

# Chester Upland School District

## District-wide Student & Parent Handbook

### 2020-2021



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**ALL IN for EDUCATION**  
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*The Chester Upland School District is committed to partnering with families during remote learning. Just like in traditional learning environments, a parent's/family's role and impact on student success is critical.*

# Chester Upland School District Commitment

1. Make sure parents/families are heard
2. Use technology to connect with families
3. Provide ongoing support
4. Engage parents in improvement efforts
5. Provide resources to reduce barriers

## Welcome to Remote Learning and Teaching!

- The first three weeks of school will be used to teach students essential prerequisite skills that they may have missed the previous school year and that are essential to meeting learning objectives.
- At the beginning of the 2020-2021 school year a baseline assessment will be given to determine students' academic needs.
- Core curriculum as well as all online programs are aligned to Pennsylvania Department of Education Academic Standards and the Pennsylvania Danielson Frameworks for Teaching.
- Teachers will receive professional development on remote learning curriculum updates as well as virtual tools and protocols.





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## **Expectations for Learning and Teaching**

- Remote face-to-face instruction and regular classes will be held daily
- Attendance and accountability measures will be implemented
- The Chester Upland School District has updated its curriculum guides to address learning gaps

### **All Students:**

- Students are expected to login and attend school every day. Student attendance will be monitored daily.
- Students will be required to follow their schedules and complete assignments and activities by the due dates.
- Students will access instruction via Google Classroom, Zoom, and CUSD digital interventions.
- The school must be notified when a student is absent/unable to log on for school.
- Students without a school approved excused absence will be marked as an unexcused.
- Attendance and accountability measures will be implemented.
- Students will be encouraged to view teacher created videos.
- Students will be encouraged to complete lessons from existing online curriculum as outlined by the teacher.
- Students will be required to complete lessons and submit work by a specified time.



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### Communication Tools and Strategies:

1. District webpage includes a wealth of information and links to various resources
2. Robo calls from Principals and the District
3. School Webpages
4. Teacher Webpages
5. Google Classroom
6. Home Access Center

<p><b>Routines</b></p> 	<ul style="list-style-type: none"> <li>• All teachers will provide online instruction.</li> <li>• Teachers will use Zoom meetings to provide opportunities for interactive support and instruction.</li> <li>• Teachers may hold “office hours” through Google Classroom for parent and student support. Contact your child’s teacher for more information.</li> </ul>
<p><b>Google Classroom</b></p> 	<ul style="list-style-type: none"> <li>• Google Classroom will be used as our main platform to remain connected with our students and to assign work.</li> <li>• Students will be able to see and complete their assignments and receive timely feedback from their teachers through Google Classroom.</li> </ul>
<p><b>Imagine Learning (Reading/Math)</b></p> <p><b>Achieve 3000</b></p> <p><b>IXL</b></p> <p><b>Read/Math 180</b></p>	<ul style="list-style-type: none"> <li>• Prior to the COVID-19 outbreak, students had access to several on-line learning tools to support learning.</li> <li>• All students have access to one or more of the online learning tools listed to the left.</li> <li>• Passwords will be assigned.</li> <li>• Parents can contact schools if passwords or additional information is needed</li> <li>• These resources are free for educational tools for CUSD students</li> <li>• Data will be collected from the online tools to assess student usage and educational growth</li> </ul>



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### DATA PRIVACY & SECURITY DURING REMOTE LEARNING:

Chester Upland School District can only ensure the safety of your child's digital footprint and identity if he/she is using the district-approved applications listed above. The use of any other websites/applications or social media platforms is at the discretion of the parent. We strongly encourage you to read the privacy policies of any non-district approved applications to ensure that your child's identity is properly protected. If you are unsure whether a resource is approved by the district, please contact your school. As a community, we must all remain especially vigilant about cyber-security in the weeks and months ahead.

## VERY IMPORTANT

### Attendance/Truancy Policy for Remote Learning

#### What is Truancy?

Any unlawful absence from school is considered truancy. State law determines 1) the age at which a child is required to begin attending school, 2) the age at which a child may legally drop out of school, and 3), the number of unlawful absences which a student is considered legally truant.

#### Who Must Attend School in Pennsylvania?

In Pennsylvania, all children of “compulsory school age” must attend school – Compulsory school-aged as defined as the period of time that a child enters school, but no later than age six (6), until the age of 18 or graduation from high school, whichever occurs first. Students age 17 and younger accumulate (U) unlawful absences and students 18 and older accumulate (X) unexcused absences. ***In the state of Pennsylvania a student who misses three (3) or more unlawful absences is considered truant and habitually truant is defined as six (6) or more absences.***

#### Who is Responsible for Making Sure a Child Attends School?

Every parent, guardian or “person in a parental relationship” (foster parent, grandparent, aunt, uncle, etc.) is responsible for making sure the child attends school daily.



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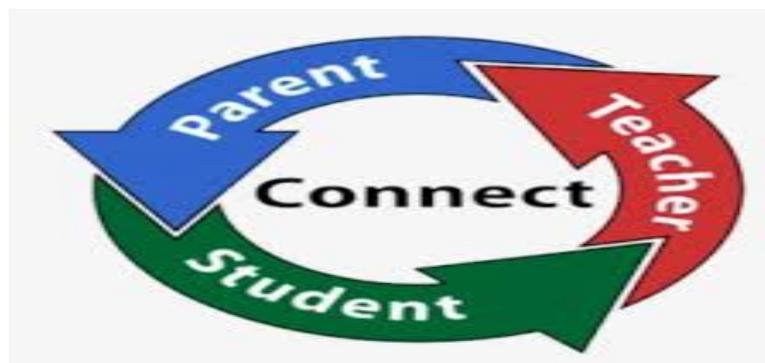
*In order to avoid an absence, students are expected to login-in to the live Zoom sessions and complete all assigned learning activities daily. A parent/guardian must submit a fillable absence note, an email, a fax, a text or contact the school main office to provide an excuse when a student is unable to Zoom-In.*

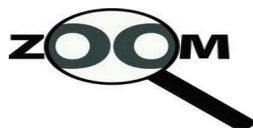


## Home Access Center

**What is Home Access Center?** Home Access Center is a tool students and parents can use to stay up to date on individual academic progress and school activities. It allows students/parents to view grades, check assignments, monitor attendance, and communicate with teachers.

