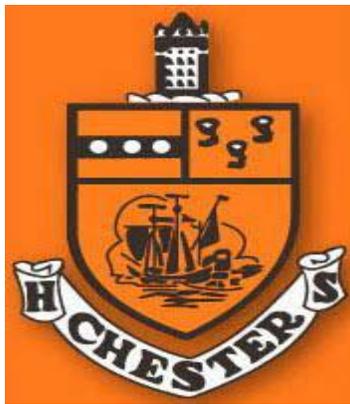


# **Information and Resources**

## **Parent and Student**

## **Handbook**

## **Chester High School**



**2022-2023 Academic Year**

Dr. Craig Parkinson, Superintendent

Ronald Brown, Principal

Donna Scott-Brown, Assistant Principal

Meghan Sgro, Assistant Principal

200 West 9th Street

Chester Pa, 19013

Phone 610-447-3700 Fax: 610-447-3682

**C-PRIDE: Home of the Clippers**

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**Alma Mater**

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

Greetings Chester High School Parents,

Welcome to a new school year, 2022-2023. As we prepare to navigate the school year, we want to ensure that our students have a successful school year. That means preparing our students to be college and career ready centered on high expectations for student achievement and teacher performance. Through a rigorous, relevant, and integrated curriculum, we hope to engage all students in learning around real-world experiences. We will continue our positive partnerships through collaboration between staff and students, families and other community members. In the past year, we have reorganized Chester High School to operate efficiently and effectively to overcome the many challenges that our students face in our community. The teachers and staff at Chester High School will incorporate supplemental learning to direct instruction by utilizing online resources. Our focus for our students is to achieve academic excellence by mentoring them socially, emotionally, and academically. Our students will be provided training, counseling, and opportunities to surpass barriers that impede growth.

We look forward to meeting and engaging with you in a positive light that will inspire students to grow academically and achieve success as they prepare for college and career experiences.

We are requesting parents to sign off on this handbook in acknowledgement of the contents, processes, and protocols set forth for Chester High students during the 2022-2023 school year.

Teachers will provide a course syllabus that will include course description and course completion requirements in Home Access Center (HAC) for their class. (Video tutorial for HAC will be posted on the website)

**College Partnership:**

We will continue to engage students with learning opportunities inside and outside of the classroom. The partnerships include the following:

- West Chester University – After School Virtual Tutoring
- Delaware County Community College – Dual Enrollment
- Neumann University – Nursing Program
- Cheyney University – Early College Program
- Lincoln University – Upward Bound Program
- Widener University – Dual Enrollment
- Delaware County Technical School (DCTS) – Dual Enrollment

These are robust opportunities for our students to take advantage to excel with learning. It is essential that our students take advantage of these partnerships to prepare for post-secondary learning.

- Go Green Agriculture Initiative
- Aviation Careers Initiative
- Criminal Justice Pathways - Youth Court
- Air Force JROTC Initiative

**Extra Curricular Activities:**

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

**Sports:**

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

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

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

**Title One Parent Meeting:**

On August 22<sup>nd</sup> and 23<sup>rd</sup>, 2022, the principal is hosting a welcoming in-person for parents, guardians, and students for the Class of 2026. The meeting will be held outside in the staff parking lot behind Chester High School at 6:00 p.m. to discuss important topics and to tour the building prior to school opening. CHS is asking for parents to engage by participating in this welcoming. We need to work together as partners for the benefit of our students. You are encouraged to join and become active in our Title One Parent/PTO group. The PTO meets once per month. Your input is requested and vitally important for the success of our school. We want to hear from you. Your Voice Matters!

### **Bus Schedule:**

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

**The cell phone policy and school uniform policy will be strictly enforced:** Please make sure to have a conversation with your child about the prohibition of cell phone usage, as well as, coming to school daily dressed in uniform. The updated Parent and Student handbook will be posted on the Chester High School website *by August 23, 2022. All teachers will review the hand book with students the first week of school. Parents please read the handbook.*

### **Dress Code:**

All students must adhere to the Chester Upland School District dress code policy. Students must wear the authorized and approved uniform appropriately dressed for school every day. Please refer to the table below. Students are not permitted to wear ripped jeans, leggings, obscene clothing, see-through clothing, midriffs tops, mini-skirts, open blouses, slippers, flip flops, scarfs or bonnets. No hats, durags, or full faced masked are permitted to be worn in school. Students must wear black, navy blue, tan pants or skirts to school.

## **Uniforms**

- Students must wear Chester paraphernalia: Colors are black, orange, gray, and white.
- **Tops:** long-sleeved district logo shirt, short-sleeved district polo shirt, district logo t-shirt, and district logo hoodie
- **Pants:** black, navy blue, or tan/khaki

## Student Expectations

Below is a list of non-negotiable items for student learning:

- Students are expected to follow all policies and procedures of the Chester Upland School District to include Chester High School processes.
- All students are expected to attend school during the regular scheduled school day.
- All students are expected to comply with the Chester Upland School District Code of Student Conduct.
- Always respect the administration, teacher, staff, yourself, and each other.
- Students are expected to arrive at Chester High School on time for learning.
- Students are to be in their homeroom starting at 7:30 a.m. and be on time for each class.
- Students caught in hall sweeps will receive detention. Failure to attend a late detention will result in a suspension.
- If you are continuously late to school, you will be assigned a late detention. Failure to attend detention will result in a suspension.
- All students must adhere to the Chester Upland School District dress code policy.
- Hoodies with “**Chester Paraphernalia**” are the only authorized to be worn in school.
- The cell phone policy and school uniform policy will be strictly enforced.
- Cell usage is prohibited and any other electronic device that causes a disruption will be confiscated and may not return to students. These items will not be the responsibility of the school if lost, stolen, or taken.
- Students must wear the assigned uniform and dress appropriately for school every day.
- Students who seek to wear a face mask may do so in the building.
- All students are expected to be put in at least 30 instructional hours per week online in addition to in person learning.
- All students are required to check Google Classroom for assignments and due dates.
- Students who require assistance should email or contact their teacher for assistance.
- Students needing additional support or assistance should meet with their teacher during the school day.
- Students who are absent must have a parent or guardian email an absent note directly to the main office administration.
- Students are responsible to know their username and password for online learning.
- Students are expected to complete all assignments given by your teacher and submit assignments by the due date.
- Late assignments will lose points at the discretion of the teacher.
- Students who participate in Cyber Bullying, Profanity and Inappropriate Conduct will be subject to the Student Code of Conduct.
- There is zero tolerance policy for fighting (Code 14) and students will be processed according to the Student Code of Conduct.

# Chester High School Faculty 2022-2023

## Administration, teachers, and Support Services

<b>Administration</b>	<b>Staff</b>	<b>Email: @chesterupland.org</b>
Principal	Ronald Brown	robrown
Assistant Principal	Donna Scott-Brown	dscottbrown
Assistant Principal	Meghan Sgro	msgro
<b>Secretaries</b>		
Main Office	Angela Mills	amills
Main Office	Tiffany Jones	tjones
<b>Guidance Counselors</b>		
12 <sup>th</sup> Grade	Nichola Thompson	nthompson
11 <sup>th</sup> Grade	Aliya Covington	acovington
10 <sup>th</sup> Grade	James Taylor	jataylor
9 <sup>th</sup> Grade	Shanell Knox	sknox
Career/College	Edward Franklin	<u>efranklin</u>
<b>Dean/Climate</b>		
Dean of Students	Keith Taylor	ktaylor
Climate Manager	Marvin Dukes	mdukes
Climate Manager	Paul Lindsay	plindsay
Climate Manager	Darren Laws	dlaws
Climate Manager	Larry Stephenson	lstephenson
Climate Manager	Candice Young	cyoung
<b>Health Department</b>		
Psychologist	Thurayya Berry-Petteway	tberrypettiford
School Nurse	Lakira Loyd	lloyd
Social Worker	Nina Patterson	npatterson

Social Worker	DeAnna McCaskill	dmccaskill
<b>Truancy</b>		
Coordinator	Tammy Strand-Yarbray	tstrand-yarbray
Truancy Rep.	Wilhelmina Foster	wfoster
Truancy Rep.	Rasheedah Ishmail	rishmail
Truancy Assistant	TBD	
Bilingual Truancy Assistant	Julissa Morales Brito	jmoralesbrito
<b>School Safety</b>		
School Safety/Support Officer Lead	Anthony Moss	amoss
Safety Officer	James Chappell	jchappell
Safety Officer	Jaquan Green	jgreen
Safety Officer	Lincoln Stevens	lstevens
Safety Officer	Jaquan Townsend	jtownsend
Safety Officer	TBD	
Safety Officer	Zernest Williams	zwilliams
Safety Officer	TBD	
Safety Officer	TBD	
Safety Officer	TBD	
<b>Maintenance</b>		
Maintenance Support Supervisor	Kenneth Jackson	kjackson
Maintenance and Support	David Jennings	djennings
<b>Instructional Staff</b>		
<b>CTE Department</b>		
Cosmetology Teacher	Jeanette Best	jbest
Auto Assistant	Yvette Cowan	ycowan
Auto Teacher	Eric Frasier	efrasier
Culinary Teacher	Rodney Harris	rharris
Culinary Assistant	Gloria Covington	gcovinton
Marketing Teacher	Chassidy King	chking

Cosmetology Assistant	Robin Toogood	rtoogood
<b>English Department</b>		
English Teacher	Andrew Blasenak	ablasenak
Emotional Support	Stephanie Butz	sbutz
English Teacher	Michael Hrisko	mhrisko
SAT Prep/English Teacher	Jenifer Julo	jjulo
Teacher Leader	Viola Norman	vnorman
English Support	Lynette McNeil	lmcneil
English Teacher	Shannon Murphy	smurphy
Emotional Support Assistant	Evelyn Rawls	erawls
English Teacher	J Theodore Sacher	jtsacher
English Teacher	Mary-Kate Wust	mwust
<b>English Language Learner</b>		
ELL Teacher	MarySue Facht	mfacht
ELL Teacher	TBD	
ELL Support Assistant	Zenida Velez-Moralez	zvelez
<b>Fine Arts/Music/Electives</b>		
Music Consultant	Rodney Bradley	rbradley
Music Teacher/Band Director	Eric Apelt	eapelt
Music Teacher	Albert Holden	aholden
Art Teacher	Kathleen Whelan	kwhelan
World of Works	Amari Watkins-Stewart	awatkins-stewart
<b>Health and Physical Ed.</b>		
Health and PE Teacher	Kyle Klaus	kklaus
Health and PE Teacher	LaFenus Pickett	lpickett
Health and PE Teacher	Shakira Showell	sshowell
<b>Math Department</b>		

