Chester High School Parent and Student Handbook

Information and Resources



2024-2025 Academic Year

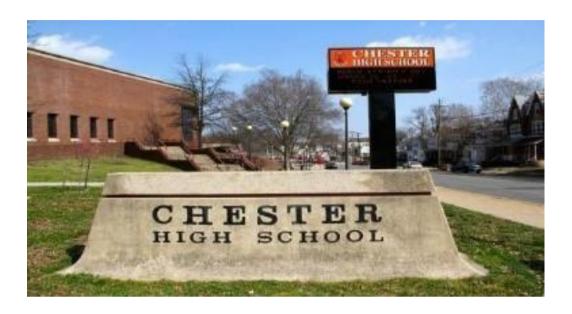
Dr. Latrice Mumin, Interim Superintendent LaMonte D. Popley, Principal Kelly Parker, Assistant Principal Tahira Burrell, Assistant Principal

C-PRIDE: Home of the Clippers

VISION FOR LEARNING

Chester High School will provide an educational experience that will optimize success and growth for all staff and students through continuous instructional self-assessments and improvement. We will honor best practices in teaching and learning so that all students can reach their maximum potential. In pursuit of educational excellence, Chester High School will aim to support the empowerment of all students to become high academic achievers and lifelong learners that understand the need for rigor and diversified education. Students will continue to progress and succeed beyond high school graduation in the 21st Century's global market through the development of proficient skills that address college and career goals.

Alma Mater



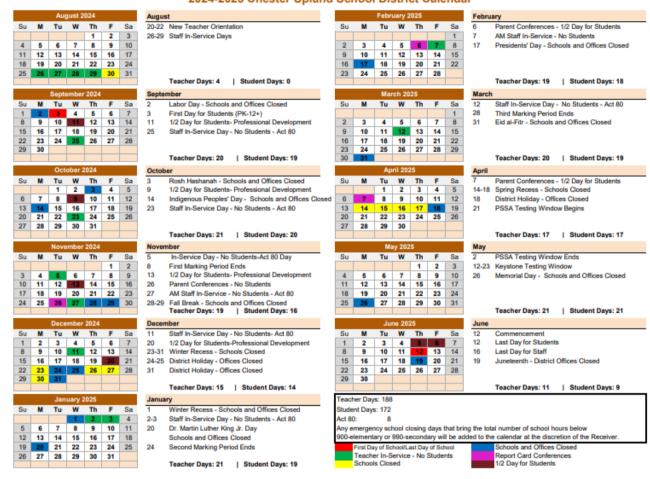
Hail Chester High!
All Honor, praise be thine,
We owe what'er we are to thee,
What'er we hope to be.
On future's broad'ning path
Where life's stern duties lie,
We'll firmly tread with vision clear
And thank thee, Chester High.

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SECTION 1: YEARLY SCHOOL CALENDAR 2024-2025 Chester Upland School District

2024-2025 Chester Upland School District Calendar



SECTION 2: ADMINISTRATIVE MESSAGE



CHESTER UPLAND SCHOOL DISTRICT

CHESTER HIGH SCHOOL 200 W 9TH STREET CHESTER, PA 19013



Dear Families and Students.

Welcome to the 2024-2025 School Year! As we gear up for the year ahead, our primary focus is to ensure our students have a successful and academically enriching experience. Our aim is to prepare our students for college and career readiness by maintaining high standards for student achievement and teacher performance. We aspire to engage all students in learning through real-world experiences by providing a challenging, applicable, and cohesive curriculum. We will continue to foster positive partnerships through collaboration among staff, students, families, and community members.

In the past year, we have implemented changes at Chester High School to operate more efficiently and effectively, addressing the diverse challenges our students face in our community. The teachers and staff at Chester High School will be utilizing online resources to supplement direct instruction. Our main focus is to assist our students in achieving academic excellence by providing social, emotional, and academic support. We will offer training, counseling, and opportunities to overcome barriers to growth. We are excited about connecting with you and motivating our students to reach their academic potential as they prepare for future college and career experiences.

To help maintain our positive school climate and culture, we will be implementing the following uniform policy for the 2024-2025 school year:

- Students must wear Chester paraphernalia. They may choose a hoodie, long sleeve t-shirt, short sleeve t-shirt, polo shirt, or quarter zip. Colors are black, orange, gray, and white.
- The district will supply each student with 2 pieces of clothing. Additional items will need to be purchased at cost.
- Pants must be black, navy blue, or tan.

We kindly ask parents to review this information with your child to ensure that they understand the expectations and our commitment to help them become the best student they can be. Thank you, and here is to an exciting and academically challenging year for all Chester High School students.

Go Clippers, Mr. Popley, Mr. Parker and Dr. Burrell Your Chester High Administrative Team

SECTION 3: RIGHTS & RESPONISBILITIES OF STUDENTS & PARENTS/GUARDIANS

5.1. Responsibilities of Students:

All students share with the administration and faculty a responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- 5.1.1. Be on time and attend school daily;
- 5.1.2. Be prepared for class and put forth conscientious effort towards the completion of classroom work and homework;
- 5.1.3. Make up exams and work missed while suspended;
- 5.1.4. Have knowledge of and conform to school rules, policies, regulations and applicable laws as set forth in the Code of Student Conduct or by the Board, school administrators, or teachers;
- 5.1.5. Dress and groom in conformity with the dress code
- 5.1.6. Not use indecent, obscene or foul language; respect the authority of all school personnel and the rights of all students;
- 5.1.7. Behave responsibly and respectfully to other students, teachers, school personnel, visitors and guests at school or school related events;
- 5.1.8. Show good sportsmanship while participating in school related events; and
- 5.1.9. Report incidents or activities that may threaten or disrupt the school environment to a staff member.