- ✓ You may log in to the Home Access Center with the parent login given to you by your student's school.
- ✓ From there you will be able to access your student's schedule, attendance, grades, registration and much more.





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Page - Chester Upland School D... Online Resources - Chester Upl... Login 2020 How to Check your Studen...  
https://esp41pehac.eschoolplus.powerschool.com/HomeAccess/Account/LogOn?ReturnUrl=%2FHomeAccess%3FSiteCode%3Dcuplive&SiteCode=cuplive

### Welcome to Home Access Center

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

User Name

Password

Student User/Password x STEM Chromebook Dis... Contact Home View Summary Google Slides Untitled presentation - x

https://esp41pehac.eschoolplus.powerschool.com/HomeAccess/Home/WeekView

Chester Upland School District Logout

Home Attendance Classes Grades Registration

Week View Calendar

Today's news  
There is no current news.

Monday September 09, 2019 - Friday September 13, 2019 Today View Full Schedule

Class	Monday 09/09 Day: M	Tuesday 09/10 Day: T	Wednesday 09/11 Day: W	Thursday 09/12 Day: R	Friday 09/13 Day: F
<b>Engineering III</b> (9027 - 1) Per: 1 Smith, Allen					
<b>Engineering III</b> (9027 - 1) Per: 2 Smith, Allen					
<b>Spanish II</b> (220 - 1) Per: 3 Rios Margaret	EL DESAYUNO 175/100 El Desayuno (Ponga) 100/100 El Almuerzo (5x) 100/100 Las Comidas del Almuerzo (Listas) 100/100	Unos Ejercicios en el Presente (-ar, -er, -ir) 100/100 Unas oraciones del presente (1-12) 100/100	El Almuerzo (Kahoot) 100/100 Mas Oraciones en el Presente		

World Community Home Access Center © 2003 - 2019 PowerSchool. All Rights Reserved. 12:54 PM 9/12/2019

### How do I check my student's grades utilizing the "Home Access Center"?

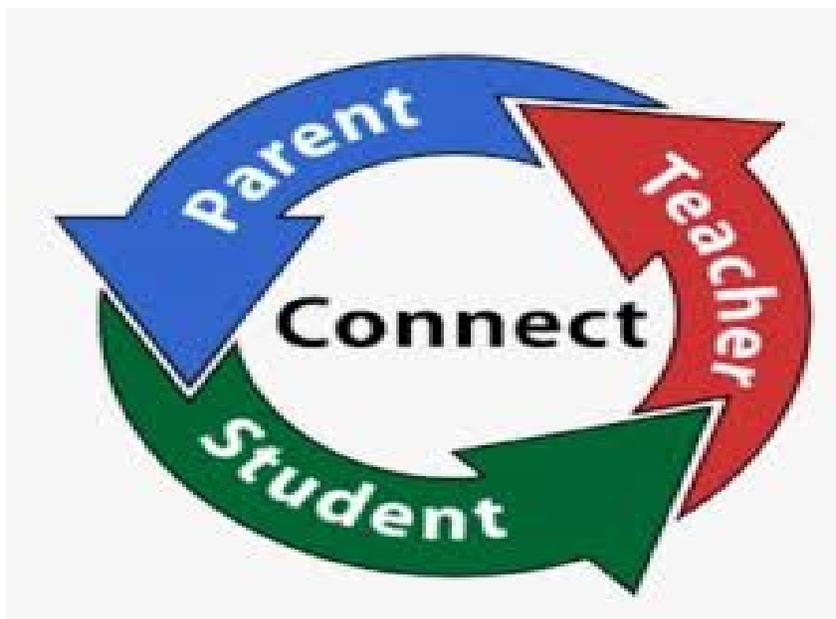
- ✓ Proceed to: [www.chesteruplandsd.org](http://www.chesteruplandsd.org)
- ✓ Click "**Online Recourses**" on the left side of the website, choose "**eschoolPLUS Resources**"



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✓ Under “*eschoolPlus Resources*” you will find “*Home Access Center*”

The screenshot shows a web browser window displaying the Chester Upland School District website. The address bar shows the URL <https://www.chesteruplandsd.org/Content2/4>. The website has a navigation menu at the top with items like Home, Schools, Administration, Parents & Students, Employment, District Calendar, and Title IX. The main content area is divided into two columns: 'Quick Links' on the left and 'Online Resources' on the right. The 'Online Resources' list includes various links, with a blue arrow pointing to 'Home Access Center' under the 'eSchoolPLUS Resources' sub-section. The Windows taskbar at the bottom shows the time as 8:51 AM on 8/19/2020.



# Zoom Instructions for Students and Parents

## **Joining a ZOOM Session**

- Join the class/meeting by clicking on the ZOOM link provided by your teacher/principal.
- Click Open Zoom Meetings and run ZOOM.
- If you see a message that states “Please wait for the host to start the meeting” it means your teacher/principal has not started the class/meeting. Please wait for your teacher.
- Click to join with or without video. With video means you will be seen. Without video means only your name will appear.
- Click to join with audio. This will allow you to hear the class/meeting.

## **ZOOM Controls**

Using the icons along the bottom of the screen you can:

- Mute/Unmute your microphone - your teacher may ask you to mute your microphone during the lesson to limit background noises. You can unmute your device to ask your teacher a question.
- Turn on/off your camera - turning your camera on allows your teacher to see you and know you are following along with them. Your classmates can also see you when your camera is on.
- View participant list - this opens a list of all the students logged into the classroom. This also has an option to ‘raise your hand.’ If you click to raise your hand, it will notify your teacher so they can talk to you.
- Share screen - this allows your teacher to share his/her computer screen with you.
- Chat - this opens a chat window where the teacher can see any questions you may have and respond to you.



