

The Student Source

Parent and Student Handbook



STEM Academy at Showalter

2023-2024 Academic Year

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School Operations



STEM Academy at Showalter

STEM Academy 2023-24

Daily Schedule

Students at STEM Academy at Showalter will take classes on a Traditional Schedule. All students will take seven (7) classes per day.

Bell Schedule 2023-2024

Time	Period
7:30 a.m. – 8:21 a.m.	Period 1
8:25 a.m. – 9:16 a.m.	Period 2
9:16 a.m. - 9:30 a.m.	Homeroom
9:34 a.m. – 10:24 a.m.	Period 4
10:28 a.m. – 11:18 a.m.	Period 5/6
10:58 a.m. – 11:48 a.m.	Period 6/7
11:18 a.m. – 12:12 p.m.	Period 7/8
11:52 a.m. – 12:42 p.m.	Period 8/9
12:46 p.m. – 1:36 p.m.	Period 10
1:40 p.m. – 2:30 p.m.	Period 11

Lunch 5 10:28 a.m. – 10:58 a.m.

Lunch 7 11:18 a.m. – 11:48 p.m.

Lunch 9 12:12 p.m. – 12:42 p.m.

*All students should plan to enter the school building no later than **7:25 a.m.**

Please note that students will be considered tardy if they are not in class by **7:30 a.m.

***Students will not be admitted into their classroom after **7:30** without a late note signed by the Front Office

**** Students will not be allowed inside the building after **8:00 a.m.** without a parent or guardian.

Attendance

Pennsylvania law requires that all students attend school for 180 days each school year. Parents/guardians will have the ability to monitor their child's attendance daily through the Powerschool Parent Portal. Absences from the school day can fall into two categories: 1) Excused Absences and 2) Unexcused Absences.

Regular daily attendance will be a point of emphasis this year at STEM Academy and throughout the Chester Upland School District. There is a firm expectation that students are on time and present each school day.

Excused Absences

- Observance of a religious holiday
- Student educational workshops/conferences that are approved by the Principal.
- Healthcare. Absences for part of the school day may be excused for medical or dental appointments, which cannot be arranged after school hours. **A doctor's note or appointment card must be provided in order for the absence to be excused. Families are expected to make efforts to avoid appointments during the school day when possible.**
- Illness (physician verification is required for three or more days of consecutive absences)
- Other urgent reasons including:
 - Court appearances
 - Death in immediate family
 - Other reasons approved by the principal

Unexcused Absences

- Oversleeping
- Missing the bus
- Babysitting
- Shopping
- Participating in private hobbies or lessons
- Car problems
- Family vacations
- Hair appointments
- ***Any absence that would otherwise be considered "Excused" will be unexcused until the Front Office is provided with the proper documentation

There is no Remote or Virtual learning option at STEM Academy. Students will not be permitted to take a remote or asynchronous day. Absent students will not be excused from work missed on days they were out of school.

Excessive Absences

- After three (3) days of cumulative unexcused absences, a warning letter will be mailed home.
- After five (5) days of cumulative unexcused absences, a mandatory parent conference will be scheduled at the school.
- After ten (10) days of cumulative unexcused absences, the student will be referred to the CUSD Truancy Department and parents/guardians subject to further penalties
- Students with chronic absences may be placed on Academic Probation

Denial of Credit

Pennsylvania School Code mandates students to attend at least 90% of school days in order to receive credit for coursework. Students with more than eighteen (18) absences will be subject to **Denial of Credit**. Parents will be contacted to schedule meetings as students approach 18 absences. Students who exceed 18 absences may be required to complete Credit Recovery in order to receive credit for classes.

Additionally, students with more than 18 absences will not be permitted to participate in: **Extra-Curricular Activities, Athletics, Prom, Graduation, other School Sanctioned Events.**

Student Dress Code

Chester Upland High School Dress Code (CHS & STEM Academy)

Students may wear Chester Upland, Chester Clippers, or STEM Academy logo shirts. Additionally, Students may wear plain black, white or orange polo shirts.

