

**STUDENT AND  
PARENT HANDBOOK  
2020~2021**

**West Chester East High School**

**450 Ellis Lane**

**West Chester, PA 19380**



## **GREETINGS FROM THE EHS ADMINISTRATIVE TEAM**

**Greetings and welcome, West Chester East student and family!**

**We are excited to begin this new school year with you! East is a place centered on the growth and education of our students. Our goal for each of you is to discover who you are and prepare for what comes next, for we see high school not as an end point, but a stepping stone to achieving your ultimate goals. You will be challenged here and you will be presented with many opportunities. We want you to make the most of your high school years, and together, we know this is achievable. This manual contains a lot of information to help guide you on your journey. Take some time to familiarize yourself with it and if you have any questions, please let us know. Let’s have a great school year. Go Vikings!**

## **WEST CHESTER AREA SCHOOL DISTRICT MISSION STATEMENT**

**THE MISSION OF THE WEST CHESTER AREA SCHOOL DISTRICT IS TO  
“EDUCATE AND INSPIRE OUR STUDENTS TO ACHIEVE THEIR PERSONAL  
BEST”**

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## ABOUT WEST CHESTER EAST HIGH SCHOOL

Home of the Vikings! Established in 1973, is a comprehensive four-year public high school located in East Goshen Township, Pennsylvania. The core curriculum of English, Social Studies, Mathematics and Science is offered on four levels (college and career prep, honors, accelerated honors and advanced placement) World Language courses are offered through the advanced placement level. East currently serves approximately 1,300 students in grades 9-12.

### Community Profile

The West Chester Area School District covers 75 square miles of suburban Chester County which is known for its diversified businesses and beautiful historic countryside. Located approximately 25 miles southwest of Philadelphia and 12 miles north of Wilmington, Delaware, the Borough of West Chester and seven surrounding townships make up the District. The student population of approximately 11,700 is served by three high schools, three middle schools, and ten elementary schools.

### 2019-2020 Awards and Rankings

- NATION "BEST HIGH SCHOOLS" – TOP 3% IN NATION
- NEWSWEEK'S "AMERICA'S TOP 500 HIGH SCHOOLS"
- TOP 40 BEST PUBLIC HIGH SCHOOLS IN PA – US News
- TOP 1% BEST PUBLIC HIGH SCHOOLS IN PA – Public School Review
- DECA – EAST'S CHAPTER IS THE 2<sup>nd</sup> LARGEST IN PA
- 42 STUDENTS EARNED RECOGNITION AT DECA STATES – 9 STUDENTS WON 1<sup>ST</sup> PLACE
- PMEA DISTRICT 12 ORCHESTRA – 4 STUDENTS SELECTED
- PMEA REGION VI ORCHESTRA FESTIVAL – 3 STUDENTS
- PMEA ALL STATE ORCHESTRA FESTIVAL – 1 STUDENT
- PMEA DISTRICT 12 BAND – 2 STUDENTS
- PMEA REGION VI BAND FESTIVAL – 1 STUDENT
- PMEA ALL STATE BAND FESTIVAL – 1 STUDENT
- PMEA DISTRICT 12 CHORAL FESTIVAL – 4 STUDENTS
- PMEA REGION VI CHORAL FESTIVAL – 1 STUDENT
- PMEA ALL STATE CHORAL FESTIVAL – 1 STUDENT
- 5 TEAM SPORTS AND ALL OF THE INDIVIDUAL SPORTS HAD POST-SEASON PERFORMERS
- DISTRICT 1 5A CHAMPIONS – BOYS BASKETBALL
- CHES-MONT CHAMPIONS – 2 TEAMS
- ALL-STATE TEAMS – 3 PLAYERS
- COACH OF THE YEAR RECOGNITION – 2 COACHES
- PLAYER OF THE YEAR RECOGNITION – 1 PLAYER
- ACADEMIC ALL-AMERICAN – 9 ATHLETES

## ALMA MATER

East Senior High, to thee our Alma Mater,  
Praises we sing and pledge our love anew –  
Lessons of Life and Truth to us impart,  
Knowledge to serve, to each a loyal heart.

Chorus –

Sing then a song unto our colors bright,  
East Senior High –  
The Scarlet and the Gold.

So may we strive, that when Life's dawn is past,  
Mindful of thee, and loving to the last,  
We shall have lived the virtues thou has taught,  
We shall have found the victory we sought.

## WEST CHESTER AREA SCHOOL DISTRICT MISSION STATEMENT

To educate and inspire our students to achieve their personal best.

### WEST CHESTER AREA SCHOOL DISTRICT ADMINISTRATION

<i>Superintendent</i>	Dr. James Scanlon	484-266-1001
<i>Assistant Superintendent</i>	Dr. Bob Sokolowski	484-266-1048
<i>Director of Elementary Education</i>	Dr. Sara Missett	484-266-1004
<i>Director of Curriculum</i>	Dr. Tammi Florio	484-266-1121
<i>Director of Human Resources</i>	Dr. Jeff Ulmer	484-266-1005
<i>Director of Technology</i>	Mr. Michael Wagman	484-266-1050
<i>Director of Operational Services</i>	Mr. Kevin Campbell	484-266-1255
<i>Director of Business Affairs</i>	Mr. John Scully	484-266-1020
<i>Director of Student Services</i>	Dr. Leigh Ann Ranieri	484-366-1229

### EAST HIGH SCHOOL ADMINISTRATION

<i>Principal</i>	Dr. Kevin Fagan	484-266-3801
<i>Assistant Principal</i>	Ms. Sarah Graham	484-266-3802
<i>Assistant Principal</i>	Dr. Stephen Brown	484-266-3805
<i>Assistant Principal</i>	Ms. Nicole Forrest	484-266-3804
<i>Athletic Director</i>	Ms. Susan Cornelius	484-266-3924
<i>Athletic Secretary</i>	Ms. Ellen Ronayne	484-266-3925

### COUNSELORS

Mrs. Yvonne Setlock	484-266-3931
Mr. Bill Reichle	484-266-3929
Mrs. Lauren Otto	484-266-3930
Mr. Brian Lindros	484-266-3939
Mrs. Kelly Camp	484-266-3928

**NURSES**

Ms. Joan Devlin and Mrs. Deborah Sloan

484-266-3806

**ATTENDANCE SECRETARY**

Ms. Claire Campbell

484-266-3948

**INTERVENTION SPECIALIST**

Mrs. Danielle DiNatale

484-266-3932

**PSYCHOLOGIST**

Ms. Kelly Sassa

484-266-3809

**PROBATION OFFICER**

Mr. James Wiggins

484-266-3402

**ACADEMIC INTEGRITY POLICY**

The educational philosophy of East High School includes the concern for the intellectual and ethical development of each student. The goals of the staff and administration are to teach each student to assume personal responsibility for learning and to develop behaviors and attitudes conducive to responsible citizenship. Responsible citizens must accept the ethical responsibility and the consequences of plagiarism and cheating.

The administration and staff of East High School do not condone, tolerate, nor accept cheating and plagiarism; therefore, the following policy has been adopted by the instructional leadership team of East comprised of teachers, and administrators.

- Any student who copies another student's assignment or part of an assignment or copies from another student during a test or quiz or uses a "cheat sheet" during a test or quiz will receive a grade of zero ("0") on the assignment, test or quiz.
- The student who provides the assignment or permits a student to cheat will also receive a zero ("0") on the assignment, test or quiz.
- Any student who plagiarizes – defined as intentionally or unintentionally stealing and using the idea, structure, language, context, or writings of another as one's own without crediting the original author through parenthetical documentation, footnotes, or bibliography will receive a grade of zero ("0") on the manuscript.
- Any student who submits a plagiarized manuscript (which was not submitted for a grade) to a contest or for publication will be subject to disciplinary action by the teacher/advisor and the administration.

**HIGH SCHOOL ACTION SCHEDULE FOR PLAGIARISM AND ACADEMIC DISHONESTY**

\*1<sup>st</sup> Offense – Zero on the assignment/project/test and parent/guardian notification

\*2<sup>nd</sup> Offense – Zero on the assignment/project/test, and discipline for a Level II offense as set forth the high school administrative action schedule in Policy #252

\*3<sup>rd</sup> and Subsequent Offenses – Zero on the assignment/project/test, and discipline for a third or subsequent Level II offense as set forth in the high school administrative action schedule in Policy #252

\*\*The building principal may, if he/she considers an act of plagiarism or academic dishonesty sufficiently severe or disruptive to the school environment or a threat to the health, safety or welfare of others, treat any offense as a Level III offense, resulting in discipline for Level III offenses as set forth in the high school administrative action schedule in Policy #252.

\*\*If a student found to have committed academic dishonesty or plagiarism the National Honor Society advisor will be notified.

## ACADEMIC SUPPORT

**Help Center:** Open periods 2 through 8 to any student in grade 9-12 requiring academic help and/or tutoring.

**Student Tutors:** National Honor Society members offer tutoring in a variety of subjects during various periods of the day please check with guidance counselors, grade level administrators or teachers.

**Student Mentors:** National Honor Society members offer mentoring for incoming freshman and new students transitioning to East High School. Please check with guidance counselors or grade level administrators.

**After School Help:** Teachers are available every day between 2:15 and 2:50 P.M. Students having difficulty in any particular subject may request help. Teachers may require that students stay for additional help or to make up tests.

### LIBRARY COMPUTER LAB

The Library computer lab is available for scheduled classes and for individual student use throughout the school day. Specific days and times will be posted in the computer lab and permitted during scheduled class time.

## ADDRESS CHANGE

If a student has an address change during the year, he or she must submit the change to the guidance office. Proof of residence must accompany the notice.

## ALLERGIES

Products containing latex or nuts, due to student fatal allergic reactions. (For example, latex balloons are not allowed in the building.) Students who are allergic to these products should notify the nurse with a doctor's note and instructions.

## ATTENDANCE

Please refer to our EHS website; EHS home page, left side under QUICK LINKS, Attendance, Attendance How-to

- Students should be in homeroom at 7:30.
- Signed absent notes are due in the Attendance office within 3 days of student's return to school.
- Parents are allowed to write seven absent excuse notes per school year, after 7th, a doctor's note is required.
- If going on vacation send an email or hand written request to your student's grade level administrator.

- If leaving the building before 2:15, written permission by parent/guardian is a requirement, unfortunately a phone call will not suffice.
- If there is a medical excuse for late arrival or absence, a doctor's note is required.
- Above Attendance guidelines are not limited to this Quick Tip list.

Students are expected to be in attendance regularly from 7:30 a.m. until 2:15 p.m. Excused absences from school are: personal illness, quarantine, death in the family, observance of major religious holidays, and for other purposes approved in advance by the administration. It will be the responsibility of the student to make up all work missed due to the absence. All other absences are illegal and unexcused and the school laws of Pennsylvania shall be applied. Absences will be recognized as cumulative or non-cumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Non-cumulative absences are absences that do not contribute to the specified days students may be absent.

### **GUIDELINES**

Parents/Guardians shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible. Excuse forms shall be completed and turned in to the school by the student with three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unlawful, and the relevant school laws shall be applied.

1. Credit may be denied for those students who accrue more than twenty (20) cumulative absences in a year-long course. Credit may also be denied for those students who accrue more than ten (10) cumulative absences in a semester course.
2. Unlawful class absences due to truancy or cutting of class may result in a "45" F grade for all classwork missed that day.

### **ADMINISTRATIVE PROCEDURE**

Whenever a student misses ten (10) days (five (5) for a semester course) of cumulative absence or has been habitually late to school and has missed the same class ten (10) days (five (5) for a semester course), the student's counselor and grade level administrator may meet with the student and review the attendance record. As a result of the meeting, the parent/guardian may be notified in writing of the student's absence record. Parents/Guardians may be notified that all absences beyond the tenth absence will require a note from a licensed practitioner of the healing arts.

