignments should be completed and turned in on the day you return to school. Responsibility for requesting and obtaining make-up work resides with the student and parents. Students who fail to request and complete make-up assignments must accept the consequence.

**Incomplete Grades: Before** an incomplete and work extension can be granted to a student, a teacher must first submit an Incomplete Request Form and evidence extenuating circumstances that justify an incomplete. Administrative authorization thereafter is required. Incompletes must be cleared by teachers within three school weeks (or 15 school days) of the final day of a marking period. Non-cleared incompletes will convert to failing marks. Incomplete extensions require submission of additional Incomplete Request Forms.

## **HOMEWORK PROCEDURES**

### [PPS Policy 115](#)

Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Pittsburgh Public Schools reaffirms the importance of assignment and completion of homework as an integral part of the school experience. Meaningful homework assignments assigned systematically provide additional time for learning which contributes toward student academic growth. Homework should build on classroom work and should encourage and measure the development of self-discipline and associated good work habits in students. Completing homework also develops student responsibility and promotes cooperation and family relationships with the school. Students' complete homework to:

- Reinforce learning through practice, application, integration and /or extension of knowledge and skills.
- Develop study skills, work habits, and a sense of personal responsibility so that the student may become an independent learner.
- Foster students' personal development in areas such as time management, responsibility, perseverance, and self-confidence.
- Stimulate imagination, originality, and creativity.
- Enhance home / school communications and provide increased curriculum understanding.
- Encourage a follow up of worthwhile school activities into permanent leisure interests.
- Involve families in the learning process of their children.

Students should anticipate homework being assigned regularly, as defined by respective teachers. Individual teachers establish protocols for assigning and correcting homework. Homework is an assessment bound by district policies and, therefore, must be completed in accordance with the district's Academic Integrity Policy (226). If graded, homework is subject to provisions outlined in District Policy 209:

## HEALTH SERVICES

### PPS Policy 206

A certified registered nurse practitioner (CRNP) is available to students. The role of the CRNP is holistic and offers expanded student health services in addition to the Pennsylvania School Code of required mandates.

### **MEDICATION**

The administration of prescribed medication, in accordance with the direction of a licensed healthcare provider and a parent/guardian to a student during school hours, will be permitted only when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available during school hours.

The Board shall not be responsible for diagnosing and treating student illness, and parents/guardians are responsible for their children's health.

District schools may also stock and administer emergency medications such as epinephrine auto-injectors, asthma inhalers, and naloxone, as permitted by Board policies, laws and regulations.

### **Definitions:**

**Medication** shall include all lawful prescription medication provided to students under a proper order of a treating licensed healthcare provider, and to be taken by the student for the purpose for which it is prescribed. It shall also include all non-prescription and over-the-counter medications or substances. Non-prescription, over-the-counter throat lozenges are not to be considered medication.

**A licensed healthcare provider** shall include a health care provider who can legally prescribe medications in the Commonwealth of Pennsylvania. Licensed prescribers include medical doctor (MD), osteopathic physician (DO), dentist, physician assistant, and certified nurse practitioner.

### **Authority**

Before any medication may be administered to or by any student during school hours, the Board shall require:

1. The written request of the parent/guardian, giving permission for such administration and relieving the Board and its employees of liability for administration of medication.
2. The written order of the prescribing licensed healthcare provider, which shall include the purpose of the medication, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed, and possible side effects of

medication.

3. In instances of self-administration, a statement from the licensed healthcare provider that the student can do so.

Except for certain emergency medications, only the school nurse or other licensed healthcare professional shall administer medication to students. Only in a life-threatening emergency shall a school employee other than a school nurse administer medication to a student. In addition, emergency medications such as epinephrine auto-injectors and asthma inhalers, may be self-administered by students in accordance with applicable Board policies and corresponding administrative regulations.

Except as provided for in Board Policy 229.1 – Possession/Use of Medications, governing students who may carry medications on their person, the district requires that all student medication be kept in the possession of the school nurse or other licensed healthcare professional. No students are permitted to carry medication on their persons during the school day, except as provided for in Board policy and corresponding administrative regulations. Students shall not distribute or share medication of any kind with others.[1]

This policy shall not prohibit the possession and self-administration of emergency medications such as asthma inhalers, insulin injections, glucose tablets, and epinephrine auto-injectors. These types of medications may include multi-dose units, where required, or emergency medications otherwise required to be carried by an individual student for self-administration in emergency situations.

#### Emergency Medication Stocked by School

District schools may stock and administer emergency medications, such as epinephrine auto-injectors, asthma inhalers, and naloxone, so long as the medication meets either:

1. A prescription on file for the individual student; or
2. A standing order of the school physician stocking the medication at the school in the event of an emergency.

Emergency medications shall be maintained in a secure location at the school, in accordance with manufacturer storage recommendations. The school nurse in all such schools shall be primarily responsible for school-level stocking and administration of emergency medications authorized by this Policy.

School nurses shall receive training through the Pennsylvania Department of Health prior to obtaining custody or administering emergency medications pursuant to this Policy provision.

In the event of administration of an emergency medication of a student believed to be in anaphylactic shock or experiencing an opioid overdose, 911 shall be contacted as soon as possible.

## Field Trips, Sports, and Other Activities Away from the School Building

Administration of medication on field trips, sports activities or competitions, or other school-related activities away from the school building shall be in accordance with this policy. If the school nurse is absent or unavailable, a substitute nurse or other licensed healthcare professional shall be assigned when administration of medications is required to comply with state or federal law or regulations.[5]

Please refer to PPS Policy 206 for more details: [PPS Policy 206](#)

## **INFORMATION TECHNOLOGY/ACCEPTABLE USE POLICY**

### **Acceptable Use Policy**

Perry High School issues laptop computers with chargers to all its students. Students must comply with all rules, regulations and policies outlined in the District's Acceptable Use Technology Policy, as well as the Code of Student Conduct pertinent to information technology. All policies in the district's Acceptable Use of Technology Policies also apply to students' laptop computer and Internet usage, regardless of whether students use school laptops or technology at home, school, or elsewhere. Noncompliance with the district's Acceptable Use of Technology Policy and subsequent rules—both district and school—associated with information technology as denoted in the Code of Student Conduct may result in disciplinary action including, but not limited to, suspensions and device restrictions.

#### **Information Tech Rules - District:**

- Do not change the local configuration of the desktop, laptop, or tablet.
- Do not deface or change the physical appearance of any district device.
- Do not use any logon and password other than your User Account
- Users are not allowed to do the following unless given permission by an administrator:
  - Store and/or install files on the laptop including Freeware, shareware, public domain, or any other software;
  - Install and / or play personal music, videos, or games;
  - Use unauthorized programs installed on the laptop.
- Report any damage – accidental or not, immediately.
- Do not attempt to bypass PPS security or content filtering at any time.
- Do not consume food or drink near or on devices.

#### **Additional rules – School:**

- **Do not leave laptop devices at school; bring them to and from school in case of school cancellations, absences, etc.**
- Students are to use their own District-issued devices only, while in school.
- Handle school-issued computers/laptops properly and with respect, for it is the school property.
- Use computers/laptop devices appropriately in accordance with District policy.
- Never change any computer settings (desktop, screen saver, etc.).
- Remember to save work to public folders, flash drive, and/or Google drive account.
- Charging personal cell phones on District-owned computers and laptops is prohibited, unless authorized by staff.
- Use of grooming items (lotions, brushes, etc.) near District-owned computers/devices is prohibited.



- Visit only approved and appropriate internet sites only – violent and pornographic sites are prohibited.
- Do not deface and vandalize District-owned computer/laptop devices.

