

# Information and Resources

Parent and Student Handbook  
Chester High School



2019-2020 Academic Year  
Dr. Juan Baughn, Superintendent

Pearl Cameron, Principal  
Ronald Brown, Assistant Principal  
Marchelle Foreman, Assistant Principal  
Raymond Thompson, Assistant Principal



**Dear Students and Parents:**

It is with a sense of excitement that we welcome you to the 2019-2020 academic year at Chester High School. We look forward to the meaningful work of making Chester High School the premiere high school in the area and invite you to join us on this journey. Our goal is to ensure that every student and every staff member feels valued, appreciated and respected each day. To achieve this goal, we are implementing a school-wide positive behavioral intervention system (PBIS). Through the use of PBIS, our students will enhance their skills in the following ways: being present, being respectful, being responsible, being collaborative, and being safe.

The administrators, office staff, and members of the school leadership team have been working hard throughout the summer to improve the academic and extracurricular programming at Chester High. This year, students will be able to choose from Career and Technical Education Courses, technology courses, and other innovative course offerings that will give them a more robust high school experience and better prepare them for success in college and in the workforce. Additionally, we hope to open a new Parent Resource Center and a College Success Center that will help remove obstacles to college admissions and matriculation.

We are excited about this upcoming school year and hope that we can count on students and parents to help make Chester High School an extraordinary place for young minds. If you have any questions, please don't hesitate to contact the school office for an appointment. We look forward to meeting you all and are looking forward to a productive and challenging year at Chester High School.

**Best Regards,**

**Pearl Cameron  
Principal**

# Chester High School Faculty

## 2019-2020

### Administration and Support Services

#### Administration

Ms. Pearl Cameron – Principal  
Mr. Ronald Brown – Assistant Principal  
Ms. Marchelle Foreman – Assistant Principal  
Mr. Raymond Thompson – Assistant Principal

#### Guidance Counselors

Ms. Dominique Desir – 9<sup>th</sup> Grade  
Ms. Angela Norward – 10<sup>th</sup> Grade  
Ms. Tracey Felder – 11<sup>th</sup> Grade  
Ms. Aliya Covington – 12<sup>th</sup> Grade

#### Secretaries

Ms. Tiffany Jones  
Mrs. Angela Mills

#### Special Instructional Assistant

Ms. DaJuana Flagg-Davis  
Ms. Deidre Miller  
Ms. Janifer Hamm  
Mr. Nicholas Distasio  
Ms. Kimberly Green

#### School Safety and Support Services

Ms. Marcia Bright - Safety  
Mr. Kenneth Jackson - Support  
Mr. Vincent Saldana - Safety  
Ms. Josette Richardson - Safety  
Mr. Eugene Smith - Safety  
Mr. Kevin Thomas – Support  
Ms. Candice Young - Safety

#### Climate

Mr. Keith Taylor - Climate Manager  
Mr. Marvin Dukes Sr. - Climate Manager  
Mr. Ronald Simonson - Climate Manager  
Mr. John Shelton - Dean of Students

#### Health Department

Ms. Vacancy – School Nurse  
Ms. Berry-Pettiford – School Psychologist  
Ms. Vacancy – Social Worker  
Ms. Nina Patterson – Social Worker