1. An Attendance Review Team (ART), consisting of the grade level administrator, counselor, and other staff deemed necessary by the administrator, may review the student's absence record when a student has missed a total of ten (10) day (five (5) for a semester course) of cumulative absence or has been habitually late to school and has missed the same class ten (10) times (five (5) for a semester course). The team may hold a parent/guardian conference with the student to discuss the absence record. The administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call.
2. The team shall continue to monitor the student's the student's absence record. When the student has missed a total of fifteen (15) days (eight (8) for a semester course) of cumulative absence or has been habitually late to school and has missed the same class fifteen (15) times, the team may review the record again and notify the parent/guardian in writing of the record and possible consequences.
3. When a student has missed a total of twenty (20) days (ten (10) for a semester course) of cumulative absence or has been habitually late to school and has missed the same

class twenty (20) times, the ART may reconvene to review the student's absence record. The team shall determine if a RECOMMENDATION FOR NO COURSE CREDIT will be made to the principal.

4. The principal shall review the recommendation by the team and make a final determination for NO COURSE CREDIT. If the principal supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the principal shall be final.

## **ABSENCES**

### **CUMULATIVE ABSENCES**

**EXCUSED ABSENCES** - Those absences where any licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or classes, or is prevented from study because of illness or other urgent reasons including but not limited to the following:

- A maximum of ten (10) days absence for students verified by a parent note. All absences beyond the tenth day of parental cumulative absences will require a note from a licensed practitioner of the healing arts.
- Family vacation, pre-approved by the principal, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
  - The student's academic standing
  - The student's attendance record
  - The effect the absence will have on the student's educational welfare
  - The exceptionality of the request
- In lieu of family vacation days, parents may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note.

**UNLAWFUL ABSENCES** - Any absence which does not meet the definition of an excused absence including, but not limited to the following:

- Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.
- Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) or fifteen (15) total days of absences verified by receipt of parental excuses.
- Truancy - frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
- Class cut
- Unlawful tardies and/or early dismissals as set forth herein. A tardy is defined as a minimum of one minute of lateness to school. An early dismissal is considered leaving prior to the end of the student day more than 60 minutes early. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K – 8. Unlawful tardies and cutting class in grades 9 – 12 will be handled under discipline as a Level One offense.
- Any absence due to a family vacation while school is in session after the fifth (5th) of the five (5) day maximum per school year.

## NONCUMULATIVE ABSENCES

- Suspensions from school
- Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return.
- Death in the family, when accompanied by a note within three (3) days of a student's return. Up to five (5) days will be approved for an immediate family member. If services are occurring outside of the country, any additional days will need to be approved by the building administrator.
- Religious holidays, when accompanied by a note within three (3) days of a student's return.
- Pre-approved college visits, when College Visit Permission/Verification Form 204AG2 is submitted.
- Court hearings involving Children, Youth, & Families or Juvenile Probation Officer.
- A student can be excused from school to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The organization or unit must provide the student with a signed excuse detailing the date, location, and time of the event or funeral. The student must furnish the excuse to the school district prior to being excused.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency

It is most important that your parent or guardian notify the attendance office by telephone on the day of the absence: **484-266-3810 or 3948**. An official excuse form completed by a parent or guardian must be presented to the attendance secretary the day that the student returns to school. If the excuse form is not returned within three (3) days of return, the absence will be considered "unlawful." Parents may also email the attendance secretary on the day of the absence at [ccampbell@wcasd.net](mailto:ccampbell@wcasd.net)

Any student who is participating in an extracurricular activity must be in school by 8:30 a.m. in order to participate on that day.

## ADDITIONAL GUIDELINES

- Up to fifteen (15) days of consecutive absences: Parents can use five (5) vacation days and ten (10) parent notes. Notes from a licensed practitioner of the healing arts will be required for all future absences or they will be considered unlawful for students of compulsory age and unexcused for students over the age of 17. If a student does not return on the 16<sup>th</sup> day, the district will follow the compulsory attendance guidelines. Unless the district has been provided with evidence that the absence may be legally excused or the district is pursuing compulsory attendance prosecution, the student will be dropped from the district's active attendance roll after ten (10) days of absence. If the student is in the US, the absence will be coded as withdrawn-dropped. If the student is out of the country, the absence will be coded as withdrawn-moved. If the student returns, the parent will need to reenroll the student. Removal from the district's active attendance roll does not remove the parent/guardian's compulsory attendance obligations for the student, and the district may pursue citations and/or referral to Children, Youth & Families.
- Short-Term Withdraw: This encompasses absences that are between 16 – 45 day duration or one marking period. The principal will work with the respective Director and Assistant Superintendent to develop a reentry plan. No plan can be implemented without prior approval from the Assistant Superintendent. Unless the district has been

provided with evidence that the absence may be legally excused or the district is pursuing compulsory attendance prosecution, the student will be dropped from the district's active attendance roll. If the student is in the US, the absence will be coded as withdrawn-dropped. If the student is out of the country, the absence will be coded as withdrawn-moved. If the student returns, the parent will need to reenroll the student. No other absence codes are used in this type of absence. Removal from the district's active attendance roll does not remove the parent/guardian's compulsory attendance obligations for the student and the district may pursue citations and/or referral to Children, Youth & Families. Families with special circumstances should contact the district regarding their circumstances.

- A single absence more than five (5) consecutive days in length: A licensed practitioner of the healing arts note is required by the 6<sup>th</sup> day of absence, even if parent notes have not been exhausted.
- 15 or more days of absences, excused by a license practitioner of the healing arts: The school nurse will call the licensed practitioner of the healing arts to seek more information regarding the absences to insure that the appropriate supports can be put in place for the students.
- Notifications/Student Attendance Improvement Plan (SAIP): Parents/guardians will be contacted via mail and/or phone call regarding their child's fourth unlawful absence with a request to complete a Student Attendance Improvement Plan (SAIP). The SAIP conference can include the student, family, school team, and outside supports. At the sixth unlawful absence, a referral to Children, Youth & Families or an attendance improvement program will be completed and citations can be issued to a District Magistrate.
- A College Visit Permission/Verification form (204AG2) must be completed and is required for each college visit. The student must submit the form to the building principal or designee in advance of the college visit for approval. The building principal or designee may approve the college visit in his or her sole discretion. If approved, the form must be signed by a representative of the college and then submitted to the attendance secretary within 3 days of returning from the visit. If the form is not preapproved by the building principal or designee, signed by a representative of the college, or isn't timely submitted, it will be considered an unlawful absence.
- Charter Schools: Where the district is required by law to prosecute a habitually truant charter school student upon notification by the charter school, the district shall utilize the charter school's attendance policy to determine unlawful absences.

## **TARDINESS**

Students arriving late to school must report to the attendance office to obtain a late pass for admittance to class.

1. Excused lateness to school  
Acceptable reasons for being late to school are:
  - a. Doctor's appointment
  - b. Weather so inclement as to endanger the health of the child
  - c. Legal appointments with documentation (court appearances, driver's examinations, etc.)
2. Unexcused lateness to school
  - a. Each of the first four offenses in a semester will be recorded on a student late card.
  - b. Fifth, sixth, seventh and eighth offenses in a semester will result in a student receiving one day of late room for each offense.

- c. The ninth or more lateness in a semester will result in one day of Saturday School.
  - d. Unexcused lateness to school that results in an absence from fifty percent (50%) or more of a class period will be counted as a class absence.
3. Unexcused lateness to class
    - a. One day of detention/late room will be assigned for each offense.
    - b. Upon recording of the ninth or more lateness, the student will be assigned one day of Saturday School.
    - c. Unexcused lateness to class that results in an absence from fifty percent (50%) or more of a class period will be counted as a class absence.
  4. Refusing or cutting detention/late room
    - a. One day of Saturday School will be assigned for each offense.
  5. Failure to sign in at attendance
    - a. One day of Saturday School will be assigned for each offense.
  6. If a student is out of homeroom for school business, he/she must have a pass from the sponsoring teacher and he/she must sign in at the attendance office.
  7. Refer to District Policies on WCASD's homepage for further questions regarding attendance policies.

### **EARLY DISMISSALS**

Students requesting to be dismissed early from school must have a written note stating:

- Student's First and Last Name
- Student's Grade
- Date and time of early dismissal
- Parent signature and telephone number where the parent or legal guardian can be reached during school hours.
- Dismissal passes are dispersed on the date of the dismissal only.

Students must submit these dismissal requests to the Attendance Office by 7:30 a.m. No one can be dismissed without a written parental request.

### **LEAVING SCHOOL WITHOUT PERMISSION**

Once students have arrived at school, they are not permitted to leave the building until the end of the official school day. No one is permitted outside the building unless permission is given by an administrator. Students who leave the building without permission or students in the parking areas without permission will be disciplined in accordance with WCASD Discipline Policy Manual.

### **PERMISSION FOR VACATIONS**

When parents schedule vacations during the school year and children must accompany them, the absence will be "excused" only if the parents request approval from the grade level principal in writing before the trip is taken. All other absences for vacations will be considered unlawful.

## **BELL SCHEDULE**

HOMEROOM	7:30 - 7:40
1 <sup>st</sup> Period	7:44 - 8:29
2 <sup>nd</sup> Period	8:33 - 9:18
3 <sup>rd</sup> Period	9:22 - 10:07
4 <sup>th</sup> Period (Lunch)	10:11 - 10:56
5 <sup>th</sup> Period (Lunch)	11:00 - 11:45
6 <sup>th</sup> Period (Lunch)	11:49 - 12:34
7 <sup>th</sup> Period (Lunch)	12:38 - 1:23
8 <sup>th</sup> Period (*includes PM Announcements)	1:27 - 2:15*

## **(TWO HOUR DELAY SCHEDULE)**

Homeroom	9:30 - 9:40
1 <sup>st</sup> Period	9:44 - 10:14
2 <sup>nd</sup> Period	10:18 - 10:48
3 <sup>rd</sup> Period	10:52 - 11:22
4 <sup>th</sup> Period (Lunch)	11:26 - 11:56
5 <sup>th</sup> Period (Lunch)	12:00 - 12:30
6 <sup>th</sup> Period (Lunch)	12:34 - 1:04
7 <sup>th</sup> Period (Lunch)	1:08 - 1:38
8 <sup>th</sup> Period (*includes PM announcements)	1:42 - 2:15*

## **BLENDED LEARNING**

Blended learning is a dynamic learning format that allows students to experience courses where they interact with the curriculum partially at school and partially through online delivery of content and instruction. Students in these courses will meet with their teachers face-to-face in a traditional setting and will engage in learning activities online. The courses are offered in a variety of formats; 4 days in-class/1 day online learning, 3 days in-class/2 days online learning, and 2 days in-class/ 3 days online learning. Course descriptions within the Course Selection Guide will indicate the specific formats by courses.

Courses that are a part of the blended learning program follow the same rigorous curriculum as the traditional courses aligned with the Pennsylvania Academic Standards and meet graduation requirements. In addition, our courses use the latest technology tools to engage students, to personalize feedback, and to extend learning outside of the classroom.

## **BUS RULES**

The bus driver is, at all times, in full charge of his/her bus. Continued disobedience to his/her commands may result in disciplinary action without prior warning and/or the suspension of your privilege to ride the bus to and from school. Any of the following is unacceptable conduct on a bus.

At the bus stop:

1. Be on time.
2. Demonstrate conduct in an orderly manner.

3. Wait out of the way of traffic
4. Do not play games or chase anyone.
5. Be sure the road is clear and wait for driver's signal before crossing road/crossing in front of bus.
6. Enter bus promptly in an orderly manner after the bus comes to a complete stop.

On the bus:

1. Be seated before the bus moves and remain seated while bus is in motion.
2. Do not tamper with the bus or any of its equipment.
3. Do not extend any part of the body from the bus.
4. Do not eat, drink beverages, or smoke on the bus.
5. Do not try to save seats for friends; always leave room for the third pupil if necessary.
6. Be courteous to the driver, obey him and give him the respect due a teacher.
7. Do not talk to the driver while the bus is moving or distract his attention by loud talking or disorderly behavior.
8. Ride only on the assigned bus, in assigned area, and get off only at the assigned stop. Exceptions must be requested in writing by parents and approved by the assistant principal.
9. Do not violate other school district policies or regulations of the Commonwealth or the United States.
10. Refrain from any actions which would endanger the health, safety, or welfare of the other pupils on the bus.
11. Do not throw anything out the bus windows.