Math Teacher	Thomas Buonocore	tbuonocore
Math Teacher	Davinia Forney	dforney
Math Teacher	Curtis James	cjames
Math Teacher	Adrienne White	awhite
<b>Science Department</b>		
Sp. Ed. Science Teacher	Sundae Fletcher	sletcher
Sp. Ed. Support Assistant	Kimberly Green	kgreen
Science Teacher	Lakeisha Lewis	llewis
Science Teacher	Maria Laut	mlaut
Sci./Math Dept. Teacher Lead	Judith Lucas-Odom	jodom
Science Teacher	Roslyn March-Amegadzie	rmamegadzie
Chemistry Teacher	Delores Wright	dwright
ES Support Assistant	Teresa Pope	tpope
<b>Social Studies Department</b>		
Modern World History	Margaret Johnson	mjohnson
African/American History	Amina Malik	amalik
Sp. Ed. Teacher	Jason McCarthy	jmccarthy
American History Teacher	Beatrice McNeil	bmcneil
Department Teacher Leader	Kimberly Mesquito	kmesquito
Sp. Ed. Assistant	Deidre Miller	dmiller
African American History	Lavada Mitchell	lamitchell
Modern World History	J Theodore Sacher	jtsacher
Sp. Ed. Teacher	Daniel Waters	dwaters
<b>Special Education Department</b>		
Sp. Ed. Teacher	Joanne Blonarowycz	jblonarowycz
Sp. Ed. Teacher	Sabrina Carroll	scarroll
Sp. Ed. Teacher	Heather Jordan	hjordan
Sp. Ed. Teacher	Lauren Hurst	lhurst

Sp. Ed. Teacher	Andrew Reiss	areiss
Sp. Ed. Teacher	TBD	
Sp. Ed. Teacher	Lucretia Sylvah	lsylvah
<b>Sp. Ed Assistant</b>		
	DaJuana Flagg-Davis	dflagg-davis
	Nicholas Distasio	ndistasio
	Janifer Hamm	jhamm
<b>World Languages Department</b>		
Spanish Teacher	Stephen Lee	stlee
Spanish Teacher	Max Simeus	msimeus

## MESSAGE TO PARENTS

The information in this handbook has been prepared to provide you with answers to questions related to school and District policies and procedures. We encourage our students to be responsible, respectful, and mature. Chester High School is a family oriented learning community which fosters growth, pride, and achievement for all students.

➤ **Attendance** is a state **REQUIREMENT** for the purpose of earning an education. This includes full attendance in **ALL CLASSES**, getting to class on time, using your time productively.

➤ **Engagement** is a **VITAL** part of the learning process for college and career readiness. Students are expected to be actively engaged while they are in class. Also, students will benefit from engaging in extracurricular activities.

➤ **Preparedness** is **MANDATORY** to be successful in all endeavors. Regular materials include: pens, pencils, laptops, textbooks, notebooks and calculators (where necessary). **Radios, MP3, cell phones, I Pods and other electronic games and devices are to remain at home. These devices are not permitted in the classroom.**

➤ **All students will receive a course syllabus from their teachers. The course syllabus will include student expectations and outcomes for learning.**

➤ **Illegal Substances & Weapons** are **RESTRICTED** from entering our building. Illegal substances and weapons include smoking paraphernalia of any kind and possessing any type of weapon in or around school grounds. Drugs, vaping devices, cigarettes, matches, lighters, alcoholic beverages, box cutters, knives, guns (real or faux), Tasers, brass knuckles, scissors, mace, and any object used as a form of a weapon. Engagement of these substances and weapons will automatically result in disciplinary action.

➤ **Fighting** is a **VIOLATION** of the student code of conduct. Fighting will not be tolerated. Fighting is prohibited and will result in suspension. In instances of aggressive assault, students may be subject to school board hearing or serious incident process.

Becoming familiar with the contents of your handbook will help you determine how and where to find the information you need for the 2022-2023 school year. By using this information, following the school rules, and taking full advantage of all that Chester High School offers, you will contribute to a positive school environment that is conducive to learning and will support higher levels of excellence.

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### **Continuous Notice of Nondiscrimination**

The Chester Upland School District does not discriminate on the basis of race, creed, color, national origin, religion, gender, 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- 3600

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

### **Guidance Program**

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

### **Frequently Asked Questions**

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

**Q. Can I change my roster?**

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

**Q. When can I take my college entrance test?**

See your counselor for dates and also ask for fee waiver information.