5.2. Rights of Students:

Students shall have the right to:

- 5.2.1. A Free Appropriate Public Education (FAPE) if the student is between the ages of 6 and 21 years of age;
- 5.2.2. Not be excluded from public schools or from school privileges because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color, religion, sexual orientation (known or perceived), gender identity expression (known or perceived), or national origin;
- 5.2.3. Not be subject to corporal punishment;
- 5.2.4. Be afforded the discipline procedures set forth in Section 4; and
- 5.2.5. Request and receive interpretation and translation assistance for school-related matters if English is not their primary language.

5.3. Responsibilities of Parents/Guardians:

Parents/guardians shall have the responsibility to:

• 5.3.1. Ensure that their child/children between the ages of 8 and 17 enrolled in schools in the Chester Upland School District attend school regularly, on time, and for the whole school day in accordance with the laws of the State of Pennsylvania. If a child enrolls in school prior to the age of 8, the child becomes of compulsory school age and must continue to attend school; 20

- 5.3.2. Ensure that their child/children who are younger than 8 years old, but have been enrolled in school, attend school regularly and on time, and for the whole school day in accordance with the laws of the State of Pennsylvania;
- 5.3.3. Enroll their child in a non-district school if he or she is expelled from the Chester Upland School District;
- 5.3.4. Notify and provide proof to the Chester Upland School District, within 30 days of the expulsion, if they cannot provide placement in a non-District school for the child:
- 5.3.5. Stay in regular contact with the school concerning their child's conduct and progress and present to school officials any concern or complaint in a calm, reasoned manner:
- 5.3.6. Work with the school on academic, disciplinary or other related matters pertaining to their child/children and attend and participate in disciplinary proceedings or school conferences pertaining to their child/children;
- 5.3.7. Plan the time and place for homework assignments and provide necessary supervision;
- 5.3.8. Talk with their child about school activities and inform, instruct and assist their child to act responsibly in accordance with expected behavior;
- 5.3.9. Know the rules set forth in this Code and review the rules with their child; and
- 5.3.10. Ensure that their child receives the periodic student health examinations that are required by law.

5.4. Rights of Parents/Guardians:

Parents/guardians shall have the right to:

- 5.4.1. Receive regular official reports of their child's academic progress;
- 5.4.2. Inspect, copy, and challenge according to the appropriate guidelines any and all information contained in their child's records;
- 5.4.3. Receive an explanation for the basis of any grade given by the teacher;
- 5.4.4. Receive a prompt report of their child's tardiness or absence from one or more classes;
- 5.4.5. Request a conference with the teacher and/or the principal;
- 5.4.6. Receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education;
- 5.4.7. Receive all correspondence in the family's preferred language if not English, unless it is an infrequently encountered language, in which case an oral sight translation will be offered and delivered by a bilingual staff person;
- 5.4.8. Bring, or have the Chester Upland School District provide a translator during disciplinary conferences or hearings, when the school observes that a parent or student is not a native English speaker or has a significant difficulty communicating in English;
- 5.4.9. Receive reasonable accommodations for any disability to have access to participate in their child's education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity

SECTION 4: CHESTER HIGH SCHOOL BELL SCHEDULE

Full Day Schedule			
	ln	Out	
Period 1	7:30am	8:22am	
Period 2	8:25am	9:17am	
Period 3	9:20am	10:12am	
Period 4	10:15am 11:45ar		
Lunch A	10:18am	10:48am	
Lunch B	10:48am 11:18an		
Lunch C	11:18am	11:48am	
Period 5	11:48am	12:40pm	
Period 6	12:43pm	1:35pm	
Period 7	1:38pm	2:30pm	

A Half Day Schedule			
In Out			
Period 1	7:30am	8:15am	
Period 2	2 8:15am 9:00am		
Period 3	9:00am	9:45am	
Period 4	9:45am	10:30am	

B Half Day Schedule				
	In Out			
Period 5	7:30am	8:15am		
Period 6	16 8:15am 9:00am			
Period 7	9:00am	9:45am		
Period 1	9:45am	10:30am		

SECTION 5: SCHOOL POLICIES & PROCEDURES

ARRIVAL PROCEDURES

- Upon arrival, 9th-12th grade students are required to walk through scanning stations at the 2nd floor entrance and follow the SAFETY guidelines for screening.
- Students can select breakfast on their way to class.
- Students caught in unauthorized areas are subject to disciplinary action.
- Once students arrive on campus, they are not permitted to leave without permission unless cleared by administration or early dismissal policy.
- Students who arrive on campus and leave campus will not be allowed to re-enter the school building without a parent or guardian.
- Students who arrive at school after the designated time will not be allowed inside the building without communication from a parent or guardian.