A bus pass must be obtained during the homeroom period from an administrator in order to ride on a bus other than the one assigned to the student. To secure a bus pass, the student(s) involved must present signed parental/guardian permission note before obtaining the bus pass.

More detailed information concerning bus conduct may be found in the West Chester School District "Discipline and Records Policies."

### **TRANSPORTATION / VIDEO MONITORING**

**PURPOSE:** The Board recognizes that misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to misbehavior.

**AUTHORITY:** The Pennsylvania State Board of Education regulations grant School Boards the authority to make reasonable and necessary rules governing the conduct of students in school, including traveling to and from school.

The responsibility for maintaining reasonable discipline on board the District's school buses begins with the individual driver. Bus incident reports will continue to be the primary tool for use by the driver to report misconduct which he/she observes that cannot be corrected by less formal means, such as reassigning seats or giving verbal warnings. These reports are forwarded to the responsible building principal for corrective disciplinary action as per existing District guidelines or procedures.

To assist with discipline control, the School District Administration is authorized to purchase, maintain and equip school buses with video cameras and housings capable of holding and utilizing a video camera for rider surveillance. District Administrators and officials shall determine when buses will contain cameras. In particular, cameras shall be placed in buses on a random basis as well as in response to specific requests. However, bus drivers and riders will not be provided with any knowledge of the actual presence or absence of cameras. It will appear as though a camera is present on board and taping on all days.

**NOTIFICATION:** On each bus where a video camera housing has been placed, a warning shall be posted informing the riders that a video monitoring system may be used at any time. In addition, at the beginning of each school year notification shall be sent informing parents that busses shall have video monitoring systems which may be used at any time. However, failure of a parent to receive such a notification does not preclude the use of a videotape in any subsequent student disciplinary or other legal proceedings.

**USE OF RECORDED DOCUMENTATION:** Reviews of videotapes shall be limited to the Principal, Supervisor of Transportation, the Superintendent's Designee and the Superintendent. However, videotapes may be used in expulsion hearings if the videotape provides evidence in the case.

**DESTRUCTION OF RECORDS:** Videotaped documentation of misbehavior will be preserved only until any disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

**PARENT SCREEN RIGHTS:** A request for viewing a videotape may be made by a student's parents or guardians if the students have been videotaped and disciplinary action has been recommended. All requests shall be in writing and addressed to the Principal of the student's school. Parents may only view that portion of the tape that documents the alleged misbehavior of their child on the bus.

## **CAFETERIA REGULATIONS**

1. Students have six minutes from end of previous period to enter the Cafeteria for lunch.
2. A signed pass is required for students arriving late to lunch.
3. Students who leave campus during their lunch period will be disciplined.
4. Detention may be assigned for student lateness to the cafeteria.
5. No food or drink is allowed out of the cafeteria.
6. Students who do not have lunch scheduled are to brown bag lunch in the classroom with teacher permission.
7. Students must have a signed pass from Guidance, Library or resource room allowing them to leave the Cafeteria.
8. Students must deposit trash in containers and are responsible for cleaning up the area on and around their table. All students at the table are responsible for cleaning their area.
9. At the end of the period, students will be dismissed by cafeteria staff.
10. Students found anywhere in the building without a pass during the lunch period will be disciplined according to the discipline code.
11. The lavatories in the Cafeteria are the only lavatories to be used during lunch periods. .
12. Students may go to the school store during the last ten minutes of their lunch period, but must return immediately after their purchase. Students may not loiter in front of school store or stand in the hallway.
13. Seniors only may eat in the designated area outside the cafeteria
14. Students may listen to music as long as it is not disruptive to the other students. Ear phones must be used.
15. TCHS students may not leave class early to eat lunch in the EHS café they must eat at TCHS.

Abuse of these regulations will result in disciplinary action.

## **CAREER EXPLORATION PROGRAM**

The West Chester Area School District's multi-faceted Career Exploration Program brings high school students into the workplace to observe and explore the "world of work" first-hand, creating a critical link between the skills students learn in school with the importance of this knowledge and skill acquisition to future career success.

Businesses can positively impact students by sharing practical work experience and learned life lessons that will help students make informed career decisions.

One of the goals of the Career Exploration Program is to place students in their expressed area of interest to allow them to get a real-world view of how that job functions within their community and beyond. These career opportunities are offered to students who are genuinely serious about their education and have a sincere interest in their career choices, ensuring that students and the business professionals both have a quality experience.

### **Career Awareness - Grade 10:**

In 10th grade, interested students can participate in several Career Awareness experiences that are offered in different career areas by several colleges, universities, and professional organizations.

### **Job Shadowing - Grades 11 and 12:**

In 11th and 12th grade, students may participate in the Job Shadowing Program.

A student may participate in different job shadowing opportunities from October thru April in their career area(s) of interest. A wide variety of individuals and businesses in the Delaware Valley area offer full-day or half-day job shadowing opportunities.

These shadowings range from individual, 1-on-1 experiences, to larger group experiences at international companies in the area. The student can also work with the Career Exploration Instructor in setting up a job shadowing experience tailored to that student's career area of interest.

### **Learn to Earn:**

In 12th grade, sixty selected seniors can participate in the Learn to Earn Program.

Students must procure their own internship-site and the Business Sponsor must agree to obtain the required Pennsylvania clearances. Students are encouraged to speak with family and friends to find an internship site that is aligned with their career interests. Students may also work with the Career Exploration Instructor to find a site. Students have the opportunity to finish all their academic course work by the end of April and then intern at a business/institution/non-profit during the day for the month of May.

The business/company sponsor is expected to introduce students to positive aspects of the business and responsibilities of the workplace, make a visible investment in the student's career path, and make the connection between school and work.

In June, each student is required to prepare a presentation that summarizes their experience to members of the Learn to Earn Advisory Committee. Sponsors may attend this presentation.

More information and application materials are available on the West Chester Area School District website under Career Exploration Program in the Quicklinks section.

## **COUNSELING AND GUIDANCE SERVICES**

Counseling services include academic, personal, career, and college counseling among others. Each student has an assigned counselor. To make an appointment with their guidance counselor, students should fill out an appointment form in the guidance office. A crisis intervention specialist is available for students with drug/alcohol concerns, issues surrounding depression, anxiety, stress, etc.

## **COLLEGE ADMISSION TESTS – PSAT, SAT**

In October the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is offered to all juniors and sophomores on the national mid-week testing day **October 14<sup>th</sup>, 2020**.

Juniors and sophomores will be administered the test free of charge. Only juniors are eligible for the National Merit Qualifying Test.

Students planning to enter college are urged to take the College Board Scholastic Aptitude Test (SAT) in May or June of their junior year and October of their senior year. If required by the college to which the student is applying, College Board Subject Tests should be taken in June of the junior year and/or December of the senior year. Finally, the American College Tests (ACT) should be taken in April of the junior year or December of the senior year.

## **COLLEGE NIGHTS AND COLLEGE FAIRS**

Information regarding the college nights: application process, financial aid, and college fairs will be sent out throughout the school year. Parents may also call the guidance office to speak with their students' guidance counselor.

## **COURSE SELECTION**

Each year between January and May, West Chester Area School District students select their courses for the following school year. This procedure involves teacher recommendations, parental suggestions, counselor advice and, finally, student choice. The final decision is extremely important because West Chester Area School District's staffing of teachers is dependent upon these choices. Furthermore, in order to build an accurate master schedule, the following procedures will be in effect.

- All course changes must be made by the end of March.
- All required courses must be scheduled before graduation.
- Requests for particular periods and/or teachers will not be considered to ensure an equitable master schedule

*\*The only exceptions are for failed courses, changed teacher recommendations, and completion of approved summer school courses.*

## **COURSES**

### **COURSE CHANGES**

Adding a course to replace a given study hall may be done within the first two weeks of class for full year courses, and within the first week for semester courses. Changes from one course to another and from one elective course to another will not be considered after the school year begins.

### **LEVEL CHANGES**

Students who experience academic difficulty in a course may consider a level change (i.e. Seminar to Honors, Honors to Academic) after the first five weeks of school. A schedule for level changes will be posted in guidance during the school year. The schedule change form must be completed and returned to the counselor by the deadline. There will be no level changes after the designated February date (refer to guidance office posting).

### **COURSE WITHDRAWAL**

A student may withdraw from a class up to the following time period and receive NO grade:

- Full year course - 2 weeks prior to the end of the second marking period
- 1st semester course - 2 weeks prior to the end of the first marking period
- 2nd semester course - 2 weeks prior to the end of the third marking period

Withdrawal from a course beyond the time specified above:

- Student is failing - WF grade is recorded and included in the GPA
- Student is passing - WP grade is recorded but not included in the GPA

### **COURSE CHANGES AFTER SCHOOL YEAR BEGINS**

Students who wish to change a course and/or level within a content area must follow the guidelines provided by the Administration. Students who experience academic difficulty may consider a level change (e.g. Honors to Accelerated Honors, Honors to Career & College Prep), after a month of school.

- Changes from one elective course to another will not be considered after the elective change deadline, which is toward the end of March.
- Once the school year begins, students may add electives if seats are available in the place of study halls, lunches, and otherwise unscheduled periods.
- Once the school year begins, student schedules will not be adjusted to accommodate course change requests, including requests to add electives, except as described above.
- Requests for particular periods and/or teachers will not be considered to ensure an equitable master schedule.

All level changes for full year courses must be completed no later than three weeks after the end of the first semester. All level changes for semester courses must be completed no later than three weeks before the end of the first marking period.

## **DANCES/PROMS**

Dances (including Junior Prom) held at East are from 7:00 P.M. to 10:00 P.M. The Dance policy allows our students to bring one guest to the dance provided that the Prom/Dance Guest Pass Form is completed prior to the event. This completed form, as well as a copy of the guest's photo ID must be turned in when purchasing a ticket. A guest must be enrolled in at least 9<sup>th</sup> grade. Guests must either be enrolled in high school or be a high school graduate and must present a high school ID (driver's license if a college student) when purchasing a ticket. If you have a guest who is 21 or over, you must schedule a meeting with the building principal prior to purchasing your ticket. (Any former student or guest, who was either suspended, expelled, or dropped out of East, will not be able to attend the dance.)

In an effort to provide for the safety and welfare of the students, an alcohol breathalyzer will be used at the dance for both students and their guests. These events are designed to be an enjoyable social activity for students. In order to protect the safety of all students on the dance floor. Inappropriate and/or suggestive dances, and putting friends on shoulders will not be permitted.

East alumni are allowed to attend the Homecoming Dance.

### **DANCE DRESS CODE**

Dances and proms are special events and students should dress accordingly. School administration reserves the right to address concerns related to student dress.

### **RULES FOR INAPPROPRIATE DANCING**

Students are expected to conduct themselves appropriately at dances. Behavior and dancing that is not appropriate will be addressed.

### **DANCE-STUDENT PICK-UP**

Students must be picked up by parents no later than 10:15 P.M. Please make prior arrangements with your parents so that this can occur.

## **DISCIPLINE**

### **DISCIPLINE – General Guidelines**

The fundamental premise of the discipline policy is that citizens of West Chester East High School show tolerance and respect to all members of the school community. Inappropriate behavior will require disciplinary action in accordance with the West Chester Area School District Discipline Code. Please refer to the District Discipline and Records Policies for more detailed information. The Discipline and Records Policy will be downloaded onto student laptops. Students will be asked to sign a verification letter in homeroom during the first week of school.

### **DISCIPLINARY CONSEQUENCES**

#### **DETENTIONS**

Detention is held on Monday, Tuesday, and Thursday from 2:30 until 3:00 p.m. Students must arrange their own transportation. All detentions must be served after school in room 110. It is the student's responsibility to see the assistant principal to reschedule a missed detention.

Students must bring books and materials to remain constructively occupied during detention time. Detentions can only be rescheduled because of EMERGENCY situations. Students who do not attend will be subject to disciplinary action. Students with jobs or early dismissal are to

attend detentions without exception. Students must follow all rules of the detention room, or they will be asked to leave and will be referred to the administration.

