

Pittsburgh Perry High School

3875 Perrysville Avenue | Pittsburgh, PA 15214 | Phone: 412.323.3400 | Fax: 412.323.3404
Parent Hotline: 412.622.7920 | www.pps.k12.pa.us

Welcome!

To Students and Parents:

This handbook serves as a guide to student life at Pittsburgh Perry High School. Students, teachers, parents, and administrators have worked together to give clear explanations of school policies and programs. We hope that this handbook will help you to understand your school. It should answer any questions you or your child might have. In the following pages, you will find information concerning rules, procedures, graduation requirements, and extracurricular activities. You need to be familiar with this information.

We believe that if you are aware of what Pittsburgh Perry has to offer and if you understand school policies, your high school years will be a successful experience. We encourage cooperation among

students, teachers, parents, and administrators to provide the best possible education for everyone.

Graduates of Pittsburgh Perry number in the thousands, in all walks of life in the Pittsburgh area, and are making significant contributions to their communities. You too, may be proud someday that you were a Pittsburgh Perry graduate. Your ultimate goal can best be expressed by Pittsburgh Perry's motto, "Knowledge for Service."

**The Principal, Faculty and Staff of
Pittsburgh Perry High School**

SCHOOL COLORS: White and Blue

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 be our dear Perry High

Chorus:

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

SCHOOL PROCEDURES

Bell Schedule

Please visit our website at www.pps.k12.pa.us or contact our Parent Hotline at 412.622.7920 for the bell schedule for your child's school.

Entering and Exiting the Building

All students, parents and visitors enter Pittsburgh Perry 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. Students who leave without permission will face disciplinary action. Those students who leave the building without permission will not be allowed to re-enter school the same day without a parent.

Classroom/Homeroom Behavior

Your official attendance and tardiness record is monitored by your homeroom teacher. The purpose of homeroom is to allow you to hear the announcements giving the important news and events of the day. You will receive information and notices from counselors, the nurse, assistant-principals, etc. Bus passes are distributed in homeroom each month.

Daily Bulletin

A bulletin is issued every day and is available in each homeroom. It contains important information regarding school activities that enable you to attain the maximum benefit from your high school experience.

Schedule

The schedule you receive on the first day of school is your schedule for the first semester. Your schedule for the second semester will be issued on the first day of the second semester at midyear. Schedule changes will not be made except when your counselor determines that a change is necessary to meet academic requirements.

Attendance

Consistent attendance is the key to achievement. The Pittsburgh Public School Attendance Policy requires at least 95 percent attendance in all classes, including homeroom. Only absences due to verified personal illness, quarantine, death in the family, or impassible roads are accepted as legal absences. Excessive illegal absence may result in disciplinary action by the court system.

Upon returning to school, the student will present a note to the homeroom teacher giving the reason for the absence and the student will be given an Excused Absence Slip. That slip must be signed by the student's classroom teachers and then returned to the homeroom teacher. It is the student's responsibility to request the work he/she missed. Failure to do so could result in a failing grade for the report card period.

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. The 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 consequences.

Tardy Policy

Students who arrive late to school will check in at the front desk as they arrive. They will receive an admission slip to class and will be subject to behavior interventions such as after-school detention. The Tardy Policy was created for

students who were late to school and/or class repeatedly. Tardy students are assigned to behavior interventions as a means to encourage students to promptness.

After-school Detention

When a student receives a notice, detention is assigned. If the student does not report to teacher monitored detention as scheduled, he/she will receive a Saturday detention letter in homeroom the next day. The student will be assigned to attend this detention on the following Saturday. Parents receive notification of detention/suspension of their child.

Suspensions

Serious violations of the District Code of Student Conduct can 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 parent, student, and administration. In some cases, a hearing at the Board of Education will be required.

While serving an out-of-school suspension, you are not permitted on school grounds or to attend any other school function. If you are on school grounds, (i.e., school dance, Cupples Stadium) while serving a suspension, you are trespassing and may be subject to arrest.