# Instructional Staff

## Math Department

Mr. Vacancy

Mr. Thomas Buonocore

Ms. Vacancy

Mr. James Moore

Ms. Kamila Sas

Ms. Jennifer Dearden

Ms. Julie Wagner +TA

Ms. Shakura Randolph

Ms. Davinia Forney

Ms. Elizabeth Konopka

## English Department

Ms. Vacancy

Mr. Vacancy

Ms. Stephanie Butz

Ms. Evelyn Rawls

Ms. Mica Gibbs

Mr. Kameron Gibbs

Mr. Michael Hrisiko

Mr. Jason McCarthy

Ms. Susan Connolly

Ms. Shannon Murphy

Ms. Viola Norman

Mr. James Foster

Ms. Lynette McNeil

Ms. Rebecca Clark

Ms. Camille Claiborne

## Social Studies Department

Ms. Margaret Johnson

Ms. Amina Malik

Ms. Kimberly Mesquito

Ms. Lavada Mitchell

Ms. Donna Scott-Brown

Ms. Lesie Lindsey

Mr. David Brigg

Mr. Daniel Waters

## Science Department

Ms. Jenifer Goldstein

Ms. Maria Laut

Ms. Judith Lucas-Odom

Ms. Sundae Fletcher

Dr. Roslyn March-Amegadzie

Dr. Rose Marsh

Dr. Delores Wright

Ms. Vacancy

## Health and Physical Education Department

Mr. LaDontay Bell

Mr. Durell Moore

Ms. Sallyanne Shore

**World Languages Department**

Mr. Juan Santos-Martinez

Mr. Stephen Lee

**English Language Learning Department**

Mr. Sterling Daniels

Ms. Mary Sue Fchet

Ms. Mirtha Garcia

Ms. Zenida Velez-Moralez

**Fine Arts Department**

Mr. Richard Brown

Ms. Sheila Cassidy

Ms. Kathleen Whelan

Mr. Omenihu Amachi

**Digital Learning Department**

Mr. Rubin Arana

Ms. Shareeta Joe

Dr. Carolyn Jones

Ms. LaTisha Miller

**Career Technical Education Department**

Ms. Jeanette Best

Mr. Eric Frasier

Ms. Shannon Mathews

Ms. Deborah Shakir

Ms. Cheryl Stevens

Ms. Robin Toogood

Ms. Chassidy King

**Special Education Department**

Ms. Lauren Hurst

Mr. Andrew Reiss

Ms. Joanne Blonarowycz

Ms. Sabrina Carroll

## MESSAGE TO STUDENTS

The information in this handbook has been prepared to provide you with answers to questions related to school and District policies and procedures. We have responsible and capable students who attend Chester High School. For this reason, it should not be necessary to dictate a large number of the do's and don'ts to ensure the safe operation of the school. However, we have a set of standards and expectations for our students.

- **Attendance** is **REQUIRED** for the purpose of obtaining an education. This includes full attendance in **ALL CLASSES**, getting to class on time, using your time productively.
- **Engagement** is **VITAL** for college and career readiness. Students are expected to be actively engaged while they are in class. Also, students will benefit from engaging in extracurricular activities.
- **Preparedness** is **MANDATORY** to be successful in all classes. Regular materials include: pens, pencils, textbooks, notebooks and calculator (where necessary). **Radios, MP3, cell phones, I Pods and other electronic games and devices are to remain at home. These devices are not permitted in the classroom.**
- **All students will receive a course syllabus from their teachers. The course syllabus will include student expectations and outcomes for learning.**
- **Illegal Substances & Weapons** are **LEGALLY RESTRICTED** from entering our building. Illegal substances and weapons include smoking of any kind and possessing any type of weapon in or around school grounds. Drugs, alcoholic beverages, cigarettes, matches, lighters, box cutters, knives, guns (real or faux), Tasers, brass knuckles, scissors, mace, and any object used as a form of a weapon. Engagement of these substances and weapons will automatically result in an arrest.
- **Fighting** is a **VIOLATION** of the student code of conduct. Fighting will not be tolerated. Fighting is prohibited and will result in suspension. In instances of aggressive assault, an arrest will be made.

Becoming familiar with the contents of your handbook will help you determine how and where to find the information you need for the 2018-2019 school year. By using this information, following the school rules, and taking full advantage of all that Chester High School has to offer, you will help contribute to and sustain a safe and positive school environment where you and others will achieve higher levels of excellence.

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### **Continuous Notice of Nondiscrimination**

The Chester Upland School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be directed to Chester Upland School District's Title IX/ 504 Coordinator, located at 232 West Ninth Street, first floor, Chester, Pennsylvania, 19013 or 610-447- 3637.