\*A teacher detention takes precedence over a detention room assignment; however, the detaining teacher of the student must notify the assistant principal's office the same day prior to dismissal time. The detention assignment will then be rescheduled for the next day.

## **SATURDAY SCHOOL**

School district policy allows for a Saturday School detention for students who violate school regulations. Students who have committed Level II offenses may be assigned to Saturday School by their grade level administrator. When assigned to serve a Saturday School, students must adhere to the following responsibilities and restrictions:

1. Doors for Saturday School will be open at 8:15 a.m. and will close at 8:30 a.m. Students are expected to report on time. It is the student's responsibility to have all necessary materials to complete any work.
2. A Saturday School absence will only be excused with a physician's note. In addition, the student must make up the missed day on the following scheduled Saturday.
3. Students who are assigned Saturday School will not participate in nor attend any extra-curricular activities on the day assigned.
4. Students who cut Saturday School will make up the day on the following scheduled Saturday School and will receive one day of external suspension.
5. Students who cut Saturday School will be ineligible to participate in extra-curricular activities until the originally assigned Saturday School day is served.
6. Students must remain quiet and constructively occupied with work throughout the entire morning (8:30 – 11:30). Suggestions for work include school assignments, art work, silent reading, or assigned reflective writing.
7. Students are not permitted to bring food, candy, or drink into Saturday School classroom. Students are not permitted to display or use electronic devices in Saturday School.
8. While in Saturday School, students will be given two warnings prior to being sent to the Administrator.
9. Sleeping or misbehavior will not be tolerated. Students, who fail to follow the Saturday School rules, will be charged with an additional Level II offense.

If Saturday School is cancelled due to inclement weather, a banner will be posted on the website and there will be a voice message 484-266-1000.

## **EXTERNAL SUSPENSIONS**

While on suspension: A student who is on suspension shall neither participate in, nor attend any extracurricular activity during the period of suspension. This will be in effect immediately upon notification of suspension.

Suspension shall be in effect until the start of the first day that the student is eligible to return to school. Therefore, a student who had been participating in extracurricular activities prior to suspension must be in school on the day in which the student wishes to resume participation in extracurricular activities.

This is the most punitive type of punishment issued. Teachers are requested to send assignments by a given date/time to the Guidance office.

## **POSSESSION OF WEAPONS**

1. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Incidents of students possessing weapons will be reported to the students' parents and shall be reported to

the police. Appropriate disciplinary and/or legal actions will be taken against students who possess weapons and with students who assist possession in any way. However, weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The district superintendent may also prescribe special conditions or procedures to be followed before giving such authorization.

2. Definition: “Weapons in the Schools – Weapons, and replicas of weapons, are forbidden on school property. Weapons shall be any device, instrument material or substance, animate or inanimate, which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Weapons shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any tool, instrument or implement capable of inflicting serious bodily injury, including metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned to use, sell, harm, threaten or harass students, staff members, parents, patrons or any other person.”
3. “Weapons possession will result in the following - - - In addition to notifying the local law enforcement agency, the following action(s) will be taken:

Unless the Superintendent recommends otherwise as set forth herein, the student shall be expelled from school for a period of not less than one (1) year. Such an expulsion shall be conducted pursuant to all such applicable regulations. The Pennsylvania Department of Education shall be notified. The district Superintendent, by his or her sole discretion, may recommend discipline short of expulsion on a case by case basis. In determining whether discipline or expulsion is to be recommended, the Superintendent may consider such factors as the age of the student, the demeanor and conduct of the student, the student’s past disciplinary record, the type of weapon involved, the circumstances under which the weapon was brought to school, use and/or intended use of the weapon, and any other factors which the Superintendent might deem to be mitigating circumstances.”

4. Special Education - - “The provision of this Discipline and Records Policy regarding possession of weapons shall apply to special education students. However, in applying these weapons possessions provisions to special education students, the Superintendent or other chief administrative officers shall take all steps necessary to comply with the Individuals with Disabilities Education Act (20 U.S.C., 1499 et seq).”
5. “Any replica or toy weapon must have a legitimate teaching function for educational purposes. This practice should be discouraged; however, if necessary for a legitimate teaching function, it shall be permitted subject to the following regulations:
  - a) The teacher must submit to the building principal a written request for permission to have a replica, toy or look-alike weapon in school;
  - b) The written request shall outline the legitimate teaching reason for the replica, toy or look-alike weapon;
  - c) The teacher must receive, from the principal, written permission prior to the replica, toy or look-alike weapon being brought to school;
  - d) If written permission is given by the building principal, the replica, toy or look-alike weapon shall be brought in to the building by a parent and delivered directly to the principal (or to his/her designee) at the principal’s office.

- e) The teacher shall obtain the replica, toy or look-alike weapon from the principal when it is needed, and after the lesson has occurred; return it to the principal's office.
- f) The replica, toy or look-alike weapon shall be returned by the principal (or his or her designee) directly to the parent;
- g) Students shall have no contact with the replica, toy or look-alike weapon unless it is absolutely necessary as a part of the legitimate teaching function. “

A FAILURE TO COMPLY WITH THIS MEMORANDUM MAY RESULT IN SERIOUS DISCIPLINARY ACTION.

## **DRESS CODE**

- The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference
- The Board has the authority to impose limitations on students' in school.
- Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other events and situations where special attire may be required.
- The Board authorizes the Superintendent or designee to enforce school rules prohibiting student dress or grooming practices which present a hazard to the health or safety of the student him/herself or to others in the school, or materially interfere with school work, create disorder, or disrupt the educational program.
- The building administrators & teachers shall be responsible to monitor student dress and grooming in their building.
- Staff members shall be instructed to demonstrate by example positive attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance. (see policy GBRM)
- The superintendent or his/her designee shall ensure that all rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.
- Students are expected to wear clothing appropriate to the educational program.
- Modesty and cleanliness are considerations for proper dress.
- **Unacceptable** attire includes (but is not limited to): attire that is unsafe, unhealthy, disruptive, and offensive to generally accepted community standards or contains obscene language; any clothing that reveals undergarments; torn clothing or clothing with holes in it; tight fitting outfits that are inappropriate and/or revealing. During the school year and summer school, the following applies to male and female students:

**Tops**

- Shirts, T-shirts and sweatshirts must not have inappropriate slogans, words, pictures, alcohol/smoking advertisements, etc.
- No tank tops, no tops that show the midriff or cleavage, and no see-through tops

**Pants/Shorts/Dresses/Skirts**

- Dresses, shorts and skirts must be at an appropriate length which is determined to be no shorter than midway between the knee and the top of the leg
- No pants/sweatpants/shorts, etc. with writing in inappropriate places
- Pants must be appropriately sized and worn at the waist and no lower than the top of the hips
- Undergarments are not to be displayed
- Pajamas are not permitted

**Outerwear**

- Coats, hats, hoods, scarves, and the like are not to be worn in the school building except for religious reasons.

**Footwear**

- No bedroom slippers are permitted
- Laces on shoes must be secured
- Any footwear that poses a safety hazard is not permitted

**Other**

- No chain link belts
- Spiked jewelry, chains or any jewelry that could cause injury or constitute a hazard are not permitted

Any apparel judged to be unhealthy and/or unsanitary (clothing that is dirty and or gives off a foul odor) is not permitted.

For reasons of safety and health, special dress and grooming regulations may be developed for special areas like production areas, gymnasiums, etc. for special events like field trips, Spirit days, dances, commencement, etc. Special dress may be prescribed.

## **DUAL ENROLLMENT**

The West Chester Area School District dual enrollment program offers juniors and seniors the opportunity to concurrently enroll in a college level course that would be considered a high school elective credit. Upon successful completion, students participating in dual enrollment coursework would receive high school advanced placement credit, as well as college credit.

The partnering dual enrollment college establishes admittance and other criteria for participation. Students will be responsible for tuition, fees and course material. More information and dual enrollment pre-approval forms are available from the school counseling department.

## **EMERGENCY SCHOOL CLOSING/DELAYED OPENINGS**

Parents and students are asked not to call the school or administrative offices for information on school closings. Please check the following sources: <https://www.wcasd.net>, WCASD phone app, automated text messages.

Other sources are:

Radio Stations (closing # is 851)      WILM 1450 AM    KYW 1060 AM    WCHE 1510 AM

Television Stations: Fox TV-Channel 29      CBS/KYW – Channel 3  
ABC – Channel 6      NBC – Channel 10

## **EVACUATION DRILLS**

It is essential that when the first signal sounds, everyone quietly and promptly clear the building by the classroom's prescribed route. During the first few days of school, teachers are to review the regulations and procedures with students. It is the responsibility of students to report to the designated homeroom area and remain with their homeroom teacher for attendance purposes.

## **EXTRACURRICULAR ACTIVITIES AND CODE OF CONDUCT**

Attendance at all school sponsored activities is a privilege offered to all eligible students enrolled at East. All school rules and disciplinary regulations are in effect at all school activities, including both home and away contests and all field trips. A list of activities is available to all students on our web site

### **ELIGIBILITY**

The Policy for Participation in Extracurricular Activities and Interscholastic sports states:

Effective July 1, 1987, the following standards will be in place regarding participation in athletics, marching band, school plays, field trips (unless requested by Board approved curriculum), and all other extracurricular activities:

1. To participate in any activity, the pupil must maintain acceptable grades. To be eligible, a student must not be failing any 2 subjects, or the equivalent, during the marking period. Eligibility shall be cumulative from the beginning of a grading period, and shall be reported on a weekly basis. Back work may be made up in accordance with school rules.
2. New students must comply with the rules. Information relating to the previous marking period will be obtained from records of last school attended.
3. At the end of the school year, the student's final grades, rather than his/her grades for the last marking period, shall be used to determine eligibility for the first marking period of the new school year.
4. For athletics, a student who is scholastically ineligible may not practice or participate in contests during the week he/she is ineligible.
5. Scheduled "try-outs" are excluded from eligibility rules.

6. Students are ineligible for one (1) week following submission of his/her name by the respective teacher for a particular course.
7. With the exception of the week following issuing of progress reports, eligibility lists are distributed to all faculty and staff members, including coaches, once each week.

For citizenship rules, please refer to the West Chester Area School District Discipline Code.

### **EXTRACURRICULAR ACTIVITIES CODE OF CONDUCT**

Students who do not follow established regulations are subject to disciplinary action. Teachers and administrators present at such events will maintain an atmosphere appropriate for that activity and expect all students' total cooperation. Students who do not follow established regulations will be ejected from the activity and be subject to disciplinary action.

### **MISSION**

The mission of the district is to educate and inspire students to achieve their personal best.

### **PHILOSOPHY**

The primary purpose of the extra-curricular program in the district is to promote the physical, social, emotional, intellectual and moral well-being of the participants. The extra-curricular program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences.

Through voluntary participation, students give time, energy and loyalty to their extra-curricular program. They also accept the rules, regulations and responsibilities that are unique to the program. In order to contribute to the welfare of the group, each student must willingly assume these obligations because the role of a participant demands that the individual make sacrifices not required of others. Emphasis will be placed on respect, trustworthiness, responsibility, and citizenship in hopes that all participants in our extra-curricular activities will be a positive force in preparing youth for an enriching and vital role in American life.

### **PIAA- ATHLETICS ONLY**

All high schools in the district are members of the Pennsylvania Interscholastic Athletic Association. The PIAA by-laws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed. The PIAA by-laws will be followed by any district sponsored interscholastic athletic program.

### **EXTRACURRICULAR DEFINED**

Extra-curricular programs include extracurricular activities, athletic activities and interscholastic athletics as defined in Board Policies 122 and 123.

### **ACTIVITY FEE**

Participants in extracurricular activities shall be responsible for payment of an activity fee in accordance with Board Policy.

## **SPORTSMANSHIP/CITIZENSHIP**

Students in the district must keep in mind that they are always in the public eye and that their personal conduct will always be subject to the scrutiny of their fellow students, spectators, opponents, and the media. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

1. Show respect for authority and property
2. Maintain academic eligibility
3. Maintain training rules
4. Emphasize the ideals of sportsmanship, citizenship, loyalty, ethical conduct, and fair play
5. Denounce and not participate in actions meant to demean opposing players, teams, spectators, and officials.

