

# The Student Source

Parent and Student Handbook  
**#GETINVOLVED**



STEM Academy at Showalter  
2019-2020 Academic Year

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# School Operations



STEM Academy at Showalter

# **STEM Academy at Showalter 2019-20 Handbook**

## **Block Schedule**

Students at STEM Academy at Showalter will take classes on a block Schedule. All students will receive eight (8) credits per year by taking four (4) classes each quarter. By reducing the number of courses students take each day, teachers will have more time to facilitate more in-depth instruction; and improve the student's ability to retain information and practice new skills.

## **Bell Schedule 2019-2020**

<b>Time</b>	<b>Period</b>
7:50 a.m. – 9:17 a.m.	Period 1
9:21 a.m. – 10:51 a.m.	Period 2
10:55 a.m. - 12:55 p.m.	Period 3
12:59 p.m. – 2:29 p.m.	Period 4

First Lunch 10:55 a.m. – 11:26 a.m.

Second Lunch 11:40 a.m. – 12:10 p.m.

Third Lunch 12:25 p.m. – 12:55 p.m.

\* Please note that students will be considered tardy if they are not in class by **7:50 a.m.**

\*\*Students will not be admitted into their classroom after **7:50** without a late note signed by the Front Office

\*\*\* Students will not be allowed inside the building after **8:30 a.m.** without a parent or guardian.

## **STEM Dress Code**

### **Shirts/Tops**

- Students may wear a STEM white polo style shirt or a STEM burgundy polo style shirt.
- Students may wear a STEM white button down shirt.
- Students may wear a maroon STEM Tee-shirt or a yellow STEM Tee-shirt.
- Students may wear any approved school-sponsored apparel sold from the School Store or Main Office during the 2019-20 school year.

### **Pants**

- Students may wear tan or black khaki slacks (No jeans, tights, or jeggings will be allowed)

### **Shoes**

- All students must wear closed toe shoes with a closed back.

## **Outer Wear**

- V-neck, crew neck, or button up sweaters are allowed but must be solid white or burgundy.
- Shirts are not to be worn over the uniform shirt.

## **Not Allowed:**

- Head Scarves (except for religious garb)
- Skull Caps
- High Heel Shoes
- Flip flops
- Sandals/Slides
- Slippers
- Belts with oversized buckles
- Any apparel that is lewd or offensive in language or culture
- Hoods are not to be worn over the head while inside the building

## **Arrival Procedure**

Each day, the school doors will be unlocked at 7:15 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. No students will be permitted in other areas of the building until 7:40 a.m.

Once students arrive on campus, **they should 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 8:30 a.m. will not be allowed inside the building without a parent or guardian\*\***

## **Late Arrivals**

Students who arrive in the building after 7:50 a.m. will be considered tardy. Upon entering the school, those students are 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 five late notices, a parent meeting will be scheduled. Students who arrive to school after 8:30 a.m. will not be allowed inside the building without a parent or guardian.

## **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. If students choose to bring a lunch, it must be kept in a box/bag until their designated lunch time. **No students will be called to the office to pick up a lunch.**

## **Food in Classrooms**

Students are not permitted to eat food into any classroom. If students bring a lunch to school, that lunch should remain in the box/bag until the student's lunch time. 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 2:29 p.m.** Students may not be dismissed or leave their classroom until 2:29. 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 the five minute window. 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.

## **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, parents will be permitted to sign students out from the Student Personnel Office.

Students must present the following to the Student Personnel Office:

1. Written request by parents 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.
2. Students must have a working phone number where the parent may be reached to verify the note. Without verification, students will not be allowed to leave campus.
3. Presentation of doctor/court appointment slip/card.

Without the above documentation, no early dismissal will be granted unless the parent comes to the school. **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.

\*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 STEM Academy. 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

### **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

### **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 placed on academic probation at STEM Academy.
- If the student does not meet the improvement goals during academic probation, he/she may be recommended for reassignment to another educational program.



## School Visitors

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 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 the main page of the Chester-Upland School District Website ([www.chesteruplandsd.org](http://www.chesteruplandsd.org)), KYW News (TV Channel 3, AM Station 1060), and District's Channel 11.

## 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. In the event that there is an actual emergency situation at the school, we will notify parents before the closing of the school day via automatic calls. 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

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

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 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.

Involvement in these activities will result in a grade of “0” for the work in question as well as the scholar being placed on academic probation at STEM Academy.

## **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 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 entrance 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. 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.
  - 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 graduation.

### **Middle School Transition to High School:**

STEM Academy, in conjunction with the Chester Upland School District, is dedicated to providing students with a rigorous and comprehensive education in middle and high school that prepares them for college and career. In order to best support the academic and social-emotional needs of students and their families, STEM Academy has implemented a transition plan for all students who are new to the school.