# **IMPORTANT FACTS, DATES & PERTINENT INFORMATION**

## **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 also ask for fee waiver information.

### **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 (1<sup>st</sup>), Second (2<sup>nd</sup>) and Third (3<sup>rd</sup>) marking period report cards are NOT MAILED. Parents must pick up the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> report cards.
- The school is open extended hours for report card pickup. Evening Report Card conferences are held after the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Report cards.
- Distribution dates for Report Cards are as follows:
  - November 14, 2019
  - February 6, 2020
  - May 8, 2020
  - Final Report Cards will be mailed to student’s home in June 2020

# School Functions





Bel

# CHS Bell Schedule 2019-2020



CHS Bell Schedule 2019-2020  
REGULAR SCHEDULE (1)

4th Period Lunch			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 1	7:59 AM	8:48 AM	0:49
Period 2	8:52 AM	9:41 AM	0:49
Period 3	9:45 AM	10:34 AM	0:49
Period 4 Lunch	10:38 AM	11:08 AM	0:30
Period 5/6	11:12 AM	12:01 PM	0:49
Period 7/8	12:05 PM	12:54 PM	0:49
Period 9	12:58 PM	1:47 PM	0:49
Period 10	1:51 PM	2:40 PM	0:49

6th Period Lunch			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 1	7:59 AM	8:48 AM	0:49
Period 2	8:52 AM	9:41 AM	0:49
Period 3	9:45 AM	10:34 AM	0:49
Period 4/5	10:38 AM	11:27 AM	0:49
Period 6 Lunch	11:31 AM	12:01 PM	0:30
Period 7/8	12:05 PM	12:54 PM	0:49
Period 9	12:58 PM	1:47 PM	0:49
Period 10	1:51 PM	2:40 PM	0:49

8th Period Lunch			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 1	7:59 AM	8:48 AM	0:49
Period 2	8:52 AM	9:41 AM	0:49
Period 3	9:45 AM	10:34 AM	0:49
Period 4/5	10:38 AM	11:27 AM	0:49
Period 6/7	11:31 AM	12:20 PM	0:49
Period 8 Lunch	12:24 PM	12:54 PM	0:30

CHS Bell Schedule 2019-2020  
Half-Day Early Dismissal (2)

A-DAY			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 1	7:59 AM	8:29 AM	0:30
Period 2	8:33 AM	9:03 AM	0:30
Period 3	9:07 AM	9:37 AM	0:30
Period 4/5   5/6	9:41 AM	10:11 AM	0:30
LUNCH	10:11 AM	10:41 AM	0:30

B-DAY - Lunch 4			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 5/6	7:59 AM	8:29 AM	0:30
Period 7/8	8:33 AM	9:03 AM	0:30
Period 9	9:07 AM	9:37 AM	0:30
Period 10	9:41 AM	10:11 AM	0:30
LUNCH	10:11 AM	10:41 AM	0:30

B-DAY - Lunch 6			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 4/5	7:59 AM	8:29 AM	0:30
Period 7/8	8:33 AM	9:03 AM	0:30
Period 9	9:07 AM	9:37 AM	0:30
Period 10	9:41 AM	10:11 AM	0:30
LUNCH	10:11 AM	10:41 AM	0:30

B-DAY - Lunch 8			
	Start	End	Length
HR	7:40 AM	7:55 AM	0:15
Period 4/5	7:59 AM	8:29 AM	0:30
Period 6/7	8:33 AM	9:03 AM	0:30
Period 9	9:07 AM	9:37 AM	0:30

Period 9	12:58 PM	1:47 PM	0:49
Period 10	1:51 PM	2:40 PM	0:49

Period 10	9:41 AM	10:11 AM	0:30
LUNCH	10:11 AM	10:41 AM	0:30



## Student Dress Code Policy

### *Pending Revisions from Dress Code Committee per JRB*

**Shirts/Tops:** Students may wear black (12<sup>th</sup>), orange (11<sup>th</sup>), gray (10<sup>th</sup>), blue (9<sup>th</sup>) or gold (honors academy) collar school uniform shirts with or without the Chester High logo.

**Pants:** Students may wear tan, blue, or black khaki slacks (no jeans, tights, jeggings, or sweatpants will be allowed).

**Shoes:** All students must wear closed toe shoes with a closed back.

**Prohibited Apparel and Accessories:** head scarves, high heels, flip flops, shower shoes/slides, sandals, slippers, hats, and any apparel that is lewd or offensive in language or culture.

