

# *Information and Resources*

## **Parent and Student Handbook**

### **Toby Farms Intermediate School**



**2021-2022 Academic Year**

**Dr. Craig Parkinson, Superintendent**  
**Dr. Khalid Sutton Chief Academic Officer**

**LaMonte Popley, Principal**  
**Stephanie Donofry V. P.**

# **Table of Contents**

Welcome

## School Operations

Bell Schedule

Dress Code Policy

Arrival Procedures

Breakfast Procedures

Lunch Procedures

Food Policy

Dismissal Procedures

Late Arrival Procedures

Absence Policy

Visitors Procedures

Student Records

Emergency Closing Procedures

School Safety Procedures

School Nurse

Medication on Campus

## Academic Program

Academic Integrity

Incomplete Grades

Interim Reports

Report Cards

Make-up Policy

Honor Roll

## Student Governance

Scope of Rules of Conduct

Student Participation

PA-State Code

Student Discipline

Safety Guidelines

Activities and Athletics Participation

Absence Excuse Card



**Dear Students and Parents:**

It is hard to believe that the new school is here, but it is! We welcome the 2021-2022 school year with optimism and excitement. We are thrilled to have almost 400 students return back for face to face instruction. It is my hope that my welcome message and information will be just what you need to feel confident and ready to return back to school. I want to acknowledge that there will be some students and families with anxiety about returning back to school. If you have any specific questions, need information about practices and protocols, or have the need to speak with a representative from student services, please do not hesitate to contact us and we will be happy to assist you! Important contact information is provided below

After the last year of functioning in a fully virtual, and then hybrid setting we are excited to return to five full days of in-person instruction in the building. Due to the ongoing impact of the COVID-19 pandemic, we will continue to implement mitigation measures as established by the CDC. This will include the requirement for all students to have their temperature taken, wear masks while indoors and on the buses, social distancing of at least 3 feet to the extent possible, and regular handwashing and/or access to hand sanitizers. All visitors to our campus will also be required to wear masks and have their temperature checked, and complete a health screening form. The school district through its partnership with the Pa-Department of Health continues to provide access to COVID-19 testing and vaccinations for students and staff. Our Nursing staff will continue BinaxNOW Covid-19 testing in our school for staff and students. In addition, all positive cases will be reported to the PA-Department of Health, and contact tracing protocols will be executed per CDC guidelines. We will continue to implement mitigation measures as our Superintendent determines ways to ensure that our staff and students' safety and well-being are prioritized.

This year we will renew our commitment to excellence in all that we do, as we seek to provide world class instruction daily with the expectation that all students can learn and succeed. We will continue to provide students with opportunities to address academic deficiencies, to build numeracy and literacy skills, to make up lost learning. We will continue to implement initiatives to promote teaching and learning, and to engage all our stakeholders in the process of educating our students. A major initiative for this year is to address the concern of student literacy. We look forward to partnering with our stakeholders in this effort which will positively impact student performance in every content area, and in their overall academic growth and development.

We are excited about all that this new school year has to offer and look forward to working collectively parents to help make school an extraordinary place for young minds. The first day of school is August 30th, 2021. The doors will open up at 8:30 am, and dismissal will be at 3:45pm. Please check our website for any updates. If you have any questions, please don't hesitate to contact the school office at 610-447-3815. We are looking forward to a year of excellence at Toby Farms Intermediate School.

In Partnership,

Principal  
Mr. LaMonte Popley  
#TOBYSTRONG

# **Toby Farms Faculty 2021-2022**

## **Administration and Support Services**

### **Administration**

Mr. LaMonte Popley- Principal  
Mrs. Stephanie Donofry- Vice-Principal

### **Secretary**

Ms. Donna West-Islam

### **School Nurse**

Ms. Ikeya Mitchell-Campbell

### **School Counselor**

Ms. Katherine Keefer

### **ISTL**

Frances Santoleri

### **Social Worker**

Kandice Lewis

### **Climate & Safety**

Ms. Shawn Bell Mr. Calvin Butcher

### **Conflict Resolution Specialist**

Mr. Damon Tull

### **Security**

Ms. Charmaine Saunders

Opening

Opening

### **Cafeteria Workers**

Marta Roberts

Brunilda Marrero

### **Behavior Specialist**

Deanna Keyes

### **Maintenance**

Floyd Womack-Supervisor

Raymond Nicholes

Rashon Bailey

# Instructional Staff

## 6<sup>th</sup> Grade Teachers

Ms. Sharon Mumma  
Ms. Dakisha Saunders  
Ms. Debra Moore\*  
Mr. Raymond Weinmann  
Ms. Stacey Dobbins\*