### **Transition Plan:**

Transition into STEM Academy for **Grades 9-12** consists of a series of steps that prepare students academically and socially for their high school career.

- I. ***Application Process:*** Prospective students must apply for admission to STEM Academy beginning in April. A complete Application Packet includes the student’s most recent transcript or report card, attendance and discipline profiles, Student Personal Statement, two teacher recommendations, and complete, up-to-date IEP/504 plans. Applications are reviewed by a committee of administrators, teachers and staff; with admissions decisions finalized in June.
- II. ***Placement Testing:*** Students who are admitted to STEM Academy take diagnostic exams during the summer prior to enrollment to assess readiness for high school coursework in Mathematics and English Language Arts.
- III. ***Guidance Counseling:*** STEM Academy strives to prepare students comprehensively for college and career. Upon acceptance to STEM Academy, students are assigned a guidance counselor. Guidance counselors immediately begin working with students to identify and achieve goals. As students progress through high school, guidance counselors will provide direction in choosing pathways and courses.
- IV. ***College and Career Readiness:*** The ultimate goal for students at STEM Academy is to graduate ready for college and career. Throughout high school, STEM Academy will provide opportunities and experiences that ensure students have the tools necessary to matriculate into college and career. Among the offerings available are: PSAT, SAT, ACT, and ASVAB testing; SAT Prep classes; visits

from college, trade school, and military recruiters; college tours; application and essay coaching; FAFSA and financial aid guidance; and access to grants and scholarships.

- V. ***Pathways***: Students at STEM will choose an academic pathway to follow during their high school career. These pathways allow students to advance through Pennsylvania and CUSD required coursework while focusing on specific college and career curricula. The pathways offered at STEM are *College Preparatory, Honors/Dual Enrollment, CTE-Engineering, and CTE-Communications Technology*. Sample progression charts for these pathways are included.
- VI. ***Enrollment Packet***: Students who come to STEM from a non-CUSD school must complete and submit a CUSD Enrollment Packet prior to attending school.
- VII. ***Technology***: STEM Academy is a *One-to-One* school, meaning that all students are provided with a Dell Chromebook which they keep for the duration of the school year. In addition to the CUSD Enrollment Packet, all incoming STEM Academy students must complete and submit the Acceptable Use Agreement which is included in the STEM Academy Student Technology Handbook.

# 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. Due to the academic rigor at STEM Academy, students must accumulate 28 in order to graduate. Among the 28 credits are the following:

Content Area	Required Credits
<b>English</b>	<b>4</b>
<b>Math</b>	<b>3</b>
<b>Social Studies</b>	<b>3</b>
<b>Science</b>	<b>3</b>
<b>Foreign Language</b>	<b>2</b>
<b>P.E./Health</b>	<b>1</b>
<b>Electives</b>	<b>12</b>
<b>Total Credits</b>	<b>28</b>

*In addition to attaining the aforementioned high school credits, students must also successfully complete a senior project.*

### **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 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.

### **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, 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 weekly basis through the Grade Book feature of eSchool Plus. All students and parents will be provided with login information for the Home Access Center where they can see student grades and attendance in real time.

### 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 four (4) major assessments and projects per each grading period.
2. All classwork, homework, and other minor assessments will count as 30% of the student's grade. There will be a minimum of fifteen (15) classwork assignments per each grading period.
3. All grades will be based on academic work completed in a course. There will be no grades assigned for behavior.

Grading Category	Percentage of Grade	Minimum Assignments/Quarter
Tests, Projects, Quizzes	70%	4
Classwork, Homework, Minor Assessments	30%	15

### 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.

## Promotion Requirements

In order to be promoted to the next grade level, a student must meet the following requirements:

Promotion From:	Minimum Requirements:
9 <sup>th</sup> to 10 <sup>th</sup> Grade	Must have 6.5 credits
10 <sup>th</sup> to 11 <sup>th</sup> Grade	Must have 13 credits
11 <sup>th</sup> to 12 <sup>th</sup> Grade	Must have 19.5 credits

## 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 Home Access Center. 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 Home Access Center. 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:

- Students will be permitted four (4) days upon the return from an absence to complete missing school work during the period of the absence. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers.

## 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.

## 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.

### **The four phases to the student assistance process are listed below:**

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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 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 the 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.