Pants must be black, navy blue, or tan.

Shoes must have a closed toe

Students Will Not Be Permitted to Wear:

Head Scarves, Hair Bonnets, or Caps(except for religious garb)

High Heel Shoes, Flip Flops, Slides, Bubble Slippers

Shorts of any type

Apparel that is lewd or offensive in language or culture

Leggings or Tights

Hoods may not to be worn over the head

*** STEM Academy Administration will make the final decision in regard to appropriate and inappropriate dress as well as what is considered distracting to the learning environment

Dress Down Days

- STEM Academy may from time to time offer students opportunities to “dress down” according to a theme, or to raise funds
- In order to participate in “dress down,” student outfits must adhere to the day’s theme
- STEM Academy administration will have discretion to determine whether students conform to “dress down”
- The following items may not be worn on Dress Down Days: short shorts, mini skirts, tank tops, tights/leggings, mid-riff shirts

Arrival Procedure

Each day, the school doors will be unlocked at 7:10 a.m. Upon arrival, students may obtain food from the breakfast cart. Students may remain in the front lobby or report to the cafeteria to eat their breakfast. Students will not be permitted in other areas of the building until 7:25 a.m.

Once students arrive on campus, **they may not leave campus for any reason.** Students who arrive on campus and leave campus will not be allowed to re-enter the school building without a parent or guardian.

**** Please note that students who arrive to school after 8:00 a.m. will not be allowed inside the building without a parent or guardian.**

Students who arrive to their First Period class after 7:30 a.m. will be considered tardy. Those students will have to stop at the Front Office and sign in at the desk. 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 Front Office. After three late notices, a parent meeting will be scheduled.

Lunch Procedures

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. 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. Students may not order food to the school during the school day. If students choose to bring lunch, it must be kept in a box/bag or locker until their designated lunch time.

Students are not permitted to eat food in their classroom. If a student opens a snack or food in the classroom, the teacher may confiscate and/or discard the food. Food will only be allowed in the cafeteria.

Afternoon Dismissal

Each afternoon, students will be dismissed **from their classrooms at 2:30 p.m.** Students may not be dismissed or leave their classroom until 2:30. Students will then have five minutes to clear the school building. Students who ride the school bus will need to report immediately to their assigned bus in order to prevent being left. Buses will be held only for five minutes. Students who walk home will need to clear campus within five minutes. Only students participating in approved after school activities are permitted 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.

No Persons will be permitted on campus (including School Grounds, Driveway, Parking Lot) after 2:00 until the campus is cleared of students. Parents who are picking up students must park on the street and wait in their vehicles for their students.

Early Dismissal Procedure

When at all possible, medical and dental appointments should be made after school hours. In the event that a medical and/or personal emergency arises, Guardians will be permitted to sign students out from the Main Office.

When the parent or guardian arrives to 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.

No students will be dismissed early unless a Guardian or Emergency Contact is at the school to sign them out. Students will not be excused for early dismissals unless an approved note is provided. Unexcused early dismissals will count against a student's attendance record.

Early Dismissals should not be taken as a matter of convenience for students and/or families. **Frequent Early Dismissals result in extensive missed class time, and seriously impact learning and academic performance.** The following steps must be taken in order for a student to receive an early dismissal:

1. A Phone Call to the STEM Office must be placed thirty minutes in advance of an Early Dismissal.
2. Early Dismissals without written documentation from a health care provider will be marked Unexcused until such documentation is provided.
3. Students will not be dismissed for an Early Dismissal due to illness without first being seen by the School Nurse.

*Please note that 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 office in a timely manner.

School Visitors

All visitors must make an appointment with STEM Academy in order to enter the school building. Appointments can be made by calling 610-447-3650 or emailing Ms. Yvette Jones (yjones@chesteruplandsd.org) or Ms. Latifah Dixon (ldixon@chesteruplandsd.org).