## 7<sup>th</sup> Grade Teachers

Mr. Paul Sheehan  
Mr. Steven Spangler\*  
Ms. Elizabeth O'Connell  
Ms. Susan McLuckie  
Ms. Natricia Granger  
Ms. Rachel Fredericks

## 8<sup>th</sup> Grade Teachers

Ms. Sharon Baxter  
Mrs. Theresa Ebersole\*  
Ms. Jennifer Archibald  
Mr. Andrew Howe  
Mr. Colin Hartwick\*  
Mr. Joseph Savage  
Mrs. Patrica Feinberg

## Electives

Mr. Brian Foreman  
Ms. Hillary Heslop\*  
Mr. David Sands\*  
Mr. Darren Laws\*  
Ms. Shakasha Clark\*

## Instructional Support

Ms. Alysa Smith  
Ms. Louise Murphy  
Mrs. Julia Davis

## 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 do's and don'ts to ensure the safe operation of the school. However, there are some proven areas where the need is obvious. Some are legal restrictions, while others affect regular daily activity. We hope that prudent judgment will be practiced by all students for your welfare and that of others.

- **Attendance** — **REQUIRED** for the purpose of obtaining an education. This includes full attendance in **ALL CLASSES**, getting to class on time, using your time productively.
- **Preparedness** — The proper tools are required to be successful in all classes. Regular materials include: pens, pencils, textbook, notebooks and calculator (where necessary). **Radios, MP3, cell phones, I Pods and other electronic games and devices are to remain at home.**
- **Illegal Substances & Weapons** — Legal restrictions exist against smoking and possessing any type of weapon in school or on school grounds. These restrictions are also applied to carrying and using drugs. This includes drugs, alcoholic beverages, cigarettes, matches, and lighters. Engagement of these substances leads to legal arrest and academic failure.
- **Fighting** — Violence and vandalism are violations of the student code of conduct. This will not be tolerated. Fighting is prohibited and may result in suspension.

Becoming familiar with the contents of your handbook will help you determine how and where to find the information you need for the 2017-2018 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.

---

### **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**

## **Counseling 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 and intervention. This can be accomplished with the cooperation of students, parents, and counselors working individually and in group activities.

## **Message from the School Counselor:**

Welcome to the 2021-22 school year! This is my first year as a school counselor at Toby Farms Intermediate School, and I am very excited to work with your student and be a member of the TF community! As part of the counseling services being offered this year, students may request to meet with me individually and/or in groups. Teachers and/or parents may also refer their students to me. I use a variety of different techniques in my counseling strategies to assist students in meeting their personal, social, and academic goals. It is my personal belief that counseling is not a “one size fits all” social science. In order to best serve students, counseling will be tailored to fit individual needs and promote autonomy through the use of learned strategies and meaningful discussion. I will be meeting with your children to discuss their future career goals as well as helping them prepare for high school. Groups will be established based on data-driven needs assessments that I will field from parent and staff input.

If you would like to refer your child for any of the above any potential groups, please reach out to me via phone or email. My direct office number is 610-447-3821 and my email is [kkeefers@chesteruplandsd.org](mailto:kkeefers@chesteruplandsd.org) if you have any questions. I look forward to working with your family!

Thank you,

Ms. Kat Keefer, M.Ed.

School Counselor, Toby Farms Intermediate School

## **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.

**Question: Where can I get a STEM application and/or if I have questions about the STEM application?**

**Answer:** See Ms. Keefer, School Counselor. You can also find STEM applications in the main office or online at [www.chesteruplandsd.org](http://www.chesteruplandsd.org)

**Question: Where can I find an application for a work permit for my child?**

**Answer:** Ms. Keefer has them out front of her office in a folder. Please keep in mind that your student needs to be 14 or older to apply.