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## Google Classroom Instructions

1. Using your internet browser (Google Chrome will work best for this), go to [classroom.google.com](https://classroom.google.com). You may be directed to log into an account instead of reaching the classroom screen. If you reach the screen, skip to STEP 3.
2. You must be logged in to your child's Chester Upland School District Gmail account in order to access any Google classroom. Click "Sign In" in the top right hand corner if you currently are not signed into any google account. If you are on another Gmail account, you will need to sign out of it and log in with your child's CUSD Gmail account.
3. Once you are logged in and on the [classroom.google.com](https://classroom.google.com) site, click the "+" in the top right hand side of the screen.
4. Select "Join Class".
5. Enter the class code(s).
6. The classroom that you are joined in will now be one screen. The next time you use [classroom.google.com](https://classroom.google.com), this will be the "home screen".



## Best Practices for At-Home Remote Learning

- If possible, create a space at home that is dedicated for learning.
- Consider the environment behind you that can be seen in video chats and ensure there are no inappropriate images, materials, etc. for school.
- Mute audio when entering chats.
- Mute audio when not speaking.
- Be appropriate and respectful in your actions.



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- Listen to the educator or individual speaking.
- Stay engaged throughout the lesson or activity.

# Student Technology

### **Our Technology Mission:**

The mission of the Chester Upland School District is to develop, provide, and support appropriate use of technology in efforts to promote learning responsibly, to increase student achievement, and to promote lifelong learning.

### **Acceptable Use Policy**

Chester Upland School District (CUSD) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. Our district is committed to helping students develop progressive technology and communication skills.

Chester Upland School District is committed to providing educational opportunities for all students and maintaining compliance with the Individuals with Disabilities Education Act 2004 (20 U.S.C. 1400 et seq.).

To that end, the school district provides the privilege of access to technologies for student and staff use.

This Acceptable Use Policy (AUP) outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on school property, including:

- The Chester Upland School District network is intended for educational purposes.
- All activity over the network or use of District technologies may be monitored, documented, and retained.
- Access to online content via the network may be restricted in accordance with District policies and procedures and federal regulations such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.



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- Using an Internet filter and other technologies. The District makes a reasonable effort to ensure students' safety and security online, but it may not be held accountable for any harm or damages resulting or arising from use of CUSD technologies.
- Student content may be filtered both onsite and off to meet CIPA standards and school appropriateness

### Technologies Covered

CUSD may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more.

This Acceptable Use Policy applies to both District-owned technology equipment utilizing the CUSD network and the CUSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. This AUP also applies to privately-owned devices accessing the CUSD network, the CUSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. CUSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

### Usage Policies

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgment by following the CUSD Code of Conduct. Users should be safe, appropriate, careful, and kind. Users should not try to disable or get around technological protection measures and ask school personnel if they are not sure about usage options.

The district reserves the right to modify this handbook for compliance with educational goals and updated federal/district regulations.

### Internet Access

CUSD provides its users the privilege of access to the Internet, including websites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored, and activity records may be retained indefinitely.

Users are asked to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the CUSD Technology Department or restricted access screen.



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### **Email**

CUSD provides faculty, staff, and students with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

Users provided with email accounts should use these accounts with care. Users should not send personal information and should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language and should only communicate with other people allowed by District policy or the teacher or administrator.

Users are expected to communicate with the same appropriate, safe, mindful, courteous manner online as offline. Email usage may be monitored and archived.

Users are expected to check email on a daily basis to ensure they are receiving regular communications from teachers, school administrators, and IT support staff.

### **Device Usage**

CUSD may provide users with laptops or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policies when using school devices off the school network as on the school network.

Users are expected to treat the devices with extreme care and caution; these are expensive devices that the district is entrusting to users' care. Users should immediately report any loss, damage, or malfunction to IT staff or school officials. Users will be financially accountable for any damage resulting from negligence or misuse.

Use of district-issued devices of the District network can be monitored.

### **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the CUSD network. This includes not opening or disturbing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information.

If users believe a device they are using might be infected with a virus, they should immediately alert IT and/or school officials. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.



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### **Netiquette (Internet Etiquette)**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.

Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

### **Plagiarism**

Users should not plagiarize content, including words or images, from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online.

Information obtained via the Internet should be appropriately cited, giving credit to the original author.

### **Personal Safety**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard personal information of themselves and others. Users should never agree to meet in person someone they meet online without parental permission.

If users see a message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of someone else, they should immediately bring it to the attention of an adult (teacher or administrator if at school; parent if at home).

### **Cyber Bullying**

Cyber bullying including, but not limited to, harassing, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not be mean or send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student a hostile school environment.

Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action in accordance with the CUSD Code of Conduct and



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immediate loss of privileges. In some cases, cyber bullying can be a crime. Users should remember that online activities may be monitored.

### Examples of Responsible Use

I will:

- Use school technology for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher, administrator, or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use district technologies at appropriate times, in approved places, and for educational pursuits.

This is not intended to be an exhaustive list. Users should use their own good judgment when using district technologies. Users should visit [www.common sense media.org](http://www.common sense media.org) for further information.

## Technology Device Policy

More information can be found on the District's website  
[www.chesteruplandsd.org](http://www.chesteruplandsd.org)

### Terms

Users will comply at all times with the CUSD Technology Handbook policies. Any failure to comply may result in termination of user rights and immediate repossession of the device. Any lost, stolen, and/or damaged devices must be reported to school authorities immediately.

### Title

The district has legal title to the property at all times. The user's right of possession and use is limited to and contingent upon full and complete compliance with this agreement, the CUSD Student Technology Handbook policies, and all CUSD policies and procedures.



