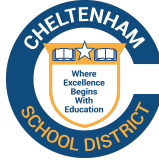


# **CSD** CHELTENHAM SCHOOL DISTRICT



## **2025-2026 Student & Family Handbook** **Cheltenham High School**



**Board of School Directors of Cheltenham School District**

[Mia Blitstein](#)

[Charles Burdell-Williams](#)

[Zachary Epps](#)

[Pamela Henry](#)

[Jennifer Lowman](#)

[Leah Mulhearn](#)

[Robyn Murphy](#)

[Daniel Schultz](#)

[Ross Whiting](#)

**Superintendent**

[Dr. Brian Scriven](#)

**Assistant Superintendent**

[ShaVon Savage](#)

**District Administration Building:** 2000 Ashbourne Road, Elkins Park, PA 19027

**School District Switchboard:** 215-886-9500

**Cheltenham Trans Bus Company:** 215-881-6316

The Cheltenham School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the District. The District shall make reasonable accommodations for qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding the District's non-discrimination policies:

Ms. Adrienne Tobert-Jackson - Director of Human Resources/Title IX Coordinator

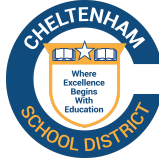
2000 Ashbourne Road, Elkins Park, PA 19027

Phone: 215-881-6343

Email: [TitleIXCoordinator@cheltenham.org](mailto:TitleIXCoordinator@cheltenham.org).

The School District of Cheltenham Township is in compliance with the state code requiring wheelchair accessibility. If you require wheelchair assistance when attending school functions, please notify the school office in advance of your arrival so that preparation can be made to accommodate you.

**NOTE:** ADDITIONS TO THIS STUDENT HANDBOOK WILL BE SHARED THROUGHOUT THE YEAR AND MARKED WITH DATE OF LAST REVISION. THE MOST UPDATED VERSION OF THIS STUDENT HANDBOOK WILL BE POSTED ON THE CHELTENHAM SCHOOL DISTRICT'S PUBLICLY ACCESSIBLE WEBSITE.



## **Welcome to Cheltenham School District!**

### **Our Essence**

Belonging, Becoming, Excelling

### **Our Mission**

The mission of Cheltenham School District is to provide inspiration and resources for every student to achieve academic excellence and pursue their highest potential by creating an equitable and inclusive community that fosters social and emotional well-being and a passion for learning.

### **Our Vision**

“Belong, Engage, Seek Justice”

Cheltenham School District is a community where all students know they belong, engage and excel in their learning experience, and are prepared to act as champions of social justice.

### **Our Equity Statement**

Educational equity is a shared commitment to ensure that every student gets what they need to be successful. The Cheltenham School District’s Board of School Directors and Administration believe that all students, regardless of background or identity, must be given meaningful and engaging learning opportunities and allowed to thrive.

It is unacceptable that the educational outcomes of students in our district are overwhelmingly predictable based on students’ race, socioeconomics, ethnicity or learning differences.

Our community’s future success depends on our willingness, commitment and ability to effectively address equity challenges. To this end, we will dismantle institutional barriers by adopting policies and practices and strategically allocating resources that support access and opportunity for each and every student.

### **Our Strategic Plan**

### **The 25-26 District-Wide Academic Calendar**

**ACTIVE POLICIES FOR**  
**CHELTENHAM SCHOOL DISTRICT**  
**ARE AVAILABLE AT THIS LINK THROUGH BOARDDOCS® LT**



## **Welcome to Cheltenham High School!**

I am Dr. Benjamin Hammond, proud Principal of Cheltenham High School. It is an honor to continue leading this vibrant school community, and I am excited to build on the strong foundation we've established together. As we look ahead, I remain committed to deepening our connections with students, staff, families, and community members.

With over two decades of service in the Cheltenham School District, I've had the privilege to work in a variety of roles—including computer technician, hall aide, math teacher, vice principal, and now principal. These diverse experiences have given me a unique perspective on the many essential contributions each member of our school community makes to support student success.