**Question: Who can I go to for information about outside local mental health resources for my student and/or family?**

**Answer:** See Ms. Keefer, School Counselor.

**Question: Who can I go to for questions about high school options for my student(s)?**

**Answer:** See Ms. Keefer, School Counselor

**Question: Who can I go to for questions about summer school options (credit recovery)?**

**Answer:** See Ms. Keefer, School Counselor

**Question: Who can I go to if I have concerns about my student's progress in school? (Academic, bullying, loss of family member, personal/social concerns, etc).**

**Answer:** See Ms. Keefer, School Counselor

**Question: Who can I go to if I would like my student(s) to be evaluated for Special Education services?**

**Answer:** See Ms. Keefer, School Counselor

**Question: Who can I go to if I would like more information about SAP (Student Assistance Program)?**

**Answer:** See Ms. Keefer, School Counselor

### **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 23rd, 2021
  - January 27th, 2022
  - April 5th, 2022
  - Final Report Cards will be mailed to student's home in June 2022

# **School Operations**



## **Toby Farms Intermediate School**

### EXPECTATIONS FOR STUDENTS

- **A New Beginning**
- **A Positive Attitude**
- **High Achievement**
- **Respect for Others**
- **Tolerance**
- **C- Pride**
- **Accountability**

All students are expected to comply with the Chester Upland School District Code of Student Conduct,

### **Before School:**

- Make sure you have on a Navy Blue school uniform shirt with Khaki, Black or Blue pants are allowed.
- Make sure you do not have any weapons of any kind including scissors, matches, lighters, alcohol in your pockets, or book bags. You will be arrested if you possess anything illegal when you enter the building. You may be sent to a board hearing and recommended for expulsion from school.
- Make sure you don't have a cell phone IPOD, PSP, MS Player, CD Player, or any other electronic device. These items will not be the responsibility of the school if lost, stolen or taken.
- Confiscated items may be returned to parents only!!

### **During School Hours:**

- Make sure you are wearing the correct colors Navy Blue with collars **must be worn all day**.
- Hats are never to be worn in school. Hoods **are never** to be worn in school.
- Always respect the administration, teacher, staff, yourself, and each other.
- Completed all assignments given to you by your teacher.
- Always work as if you are an honor roll student. Do your best at all times.
- Be on time for each class. Random hall sweeps will be deployed. Students caught in hall sweeps will receive detention. Failure to attend a late detention will result in a parent conference, or possible suspension
- Fighting will not be tolerated at any time. Consequences for fighting may include suspension, arrest and a referral for a disciplinary hearing.

### **After School:**

- Remain in School if you have a detention.
- Go directly home. Do not loiter in or outside the building. Loiterers will be assigned detention.
- Use the school buses outside of school. If is safe and fast.
- Fighting after school will result in suspension, arrest and a referral for disciplinary hearing.



# **Toby's Bell Schedule**



## **Schedule 2021-2022**

<b>Regular Schedule</b>			
	<b>Start</b>	<b>End</b>	<b>Length</b>
HR	8:45 AM	9:12 AM	0:27
Period 1	9:15 AM	10:12 AM	0:57
Period 2	10:15 AM	11:12 AM	0:57
Period 3	11:15 AM	12:12 PM	0:57
Period 4	11:48 AM	12:45 PM	0:57
Period 5	12:48 PM	1:45 PM	0:57
Period 6	1:48 PM	2:45 PM	0:57
Period 7	2:48 PM	3:45 PM	0:57

<b>Two Hour Delay Opening</b>			
	<b>Start</b>	<b>End</b>	<b>Length</b>
HR	10:45 AM	11:00 AM	0:15
Period 1	11:05 AM	11:43 AM	0:38
Period 2	11:46 AM	12:24 PM	0:38
Period 3	12:27 AM	1:05 PM	0:38
Period 4	1:08 PM	1:42 PM	0:34