Any display of un-sportsmanlike behavior toward an opponent, official, or spectator during the season will result in counseling by the coach/advisor and possible suspension from the team or activity.

## **ELIGIBILITY REQUIREMENTS**

1. To be eligible for extra-curricular activities, a student must be enrolled as a full-time student in the district, a legal home school student or a charter or cyber charter school student whose school does not offer the same extracurricular activity.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis.
3. In the event that a student is not passing four (4) full credit subjects or in the event that a student is failing any two (2) subjects on the weekly report, he/she is ineligible to participate in games and practices for a period of one (1) week. Any student who is not passing at least four (4) full credit subjects or who is failing any two (2) subjects at the end of a grading period will be ineligible for a period of fifteen (15) school days beginning when report card grades are finalized. A student who has not successfully completed four (4) full credits at the end of the school year will be ineligible in the beginning of the following year for a period of fifteen (15) school days unless the failing grades are made up in summer school. The student may practice with his/her team in during preseason practices.
4. In order for a student to be deemed eligible in the middle of a weekly reporting period, direct contact from the teacher of the student's failing class must be made with the Athletic Office.
5. Students that are ineligible for the fifteen (15) day period following a grading period cannot be deemed eligible under any circumstances.
6. Extenuating circumstances. When extenuating circumstances are negatively impacting on a student's grades, behavior, and/or attendance and that student has become ineligible, a parent/guardian, faculty advisor, or administrator may address the Building Principal or his/her designee (assistant principal). The Building Principal or his/her designee will review those circumstances and decide whether to continue the student's ineligible status or place him/her on probation. He/she will also follow up with the appropriate building staff (i.e., teachers, guidance counselor, psychologist, and social worker) in order to assist the student with his/her problems.

## **REPORTING PROCEDURES**

1. The Athletic Office will be responsible for compiling a list of students involved in the inter-scholastic athletic program for each season. Special note: Parents of home school or charter/cyber school students must report their grades to the athletic office on a weekly basis.
2. The Athletic Office shall compile extracurricular eligibility reports.
3. The Athletic Director will notify head coaches and activity advisors of the students that are ineligible
4. The head coach or activity advisor will notify the students who are ineligible.
5. These academic eligibility requirements are applicable to all students who participate in extracurricular activities in grades 9-12 in the district.

## **SCHOOL ATTENDANCE**

Late to School – A student must be in school by 8:30 a.m. in order to participate in an athletic contest/practice/activity that day. An exception will be made if the student has an approved medical appointment, in which case, the student must present to the attendance office a signed statement from the doctor regarding the absence. A note from the parent/guardian for illness will not be acceptable.

Early Dismissal – In order for a student to participate in any extra-curricular activity, he or she must be present in school the day of the activity. If a student needs to have an early dismissal for any reason, he or she is expected to return at a reasonable time. If the student does not expect to return, he or she must receive prior permission from the administration or the athletic office.

The Building Principal or Athletic Director may make exceptions to this policy when a student has extenuating circumstances.

## **PRACTICES, MEETINGS, AND COMPETITIONS**

Each member of any team or organization is required to make a commitment to that sport or activity. Part of the commitment involves attending every scheduled practice, contest and activity. Unexcused absence from scheduled practices/contests/activities will result in the following actions:

1. Counseling by the head coach/advisor and notification of parents, if necessary, and
2. Suspension from the team/activity and possible dismissal, if subsequent violations occur.

## **TRAVEL**

Students must travel to and from away contests/activities, in district provided transportation. The only exceptions to this policy follow:

1. Injury to participant which would require alternate transportation;
2. Prior arrangement made in writing between the participant's parent/guardian and the Athletic Director/ Coach/Advisor for the student to ride with the parent/guardian due to special situations which may arise; or
3. If transportation is not provided by the school district.

## **EQUIPMENT AND UNIFORMS**

Equipment and uniforms are issued to students on a loan basis and are to be worn only when authorized by the coach/advisor. It is the student's responsibility to take care of the equipment

and/or uniform. If any of the equipment or uniform is not returned at the conclusion of the season, an obligation will be issued to the student for the fair cost of replacing it. Until the obligation is resolved, the student will not be eligible for athletic/activity awards and will not be permitted to participate in any future extra-curricular activity.

### **IN-SEASON ONLY**

The rules and regulations in this Code shall apply to any violation that may occur during the period of the extra-curricular activity participation, on and off school premises. Period of activity begins with the first competition, meeting or practice and ends with the last contest, meeting or practice, whichever is the later date. Violations that occur off campus, in-season, will incur a suspension from the student's activity. The suspension length will match the length of the suspension that would have been given if the violation had occurred on campus.

Violation of the "Discipline and Records Policies" and/or other district policies which requires administrative action will be handled in accordance with the provisions of the specific sections as outlined in the policies. For example, if a violation involves a suspension from school, the student will also be suspended from participating in practices/contests/activities of that team/organization during the length of the suspension. Future violations of the "Discipline and Records Policies" and/or other district policies during the period of participation will result in further disciplinary actions as stated in this code.

It should be clearly understood that the same standards of behavior and discipline will be applied to all students and any violations of the "Discipline and Records Policies" and/or other district policies may result in forfeiture of the privilege to participate on a district extra-curricular activity.

Please note that the student's suspension will not be adjusted to meet their practice, competition, or activity schedule.

### **TOBACCO USE ON AND/OR OFF SCHOOL PROPERTY**

Smoking/possession of tobacco products will result in the following action:

First Offense – a three day suspension from all activities.

Second Offense – a ten day suspension from all activities.

Third offense – a suspension from all activities for the remainder of the season.

### **VIOLATIONS OF THE DISCIPLINE CODE**

#### **Level II Offenses**

If a student is charged with three Level II offenses under the Discipline and Records Policies during one season, the student will be dismissed from the team/organization and excluded from all team/organization activities for the remainder of the season. For yearlong activities, reinstatement will coincide with the seasonal scheduling of athletics. For example: a student suspended in the fall may resume participation in their activity when the winter athletic season begins in November.

### **Level III Offenses**

If a student is charged with two Level III offenses under the Discipline and Records Policies during a school year, the student will be suspended from athletics/activities for the remainder of the school year.

### **SUBSTANCE ABUSE**

Student/athletes are subject to all of the provisions of the WCASD Drug and Alcohol Abuse Board Policy 227, Controlled Substance and Paraphernalia. In addition, to other discipline under the policy any student who violates the policy, through possession or use, will be subject to the following:

First Offense – The student will be excluded from team or organization for a period of 10 school days.

Second Offense – The student will be excluded from all team or organization for the remainder of the school year.

### **Selling or Distribution**

If a student is found selling or providing controlled substance on school property, in the community or on the school bus, he/she will forfeit all rights and privileges for further participation in extra-curricular activities for the remainder of the school year.

### **Anabolic Steroid Use/Abuse**

The use of, possession, delivery of anabolic steroids or other illegal performance enhancing substances except for a valid medical purpose, by any student involved in school related extra-curricular activities is prohibited. Disciplinary action could include any or all of the following:

First Offense – The student will be suspended from high school extra-curricular activities for the remainder of the season.

Second Offense – The student will be suspended from high school extra-curricular activities for the remainder of the school year.

Third Offense – The student will be permanently suspended from high school extra-curricular activities in the district.

No student shall be eligible to resume participation in high school extra-curricular activities unless there has been a medical determination that no residual evidence of steroids exists.

### **Drug Testing**

The district reserves the right to require lab testing if a student is suspected of substance abuse.

### **STATEMENT ON THE PENNSYLVANIA CRIMES CODE**

Violations of the Pennsylvania Crimes Code that occur “in season”, outside of school, shall be subject to administrative investigation with the possibility of student being suspended or dismissed from the extra-curricular activity.

## **HAZING**

The district has a school board policy on hazing, Board Policy 247.

The district does not condone any form of initiation or harassment, known as hazing, as part of any extracurricular activity. No student, shall plan, direct, encourage, assist or engage in any hazing activity. Students who are subject to hazing or become aware of hazing shall report the incident to the building principal.

## **SPECIFIC EXTRACURRICULAR ACTIVITY RULES**

Head coaches/advisors may establish additional guidelines through their training/meeting rules with the approval of the Athletic Director/Administrator. Any additional rules and regulations developed by the head coach/advisor of any extra-curricular activity must be approved by the Athletic Director/Administrator prior to the start of the program. These rules cannot be inconsistent with any provisions of this Code. These additional rules and regulations must be in writing and on file in the Athletic Office/Main Office.

## **CONTROLLING POLICY**

Where another Board policy is more stringent than this Code, it shall govern. All district policies are publically available on the district's website, and all participants in extracurricular activities are responsible for compliance with Board policy.

## **FIELD TRIPS**

Field trips are an extension of the school program. Overnight field trips are designed to be a positive educational experience. Our goal is to sponsor them free of incidence. Therefore, students attending any overnight field trip must be free of any serious discipline problems and must be academically eligible.

## **FIVE DAY CYCLE**

Classes are scheduled on a five day cycle rather than a Monday through Friday scheduling system. Each day is sequentially designated as 1-2-3-4-5.

## **GRADES**

### **CREDITS**

A course which meets five times per week for a full school year receives 1 credit. A course that meets three times per week for a full year receives 3/5 credit. Courses which meet five times per week for half the school year earn 1/2 credit.

### **GRADE POINT AVERAGE COMPUTATION**

East High School employs a grading system based on a scale of 100 points expressed as percentages. We convert the percentage grades to letter grades for ease and simplicity of communication. We weigh quality points for students in especially difficult programs to recognize extra difficulty. Career and College Prep elective courses are excluded from GPA calculations unless the student/parent requests inclusion in writing.

Grading & Weighting Scale for the 2021 School Year				
Numerical Average	Letter Grade	Career & College Prep	Honors	Accelerated Honors/Advanced Placement
97-100	A+	4.3	4.73	5.16
93-96	A	4.0	4.4	4.8
90-92	A-	3.7	4.07	4.44
87-89	B+	3.3	3.63	3.96
83-86	B	3	3.3	3.6
80-82	B-	2.7	2.97	3.24
77-79	C+	2.3	2.53	2.76
73-76	C	2	2.2	2.4
70-72	C-	1.7	1.87	2.04
0-69	F	0	0	0
E = 60-69 (Non-passing; eligible for summer school)				
F = below 60 (Not eligible for summer school)				

Students failing any required courses must make them up in summer school or in subsequent years. Doubling up of English courses is not permitted except for seniors requiring a credit to graduate.

### GRADUATION REQUIREMENTS

Subjects	Grades 9 –12
English	4.0 Credits
Social Studies	4.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Electives	5.0 Credits
Health/Physical Education	2.8 Credits
Art/Humanities	2.0 Credits
	23.8 Total Credits

### HONOR ROLL

A student is ranked as Honor Roll status by fulfilling requirements determined by the following standards during each marking period:

1. "A " or "B" ("80%" minimum) in subjects meeting 5 days per week
2. "C" (70% "minimum) or better in all other subjects
3. No incomplete grades

## **INCOMPLETE GRADES**

Incomplete grades are given when a student fails to complete assigned work during a report period due to excessive absence or other causes. ALL incomplete (I) grade make-up work must be completed within two (2) weeks from the end of the marking period. Failure to meet this requirement will automatically change the “I” to an “F” grade.

## **INTERIM REPORTS**

To keep parents informed of the level of their student’s academic achievement, teachers will communicate through telephone or email progress reports when a problem needs immediate attention. Written or email progress reports are used in the middle of each marking period if a student is achieving outstanding work, is in danger of failing, or is negligent in some aspect of work.

If there are any questions or concerns, parents are encouraged to e-mail the teacher. Interim reports are not disciplinary reports, but are a means of notifying a student’s progress mid-marking period.