Trespassing

Students are not permitted on any other school's grounds during school hours for any reason. Any unauthorized presence can result in charges being filed and school disciplinary action taken.

Early Dismissal

All early dismissal requests notes must be turned in to the main office before 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 office or the student will not be permitted to leave the school grounds until the regular dismissal time.

The student will pick up the early dismissal slip from the Main Office.

Closing School in Emergency Situations

Sometimes it is necessary to close school when such conditions as extreme weather emergencies make it impossible to stay open. Should the weather look so bad that you suspect school might be closed, please do not call the school. Announcements will be made on local radio and TV stations. On days when the weather becomes hazardous after the students have arrived at school, we rarely have an “announced official” early dismissal; if the situation warrants, students may be dismissed.

Religious Observance

Students will be excused for religious observation upon written request of a parent.

Transportation/Bus Passes

Homeroom teachers will issue bus passes to students who are eligible (live more than two miles from school). Bus passes are very expensive. Therefore, lost, stolen, or misplaced bus passes will not be replaced. If a student loses his/her bus pass, the student or his/her family is responsible for the student’s transportation to and from school.

Activities buses are provided for students who participate in after-school programs or stay for detention.

Dress Code

All students attending the Pittsburgh Public Schools must adhere to the policy regarding dress codes. Wearing clothing or jewelry that promotes sexual activity or violence, the use of alcohol or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap, or disability is not permitted.

This dress code is enforced during regular school hours and at any school event whether on or off the school premises. Students not dressed in accordance with the code will be sent home to change clothing and return to school.

We will enforce:

- No exposed midriffs
- No hip-hugger pants or skirts
- No tank tops without a T-shirt as an undergarment
- No halter tops
- No suggestive or obscene pictures, sayings, gang-related slogans or violent depictions should be displayed on clothing or jewelry.

- Shorts and skirts must be longer than the length of the student’s arm when standing erect.
- No spandex shorts, pants, etc. are permitted.
- Hats, headbands, visors or other head coverings are not to be worn in the building.
- No cut-off or shredded pants or pajama pants
- No belly shirts
- No low-cut tops
- No strapless or spaghetti strap tops or dresses
- No transparent or see-through tops
- No hoodies
- No chains or spiked jewelry

All coats are to be placed in the students lockers prior to the beginning of each day.

School administrators retain the authority to determine acceptable dress and to send home any student deemed inappropriately dressed.

Prom Attire

- All male students must wear a tuxedo or a suit. Khaki pants and a sports jacket are not suitable for the occasion.
- Dress shoes are worn with prom attire, not tennis shoes or boots.
- 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.
- Slits in the gown/dress can be no higher than the knee.
- Cut-out designs in the dress are not high-school friendly.
- Bare midriffs (a two-piece dress) are not acceptable.

Graduation Ceremony Attire

Proper attire: dress shirts, slacks and dress shoes for men, dresses and dress shoes for women “must be worn for graduation exercises. No shorts, sandals, or gym shoes are permitted. Otherwise, you will not be permitted to participate.

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.

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

The Actual Fire Drill

- All persons, including the teacher, must leave the premises.
- 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.
- Security guards will check all bathrooms on their respective floors.
- Teacher 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 lunchroom should assist in the exit of pupils.

The Conclusion of the Fire Drill

- All persons outside of the building must proceed up or down the designated route.
- Do not congregate on sidewalks because the fire trucks need access to the building.
- No one may return to the building after a fire or fire drill until the Fire Captain has given permission or the all clear bell has sounded indicating the end of the drill.

Restroom Usage

Four minutes are provided between each period for students to take care of personal needs. Students may be excused from class to go to the restroom in cases of emergency.

Lost And Found

Students who find lost articles, library books and textbooks are asked to take those items to the Bookroom.

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 Bookroom.
- Take the receipt back to the subject teacher for a new book.