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### **Loss, Theft, or Full Damage**

If a device is damaged, lost, or stolen, the student or parent/guardian should immediately notify the school administration. At that time, the parent/guardian will be instructed to complete a Lost/Damaged/Stolen Device Report and may be advised to file a police report. If a device is lost, stolen, or damaged as a result of irresponsible behavior, the parent/guardian may be responsible for the full replacement cost. Further, the Parent/Guardian may be responsible for the full replacement cost of the device if not reported to CUSD personnel within three (3) calendar days of missing the device.

In the event that the device is lost, stolen, or damaged, the device user will be assessed a \$50.00 fee for the repair or replacement of the device for the **first occurrence** per device.

In the event that there is a second occurrence of loss, damage, or theft, the device user will be assessed a \$75.00 fee for the repair or replacement of the device.

In the event that there is a third occurrence of loss, damage, or theft, the student will not be issued another device to take home.

In the event that the power adapter and/or cable are lost, stolen, or damaged, the device user will be responsible for a \$20.00 replacement fee.

In the event of a lost or stolen device, the parent/guardian will file a police report and provide a copy to school administration. After the police report has been filed, the CUSD technology department, in conjunction with the police department, may deploy location software which may aid authorities in recovering the device. It is imperative that a lost or stolen device must be reported immediately. If a stolen/lost device is not reported within three (3) calendar days to CUSD personnel, the parent/guardian will be responsible for full replacement cost.

Students who leave Chester Uplands School District during the school year must return the chrome book, along with any other issued accessories, at the time they leave the school. Any fees collected as part of this initiative will not be refunded.

***Students who do not return the device to the school prior to leaving the district must pay the full replacement fee prior to the school releasing any official records (report cards, transcripts, etc.)***

***Seniors who do not return the device to the school prior to graduation must pay the full replacement fee prior to the school releasing final school documents (transcripts, diplomas, etc.) or allowing the student to participate in commencement services.***



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### **Repossession**

If the user does not fully comply with all terms of this agreement, the CUSD Student Technology Handbook, and the CUSD Acceptable Use Policies, CUSD shall be entitled to declare the user in default and come to the user's place of residence, or other location of the property, to take possession of the property.

### **Terms of Agreement**

The user's right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by CUSD or upon withdrawal/transfer from Chester Upland School District.

### **Unlawful Appropriation**

Failure to return the device in a timely matter and the continued use of the device for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

### **Handling and Care of the Device**

Users should take the following measures to ensure proper handling of their devices:

- Keep the device in the district-issued case.
- Keep devices and cases free of any writing, drawing, stickers, or labels that are not applied by CUSD.
- Use the device on a flat, stable surface.
- Do not place books on the device.
- Do not have food or drinks around the device.
- Wipe surfaces with a clean, dry soft cloth.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

### **Power Management**

It is the user's responsibility to recharge the device's battery so it is fully charged by the start of the next school day.

- Devices with no battery life must be charged in the classroom. The student forfeits use of the device for the entire time it takes to charge the device.
- All classwork missed because of uncharged batteries must be made up on the student's time.
- The device must remain on (awake or sleep mode) at school at all times, with no exceptions.



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### Transport

Users should follow the guidelines listed below concerning the transport of devices:

- The user should transport the device in its protective case and sleeve.
- The user should not leave the device in a vehicle for extended periods of time or overnight.
- The user should not leave the device in an unattended vehicle.
- The user should never remove the sticker or hard case from the chrome book

### Monitoring and Supervision

- The user should not leave the device unattended in an unlocked classroom or during an extracurricular activity.
- The user should not lend the device to a classmate, friend, or family member.
- Any attempt to “jailbreak” or remove the CUSD profile could result in disciplinary action.
- **Students are responsible for the safety and security of the device and any activity on the device.**

## Device Fees

Fee	Amount	Notes
Lost, Damaged, Stolen Device Fee – First Incident	\$50.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost, Damaged, Stolen Device Fee – Second Incident	\$75.00	Must be received and accompanied by a lost/stolen/damaged device report prior to the issuance of a new device.
Lost or Damaged Power Cord	\$20.00	
Full Replacement Fee	\$150.00	

## Resources

### What To Do If...

#### ➤ Device doesn't work?

*Reach out to the CUSD helpdesk or contact your child's school immediately.*



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### ➤ **Student is sick and can't participate in class?**

*Submit an absence note to your child's teacher/school ASAP. Notes can be completed through the Home Access Center (HAC) or sent via email, fax, or text.*

### ➤ **Power Outage?**

*Contact your child's teacher/school ASAP. Submit excuse in writing through the Home Access Center (HAC) or send via email, fax, or text.*

### ➤ **Need help with on-line education?**

*Look out for details regarding Parent/Family Trainings and technical support help. Information will be posted on the District's website, sent to parents via email, posted on Facebook/Instagram, and communicated by RoboCall. You can also contact your child's teacher.*

### ➤ **Need community resources?**

*See attached resource guide. You can also contact your school's social worker or the District's Community Liaison.*

### ➤ **My child is stressed out?**

- *Make sure a routine has been established (bedtime, breakfast/lunch, homework time, social time)*
- *Let him/her talk out their concerns, fears, anxiety*
- *Get exercise – Time should be devoted daily to movement*



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- *Encourage deep breathing – when student seems overwhelmed, have him/her practice taking deep breaths*
- *Take a break*
- *Have fun – dance, sing, draw, talk to friends/family between classes/assignments/after school*
- *Grab a healthy snack – fruit, granola bar, yogurt, nuts, fruit juice, water*
- *Use encouraging and supportive language (see attached)*
- *Reach out to your child's teacher/school for support or help*

### ➤ **I am stressed out?**

- *Remember you are not alone*
- *Take deep breaths*
- *Exercise – even light stretching can help relieve tension*
- *Eat healthy*
- *Walk away when you feel yourself getting frustrated*
- *Write in a journal/read a book*
- *Start or continue a hobby (cooking, gardening, puzzles, art)*
- *Practice positive thinking*
- *Take advantage of support services. Seek the advice and support of school counselors or other social services*



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# Food Distribution

### Student Food

CUSD will continue to provide meals for CUSD students throughout the school year. Check the district website for updated distribution sites and days.