Emergency Closing

In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on the main page of the Chester-Upland School District Website (www.chesteruplandsd.org). Information will also be shared by email and text, as well as Social Media channels.

School Safety Procedures

The safety of our students and teachers is a priority at STEM Academy. As such, we will practice safety drills on a routine basis to ensure that our students and teachers know how to respond in the case of an emergency. If there is an actual emergency at the school, we will notify parents before the closing of the school day via email and text as soon as possible. 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 in order to maintain the overall safety of students and staff.** Thanks in advance for helping us create a safe school environment.

Student Records

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Student records of any kind will not be released to any third party without the written permission of the parent and student. Parents and students may see these records request by contacting the counseling department.

School Nurse

The school nurse is available if a student has been injured or is ill. A student must receive permission from their teacher to see the nurse. Any student who is sick may not be sent home unless accompanied by a parent/guardian or an adult authorized 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 for Students

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 may then make arrangements to take the prescribed dosage in the nurse's office with the consent of a parent. All medication presented to the school nurse must be in the original container, sealed by the pharmacist with directions for administering.

Academic Programming



STEM Academy at Showalter

Academic Integrity

Students who attend STEM Academy 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.

Curriculum Offerings

The STEM Academy at Showalter 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 STEM Academy is meant to be rigorous, engaging, and essential for a successful transition into college. As a 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 STEM. Students usually move at a faster pace and are offered more challenging learning experiences.
- Advanced Placement(**AP**) Courses – In accordance with regulations created by the College Board, students at STEM Academy are able to select from multiple college-level courses taught by high school teachers. Students who pass the AP Exam at the end of the course may receive college credit from the institution of higher learning they choose to attend.
- Dual Enrollment courses – Students at STEM Academy who pass an entrances exam are able to take college courses at Delaware County Community College that are taught by college professors. If students pass the course, they will receive college credit as well as high school credit.
- Special Education – STEM Academy 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.
- English Language Learning (ELL) – STEM Academy offers support services for students who are learning English as a second language.
- Career & Technical Education (CTE) – STEM Academy offers students three-year certificate programs in Engineering or Communications Technology. Students may also take CTE certificate programs at Chester High, while taking academic courses at STEM Academy. Additionally, students may apply for admission to programs offered at Delaware County Technical School.
- Academic Interventions – Students at STEM Academy are eligible to take advantage of multiple opportunities designed to foster successful outcomes. These include, but are not limited to:

- After-School Tutoring
- Intervention Courses
- Mathematics Foundations Courses
- Credit Recovery

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Grading and Credit Accrual



STEM Academy at Showalter

STEM Academy Graduation Requirements

In accordance with the Pennsylvania Department of Education, a student in the Chester Upland School District is required to earn a total of 23 credits to earn a high school diploma. Credits must be earned in the areas listed below

Content Area	Required Credits
English	4
Math	3
Social Studies	3
Science	3
Foreign Language	2
P.E./Health	1.5
Arts & Humanities	3
Total Credits	23

In addition to attaining the aforementioned high school credits, students must also successfully complete the requirements of Act 158 in order to graduate. Act 158 of Pennsylvania requires students to achieve proficiency Algebra, Literature and Biology (as measured by Keystone exams); or demonstrate college/career readiness by completing an alternative pathway.

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 the full 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).

***Students enrolled in dual credit courses through Delaware County Community College must meet the requirements established by DCCC and their professors in order to earn credit. Students will not receive high school credit if they do not earn a passing grade in the course.**

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. The grade will not, however, be counted in the GPA. If a student

wishes to have the grade count as part of his/her GPA, he she must retake the full course during the regular school year.

Credit Checks

In an effort to ensure every student is on track for graduation, counselors will conduct credit check consultations with all high school students no less than twice a year. During these consultations, counselors will advise the student of his/her credit accrual and make recommendations about courses the scholar needs to enroll in to ensure they meet graduation requirements. Additionally, counselors will refer students to Credit Recovery and Summer School programs. In certain cases, successful completion of these programs will be required of students as part of their Academic Probation.