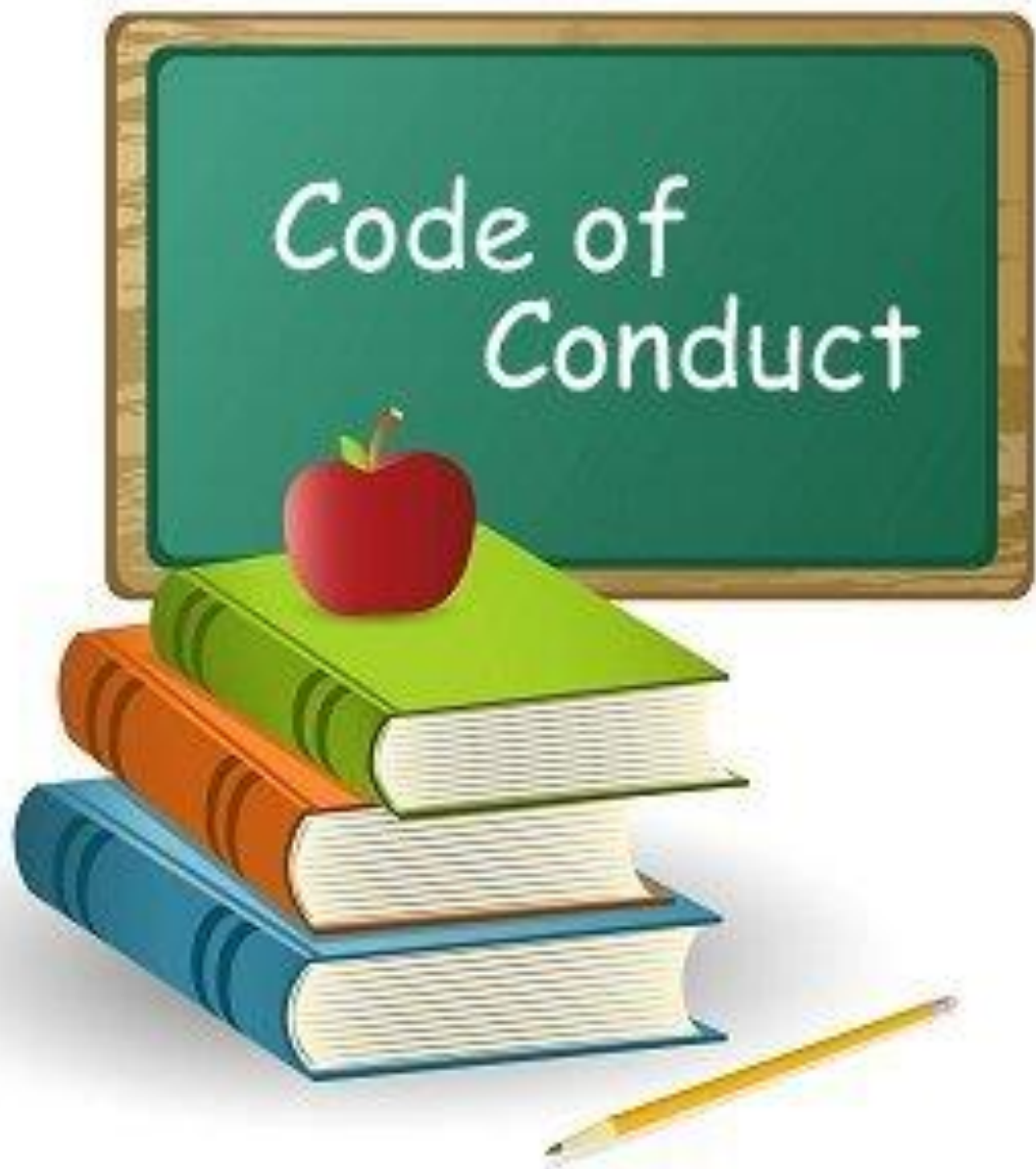
The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted 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 Services' Office of Mental Health and Substance Abuse Services.

### **Class Period Attendance Guidelines**

**Class Cuts:** Student attendance will be recorded electronically by every teacher during every period using the Chester Upland School District's information management system, eSchool Plus. The office at STEM Academy will run weekly reports using eSchool Plus that identify students who have been recorded as absent from specific periods on days. Students who accumulate three cuts will be referred to Student Assistance Program and Academic Probation.

# 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

## **STEM Expectations for Cell Phones & Electronic Devices 2019-2020**

Cell Phones, MP3 Players, iPods, Pagers, etc....will not be permitted in classrooms unless at a teacher's discretion for an academic purpose. None of these devices should be used in classrooms without express consent from the classroom teacher as part of instruction. It is the expectation of CUSD that the use of any electronic device should not be disruptive to students or staff. Students are not permitted to take or make calls during instructional time and throughout the day when instruction is happening. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices.