#### **Chester Upland/Philabundance Fresh for All Food Program**

Distribution occurs every Tuesday from 12 pm to 1pm at **Chester High School** 9<sup>th</sup> Street Lower Level. The program provides healthy food, including fresh fruits and vegetables to the community. All are welcome.

## Homeless Services

**Functions:** The main objectives of Homeless Services are to inform schools of their responsibilities to homeless children and youth; increase awareness about the needs of homeless children; reveal and overcome possible educational barriers; explain current legislation and policies; and provide practical tips for working with homeless children. For further information, please contact the Federal Programs Office at 610-447-3618

- Youths, and families, who are living in shelter transitional housing, motels, vehicles, campgrounds, on the street or doubled up with relatives or friends due to lack of housing, are considered homeless.
- A homeless youth has a right to remain in the school of origin except when contrary to the wishes of the student's parent/guardian. When a family becomes homeless during or between school years they may elect to remain at their current school throughout the duration of homelessness.
- The school elected shall immediately enroll the youth in school, even if the youth lacks records normally required for enrollment, such as previous academic records, proof of residency excluding address/phone number of contact. **No student's education interrupted due to a lack of proper clothing or failure to meet a uniform requirement.**
- The enrolling school must immediately contact the last school the youth attended to obtain academic and other records.



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- If a student needs to obtain medical or immunization records, the enrolling school must immediately refer to parent to the local agency designated to assist in obtaining medical records or immunizations.
- If a homeless youth is permanently housed during the academic year, he/she is entitled to stay in the school of origin for the remainder of the academic year.
- When a student who becomes homeless chooses to remain at his/her current school, but has moved out of the school's feeder area, the school must provide transportation to and from school. The student must live more than one mile from the school.
- If the admitting school has sound objections to the student's continued enrollment, it must provide the parent/guarding and/or student with a written explanation of the objection and the proposed school placement.
- A copy of this written notice must be faxed to the District's Homeless Liaison who shall conduct the dispute resolution process. The contact information for the District Homeless Liaison is 610-447-3618.
- If a dispute arises over school selection or enrollment, the youth must be admitted immediately to the school in which he/she is seeking enrollment, pending resolution of the dispute.
- The McKinney-Vento Act provides support for Homeless students.

## **English Language Development (ELD)/ English as a Second Language (ESL)**

Functions: The goal of the ELD/ESL Program is to accelerate the academic and social progress of our English Language Learners (ELs) by supporting and monitoring schools and being more responsive and supportive to families. To accomplish this goal, the Office of Federal Programs seeks to ensure appropriate assessment of students with language needs, provide effective use of instructional strategies and collaboration around the needs of ELs, provide oversight on compliance and instructional needs, as well as provide outreach to parents and the community of our ELs.



## ALL IN for EDUCATION

### EL Supports

1. Written and verbal parent communication will be translated in parents' native languages.
2. English Language Learners can access Imagine Learning via the District's website which provides "English Learners strategic first-language support in fifteen languages, as well as explicit instruction in English phonemes."
3. Digital and hard copy enrichment tools and materials will be available for ELLs.
4. EL Teachers will use Google Classroom and Zoom to provide support to ELLs.



## Enrollment and Registration

In general, a pupil is to attend the school within the boundary lines of the legal residence of the parent or legal guardian. However, a parent may apply for admission to any Philadelphia public school, provided that (1) the student can meet any entrance requirements, (2) there is space available, and (3) the established application and admission procedures are followed. When parents or pupils seek help regarding admission or transfer, every effort is to be made to provide them with complete information, and to avoid referring parents from one office to another. When a pupil applies for admission to any school, it becomes the responsibility of the school to complete enrollment if he/she resides within the boundary lines, or immediately secure information as to where the pupil should apply. If in doubt, about the correct school a referral should go to, the appropriate Academic Division Office as indicated by the student's address, and the parent/legal guardian contacted by the school. Resident students have a legal right to attend until age 21, unless they have completed a program through graduation or have been validly expelled. According, such students who wish to return to school are permitted to enroll or re-enroll in regular classes.



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### Documentation Needed for Registration:

- Withdraw/Transfer Form (from last attending school)
- Copy of Last Report Card (from last attending school)
- Birth Certificate
- Immunization Verification Form: the following immunizations are **REQUIRED** for enrollment. All Shots must be administered **BEFORE** child starts school (**NO EXCEPTIONS**)
  - 4 doses DTaP + 1 Booster (total of five (5) shots – Diphtheria, Tetanus)
  - 4 Polio (OPV or IPV)
  - 2 MMR (Measles, Mumps and Rubella)
  - 1 Varicella (Chicken Pox)
  - 3 Hepatitis B (3<sup>rd</sup> dose **MUST** be after the first 2)
- Lease **OR** Mortgage Deed (**MUST** be in parent/guardian name)
  - If you live with a resident of the Chester Upland School District, a lease/deed to a property must be provided by that resident and your application will be processed under the Chester Upland School District Multiple Occupancy procedure.
  - If your child lives with a resident of the Chester Upland School District, a Parental Delegation Form must be on file and the resident must complete the application process.

(Any Two of the Following: Valid Driver's License: Utility Bill showing your current name and address: Valid PA State Assistance Verification Form.)





