

The Student Source

Parent and Student Handbook



STEM Academy at Showalter

2021-2022 Academic Year

#TOGETHER

Dr. Craig Parkinson, Superintendent

Mr. Brendan Bell, Principal

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August 2, 2021

Dear STEM Academy Students and Families,

We are thrilled to welcome you back for in-person learning beginning on Monday, August 30! Over the past 18 months, we have worked tirelessly to continue delivering the best instruction possible, while taking extreme precautions for the health and safety of our community. Now, following the recommendations of local, state and national health experts; we are prepared to make a full return to in-person learning for the 2021-22 school year.

Here at STEM Academy, our mission is to educate the whole child, and in addition to academics, our students will need social and emotional support as they return to classrooms. Our teachers, counselors, and staff are working hard to ensure we are able to support our students as they make this transition back to school, and provide them with the same sense of belonging and comfort they felt here before the pandemic. Returning to school will be a great challenge, but we are confident we will be successful with the help of our families and community.

Please review the contents of The Student Source carefully. The information in this handbook can be used as a guide as students re-familiarize themselves with our school, or get to know STEM Academy for the first time. As we have learned over the past year and a half, we must always be prepared for the possibility that health and safety guidelines could cause plans to change. While this handbook outlines how STEM Academy will operate during in-person learning, please be aware that changes may be necessary. Parents and students should consistently monitor www.chesteruplandsd.org for updates.

Once again we are extremely excited to return to in-person learning, and welcome our students back to STEM Academy!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brendan Bell', with a stylized flourish at the end.

Brendan Bell

Principal, STEM Academy

School Operations



STEM Academy at Showalter

**For accurate and up-to-date information regarding plans to mitigate the spread of COVID-19, please visit the CUSD Health & Safety Plan

STEM Academy 2021-22

Daily Schedule

Students at STEM Academy at Showalter will take classes on a block Schedule. All students will receive eight (8) credits per year by taking four (4) classes each quarter.

Bell Schedule 2021-2022

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

First Lunch 10:55 a.m. – 11:26 a.m.
Second Lunch 11:40 a.m. – 12:10 p.m.
Third Lunch 12:25 p.m. – 12:55 p.m.

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

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

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

Attendance

Pennsylvania law requires that all students attend school for 180 days each school year. Parents/guardians have the ability to monitor their child's attendance daily through Home Access Center. 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. A doctor's note or appointment card must be provided
- Illness (physician verification is required for five (5) or more days of consecutive absences)
- Other urgent reasons including:
 - Court appearances
 - Death in immediate family
 - Other reasons approved by the principal
- **Students who are advised to isolate or quarantine according to CUSD Health and Safety Protocols will be excused from attending school for the entirety of the isolation/quarantine period**

Unexcused Absences

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

Excessive Absences

- After three (3) days of cumulative unexcused absences, a warning letter will be mailed home.
- After five (5) days of cumulative unexcused absences, a mandatory parent conference will be scheduled at the school.
- After ten (10) days of cumulative unexcused absences, the student will be placed on academic probation at STEM Academy.
- If the student does not meet the improvement goals during academic probation, he/she may be recommended for reassignment to another educational program.

Student Dress Code

Shirts/Tops

Students may wear the following tops to meet the STEM Academy Dress Code requirement

- STEM Uniform T-Shirt (Burgundy or Gold)
- STEM Uniform Polo (Burgundy or White)
- STEM Uniform Button Down (White)
- STEM Academy or CUSD issued apparel (i.e. athletic team gear, class t-shirts, etc.)

Pants

- Tan or Black pants (no sweat pants or leggings)

Shoes

- Shoes must have closed toe (no sandals or slides)

Dress/Accessories Not Permitted

- Skull Caps
- High Heel Shoes, Flip flops, Sandals, Slides, Slippers
- Any apparel that is lewd or offensive in language or culture
- Any apparel bearing referencing drugs, alcohol or tobacco
- Hoods are not to be worn over the head while inside the building

Dress Down Days

- STEM Academy may from time to time offer students opportunities to “dress down” according to a theme, or to raise funds
- In order to participate in “dress down” student outfits must adhere to the day’s theme
- STEM Academy administration will have discretion to determine whether students conform to “dress down” regulations

Arrival Procedure

Each day, the school doors will be unlocked at 7:10 a.m. Upon arrival, students may obtain food from the breakfast cart. Students may remain in the front lobby or report to the cafeteria to eat their breakfast. No students will be permitted in other areas of the building until 7:40 a.m.

Student Drop Off During Construction

Ongoing construction on the entrance to STEM Academy will necessitate the closure of the bus loop where bus and parent drop would normally occur. Until the entrance reopens, the following adjustments will be made.