Students may wear any school-sponsored apparel sold at CHS (c-pride t-shirts and tracksuits).



## Arrival Procedures

Each day, the school doors will be unlocked at 7:20 a.m. Upon arrival, 9<sup>th</sup>-12<sup>th</sup> grade students should walk through scanning stations at the main entrance on the second floor and report to the cafeteria for breakfast. Students in unauthorized areas are subject receive disciplinary action.

\* Please note that once students arrive on campus, **they should not leave campus for any reason without a parent or guardian.** 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 9:30 a.m. will not be allowed inside the building without a parent or guardian.

We're late for school...  
**AGAIN**



## Late Arrivals to School

Students who arrive in the building after **7:55 a.m.** will be considered late for school. Upon entering the school, late students are to stop at the late counter, sign-in and head to the late room. Students who arrive to school after 8:30 a.m. must be accompanied by a ***parent or guardian. The parent or guardian must sign the student into school. Students that arrive to school late three times will receive in-school suspension and a parent conference. Lateness after 10:30 a.m. is considered a full day absence.***



## Lunch Procedures

All students are to report directly to the cafeteria during their designated lunch times. When students enter the cafeteria they will sit in the following locations:

- Grades 9 and 10 right side of the cafeteria.
- Grades 11 and 12 left side of the cafeteria.

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.

***Note: Students that enter the cafeteria unauthorized will receive a consequence from Climate/Administration.***

Students are permitted to bring a bag lunch from home. However, students and parents are not permitted to order food from the outside. **Food Deliveries will be denied entry into the building no exceptions!**

Students eating lunch with their Teacher will need to receive clearances from the floor administrator prior to lunch.



## No Food in Classrooms

Students are not permitted to bring food into any classroom. If a student opens a snack or food in the classroom, the food will be discarded and the student may receive disciplinary consequences. Food will only be allowed in the cafeteria.



## Afternoon Dismissal

Each afternoon, students will be given 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 the five minute window. 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 Bus: Students that ride an early bus must go to the cafeteria 1:51 and wait for the arrival of the bus. All students must be accompanied by an adult while in the cafeteria.**



## Early Dismissal Procedures

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, parents will be permitted to sign students out from the Main Office.

Students must present the following to the Office:

1. Written request by parents and/or court/medical appointment permitting the student to leave school. 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 for check out. Parents /guardians must enter the building and sign out their student(s). Proof of ID must be shown to the secretary at the time of sign out.

2. Students that are age 18 are still required to have permission from their parent/guardian to have an early dismissal. Students that leave early from school without permission will receive consequences from school.

\* 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.



## Student Absences

Regular attendance is an expectation for every student attending Chester High School. Students need to be present each day.

State law requires that all students attend school for 180 days each school year. Absences from the school day can fall into two categories: 1) Excused Absences and 2) Unexcused Absences.

### Excused Absences

- Observance of a religious holiday
- Student educational workshops/conferences that are approved by the Principal
- 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:
  - Quarantine in the home
  - Court appearances
  - Death in immediate family
  - Other reasons approved by the principal

**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.**

**Students that cut three or more classes will be considered an absence from school.**

Make up class assignments, tests and quizzes will only 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 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 truancy department will be notified.



## School Visitors

Parents and Guardian interested in the welfare of our students are always welcome to Chester High. All visitors are to report to the Main Office to sign in on the visitor roster. Visitors should bring valid state-approved identification to the sign-in station. Visitors will receive a visitor's pass and should wear the pass w/destination the entire time of the visit. Visitors should sign out at the front office before leaving the school.



## Emergency Closing

In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on KYW-1060 AM, the Chester Upland School District website: [www.chesteruplandsd.org](http://www.chesteruplandsd.org), and the District's Channel 11. Additionally, school closings will be announced on the district's FaceBook page: The New Chester Upland School District. The school will also make an attempt to send a mass call to all parents of C.H.S. students



## School Safety Procedures

The safety of our students and teachers is a priority here at C.H.S. 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. In the event that there is an actual emergency situation 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 school during emergency situations. We may not release students to parents depending on the nature and location of the emergency. Thanks in advance for helping us create a safe school environment.