## ALL IN for EDUCATION

### District Administration

Name	Title	Office Number	Contact Email
Dr. Juan R. Baughn	Receiver	610-447-3825	ccoleman@chesteruplandsd.org
Dr. Carol D. Birks	Superintendent of Schools	610-447-3610	askthesuperintendent@chesteruplandsd.org
Dr. Jala Olds Pearson	Assistant Superintendent of Curriculum, Instruction, and Professional Development	610-447-3388	powest@chesteruplandsd.org
Mr. Mark McIntyre	Director of Special Education	610-447-3418	mmcintyre@chesteruplandsd.org
Ms. Kinya Robinson	Director of Human Resources	610-447-3636	employment@chesteruplandsd.org
Ms. Shelley Chapman	Business Manager	610-447-3421	schapman@chesteruplandsd.org
Mr. Thomas Johnson	Director of Technology		helpdesk@chesteruplandsd.org
Ms. Nikki Monroe-Hines	Director of Federal Programs (Title I, Homeless Services, English Language Development)	610-447-3618	Nmonroe-hines@chesteruplandsd.org
Mr. Robert Whitaker	Director of School Safety & Climate	610-447-3394	rwhitaker@chesteruplandsd.org
Mr. Marvin Newton	Director of Building & Grounds	610-447-3855	mnewton@chesteruplandsd.org
Ms. Lawanda King Richardson	Coordinator of Transportation	610-499-3821	lking-richardson@chesteruplandsd.org
Mr. William Hassan Patterson	Community Liaison	215-581-1095	wpatterson@chesteruplandsd.org
Technology Help Desk			helpdesk@chesteruplandsd.org



# ALL IN for EDUCATION

**YOU ARE LOVED.**  
You make me smile.  
I think about you when we're apart.  
I will do my best to keep you safe.  
Sometimes I will say no. I have faith in you. I know you can handle it.  
**You are creative.** Trust your instincts. Your ideas are worthwhile.

**You are learning.** You are growing. Growing is hard work.  
**I believe in you. I believe in you.**

**Your body is your own.** You have say over your body.  
You are important. Your ideas matter. You are able to do work that matters.  
I see you working & learning every day.  
You make a difference in my life.

Your ideas are *interesting*.  
You've made me think of things in a **COMPLETELY NEW WAY**.  
I'm excited to see what you do.  
Thanks for helping me.  
**Thank you for contributing to our family.**  
I enjoy your company.  
It's **FUN** to do things with you.  
I'M GLAD YOU'RE HERE.

**positive THINGS to SAY TO kids**

**YOU ARE CAPABLE.** You are **DESERVING**.  
**You are STRONG.** You can say no. Your choices matter.  
You make a difference.

Your words are powerful. Your actions are powerful. Your emotions may be powerful. And you can still choose your actions. You are more than your emotions.  
You are a good friend. You are kind.  
You don't have to like what someone is saying in order to treat them with respect. Someone else's poor behavior is not an excuse for your own.  
You are imperfect. So am I.  
You can change your mind. You can learn from your mistakes. You can ask for help.

**MY WORLD IS BETTER with you in it.**  
You make me **SMILE**.  
I **LOVE YOU**.

**You are valuable.** You are interesting. You are beautiful. When you make a mistake you are *still beautiful.*  
I am curious what you **THINK**. How did you do that?

*Miss Marquess CreativeWithKids.com*

# CHESTER UPLAND SCHOOL DISTRICT 2020-2021 Academic Calendar

AUGUST 2020						
S	M	T	W	T	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					

Teacher Days – 3 Student Days - 0

SEPTEMBER 2020						
S	M	T	W	T	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			

Teacher Days – 21 Student Days - 20

OCTOBER 2020						
S	M	T	W	T	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

Teacher Days – 21 Student Days - 21

NOVEMBER 2020						
S	M	T	W	T	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					

Teacher Days – 19 Student Days - 18

DECEMBER 2020						
S	M	T	W	T	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		

Teacher Days – 16 Student Days - 16

JANUARY 2021						
S	M	T	W	T	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						

Teacher Days – 19 Student Days - 19

Student Snow Makeup Days  
If excess snow days require adjustments to the calendar, those days will be made up in the following order: March 31, June 15 and 16.

Aug 25	Morning Convocation / Afternoon Professional Development
Aug 26	Full Day Professional Development
Aug 27	Morning Professional Development / Afternoon Classroom Setup
Sep 1	First Day of School for Students (PK-12)
Sep 4 & 7	School Closed for Teachers and Students-Labor Day Holiday
Sep 28	Half-Day for Students / Afternoon PD for Teachers
Oct 2	1st Interim Report Period Ends
Oct 12	Columbus Day Holiday
Oct 20	Half-Day for Students / Afternoon PD for Teachers
Nov 6	1st Marking Period Ends
Nov 9	Half Day Students Afternoon PD for Teachers
Nov 10	Full PD for Teachers – No School for Students
Nov 19	Half-Day for Students / Parent-Teacher Conferences
Nov 25	Half-Day for Students & Teachers
Nov 26-27	Thanksgiving Holiday
Dec 4	2nd Interim Report Period Ends
Dec 7	Half-Day for Students / Afternoon PD for Teachers
Dec 23- Jan 1	Winter Break: Schools Closed (Admin Closed Dec 24, 25, 31, & Jan 1)
Jan 4-15	Winter Keystones, Wave 2
Jan 15	2nd Marking Period Ends
Jan 18	MLK Jr. Day Holiday
Jan 25	Half-Day for Students / Afternoon PD for Teachers
Feb 4	Half-Day for Students / Evening Parent-Teacher Conferences
Feb 5	Half-Day for Students & Teachers
Feb 15	Presidents' Day Holiday
Feb 19	3rd Interim Report Period Ends
Feb 22	Half-Day for Students / Afternoon PD for Teachers
Mar 9	Half Day for Students Afternoon PD for Teachers
Mar 17	Half Day for Students Afternoon PD for Teachers
Mar 27	3rd Marking Period Ends
Mar 29 – Apr 5	Spring Recess (Schools Closed)
Apr 19-23	PSSA English Lang Arts (gr 3-8)
Apr 26- May 7	PSSA Math (Gr 3-8), Science (Gr 4 & and PSSA Makeups
May 7	Half-Day for Students / Parent-Teacher Conferences
Apr 30	4th Interim Report Period Ends
May 17-28	Spring Keystones
May 28	Half-Day for Students & Teachers
May 31	Memorial Day Holiday
Jun 11	High Schools Closed: Senior Graduation Day for Seniors
Jun 11 & 14	Half-Day for Students / Records Day for Teachers
Jun 14	Last Day for Students (gr PK-11)
Jun 15	Last Day of School for Teachers

**During Half-Days for Students:**  
Elementary & Middle Schools dismiss at 11:45 AM.  
High Schools dismiss at 10:30 AM.