- No vehicles will be permitted in the bus loop.
- To the extent possible, parents/guardians who drive their students to school are asked not to drop off before 7:35 AM
- All students, staff and guests must enter through the cafeteria door located on the northwest side of the building
- Buses will drop students at the gate to the cafeteria driveway
- Student drop off will also occur at the gate to the cafeteria driveway
- No vehicles (except CUSD Maintenance or Deliveries) will be permitted to enter the cafeteria driveway between the hours of 7:10 AM and 3:00 PM

Student Entry During Construction

Ongoing construction on the main entrance will necessitate student entry through the cafeteria doors. The following adjustments to student arrival will be in effect until the main entrance re-opens.

- Students will enter through the middle cafeteria doors – staff will be posted outside to direct them
- After passing through scanning machine, students will receive their breakfast
- Students in grades 7-9 will remain in the cafeteria until 7:40
- Students in grades 10-12 will proceed to the front lobby and remain there until 7:40

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

**** Please note that students who arrive to school after 8:30 a.m. will not be allowed inside the building without a parent or guardian.**

Students who arrive in the building after 7:50 a.m. will be considered tardy. Upon entering the school, those students are to stop at the Front Office and sign in at the desk. After signing in, students will receive an excused or unexcused admit note to class. No student will be allowed to enter class without a late admit note from the Front Office. After five late notices, a parent meeting will be scheduled. Students who arrive to school after 8:30 a.m. will not be allowed inside the building without a parent or guardian.

Lunch Procedures

All students are to report directly to the cafeteria during their designated lunch times. **Students are not to leave the lunch area without permission from supervisory staff in the cafeteria. Food is not to leave the cafeteria at any time.**

Parents will not be allowed to bring food or drinks to the school for student lunch. If students choose to bring a lunch, it must be kept in a box/bag until their designated lunch time. **No students will be called to the office to pick up a lunch.**

Students are not permitted to eat food into any classroom. If students bring a lunch to school, that lunch should remain in the box/bag until the student's lunch time. If a student opens a snack or food in the classroom, the teacher may confiscate and/or discard the food. Food will only be allowed in the cafeteria.

Afternoon Dismissal

Each afternoon, students will be dismissed **from their classrooms at 2:29 p.m.** Students may not be dismissed or leave their classroom until 2:29. Students will then have five minutes to clear the school building. Students who ride the school bus will need to report immediately to their assigned bus in order to prevent being left. Buses will be held only for five minutes. Students who walk home will need to clear campus within the five minute window. Only students participating in approved after school activities are permitted to remain on campus. Any student who exits the building prior to participating in after school activities will be required to enter through the scanning stations at the main entrance before being admitted back inside the building.

Dismissal During Construction

Ongoing construction on the entrance to STEM Academy will necessitate the closure of the bus loop where bus and parent drop would normally occur. Until the entrance reopens, the following adjustments will be made for dismissal.

- Upon being released from 4th Period classes, students will exit through one of three doors: a) the side doors adjacent to room 116; b) the middle cafeteria doors; c) the rear cafeteria doors
- Students will meet their buses at the cafeteria driveway gate
- Parent/guardian pickup vehicles must remain clear of the temporary bus lane until all buses have departed

Early Dismissal Procedure

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

Students must present the following to the Student Personnel Office:

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

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

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

School Visitors

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

***Chester Upland School District will continue monitoring local spread of Covid-19 variants. In order to mitigate spread of the virus, CUSD may at times restrict visitor access to school buildings. Please check www.chesteruplandsd.org for information prior to arrival.**

Emergency Closing

In the event of inclement weather or other unforeseen circumstances, school closings, delayed starts, or early dismissals will be officially announced on the main page of the Chester-Upland School District Website (www.chesteruplandsd.org).

School Safety Procedures

The safety of our students and teachers is a priority at STEM Academy. As such, we will practice safety drills on a routine basis to ensure that our students and teachers know how to respond in the case of an emergency. In the event that there is an actual emergency situation at the school, we will notify parents before the closing of the school day via automatic calls. To ensure the safety of parents, students, and school personnel we discourage parents from coming to the school during emergency situations. **Please be advised that in certain emergency situations, school officials may determine that students will not be released to parents in order to maintain the overall safety of students and staff.** Thanks in advance for helping us create a safe school environment.

Student Records

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

School Nurse

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

Chester Upland School District Nurses will receive continuous training and updates regarding the COVID-19 pandemic. Nurses and all CUSD staff will follow the CUSD Health and Safety Plan whenever addressing matters related to COVID-19.