Students and parents/guardians have the ability to monitor progress toward graduation through the Powerschool Student and Parent Portal.

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 STEM Academy:

1. All student work will be graded during the school year and students will be informed of their progress by their teachers.
2. 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.
3. Grades will be recorded and made available to students and parents on a continual basis through 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 n more than three school days after the due date of the assignment.

Marking Guidelines

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

1. 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.
2. All classwork, homework, and other minor assessments will count as 30% of the student's grade. There will be a minimum of twelve (12) 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.
4. No grade below **50** will be recorded on student Report Cards. Students will receive marks of Zero (0) for assignments that are not turned in.

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

Weighted Grading System

STEM Academy weighs grades according to the rigor of the course. Dual enrollment and Advanced Placement courses are considered *college level* and are assigned the highest weight. Honors Courses are also weighted higher than academic courses. The weighting system is in place to ensure that students who enroll in rigorous courses are properly rewarded for the grades they achieve.

Grade	Numerical Range	DE/AP Course Weight	Honors Course Weight	Academic Course Weight
A+	97-100	5	4.5	4.0
A	93-96	5	4.7	4.0
A-	90-92	4.7	4.3	3.7
B+	87-89	4.3	4	3.3
B	83-86	4	3.7	3.0
B-	80-82	3.7	3.3	2.7
C+	77-79	3.3	3	2.3
C	73-76	3	2.7	2.0
C-	70-72	2.7	2.3	1.7
D+	67-69	2.3	2	1.3
D	63-66	2	1.7	1.0
D-	60-62	1.7	1.0	0.7
F	0-59	0.0	0.0	0.0

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 approval and consultation of the principal.

Interim Reports

Interim Reports will be issued approximately midway through each marking quarter. This report will indicate whether the student is passing or failing the course during the marking quarter and will be available through the Powerschool Portal. The report will also include attendance detail, as well as teacher comments.

Report Cards

Report cards are issued to each student four times each year, shortly after the end of each quarter. Parents are strongly encouraged to take advantage of report card conferences as opportunities to monitor their child's academic progress and engage in conversation with teachers, counselors, and administrators. Report cards will be available to students and parents through the Powerschool Portal. Report cards can be printed and mailed upon request.

Make-Up Work

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

1. 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 in excess of five (5) school days, alternate arrangements may be made with individual teachers.
2. Students who do not make up work in the approved time period shall forfeit the right to receive academic credit for work missed during the period of absence.

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.

Athletics & Activities



Chester Clippers

Athletic Opportunities

Stem Academy students participate along with Chester High School students on all athletic teams, as well as extra-curricular activities. Transportation is provided daily between the two schools so that students are able to attend practices and/or meetings held at either school.

Current Chester Upland School District interscholastic athletic teams include:

Fall: Football, Cross Country (Boys), Cross Country (Girls), Soccer (Boys/Girls), Volleyball (Girls), and Cheerleading (Girls)

Winter: Basketball (Boys), Basketball (Girls), Indoor Track (Boys), Indoor Track (Girls), and Cheerleading (Girls)

Spring: Track & Field (Boys), Track & Field (Girls), Baseball (Boys)

Students interested in additional information regarding Athletics should be in contact with CUSD Director of Athletics, LaDontay Bell (lbell@chesteruplandsd.org).

Clubs & Extra-Curricular Activities

STEM Academy students have the opportunity to participate in a variety of clubs and activities. The following are currently available in the STEM Academy After-School Program:

Chester Sustainability Project, School Newspaper, Culinary Club, Future Business Leaders of America, Hi-Q, Reading Olympics, Math 24, and more.

Formation of New Clubs: STEM Academy students and staff are encouraged to pursue the formation of new clubs. In order to propose a new club, students/staff should submit the following to STEM Academy Administration: **Club Name, Club Mission, Club Activities, and Faculty Sponsor**. A meeting will then be held with proposed club members, faculty sponsor and STEM Academy Administration to determine whether the club will be initiated.