An interim report must be used whenever a student is in danger of failing a course (cumulative E, or F) or displays negligence in some other aspect of his school work; as per Board policy. Teachers are encouraged to use the positive interim reports as a commendation of the student’s work. If there are any questions about student progress, please do not hesitate to contact the teacher and/or counselor.

## **STUDENT CONCERNS**

Students with concerns regarding a teacher or grade should follow the procedures outlined below:

- Discuss the matter with the teacher
- Make an appointment with guidance to discuss the matter
- Contact the grade level administrator

## **MARKING PERIOD CALENDAR DATES – 2020-2021**

### Marking Periods

1<sup>st</sup> MP: Monday, August 31 - Friday, November 6

2<sup>nd</sup> MP: Monday, November 9 - Monday, January 25

3<sup>rd</sup> MP: Tuesday, January 26 - Tuesday, March 30

4<sup>th</sup> MP: Wednesday, March 31 - Wednesday, June 16 (subject to change)

## **SUPPLEMENTARY COMMENTS (ISSUED ON PROGRESS REPORTS)**

In addition to using the letter grades to represent achievement, teachers are urged to use the following comments as supplementary information substantiating the grade earned:

- G Achieves at apparent academic ability
- H Participates in classroom activities
- J Demonstrates improvement in this course
- K Works well independently/completes projects
- L Demonstrates responsibility and dependability
- M Shows positive skills development
- N Demonstrates critical thinking, imagination, and/or creativity

- Q Does not achieve at apparent academic ability
- R Does not participate in classroom activities
- T Progress hindered by frequent absences
- V Performs poorly on tests and quizzes
- W Does not complete day to day assignments
- X Parent conference requested
- Y Does not meet minimum course requirements
- Z Causes classroom disruptions

The comments supplied are teacher observations of strengths and/or weaknesses in a student's attitude, which the school experience seems to reveal.

### **POWERSCHOOL PARENT PORTAL**

The West Chester Area School District firmly believes that family involvement in a child's education is crucial to a child's academic success in school. The PowerSchool Parent Portal system gives parents a window into the district's student information system. With this web-based tool, parents can see their child's attendance and grade information. A link to the parent portal site on the WCASD homepage ([www.wcasd.net](http://www.wcasd.net)) is located within the FOR PARENTS banner on the right. This link to the Parent Portal site can also be found under the LINKS banner on the left of your student's homepage.

### **PROMOTION REQUIREMENTS**

Students must not only accumulate the required number of credits to graduate, but also complete minimum requirements each year for promotion to the next grade level.

For promotion to:	Minimum credits required are:
Grade 10	at least 5 credits from Grade 9
Grade 11	at least 11 credits from Grades 9 & 10
Grade 12	at least 17 credits from Grades 9, 10 & 11

**MINIMUM COURSE LOAD REQUIREMENTS** – Students in grades nine and ten must schedule a minimum of six (6) credits including Health and Physical Education. Students in grade eleven must schedule at least 6.4 credits. All seniors must schedule at least 5.4 credits. In order to be considered a 10<sup>th</sup> Grader, a student must have 5.0 credits, an 11<sup>th</sup> Grader must have 11.0 credits, and a 12<sup>th</sup> Grader must have 17 credits.

### **HALL PASSES**

If a student needs to leave class, he/she will sign out and take the designated pass to his/her destination (nurse or bathroom).

### **HARASSMENT**

#### **PURPOSE**

The School board is committed to assuring equal educational opportunities to all students and does not discriminate on the basis of race, religion, sex, national origin, ancestry, disability, medical condition, age or sexual orientation. Furthermore, the School District is committed to maintaining an educational environment for all its students which is free from any types of harassment. See WCASD School Board policy 248

## **POLICY STATEMENT**

The School Board will not tolerate any behavior by administrators, faculty, staff or students which constitutes harassment of a student. Furthermore, the School board charges its employees to notify the administration of any allegation and/or rumor of improper employee or student conduct toward students.

Disciplinary action up to and including termination will be instituted for employee behavior described in the definition of harassment set forth below.

Any retaliation against a person for filing a harassment charge or making a harassment complaint is prohibited. Anyone found to be retaliating against a student shall be subject to disciplinary action up to and including termination in the case of employees or expulsion in the case of students.

Definitions and complaint procedure can be found in the discipline and records policy book.

## **HEAD PHONES**

Any student who has head phones/ear buds visible may be asked to remove them and failure to do so may result as insubordination.

## **HEALTH EXAMINATIONS AND SCREENINGS**

The Pennsylvania Public School Code Section 1402. Health Services (e) requires that students upon original entry, sixth grade and 11th grade be given a "comprehensive appraisal" of their health. This requirement may be completed by the student's primary care provider (MD, DO, CRNP, PA) or by the school provider. Parents/guardians have 60 days from school entry to provide either permission for school exam or private examination report. Private examination reports will be accepted from 1 year prior to the start of the school year. Failure to comply with either permission for school exam or private exam may result in school exclusion and possible referral to Children, Youth and Family. Student health records will be reviewed by school nurse every 30 days. Parents/guardians will be notified of missing documentation and possible exclusion if conditions are not met.

28 PA Code (regulations) 23.3(a) states "Dental examinations shall be required on original entry into school and in grades three and seven." This requirement may be met by examination from the student's primary dental provider or school dentist. Parents/guardians have 60 days from school entry to provide either permission for school exam or private dental report. Private examination reports will be accepted from 1 year prior to the start of the school year. Failure to comply with either permission for school exam or private exam report may result in school exclusion. Student health records will be reviewed by school nurse every 30 days. Parents/guardians will be notified of missing documentation and possible exclusion if conditions are not met.

## **HOMEROOM**

All students are assigned to a homeroom. Homerooms open at 7:20 A.M. A warning bell rings at 7:25 A.M. The late bell rings at 7:30 A.M. Students remain in homerooms from 7:20 A.M. to 7:40 A.M. every day.

## **KEYSTONE EXAMS**

[Senate Bill 1095](#), which was signed into law by Governor Tom Wolf on October 24, 2018, shifts Pennsylvania's reliance on high stakes testing as a graduation requirement to provide alternatives for high school students to demonstrate readiness for postsecondary success. Formerly, Pennsylvania's graduation requirement was more restrictive, requiring most students to pass the Keystone Exams — end of course exams in Algebra I, Literature, and

Biology. Senate Bill 1095 will expand the options for students to demonstrate postsecondary readiness using four additional pathways that more fully illustrate college, career, and community readiness.

The statewide graduation requirement takes effect for the graduating class of 2022. While there is no statewide graduation requirement for the classes of 2019, 2020, and 2021, students, parents, and guardians should reference local policies governing graduation, which are not preempted by the moratorium on the statewide requirement. Beginning in the 2021-22 school year, the statewide graduation requirement will apply, as will any other locally-established policies and requirements.

Additionally, Keystone Exams are the statewide assessment that Pennsylvania uses to comply with accountability requirements in the federal Every Student Succeeds Act (ESSA). Each state is expected to achieve 95 percent participation on its statewide exams.

Students can meet the statewide graduation requirement by:

- Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams.
- Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

## **LIBRARY**

The library is open from 7:15-2:50 each day.

**Homeroom:** The library is closed during homeroom.

**Lunch:** Students who wish to utilize the library during their lunch period may sign up electronically. Directions for doing so will be posted in the *Library Resources for Students* Schoology group.

**Study Hall:** Students who wish to utilize the library during their study hall period may sign up electronically. Directions for doing so will be posted in the *Library Resources for Students* Schoology group.

**Library Program and Resources:** The library program is based upon collaboration with teachers to develop projects and activities that meet curriculum requirements and address PA standards. The librarian can provide instruction (in-person or flipped) in information literacy, technology and project-specific skills, and will also create pathfinders for students containing project-specific resources and tutorials. Resources for students and staff are available on the library website and in the Schoology groups, *Library Resources for Students* and *Library Resources for Staff*.

## **LOITERING**

All students must leave the building at the end of the school day. Only students who are participating in a school sponsored activity are permitted in the building. Students, who get rides home, should be picked up no later than 2:35 P.M. East students may not go over to Fugett Middle School during the school day before or after school unless they have permission from administration. EHS students at Fugett, without administrative permission and/or loitering after school will result in disciplinary action. Any student observed out of assigned areas (class, library, cafeteria, etc.) and found in corridors or other unauthorized areas without a pass or teacher's permission will be assigned Saturday School.

## **LOCKERS**

A locker is assigned to each student. Students must provide their own lock. Students are to use only the locker assigned and are to keep it locked at all times. Students are not to tamper with another locker, write on any locker, or give his/her combination to another person. The school suggests that no valuable item be brought to school. School administrators and teachers have been instructed to refuse to keep students' valuables. If students bring any such items to school, they do so at their own risk. The school is not responsible for any loss from theft, damage, or otherwise. Items left in lockers, gym lockers, or any other locations at any time are the student's responsibility. Lockers are the property of the school, and school authorities may search a student's locker without prior warning in seeking contraband, as school authorities are charged with the safety of all students under their care and supervision.

## **LOST AND FOUND**

### **LOST ARTICLES**

Articles that are found are turned in to the Main Office. For lost articles, please inquire of the secretaries in the office, check with your classroom teachers, and check the table labeled Lost and Found located in the cafeteria.

Students must report lost, misplaced or stolen text books immediately to their classroom teacher.

### **VALUABLES AT SCHOOL**

The school urges that you avoid bringing valuables or large sums of money with you to school. If you bring such valuables to school, you do so at your own risk. The school is not responsible for any loss. This includes all electronic devices including cell phones.

### **PERSONAL PHONES**

The telephones in the offices are for business purposes only. Phones, although prominent in today's society, may not be used during the school day. In order to maintain the education process, all student phones must be secured (out of sight) and must be turned off, unless the student's teacher permits the phone to be used as a technology device during a scheduled class periods.

## **MEDICAL/NURSING SERVICES**

**NURSE'S OFFICE: 484-266-3806 484-266-4231 FAX 484-266-4219**

The Health Office is open from 7:15 A.M. to 2:50 P.M. and is staffed by two certified school nurses (RN). Each morning until 8:00 A.M., temporary physical education excuses will be issued as requested in writing by parents/guardians and/or physician. Long-term exclusion from participation in P.E. requires a physician's note.

If a student is ill or injured, he/she should report to the Health Office with a pass from the classroom teacher (passes are not required in emergency cases.) The school nurse will evaluate the student's health status and will contact parents if necessary. Students will be sent home only after the nurse's office contacts parents/guardians or individual(s) listed on emergency cards.

- Every school related accident or injury must be reported immediately to the staff member in charge of the activity and to the school nurse.
- Current immunization information should be supplied by parents/guardians so health records can be kept current. In accordance with Pennsylvania Health Laws, no high school student will be admitted or allowed to attend school without having received immunizations against diphtheria, tetanus, polio, measles, mumps, and rubella. A Pennsylvania Immunization Certificate is maintained on each student and is mailed home with the last senior report card. This certificate is an official health document and should be kept with other important papers.
- All 11<sup>th</sup> grade students must have a current physical examination on file in the Health Office. The physical examination can be done by the student's private physician or the parent/guardian may request in writing that the school physician perform the physical exam.
- All medication taken during school hours must be kept in the Health Office. Prescription medications must be in the labeled pharmacy containers and must be accompanied by both physician and parent notes requesting that medication be given during school. Non-prescription medications (over-the-counter) must be supplied in their original containers and must be accompanied by a parent note requesting that the medication be given in school.

## **MULTI-TIERED SYSTEMS OF SUPPORT**

The MTSS team, which meets twice weekly, includes an administrator, special education teacher, counseling staff, school psychologist, caseworker, and other interventionists who are specially trained to work with at-risk students. The purpose of the team is to identify student needs and link students with the supports necessary to address those needs. Documentation, updates, and follow-up activities are provided by the members.

Students may be referred\* to the MTSS team by any team member, faculty, staff, parent and/or student. Reasons for referral can include academic difficulties, behavioral concerns, mental health concerns, or suspected drug/alcohol use. Team members review students to evaluate and structure the delivery of appropriate services starting in the classroom (Tier 1). Tier 2 supports are designed to provide targeted interventions for students who are not responding to Tier 1 supports. Tier 3 interventions are reserved for students who need the most intensive supports based on individual need.