LATE ARRIVALS

- Students who arrive in the building after 7:45 a.m. will be considered tardy to class.
- Upon entering the school, late students are to stop at the late desk and sign in.
- After signing in, students will receive an excused or unexcused admit note to class.
- No student will be allowed to enter class without a late admit note from the Office.
- Students who arrive at school after 8:30 a.m. will not be allowed inside the building without communication from a parent or guardian.

LUNCH PROCEDURES

- Students must follow the schedule for assigned lunch times.
- All students are to report directly to the cafeteria during their designated lunch times.
- Students are not to leave the lunch area without permission from supervisory staff in the cafeteria.
- Students who wish to use their lunch time to make up work in a teacher's room must have a note from the teacher and must finish their lunch before they leave the cafeteria.
- Food is not to leave the cafeteria at any time.
- Parents will not be allowed to bring food or drinks to the school for student lunch unless the student has special dietary needs.
- If students choose to bring lunch, please understand that there is not a microwave available to students.
- No students will be called to the office to pick up lunch.
- Students are not permitted to order take out (Uber Eats, Door Dash, Grub Hub, etc.)
- Students are not permitted to bring food into any classroom.
- Food will only be allowed in the cafeteria unless dictated by COVID-19 requirements.

DISMISSAL PROCEDURES (2:30 PM DISMISSAL)

- At dismissal, students who walk home will need to clear campus within the five minutes window.
- Students who ride the school bus will need to report immediately to their assigned bus to prevent being left. Buses will be held only for five minutes.
- Only students participating in approved after school activities will be allowed to remain on campus.
- Any student who exits the building prior to participating in after school activities will be required to enter through the scanning stations at the main entrance before being admitted back inside the building.

EARLY DISMISSAL PROCEDURES

- Students must present the following to the Office:
 - Written request by parents permitting the student to leave school must contain contact information. The parent or guardian must be the parent or guardian listed on the student's emergency contact record. Persons not listed on the student's official contact list will not be permitted to give permission to check out.
 - Students must have a working phone number where the parent may be reached to verify the note. Without verification, students will not be allowed to leave campus.
 - Presentation of doctor/court appointment slip/card.
- Other Notes:
 - Without the above documentation, no early dismissal will be granted unless the parent
 comes to the school. When the parent or guardian arrives at school, he/she must present
 state- approved photo identification that matches information found on the students'
 official emergency contact list. Adults who arrive at school without proper identification
 will not be permitted to sign out students.
 - In any cases involving divorce or parental custody, students will not be released to parents who do not show proof of parental custody. Parents should submit all custody orders and changes in custody rights to the main office in a timely manner.
 - When at all possible, medical and dental appointments should be made after school hours. If a medical and/or personal emergency arises, parents will be permitted to sign students out from the Main Office.

EXCUSED ABSENCES

- Student educational workshops/conferences that are approved by the principal or their designee.
- Impassable roads.
- Healthcare. Absences for part of the school day may be excused for medical or dental appointments, which cannot be arranged after school hours.
- Illness (physician verification is required for five (5) or more days of consecutive absences)
- Other urgent reasons including:
 - Ouarantine in the home
 - Court appearances
 - Death in immediate family
 - Other reasons approved by the principal or their designee.

- Written Notes: Students who are absent should bring a written absence note or official medical documentation when they return to school. Students will have no more than one (1) week to bring such documentation to the school. If an absence note is not brought back within the one-week period, the absence(s) will be coded as unexcused, and the student will NOT be permitted to receive credit for tests or assignments missed during that time.
- Cutting Classes & Absences: Students that cut three or more classes will be considered an absence from school. 14 Make up class assignments, tests and quizzes will only be provided to students that show proof of written absence to their teacher (s).

UNEXCUSED ABSENCES

- Oversleeping
- Missing the bus
- Babysitting
- Shopping
- Participating in private hobbies or lessons
- Car problems
- Family vacations
- Hair appointments
- Working

No make-up work will be provided to students with unexcused absences.

EXCESSIVE ABSENCES

- After three (3) days of cumulative unexcused absences, a warning letter will be mailed home.
- After six (6) days of cumulative unexcused absences, a mandatory parent conference will be scheduled at the school.
- After ten (10) days of cumulative unexcused absences, the truancy department will be notified.
- Students that demonstrate excessive absence are subject to judicial truancy process.
- A student who has been absent from school for twenty (20) or more school days will not be eligible to participate in any athletic contest or activity. Additionally, students who are absent from school on the day of an activity or event will not be allowed to participate in the activity or event on that day.

CLASSROOM ATTENDANCE

To obtain academic credit for a course, students must be in attendance and have their attendance recorded at least 90% of the time that a class is scheduled. Failure to attend at least 90% of the scheduled classes of any one credit course or half-credit course may result in a denial of credit for that course. Absences that result from a student's involvement in any school authorized parallel program will not be held against the student in fulfilling the above requirement. Examples of such parallel programs include, but are not limited to, alternate educational programs such as homebound instruction and psychological/educational testing.

UNIFORM POLICY

All students must adhere to the Chester Upland School District dress code policy. Students must wear the authorized and approved uniform appropriately dressed for school every day. Please refer to the table below. Students are not permitted to wear ripped jeans, leggings, obscene clothing, see-through clothing, midriffs tops, mini-skirts, open blouses, slippers, flip flops, scarves or bonnets. No hats,

durags, or full faced masks are permitted to be worn in school. All students are expected to be in "full uniform" daily. Students with individualized circumstances can privately speak to their school counselor.