It was the collaborative spirit of our staff and the passion of our socially conscious students that inspired me to "Choose Cheltenham" years ago—and they remain the reasons I continue to choose it today. I believe strongly in the power of relationships, equity, and high expectations, and I will continue working to ensure Cheltenham is a place where every student feels a true sense of belonging and is empowered to thrive.

I look forward to another year of partnership and progress as we strive to make Cheltenham High School a model of excellence—where our diversity is our strength, and academic achievement is a shared goal.

Warm regards,

Dr. Benjamin Hammond  
Principal

**'PANTHER PRIDE'**

*A CHS Panther embraces P.R.I.D.E.*



Perseverance, Respect, Integrity, Dependability, and Empathy



**The mission of Cheltenham High School is to foster - through an education of exceptional quality – the intellect, culture and individuality of every student who passes through its doors.**



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# 2025-2026 Staff List and School Contact Information

**CHELTENHAM HIGH SCHOOL**  
**500 RICES MILL ROAD**  
**PHONE: 215-517-3700**  
**FAX: 215-517-3771**

**DR. BENJAMIN HAMMOND, PRINCIPAL**  
**Ms. DIANA JORDAN, ADMINISTRATIVE ASSISTANT**

## COUNSELORS:

**PAUL BRYANT** [PBRYANT@CHELTENHAM.ORG](mailto:PBRYANT@CHELTENHAM.ORG)  
**MICHAEL DIPIERO** [MDIPIERO@CHELTENHAM.ORG](mailto:MDIPIERO@CHELTENHAM.ORG)  
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## HEALTH SERVICES:

**Ms. DONEL FORTE, BSN, CSN, MS**  
**Ms. AISHA RAYE, LPN**

## CHELTENHAM HIGH SCHOOL STAFF

LAST NAME	FIRST	EMAIL	DEPARTMENT
Hammond	Benjamin	bhammond@cheltenham.org	Administration - Building Principal
Callands	Curtis	ccallands@cheltenham.org	Administration - Vice Principal
Felgoise	Lori	lfelgoise@cheltenham.org	Administration - Vice Principal
Hoff	Mark	mhoff@cheltenham.org	Administration - Vice Principal
Lennon	Jennifer	jlennon02@cheltenham.org	Administration - Vice Principal
Sheridan	Sam	<a href="mailto:ssheridan@cheltenham.org">ssheridan@cheltenham.org</a>	Administration - Vice Principal & Director of Athletics and Activities
Zubairu	Christine	<a href="mailto:czubairu@cheltenham.org">czubairu@cheltenham.org</a>	Administration - Vice Principal (EPIC)
Jarvis	Patsy	pjarvis@cheltenham.org	Administrative Assistant - Attendance
Geigert	Johnna	jgeigert@cheltenham.org	Administrative Assistant - Attendance & Records
Southerland	Donay	dsoutherland@cheltenham.org	Administrative Assistant - Counseling
Gaines	Tayonne	tgaines@cheltenham.org	Administrative Assistant - EPIC



LAST NAME	FIRST	EMAIL	DEPARTMENT
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Wawrzyniak	Elizabeth	ewawrzyniak@cheltenham.org	Computer Science
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Howden	Jillian	jhowden@cheltenham.org	Health & Phys Ed
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LAST NAME	FIRST	EMAIL	DEPARTMENT
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Gordon	Nina	ngordon@cheltenham.org	Math - EPIC
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Alberti	Joseph	j alberti@cheltenham.org	PBL
Cella	Johanna	jcella@cheltenham.org	PBL
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Aneja	Kawalpreet	kaneja@cheltenham.org	Science
Bioteau	Richard	rbioteau@cheltenham.org	Science
Bray Gilbert	Tabatha	tgilbert@cheltenham.org	Science
Desipio	Paul	pdesipio@cheltenham.org	Science