## STUDENT SUPPORT SERVICES

**OVERVIEW:** The mission of the Student Services Department is to provide a comprehensive program that addresses the lifelong development of the social/emotional, academic and career growth of each pupil. It assures equal access and equity to all students by providing them with the skills and tools necessary to succeed in life and to become productive members of society. Pupils may access the Student Services office via staff permission and/or a valid hall pass.

### PERSONNEL WITH SERVICES PROVIDED:

**School Counselor:** The school counselor helps students address their academic, emotional, personal, and social needs via an array of services including, but not limited to, general guidance, individual/group counseling, crisis counseling, home/school communications, student scheduling, student records/transcripts maintenance, career/post-secondary exploration, and restorative practice. The school counselor may also address lower-level disciplinary infractions.

**School Social Worker:** The school social worker is a trained mental health professional, who can assist with mental health concerns, behavioral concerns, positive behavioral support, academic, and classroom support, consultation with teachers, parents, and administrators as well as provide individual and group counseling/therapy. The social worker supports students by advocating for their emotional, mental, and physical wellbeing. Services provided include, but are not limited to, individual/group counseling, connecting at-risk youth with helpful resources, truancy elimination, and conducting home visits. The school social worker also leads the Student Assistance Program (SAP).

**Student Services Assistant:** The student services assistant works with the principal, school counselor, and social worker to ensure equitable, purposeful, and timely delivery of pupil services. The student services assistant also regularly monitors student behaviors, addresses lower-level disciplinary infractions, conducts mediation/restorative practice circles, and coordinates functions with the school's PBIS (POSITIVE BEHAVIOR INTERVENTION SUPPORTS) and Discipline committees. The student services assistant supports all functions of the school counselor and school social worker, as indicated in their descriptions above.

### KEY STUDENT SERVICES PROGRAMS:

**Student Assistance Program (SAP):** The Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues, which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. Services provided include in-school support groups, in-school therapy, mentoring, the peer helper program, teen parent advocate services, mental health evaluations, and drug and alcohol evaluations. Various community agencies come

into the school to provide man these services to the students. Students may become involved with SAP through a referral process. The referrals come from self, other students, parents, staff, or community members. Parental permission is required for involvement. Please feel free to contact the school social worker for more information.

**Positive Behavior Interventions & Support (PBIS):** Students thrive in safe, orderly, and welcoming environments that celebrate and promote student achievement for minimizing misconduct. Discipline is integral to the educational process. Effective discipline also meets the developmental needs of children. The school’s PBIS program provides students incentives for engaging in meaningful ways, which are free of behaviors counterproductive to the learning of self and others. PBIS include, but are not limited to the following:

- engaging and rigorous instruction;
- mentoring;
- assemblies;
- class meetings, activities, classroom store options;
- student PBIS Rewards prizes/gifts and activities;
- a Student Services department focused on whole learners;
- a highly involved and vested SAP Core Team;
- MTSS;

**MTSS:** MTSS stands for multi-tiered system of support for struggling students. It is designed to help schools identify struggling students early and intervene quickly. It focuses on the “whole child.” That means it supports academic growth, but many other areas, too. These include behavior, social and emotional needs, and absenteeism (not attending school). The tiers of support are a huge part of MTSS. They get more intense from one level to the next. For example, a child getting small group interventions may need to “move up” to one-on-one help.

**Homelessness – Education of Children and Youth Experience Homelessness (ECYEH):** The McKinney-Vento Homeless Assistance Act was established in 1987 and amended by Every Student Succeeds Act of 2015. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

The federal mandate ensures that homeless children and youth have access to the same free and appropriate public education as other children. Children who are homeless may qualify for assistance with school lunch, school supplies, tutoring and transportation so that they can remain in their school of origin.

If your child may qualify for this service, contact Lisa Arnett, McKinney Vento Program Assistant: (412) 529-5889. Additional information regarding ECYEH: <https://www.pghschools.org/Page/5130>

## Student Expectations/Procedures

[Policy 212](#) | [PPS Code of Conduct](#)

**DESCRIPTION OF THE CODE:** Pittsburgh Public Schools is committed to providing every student with the opportunity to attend school in an environment that is safe, free of violence and drugs, and conducive to learning. This goal is of the highest priority because excellence in education cannot be achieved unless schools and classrooms are safe and orderly. The Code was developed so that all students, staff, and

parents of the district fully understand the expectations for student behavior while in attendance in our schools, while attending school sponsored activities or while riding on transportation systems serving our school district.

Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students <https://www.pghschools.org/>

### **OVERVIEW**

Perry High School upholds the Pittsburgh Public Schools' *6-12 Code of Student Conduct* in its entirety in addition to school-specific (or local) rules and regulations governing Perry High School. The *6-12 Code of Student Conduct* may be accessed in full at <https://www.pghschools.org/domain/43>.

**PHILOSOPHY:** Perry Traditional Academy is committed to maintaining a safe, orderly, and welcoming school for its students, staff, and other stakeholders. It assures us that its staff are fully committed to all aspects of its discipline policy, as a means of inspiring excellence among students. We believe that students thrive in safe, orderly, and welcoming environments that celebrate and promote student achievement and engagement as a means for minimizing student misconduct via activities, functions, and incentives that promote reward positive behaviors and excellence for all.

We believe that discipline is an important part of education, and that corrective measures must meet students' developmental needs through an array of interventions, responses, and strategies that inspire positive behaviors, support learning, and restore relationships. The school applies the Pittsburgh Public Schools' *6-12 Code of Student Conduct* equitably to all pupils in a manner that is fair and consistent. Positive reinforcements and restorative methods afford students opportunities to correct negative behaviors and to learn from errors in judgment as it relates to misconduct. The school complies with all federal, state, and local statutes.

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**SCOPE AND SAFETY:** The *Pittsburgh Public Schools' 6-12 Code of Student Conduct (The Code)* clearly and concisely sets forth the disciplinary procedures for students. In the interest of maintaining a safe, orderly, and welcoming school that fosters rigorous learning opportunities for its students, all provisions of *The Code* are enforced. Students are required to abide by these provisions—in addition to those local to the Perry building—and school personnel are required to enforce them in a fair and equitable manner. Perry Traditional Academy is committed to maintaining a safe, orderly, and welcoming school for its students, staff, and other stakeholders. To that end and based on commonwealth mandates, as per the *Pennsylvania Public School Code of 1949* and the Board of Public Education of the School District of Pittsburgh, *The Code* is effective and enforced as follows at the following places and/or during the following times:

- on school grounds at any time

- on school grounds and related to actions on social media or other media of the like;
- off school grounds, including but not limited to, school bus stops, on school buses, at school activities, functions, on field trips, at conferences, and at all other school events;
- to and/or from school, or to and/or from any school activities, functions, and/or events;
- off school grounds, during standard enrollment hours, when students have left without authorization and/or are truant.
- instances for which the state’s “door-to-door” provision is applicable.

**The rules of *The Code* are generally inapplicable, however not limited to the following:**

- actions and communications (including those related to social media) that occur outside standard enrollment hours.
- actions and communications (including those related to social media) that occur at functions and/or events neither affiliated with nor sanctioned by the school and/or School District.

**KEY TERM DEFINITIONS**

**Code:** A collection of statutes, inclusive of ordinances and laws, arranged systematically by chapters, subheadings, and sections.

**Due process:** The excursion of power from a governing body (including a school) to ensure an individual’s rights are protected.

***In loco parentis:*** Defined, *in loco parentis* means in place of the parent (or guardian); charged with some of the duties, responsibilities, and rights of parents (or guardians). School administrators and other school personnel have the right to exercise the same level of authority over students as respective legal parents or guardians do over their children in instances related to conduct, discipline, and other school related activities.