- Students must wear Chester paraphernalia. They may choose a hoodie, long sleeve t-shirt, short sleeve t-shirt, polo shirt, or quarter zip. Colors are black, orange, gray, and white.
- The district will supply each student with 2 pieces of clothing. Additional items will need to be purchased at cost.
- Pants must be black, navy blue, or tan.

SCHOOL VISITORS

- Parent of record who are interested in the welfare of our students are always welcome to Chester High School.
- All Visitors must sign in and report to the Chester High School Main Office.
- Visitors should bring valid state-approved identification to the sign-in station.
- Visitors will receive a visitor's pass and should wear the pass the entire time of the visit.
- Visitors will be escorted to their location by school safety or school administrator.
- Visitors should sign out at the front office before leaving the school.
- Parents are authorized scheduled visits to the classroom pending administration and teacher approval.
- Parents may not be allowed to make impromptu visits to classrooms.

EMERGENCY CLOSING

- In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on Local News Outlets, the Chester Upland School District website: www.chesteruplandsd.org, and the District's Channel 11. The school will also attempt to send a robo call to all parents of C.H.S students.
- If there is an actual emergency at the school, we will notify parents before the closing of the school day.
- To ensure the safety of parents, students, and school personnel we discourage parents from coming to the school during emergency situations.
- Please be advised that in certain emergency situations, school officials may determine that students will not be released to parents to maintain the overall safety of students and staff.
- Thanks in advance for helping us create a safe school environment.

SCHOOL NURSE PROCEDURES

Our school nurse is available during the school day in the event a student has been injured or is ill. Students are required to obtain permission from their teacher to see the nurse. A student who is sick may be sent home if accompanied by a parent or an authorized adult on the child's Emergency Contact Form. The Chester Upland School District has mandated screenings and physicals. You will receive information regarding the screenings throughout the year as necessary.

Medication on Campus: Students are not to carry prescribed or over-the-counter medication on the school campus. If a student needs to take any medication during the school day, that medication must be signed into the nurse's office. Students needing to take prescribed medication must provide a copy of the prescription to the school nurse along with the medication.

Student Records:

Student records of any kind will not be released to any third party unless a consent of release of information form is completed and submitted. Parents and students may see these third-party records requested by contacting the counseling department. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records.

BUS SHEDULE

Students riding the bus will arrive at Chester High School at 7:15 a.m. Homeroom will start at 7:30a.m. Students will be picked up at 2:30 p.m.

SECTION 6: ACADEMIC PROGRAMMING

ACADEMIC INTEGRITY

Students who attend Chester High School should conduct themselves in their academic work with honesty and integrity. Examples of conduct that is incompatible with the principles of integrity include:

- Plagiarism using another person's published ideas and/or words without specific and proper acknowledgement.
- Use of Another Person's Work submitting a paper or assignment that someone else prepared, either in part or completely.
- Submitting False Information submitting contrived or altered information, quotes, or documentation with the intent to mislead.
- Cheating passing information to and receiving information from other students during an assessment or using electronic devices during an assessment without the permission of the teacher.

Involvement in these activities will result in a grade of "0" for the work in question as well as the scholar being assigned a parent teacher conference.

GRADING

Teachers determine the requirements for the grades awarded to students at the end of each marking period. The evaluation of student progress and achievement must be continuous and purposeful. The following guidelines will be used for student grading at CHS:

- All student work will be graded during the school year and teachers will inform students of their progress.
- The procedures for evaluating student achievement in a course of study must be included in the written plan for the course (Syllabus), approved by the principal, and explained to students by the teacher.

Grades will be recorded and made available to students and parents continually via the Grade
Book feature of Power School. All students and parents/guardians will be provided with login
information for the PowerSchool Portal where they can see student grades and attendance in
real-time. All grades will be posted to the Gradebook no more than one week after the due date
of the assignment.

CURRICULUM OFFERINGS

Chester High School offers a variety of rigorous and challenging curriculum choices for every student. Students are encouraged to take advantage of offerings from the following areas:

- College preparatory curriculum Every course offered at Chester High School is meant to be
 rigorous, engaging, and essential for a successful transition into college. As part of the college
 preparatory curriculum, grade-level core curriculum courses (Math, English, Science, and Social
 Studies) are in accordance with state course codes and satisfy course requirements for college
 admission.
- Honors Courses Similar to courses offered in the college preparatory curriculum, honors courses
 take a more in-depth exploration of college preparatory courses offered at CHS. Students usually
 move at a faster pace and are offered more challenging learning experiences.
- Dual Enrollment Courses Students at Chester High School are able to take college courses on college campuses that are taught by college professors. If students pass the course, they will receive college credit as well as high school credit.
 - o Delaware County Community College Dual Enrollment
 - o Widner University Dual Enrollment
 - o Delaware County Technical School (DCTS) Dual Enrollment
- Special Education Chester High School strives to meet the academic needs of students who have been issued Individualized Educational Plans (IEPs). Students with IEPs still have an opportunity to choose from all of our course offerings while receiving enrichment support from specialized teachers meant to improve learning based on the students' individualized learning goals.
- Academic Interventions Students at Chester High School are eligible to take advantage of multiple opportunities designed to foster successful outcomes.
 - o PSSA/Keystone Intervention Courses Courses designed to focus on specific skills that students need to improve upon in order to pass state assessments.
 - o Credit Recovery Blended learning courses offered to help students retake courses that were previously failed to ensure students have enough credits for high school.
 - o This year credit recovery and after school tutoring will be offered to all students during the school year.
 - o 9th Math 180 Intervention
 - o 10th Read 180 Intervention