## 2025-2026 Bell Schedules

25-26 Regular Bell Schedule		
2 Lunch Schedule		
Panther Prep	7:30 AM	8:00 AM
Homeroom	8:04 AM	8:15 AM
Block 1	8:19 AM	9:39 AM
Block 2	9:43 AM	11:03 AM
Block 3	11:07 AM	1:06 PM
	1st Lunch	2nd Lunch
	1st Lunch 11:07 - 11:42	Block 3 11:07 - 12:26
	Block 3 11:46 - 1:06	2nd Lunch 12:31 - 1:06
Block 4	1:10 PM	2:30 PM

Early Dismissal Bell Schedule		
Homeroom	7:30 AM	7:41 AM
Block 1	7:45 AM	8:36 AM
Block 2	8:40 AM	9:31 AM
Block 3	9:35 AM	11:05 AM
	1st Lunch	2nd Lunch
	1st Lunch 9:35 - 10:10	Block 3 9:35 - 10:26
	Block 3 10:14 - 11:05	2nd Lunch 10:30 - 11:05
Block 4	11:09 AM	12:00 PM

# Communication

## General Communication

Communication will be shared regularly using School Messenger. Parents/Guardians receive a PowerSchool Access ID and Access Password that is linked to their child. Parents/Guardians must go to [PowerSchool: Parent Sign In \(cheltenham.org\)](https://powerschool.cheltenham.org) and create an account using the PowerSchool Access ID and Password. Multiple parents/guardians can use the same Access ID and Password in order to be connected to their child. The website the parents go to log into PowerSchool is the same website students will go to in order to log into PowerSchool.

Once you have your parent/guardian PowerSchool account created, you can view your child's ID Number, Gmail address, password, and other information by logging into your parent PowerSchool account. If you don't have or lost your PowerSchool Access ID and Access Password or need assistance with creating your PowerSchool parent account, please contact your child's counselor. ***If you need to change any Powerschool information, including contact information and emergency contacts, please visit the following link: <https://powerschool.cheltenham.org/public/>.*** It is vital that contact information is updated regularly and kept current.

PowerSchool has a web-based gradebook that enables teachers to report on assignments and enter grades online. Parents/guardians and students are encouraged to check PowerSchool regularly for updates. All daily announcements will be set forth in the School Bulletin in PowerSchool.

## Parent/Guardian and Student Concerns

If you or your student has any questions about classroom procedures, programs, etc. during the school year, please contact your student's classroom teacher first to arrange a mutually convenient time to meet. If further assistance is needed, you may contact the principal's office. Parents/Guardians may contact teachers and the principal by email, phone call to the school or text if the teacher and/or principal is willing to share their cell phone number. ***Direct communication with school staff must be limited to reasonable hours to ensure staff maintain a healthy work-life balance. Also, please note that, with the exception of an emergency or immediate threat, school staff are not available for unannounced meetings.***

Complaints regarding sexual harassment, or discrimination should be made promptly to the principal. If the principal is the source of the complaint, the complaint should be reported promptly to the assistant superintendent.

## Communicating with Your Child During the School Day

In order to provide an environment that is conducive to learning, parents/guardians must not interrupt classes during school hours. ***If you find it necessary to deliver a message, lunch money, clothing, etc. to your child while school is in progress, please go directly to or call the school's office for assistance.*** Social arrangements should be made



with your child at home so that the classroom is not disturbed unnecessarily. Parents/guardians should not communicate with their students through cell phones during the school day. All inquiries should be made through the school's office.

## School Communication

Your child will receive a weekly communication from Dr. Hammond highlighting upcoming events, the schedule for the week, and other important information. Teachers provide classroom specific information through Canvas Announcements and through email.

### Opening and Closing of the School Day

School Hours are 7:00 a.m. to 3:00 p.m.

School Begins at 7:30 a.m. ***Students arriving after 7:30 a.m. will be marked late.***

School Ends at 2:30 p.m.

## Morning Arrival

- Student arrival begins at 7:00 a.m. Do not send or drop off your child to school before this time, as there will be no supervision available.
- Students are expected to have entered the building by 7:25 a.m.
- Teachers begin the instructional day at 7:30 a.m.
- Students are marked late after 7:30 a.m.