**Reasonable suspicion:** Defined, reasonable suspicion is a legal standard of proof that falls short of probable cause yet is still founded on a premise or premises developed from specific actions, evidence, and facts that may be articulated, documented, and in many instances substantiated. School personnel may proceed with disciplinary proceedings including searches of individual belongings and persons based on reasonable suspicion in accordance with laws mandating *in loco parentis*.

**Right:** The dominion, privilege, or power of one person to assert authority over another.

**ESSENTIAL STRATEGIES FOR CURTAILING INFRACTIONS**

Pittsburgh Public Schools is responsible for formulating the Code of Student Conduct to apply to its students in each school. All schools shall provide a list of local school rules and in-school discipline measures consistent with the handbook as adopted by PPS. The school rules will be developed and adopted by internal school committees or by the principal, with help from staff, families, and/or students. Research shows that positive relationships help students learn. Students are more likely to succeed when they feel connected to others in their school and classroom community and are less likely to behave in ways that disrupt the school environment. Strategies to be used by staff for building positive relationships with students include the following:

- Know your students’ strengths and cultural identities.
- Communicate understanding and empathy.
- Structure tasks for student success.

- Reinforce behavior in a positive manner.
- Use factual, objective language to define expectations and address behavior.
- Ask open-ended questions.
- Stay calm in tense situations.
- Remain neutral whenever possible.

PPS values its diversity and strives to be inclusive and aware of the cultural differences of our students and staff while providing equitable opportunities and access. In addition, we have taken measures to consider and be sensitive to the age and developmental appropriateness of our Behavior and Range of Corrective Strategies. We know that at different stages of development, the capacity to understand one's own behavior develops and grows. Our Code of Student Conduct takes this into consideration and allows for such growth and maturity. Due to our commitment to sustaining relationships, there is a renewed focus on celebrating and recognizing positive student behaviors, cultural competence, age-appropriate and developmentally appropriate supports and responses, and communication.

### **RESTORATIVE PRACTICES (RP) AND POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

Restorative Practices (RP) and Positive Behavior Intervention Supports (PBIS) are two of the best-practice frameworks being implemented with our students and staff to develop proactive and positive ways to respond to student behavior. Expanded training and implementation of RP and PBIS assist staff members with addressing antecedent behaviors, restoring potentially damaged relationships, and assisting students in finding replacement behaviors while also taking accountability for their actions. 20-21 Restorative Practices: Building Community While Taking Responsibility Using RP ensures that people are happier, more cooperative, and productive, and more likely to make positive changes in their behavior because those in positions of authority do things with them, rather than to them or for them. Fundamental Principles:

- Acknowledging that relationships are central to community building
- Focusing on the harm done rather than only rule breaking
- Creating systems that address misbehavior and harm in a way that strengthens relationships
- Giving voice to the person harmed
- Engaging in collaborative problem solving
- Empowering change and growth
- Enhancing responsibility.

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- Engaging in collaborative problem solving
- Empowering change and growth
- Enhancing responsibility.

#### **PERRY PRIDE – PERRY’S MAIN PBIS INCENTIVE SYSTEM**

Perry’s Positive Behavior Intervention and Support is defined by a school-wide matrix identified as **PRIDE**. It identifies how students should conduct themselves in the classroom, cafeteria, bathroom, hall/stairs, and all parts of the school:

- Prepared
- Respectful
- In Class on Time
- Determined
- Engaged.

All students should model themselves following our schoolwide PBIS → PRIDE.

#### **Perry High School–SPECIFIC EXPECTATIONS**

The Administration, faculty, and staff uphold and enforce all provisions of the Code of Student Conduct, as adopted by the Board of Public Education of the School District of Pittsburgh. In addition to it, the school’s administration Instructional Cabinet and Discipline Committee established the following Perry High School-specific expectations to emphasize proper conduct in preparation for high school and adulthood:

**BULLYING**: Students are prohibited from engaging in all forms of bullying. The school employs preventative measures to ensure that victims are protected, and perpetrators are held accountable. Staff are required to enforce District Policy #215: Prohibition Bullying/Harassment. For more details, please click on the following link: [Bullying/Harassment Policy](#).

**CLASSROOM/HOMEROOM BEHAVIOR**: Students are to abide by the Code of Student Conduct, local school rules, and teacher-established classroom rules while in class, homeroom, lab, shop, and/or any other associated functions related to classroom attendance and participation. In addition to classroom consequences, noncompliance with teacher-established rules and procedures may result in progressive consequences.

**DISHONESTY AND MISREPRESENTATION**: Students are prohibited from engaging in all forms of dishonesty and misrepresentation. Dishonesty and misrepresentation include lying, falsifying records, submitting false reports, academic dishonesty, and assisting others in acts of academic dishonesty. Academic dishonesty includes all forms of cheating, including plagiarism, pre-assessment access to exam forms, misrepresentation of work, and unauthorized assistance in completing graded exercises.

**DISRUPTION OF SCHOOL:** Students are prohibited from disrupting all aspects of the school including **classroom, common, off-site (e.g., field trips, work-based learning worksites, etc.), outdoor, and social settings.** Disruptions of school include, but are not limited to, breaking (classroom, off-site organizational, and school) rules, defiance, behaviors that interfere with instruction and learning, disruption of field trips/off-site functions, excessive talking/noise, horseplay, lower-level disorderly conduct, passive resistance, statement(s) of innuendo, use of profanity/vulgarity, and violations of school, municipal, commonwealth, and/or federal statutes.

**SEXUAL HARASSMENT POLICY:** Pittsburgh Public Schools considers sexual harassment in the work and educational environment to be inappropriate and offensive. It will not be tolerated under any circumstances. This policy, adopted in May 1995 by the Board of Directors, is intended to help students and non-students recognize, understand, prevent, and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings. This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and all District business. Link for more information regarding the District's Sexual Harassment Policy: [Bullying/Harassment Policy - Including Sexual Harassment.](#)

**TARDINESS:** Students who are tardy to school and class put themselves at an educational disadvantage; therefore, it is the school's collective responsibility to minimize student tardiness. Teachers reserve the right to enhance those rules via their classroom rules. Progressive discipline will be followed for any student that reaches four (4) or more discipline referrals for being tardy to class. Any student that reaches the out-of-school suspension level is ineligible for field trips, assemblies, sports, or other extracurricular activities that may occur during that report period. PBIS incentives will be given to students that are on time to class and ready to learn.

**Types of tardiness:** Tardiness to school, tardiness to class, and tardiness to other school functions.

**Chronic tardiness:** This is considered unauthorized presence in the form of hall roaming, which can result in restorative and/or disciplinary action

**A. TARDINESS TO SCHOOL:** Students are tardy to school when they are not in their homerooms by the ringing of the late bell at 7:45 AM. Tardiness to school will be recorded in the Student Information System (SIS). Corrective actions may include the following:

- Warnings;
- Parent/Guardian contact and/or conference;
- Restorative practice
- Disciplinary action in alignment with the Code of Student Conduct;
- SAP referrals and other applicable interventions (i.e., YAP);
- Involvement of social services and/or referral to the local magistrate.

Tardiness to School Matrix:

- 1<sup>st</sup> Tardy: Warning
- 2<sup>nd</sup> Tardy: Warning with parent/guardian contact
- 3<sup>rd</sup> and subsequent offenses: As determined to be appropriate per administration.

**B. TARDINESS TO CLASS:** Students are tardy to class when they are not in their assigned classes

by the ringing of the late bell for respective class periods. Tardiness to school will be recorded in the Student Information System (SIS). Corrective actions may include the following:

- Warnings;
- Parent/Guardian contact and/or conference;
- Restorative practice
- Disciplinary action in alignment with the Code of Student Conduct.