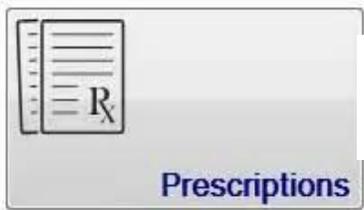
## Student Records

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 third party records request 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.



## School Nurse Procedures

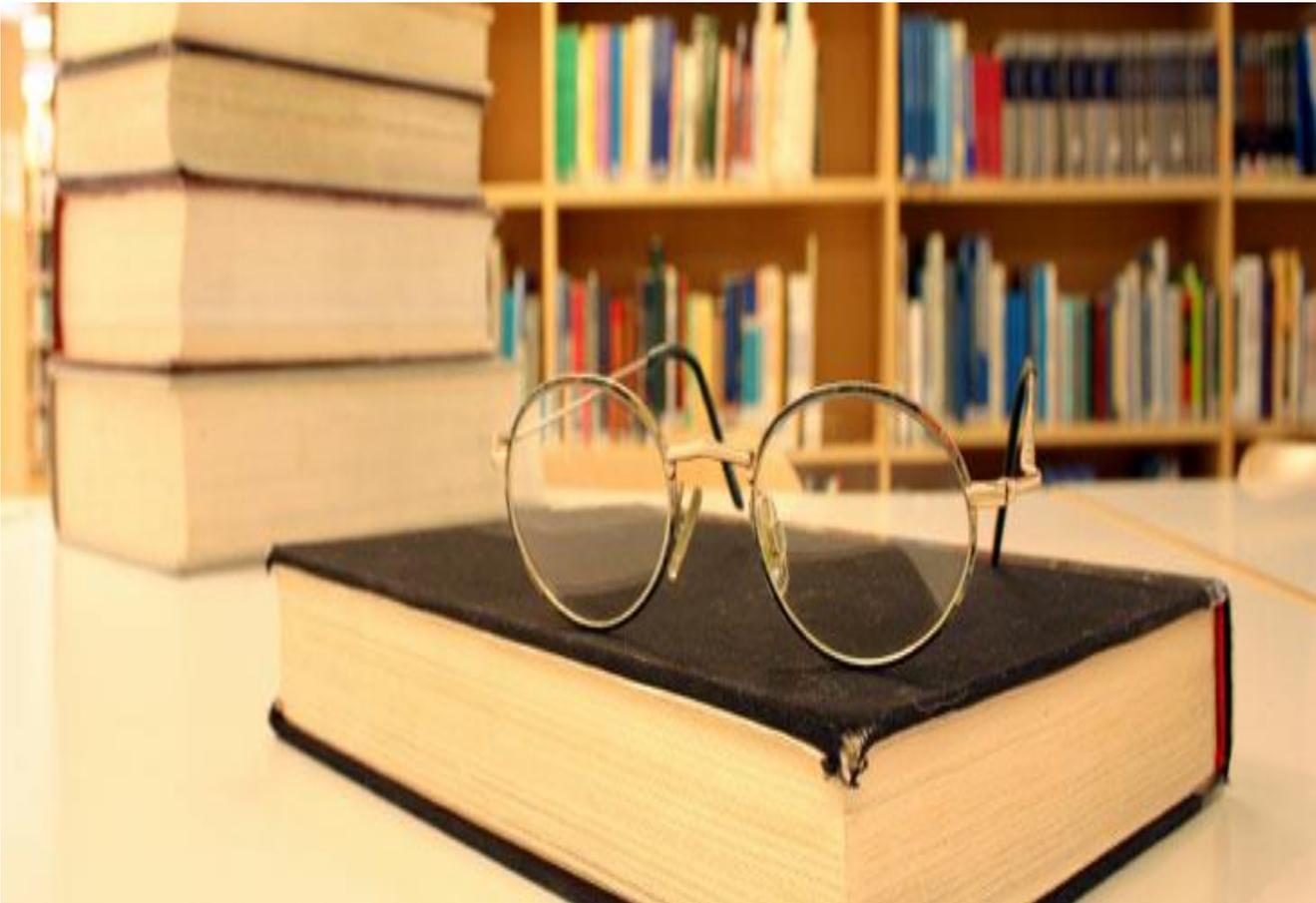
Our school nurse is available if a student has been injured or is ill. A student must receive permission from their teacher to see the nurse. Any student who is sick may not be sent home unless accompanied by a parent or an adult authorized on the child's Emergency Contact Form. The Chester Upland School District has mandated screenings and physicals. You will receive information regarding the screenings throughout the year as necessary.