## Late Arrival

- On time arrival, at 7:25 a.m., is integral to each child's school-based success.
- Drivers may not double park in the student drop off lane.
- Students will not be marked late if the lateness is due to District transportation (i.e. the bus is late).
- The school adheres to [Board Policy 204](#) and [Administrative Regulation 204](#) (Attendance) regarding excused tardiness and unexcused tardiness. Parents/Guardians must present a note or doctor's note stating the reason for the tardiness.

## Early Pick-Up

- Where possible, students must bring a note signed by a parent or guardian to the school office when an early pick-up is requested. If this is not possible, the preferred notification is via email or a phone call to the school office. A phone call to the school office is important when time sensitive, as emails are not always checked right away.
- Parents/Guardians who need to pick-up their children early must report to the school attendance office to do so and will sign their children out with the appropriate school staff. Students will be called to the office for early pick-up when their parent/guardian arrives.
- There will be no early-pick ups after 2:00 p.m. (11:30 a.m. on early dismissal days) except due to extraordinary circumstances and with the principal's

permission. We cannot support an early dismissal once students are in transition.

- If you send someone to pick up your child, who is not a regular pick-up person, please notify the school at least one hour prior to dismissal to make them aware that this individual is the one that will be picking up your child. This individual must provide a picture ID before the student can be released and should be listed as an emergency contact.
- Early pick-ups follow attendance guidelines. Please note that the request for an early pick-up must include an “excusable” reason under the attendance guidelines.

## Early Dismissals

There are a number of early dismissals scheduled throughout the school year. Be sure to access the [2025-2026 District-Wide Academic Calendar](#) to take note of the dates.

***Early dismissal time is 12:00 p.m. Please note that the First and Last Day of school are early dismissal days.***

## Transportation

Transportation safety protocols will be enforced. Updates will be shared as changes are made to support effectiveness. The primary goal of the transportation safety protocols is safety.

### Bus Service

Riding the bus to school is a privilege, not a right. Students will be expected to abide by the rules stated below and in Board Administrative Regulation 810. The principal will determine the discipline for children who disregard bus rules. Please note that continued disruption may result in suspension from the bus. ***Students are not allowed to ride a bus other than the one to which they are assigned.***

### Transportation Seating

Safety is our primary concern when transporting students. Sitting in the school bus seat and staying seated during the ride will ensure that all students on the bus get to school and back home in a safe and timely manner.

### Bus Rules and Regulations, Audio and Video Recordings

In accordance with [Board Policy 810](#) and [Administrative Regulation 810](#) (Transportation), parents/guardians and students are advised and reminded that the Board of School Directors has authorized the use of video and audio recording on school vehicles for disciplinary and security purposes. The intention of video and audio recording on school vehicles is to provide a safe environment for students, school personnel and contracted personnel. Please see [Board Policy 810](#) and [Administrative Regulation 810](#) (Transportation) for a complete list of all bus rules and regulations. Should you have any questions or concerns regarding this matter, please see your building principal.

To ensure students' safety, every student is required to ride his/her designated bus and to get on and off at their regular bus stop.

Bus concerns should be directed via email to the Transportation Office or 215-517-1319 or 215-517-1318. In the event that you cannot get in contact with the Transportation Office, bus concerns may also be directed via phone call to Cheltenham Transportation, LLC at 267-460-8698. Please DO NOT change the bus stop on your own since bus seats are limited. Also, please understand that bus schedules may be erratic the first few days of the school year. We ask that you be patient and have your child arrive a little earlier at the bus stop during the first weeks of school.

For any concerns relating to late buses, drivers, or safety related concerns please contact Cheltenham Trans at 267-460-8698.

### **Bus Safety**

We ask students to avoid actions that jeopardize student safety. Students are not permitted to ride a bus other than the one to which they are assigned.

Please note the following will result in suspension from the bus:

- standing,
- sitting in the aisle,
- throwing objects both inside and outside the bus,
- inflammatory remarks,
- use of illegal substances, and
- misuse of communication devices, for example, recording or videotaping peers without parental consent.