**1<sup>ST</sup> Lunch 11:15-11:45**

**2<sup>ND</sup> Lunch 12:15-12:45**

**3<sup>RD</sup> Lunch 1:15- 1:45**

**Lunch Schedule remains the same for Regular and Two-hour delay**

**Toby Farms School**  
**HALF-DAY SCHEDULE 2020-2021**

<b>Half Day Early Dismissal - Grade 6 - A Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
1st Class	9:03 AM	9:40 AM	0:37
Lunch	9:43 AM	10:20 AM	0:37
2nd Class	10:23 AM	11:00 AM	0:37
3rd Class	11:03 AM	11:40 AM	0:37

<b>Half Day Early Dismissal - Grade 6 - B Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
4th Class	9:03 AM	9:40 AM	0:37
Lunch	9:43 AM	10:20 AM	0:37
5th Class	10:23 AM	11:00 AM	0:37
6th Class	11:03 AM	11:40 AM	0:37

<b>Half Day Early Dismissal - Grade 7 - A Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
1st Class	9:03 AM	9:40 AM	0:37
2nd Class	9:43 AM	10:20 AM	0:37
Lunch	10:23 AM	11:00 AM	0:37
3rd Class	11:03 AM	11:40 AM	0:37

<b>Half Day Early Dismissal - Grade 7 - B Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
4th Class	9:03 AM	9:40 AM	0:37
5th Class	9:43 AM	10:20 AM	0:37
Lunch	10:23 AM	11:00 AM	0:37
6th Class	11:03 AM	11:40 AM	0:37

<b>Half Day Early Dismissal - Grade 8 - A Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
1st Class	9:03 AM	9:40 AM	0:37
2nd Class	9:43 AM	10:20 AM	0:37
3rd Class	10:23 AM	11:00 AM	0:37
Lunch	11:03 AM	11:40 AM	0:37

<b>Half Day Early Dismissal - Grade 8 - B Day</b>			
	Start	End	Length
HR	8:45 AM	9:00 AM	0:15
4th Class	9:03 AM	9:40 AM	0:37
5th Class	9:43 AM	10:20 AM	0:37
6th Class	10:23 AM	11:00 AM	0:37
Lunch	11:03 AM	11:40 AM	0:37



# Student Dress Code Policy

## Shirts/Tops

- Students may wear navy blue polo style shirts or blue button down shirts
- Students may wear any school-sponsored apparel

## Pants

- Students may wear tan, blue, or black khaki slacks (No jeans, tights, or legging will be allowed).
- Students may wear shorts but they must be knee length.
- No basketball short permitted

## Shoes

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

## Not Allowed

- Head Scarves
- Hoodies
- High Heel Shoes
- Flip flops/Shower shoes
- Sandals/Slippers
- Any apparel that is lewd or offensive in language or culture
- Belts with oversized buckles

## Arrival Procedures

Each day, the school doors will be unlocked at 7:45 a.m. Upon arrival, 6<sup>th</sup>-8<sup>th</sup> grade students should walk through the scanning stations at the side entrance of the building and report to the cafeteria for breakfast. Students caught in areas other than the previously designated areas may 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.

## Late Arrivals to School

Students who arrive in the building after 8:45 a.m. will be considered tardy to class. Upon entering the school, late students are to stop at the late Counter 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 Cafeteria. \*\* Please note that students who arrive to school after 9:00 a.m. will not be allowed inside the building without a parent or guardian.



## Breakfast/Lunch Procedures

All students are to report directly to the cafeteria during their designated meal times. Students are not to leave the cafeteria area without permission from supervisory staff. Students who wish to use their lunch time to make up work in a teacher's room must have a note from the teacher and must finish their lunch before they leave the cafeteria. Food is not to leave the cafeteria at any time.

Parents will not be allowed to bring food or drinks to the school for student lunch unless the student has special dietary needs. If students choose to bring a lunch, please understand that there is not a micro-wave available to students. **No students will be called to the office to pick up a 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 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 Main 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.

\*\* Please note that there will be no early dismissals after 3:00 pm\*\*



## Student Absences

Regular attendance is an expectation for every student attending Toby Farms 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 three (3) 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.