**TOBACCO/DRUGS/ALCOHOL:** Refer to the *6-12 Code of Student Conduct* for more information: [PPS Grades 6-12 Code of Student Conduct](#). Please note that vaping of any kind is not permissible on school premises.

Note: Students who smell of drugs and/or alcohol are subject to disciplinary action, including consequences associated with disruptions of school.

**TRESPASSING/UNAUTHORIZED PRESENCE:** Refer to the *6-12 Code of Student Conduct* for more information: [PPS Grades 6-12 Code of Student Conduct](#).

Some examples of trespassing/unauthorized presences applicable to South Hills, which may result in discipline:

1. Hall roaming
2. Class cuts
3. Being in hallways/spaces without legitimate hall passes
4. Being in hallways/spaces with illegitimate hall passes
5. Entering classrooms/spaces not authorized by schedules
6. Hiding in restrooms, unoccupied classrooms, and other spaces

Specific restrictions, which may result in disciplinary action up to and including suspensions:

1. Students who are suspended from school are not allowed to be in school buildings, on school grounds, and at school functions—including those furnished by other schools/districts.
2. Students are not allowed to be at other PPS properties during the school day.
3. Students are not allowed to enter the Main Office, Student Services, and the Nurse's Office without legitimate blue PPS hall (corridor) passes.
4. Students are not allowed to go behind the Main Office counter without expressed permission.
5. Students are not allowed to use the Main Office restrooms.

**UNPROFESSIONALISM:** Students must conduct themselves professionally to optimize educational opportunities in preparation for high school and adulthood. This entails compliance with policies governing attendance, attire (dress), bus conduct, early dismissal, lockers, safety, and tardiness. Unprofessionalism typically manifests as violations to the Code of Student Conduct and/or classroom rules, for which students are accountable.



## **CONSEQUENCES & INTERVENTIONS:**

- Classroom consequences
- Teacher counseling/reprimand/warning
- Parent/Guardian contact
- Guidance/Support interventions
- Administrative counseling/reprimand/warning
- Loss or suspension of privilege(s) – including sports, dances, and promotion ceremony
- Social probation: a warning or loss of privileges
- Restorative practices/mediation
- Detention: After-school (1 hour)
- Bus suspension
- In-school suspension (ISS) – partial and full day
- Out-of-school suspension (OSS) – short term, 1-3 days
- Out-of-school suspension (OSS) – long term, 4-10 days with informal hearing
- Property restoration (clean-up)
- Restitution
- Evaluation (mental and substance)
- Expulsion

**Note:** In addition to formal discipline: Students who engage in bullying and harassment may be issued No **Contact Agreements** and/or be the noted perpetrator in **Safety Plans**.

## **CONSEQUENCES/INTERVENTIONS DESCRIPTORS**

This is not an all-inclusive list. Other consequences/interventions may be employed at the discretion of administration, as approved by policy of the Board of Education of the School District of Pittsburgh, and as denoted by the *6-12 Code of Student Conduct*.

### **LOSS OR SUSPENSION OF PRIVILEGE(S)**

School privileges may be withdrawn from pupils for a designated period and/or for specific activities and functions including, but not limited to, assemblies, competitions, co-curricular functions, dances, fieldtrips, interscholastic sports, and the promotion ceremony. Privileges could be withheld by faculty and staff in accordance with classroom/lab rules. **Disclosure of relevance to 12<sup>th</sup> Graders: Students may lose the privilege of attending and/or participating in co-curricular activities, including the Graduation Ceremony or Prom.**

**Due Process** – Administration will notify a parent/guardian via call/text and/or in writing when loss or suspension of privileges occur. The communication will outline reasons for it.

### **SOCIAL PROBATION: A WARNING TO POSSIBLE LOSS OR SUSPENSION OF PRIVILEGES**

Students may incur social probation for violating the Code of Student Conduct, classroom rules, and/or organizational rules. Often such violations affect specific groups and organizations (i.e., sports teams and clubs). The goal of social probation is to deter students from negative behaviors that may result in loss/suspension of privileges and other higher-level consequences. In short, social probation puts both students and parents/guardians on notice of possible loss of privileges if behaviors do not improve. Support, interventions, and PBIS are there to help students on social probation.

Students who demonstrate satisfactory conduct over time may be taken off social probation.

Disclaimer - Students may lose or have privileges suspended without first being placed on social probation.

Due Process – Administration will notify a parent/guardian via call/text and/or in writing when a social probation has been issued. The communication will outline reasons for it.

## **DETENTIONS (ALL TYPES)**

- A. After-School Detention: Administrators**, faculty, and staff assigned this type of detention mostly for Level 2 disciplinary infractions. After-school Detention is held at a designated school location for one (1) hour.

**Conduct in Detention: Students** are to report to detention as directed, on time, and prepared to study/work. Students will not be excused from detention, except in the event of emergencies. All school rules apply and are strictly enforced with zero tolerance; talking and sleeping are strictly prohibited. Students who disregard rules and procedures governing detention shall be dismissed from it and incur graduated consequences.

## **PROPERTY RESTORATION (CLEAN-UP)**

For incidents involving messes, littering, cafeteria misconduct, unintentional damage of property, and intentional damage of property, students may be assigned a property restoration (or clean-up) assignment. This may entail use of “elbow grease” and other appropriate equipment to restore property to its original state. Property restoration may be used with other disciplinary measures (i.e., detentions and suspension) and does not necessarily nullify one’s school, financial, and/or legal obligations related to incidents.

## **SUSPENSIONS**

Serious violations of the District Code of Student Conduct may result in an out-of-school suspension of one to three days. If a longer suspension is warranted, a hearing will be held with the parents, students, and administration. In some cases, a hearing at the Board of Education will be required. While serving an out-of-school suspension, one is not permitted on school grounds or to attend any other school function. If one is found to be on school grounds while serving a suspension, he/she/they is trespassing and may be subject to additional disciplinary action and/or arrest.

In the event of a long-term suspension, a parent/guardian may request for the school to retrieve assignments for the suspended student. Materials will be placed on Schoology and pupils are accountable for completing this work—submitting it upon returning to school.

## **TYPES OF SUSPENSION**

**In-School Suspension (ISS):** Students may incur ISS for one (1) to ten (10) consecutive school days, as per provisions outlined in the *Code of Student Conduct*. On days for which pupils are assigned to ISS, they shall remain in the in-house suspension room for the full or partial duration of the assigned days. Students will be informed of the reason for ISS with due process provided. Parents/Guardians will be informed of ISS through telephone calls and formal written notifications sent via US Mail. Prior notice to the parents/guardians of suspension need not be given when the health, safety or welfare of the school community is threatened.

### **Out-of-School Suspension (OSS):**

Students may incur OSS for one (1) to ten (10) consecutive school days, as per provisions outlined in the *Code of Student Conduct*. Students will be informed of the reason for the OSS with due process provided. Parents/Guardians will be informed of OSS through telephone calls and formal written notifications sent via US Mail. Prior notice to the parents of suspension need not be given when the school community's health, safety or welfare is threatened. **Note: Students suspended from school are prohibited from school property and participating in any school-related functions.**

**Note:** For short-term OSS (1-3 days): The school will not compile work for students. In this instance, pupils are responsible for requesting make-up work for credit upon returning to school.

**Note:** For long-term OSS (4-10 days): A student and his/her legal custodial family have the right to an *informal hearing* for additional due process. If applicable, a *Notice of Informal Hearing* will be sent by the school via US Mail and Talking Points or Certified US Mail to the suspended pupil's legal parent/guardian.