Consequences are as follows:

- 1st unexpected behavior: reflection or up to 5 days suspension from the bus
- 2nd unexpected behavior: 2-10 days suspension from the bus
- 3rd unexpected behavior: 3-15 days suspension from the bus
- 4th unexpected behavior: warrants a long term suspension from the bus

During the period of time a student is suspended from riding the bus, the parents/guardians are responsible for transporting the student to and from school and any other school-related activities. Suspension of school bus privileges does not relieve the parent/guardian of responsibility to comply with compulsory attendance laws. If a student is absent from school due to a temporary suspension of bus privileges, the absence(s) will be considered *unexcused*.

### **Bus Rules and Regulations**

#### *While Waiting at the Bus Stop or School*

- Be at the bus stop ten (10) minutes before the scheduled time to help the buses run on time.
- If the bus is delayed, wait for a reasonable length of time. If the bus is more than 15 minutes late, you will be sent a message with further information.

- Stay off the road at all times while waiting for the bus. No ball or game playing at the bus stop.
- Wait until the bus comes to a complete stop before trying to get on board. Do not push or crowd when boarding the bus.
- Be considerate of private property – keep off lawns, do not litter, and do not touch parked cars.
- If your stop requires that you cross the street to board the bus, wait until the red bus lights are flashing before crossing the street.
- Do not run after the bus in an attempt to board the bus once the bus is in motion. Do not chase the bus with a car to have children board at another place/stop.

#### *While Riding the Bus*

- The driver is in charge of the bus and responsible for the students on the bus. Follow the driver's directions at all times. The driver is authorized to assign seats.
- Find your seat as soon as you board the bus. Do not leave your seat while the bus is in motion. No one should be standing on a school bus while the bus is in motion. Wait until the bus comes to a complete stop before getting up.
- Share your seat with others. If the seat is filled, move on to an empty space. If you are assigned a seat by the bus driver or school, that is where you must sit.
- For safety, the aisle of the bus must remain clear. Keep books, packages, coats, and all other articles out of the aisle. Gym bags, instruments, or school projects must be held on your lap or they will not be allowed on the bus. All sports equipment must be contained in a bag. This includes footballs, basketballs, baseballs, or any other equipment.
- Loud talking, laughing, and yelling can be distracting to the driver. Speak at a moderate level and do not cause disturbances on the bus. Be courteous to all passengers.
- Do not throw anything inside or out of the bus windows. Keep body parts inside the bus at all times. Keep the bus clean and do not leave trash on the bus.
- Do not tamper with or damage the bus or bus equipment. Two video cameras are on at all times. Riders found damaging the bus seats or other areas will be charged for the repairs.
- Do not bring food on the bus. Eating and drinking on the bus is not allowed.
- No smoking, lighted matches, or open flame is permitted on the bus. Do not bring skateboards, radios, glass containers, firearms, pets, or any other dangerous or objectionable items on the bus.
- Student use of personal or District-issued electronic devices to video record other students on school buses is prohibited.

#### *When Leaving the Bus*

- Make sure you remember all items you brought with you onto the bus.
- Always cross the street in front of the bus where the driver can see you.
- Stay a safe distance away from the side of the bus. MINIMUM OF 10 FEET.
- If you drop something near the bus, do not go and get it. Get the driver's attention to let them know what is happening. The driver will tell you when it is safe to retrieve the item.

### *Students May Only Ride the Bus Assigned*

- Students may not choose to ride another bus that is near their home. All students are assigned to buses based on the number of students at each stop. If you feel another bus stop is a better location, please call the Transportation Office to request a change.
- Students may not choose to go home on a friend's bus for any reason.
- Bus drivers are held accountable for the students on the bus and are not to let students ride unless they are assigned to their bus route.
- Parents/Guardians may not choose to put their children on another bus for any reason.
- The Transportation Office must approve all changes of bus stop assignments.

***Please discuss our expectations for bus safety with your children.***

### **Afterschool Programming**

We offer a variety of additional activities and programming for students who wish to pursue them.