**Q. How do I apply for college?**

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

**Q. When are report cards distributed?**

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

- First (1<sup>st</sup>), Second (2<sup>nd</sup>) and Third (3<sup>rd</sup>) marking period report cards are NOT MAILED. Parents must pick up the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> report cards.
- The school is open extended hours for report card pickup. Evening Report Card conferences are held after the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Report cards.
- Report Cards will be posted in HAC pending school calendar:
  - November 16, 2022
  - January 26, 2023
  - April 12, 2023
  - Final Report Cards will be posted in HAC by June 13, 2023

## **Chester High School Daily Schedule 22-23**

CHS Bell Schedule 2022-2023

REGULAR SCHEDULE (1)

4th Period Lunch			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 1	7:50 AM	8:40 AM	0:50
Period 2	8:43 AM	9:33 AM	0:50
Period 3	9:36 AM	10:26 AM	0:50
Period 4 Lunch	10:29 AM	10:59 AM	0:30
Period 5/6	11:02 AM	11:52 AM	0:50
Period 7/8	11:55 AM	12:45 PM	0:50
Period 9	12:48 PM	1:38 PM	0:50
Period 10	1:40 PM	2:30 PM	0:50

6th Period Lunch			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 1	7:50 AM	8:40 AM	0:50
Period 2	8:43 AM	9:33 AM	0:50
Period 3	9:36 AM	10:26 AM	0:50
Period 4/5	10:29 AM	11:19 AM	0:50
Period 6 Lunch	11:22 AM	11:52 AM	0:30
Period 7/8	11:55 AM	12:45 PM	0:50
Period 9	12:48 PM	1:38 PM	0:50
Period 10	1:40 PM	2:30 PM	0:50

8th Period Lunch			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 1	7:50 AM	8:40 AM	0:50
Period 2	8:43 AM	9:33 AM	0:50
Period 3	9:36 AM	10:26 AM	0:50
Period 4/5	10:29 AM	11:19 AM	0:50
Period 6/7	11:22 AM	12:12 PM	0:50
Period 8 Lunch	12:15 PM	12:45 PM	0:30
Period 9	12:48 PM	1:38 PM	0:50
Period 10	1:40 PM	2:30 PM	0:50

CHS Bell Schedule 2022-2023

Half-Day Early Dismissal (2)

A-DAY			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 1	7:50 AM	8:20 AM	0:30
Period 2	8:23 AM	8:53 AM	0:30
Period 3	8:56 AM	9:26 AM	0:30
Period 4/5   5/6	9:29 AM	9:59 AM	0:30
LUNCH	10:02 AM	10:30 AM	0:28

B-DAY - Lunch 4			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 5/6	7:50 AM	8:20 AM	0:30
Period 7/8	8:23 AM	8:53 AM	0:30
Period 9	8:56 AM	9:26 AM	0:30
Period 10	9:29 AM	9:59 AM	0:30
LUNCH	10:02 AM	10:30 AM	0:28

B-DAY - Lunch 6			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 4/5	7:50 AM	8:20 AM	0:30
Period 7/8	8:23 AM	8:53 AM	0:30
Period 9	8:56 AM	9:26 AM	0:30
Period 10	9:29 AM	9:59 AM	0:30
LUNCH	10:02 AM	10:30 AM	0:28

B-DAY - Lunch 8			
	Start	End	Length
Breakfast	7:15 AM	7:30 AM	0:15
HR	7:30 AM	7:47 AM	0:17
Period 4/5	7:50 AM	8:20 AM	0:30
Period 6/7	8:23 AM	8:53 AM	0:30
Period 9	8:56 AM	9:26 AM	0:30
Period 10	9:29 AM	9:59 AM	0:30
LUNCH	10:02 AM	10:30 AM	0:28

# School Functions



## **Student Dress Code Policy**

Students must be appropriately dressed in uniforms.

**The district will supply each student with 2 pieces of clothing. Additional items will need to be purchased at cost.**

Students must wear:

**Tops:** Students must wear Chester paraphernalia. They may choose a long-sleeved district logo shirt, short-sleeved district polo shirt, district logo t-shirt, and district logo hoodie. Colors are black, orange, gray, and white.

**Pants/skirts:** Students must wear black, navy blue, tan/khaki pants or skirts to school.

Students are **not permitted to wear** ripped jeans, leggings, obscene clothing, see-through clothing, mini-skirts, open blouses, slippers, flip flops, scarfs or bonnets. The following items are not permitted to be worn: hats, full faced mask, and durags. Students are not permitted to wear masks with political statements, obscene language or inappropriate gestures.

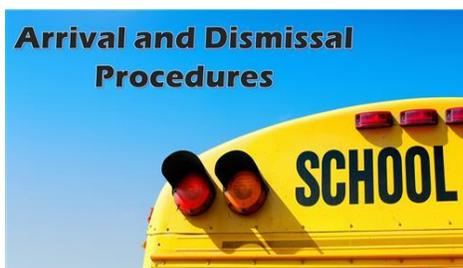
The clothing must be free of offensive design or obscene language. No gang related materials or clothing is to be worn at school.

## **Lunch Procedures**



## Students must follow the schedule for assigned lunch times.

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



## Arrival Procedures

### School starts at 7:30 AM

- Upon arrival, 9<sup>th</sup>-12<sup>th</sup> grade students are required to walk through scanning stations at the main entrance and follow the SAFETY/COVID guideline for screening.

- Students can select a breakfast on their way to homeroom.
- Students caught in unauthorized areas are subject to disciplinary action.
- Once students arrive on campus, they are not permitted to leave without permission unless cleared by administration or early dismissal policy.
- Students who arrive on campus and leave campus will not be allowed to re-enter the school building without a parent or guardian.
- Students who arrive at school after the designated time will not be allowed inside the building without communication from a parent or guardian.