ACADEMIC REQUIREMENTS

Subject	Credits Required for Graduation
English	4
Mathematics (most colleges and universities require 4 years of math)	3
Science	3
Social Studies (World History, Amer. History, Afr. Amer. History, or Social Science/Government)	3
Health/Physical Education	1.5
World Languages	2
Arts & Humanities	2
Electives	5
Project Based Learning	TBD
TOTAL	23.5

Grade Levels	Credits Required for Promotion
Grade 9 to 10	6 total
Grade 10 to 11	11 total
Grade 11 to 12	17 total
Grade 12	23.5
Failures must be made up in summer school	

GRANTING CREDITS

Students enrolled in high school college preparatory courses may receive a graduation credit if he/she passes the course with a "D" or higher. For courses that are only taught for one semester, students will receive 0.5 credits for passing. For courses taught an entire year, students will receive 1.0 credits for passing. Students will not receive credits for courses that were failed or not completed. Students taking dual enrollment courses, for which they will receive college credit from the university, may also receive high school credit. The grade will

appear on the student's high school transcript and will be included in the student's grade point average (GPA). Summer school and credit recovery courses taken at an accredited high school will count for high school credit and the grade will appear on the transcript.

CREDIT CHECKS

To ensure every student is on track for graduation, counselors will conduct monthly credit audit consultations with all high school students throughout the year. During these consultations, counselors will advise the student of his/her credit accrual, academic performance, and make recommendations about courses the scholar needs to enroll in to ensure they meet graduation requirements.

MARKING GUIDELINES

All assignments, homework, and assessments will be graded on a 100-point grading scale.

- All major assessments (tests), projects, and quizzes will count as 70% of the student's grade. There will be a minimum of three (3) major assessments and projects per marking period.
- All classwork, homework, and other minor assessments will count as 30% of the student's grade. There will be a minimum of nine (9) classwork assignments per grading period. 3. All grades will be based on academic work completed in a course. There will be no grades assigned for behavior.
- No grade below 50 will be recorded on student Report Cards. Provide students with authentic grades and override accordingly. Students will receive marks of Zero (0) for assignments not turned in.

Grading Category	Percentage of Grade	Minimum Assignments/Quarter
Tests, Projects, Quizzes	70%	3
Classwork, Homework, Minor Assessments	30%	12

GRADE SCALE

Grade	Numerical Range		
A+	97-100		
Α	93-96		
A-	90-92		
B+	87-89		
В	83-86		
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	0-59		

HONOR ROLL

Distinguished Honor Roll

- The student must earn a grade point average (GPA) of 3.7 or better.
- The student must earn grades of B or better in all subjects
- Those who receive an incomplete mark or no mark at all in any course are excluded from honor roll.

Meritorious Honor Roll

• The student must earn a grade point average of 3.2 or better.

- The student must earn grades of B or better in major subjects and a C or better in all other subjects.
- Those who receive an incomplete mark or no mark at all in any subject are excluded from the honor roll

INCOMPLETE GRADES

Throughout the first three marking periods, an incomplete grade must be made up within ten school days after the marking period ends. Incomplete grades will be recorded as failures if no update is made within that time. Petitions for an extension of this period (or an exception to these rules) must be directed in writing to the principal. Incomplete grades may only be carried into the summer for students with extenuating circumstances and with the approval and consultation of the principal.

MAKEUP WORK

The following guidelines will be used for students who need to make up work/assignments due to absences:

- Students will be permitted four (4) days upon the return from an excused absence to complete missing schoolwork during the period of the absence.
- For absences over five (5) school days, alternate arrangements may be made with individual teachers. 2. Students who do not make up work in the approved period shall forfeit the right to receive academic credit for work missed during the period of absence.

LATE ENTRY/NO SHOWS:

- Late Entry for Incoming Students
 - Students who join the class after the first week will be excused from assignments before entry (unless students bring grades from another teachers/school).
 - Students who miss more than 50% of the quarter should be put on a plan to complete the work. If work is not completed before the end of the quarter, students will receive an incomplete on their report cards. Students will be provided at least 10 days past the marking period end date to complete the assignments.
- No Shows
 - Students who <u>never</u> attended class during the marking period will receive an NG.
 - o If students do not attend for all four marking periods, the student will receive a "50/F" for the end-of-year grade.

SECTION 7: SCHOOL DISCIPLINE

The Chester Upland School District has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

In addition to enforcing the rules identified in the Chester Upland School District Code of Conduct, the leadership team and administration of Chester High School have created a progressive discipline plan to address the most recurring disciplinary infractions at the school.

Cell Phone Violation – The Chester Upland School District prohibits the possession and use of telephonic paging devices, or pagers, on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the Chester Upland School District. In addition, the Chester Upland School District prohibits students from using personal cell phones on school grounds during school hours. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices the practice of a student using a cell phone for making phone calls, sending text messages, taking pictures or video, or listening to music during the school day.