#### **Extracurricular Activities**

At Cheltenham High School, we take great pride in the amount of extracurricular opportunities that are available for our students. Please take time to navigate our [Student Life](#) page on the High School Website to view the available activities.

## **School Closing & Emergency Dismissal**

### **The 2025-2026 District-Wide Academic Calendar**

#### **Emergency School Closing Information**

If it becomes necessary to close school for reasons such as inclement weather, the following procedure will take place: It will be announced via ...

- Robocall and text message
- [www.cheltenham.org](http://www.cheltenham.org)
- All local TV stations
- District social media

#### **Early School Closure**

If weather conditions worsen during the school day and the district has closed school early, a robocall and text will be sent as soon as possible. As a courtesy, every attempt will be made to contact each family or emergency contact number. Please update your PowerSchool information whenever there are any changes in home, work, or emergency contact phone numbers or email addresses. Messages will also be posted to the website and social media.

Please remember that you are responsible for your child at the designated school closing time. Also, we will conduct normal bussing procedures at the designated closing time if there is an early school closure.

## Late Openings

Occasionally, due to the weather, it is necessary to open the school two hours late. Every attempt is made to notify families of these decisions as soon as possible. Please listen to/watch for weather conditions and school schedule changes on local media and social media outlets. Additionally, there will be no supervision until the scheduled delayed school opening.

Bus service will follow the same schedule, only later. We understand that it is your decision as to the length of time your child should wait for a bus or whether your child attends school on these bad-weather days.

## Absences & Excuses

The Board requires that compulsory school-age students enrolled in District schools attend school regularly, in accordance with state law. The educational program offered by the District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Please see [Board Policy 204](#) and [Administrative Regulation 204](#) (Attendance) to view the District's attendance policy.

***Time missed from school, including for latenesses and early pick-ups, can add up to full unexcused absences if not appropriately documents, and may result in truancy proceedings.***

To ensure accurate reporting of a student's attendance, parents/guardians please follow the guidelines indicated below: Call the attendance office (215-517-3700 option 3) or email the school at [chsattendance@cheltenham.org](mailto:chsattendance@cheltenham.org) and provide the following information: Student's Name, Date of Absence, Reason for the Absence, and the Student's Homeroom Number and/or Teacher's Name.

To encourage better attendance, improve communication, and ensure compliance with the Pennsylvania law, the guidelines below will be followed in all schools that are part of Cheltenham School District:

1. When a child is absent from school, the absence will first be coded as Unexcused. Please call Child Check or the Attendance Secretary at your child's school to inform the school of your child's absence as required above. This does not excuse your child's absence but alerts the school of the child's whereabouts for the day.
2. An absence will be changed to Excused when the school's secretary or Attendance Secretary receives a written note by e-mail, or fax notification within three (3) days after the child's return to school from the child's parent/guardian or the family's physician indicating the student was absent from school due to a condition that is excusable. Such conditions include:
  - a. Illness or Quarantine
  - b. Family Emergency

- c. Death of a Family Member
  - d. Medical, Dental or Therapeutic Appointments
  - e. Authorized school activities
  - f. Pre-approved Educational Travel (maximum five (5) days per school year) and requests need to be submitted to the principal at least two (2) weeks prior to the date of departure
  - g. College Visitations
  - h. Pre-Approved Religious Instruction (limit 36 hours per year)
  - i. Bona Fide Religious Holiday
  - j. For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of commencing the tutoring
  - k. For participation in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The national veterans' organization or incorporated unit must provide the student with a note in advance of the absence indicating the date, location and time of the event or funeral
  - l. For circumstances related to homelessness or educational instability, or placement in foster care
  - m. Attendance at court hearings related to the child's involvement with the county children and youth agency, juvenile probation office, or family court
  - n. For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts
  - o. Being dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District
  - p. If the student is absent due to participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act
  - q. Other reasons for absence may be excused in accordance with [Board Policy](#) and [Administrative Regulation 204](#) (Attendance) under certain circumstances
3. Children with excused absences from school may make up all work missed as a result of the absence.
  4. If a student is absent for three (3) consecutive days, a Doctor's note is required to excuse the absences.
  5. A maximum of ten (10) days of cumulative excused absences for illness verified by parental/guardian notification may be permitted during a school year. All such absences beyond ten (10) cumulative days per school year for illness shall require an excuse from a physician or medical provider familiar with the child, who may not be the child's parent/guardian.