## **School Dismissal is at 2:30 PM**

- At dismissal, 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 minutes 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.

## **Late Arrivals**

- Students who arrive in the building after 8:15 a.m. will be considered tardy to class.
- Upon entering the school, late students are to stop at the late desk and sign in.
- After signing in, students will receive an excused or unexcused admit note to class.
- No student will be allowed to enter class without a late admit note from the Office.
- Students who arrive at school after 8:30 a.m. will not be allowed inside the building without communication from a parent or guardian.

## **Early Dismissal Procedures**

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

Students must present the following to the Office:

- Written request by parents permitting the student to leave school must contain contact information. The parent or guardian must be the parent or guardian listed on the student's emergency contact record. Persons not listed on the student's official contact list will not be permitted to give permission for check out.
- Students must have a working phone number where the parent may be reached to verify the note. Without verification, students will not be allowed to leave campus.
- Presentation of doctor/court appointment slip/card.

**Note:** Without the above documentation, no early dismissal will be granted unless the parent comes to the school. When the parent or guardian arrives at school, he/she must present state-approved photo identification that matches information found on the students' official emergency contact list. Adults who arrive at school without proper identification will not be permitted to sign out students.

**Note:** In any cases involving divorce or parental custody, students will not be released to parents who do not show proof of parental custody. Parents should submit all custody orders and changes in custody rights to the main office in a timely manner.



## Student Absences

### Student Absences

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

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

#### Excused Absences

- Observance of a religious holiday

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

Students who are absent should bring a written absence note or official medical documentation when they return to school. Students will have no more than one (1) week to bring such documentation to the school. If an absence note is not brought back within the one week period, the absence(s) will be coded as unexcused and the student will NOT be permitted to receive credit for tests or assignments missed during that time.

Students that cut three or more classes will be considered an absence from school. 14 Make up class assignments, tests and quizzes will only be provided to students that show proof of written absence to their teacher (s).

### **Unexcused Absences**

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

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

### **Excessive Absences**

- After three (3) days of cumulative unexcused absences, a warning letter will be mailed home.
- After six (6) days of cumulative unexcused absences, a mandatory parent conference will be scheduled at the school.
- After ten (10) days of cumulative unexcused absences, the truancy department will be notified.

\*Students that demonstrate excessive absence are subject to judicial truancy process.



## School Visitors

Parent of record who are interested in the welfare of our students are always welcome to Chester High.

- Upon entering the building wear COVID protective clothing and take the visitors' health screening provided at the door.
- 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 will be escorted to their location by school safety or school administrator.
- Visitors should sign out at the front office before leaving the school.
- Parents are authorized scheduled visits to the classroom pending administration and teacher approval.
- Parents may not be allowed to make impromptu visits to classrooms.



**Emergency Closing:** In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on

KYW-1060 AM, the Chester Upland School District website: [www.chesteruplandsd.org](http://www.chesteruplandsd.org), and the District's Channel 11. The school will also make an attempt to send a robo call to all parents of C.H.S students.



**School Safety Procedures:** The safety of our students and teachers is a priority here at C.H.S. As such, we will practice safety drills on a routine basis to ensure that our students and teachers know how to respond in the case of an emergency.

- In the event that there is an actual emergency situation at the school, we will notify parents before the closing of the school day.
- To ensure the safety of parents, students, and school personnel we discourage parents from coming to 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.



## COVID-19 Guidelines

COVID-19 Guidelines

At Chester High School, we care about the health and safety of our students and staff. We are following the recommendations from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health, and the Pennsylvania Department of Education (PDE).

- Students will participate in daily temperature screening
- Students will wear masks when deemed necessary
- Students will adhere to 3 feet of social distancing to the extent possible
- Students will wash and sanitize hands throughout the course of the school day
- Students will use personal protective equipment (PPE) provided in each classroom
- Students will clean and disinfect their workspaces/materials



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

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

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

## Academic Programming



## **Academic Integrity**

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

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

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



## Curriculum Offerings

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

- College preparatory curriculum – Every course offered at Chester High School is meant to be rigorous, engaging, and essential for a successful transition into college. As a part of the college preparatory curriculum, grade-level core curriculum courses (Math, English, Science, and Social Studies) are in accordance with state course codes and satisfy course requirements for college admission.
- Honors Courses – Similar to courses offered in the college preparatory curriculum, honors courses take a more in depth exploration of college preparatory courses offered at CHS. Students usually move at a faster pace and are offered more challenging learning experiences.
- Dual Enrollment Courses – Students at Chester High School are able to take college courses on college campuses that are taught by college professors. If students pass the course, they will receive college credit as well as high school credit.
- Special Education – Chester High School strives to meet the academic needs of students who have been issued Individualized Educational Plans (IEPs). Students with IEPs still have an opportunity to choose from all of our course offerings while receiving enrichment support from specialized teachers meant to improve learning based on the students' individualized learning goals.
- Chester High School has four academies:

- Honors Prestige Academy
- Criminal Justice Academy
- IT and Technology Academy
- 9th Grade Academy