\*Referral forms are available in the guidance office and in EHS shared documents. All referrals

are kept confidential. Psychological referrals must be discussed by this group. Recommendations are then made for further action on the referral request as per District and State regulations.

## **NATIONAL HONOR SOCIETY**

Membership in the Terry Whalen Chapter of the National Honor Society is a privilege earned by the consistent demonstration of the four pillars that form the foundation for success in life: Scholarship, Service, Leadership and Character.

Requirements for Induction: In order to become a member of the NHS at East High School, students must meet each of the following requirements:

1. Have been a student at East for at least one full semester.
2. Achieve a cumulative GPA, through the 1<sup>st</sup> semester of their junior year, of 4.0000 or higher.
3. Have no Level II or III school offenses for any year in attendance at East (An incident during 9<sup>th</sup> or 10<sup>th</sup> grade may be reviewed for consideration.
4. Actively participate in at least one school sponsored activity for a full semester or sports season. (Spring sports from the previous year can be used.)
5. Accumulate at least 20 hours of volunteer community service time with one or more organizations in the two years prior to being invited. (Volunteer time must meet the criteria listed in the NHS by-laws.\*)
6. Accumulate at least 3 hours of tutoring service as part of the Fugett after school tutoring program.
7. Receive a net positive evaluation from faculty members of East H.S., with no incidents of cheating or plagiarism reported by any faculty member.
8. Pay the one time dues of \$40.00.

Candidates for induction are notified by invitation during the beginning of the 2<sup>nd</sup> semester of their junior year at East. To be invited, students must have met requirements 1 – 3 as listed above. To be accepted for induction, students must also complete and submit an application package by the published due date, which includes documentation of requirements 4 through 9. Faculty evaluation of students is done on a confidential basis.

Induction of successful candidates will take place in May. Once inducted, a member must maintain the GPA required for induction.

NHS members are expected to volunteer at least two class periods a week toward the NHS Peer tutoring program as well as support the freshman mentoring and Fugett Tutoring program.

**\* VOLUNTEER TIME MUST BE NON-PAID, MAY NOT BENEFIT A FAMILY MEMBER AND MAY NOT INCLUDE TIME SPENT IN SERVICE TO AN ORGANIZATION, LIKE A SCOUT TROOP OR CHURCH CHOIR, UNLESS THE GROUP IS WORKING TO BENEFIT A GREATER COMMUNITY BASED CAUSE.**

Link to the NHS tutor request form: <https://www.wcasd.net/Domain/4699>

## NEUTRAL WEIGHTING FOR ELECTIVE COURSES

Many courses that were formerly weighted at the Career & College Prep level are neutrally weighted. However, students may choose to include level weighting for these specific elective courses in the calculation of their grade point average (GPA). Neutrally weighted elective courses can be found in the following subject areas:

- Career & College Prep level Art and Music courses
- Career & College Prep level Family & Consumer Science, Video Production, and Tech Ed. Courses
- Career & College Prep level Business and Marketing courses
- Career & College Prep level English and Social Studies elective courses
- Career & College Prep level 1 and 2 World Language courses

To receive Career & College Prep quality points for neutrally weighted courses, students must complete a “Request for Elective GPA Inclusion” form that is available online and in each guidance office. This form must be signed by the student and their parent/guardian and returned to the student’s counselor by the deadline in mid-April.

### NOTES:

- The term “Neutrally Weighted” will appear beneath the course title of all eligible courses.
- Credits and grades earned in neutrally weighted courses will appear on transcripts.

## NEW STUDENT FAQ’S

### **How do students get a Student Identification Card?**

Student ID cards are issued during the first two weeks of school. Students will receive their ID cards in homeroom.

### **What should I do if I lose my student ID?**

Replacement ID cards can be purchased in the main office of \$5 before school, during your lunch period, or after school. New students who have not had an ID picture taken must come the main office to make arrangements at no cost.

### **Is there a Lost & Found on campus?**

Articles found at school should be turned in to the main office.

### **Can students go off campus for lunch?**

No. We have a closed campus and students are not allowed to leave for lunch. Students are also prohibited from ordering lunch from an outside vendor or having someone bring in lunch.

### **May I get extra help in classes during lunch?**

Yes. Students must obtain a pass from the teacher you are going to see and show the pass to the teacher on cafeteria duty before leaving. Lunches are 45 minutes long, so you will have time to eat.

**What do I do if I am absent from school?**

If you are absent, your parent or guardian must contact the school to excuse the absence within three school days. Your parent may call the Attendance office at 484-266-3948 to report the reason you are absent, write a note, or send an email to the attendance secretary, Mrs. Campbell at [ccampbell@wcasd.net](mailto:ccampbell@wcasd.net). Please see school website under student handbook for further details.

**What do I do if I need to leave school early?**

You must have a note from a parent or guardian containing the following information: Student name, date and time student is leaving school, reason for leaving early, and phone number for verification. Students are to drop the note to the attendance clerk before school or during lunch to receive a pass to leave as requested.

**Can I wear a hat or hood on campus?**

Hats and hoods may be worn outdoors only.

**What should I do if I can't open my locker?**

If you are having trouble opening your locker, you should report to the main office. The custodians will be contacted for assistance.

**How are honors, accelerated honors, and AP classes different from CCP classes?**

Honors, accelerated honors and AP classes are more challenging and go at a faster pace than CCP classes. Students usually have more homework and responsibility in honors, accelerated honors, and AP classes, and they require an increased commitment by the student.

**Where do I go if I need help?**

You should never hesitate to ask any adult on campus for help, especially your teachers. Your counselor is also a great resource for you as your grade level administrator.

**What do I do if I need extra help in a class?**

Always talk to your teacher if you need help. Most of your teachers are available before and after school to assist you. The HELP Center is open during periods 2-8 in room 102.

**How do I find out about activities on campus?**

All of our student activities, clubs, and their sponsors are listed on the school webpage. Information about these organizations may also be included in daily announcements. You can also access information daily on WVIK.

**Can I use a cell phone on campus?**

You may use electronic devices before and after school hours. They must be off and out of sight from 7:30 – 2:30.

**Will I receive a student planner this year?**

Freshmen will receive a copy of the student planner in homeroom on the first day. The student planner is an excellent resource for you to use and stay organized. Any student needing a planner can pick one up in the office.

**Where can I find out information about school rules and procedures?**

The student and parent handbook contains information about school procedures and policies and will be sent to you electronically and also available on the East homepage.

**What should I do if I feel like I am being bullied or harassed either at school or outside of school?**

Please report any incidents of bullying immediately to your grade level administrator or guidance counselor. The longer you wait to report incidents of bullying, the more difficult it is for the school to help you.

## **PARKING AND DRIVING REGULATIONS**

Parking and driving on school property is limited for seniors and juniors. The following guidelines are in place to ensure fairness and safety.

- Juniors and Seniors may register for permits and drive to school. Information regarding parking and permit application can be found on the school website. All students will park in an assigned parking spot and lot.
- Students are not to park in the East/Fugett faculty lots, or in the bus drivers' reserved areas. Students parked illegally are subject to disciplinary action.
- All students vehicles parked on school property must be registered and display a current parking permit.
- Student drivers must be licensed and covered by insurance. The school is not responsible for the vehicles or their contents.
- Loitering in the parking lot is not permitted. Visitation to cars during the school day will not be permitted without approval from Administration. Students must sign out in the log book and sign back in when they return.
- Students are not to drive their vehicles from the school grounds until the official end of their school day.
- Speeding over 15 miles per hour or careless driving is not permitted on school property.
- Students are not permitted to lend, give or sell their stickers to other students. Students found doing this will have their parking privileges revoked.
- Parking and driving regulations will be strictly enforced. Suspension of driving privileges and/or appropriate disciplinary action will result when violation of these regulations occur. No refund will be given.
- Students applying for and receiving a parking permit fully understand their responsibility to follow these rules.
- 10<sup>th</sup> grade students are not permitted to drive to school.

FEE: \$70/year: \$35/2<sup>ND</sup> semester. Student must provide license, registration and car insurance.

## **PHYSICALS FOR ATHLETICS**

### **PIAA Physicals**

The WCASD is excited to announce that the three high schools are now offering the convenience of online PIAA physical registration through FamilyID ([www.familyid.com](http://www.familyid.com)). We will not be accepting hard copies of the physical packet. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to complete the PIAA required CIPPE form to participate in athletics, and helps us to be more administratively efficient and environmentally responsible. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs.

Information Needed to Register:

It will be helpful to have the following information on hand to allow for accurate completion of your online registration:

- Doctor Information
- Health Insurance Information
- Current Physical Exam – dated after June 1, 2020

Registration Process:

A parent/guardian should register by clicking on this link:

<https://www.familyid.com/organizations/west-chester-east-high-school>

## **QUARTERLY EXAMS**

Quarterly exams will be given at the end of each marking period for all students. Students going on vacation must make up their quarterly exam upon their return to school. Quarterly exams may not be given ahead of time.

## **SAFE 2 SAY SOMETHING**

The Safe 2 Say Something program provides an anonymous tip line for parents and students to report dangerous activities or threats of violence in schools.

- **Mobile App**
- **1-844-SAF2SAY**
- **Safe2SayPA.org**

## **SELF-DEFENSE / IRRITATING GASSES**

Maces, Pepper Mace or any other self-defense type noxious gases are forbidden on school property. Students observed carrying such items should be sent to the office immediately and brought to the attention of the grade level administrator. This is a Level III offense.

## **SENIOR PRIVILEGES**

All seniors must register for a minimum of 5.4 credits to be considered full-time students. A senior student who has met all graduation requirements to date and is scheduled for study hall at the beginning or the end of their school day, may request to participate in the senior privilege opportunity. If granted by administration, senior privileges afford students the opportunity to sign in to school later than 7:30, in lieu of attending study hall. This privilege also permits students the opportunity to leave school early in the event they are scheduled for a study hall at the end of the day. Students who are on senior privilege are not permitted to remain on campus unsupervised during the given study hall or unassigned lunch. School administration reserves the right to rescind senior privileges if necessary, and parents have the right to rescind permission at any time.

Students may be granted senior privileges if they meet the following requirements for the duration of their senior year.

- The student must have achieved a minimum 2.5 grade point average prior to senior year.
- Students must demonstrate proficiency on all required Keystone end-of-course exams prior to being considered for senior privilege.
- The student must avoid excessive lateness to and absence from school. Students will receive one warning before losing senior privileges for the remainder of the semester if they exceed 3 unexcused latenesses or absences.

- Students must demonstrate proficiency on all required Keystone end-of-course exams prior to being considered for senior privilege.
- Students participating in senior privilege are responsible for their own transportation to and from school.
- The student must submit a completed *Senior Privilege* application form with a parent signature prior to receiving administrative permission to participate in senior privilege.

\*\*\*Student schedules will not be altered to accommodate Senior Privileges\*\*\*

## **STUDENT ACTIVITY FEE**

The West Chester Area School District has a tradition of offering high-quality extra-curricular programs for its students. In this time of budget challenges, our goal is to continue that tradition. However, it is our belief that the growing costs associated with these activities should be offset to some extent by student participants and their families.

The introduction of an activity fee takes all stakeholder interests into consideration, and is designed to be as fair and equitable as possible. As a result, fees are set at levels that will not discourage participation, within a structure that represents underlying costs and the fee policies of surrounding districts, while also taking into account other support provided by booster organizations.

### **Activity Fee Structure:**

Fees will be collected at the secondary level within two weeks of the initial start date of the activity. Coaches and advisors will also communicate these deadlines to participants at their initial meetings. At the elementary level, fees will be collected up to the first week of October. Once students participate, there are no refunds.

#### **Tier One – Elementary Students**

- Funded Activities/Sports
  - Families of elementary students will be assessed a \$25 activity fee per student, per year which allows the student to participate in one or multiple elementary-funded activities (orchestra, band, chorus, and intramurals).