6. Please refer to [Board Policy](#) and [Administrative Regulation 204](#) (Attendance) regarding procedures for students who are in danger of becoming or are habitually truant.

## **Educational Travel**

Parents/Guardians are encouraged to arrange vacations that coincide with scheduled school closings. If a parent wishes to take his/her child out of school for educational travel, a request containing details of the absence and anticipated period of absence must be sent to the principal. The principal may approve or disapprove the absence based upon the individual circumstances of each request.

A maximum of five (5) school day absences per year for educational travel will be considered excused. It is the responsibility of the student to request work that will be missed prior to the absence(s). All school work received should be completed and given to the teacher(s) on the day the student returns to school, unless other arrangements have been made. The responsibility for the completion of any assignment rests with the individual student and the discretion and convenience of the subject teacher. Teachers are not required to provide work prior to the trip and there should be no expectation that this will occur. Parents will need to complete and submit the following form: [Travel Request Form](#).

## **Visitors**

The District welcomes and encourages visits to school by parents/guardians and other individuals with legitimate educational interests, as determined by the Superintendent or designee. Any visitor who will have direct supervision of District students is required to be cleared by the school principal or designee. We are extremely safety conscious; all visitors must report to the school office upon arrival.

Please see [Board Policy 907](#) (Visitors) to District Schools During the School Day and its accompanying [Administrative Regulation](#), to review the District's complete visitor's policy.

## **Volunteers**

The Board recognizes that volunteers make valuable contributions to the District and play an important role in enhancing the educational experience of students in the District. The District strongly supports the involvement of parents/guardians and community volunteers to enhance the District's educational program by assisting the teaching staff in providing positive and productive learning experiences for all students. Any volunteer who will have direct supervision of any students need to be cleared by the building principal or designee.

Please see [Board Policy 916](#) (Volunteers) and its accompanying [Administrative Regulation](#) to review the District's complete volunteer policy.

# Health Services

## School Nurse

The school nurse or staff nurse is present in the building daily. Please be mindful that they are available only for accidents and illnesses occurring in school. Please remember to observe:

- If your child is ill, please DO NOT send them to school.
- If you are unsure as to the nature and extent of illness, and the child is sent to school, please be available during the day to come and take your child home in the event they cannot complete the school day.
- Injuries occurring at home should be treated there.
- Unknown problems should NOT be sent to school for diagnosis and/or treatment.
- If your child needs to stay inside during recess time for a medical reason, please provide a doctor's note to the nurse.

***Please remember to update your emergency contact card information in case your child becomes ill during school hours.***

School nurse duties include:

- Caring for any illnesses that occur during the school day.
- Treating any minor injuries that occur during the school day.
- Referring any potential serious injuries to a medical provider for further evaluation.
- Administering all medications as ordered by a medical provider.
- Providing care coordination for all students with chronic health conditions so they can develop and learn to their fullest potential.
- Performing yearly health screenings (vision, hearing, height/weight/BMI, scoliosis) as directed by the PA Department of Health/School Health.
- Collecting mandated health forms (physical examination and dental) as directed by the PA Department of Health/School Health.

All students are required to have an emergency contact on file with the school with updated telephone numbers where a parent or guardian and family health care provider can be reached. This information is used in case of an emergency, and to verify authorized pick up and transport and accompaniment to the hospital, if necessary. A student can only be released to the people listed as an emergency contact, and individuals picking up the student will be asked to show a valid photo I.D.

## Medication Policy

If your child needs medication to be administered at school, please observe the following:

- Obtain our district medication policy packet from the nurse.

- We must have your written permission and that of your physician stating the time and dosage to be given. This refers even to the administration of ibuprofen or Tylenol.
- Teachers are NOT permitted to administer medications. Only the school nurse can give medications.
- Students MAY NOT transport medications to school. Medications MUST be hand-delivered to the school nurse or principal by the parent/guardian.