Eligibility

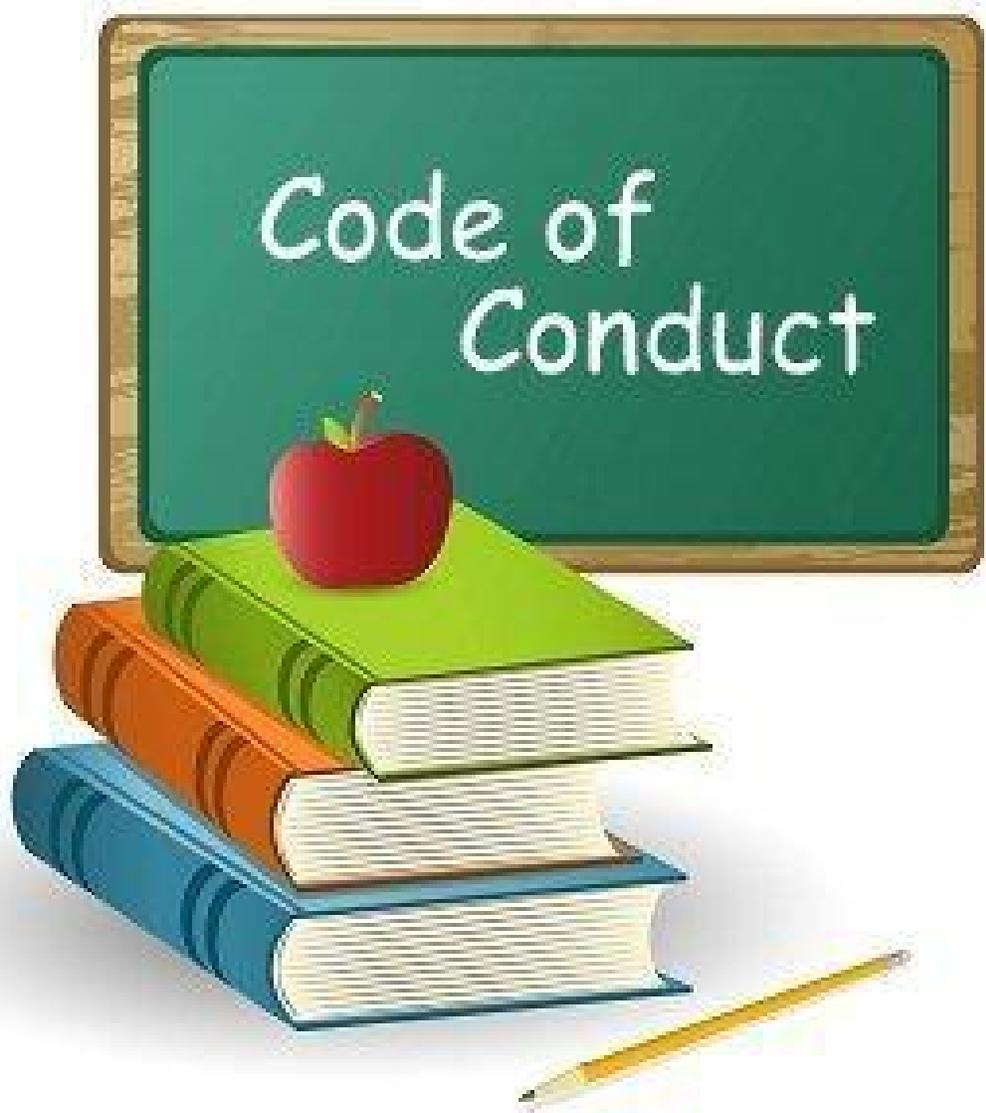
All students must maintain eligibility in order to participate in Athletics, Clubs, and Extra-Curricular Activities. Chester Upland School District will uphold the academic eligibility requirement guidelines set forth by the Pennsylvania Inter-Scholastic Athletic Association (*PIAA: Article X; Sections 1 & 2*). Those guidelines are as follows:

Section 1: 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 immediate 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 discretion, determine whether the student as of that day meets the academic 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.