#### **Tier Two – Middle School Students**

- Funded Activities/Sports
  - Families of middle school students will be assessed a \$75 activity fee per student, per year which allows the student to participate in one or multiple funded activities and/or sports.

#### **Tier Three – High School Students**

- Funded Activities/Sports
  - Families of high school students will be assessed a \$100 activity fee per student, per year which allows the student to participate in one or multiple funded activities and/or sports

#### **Exceptions and Fee Limitations**

- Family Fee Cap – the maximum amount of cost a family may incur in activity fees in \$200.

- Free and Reduced Lunch Students – students who qualify for the National Free and Reduced Lunch Program are not required to pay activity fees.
- Activity Fee Waiver Application – families experiencing financial hardships may apply for financial assistance through the Office of the Assistant Superintendent.
- Service Activities – Activities that involve students performing a service to the school or student body. Examples of service activities include the following: Safety Patrol (elementary), Yearbook (middle and high school), Student Government (middle and high school), Class Officers 9<sup>th</sup> through 12<sup>th</sup> grades, and National Honor Societies.

### **STUDENT OBLIGATIONS**

Any obligations must be paid in full to the administrator’s office before any school records will be issued. An open obligation will seal a student’s records and deny a promotion, progress report, transfer of credits, graduation, etc. An obligation may be a library book, textbook, uniform, lock, elevator key or anything loaned to the student but not satisfied or returned.

Students, when returning a textbook, you must return only to the subject teacher- do not place the book in the classroom.

### **STUDENT SERVICES**

East complies with district policy on FERPA and HIPAA

#### **COUNSELING OFFICE**

East’s Counseling Office is available to all students for schedule planning, career planning, college planning and many other services.

Each student has an individual counselor, assigned by the first initial of the student’s last name, with whom arrangements for conferences can easily be made. If you wish to see your counselor, please try to make an appointment in advance by signing the appointment sheets in the Guidance Office. Appointments are usually scheduled during a student’s lunch or study hall period. Students will receive a pass for the appointment during homeroom. Your counselor is well versed about requirements for promotion and graduation, and you should remain in continuing contact to assure that you are meeting all requirements.

#### **CASEWORKER**

The Caseworker works with all pupil services personnel to provide assistance to referred students experiencing school related problems.

The caseworkers also serve as a liaison between the home and school.

**Ms. Suzanne Simmons 484-266-3926**

The Caseworker is available to students, parents, and staff to consult with the coordination of social services.

#### **HOMELESSNESS**

The West Chester Area School District serves students who are experiencing homelessness per District Policy #251 and federal and state guidelines. The McKinney-Vento Homeless Assistance Act was created to assist student and families experiencing homelessness. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

If you are staying temporarily with someone else because you lost your housing, staying in a hotel, campground, shelter, or in an outside or inadequate place, you and your children have special rights at school.

Those rights include:

- Staying in the same school even if you move, and receiving transportation to that school, if it is in the student's best interest
- Enrolling in school immediately without the documents schools usually require
- Receiving free school meals
- Getting help with school supplies and other needs
- Help connecting young children with early childhood services

If your family is experiencing a loss of housing, please contact your school caseworker or the district's Homeless Liaison to find out if you qualify for help. We will assess your eligibility for services and provide appropriate referrals to community resources.

### **CRISIS INTERVENTION SPECIALIST**

The Crisis Intervention Specialist will help students create positive attitudes, values, behaviors, skills and lifestyles that enable them to mature into well adjusted, educated adults. The desired outcome of intervention work is the reduction and prevention of behaviors that disrupt the normal development life cycle leading to human growth. The four prevention modalities are information, education, alternatives and intervention programs.

The goal of the crisis intervention specialist is to identify and intervene with students and families who are at risk. This is accomplished through education, information, outside referrals, and the use of available resources within the school and community.

**Mrs. Danielle DiNatale 484-266-3932**

The Intervention Specialist is available to all students, parents, and staff to discuss any school, family or personal situations or problems. All information is strictly confidential between the individual and the specialist unless the person is a danger to self or others.

### **MENTAL HEALTH SPECIALIST**

The mental health specialist is responsible for facilitating and providing direct therapeutic interventions consisting of group and individual therapy, treatment planning, designing, and implementing effective interventions/strategies to promote therapeutic recovery to students who are referred to the East High School's MTSS Team. The goal of this relationship is to improve academic, social, and personal learning while decreasing attendance issues, discipline referrals, and school avoidant behaviors.

**Mrs. Cathleen Sita 484-266-3927**

## **STUDY HALL PROCEDURES**

The regulations listed below are to be followed in **ALL** study halls.

1. Students must report/sign in to study hall on time for attendance, even if planning to leave.
2. After attendance is taken, students with passes will be permitted to sign out to other areas (guidance, caseworker, main office)
3. Students with a signed pass from a subject area teacher may be excused to go to the Library.

4. Students may sign up to use the Library during study hall.

## TECHNOLOGY

Students in 9th grade will receive a new computer that they will retain throughout their high school years. Freshmen will go through an orientation program addressing important issue in technology use, Internet safety, and academic research. Important details governing the 1:1 program are covered in the 1:1 Handbook. Please take some time to review it carefully.

<https://www.wcasd.net/cms/lib/PA02203541/Centricity/Domain/31/1TO1handbook.pdf>

### CELL PHONE USE

The teaching and learning that occurs in our classrooms is paramount, and our objective as educators is to help ensure that students are focused during class time. While cell phones are great devices, they can also create opportunities for distraction. Therefore, we will be limiting the presence of cell phones in our classrooms during school time.

Students bring their personal electronic devices at their own risk and assume full responsibility. As per WCASD policy 237, the district shall not be liable for the loss, damage, or misuse of any personal technology brought to school by a student or the inadvertent loss of data or interference with files for any reason.

Cell phones and cell phone accessories will be permitted for use in the cafeteria during lunches and study halls, provided students are adhering to the WCASD acceptable use policy (*Policy 252*). Students are encouraged to use cell phones responsibly and for scholastic purposes. Students may also access their phones during passing time between classes, provided they can do so safely and without interfering with others. It is not appropriate to engage in verbal phone calls on cell phones during the school day. Students needing to make emergency phone calls are to do so from one of our supervised offices.

If a student has a cell phone or accessory out without permission, the teacher will ask the student to place the phone in a designated location in the classroom determined by the teacher, such as a white board ledge or wall sleeve. The device would remain in that location for the duration of the period. Students who repeatedly use the phone/accessories during class without teacher permission may be referred to administration. Failure to comply with the teacher's request is considered insubordination.

## TESTING DAYS

### DEPARTMENT TESTING DAYS

Art	Days 3 and 5
Business Education	Days 1 and 4
Technology Education	Day 3
English	Days 1 and 3
Family and Consumer Science	Days 2 and 4
World Language	Days 1 and 5
Mathematics	Days 3 and 5
Music	Days 3 and 5
Science	Days 2 and 4
Social Studies	Days 2 and 5
ELL	Days 1 and 4

### QUARTERLY TESTING DAYS

A quarterly testing schedule will be implemented each marking period to prevent students from being overwhelmed by multiple tests in major subjects on any given day. Since the schedule applies only to major tests (defined as a test over a long or important unit and requiring an hour or more of preparation), quizzes and daily homework are exempt from the schedule.

## TEXTBOOKS

East High School loans books and other materials to students for use during the school year. You have a responsibility to care for all books and materials assigned to you.

Make sure your name appears in your textbooks along with the name of the school and your grade. The school will assess damages for abuse, misuse, or loss of textbooks, library books and/or other materials.

Textbooks are to be returned at the end of the school year directly to the subject teacher during the class in which they were issued for proper documentation.

Textbooks or other materials loaned for student use left in lockers, on the floor, in a hallway, etc. are NOT considered as properly returned.

Failure to follow procedures will result in an obligation against the student.

## TRANSCRIPTS

The official school transcript reflects the student's final grades and credits in all subjects from grade 9 through grade 12. Attendance records are reflected on the transcript. Discipline records are not on the transcript. Parents have a right to review the transcript upon request and request an official copy for use in college or job interviews. Copies of the official transcript may not be released to other agencies and organizations without the written permission of the student and/or guardian. Official transcripts must be obtained in person from the guidance secretary. For further information, contact the guidance secretary at (484) 266-3824.

## TRANSFER AND WITHDRAWAL

If you plan to transfer to another school or withdraw from this school, you and your parents/guardians must follow these steps:

1. The parent or guardian must obtain and sign an official withdrawal form available from the Counseling Office.
2. The student must obtain the signatures of his teachers after he has met all obligations to the classes, i.e. return of textbooks, uniforms, etc.
3. The student must take the form to the Counseling Office to have it completed.
4. The student must return the completed form to his grade administrator for final clearance (return of lock, locker clean out, etc.).
5. Records will be mailed to the receiving school after all books, equipment, and financial obligations with EHS have been resolved.

## VALUABLES

The School Board suggests that no valuable items be brought to school. The school administrators and teachers have been instructed to refuse to keep student valuables. **The school is not responsible for any loss from theft or damage.** Items left in lockers, gym lockers, or any other locations at any time, are the responsibility of the student.

## VISITATION

IT IS EAST'S POLICY THAT STUDENTS ARE PROHIBITED TO BRING FAMILY MEMBERS OR FRIENDS TO SHADOW THEM DURING THE SCHOOL DAY.

No guests or visitors, except those on official school business, will be permitted during school hours. All visitors must report to the security desk for authorization. All visitors must swipe a current driver's license to move throughout the building. A visitor picture I.D. will be printed and worn by the visitor throughout their stay. For safety reasons, friends, younger brothers, sisters and children of students are not permitted.

## WEBSITE

Each school in the West Chester Area School District has established a school web site. From time to time we take photographs to use in our newsletters and for other school publications and projects. We will be featuring school activities on these sites, which may include photographs of students and samples of their work. We also shoot videos or do audio recordings of school events, and our newsletters and other video and audio projects may be posted on the WCASD web page and/or shown on cable television.

According to district policy, photographs of children in grades K-8 will be in groups of at least three individuals. We identify children by first name and last initial only, except where the names(s) might reasonably be expected to be published by the local media (recognition, awards, competition results, etc). Photos and rosters of school groups or teams may include full names and/or uniform numbers. Student work that is displayed will be identified by the student's first name and last initial only or by class or by grade level.

You must chose to grant permission for your child's appearance in photographs only, student work only, both or neither. Permission forms can be obtained from the WCASD web site, a staff sponsor, or an Assistant Principal.

## WCASD 2020-2021 DISTRICT CALENDAR

School Board Approved 11.25.19

8/17/20-8/21/20	New Teacher Induction
8/24/20-8/27/20	Teacher In-service
8/31/20	First day of school for students
9/4/20	Schools closed
9/7/20	Schools closed and District Office closed
9/28/20	Schools closed
10/12/20	Teacher In-service - no school for students
11/3/20	Teacher In-service- no school for students
11/6/20	End of First Marking Period
11/23/20	Half day for elementary students; Full day for middle & high school students
11/24/20	Half day for elementary & middle school students; Full day for high school students
11/25/20	No school for students
11/26/20 & 11/27/20	Schools and District Office closed
12/2/20	End of First Trimester
12/23/20	Half Day for Students
12/24/20 -1/1/21	Schools Closed; 12/24, 12/25 & 1/1 District Office closed
1/18/21	Schools and District Office closed
1/25/21	End of Second Marking Period
2/15/21	Schools and District Office closed
3/9/21	End of Second Trimester
3/10/21-3/11/21	Half day for elementary school students; Full day for middle & high school students
3/12/21	No school for elementary students; full day for middle & high school students
3/30/19	End of Third Marking Period
4/1/21-4/5/21	Schools closed; 4/2 District office closed
5/18/21	Teacher In-service - no school for students
5/31/21	Schools and District Office Closed
6/8/21	Henderson High School Graduation
6/9/21	East High School Graduation
6/10/21	Rustin High School Graduation
6/14/21	Half day for students grades K-12, PM Teacher In-service
6/15/21	Half day for students grades K-12, PM Teacher In-service
6/16/21	Last student day; half day for all students; high school students make-ups only
6/17/21	Teacher last day - In-service