### **EXPULSION**

A student may be excluded from Perry High School for a period exceeding ten (10) school days and may be removed from South Hills 's rosters for serious infractions that constitute high-level violations of the school's Code of Student Conduct. Students will be informed of the reason(s) for pending expulsion with due process provided. Expulsions can only be directed by the Board of Public Education or designees for reasons of just cause.

Note: For pending expulsions:

1. A student's family has the right to an informal hearing for additional due process. A *Notice of Informal Hearing* will be sent by the school via US Mail and Certified U.S. Mail or Talking Points to the suspended pupil's legal parent/guardian. This informal hearing is a precursor to the formal hearing.
2. In the event of a pending expulsion, a parent/guardian may request the school retrieve assignments for the suspended student. Pupils are accountable for completing such work and submitting it upon returning to school. They are also responsible for requesting additional make-up work upon returning to school.

### **SUSPENSION OR EXPULSION OF INDIVIDUALS WITH EXCEPTIONALITIES – DISCLOSURE**

Students eligible under the IDEA and/or Section 504 of *The Rehabilitation Act* cannot be suspended for more than 10 consecutive school days, 11-15 cumulative school days if the removals constitute a pattern, or 15 cumulative school days in one school year for conduct that is a manifestation of their disabilities. A student diagnosed with intellectual disability (I.D.) may not be suspended from school unless the administrator has received written approval by the parent/guardian via a Notice of Recommended Educational Placement (NOREP). If the misconduct includes possession of weapons or drugs, or the student inflicts serious bodily injury on another person, then a student, including a student with I.D., may be removed for 45 school days regardless of whether the behavior is a manifestation of the student's disability. Removals of more than 10 consecutive school days, 11-15 days if a pattern exists or more than 15 cumulative school days are subject to special rules and limitations. Specific questions regarding the discipline of students with disabilities should be directed to school administration and/or the school's PSE (PROGRAM FOR STUDENTS WITH EXCEPTIONALITIES) transition counselor.

## **ALTERNATIVE EDUCATION**

In compliance with Article XIX-C of the School Code, Perry High School does not admit or provide educational services to students enrolled in alternative educational programs, including Alternative Education for Disruptive Youth (AEDY) and other equivalent programs—public or private. An exception to this is any student in an AEDY program in the transition phase of that placement, which may include placement at Clayton Academy or the Student Achievement Center. Alternative educational placements are facilitated in cooperation with central administration in compliance with policies governing the School District of Pittsburgh.

## **VISITORS POLICY**

Visitors can include parents, guardians, community members and others who are not members of the school staff. **Persons wishing to visit a school shall arrange in advance with the school office in that building.**

### **Scheduling an appointment:**

- The principal has the prerogative to approve, disapprove or reschedule the visit for a more appropriate time. There may be times when parents/guardians want to meet with the principal and/or teachers without the opportunity to schedule an appointment.
- Principals will attempt to accommodate these requests, but the parents/guardians need to understand that the timing may prevent fulfilling that request. Reporting to the Office School visitors shall be required to register at the school's main office and state the purpose of their visit.
- All visitors are required to receive and wear a visitor's badge. Upon completion of the visit, visitors are expected to sign out and return the badge to the main office.

### **Reporting to the Main Office:**

- School visitors shall be required to register at the school's main office
- All visitors are required to receive and wear a visitor's badge.
- Upon the visit's completion, visitors must sign out and return the badge to the main office.

### **Types of visitations/observations:**

1. Meeting to discuss school/student issues.
2. Parent/Guardian classroom visit.
3. Tutoring and volunteering

### **Guidelines:**

1. Meetings/appointments should be scheduled at least twenty-four (24) hours in advance. Exceptions may be made at the discretion of the school principal or designee in case of an emergency.
2. Principals should be advised of any scheduled parent/guardian meeting/appointment and the visit's purpose.

3. Visitations related to tutoring and volunteering are to be arranged beforehand with the teachers and require Act 34 (state police) and 151 (child abuse) clearances.
4. Visitations related to classroom observations do not require clearance. A school staff member should accompany to and from the classroom these visitors.
5. Observations of teachers must have an educational purpose and cannot be excessive or obstructive.
6. No more than two parents/guardians should be permitted to visit a classroom.
7. Parents/guardians who are observing in the classroom shall not interrupt the lesson or “pull” their child out to talk with them privately.
8. Parents/guardians are to refrain from correcting or reprimanding another parent’s child while visiting classrooms or attending school events.

### **Emergencies:**

Should an emergency require that a student be called to the school office to meet a visitor other than the parent or guardian, the principal or designee needs to determine if the visit is appropriate and approved by the parent/guardian and shall be present during the meeting. An exception to this would be staff from the Office of Children, Youth and Families (CYF) who, after sharing identification and the nature of their visit, are permitted to meet with the students without school personnel present.

### **Visitors’ expectation of school staff:**

During a School Visit It is expected that all visitors are made to feel welcome in the schools. The office staff is to greet each visitor and provide them with a sign-in sheet and a visitor’s badge. They should be escorted or directed to their destination. They should also be acknowledged while walking in the halls by school staff and assisted when necessary. If school staff encounter an unfamiliar person in the school without a visitor’s badge, they need to direct or escort them to the main office to secure a visitor’s badge and then help in guiding them to their destination.

### **School staff’s expectation of visitors:**

It is expected that all visitors will acknowledge the school’s responsibility for the health, safety, and welfare of the students. If this is jeopardized, the visitor will be asked to leave the premises and may be restricted from visiting the school or attending school-sponsored events. Before any restrictions are put in writing and shared with the visitor, the circumstances leading up to the restriction need to be discussed and approved by the appropriate Assistant Superintendent.

### **Audio, video recording or photographs:**

No visitor shall be permitted to photograph, record audio, or videotape any person or any part of the building or to tape record any conversation or non-public meeting (i.e. parent teacher conferences, IEP (Individualized Education Program) meetings, etc.) or event without the express consent of the school principal and each individual meeting/conversation participant. Audio or video recording of individual meetings may be permitted if such recording is required to permit a person with a disability to meaningfully participate in the meeting. Requests for accommodation should be directed to the school principal. This prohibition shall not apply to public meetings or work sessions of the Board or that would violate the Sunshine Act. With permission of the school principal or designee, visitors may be allowed to record or videotape school activities, i.e., assemblies and Commencement, for personal use only.

## ADDITIONAL PPS DISTRICT POLICIES

- Please click on the link below to learn more about our District's Code of Conduct
- [Code of Conduct](#)
- Please click on the link below to learn more about our District's Non-Discrimination Policy
- [Non-Discrimination Policy](#)
- Please click on the link below for information about Education for Children and Youth Experiencing Homelessness
- [Education for Children and Youth Experiencing Homelessness](#)
- Please use the link below to find out more about Special Education Services and Programs, Services for Protected Handicapped Students (504), and Services for Gifted Students: [PSE \(Special Education\) / Child Find Annual Notice \(pghschools.org\)](#)

## ADDITIONAL INFORMATION

### **ANNOUNCEMENTS**

Daily announcements regarding student events and basic school functions will be made at the Beginning of the day during homeroom and at the end of the day during dismissal.