- Academic Interventions – Students at Chester High School are eligible to take advantage of multiple opportunities designed to foster successful outcomes.
  - PSSA/Keystone Intervention Courses – Courses designed to focus on specific skills that students need to improve upon in order to pass state assessments.
  - Credit Recovery – Blended learning courses offered to help students retake courses that were previously failed in an attempt to ensure students have enough credits for high school.
  - This year credit recovery and after school tutoring will be offered to all students during the school year.
  - 9th – Math 180 Intervention
  - 10th Read 180 Intervention

## Grading Requirement

CREDITS REQUIRED FOR GRADUATION		CREDITS REQUIRED FOR PROMOTION	
<b>English</b>	<b>4</b>	<b>Grade 9 to 10</b>	<b>6</b>
<b>Mathematics</b>  Most Colleges and Universities requires 4 years of math	<b>3</b>	Failures must be made up in Summer school  Or  90 minute Block courses for 1 semester in Math or English	
<b>Science</b>	<b>3</b>	<b>Grade 10 to 11</b>	<b>11</b>

<b>Social Studies (World History, Amer. History, Afr. Amer. History, or Social Science/Government)</b>	<b>3</b>	Failures must be made up in Summer school	
<b>Health/Phys. Ed</b>	<b>1.5</b>	<b>Grade 11 to 12</b> Failures must be made up in Summer school	<b>17</b>
<b>World Languages</b> Most colleges and Universities requires 2 years of language Arts	<b>2</b>		
<b>Art &amp; Humanities</b>	<b>2</b>	<b>12 – Graduate</b>	<b>23.5</b>
<b>Electives –</b>	<b>5</b>		
<b>Project Based Learning (PBL)</b>	<b>TBD</b>		
<b>NC = No Credit Issued</b> <b>*Some students may exceed 23.5 credits according to their academic program.</b>			<b>Minimum Requirement:</b>
		<b>GRADUATION CREDITS</b>	
<b>TOTAL</b>	<b>23.5</b>		



## Grading System

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

### Interim Progress Reports

Each marking period Interim Progress Reports are issued at the midpoint of a marking period in an effort to keep parents/guardians informed about students' progress. They will be available in HAC for your review in the following months: **September, December, February, and May**. Questions regarding interim progress reports are to be directed to grade level school counselor or grade level climate manager.

### Interim Progress Reports and Report Card Dates

	<b>1st Marking Period</b>	<b>2nd Marking Period</b>	<b>3rd Marking Period</b>	<b>4th Marking Period</b>
<b>Interim Reports</b>	September 30 <sup>th</sup> , 2022	December 9 <sup>th</sup> , 2022	February 17 <sup>th</sup> , 2023	May 4 <sup>th</sup> , 2023
<b>Report Cards Issued</b>	November 16 <sup>th</sup> , 2022	January 26 <sup>th</sup> , 2023	April 12 <sup>th</sup> , 2023	June 13 <sup>th</sup> , 2023

### Granting Credits

Students enrolled in high school college preparatory courses may receive a graduation credit if he/she passes the course with a "D" or higher. For courses that are only taught for one semester,

students will receive 0.5 credits for passing. For courses taught an entire year, students will receive 1.0 credits for passing. Students will not receive credits for courses that were failed or not completed.

Students taking dual enrollment courses, for which they will receive college credit from the university, may also receive high school credit. The grade will appear on the student's high school transcript and will be included in the student's grade point average (GPA).

Summer school and credit recovery courses taken at an accredited high school will count for high school credit and the grade will appear on the transcript.

## **Credit Checks**

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



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

### Weighted Grading System

Grade	Numerical Range	Normal Course Weight
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

### Incomplete Grades

A grade of incomplete will be granted to any student with extenuating circumstances identified by the classroom teacher and approved by Chester High School Administration. Throughout the first three marking periods, an incomplete grade must be made up within ten school days after the marking period ends. Incomplete grades will be recorded as failures if they are submitted at the end of the term. Petitions for an extension of this period (or an exception to these rules) must be directed in writing to the principal. Incomplete grades may only be carried into the summer for students with extenuating circumstances and with the approval and consultation of the principal.

### Make-Up Work

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

1. Students will be permitted to make up work missed for excused absences. Teachers have the discretion 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 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 will forfeit the right to receive academic credit for work missed during the period of absence.

## **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.

### **Meritorious Honor Roll**

- The student must carry a minimum load of four major subjects and earn a **grade point average of 3.0 or better** in those subjects.
- The student must earn grades of **B or better in major subjects and a C or better in all other subjects.**

## **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 and demeanor: any school staff, 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 school social worker 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 created with student, parent, or guardian, then implemented and monitored by the SAP team. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

**Support and Follow-Up** – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success. In some cases, the team may make, or a parent may request an evaluation for eligibility for special education services. If such a referral is made, with parent's permission, the student will be evaluated and a report issued. If the student is found to be eligible, an Individualized Education Plan ("IEP") will be developed, and specialized services provided. For more information about special education eligibility or services, please see the Parent's Guide to Special Education on the District's main website page, or contact the Student Services office at 267-668-3493.