Student Conduct



STEM Academy at Showalter

In order to maintain a safe and orderly environment, the STEM Academy administration, faculty, and staff will uphold the Code of Student Conduct as established by the Chester Upland School District. These rules are in addition to the laws of the United States of America and the Commonwealth of Pennsylvania, which prohibit all persons from engaging in unsafe or inappropriate behaviors. A copy of the Student Code of Conduct may be found on the Chester Upland School District website.

Scope of Rules of Conduct

School rules established by the Chester Upland Student Code of Conduct and by STEM Academy apply to conduct during the following times:

1. On school grounds during the school day, or within a reasonable time prior to or after the school day
2. On school grounds at any time when the school is being used by a school group
3. Off school grounds at any school sponsored activity or event
4. Traveling to and from school, including actions on any school bus, van or public conveyance
5. Off school grounds when the conduct may reasonably be expected to undermine the safety of the students or staff, to cause disruption in the school, or to undermine the proper disciplinary authority of the school.

***Remote Learning classrooms are an extension of the STEM Academy school grounds. The Chester Upland School District Code of Student Conduct covers all interactions, behaviors and communications involving Remote Learning.**

Respecting Members of the School Community

The fundamental expectation at STEM Academy is that students will show tolerance to all members of the school community. All students have the right to be free of intimidation either by word, gesture, or deed that is discriminatory in nature and targeted toward other students based on sex, race, culture, religion, and/or sexual orientation. All STEM Academy students will be required to respect all members of our learning community (fellow students, teachers, administrators, staff, etc.). Students who violate this premise will be subject to disciplinary action as determined by the administration.

Pennsylvania State Code

Act 26 of 1995 (The Safe Schools Act)

Act 26 creates a mandatory one-year expulsion for the possession of weapons on school property, including buses, and at school-sponsored events. The Act states a weapon “shall include but not be limited to any knife,

cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.” There is no requirement that the student use or try to use the weapon, and possession for self-protection is not considered as an exemption from the law. Possession includes, but is not limited to, weapons found on the person, as well as in school bags, desks, lockers, or vehicles.

Act 33 of 1995 (Delinquent vs. Criminal Acts)

Act 33 provides that any person age 15 or older, who commits a violent crime and either (a) committed the crime with a deadly weapon or (b) has previously been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

Act 93 of 1995 (Blood Alcohol Content of Minors)

Students in possession or under the influence of drugs or alcohol will be subject to prosecution under the law and disciplinary action as defined by the Chester Upland School District’s Code of Student Conduct. Violators will also receive a school intervention and will be referred to an appropriate counseling program within the school, the District, or the community. Students who must take a prescription drug during school hours are to take the drug to the nurse upon morning arrival and leave the medication in the nurse’s office. At the designated time, the nurse will supervise the administration of said medication.

Additional Safety Guidelines

Cameras and Electronic Devices

It is the policy of the Chester Upland School District that the students may not display or use Ipods, Ipads, MP3 players, Nintendo DS’s, camcorders, and other digital camera devices in school. Students found to be in violation of this policy will have said items confiscated and will be subject to disciplinary action. A serious incident report will not be filed unless the item was discovered during, or in relation to, another offense. The confiscated item will be turned over to the climate manager and the assistant principal. The climate manager and the assistant principal 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.

Mace, Pepper Spray, and Laser Pointers

Mace, pepper spray, 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 proximate to other people will be deemed as having committed an aggravated offense.

Vandalism and Graffiti

Vandalism and graffiti constitute destruction of school property. Students found damaging or writing on any school property are subject to disciplinary action, arrest, and/or financial restitution. Students in possession of any graffiti paraphernalia will have said items confiscated and will be subject to disciplinary action, including prosecution under the law.