### **ARRIVAL RULES & PROCEDURES -- AM**

- All students (bus riders, private transportation riders, and walkers) will enter the Main entrance in the front of the building at 7:25 AM.
- Upon entering campus or departing transportation, students are to report immediately to the building; loitering and/or wandering off to unauthorized areas of the campus is prohibited – including the store across the street.
- After 7:45am students may not bring outside food into the school. Unless it is their lunch.
- Students are to behave and cooperate with staff, which includes, but is not limited to, following directives, maintaining a reasonable noise level, preparing and politely presenting bags, purses, etc. to be inspected, and proceeding through metal detectors without issue.
- Lunches and all other foodstuffs must be contained in a lunch box or lunch bag else; they will be confiscated.
- Items that are prohibited in the school and will be \*confiscated: cologne, perfume, spray deodorant, gum, loose food items, full beverage bottles (all types), and others that may be deemed disruptive and/or potentially dangerous to the school.
- Students who attempt entering the building with fully opened beverage bottles will be directed either to discard them or to pour the content out.

Note: Confiscated items will not be returned. The school will not provide compensation of any kind for confiscated items.

### **ASSEMBLIES/ACTIVITY PERIODS**

Sometimes, the school orchestrates assemblies for many purposes, including class meetings, entertainment, and formal functions. Students are to abide by and to be mindful of the following provisions when attending assemblies:

- All district and school rules and policies governing student behavior apply to assemblies and pep rallies.
- Proceed in an orderly manner as directed to the assembly.
- Any behavior that interferes in any way with the presentation of the assembly program will result in suspension of assembly privileges for the duration to be determined by the administration or any other consequences determined to be appropriate by the administration.

### **BULLYING, HARASSMENT, & HAZING**

Students are prohibited from engaging in all forms of bullying, harassment, and hazing. The school employs preventative measures to ensure that victims are protected, and perpetrators are held accountable. Staff are required to enforce District Policy #215: [Prohibition of Bullying/Harassment](#) and District Policy #214: [Hazing](#).

**SAFE2SAY SOMETHING: Perry** Traditional Academy in cooperation with the School District of Pittsburgh is committed to creating and sustaining a comprehensive, coordinated effort to improve overall safety. To support this objective, the school in compliance with Act 44 of the Pennsylvania Code utilizes Safe2Say Something (SS2S). The comprehensive SS2S program educates students and other school stakeholders on how to:

- Recognize the signs and signals of at-risk behaviors – especially within social media;
- Take every sign and signal seriously;
- Act quickly to get help by talking to a trusted adult;
- Report critical information anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website;
- Respond to and manage the submitted tip via a school-based multi-disciplinary educator and administrator teams;
- Sustain the curriculum and awareness via student clubs, in-school activities, and call-to-action weeks.

Students are encouraged to report any that can pose a danger or risk to the school. Tips may be reported via telephone (toll free): 1-844-saf2say; via the internet: [safe2saypa.org](http://safe2saypa.org); or via the S2SS free mobile app.

**STUDENT COMPLAINT PROCESS:** Students have the right to request redress of complaints pertinent to their education. Individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided. A student complaint shall be one that arises from actions that directly affect the pupil's participation in an approved educational program.

**Guidelines:** The student should first make the complaint known to the staff member most closely involved or if none is identifiable, the school counselor; and both shall attempt to resolve the issue informally and directly. For complains that must move beyond the first step, the student shall prepare a written statement of his/her complaint, which shall set forth the following:

- The specific nature of the complaint and a brief statement of relevant facts.
- The way the student believes he/she has been adversely affected.
- The relief sought by the student.
- The reason(s) why the student feels entitled to the relief sought.

The complaint may then be submitted to the principal with a suitable period allowed at each level for hearing of the complaint and the preparation of a response. At each level, the student shall be afforded the opportunity to be heard personally by the school official. The student may seek help from a parent/guardian at any step.

### **CAFETERIA**

The cafeteria is on the first floor. Breakfast and lunch are served daily. Students are to be polite, wait their turn in line, refrain from disruptive behavior, and leave their table clean by depositing their trays and waste into the trash containers. All food must be consumed in the cafeteria area. No food should be taken out of the cafeteria.

- All District policies and rules governing student behavior apply during breakfast and lunch periods.
- Students are not permitted to leave the cafeteria with food and/or drink in their possession except for bottled water.
- Clean up after yourself by discarding trash in appropriate receptacles and returning trays and utensils to dishwashing room, if applicable.

### **CANCELLATIONS, DELAYS, & EARLY DISMISSALS**

Occasionally, weather conditions and other circumstances may require cancellation of classes or a delayed start time. In the event of cancellations and 2-hour delays, announcements will be made over local television stations KDKA (channel 2), WPXI (channel 11) and WTAE (channel 4); local radio station KDKA (a.m. 1020); and via the school's/district's automated call/text system(s). When Perry High School is operating on a 2-hour delay, students may not enter campus until 9:25 A.M. Early dismissals may happen on days when weather conditions become too hazardous to justify keeping students the full duration of the school day. Communications indicated above for cancellations and delays will be used in such instances.

### **CLOSED PERIODS**

If necessary, administration may enact closed periods either temporarily or permanently. If a period is designated closed, it means the hallway movement is highly limited with hall passes issued for emergencies only.

### **CLOSING SCHOOL IN EMERGENCY SITUATIONS**

Sometimes it is necessary to close school when non-weather-related emergencies make it impossible to stay open (i.e., power failures, gas leaks, safety issues, etc.). If this should happen, please do not call the school. Announcements about this will be relayed via the school's/district's communication systems.

### **CORPORAL PUNISHMENT**

Per [District Policy 212](#), corporal punishment is prohibited. Reasonable force may be used by staff to quell disturbances, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property. The Board prohibits the use of corporal punishment to discipline students for violations of District policies, rules, or regulations.

### **COURSE SYLLABI/LETTERS**

Students will receive course syllabi/letters for all new courses started at the beginning of semesters. Course syllabi outline pertinent facts about classes including rules, procedures, content to be covered, and general expectations. All course syllabi will disclose teachers' Board email address and telephone numbers.



## **DAILY SCHEDULE**

Perry High School's standard hours of operation are 7:00 AM to 3:00 PM

- Regular School Days: Student arrival @ 7:25 AM and dismissal @ 2:40 PM
- Half Days: Student arrival @ 7:25 AM and dismissal at 11:10 AM
- 2-hour Delay Days: Student arrival at 9:25 AM and dismissal at 2:40 PM

Arrival: All pupils arriving via foot, school bus, or any other transit arrangement are to enter the school at the main entrance. Exceptions may be accommodated, but only if first approved by administration.

Dismissal: All students departing via foot, school buses, or any other transportation arrangements are to exit the school at the main entrance. Exceptions to this provision may be accommodated, but only if first approved by the administration. Students are prohibited from being in the building outside the time durations noted above.

## **DANCES, SOCIALS, & SPORTS EVENTS**

All local and district rules are enforced at dances, socials, and sports events. At such events, students may incur discipline for misconduct, up to and including citations/charges. Students may also be ejected/directed to leave without refunds and compensation for tickets, attire, and clothing. Note: Specialized dress codes for dances and socials are a common occurrence. Students who choose to violate dress code provisions (i.e., obscene clothing, clothing that is too revealing, clothing that is in direct violation of the school's dress code, etc.) may be ejected/directed to leave without any compensation.

## **DISMISSAL RULES & PROCEDURES -- PM**

- Bus riders will exit the building at the Main Entrance in the front of the building.
- Walkers will exit the building at the school's Main Entrance.
- Students not participating in after-school functions are to report directly to their busses, report directly to their private transportation, or walk off the campus enroute home; loitering on campus or wandering to unauthorized areas away from assigned transportation is strictly prohibited.
- The Code of Student Conduct is strictly enforced at dismissal.

## **EARLY DISMISSALS**

All early dismissal requests notes must be turned into the main office before the first period. The request note for an early dismissal must include:

- Reason for the early dismissal
- Time of the early dismissal
- Parent/Guardian signature
- Phone number at which the parent/guardian can be reached for verification of early dismissal
- Student's grade and homeroom.