Appropriate Uses

• Cell Phones can only be used during lunch in the cafeteria.

Inappropriate Uses

- Cell Phones are not used during instruction in the classroom.
- Cell Phones are not to be used in the hallway during transition.
- Cell phones are not to be used during any formal assessment.
- Cell phones are not to be used to text or make calls during class.
- Cell phones are not to be used to instigate fights between other students.
- Cell phones are not to be used to share inappropriate pictures.
- Cell phones are not to be used for cyber-bullying.
- Cell phones are not to be used to store, disseminate, transfer view or share obscene, pornographic, and lewd or other acts.

Note: Students that video tape any type of incidents and staff will not be permitted to bring phones in the building. Phones are not to be used as a disruption of the school day to store or generate via for others to view.

Cutting Violation – the intentional practice of missing a class on a day that the student is present at school. This term could also be used to describe students who are in locations other than the

locations designated on their schedule without permission from a teacher or administrator. All students should have a signed hall pass when in the hallway.

Lateness to Class – the intentional practice of arriving to class after the late bell has rung.

Cameras and Electronic Devices - It is the policy of the Chester Upland School District that the students may only display or use cameras, IPADS or Chromebooks issued by Chester Upland School District. Other digital camera devices are not permitted in school. Students found to be in violation of this policy will have said items confiscated and will be subject to disciplinary action. The confiscated item will be turned over to the Climate Team. The Climate Team will maintain a record identifying the item confiscated and the student from whom it was taken. All confiscated items will be maintained in a locked environment and released to students' parents or guardian of record.

Dress Code Violation – the practice of coming to school dressed in attire not in accordance with the school dress code policy. Repeated offenses will result in disciplinary actions.

Disruption – the act of disturbing a class to the point where others' education is impacted.

Mace, Pepper Spray, Taser, and Laser Pointers - Mace, pepper spray, Taser, and laser pointers are not permitted on the school premises. These items will be confiscated and not returned. A student will also be subject to Level 1 disciplinary action for possession of any of these items. A student discharging or using any such item(s) in a building or proximity to other people will be deemed as having committed an aggravated offense.

Vandalism and Graffiti - Vandalism and graffiti constitute destruction of school property may be subject to school board hearing. Students found damaging or writing on any school property are subject to disciplinary action, arrest, and/or mandatory financial restitution (subject to repair cost and materials cost). Students in possession of any graffiti paraphernalia will have said items confiscated and will be subject to disciplinary action, including prosecution under the law.

Progressive Discipline:

- 1. Verbal Warning
- 2. Student/Teacher or Student/Staff Conference
- 3. Parent Contact
- 4. Write Up/Detention
- 5. Youth Court/Peer Mentor
- 6. In School Suspension (with parent notification) Suspended students are prohibited from attending an activity or athletic event either as a participant or spectator during the term of the suspension. This also includes attending or participating in away contests.
- 7. (or more) Parent Conference with Contract AND SAP Begins

SECTION 8: OTHER IMPORTANT MATTERS

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are available at Chester High School. Students that are interested in the band should sign up to play an instrument: Brass, drums and percussion Team

SPORTS

Sports continue to be a vital part of Chester High School students' growth. We encourage our students to participate and experience the legacy of C-PRIDE! Read below the PIAA requirements:

According to Article X, Section 1, and Section 2,

"To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. Where required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local School Board. The student must be passing at least four full-credit subjects, or the equivalent. Eligibility is cumulative from the beginning of a grading period, must be reported on a weekly basis, and must be filed in the principal's office. Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student is ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section. Where a school is closed on a Friday for any reason, the principal may, at the principal's election, determine whether the student as of that day meets the standards provided for in this Section. Section 2. To be eligible for interscholastic athletics, a student must have passed at least four full-credit subjects, or the equivalent, during the previous grading period.

TITLE ONE PARENT MEETING

The principal will be hosting a welcoming in-person for parents, guardians, and students for the Class of 2027. CHS is asking for parents to engage by participating in this welcoming. We need to work together as partners for the benefit of our students. You are encouraged to join and become active in our Title One Parent/PTO group. The PTO meets once per month. Your input is requested and vitally important for the success of our school. We want to hear from you. Your Voice Matters! Chester High School Administration will advise of the date and time. We look forward to everyone's attendance and collaboration.

GUIDANCE PROGRAM

The goal of the members of the Guidance Staff is to provide students with counseling services that encompass career and academic planning, personal development, and when needed, crisis counseling. This can be accomplished with the cooperation of students, parents, and counselors working individually and in group activities.

Frequently Asked Questions

We encourage you to schedule a conference with your counselor. Perhaps one of the questions below needs further clarification or you may have a concern that has not been covered in this section. Remember, counselors are professionally trained to help you with your questions.

Q. Can I change my roster?

You are asked to follow the roster designed to provide courses that are needed to graduate. In the event of a scheduling problem, see your counselor, complete a "Trouble Slip" and return the form to your counselor.

Q. When can I take my college entrance test?

See your counselor for dates and to determine fee waiver eligibility.

Q. How do I apply for college?

See your counselor who will provide information about colleges of interest, and campus visits.