Lockers

Students will be assigned a locker for the storage of school supplies, phones, textbooks, outerwear, etc. It is a privilege to have a locker and the locker can be taken away if students are found guilty of misusing locker privileges. Students should abide by the following guidelines:

1. Students are not permitted to go to their lockers during class or between classes.
2. Students may use their lockers during the following times:
 - a. Before first period
 - b. Before lunch
 - c. After lunch
 - d. After school
3. Students are not permitted to put their own locks on their lockers.
4. It is most important that the locker combination be kept confidential. Since each student will have his/her own locker, there is no reason why any student should know another student's locker combination. Please note that the pupil assigned the locker will be held responsible for any contents found in the locker.
5. Lockers are the property of Chester Upland School District. The school reserves the right to enter lockers at all times, without the permission of the pupil assigned to the locker.
6. Entry into lockers by the Chester Upland School District is a lawful search, and any items found therein which are unlawful to possess, or which have been used contrary to school policy, may be confiscated.

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 STEM Academy have created a progressive discipline plan to address the most recurring disciplinary infractions at the school.

Dress Code Violation – the practice of coming to school dressed in attire not in accordance with the school dress code policy.

Fighting Violation – the act of exchanging hits, punches, kicks with another student.

Bullying/Cyber Bullying Violation – See bullying/cyber bullying policy guidelines below chart

Disciplinary Infraction	First Offense	Second Offense	Third Offense	Fourth Offense
Dress Code Violation	● Parent Notification	● Parent Notification	● Mandatory Parent Conference	● In-School Suspension

			<ul style="list-style-type: none"> • Probation Warning 	
Fighting Violation	<ul style="list-style-type: none"> • Three (3) days of Out of School Suspension 	<ul style="list-style-type: none"> • Four (4) days of Out of School Suspension • Student placed on Academic Probation 	<ul style="list-style-type: none"> • Four (4) days of Out of School Suspension • Academic Probation/Reassignment Conference 	<ul style="list-style-type: none"> • Suspension • Recommendation for reassignment
Bullying/Cyber Bullying	<ul style="list-style-type: none"> • Mandatory Parent/Student Conference and/or • Two (2) days of Out of School Suspension 	<ul style="list-style-type: none"> • Four (4) days of Out of School Suspension • Student placed on Academic Probation 	<ul style="list-style-type: none"> • Four (4) days of Out of School Suspension • Academic Probation/Reassignment Conference 	<ul style="list-style-type: none"> • Suspension • Recommendation for reassignment

Electronic Devices Expectations

Cell phones will not be permitted in classrooms. Students will be expected to leave their phones in their lockers during the school day. Cell phone use will be permitted only during the lunch periods.

Failure to comply with Cell Phone Expectations will result in escalating consequences, including having phones confiscated for the day. Parents/guardians will be made aware of cell phone violations and may be instructed not to allow students to bring their phones to school.

Understanding that communication may be necessary with students during the day, parents/guardians may contact their students by calling the Main Office at 610-447-3650.

Bullying and Cyber Bullying Guidelines

(Revised September 12, 2018)

Purpose

STEM Academy is committed to providing a safe and positive learning environment for all students. Bullying and Cyber Bullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to serious violence on or off school grounds. Therefore, STEM Academy prohibits bullying and cyber bullying by any of its students.

Definition

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which may occur on or off school property, that has the effect of creating:

- A substantial interference with a student's education
- A threatening environment
- A substantial disruption of the orderly operation of the school

Cyber Bullying includes any form of bullying (as defined above) that occurs via any social media platform, text message, or any type of electronic communication.

Consequences for Violation of Bullying or Cyber Bullying Policy

- 1st Violation: Mandatory parent and student conference and/or offending student will receive a 2-day Out-of-School Suspension
- 2nd Violation: Offending student will receive a 4-day Out-of-School Suspension, and automatically be placed on Academic Probation
- 3rd Violation: Offending student will receive a 4-day Out-of-School Suspension, and a school transfer Academic Probation review will take place prior to student's return to school

Out of School Suspension, Attendance, and Athletic/Activity Participation

Attendance - 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.

Suspension - 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.