- Students should not text students that are in class nor should they call/text home about leaving school without seeing the nurse or the attendance office.
- If a student is seen using an electronic device during instructional time, teachers will have the authority to: deduct participation points from a student's grade; take the device until the end of the school day; and/or submit a discipline referral for students with repeated offenses.
- No electronic device should be used for recording (video, audio, or picture) students and staff at school. Electronic devices are also not to be used to cyber bully fellow students and/or staff. If it has been reported that a student has recorded another student, teacher, and/or staff member without their consent, the electronic device will be confiscated until a meeting with a parent has occurred.
- The school district will not be held responsible for any confiscated electronic devices that are damaged, lost, and/or stolen.

## **Student Consequences:**

- **1st Offense:** verbal warning

- **2nd Offense:** phone taken for the rest of the class period, must be returned to student; phone call is made to home; teacher submits discipline referral

- **3rd Offense:** student is sent to administration; teacher will submit discipline referral

**\*\* If a student refuses any of the above or becomes disruptive during class, then a discipline referral noting the insubordination or disruption should be submitted immediately\*\***

## **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

**Use of Cameras and Recording in School:** 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, 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.

**Food Violation** – the act of eating or bringing food into any building location other than the cafeteria.

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

**Cell Phone Violation** – See electronic devices guidelines below chart

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

<b>Disciplinary Infraction</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>	<b>Fifth Offense</b>
<b>Dress Code Violation</b>	Parent Notification	<ul style="list-style-type: none"> <li>Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>Mandatory Parent Conference</li> <li>Probation Warning</li> </ul>	<ul style="list-style-type: none"> <li>Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>Academic Probation</li> </ul>
<b>Food Violation</b>	<ul style="list-style-type: none"> <li>Food confiscated</li> <li>Written warning</li> </ul>	<ul style="list-style-type: none"> <li>Food confiscated</li> <li>Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>Food confiscated</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Food confiscated</li> <li>Community Service</li> </ul>	<ul style="list-style-type: none"> <li>Food confiscated</li> <li>Mandatory Parent Conference</li> </ul>
<b>Fighting Violation</b>	<ul style="list-style-type: none"> <li>Two (2) days of Out of School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) days of Out of School Suspension</li> <li>Student placed on Academic Probation</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) days of Out of School Suspension</li> <li>Academic Probation/Reassignment Conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Recommendation for reassignment</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Recommendation for reassignment</li> </ul>
<b>Cyber Bullying</b>	<ul style="list-style-type: none"> <li>Mandatory Parent/Student Conference and/or</li> <li>Two (2) days of Out of School Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) days of Out of School Suspension</li> <li>Student placed on Academic Probation</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) days of Out of School Suspension</li> <li>Academic Probation/Reassignment Conference</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Recommendation for reassignment</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Recommendation for reassignment</li> </ul>



# **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**

- 1<sup>st</sup> Violation: Mandatory parent and student conference and/or offending student will receive a 2-day Out-of-School Suspension
- 2<sup>nd</sup> Violation: Offending student will receive a 4-day Out-of-School Suspension, and automatically be placed on Academic Probation
- 3<sup>rd</sup> 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 be in attendance at school by 7:50 a.m. and stay in school for the remainder of the day.

# Admissions and Enrollment



STEM Academy at Showalter

## Admissions Requirements

(Revised 8/30/19)

Any student wishing to apply for admission to the STEM Academy at Showalter must submit a completed application packet that includes:

- Student's most recent report card (middle school) or transcript (high school)
- Attendance profile from the current school year
- Discipline profile from the current school year
- Student Personal Statement
- Two Teacher Recommendations
- Full and complete Individual Education Program (IEP)
- Most recent state testing results in Math, English/Reading, and Science (if applicable)

Additionally, students must complete an interview on the STEM Academy campus.

### **Admissions Criteria:**

- Student must have no less than a 2.5 grade point average from the current school year.
- Student must have no more than fifteen (15) unexcused absences from the current school year.
- Student must score no less than a two (2) on the essay grading rubric.
- Major disciplinary incidents (fights, threats, possession of drugs, alcohol, or weapons) will be considered in admission determinations
- Please note that 8<sup>th</sup> Graders who attend STEM Academy must re-apply for admission to high school

### **Exceptions:**

- A parent/student interview may be waived if the student exceeds all aforementioned admission criteria.
- A student may submit an application 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.
- **Students admitted on academic probationary status must have parents attend a certain number of parent engagement activities while the student is on academic probation.**

## Continuous Notification of Non-Discrimination

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 the Chester Upland School District's Title IX/504 Coordinator, located at 232 West Ninth Street, first floor, Chester Pennsylvania, 19013 or 610-447-3637.