Telecommunication/Electronic Devices

The Pittsburgh Public School Code of Student Conduct prohibits possession of pagers, lasers, radios, I-pods, CD players, and certain electronic or telecommunication devices. Use of cell phones is prohibited.

Previously, students were not permitted to have cell phones on school property. The new guidelines address parental concerns about the need to have home contact for after-school activities/employment, etc. Cell phones provide contact between the student and parent, ensuring the safety and well-being of Pittsburgh Perry students participating in extracurricular activities and after-school responsibilities.

If it is necessary for a student to bring a phone to school, use of the phone is not permitted in the building during the school day. The school is not responsible for lost or stolen phones; all phones must be turned off and secured in a book bag or locked in a locker during school hours.

Telephone Messages

Important! School personnel are responsive to emergency telephone calls and will assist families in these situations. However, personal telephone calls to students via the school office are a problem. The nature of the emergency must be explained to school personnel in order to determine the best course of action.

Summer School

The Pittsburgh Public School District offers summer school for students who have failed required classes. Students may earn 2.0 units at summer school. Students may also attend summer school if they have failed courses for reasons other than excessive absenteeism. There is a \$50 fee for each semester course. Students may also take up to 2.0 credits at Community College of Allegheny County (CCAC) to make up failed courses. CCAC also has advanced courses for students. These classes will help students to earn 1.0 credit for one class during the summer. There is a fee for all CCAC courses.

Health Services

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. The CRNP's office is located near the library on the first floor.

Medication

All medication (prescription and/or over the counter drugs) must be brought to the nurse practitioner's office. A Consent for Medication form must be completed by the parent/guardian for over the counter medication. A separate consent form must be completed by the parent/guardian and physician for prescription drugs. No medicine may be brought to school without the nurse practitioner's knowledge.

Lockers

Your homeroom 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. Secure reliable locks, and keep the combinations or keys safe. The school is not responsible for stolen property. Incidents of theft or loss should be reported to the security staff.

Lockers are the property of the Pittsburgh Public School District. The school has the right to inspect the locker and its contents. This is necessary to insure that the 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.

Valuables

Please 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, Walkmans/CD players, MP3 players, pagers, cell phones, etc. are not permitted in school during school hours. Students should not display these items on person any time. These items will be confiscated by security, the 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.

Visitors

Visitors wishing to visit the school for reasons other than parent conferences may do so by calling the school and speaking with an administrator to arrange a date and time for the visit.

Upon entering the building, visitors must sign in at the desk in the front hall and report immediately to the main office to be issued a visitor's pass. The administration retains the authority to determine if a pass will be issued. If a visitor is caught without a pass, school police will be summoned for a violation of the Pittsburgh Public Schools *Code of Student Conduct*.

Cafeteria/Food

The cafeteria is located on the first floor. Breakfast and lunch are served daily. Students should 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. It's your school. Keep it clean!

All food must be consumed in the cafeteria area. No food should be taken out of the cafeteria.

Corridor Passes

Students must have a hall pass to be in the halls during class time. When asked, students must present the signed pass to any adult who requests to see it. No other pass is acceptable, if you do not have a hall pass, you cannot leave class. No corridor passes will be issued during closed periods (5, 6, 7, and 9).

Closed Periods

There are periods during the school day that are designated as closed periods. Closed periods are: homeroom periods (5th period, 6th period, 7th period) and 9th period. No corridor passes will be issued during a closed period except in the case of an emergency situation.

Library

The Pittsburgh Perry Library operates daily when school is in session. All students must have a note from their teacher in order to come to the library during class time. Those students who wish to come to the library after they eat their lunch must obtain a pass from the librarian.

Poor Work Notices

Notices are mailed to the homes at mid-report of each grading period for the students who are performing at an unsatisfactory level (“D” or “E”) in a subject.

Transcript Request

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

Semester Final Exams

Final exams are given in all classes following each semester. These final exams count for 20 percent of the final grade. No student is exempt from final exams.

Academic Dishonesty

A student shall not engage in, participate in, or 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 unauthorized use of aids during examinations, projects and assignments.