FEBRUARY 2021						
S	M	T	W	T	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						

Teacher Days – 19 Student Days - 19

MARCH 2021						
S	M	T	W	T	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			

Teacher Days – 20 Student Days - 21

APRIL 2021						
S	M	T	W	T	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	

Teacher Days – 19 Student Days - 19

MAY 2021						
S	M	T	W	T	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					

Teacher Days – 20 Student Days - 20

JUNE 2021						
S	M	T	W	T	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			

Teacher Days – 11 Student Days – 10  
Seniors - 9

	Holiday
	Teacher In-Service Full Day
	Teacher In-Service Half Day
	Semester/Report Periods
	Half Days for Students Due to Parent Teacher Conferences

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

## 2020 SURVIVAL GUIDE TO HOMELESS SERVICES

### ARE YOU HOMELESS OR AT RISK OF LOSING YOUR HOUSING?

To access homeless/housing crisis services, everyone must complete a Coordinated Entry (CE) Assessment. CE is a process to assess, prioritize and connect people who are experiencing a housing crisis to resources that will prevent or end their homelessness. CE Assessments are conducted at these locations in Delaware County:

- COMMUNITY ACTION AGENCY:** 1414 Meetinghouse Rd., Boothwyn  
Mon. through Fri., 8:00 AM – 3:00 PM (610) 874-8451
- COMMUNITY ACTION AGENCY:** Darby, by appointment only (610) 874-8451
- HORIZON HOUSE** located at **MENTAL HEALTH PARTNERSHIPS:**  
7200 Chestnut St., (rear entrance), Upper Darby (267) 507-3875  
Mon. & Thurs 9:00 AM – 5:00 PM; (Hours may vary)(Last assessment 4:00 PM)
- SALVATION ARMY:** 151 West 15<sup>th</sup> St., Chester (610) 874-0423  
Mon. through Fri., 9:00 AM – 5:00 PM (Last assessment 4:00 PM)

\* = Spanish translation services available



### EMERGENCY SHELTER PROGRAMS

- CITYTEAM MINISTRIES (Single Men):** 634 Sproul St., Chester  
Overnight emergency shelter (610) 872-6865
- COMMUNITY ACTION AGENCY of DELAWARE COUNTY:**  
1414 Meetinghouse Rd., Boothwyn (610) 874-8451
- CONNECT-BY-NIGHT:** 7200 Chestnut St., (rear entrance), Upper Darby  
Overnight church-based shelter for single adults (267) 507-3850 press 3
- DOMESTIC ABUSE PROJECT:** Emergency shelter for victims of domestic violence.  
Domestic Abuse **HOTLINE 24/7** (610) 565-4590
- FAMILY PROMISE OF DELCO:** Overnight church-based shelter for families. Call to schedule an intake assessment (484) 480-6756
- LIFE CENTER OF EASTERN DELAWARE COUNTY:** 6310 Market St., Upper Darby  
Emergency shelter for single adults (610) 734-5770
- SALVATION ARMY WARMING CENTER:** 151 West 15<sup>th</sup> St., Chester  
Overnight shelter for single adults (610) 874-0423



### HOUSING SUPPORT & PROGRAMS

- CATHOLIC SOCIAL SERVICES:** 130 East 7<sup>th</sup> St., Chester Homeless case mgt., money management classes, food pantry (610) 876-7101
- CITYTEAM MINISTRIES, Second Chance Program:** 634 Sproul St., Chester  
Transitional residential program for single men (610) 872-6865
- COMMUNITY ACTION AGENCY OF DELAWARE COUNTY:**  
**Financial housing assistance & Utility assistance** (610) 874-8451  
**Weatherization Program** (610) 521-8770
- DELAWARE COUNTY HOUSING AUTH:** 1855 Constitution Ave. Woodlyn (610) 876-2521
- CHESTER HOUSING AUTHORITY:** 1111 Ave. of the States, Chester (610) 904-1111\*
- MOTHER'S HOME:** 51 North MacDade Blvd., Darby Transitional housing program for single pregnant women 18 or over (610) 583-4663



### DRUG & ALCOHOL SERVICES (D & A)

- CROZER-CHESTER MED. CENTER** Open access, Mon – Fri 7:00 AM to 11:30 PM  
Located at 1 Medical Center Blvd., Chester, main hospital next to the emergency room: (610) 619-8600
- KEYSTONE CENTER:** 2001 Providence Ave., Chester  
Detox / Rehab – 24/7 (800) 558-9600 | (610) 876-9000
- MERAKEY:** 800 Chester Pike, Sharon Hill Walk-in assessments  
Mon. – Fri., 8:30 AM – 1:00 PM, D & A treatment and case mgt. (610) 537-1765



### BEHAVIORAL HEALTH SERVICES

- CROZER-CHESTER MEDICAL CENTER, Community Campus, Outpatient Services:**  
301 W. 15<sup>th</sup> St., Chester Base Service Unit (BSU B) Intake, assessment, outpatient and case mgt. Chester (610) 619-8700 \*
- MERAKEY:** 800 Chester Pike, Sharon Hill, Base Service Unit (BSU A)  
Intake, assessment, outpatient and case management (610) 534-3636
- OMNI HEALTH SERVICES:** Comprehensive mental health services for children, adults, families & seniors. Outpatient, PEER services, assessments  
Chester (484) 480-6284 | Upper Darby (484) 469-4319
- PEER WARM LINE:** Manned by peers in recovery from mental illness (855) 464-9342