All early dismissals must be verified by the Main Office, or the student may not be permitted to leave the school grounds until the regular dismissal time.

## **EMERGENCY DRILLS**

Emergency drills are conducted periodically, as per federal and state codes, to ensure preparedness in the event of potentially dangerous situations including, but not limited to, breaches in homeland security, fires,

manmade disasters, natural disasters, and terrorism. In preparation for such events and during actual emergencies, student cooperation—inclusive of following all instructions from school personnel—is required. For fire drills, which occur monthly, students are to:

- be mindful of fire exits throughout the building.
- upon sounding of the fire horns, exit the building calmly, orderly, quickly, and quietly.
- hold the exit door open if you are the first to get to the exit. Close the door if you are the last one to reenter the building.
- move to the opposite side of all roadways away from the building. Stand with your class. Roll will be taken.

Pupils will return to the building only upon notification from an administrator, either through the PA or bell systems. No one is to remain in the building during fire drills. Students must go through security checks upon reentering the building (i.e., passing through metal detectors, etc.).

### **ENTERING AND EXITING THE BUILDING**

All students, parents and visitors shall enter the school through the main entrance and must pass through the metal detectors. Students, parents, and visitors exit the building through the main entrance. Failure to comply will result in disciplinary action. Students are not permitted to exit the building during school hours without an approved early dismissal. Those who leave without permission will face disciplinary action and will not be allowed to re-enter school the same day without a parent. Students should be accompanied by parents/guardians if extremely late to school.

### **FIRE DRILLS**

Consider all fire alarms as either a drill or emergency and proceed with evacuation of the building unless cancelled via the intercom. Every fire alarm must be treated as a potentially serious event.

- Be mindful of fire exits throughout the building.
- Upon sounding of the fire horns, exit the building calmly, orderly, quickly, and quietly.
- Hold the exit door open if you are the first to get to the exit. Close the door if you are the last one to reenter the building.
- Move to the opposite side of all roadways away from the building. Stand with your class. Roll will be taken.
- You are to return to the building only upon notification from an administrator. No one is to remain in the building during fire drills.
- Once teachers are cleared to re-enter the building, they will report directly to their classrooms or assigned hall duties to assist with moving students back to classes.

### **The Actual Fire Drill**

- All persons, including the teacher, must leave the premises.
- Students should leave their book bags in the classroom and leave the building with staff members as soon as possible.
- Teachers keep pupils moving, do not allow them to stop and wait for friends.
- The teacher should follow immediately behind the class.
- By regulation teachers must have class lists with them during all fire drills.
- Administrators and maintenance personnel will monitor evacuation; security staff will monitor exit

procedures and campus surroundings.

- Teachers must escort classes to the designated safety area and check to see if all pupils are accounted for.
- If the fire alarm sounds during the lunch period, teachers in the cafeteria should assist in the exit of pupils.

### **Preparation for Fire Drill**

- Teachers will inform each class they teach of the fire drill route from that particular classroom.
- Teachers will inform pupils of the importance of fire drills.
- Teachers remind pupils that no fire drill is successful unless the entire building is evacuated in three minutes.
- Student leaders should be designated for each class:
  - to lead the class to the area of safety;
  - to close windows and the door;
  - to assist handicapped students out of the building.

Pupils will return to the building only upon notification from an administrator, either through the PA or bell systems. No one is to remain in the building during fire drills. Students must go through security checks upon reentering the building (i.e., passing through metal detectors, etc.).

### **FOOD AND DRINK**

Food and drink is not to be consumed anywhere in the building during regular or extended schools' hours, excluding the cafeteria during breakfast, lunch, and study hall periods. Consumption of food or drink by students in corridors and/or classrooms during school hours is prohibited and subject to disciplinary action. Exceptions to this provision may be made upon administrative approval and/or discretion or via physician's note. Students can carry and use water bottles during the school day unless the principal revokes that privilege (individually or generally). Students will not be allowed to enter the school after 7:50 with snacks unless they are in a lunch container or lunch bag.

### **HALF DAYS – DISTRICT PROFESSIONAL LEARNING**

Eight (8) school days per year operate at half instructional days. Please refer to the district calendar found on the PPS website for those dates: [2024-2025 PPS District Calendar](#).

### **HALL PASSES**

Students are prohibited from being in the hallways during class sessions and lunch periods without a hall pass. The only acceptable hall pass at Perry High School is the official Pittsburgh Public Schools blue Corridor Pass (Code ELE-H-9 662704). Non-compliance with this provision or use of forged and/or fake hall passes will be considered a violation of the Code of Student Conduct, which may result in discipline.

### **HALL SWEEPS**

If necessary, administration may use hall sweeps to control hallway access/presence during class periods. Hall sweeps may be used to control hallway occupancy and conduct violations associated with that (i.e., unauthorized presence, class cuts, hall roaming, etc.). Protocols for hall sweeps are determined by the administration. Students caught in hall sweeps are subject to progressive discipline and interventions. In addition to traditional hall sweeps, the school utilizes a "continuous hall sweep system" utilizing the building's video surveillance system and security staff.

### **INJURY AND ILLNESS**

Any accident or illness must be immediately reported to the instructor or closest available staff member. The teacher will refer the student to the school nurse, who will evaluate the extent of the injury or illness. The student's parent/guardian or emergency contact person will be contacted if it is deemed necessary to transport a student to a healthcare professional or hospital.

### **LIBRARY/MEDIA CENTER**

- Bound by the Code of Student Conduct (PPS) and local school (Perry HS) rules – strictly enforced.
- The library/media center is a resource available to all students and staff.
- The atmosphere of the library/media center: Quiet, productive, and resourceful. To maintain an atmosphere conducive to reading and research, group discussions and socializing are not permitted in the library during regular use. The librarian will warn students who insist on ignoring this regulation. Continual violations will result in suspension from the library.
- Teachers may bring students to the library/media center for class upon arrangements made with the Librarian.
- The library/media center is open to students and staff during lunch periods to accommodate those who may benefit from it. Students must earn that privilege via the school's PBIS system.
- When applicable, study halls will be held in the library/media center.
- When applicable, students assigned to study halls may be sent to the library/media center for academic and research purposes.
- Staff and students are financially responsible for lost, damaged, and unreturned library resources.
- Books are to be returned to the charging desk. All students must leave the library through the door near the charging desk.
- Students who wish to do research should have a library pass signed by the subject teacher.
- Destruction of library property, leaving the library without permission, skipping, and continual violation of library rules will result in after school detention, reimbursement, and/or suspension as determined appropriate.
- The librarian reserves the right to establish classroom/library rules in addition to the list noted above.

### **LOCKERS**

Your designated teacher will assign a locker for your individual use for storage of books, clothing, and personal belongings (hats and coats will not be permitted on persons during school hours). Students are also required to obtain locks to be used during swimming and gym classes. Locks will be distributed by your HR teacher. Do not use a locker that is not assigned to you. Secure reliable locks and keep the combinations safe. The school is not responsible for stolen property. Incidents of theft or loss should be reported to the security.

Lockers are the property of the School District of Pittsburgh. The school has the right to inspect the locker and its contents. This is necessary to ensure lockers are being used in accordance with the intended purpose and to eliminate fire and other hazards, to maintain sanitary conditions, or to attempt to locate lost or stolen materials.

### **FACTS:**

- Assume responsibility for your own property and respect the property of others. The school is not responsible for any losses and/or damages.
- Students will be charged for lost or destroyed books.
- Students who make locker stops between classes are expected to report to class on time.