Q. When are report cards distributed?

Report Cards are distributed FOUR (4) times during the school year.

- First (1st), Second (2nd) and Third (3rd) marking period report cards are NOT MAILED. Parents must pick up the 1st, 2nd, and 3rd report cards. They will be posted in the Home Access Center
- The school is open extended hours for report card pickup. Evening Report Card conferences are held after the 1st, 2nd, and 3rd Report cards.

SECTION 9: POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a tiered school-wide support system that focuses on strategies for defining, teaching, supporting, evaluating, and acknowledging appropriate behaviors. PBIS is an approach to explicitly teach students self-awareness, self-management, social awareness, relationship skills, and responsible decision-making skills. This intervention will teach students how to comprehend and to manage their emotions.

	Classroom	Cafeteria	Auditorium	Hallway
Present	On-timeAttend every class	 On-time Stay in the cafeteria for the entire lunch 	On-timeSit every other seat in the front 8 rows	Walk to your class without delay.Be aware of surroundings
Respectful	 Follow directions Appropriate language, tone, and volume 	 Resolve conflicts using stop, walk & talk School- appropriate language & volume 	 Enter quietly Voice Level zero when others are speaking 	 Be courteous to all School- appropriate language & volume
Intellectual	Deep thinkingAsk questions	Hold thought- provoking conversations	Answer questions when askedAsk prudent questions	Bring needed materials to class
Determined	Best effortPerseverance	Be your best self	Be your best self	Be your best self
Engaged	Listen to the speaker's voicePrepared for learning	 Review all food choices before rejecting lunch. 	Listen to the speakerEyes on the speaker	 Dispose of your trash. Help to keep hallways clean.

SECTION 10: BEHAVIOR MATRIX

Cutting Violation/Loitering	Class Disruption	Uniform	Cell Phone
The intentional practice of missing a class on a day that the student is present at school. This term could also be used to describe students who are in locations other than the 26 locations designated on their schedule without permission from a teacher or administrator. All students should have a signed hall pass when in the hallway.	The act of disturbing a class to the point where others' education is impacted.	School District dress code policy. Students must wear the authorized and approved uniform appropriately dressed for school every day.	The Chester Upland School District prohibits students from using personal cell phones on school grounds during school hours. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices, the practice of a student using a cell phone for making phone calls, sending text messages, taking pictures or video, or listening to music during the school day.
1st Infraction: Teacher provides a verbal Warning.	1st Infraction: Teacher provides a verbal Warning.	1st Infraction: Climate Manager conducts a restorative conversation with	1st Infraction: Teacher provides a verbal Warning.
2nd Infraction: Teacher conducts a restorative conversation with student.	2nd Infraction: Teacher conducts a restorative conversation with student.	student: Why don't you have a uniform? If hardship, provide support.	2nd Infraction: Teacher conducts a restorative conversation with student.
3rd Infraction: Teacher contacts parent/guardian. Log communication.	3rd Infraction: Teacher contacts parent/guardian. Log communication.	2nd Infraction: Climate Manager provides a verbal warning.	3rd Infraction: Teacher contacts parent/guardian. Log communication.
4th Infraction: (1) Climate manager contacts the counselor, guardians, and case manager to schedule a	4th Infraction: (1) Climate manager contacts the counselor, guardians, and case manager to schedule a	3rd Infraction: Climate Manager contacts parent/guardian. Log communication.	4th Infraction: (1) Climate manager contacts the counselor, guardians, and case manager to schedule a
mandatory conference. Log communication. (2) Teacher initiates a MTSS referral with CM assistance.	mandatory conference. Log communication. (2) Teacher initiates a MTSS referral with CM assistance.	4th Infraction: (1) Climate Manager contacts parent/guardian. Log communication. (2) Youth	mandatory conference. Log communication. (2) Teacher initiates a MTSS referral with CM assistance.
5th Infraction: (1) Climate manager contacts counselor, guardians, and case manager.	5th Infraction: (1) Climate manager contacts counselor, guardians, and case manager.	Court Referral. 5th Infraction: (1) Climate	5th Infraction: (1) Climate manager contacts counselor, guardians, and case manager.
Log communication. (2) After school detention. (3) Student excluded from sports and school activities as well as PBIS incentives.	Log communication. (2) After school detention. (3) Student excluded from sports and school activities as well as PBIS incentives.	manager contacts counselor, guardians, and case manager. Log communication. (2) After school detention. (3) Excluded from sports and school activities as well as	Log communication. (2) After school detention. (3) Student excluded from sports and school activities as well as PBIS incentives.
6th Infraction: Referred for Saturday School.	6th Infraction: Referred for Saturday School.	PBIS incentives. 6th Infraction: Referred for Saturday School.	6th Infraction: Referred for Saturday School.

SECTION 11: POWER SCHOOL LOG IN

Greetings Chester High School Families!

This year the Chester Upland School District has adopted PowerSchool as our information system. This is where you will be able to access your student's grades throughout the year. Our teachers use the gradebook in PowerSchool, so you have a live snapshot of your student's progress. Please see the instructions below on how to create your Parent Account as well as the opportunity to install the PowerSchool App.