## Medication 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 may then make arrangements to take the prescribed dosage in the nurse's office with the consent of a parent.

# 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 detention and parent conference



## 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 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 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.
- 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.

- Chester High School has an four academies:
  - Honors Prestige Academy
  - Criminal Law and Justice Academy
  - IT and Technology Academy
  - 9<sup>th</sup> Grade Academy
  
- Academic Interventions – Students at Chester High School are eligible to take advantage of multiple opportunities designed to foster successful outcomes.
  - PSSA/Keystone Intervention Courses – Courses designed to focus on specific skills that students need to improve upon in order to pass state assessments.
  - Credit Recovery – Blended learning courses offered to help students retake courses that were previously failed in an attempt to ensure students have enough credits for high school.
  - This year credit recovery will be offered to seniors during the school year only.
  - 9<sup>th</sup> – Math 180 Intervention
  - 10<sup>th</sup> Read 180 Intervention

# Grading and Credit Accrual



<b>CREDITS REQUIRED FOR GRADUATION</b>		<b>CREDITS REQUIRED FOR PROMOTION</b>	
English	4	Grade 9 to 10	5.5
Mathematics	3	Failures must be made up in	
Most Colleges and Universities		Summer school	

require 4 years of math		Or 90 Minute Block Course for 1 semester in Math or English	
Science	3	Grade 10 to 11	11
Social Studies (World History, Amer. History, Afr. Amer. History, or Social Science/Government)	3	Failures must be made up in Summer school	
Health/Phys. Ed	1.5	Grade 11 to 12	17.5
World Languages Most Colleges and Universities require 2 year of a language.	2	Failures must be made up in Summer school	
Art & Humanities	2	12 – Graduate	24.0
Electives –	5		
Senior Project (PA. State Mandated)	NC		
<b>NC = No Credit Issued</b>			
<b>TOTAL</b>	<b>23.5</b>	<b>Minimum Requirement: GRADUATION CREDITS</b>	<b>23.5</b>

## Grading System

90-100	A	Advanced
80-89	B	Proficient
70-79	C	Basic
60-69	D	Below Basic
59 and Below	F	Failing

### Interim Progress Reports

Each marking period Interim Progress Reports are issued after the midpoint of a marking period in an effort to keep parents/guardians informed about student progress. They will be distributed in **October, December, March, and May**. Questions about an interim report should be directed to the teacher issuing the report.

### Interim Progress Reports and Report Card Dates

	<b>1<sup>st</sup> Marking Period</b>	<b>2<sup>nd</sup> Marking Period</b>	<b>3<sup>rd</sup> Marking Period</b>	<b>4<sup>th</sup> Marking Period</b>
<b>Interim Reports</b>	Week of October 4	Week of December 6 <sup>th</sup>	Week of Feb 21 <sup>th</sup>	Week of May 8 <sup>th</sup>
<b>Report Cards Issued</b>	November 14 <sup>st</sup>	February 6 <sup>th</sup>	May 8 <sup>rd</sup>	Report cards Pick-Up June 2020

## 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. 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 or 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.



## Grading Policies

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:

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, approved by the principal, and explained to students by the teacher.
3. Grades will be recorded and made available to parents on an on-going basis. Written comments, telephone conferences, and/or face-to-face conferences should be used to amplify what is communicated by the grades, especially when the grade indicates academic failure.

- All teachers must update their electronic grade-book no later than 2:45 pm each Monday.

## Weighted Grading System

Grade	Numerical Range	Normal Course Weight
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	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 they are submitted at the end of the term. 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.