Medication for Students

Students are not to carry prescribed or over-the-counter medication on the school campus. If a student needs to take any medication during the school day, that medication must be signed into the nurse's office. Students may then make arrangements to take the prescribed dosage in the nurse's office with the consent of a parent. All medication presented to the school nurse must be in the original container, sealed by the pharmacist with directions for administering.

Academic Programming



STEM Academy at Showalter

Academic Integrity

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

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

Curriculum Offerings

The STEM Academy at Showalter offers a variety of rigorous and challenging curriculum choices for every student. Students are encouraged to take advantage of offerings from the following areas:

- College preparatory curriculum – Every course offered at STEM Academy is meant to be rigorous, engaging, and essential for a successful transition into college. As a part of the college preparatory curriculum, grade-level core curriculum courses (Math, English, Science, and Social Studies) are in accordance with state course codes and satisfy course requirements for college admission.
- Honors Courses – Similar to courses offered in the college preparatory curriculum, honors courses take a more in depth exploration of college preparatory courses offered at STEM. Students usually move at a faster pace and are offered more challenging learning experiences.
- Advanced Placement Courses – In accordance with regulations created by the College Board, students at STEM Academy are able to select from multiple college-level courses taught by high school teachers. Students who pass the AP Exam at the end of the course may receive college credit from the institution of higher learning they choose to attend.
- Dual Enrollment Courses – Students at STEM Academy who pass an entrances exam are able to take college courses at Delaware County Community College that are taught by college professors. If students pass the course, they will receive college credit as well as high school credit.
- Special Education – STEM Academy strives to meet the academic needs of students who have been issued Individualized Educational Plans (IEPs). Students with IEPs still have an opportunity to choose from all of our course offerings while receiving enrichment support from specialized teachers meant to improve learning based on the students individualized learning goals.
- English Language Learning (ELL) – STEM Academy offers support services for students who are learning English as a second language.
- Career & Technical Education (CTE) – STEM Academy offers students three-year certificate programs in Engineering or Communications Technology. Additionally, students may apply for admission to programs offered at Delaware County Technical School.
- Academic Interventions – Students at STEM Academy are eligible to take advantage of multiple opportunities designed to foster successful outcomes.
 - PSSA/Keystone Intervention Courses – Courses designed to focus on specific skills that students need to improve upon in order to pass state assessments.
 - Credit Recovery – Blended learning courses offered to help students retake courses that were previously failed in an attempt to ensure students have enough credits for high school graduation.

Grading and Credit Accrual



STEM Academy at Showalter

STEM Academy Graduation Requirements

In accordance with the Pennsylvania Department of Education, a student in the Chester Upland School District is required to earn a total of 23 credits to earn a high school diploma. Due to the academic rigor at STEM Academy, students must accumulate 28 in order to graduate. Among the 28 credits are the following:

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

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

Granting Credits

Students enrolled in high school college preparatory courses may receive a graduation credit if he/she passes the course with a “D” or higher. For courses that are only taught for one half semester, students will receive 0.5 credits for passing. For courses taught a full semester, students will receive 1.0 credits for passing. Students will not receive credits for courses that were failed or not completed.

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

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

Summer school and credit recovery courses taken at an accredited high school will count for high school credit and the grade will appear on the transcript. The grade will not, however, be counted in the GPA. If a student wishes to have the grade count as part of his/her GPA, he she must retake the full course during the regular school year.

Credit Checks

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

Students and parents have the ability to monitor progress toward graduation through Home Access Center.

Grading

Teachers determine the requirements for the grades awarded to students at the end of each marking period. The evaluation of student progress and achievement must be continuous and purposeful.

The following guidelines will be used for student grading at STEM Academy:

1. All student work will be graded during the school year and students will be informed of their progress by their teachers.
2. The procedures for evaluating student achievement in a course of study must be included in the written plan for the course, approved by the principal, and explained to students by the teacher.
3. Grades will be recorded and made available to students and parents on a continual basis through the Grade Book feature of eSchool Plus. All students and parents will be provided with login information for the Home Access Center where they can see student grades and attendance in real time.

Marking Guidelines

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

1. All major assessments (tests), projects, and quizzes will count as 70% of the student's grade. There will be a minimum of four (4) major assessments and projects per each grading period.
2. All classwork, homework, and other minor assessments will count as 30% of the student's grade. There will be a minimum of fifteen (15) classwork assignments per each grading period.
3. All grades will be based on academic work completed in a course. There will be no grades assigned for behavior.
4. No grade below "50%" will be recorded in grade book.