Tutoring Services

Tutoring service for students may be arranged through the classroom teacher, the Instructional Teacher Leader, the Academic Counselor or the Intervention Specialist.

Sports

Pittsburgh Perry offers a variety of sports for students to join. Extra-curricular activities are a privilege to students who maintain appropriate grades, behaviors, and attendance in school. All students are encouraged to participate. Different sports are offered during different seasons throughout the school year. Contact the school’s athletic director for more detailed information about a particular sport.

Boys

Fall (August-November)

Football
Soccer
Cross Country
Golf

Winter (November-February)

Swimming
Basketball
Wrestling

Spring (February-May)

Track
Baseball
Tennis
Volleyball

Girls

Fall (August-November)

Tennis
Soccer
Cross Country
Golf
Volleyball

Winter (November-February)

Swimming
Basketball

Spring (February-May)

Track
Softball

Sports Eligibility

Any student who has an interest in sports may participate in the sports program.

To be eligible:

- A physician must certify that the student is able to take part in the chosen sport before the first practice.
- A parent permission slip must be signed.
- Compliance with the school district’s academic and attendance standards.

Work Permits

Work permits may be obtained at the Pittsburgh Board of Education, 341 S. Bellefield Ave., Pittsburgh, PA 15213.

Pupil Services

The Pupil Services Department at Pittsburgh Perry includes various personnel and offers the following services:

Academic Counselors – Work closely with students selecting their courses of study on a one-to-one basis and help students prepare college and scholarship applications. The counselor helps to design a sequential academic program to accomplish these goals.

Career Program Counselor – Evaluates students' skills, performance, and attitudes in the development of their school program, and assists students in making their school program, in making occupational choices, post-secondary educational choices, and career decisions based on this evaluation.

Intervention Specialist – Works intensively on one-to-one group basis with those students who have been unable to function effectively in school programs. The specialist deals with individual student problems of crisis nature in a constructive, supportive, non-judgmental manner.

ADDITIONAL SERVICES

Student Assistance Program (SAP) – Our school social worker is used to identify students who are experiencing behavioral and/or academic problems that may be associated with high-risk behaviors. The heart of the SAP is the CORE Team.

SAP CORE Team – The CORE Team is coordinated by the school social worker. It is comprised of specially trained staff members who assist students with a variety of needs. Some of the services offered through the CORE Team are 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 many of these services to the students.

Students can become involved in the CORE Team through a referral process. The referrals come from self, other students, parents, staff, or community members. Parental permission is required in order for a student to become involved in the CORE programs. For more detailed information or to discuss any concerns you might have about a student, please contact the school social worker.

Mediation Center – Mediation is a voluntary process for settling disputes in which a neutral third person, the mediator, assists disputing parties in negotiating a settlement that is acceptable to both persons. If the student is involved in a conflict with another student and it is determined that the problem is one which can be mediated, both students will be given an option to choose mediation over typical disciplinary action.

Telephone Directory

Activities Office 412.323.3478
Administration 412.323.3400
Athletic Office:
 Male Athletics – 412.323.3469
 Female Athletics – 412.323.3403
Auditorium 412.323.3478
Cafeteria Staff 412.323.3422
Clerical Staff 412.323.3400
Co-Op Coordinator 412.323.3420
Custodial Staff 412.323.3425
Itinerants 412.323.3400
Library 412.323.3424
Nurse 412.323.3423
Security Staff 412.323.3400
Student Services Office 412.323.3341
Teen Parent Advocate 412.323.3400

Teaching Departments

Art 412.323.3428
Business 412.323.3429
English 412.323.3407
Family and Consumer Science 412.323.3408
Industrial Arts 412.323.3419
Mathematics 412.323.3405
Music 412.323.3419
Physical Education and Health:
 Male – 412-323-3480
 Female – 412-323-8400
Science 412.323.3414 (ext. 8)
Social Studies 412.323.3340
Special Education 412.323.3028
World Language 412.323.3412