## Make-Up Work

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

- Students will be permitted to make up work missed for excused absences. Teachers may refuse to allow make up work opportunities for students with unexcused absences.
- Students will be permitted four (4) days upon the return from an excused absence to complete missing school work during the period of absence.
- For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers.
- 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.
- Students who fail to turn in make-up work within four days or students who request to do make-up work for other reasons may only do so if they complete an assignment reflection worksheet in class and submit to the teacher.

# Honor Roll

## Distinguished Honor Roll

- The student must carry a minimum load of four major subjects and earn a **grade point average (GPA) of 3.75 or better** in those subjects.
- 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 carry a minimum load of four major subjects and earn a **grade point average of 3.0 or better** in those subjects.
- 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.

## Student Assistance Program

Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school and advance. SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is the SAP team, including school staff and liaisons from community agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

**Referral** - Anyone can refer a student to SAP when they are concerned about a student's behavior: any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process. If you would like to make a referral, please contact your principal or counselor.

**Team Planning** - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the parent. The team meets with the parent to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.

**Intervention and Recommendations** – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

**Support and Follow-Up** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success. In some cases, the team may make, or a parent may request an evaluation for eligibility for special education services. If such a referral is made, with parent's permission, the student will be evaluated and a report issued. If the student is found to be eligible, an Individualized Education Plan ("IEP") will be developed, and specialized services provided. For more information about special education eligibility or services, please see the Parent's Guide to Special Education on the District's main website page, or contact the Student Services office at 610-447-3880.

It is the parent's right to be involved in the process and to have full access to all school records under applicable state and federal laws and regulations. Involvement of parents in all phases of the student assistance program underscores the parent's role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems. For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents and the agency, can assist in helping plan in-school support services during and after treatment.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a commonwealth-approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents and students.

The Student Assistance Program is administered by the PA Department of Education's Division of Student and Safe School Services in partnership with the PA Department of Health's Bureau of Drug and Alcohol Programs, and the PA Department of Human Service's Office of Mental Health and Substance Abuse Services.

## **PBIS**

PBIS is a tiered school-wide support system that focuses on strategies for defining, teaching, supporting, and evaluating 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 understand and they will learn how to manage their emotions. PBIS instruction will take place once per month in all students' English classes. Each lesson will be 20 minutes. The following five skills will be taught during the 2019-2020 school year:

Sailing into Success

	<u>Classroom</u>	<u>Cafeteria</u>	<u>Halls/Stairs</u>	<u>Bathroom</u>
<u>I am Present</u>	<ul style="list-style-type: none"> <li><u>-I am on time</u></li> <li><u>-I am a listener</u></li> <li><u>-I am engaged</u></li> <li><u>-I am attending all of my classes</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I will stay in the cafeteria during my lunch period</u></li> <li><u>-I will remain in my seat</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I am arriving to class on time</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I am using my bathroom pass to ONLY go to the bathroom</u></li> </ul>
<u>I am Responsible</u>	<ul style="list-style-type: none"> <li><u>-I am sitting without a hat or hood on</u></li> <li><u>-I am a learner</u></li> <li><u>-I am in my correct class</u></li> <li><u>-I am following all classroom rules</u></li> <li><u>-I am wearing my uniform</u></li> <li><u>-I am following the cell phone policy</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I am cleaning up my trash</u></li> <li><u>- I am taking pride in the cleanliness of our cafeteria</u></li> <li><u>-I am wearing my uniform</u></li> <li><u>-I am following the cell phone policy</u></li> <li><u>-I will sit in my designated section</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I am walking</u></li> <li><u>- I am using an appropriate tone of voice</u></li> <li><u>-I am throwing away all of my trash</u></li> <li><u>-I am wearing my uniform</u></li> <li><u>-I am following the cell phone policy</u></li> </ul>	<ul style="list-style-type: none"> <li><u>-I am throwing away all trash</u></li> <li><u>-I am flushing the toilets</u></li> <li><u>-I am using the bathroom in a timely manner</u></li> <li><u>-I am keeping the walls, doors, and stalls graffiti free</u></li> <li><u>-I am wearing my uniform</u></li> <li><u>-I am following the cell phone policy</u></li> </ul>