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

Weighted Grading System

STEM Academy weighs grades according to the rigor of the course. Dual enrollment and Advanced Placement courses are considered *college level* and are assigned the highest weight. Honors Courses are also weighted

higher than academic courses. The weighting system is in place to ensure that students who enroll in rigorous courses are properly rewarded for the grades they achieve.

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

Incomplete Grades

Throughout the first three marking periods, an incomplete grade must be made up within **ten** school days after the marking period ends. Incomplete grades will be recorded as failures if no update is made within that time. Petitions for an extension of this period (or an exception to these rules) must be directed in writing to the principal. Incomplete grades may only be carried into the summer for students with extenuating circumstances and with approval and consultation of the principal.

Interim Reports

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

Report Cards

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

Make-Up Work

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

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

Honor Roll

Distinguished Honor Roll

- The student must earn a **grade point average (GPA) of 3.7 or better**.
- The student must earn grades of **B or better in all** subjects.
- Those who receive an incomplete mark or no mark at all in any course are excluded from honor roll.

Meritorious Honor Roll

- The student must earn a **grade point average of 3.2 or better**.
- The student must earn grades of **B or better in major subjects and a C or better in all other subjects**.
- Those who receive an incomplete mark or no mark at all in any subject are excluded from the honor roll.

Student Conduct



STEM Academy at Showalter

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

Scope of Rules of Conduct

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

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

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

Respecting Members of the School Community

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

Pennsylvania State Code

Act 26 of 1995 (The Safe Schools Act)

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

Act 33 of 1995 (Delinquent vs. Criminal Acts)

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

Act 93 of 1995 (Blood Alcohol Content of Minors)

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

Additional Safety Guidelines

Cameras and Electronic Devices

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

Mace, Pepper Spray, and Laser Pointers

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

Vandalism and Graffiti

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

Lockers

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

1. Students are not permitted to go to their lockers during class or between classes.
2. Students may use their lockers during the following times:
 - a. Before first period
 - b. Before lunch
 - c. After lunch
 - d. After school
3. Students are not permitted to put their own locks on their lockers.
4. It is most important that the locker combination be kept confidential. Since each student will have his/her own locker, there is no reason why any student should know another student's locker

combination. Please note that the pupil assigned the locker will be held responsible for any contents found in the locker.

5. Lockers are the property of Chester Upland School District. The school reserves the right to enter lockers at all times, without the permission of the pupil assigned to the locker.
6. Entry into lockers by the Chester Upland School District is a lawful search, and any items found therein which are unlawful to possess, or which have been used contrary to school policy, may be confiscated.

School Discipline

The Chester Upland School District has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

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

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

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

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

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

	of School Suspension			
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Electronic Devices Expectations

Cell phones, MP3 players, iPods will be permitted in classrooms only at the teacher's discretion. It is the expectation at STEM that the use of any electronic device should not be disruptive to other students or staff. None of these devices should be used in classrooms without express consent from the classroom teacher as part of instruction. Students are not permitted to take or make calls during instructional time. For urgent matters, parents should call the school's main office in order to speak to their child.

- Students should not text students that are in class nor should they call/text home about leaving school without seeing the nurse or the attendance office.
- If a phone is not put away immediately upon entering the class, teachers will have the authority to take the phone.
- No electronic device should be used for recording (video, audio, or picture) students and staff at school. Electronic devices are also not to be used to cyber bully fellow students.

Bullying and Cyber Bullying Guidelines

(Revised September 12, 2018)

Purpose

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

Definition

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

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

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

Consequences for Violation of Bullying or Cyber Bullying Policy

- 1st Violation: Mandatory parent and student conference and/or offending student will receive a 2-day Out-of-School Suspension
- 2nd Violation: Offending student will receive a 4-day Out-of-School Suspension, and automatically be placed on Academic Probation

- 3rd Violation: Offending student will receive a 4-day Out-of-School Suspension, and a school transfer Academic Probation review will take place prior to student's return to school

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

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

Suspension - Suspended students are prohibited from attending an activity or athletic event either as a participant or spectator during the term of the suspension. This also includes attending or participating in away contests.

Lateness - Students who wish to participate in athletics and/or activities must be in attendance at school by 7:50 a.m. and stay in school for the remainder of the day.

Admissions and Enrollment



STEM Academy at Showalter

Admissions Requirements

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

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

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

Admission Criteria

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

- 3.0 Grade Point Average
- Fewer than fifteen (15) unexcused absences
- 2/5 on writing sample rubric
- Fewer than two disciplinary referrals/incidents
- Please note that 8th Graders who attend STEM Academy must re-apply for admission to high school

Exceptions

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

Academic Probation

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

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

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

Probation Timeline

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

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

Continuous Notification of Non-Discrimination

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