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

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

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

# PBIS



PBIS is a tiered school-wide support system that focuses on strategies for defining, teaching, supporting, evaluating, and acknowledging appropriate behaviors. PBIS is an approach to explicitly teach students self-awareness, self-management, social awareness, relationship skills, and responsible decision-making skills. This intervention will teach students how to comprehend and to manage their emotions. PBIS instruction will take place once per month in all students' English classes. Each lesson will be 20 minutes. The following five skills will be **taught during the 2022-2023 school year:**

## Sailing into Success

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

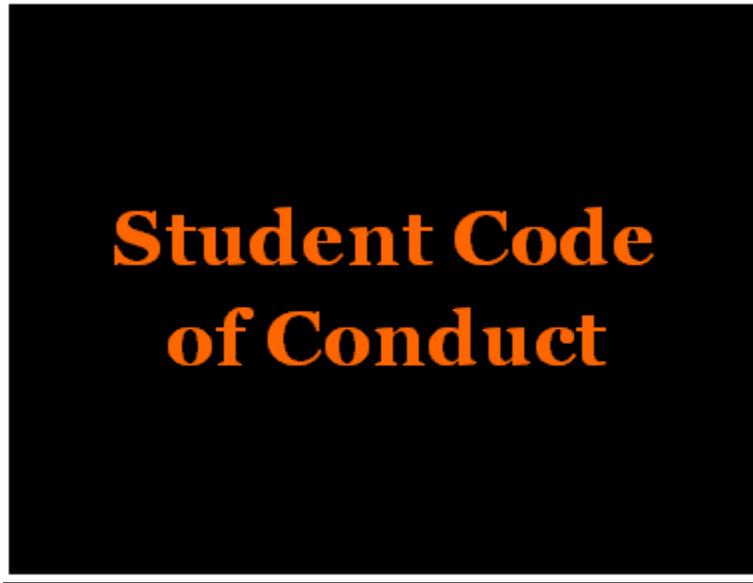
	-I am wearing my uniform -I am following the cell phone policy	-I am following the cell phone policy -I will sit in my designated section	-I am following the cell phone policy	and stalls graffiti free -I am wearing my uniform -I am following the cell phone policy
<b><u>I am Respectful</u></b>	-I am respectful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



# C-PRIDE MATRIX

 C-Pride Behavior Matrix	<b>Be Present</b> How ready are you?	<b>Be Responsible</b> Are you being your best you?	<b>Be Respectful</b> How do you treat others?
School-Wide Expectations	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• <b>Have</b> my Chromebook, usernames &amp; passwords</li> <li>• Attending all of my scheduled classes &amp; activities on time.</li> <li>• Sharing my thoughts by citing the text as evidence to support my answer.</li> <li>• Clearing my mind to stay focused on instructional content</li> <li>• Actively participating by asking questions to gain understanding.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• Always persevering &amp; trying my best.</li> <li>• Asking for help when I need it.</li> <li>• Creating thoughtful &amp; neat work.</li> <li>• Checking over my work.</li> <li>• Helping others who might need assistance.</li> <li>• Completing &amp; turning in assignments on time.</li> <li>• Dressed appropriately for school</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• Keeping my hands, feet, &amp; objects to myself.</li> <li>• Honoring one voice during class</li> <li>• Speaking to teachers, staff, &amp; peers appropriately</li> <li>• Valuing school property.</li> <li>• Always <b>THINKING</b> before posting. <i>(Is it True, is it Helpful, is it Inspiring, is it necessary, is it Kind?)</i></li> </ul>
Technology	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• Coming to class with Chromebook charged.</li> <li>• Using technology appropriately.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• Using Chromebooks for school use only.</li> <li>• Taking <b>PRIDE</b> in completing my best work.</li> <li>• Taking good care of my chromebook</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li>• Respectful of myself and others</li> <li>• Avoiding eating or drinking while using Chromebook.</li> </ul>

# Student Conduct



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

## Scope of Rules of Conduct

School rules established by the Chester Upland School District. Student Code of Conduct and Chester High School rules apply to student 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 respect to all members of the school community. All students have the right to be free of intimidation either by word, gesture, social media, or deeds that is discriminatory in nature and targeted toward other students based on gender, race, culture, religion, and/or sexual orientation. All students will be required to respect all members of our learning community (fellow students, teachers, administrators, etc.). Students who violate this premise will be subject to disciplinary action as determined by the administration.



### **Pennsylvania State Code** Act 26 of 1995 (The Safe Schools Act)

Act 26 creates a mandatory one-year expulsion for the possession of weapons on school property, including buses, and at school-sponsored events. The Act states a weapon “shall include but not be limited to any knife, cutting instrument, cutting tool nunchaku, asp, firearm, shotgun, rifle and any other tool, instrument, or implement capable of inflicting serious bodily injury.” There is no requirement that the student use or try to use the weapon, and possession for self-protection is not considered as an exemption from the law. Possession includes, but is not limited to, weapons found on the person, as well as in school bags, desks, lockers, or vehicles.

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

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

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

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

leave the medication in the nurse's office. At the designated time, the nurse will supervise the administration of said medication.



## **Additional Safety Guidelines**

### Cameras and Electronic Devices

It is the policy of the Chester Upland School District that the students may only display or use Ipods, Ipads issued by Chester Upland School District. MP3 players, Nintendo DS's, camcorders, and other digital camera devices are not permitted in school. Students found to be in violation of this policy will have said items confiscated and will be subject to disciplinary action. 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/or Assistant Principal. The Climate Manager and/or 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 and release to students' parent or guardian of record.