## **Unexcused Absences**

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

## **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, relatives, and friends interested in the welfare of our students are always welcome to Toby Farms. 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.

Parents may make arrangements to visit their child's classroom, but should schedule a time with the teacher prior to doing so. Parents may not be allowed to make impromptu visits to classrooms.



## Emergency Closing

In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on KYW-1060 AM, the Chester Upland School District website: [www.chesteruplandsd.org](http://www.chesteruplandsd.org), and the District's Channel 11. Additionally, school closing 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 Robo-call to all parents of Toby Farms students.



## School Safety Procedures

The safety of our students and teachers is a priority here at Toby. 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 the 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**

The school nurse is available if a student has been injured or is ill. Parents will be asked to pick up the student from school if he/she is experiencing any of the following; fever of 100.5 or greater, vomiting, diarrhea, or flu-like symptoms. Students are prohibited from returning to school unless they are 24hour symptom free. Due to the contagious nature of the following illnesses; chicken pox, conjunctivitis (pink eye), impetigo, tinea corporis (ring worm), and strep throat; your child must be treat by a Physician before he/she can return to school. 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 so you will receive information regarding the screenings throughout the year as necessary.

Yours in Health,  
Nurse Campbell



## **Medication on Campus**

### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

The Chester Upland School District recognizes that parents have the primary responsibility for the health of their children. Although we strongly recommend that medication be given in the home, we realize that the health of some children require that they receive medication while in school. Parents should confer with the child's physician to arrange medication intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

- \* The physician must complete the prescription medication form
- \*The parent must sign the consent form
- \*Make sure you give the medication directly to the nurse
- \*Medication should be properly contained and labeled as dispensed by the pharmacy
- \*Make sure you do not send any medication that is not prescribed by a physician.
- \*Please notify the nurse whenever your child's medication is changed

### **Food Allergy Policy and Procedures Anaphylactic Shock**

Students are given an opportunity to eat a snack or lunch sent from home each day to provide for their nutritional needs. The district is extremely cautious about exposing any students or staff member to substances that may pose extreme health risk.

We have children and staff members who suffer from life threatening allergies to peanut or tree nut products (peanut butter, peanut oil, etc..) citrus fruits, latex products, fish, and seafood. We ask your cooperation in this health matter by not sending any snacks or lunches that contain these items. Citrus fruits (mandarin or oranges) may be sent in provided they are canned or in a pre-packaged fruit cup.

Persons who have severe allergies to such food substances are exposed to a health risk when these products are consumed in their environment or shared with them. Please speak with your child about not sharing his or her snack with other children.

If your child has health problems of any kind, please inform the main office and your child's teacher immediately so that the necessary health steps may be taken.

# Academic Achievement



# Academic Integrity

Students who attend Toby Farms 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



## **Granting (Promotion) Credits**

Students enrolled may receive a promotion 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 credit for passing. Students will not receive credits for courses that were failed or not completed.

Summer school and Enrichment courses are provided by the district. Students who complete summer programs taken at an accredited school will count for credit and the grade will appear on the students 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.

# Promotion Checks

In an effort to ensure every student is on track for promotion, counselors will conduct check –in consultations with all 8<sup>th</sup> grade students no less than twice a year. During these consultations, counselors will advise the student of his/her promotion status and make recommendations to the student.



## 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.

## Weighted Grading System

<b>Grade</b>	<b>Numerical Range</b>	<b>Normal Course Weight</b>
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 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:

1. Students will be permitted to make up work missed only for excused absences. Teachers may refuse to allow make up work opportunities for students with unexcused absences.
2. Students will be permitted four (4) days upon the return from an excused absence to complete missing school work during the period of the absence.
3. For absences in excess of five (5) school days, alternate arrangements may be made with individual teachers.
4. 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.
5. **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 subject.
- 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 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 Service's Office of Mental Health and Substance Abuse Services

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

### **Act 33 of 1995 (Delinquent vs. Criminal Acts)**

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

### **Act 93 of 1995 (Blood Alcohol Content of Minors)**

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



## **Additional Safety Guidelines**

### **Cameras and Electronic Devices**

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

### **Cell Phones**

Inappropriate Uses:

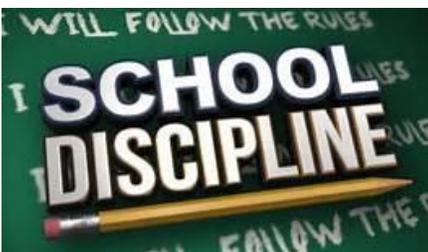
1. Cell phones may not be out or used during ANY part of the school day
2. Cell phones may not be used to text or make calls during class.
3. Cell phones may not be used to instigate fights between other students.
4. Cell phones may not be used to share inappropriate pictures.
5. Cell phones may not be used for cyber-bullying.

### **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 Toby Farms Intermediate School have created a progressive discipline plan to address the most recurring disciplinary infractions at the school.

**Class 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.

**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 Toby Farms 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. 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 8:15 a.m. and stay in school for the remainder of the day.

### AUGUST 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 24 Morning Convocation  
Afternoon In-Service
- 25 In-Service Day
- 26 In-Service Day AM  
Classroom Setup PM
- 30 First Day for Students

### FEBRUARY 2022

S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	13
13	14	15	16	17	18	20
20	21	22	23	24	25	27

- 7 Teacher In-Service
- 21 [Presidents' Day](#) Holiday  
Schools & Offices Closed
- 28 Half Day Students  
PM In-Service Day

### SEPTEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

- 3 School Closed
- 6 Labor Day Holiday  
Schools & Offices Closed
- 27 Half Day Students  
PM In-Service Day

### MARCH 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

- 14 Teacher In-Service
- 25 Third Marking Period Ends
- Teacher Days 23
- Student Days 22

### OCTOBER 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

- 11 [Columbus Day](#)  
Schools & Offices Closed
- 25 Half Day Students  
PM In-Service Day
- Teacher Days 20

### APRIL 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

- 5 Half Day Students
- 6 Report Card Conference
- 11-19 Half Day Students & Staff  
Spring Recess – Schools Closed
- 15-18 District Holiday – District Closed
- 25-29 PSSA Testing Window
- Teacher Days 15
- Student Days 15

### NOVEMBER 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

- 2 Teacher In-Service
- 5 First Marking Period Ends
- 8 Half Day Students  
PM In-Service Day
- 23 Half Day Students
- Report Card Conference
- 24 Half Day Students & Staff
- 25-26 [Thanksgiving Holiday](#)  
Schools & Offices Closed

### MAY 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 2-13 PSSA Testing Window
- 16-27 Spring Keystone Exam Window
- 30 [Memorial Day](#) Holiday  
Schools & Offices Closed
- Teacher Days 21

### DECEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

- 1-15 Keystone Exam Window
- 15 Half Day Students  
PM In-Service Day
- 23-31 Winter Recess – Schools Closed
- 23-24 District Holiday  
Schools & Offices Closed
- 31 Offices Closed

### JUNE 2022

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

- 9-10 Half Day Students / Teachers
- Records Day
- 13 Commencement
- 14 [Last Day](#) for Students/  
PM In-Service Day
- Teacher Days 9
- Student Days 9
- Seniors 7

### JANUARY 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

- 3-14 Keystone Exam Window
- 14 Second Marking Period Ends
- 17 Martin Luther King Holiday  
Schools & Offices Closed
- 27 Half Day Students
- Report Card Conference
- 28 Half Day Students & Staff
- Teacher Days 20

Please Note :

- Teacher Days: 188
- Student Days: 183
- High School : 182
- Seniors: 181

	Holiday- Schools & Offices Closed
	Teacher In-Service Full Day – No Students
	Teacher In-Service Half Day
	Semester/Report Period Ends
	½ Day for Students/Report Card Conferences



# CHESTER UPLAND SCHOOL DISTRICT | 2021-2022 CALENDAR



**Toby Farms Intermediate School  
201 Bridgewater Road  
Chester, PA 19015**

Telephone: (610) 447-3815

Fax: (610) 499-3814

## **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)

---



---



---

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: \_\_\_\_\_