<p><u>I am Respectful</u></p>	<p><u>-I am respectful to others and myself</u> <u>-I am a listener</u> <u>-I am using school appropriate language</u></p>	<p><u>-I am exhibiting good manners to all that help me</u></p>	<p><u>-I am using school appropriate language</u> <u>-I am respecting displays, bulletin boards, walls and personal property</u></p>	<p><u>-I am flushing the toilet</u> <u>-I am keeping the walls, doors, and stalls graffiti free</u></p>
<p><u>I am Collaborative</u></p>	<p><u>-I am working well with others</u></p>	<p><u>-I am placing unwanted food on the sharing table (s)</u> <u>-I am cleaning up my trash</u></p>	<p><u>-I am following the directions given by Security Officers</u></p>	<p><u>-I am alerting an adult staff member that the bathroom needs to be cleaned</u></p>
<p><u>I am Safe</u></p>	<p><u>-I am capable of keeping my hands, feet, and other objects to myself</u> <u>- I am not bullying</u></p>	<p><u>-I am capable of keeping my hands, feet, and other objects to myself</u> <u>-I am not bullying</u></p>	<p><u>-I am capable of keeping my hands, feet, and other objects to myself</u> <u>-I am not bullying</u></p>	<p><u>-I am keeping the floors clear and sinks free of trash</u></p>

# Student Conduct



In order to maintain a safe and orderly environment, the 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 prohibits 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 Chester High School 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

## Respecting Members of the School Community

The fundamental expectation 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 students will be required to respect all members of our learning community (fellow students, teachers, administrators, 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, asp, 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 Assistant Principal. The Climate Manager and Assistant P

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.

### Cell Phones

#### Green Zone:

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

#### Red Zone

- Cell Phones are not used during instruction in the classroom.
- Cell Phones are not be used in the hallway during transition.

### Inappropriate Uses:

1. Cell phones are not to be used during any formal assessment.
2. Cell phones are not to be used to text or make calls during class.
3. Cell phones are not to be used to instigate fights between other students.
4. Cell phones are not to be used to share inappropriate pictures.
5. Cell phones are not to be used for cyber-bullying.
6. Cell phones are not to be used to store, disseminate, transfer view or share obscene, pornographic, lewd or other acts.

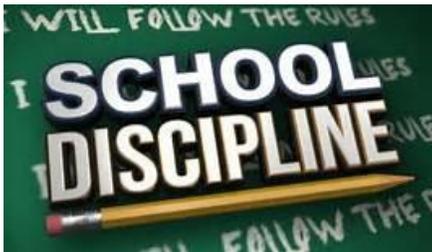
Note: Students that video tape any type of fights and/ staff will not be permitted to bring phones in the building. Phones are not to be used as a disruption of the school day to store or generate via for others to view.

#### 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.



## 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.

**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.

**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.

**Cell Phone Violation** – 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.

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

Progressive Discipline Steps taken by Teachers and Administrators at Chester High School:

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)
7. (or more) Parent Conference with Contract AND SAP Begins

#### 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 be in attendance at school by 7:50 a.m. and stay in school for the remainder of the day.

**The School District of Chester Upland  
Chester High School  
200 W. 9<sup>th</sup> Street  
Chester, PA 19013**

Telephone: (610) 447-3700

Fax: (610) 447-3682

**ABSENCE EXCUSE CARD**

Date: \_\_\_\_\_

To the Principal and Class Advisor:

Please excuse my son/daughter \_\_\_\_\_ from

school on \_\_\_\_\_ for the following reason: (check marked below):

- \_\_\_\_\_ Illness
- \_\_\_\_\_ Death in the Family \_\_\_\_\_  
Relationship
- \_\_\_\_\_ Teen Parent Leave (Delivery Date)
- \_\_\_\_\_ Other Urgent Reasons (ex., court, emergencies)
- \_\_\_\_\_ Religious Holiday

Comments: (For official documentation)

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If you need to contact me, please feel free to call me at the following number:

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Telephone Number**

Date Submitted to Teacher: \_\_\_\_\_

Sincerely,

Pearl Cameron