### Cell Phones

#### Green Zone:

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

#### Red Zone

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

#### Inappropriate Uses:

1. Cell phones are not to be used during any formal assessment.

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

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

#### Mace, Pepper Spray, Taser, and Laser Pointers

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

#### Vandalism and Graffiti

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



### School Discipline

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

persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

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

**Cutting Violation** – the intentional practice of missing a class on a day that the student is present at school. This term could also be used to describe students who are in locations other than the locations designated on their schedule without permission from a teacher or administrator. All students should have a signed hall pass when in the hallway.

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

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

**Cell Phone Violation** – the practice of a student using a cell phone for making phone calls, sending text messages, taking pictures or video, or listening to music during the school day.

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

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

1. Verbal Warning
2. Student/Teacher or Student/Staff Conference
3. Parent Contact
4. Write Up/Detention
5. Youth Court/Peer Mentor
6. In School Suspension (with parent notification)
7. (or more) Parent Conference with Contract AND SAP Begins

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

**Attendance** - A student who has been absent from school for twenty (20) or more school days will not be eligible to participate in any athletic contest or activity. Additionally, students who are absent from school on the day of an activity or event will not be allowed to participate in the activity or event on that day.

**Suspension** – The suspension policy also includes and in school suspension offense. 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 according to the virtual schedule.

**Student signature** \_\_\_\_\_

**Parent signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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

Telephone: (610) 447-3700

Fax: (610) 447-3682

**ABSENCE EXCUSE CARD**

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

To the Principal and Class Advisor:

Please excuse my son/daughter \_\_\_\_\_ from  
school on \_\_\_\_\_ for the following reason: (check marked below):

\_\_\_\_\_ Illness

\_\_\_\_\_ Death in the Family \_\_\_\_\_  
Relationship

\_\_\_\_\_ Teen Parent Leave (Delivery Date)

\_\_\_\_\_ Other Urgent Reasons (ex., court, emergencies)

\_\_\_\_\_ Religious Holiday

Comments: (For official documentation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Sincerely,  
Ronald Brown



# CHESTER UPLAND SCHOOL DISTRICT | 2022-2023 CALENDAR



AUGUST 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	29	30	31			

- 16-18 New Teacher Orientation
- 23 Morning Convocation/In Service
- 24 In-Service Day
- 25 In-Service Day
- 29 First Day for Students (Gr. PK-12)

Teacher Days: 6  
Student Days: 3

FEBRUARY 2023						
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				

- 2-3 Parent-Teacher Conferences (Act 80)
- 20 Presidents' Day Holiday  
Schools & Offices Closed
- 27 Asynchronous Day

Teacher Days 19  
Student Days 19

SEPTEMBER 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	29	30	

- 2 Schools Closed
- 5 Labor Day Holiday  
Schools & Offices Closed
- 26 Asynchronous Day

Teacher Days: 20  
Student Days: 20

MARCH 2023						
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	29	30	31	

- 13 Teacher In-Service
- 24 Third Marking Period Ends

Teacher Days: 23  
Student Days: 22

OCTOBER 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	29
30	31					

- 10 Indigenous Peoples' Day  
Schools & Offices Closed
- 31 Asynchronous Day

Teacher Days: 20  
Student Days: 20

APRIL 2023						
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	29
30						

- 3-10 Spring Recess – Schools Closed
- 7-10 District Holiday – District Closed
- 14 Asynchronous Day
- Parent-Teacher Conferences
- 24-28 PSSA Testing Window

Teacher Days: 14  
Student Days: 14

NOVEMBER 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	29	30			

- 4 First Marking Period Ends
- 8 In-Service Day
- 21-22 Parent-Teacher Conferences (Act 80)
- 23-25 Thanksgiving Holiday  
Schools & Offices Closed

Teacher Days: 19  
Student Days: 18

MAY 2023						
	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	29	30	31			

- 1-12 PSSA Testing Window
- 15-26 Keystone Testing Window
- 29 Memorial Day Holiday  
Schools & Offices Closed

Teacher Days: 22  
Student Days: 22

DECEMBER 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	29	30	31

- 12 Asynchronous Day
- 23-30 Winter Recess – Schools Closed
- 23-26 District Holiday – Offices Closed
- 30 District Holiday – Offices Closed

Teacher Days: 16  
Student Days: 16

JUNE 2023						
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	29	30	

- 8-9 Half Day Students/Teachers Records Day
- 12 Commencement  
No School for Students
- 13 Last Day for Students
- 19 Last Day for Teachers  
Observance of Juneteenth  
Schools & Offices Closed

Teacher Days: 9  
Student Days: 8

JANUARY 2023						
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	29	30	31			

- 2 Winter Recess  
Schools & Offices Closed
- 2-13 Keystone Exam Window
- 13 Second Marking Period Ends
- 16 Martin Luther King Holiday  
Schools & Offices Closed

Teacher Days: 20  
Student Days: 20

Yellow	Holiday – Schools & Offices Closed
Light Blue	Holiday – School Closed
Green	Teacher In-Service Full Day – No Students
Purple	Semester/Report Period Ends
Orange	½ Day for Students
Pink	Parent/Teacher Report Card Conferences – No Students
Light Purple	Asynchronous Day

Please Note:  
Teacher Days: 188  
Student Days: 182  
Seniors: 181