### CRISIS INTERVENTION SERVICES

- CROZER-CHESTER MEDICAL CENTER:** 1 Medical Center Blvd., South Dr., Chester  
Mental Health Crisis Services - 24/7 (610) 447-7600
- DELAWARE COUNTY CRISIS CONNECTIONS TEAM: (DCCCT)**  
Mobile MH and D & A crisis outreach services - 24/7 (855) 889-7827
- ELWYN/NATALE:** Residential crisis and treatment program (610) 891-2324
- VETERAN'S CRISIS LINE:** (800) 273-8255 then PRESS 1 \*

## 2020 SURVIVAL GUIDE TO HOMELESS SERVICES



### HOMELESS OUTREACH / DAY PROGRAMS

- COFFEE CLUB @ CATHOLIC SOCIAL SERVICES:** 130 East 7<sup>th</sup> St., Chester  
Drop-in service to the homeless and needy; coffee, public showers, laundry and other supports (610) 876-7101
- CONNECT-BY-DAY:** 7200 Chestnut St., (rear entrance), Upper Darby  
Peer-based case mgt. outreach, & vocational services for the homeless (267) 507-3850 press 3
- HORIZON HOUSE P.A.T.H.:** Outreach and case management services for homeless persons with mental illness. PATH Housing First Program (not on site) (610) 328-1306
- OUTREACH RESPONSE LINE:** Call if you see a homeless person in your area and an outreach team will attempt to engage the person (267) 258-1974
- STEPPING STONE DAY CENTER:** Salvation Army Chester Corps  
151 West 15<sup>th</sup> St., Chester Drop-in Center for homeless adults showers, case management, outreach (610) 874-4266



### OTHER SERVICES

- AIDS CARE GROUP:** Services for persons and families affected by HIV or AIDS, HIV Counseling/Testing - medical, dental and other supports  
Chester (610) 872-9101 \* | Sharon Hill (610) 583-1177 \*
- BERNARDINE CENTER:** 2625 West 9<sup>th</sup> St., Chester Classes for life skills, ESL, computer. Food distribution & meal times vary, call for schedule (610) 497-3225
- CATHOLIC SOCIAL SERVICES:** 130 East 7<sup>th</sup> St., Chester  
Homeless case mgt., money management classes, food pantry (610) 876-7101
- DOMESTIC ABUSE PROJECT:** Counseling & legal assistance for victims of domestic violence Abuse **HOTLINE 24/7** (610) 565-4590 | Office (610) 565-6272
- FAMILY & COMMUNITY SERVICE: (FCS)** 600 N. Olive St., Media  
Counseling, HIV/AIDS case mgt. and other supports (610) 566-7540
- MENTAL HEALTH PARTNERSHIPS:** 7200 Chestnut St., (rear entrance), Upper Darby  
**Project Share Recovery Learning Center** (267) 507-3850 press 4
- WOMEN'S AND CHILDREN'S SERVICES OF THE FOUNDATION FOR DELAWARE COUNTY:** Healthy Start, Nurse-Family Partnership, WIC, El Centro, and Medical-Legal Partnership, other services for pregnant women and families with children ages 0 to 5 (610) 497-7344



### PREPARED MEALS / FOOD

- BERNARDINE CENTER:** 2625 West 9<sup>th</sup> St., Chester (610) 497-3225  
Hot meals, times vary, call for schedule
- CATHOLIC SOCIAL SERVICES:** 130 East 7<sup>th</sup> St., Chester food pantry (610) 876-7101
- CITYTEAM MINISTRIES:** 634 Sproul St., Chester (610) 872-6865  
Hot meals, Sun-Fri 5:30 PM, Sat 5:00 PM + food pantry
- LIFE CENTER OF EASTERN DEL. COUNTY:** (CAADC): 6310 Market St., Upper Darby  
Serves meals 7 days/week at 6:30 PM (610) 734-5770
- DELAWARE COUNTY INTERFAITH FOOD ASSISTANCE NETWORK (DIFAN):**  
Coordinates 9 food cupboards Contact FCS @ (610) 566-7540
- SALVATION ARMY:** 151 West 15<sup>th</sup> St., Chester (610) 874-0423  
Breakfast: Mon. thru Fri., 8:30 AM; Lunch: Mon. thru Fri., 12:00 Noon
- SALVATION ARMY:** 22 North 9<sup>th</sup> St., Darby (610) 583-3720  
Lunch: Tuesday through Friday, 12:00 PM to 12:30 PM Food pantry by appt.



### GOVERNMENT & LEGAL SERVICES

- CAREER LINK:** 701 Crosby St., Suite B, Chester (610) 447-3350 \*
- CAREER LINK:** Delaware County Community College, Media (610) 723-1220
- DELAWARE COUNTY GOVERNMENT OFFICES:**  
**Drug & Alcohol | Adult & Family Services | Behavioral Health** (610) 713-2365  
**COSA Services for Aging** (610) 490-1300 \*  
**Children & Youth Services** (800) 416-4511
- LEGAL AID OF SEPA:** 419 Avenue of the States, Suite 605, Chester Legal services for low income persons Toll - free (877) 429-5994 \* or Chester (610) 874-8421
- NATIONAL CALL CENTER FOR HOMELESS VETERAN'S:** (877) 424-3838
- PUBLIC ASSISTANCE:** Chester (610) 447-5500 \* | Darby (610) 461-3800
- SOCIAL SECURITY ADMINISTRATION:** (800) 772-1213
- VETERAN'S AFFAIRS OFFICE:** Government Center, Media (610) 891-4539



*The SURVIVAL GUIDE TO HOMELESS SERVICES is produced annually by the Homeless Services Coalition (HSC) of Delaware County. Since 1991, the HSC has been assisting homeless people in Delaware County to become self-sufficient and to secure safe, affordable housing. For more information call (610) 713-2365 Revised: Jan. 2020 -- REV 2 Website information and links are subject to change by providers at their discretion.*