- Loitering in student locker areas is not permitted during the school day.
- School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without warning.

**Locker searches: Student lockers are school property and remain under the school's control; however, students are expected to assume responsibility for their lockers' security.** Periodic locker inspections may be conducted by the administration with or without pupils present and with or without warning. Searches of lockers only take place upon reasonable suspicion that a pupil has engaged in actions that violate the *Code of Student Conduct* and/or criminal statutes.

**Locker clean-up: Periodically,** pupils will be directed to clean up their lockers to be inspected by staff for cleanliness and hygiene. This typically occurs at the end of quarters and semesters.

### **LOCKER BLOCK**

Students are prohibited from hanging out/loitering in the locker block, including the locker rows in the cafeteria (both on the 1st floor). Non-compliance with this will be considered unauthorized presence, which may result in disciplinary action.

### **LOST AND FOUND**

Students who find lost articles, library books and textbooks are asked to take those items to Security or Main Office. Procedures for lost textbooks, calculators, and supplies distributed by the school:

- Get the book card or textbook number from the subject teacher;
- Take the card and check, money order, or cash to the Main Office;
- Take the receipt back to the subject teacher for a new book.

Lost items will be kept in a secure place, until claimed by rightful owners upon verification by an administrator. Unclaimed items will be donated to charitable organizations or disposed of as per administrative discretion.

### **MAIN OFFICE**

The Main Office is the hub of Perry High School. Access to all Main Office departments requires permission from an adult and/or a valid blue PPS hall (corridor) pass, excluding emergencies and other extenuating circumstances. Entering the Main Office without a valid hall pass will be considered unauthorized presence, which may result in disciplinary action.

### **PERMANENT RECORDS**

The School District of Pittsburgh maintains permanent records for all pupils, which shall remain on file for an indefinite time. The school/district is responsible for properly disseminating and forwarding records to sending school districts and other proper entities when it is necessary to do so. The school/district is authorized to collect, maintain, review, and grant access to these records to authorized personnel. It will not release records to persons and/or entities outside the school/district, unless authorized to do so by parent/guardians of dependent children or alumni. The parent has the right to review their child's records and to know what information is kept. *Disclaimer: Parents of legally dependent enrolled children, pupils, and alumni have the right to request access to information contained in permanent records. The school reserves the right to release basic directory info to appropriate entities upon request and/or requirement. The school*

*and the district manage student records with full regard for the Family Educational Rights and Privacy Act of 1974 (FERPA (Family Educational Rights and Privacy Act)).*

### **PHOTO/VIDEO/INTERVIEW**

Throughout the school year, special programming provides the opportunity for local media, the school, and/or the school district to host or carry stories, photograph, or video school-related events. Students will receive a permission slip on the first day of school to permit their child to be photographed, videoed or interviewed.

### **RELIGIOUS OBSERVANCE ABSENCES**

Students will be legally excused for religious observation upon written request of a legal parent/guardian.

### **RESTROOM USE**

Students have scheduled restroom breaks during their Communications and Mathematics classes. Teachers will escort students to the restroom at the scheduled restroom break time. Restrooms are also available during lunch periods. Students are to ask a supervising adult to use the restroom during lunch periods. In cases of emergencies, teachers will give a student a hall pass to use the restroom. Students are to adhere to the PBIS expectations for restroom behaviors while using the restroom.

### **SCHEDULE & SCHEDULE CHANGES**

The school does not accommodate schedule changes once the school year, semester, or quarter has started, except in rare instances for which it is advisable based on extreme and/or extenuating circumstances.

### **TELEPHONE USE – CALLING HOME**

In the event of emergencies or other situations deemed appropriate by building administration, students may contact their parents/guardians from the Main Office student telephone during school hours.

### **TEXTBOOKS AND OTHER RESOURCES**

Textbooks, tools, supplies, and other resources are provided to students for educational purposes. Students are responsible for properly maintaining such resources. Financial obligations and/or disciplinary action may be levied against individuals who lose, misuse, and/or willfully damage school-issued educational resources (i.e., textbooks, computers, etc.). Certificates and diplomas may be withheld, as per the school's financial obligations policy.

Students are prohibited from taking textbooks and other educational resources—particularly items that may be considered weapons and/or expensive equipment— from the school without formal expressed authorization from appropriate personnel, sometimes inclusive of administrators at sending schools.

Noncompliance with this provision may result in disciplinary action, including suspensions, expulsions, and criminal charges. If situations arise wherein resources must be taken from the school, parents/guardians are to transport such items.

### **TRANSCRIPT REQUEST**

Students requesting transcripts to be sent to colleges, universities, and employers must make the requests to Student Services. Such requests must be accompanied by an envelope stamped and addressed to the college or employer.

### **TRANSPORTATION/BUS PASSES/ID's**

All students will be given an ID card during the 1<sup>st</sup> week of school. Eligible students will be provided with a PRT ID bus pass when identified as a PRT rider. ID's are expensive please do not lose these passes. Activities buses are provided for students who participate in after-school programs or stay for detention.

### **TUTORING SERVICES**

Tutoring service for students may be arranged through the classroom teacher, instructional team leaders, and/or counselors. After-school tutoring may also be offered.

### **VALUABLES**

Advised: Do not bring expensive clothing, jewelry, and other items to school. Neither the school, nor the Pittsburgh Public School District, may be held responsible for loss of such items.

Radios, tape players, Walkman/CD players, MP3 players, pagers, cell phones, etc. are not permitted in school during school hours. Students should not display these items on their person any time. These items will be confiscated by security, administration, or a teacher and either returned to the student at the end of the school year or to the parent/guardian following a school conference.

### **VACATIONS/EDUCATIONAL JOURNEY**

Students taking vacations during the school year must follow this procedure prior to embarking upon their journey. Parent/Guardian: Submit a written letter or email to the building principal, which discloses the following:

- Name of student(s) going on the journey;
- Dates of the journey, emphasizing dates child will not be in school and anticipated return date;
- Educational purpose of the journey (i.e., how it ties to specific subjects your child is currently studying).

Submit the completed form to the building principal at least five days before the scheduled excursion. Students are responsible for obtaining assignments three (3) days prior to departure; students are responsible for submitting completed assignments within three (3) days of returning to school. The maximum number of days that can be approved: ten (10) without permission of central office. Approved vacations/educational journeys are considered excused absences.

As with all excused absences, these days may count toward the district's fifteen (15) day attendance standard. Please be advised: Submission of an educational journey request does not guarantee administrative approval. If unapproved, days missed because of the given excursion will be deemed unexcused.

### **VIDEO SURVEILLANCE**

For the safety of our students, staff and community members, the Perry High School building, and campus is monitored 24 hours per day by a digital video surveillance system, which captures and archives still and motion images for indefinite periods. This system ensures and protects the health, safety, and welfare of all school stakeholders. It also reinforces a positive school culture by enhancing the efficiency of disciplinary practices. All aspects of Perry High School videosurveillance system meet all applicable federal and state guidelines, inclusive of FERPA. School administration reserves the right to record, view, and store recordings, as necessary. Individuals employed by, enrolled at, associated with, and/or visiting

the school should do so with the explicit understanding that they are being monitored via a comprehensive video surveillance system and that their privacy is limited to, restrooms and locker areas.

### **WORK PERMITS**

Work permits may be obtained in student services, online at [www.pghschools.org/workpermit](http://www.pghschools.org/workpermit), or at the Pittsburgh Board of Education Building, located at 341 S. Bellefield Avenue, Pittsburgh, PA 15213. The school's Student Services department is available to assist students/families with work permits. Note: Work permits are non-applicable for most middle-school students.