Lateness - Students who wish to participate in athletics and/or activities must attend school by 7:30 AM and stay in school for the remainder of the day.

Admissions and Enrollment



STEM Academy at Showalter

Admissions Requirements

Any student wishing to apply for admission to the STEM Academy at Showalter must complete and submit an online application. Admissions decisions will be made by a committee of STEM teachers, counselors and administrators who consider:

- Student report cards and transcripts
- Attendance profile from the current school year
- Discipline profile from the current school year
- Student Personal Statement (Essay)
- Two Teacher Recommendations
- Student Interview (may be required)

All applicants are required to submit a Personal Statement. For students applying from Stetser Elementary, Toby Farms Intermediate School, Chester High School, Widener Partnership Charter School, and Chester Community Charter School, STEM Academy will collect the remaining documents directly from the applicant's school. Applicants from other schools are required to produce the necessary documents themselves.

Admission Criteria

Successful applicants to STEM Academy generally meet the following minimum criteria:

- 3.0 Grade Point Average
- Fewer than fifteen (15) unexcused absences
- 2/5 on writing sample rubric
- Fewer than two disciplinary referrals/incidents
- Please note that 8th Graders who attend STEM Academy must re-apply for admission to high school
- **As the number of new student applications increases, the criteria for admission may be adjusted. Meeting the above referenced criteria is not a guarantee of admission. Final admission decisions will be made by the STEM Academy Admissions Committee.**

Exceptions

- A parent/student interview may be scheduled for students who do not meet minimum requirements.
- A student may apply if he/she does not meet all of the aforementioned admission criteria. The applicant may or may not be granted an interview.
- If a student is granted admission to STEM Academy but does not meet one (1) of the aforementioned admission criteria, he/she may be admitted on an academic probationary status with a successful student/parent interview.

Academic Probation

We trust that every student at STEM Academy will enjoy a rich academic program and will successfully integrate themselves into the positive culture of academic achievement established at the school. In the event, however, that a student experiences academic and/or behavioral challenges, he/she might be placed on Academic Probation. At the end of each semester, the following data points will be used to identify students who are on academic probation:

- Student has engaged in one (1) or more fights.
- Student has five (5) or more dress code infractions.
- Student has three (3) or more cutting offenses in an academic quarter.
- Student has two (2) or more failing grades.
- Student has ten (10) or more unexcused absences.

If a student is placed on Academic Probation for one or more of the aforementioned reasons, the school administration will schedule a meeting with the student and the parent. During the meeting, all stakeholders will create an intervention plan for the student and will also create measurable goals based on the student’s academic/behavioral performance. The student will have one (1) grading period to achieve the identified goals. If the student meets all goals set in the intervention plan, the student will be removed from Academic Probation. If the student fails to meet the goals created in the intervention plan, a review will take place, and new goals established. Students who ultimately fail to meet Academic Probation goals by the conclusion of the school year will be recommended for reassignment to another educational program.

Probation Timeline

September	Intervention meetings held with parents and students on academic probation – Goals established and interventions identified.
Sept.-Dec.	Student, teachers and counselors work on intervention plan.
January	Review of intervention goals for all students on academic probation
January	Recommendation to remove students from probation or reassign students to another program.
January	Review first semester data to determine students on semester 2 academic probation.
January	Intervention meetings held with parents and students on academic probation – Goals established and interventions identified.
Jan.-May	Student, teachers and counselors work on intervention plan.
June	Review of intervention goals for all students on academic probation
June	Recommendation to remove students from probation or reassign students to another program.

**Students may be placed on Academic Probation at any point during the school year. A parent conference will be scheduled within two weeks of student being placed on Academic Probation to create intervention plan and establish goals.

Continuous Notification of Non-Discrimination

The Chester Upland School District does not discriminate based on race, color, national origin, sex, disability, or age in its programs or activities. Inquiries may be directed to the Chester Upland School District's Title IX/504 Coordinator, located at 1350 Edgmont Chester Pennsylvania, 19013 or 610-447-3637.