Creating PowerSchool Parent Account

Follow the steps below to create your Parent Account:

- 1. Go to cusd.powerschool.com/public
- 2. Click "Create Account" and fill in your information under Parent Account Details
- 3. Scroll down to "Link Students to Account"
- 4. Enter your Student's name. Enter your Student's ID number for Access ID. Enter your Student's ID number again for Access Password
- 5. Repeat to add additional Students
- 6. Scroll all the way down and Click Enter
- 7. Check your email from Chester Upland School District for a link to confirm your account. **Be sure to** check your Junk and/or Spam folder for this email.

After you have confirmed your account, you can sign in and check your student's grades through the website cusd.powerschool.com/public. If you want to download the PowerSchool App, follow the steps below:

- 1. Search for the PowerSchool app on Apple Store or Google Play
- 2. Download the App

LaMonte Popley

- 3. When opening the app, enter the District Code: PLLL
- 4. Sign in using the Username and Password you created

Please reach out with any questions. We encourage you to have regular conversations with your students about their progress and learning. We truly appreciate your support and look forward to the opportunity to continue to partner for your student's success!

Sincerely,

LaMonte Popley

Principal

SECTION 12: TECHNOLOGY USAGE

Terms

Users will always comply with the CUSD Technology Handbook policies. Any failure to comply may result in termination of user rights and immediate repossession of the device. Any lost, stolen, and/or damaged devices must be reported to school authorities immediately.

Title

The district always has legal title to the property. The user's right of possession and use is limited to and contingent upon full and complete compliance with this agreement, the CUSD Student Technology Handbook policies, and all CUSD policies and procedures.

Loss, Theft, or Full Damage

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian will be instructed to complete a Lost/Damaged/Stolen Device Report and may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost. Further, the Parent/Guardian may be responsible for the full replacement cost of the device if not reported to CUSD personnel within three (3) calendar days of missing the device.

In the event that the device is lost, stolen, or damaged, the device user will be assessed a \$50.00 fee for the repair or replacement of the device for the first occurrence per device.

In the event that there is a second occurrence of loss, damage, or theft, the device user will be assessed a \$75.00 fee for the repair or replacement of the device.

In the event that there is a third occurrence of loss, damage, or theft, the student will not be issued another device to take home.

In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a \$20.00 replacement fee.

In the event of a lost or stolen device, the parent/guardian will file a police report and provide a copy to the school administration. After the police report has been filed, the CUSD technology department, in conjunction with the police department, may deploy location software that may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If a stolen/lost device is not reported within three (3) calendar days to CUSD personnel, the parent/guardian will be responsible for full replacement cost.

Students who leave Chester Upland School District during the school year must return the chrome book, along with any other issued accessories, at the time they leave the school. Any fees collected as part of this initiative will not be refunded.

Students who do not return the device to the school prior to leaving the district must pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.)

Seniors who do not return the device to the school prior to graduation must pay the full replacement fee prior to the school releasing final school documents (transcripts, diplomas, etc.) or allowing the student to participate in commencement services.

Repossession

If the user does not fully comply with all terms of this agreement, the CUSD Student Technology Handbook, and the CUSD Acceptable Use Policies, CUSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

Terms of Agreement

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by CUSD or upon withdrawal/transfer from Chester Upland School District

Unlawful Appropriation

Failure to return the device in a timely matter and the continued use of the device for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

Handling and Care of the Device

Users should take the following measures to ensure proper handling of their devices:

- Keep the device in the district-issued case.
- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by CUSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Power Management

It is the user's responsibility to recharge the device's battery, so it is fully charged by the start of the next school day.

- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- All classwork missed because of uncharged batteries must be made up on the student's time
- The device must always remain on (awake or sleep mode) at school, with no exceptions.

Transport Users should follow the guidelines listed below concerning the transport of devices:

- The user should transport the device in its protective case and sleeve.
- The user should not leave the device in a vehicle for extended periods of time or overnight.
- The user should not leave the device in an unattended vehicle.
- The user should never remove the sticker or hard case from the chrome book

Monitoring and Supervision

- The user should not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- The user should not lend the device to a classmate, friend, or family member.
- Any attempt to "jailbreak" or remove the CUSD profile could result in disciplinary action.
- Students are responsible for the safety and security of the device and any activity on the device.

Chromebook/IPad Fees

Lost, Damaged, Stolen Device

- First Incident \$50.00 Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
 - a. \$5 minimum to the secretary for 10 weeks or until paid.
 - b. Secretary will provide a receipt and update a digital spreadsheet.
 - c. Students will report to the library to pick up a Chromebook assigned to them by serial number between 7:15am and 9am (hard stop).
 - d. Students will be provided with a pass back to class.
 - e. 2:20pm 2:30pm (with a pass from teacher) students will return Chromebooks to the library at the end of the day. If the Chromebook is not returned, the Chromebook will be shut down by IT.
- Second Incident \$75.00 Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
 - a. \$10 minimum to the secretary for 8 weeks or until paid.
 - b. Secretary will provide a receipt and update a digital spreadsheet.
 - c. Students will report to the library to pick up a Chromebook between 7:15am and 9am (hard stop).
 - d. Students will be provided with a pass back to class.

- e. 2:20pm 2:30pm (with a pass from teacher) students will return Chromebooks to the library at the end of the day. If the Chromebook is not returned, the Chromebook will be shut down by IT.
- Lost or Damaged Power Cord
 - \$20.00