## **Homebound Instruction**

If your child will miss two or more consecutive weeks of school due to illness or an accident, please call the school to discuss the situation with the school counselor. Your child may be eligible for Homebound Instruction.

## **Immunization Records**

The Pennsylvania Department of Health promulgates immunization regulations (28 Pa. Code §§ 23.81-87) that requires parents or guardians of students enrolled in grades K-12 to have their children immunized against various communicable diseases. In accordance with such regulations, proof of the following immunizations are required to be re-submitted in the following grades:

### *For Attendance in 7th Grade*

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

### *For Attendance in the 12th Grade*

- 1 dose of MCV

## **Dental Records**

A dental examination is required for students entering Kindergarten, third (3rd) and seventh (7th) grades. A dental examination performed within a year prior to your student entering the above mentioned grades will be accepted. Please know that a dental examination by your family dentist, who has knowledge regarding your child's healthcare and is in the best position to provide advice on any dental medical care, is recommended.

If our school nurse has not received a completed dental examination or if families are in need of assistance with obtaining a dental examination, inform our school nurse, who can assist in arranging a dental examination with the school district's dentist upon receiving your written consent.

Please submit the Medical/Dental Form to our school nurse prior to the first day of school. Also, please feel free to contact our school nurse if you have any questions.

# Meals at School

## Breakfast

All students have access to a free breakfast that is served in our cafeteria from 7:10-7:30.

## Lunch

The District's food service provider (Whitsons) offers a variety of meal choices and Smart Snack options that meet National School Lunch's Breakfast Program (NSLP and SBP), the Healthy, Hunger-Free Kids Act (HHFKA), state nutrition guidelines, and are analyzed and approved by a Registered Dietitian. Whitsons also collaborates with parents/guardians, students, and school nurses to accommodate the dietary requirements of students with food allergies and other special diets. Whitsons' interactive menus may be found online at [www.fdmealplanner.com](http://www.fdmealplanner.com). These interactive menus provide you with the nutritional and allergen information you need to plan your school meals.

Cheltenham School District cafeterias have a computerized debit system. Each student will be assigned a PIN (personal identification number). The PIN will be the student's identification number. When a student enters their PIN into the pin pad at the register on the end of the lunch line, their information, including their picture, appears on the screen for the cashier to view. The picture will prevent another student from using your student's account. The cost of the food purchase will be automatically deducted from the account. All students will have an established debit account, and you may prepay into this account, although you will not be required to make advanced payments because the system will be able to accept cash payments on a daily basis.

There is no limit on the amount of money that can be deposited into a debit account. We recommend that advanced payments be made with a check payable to "Cheltenham Food Service Fund." We recommend a minimum payment to cover two weeks of meal purchases. The debit system can also be used to purchase snacks during lunch time. Please note that pretzels and school bake sales are NOT part of the debit system.

When making a deposit or prepayment, please put the student's name, PIN number, Rm. #, and grade on the envelope. If paying by check, please make it out to "CSD Food Services Department" and include your child's full name and student ID# in the memo section. At the end of the school year, all remaining balances will be carried over to the next year, even if your child moves to another school in the District. If you have any questions, please contact the food service office at 215-881-6313.

We encourage students to carry lunch money in a wallet or sealed envelope if they bring money to school. If a student does not have lunch money that day or funds on deposit to pay for a lunch of their choice, they will be allowed one lunch which is tracked by the computer system. This must be repaid the following school day. If not repaid, an

alternate lunch will be supplied for each day a balance is owed. Please note in the event your student has an ongoing outstanding balance, School Café may take the necessary measures to collect outstanding amounts and settle the student's account.

Please refer to the [Food Services](#) website for information about paying for meals, applications for free and reduced lunch, and school lunch menus.

**Due to safety concerns, food deliveries from third party providers are not permitted. Parents/guardians may personally deliver forgotten lunches to the school's office.**

## Appropriate School Attire

The expectation is that students will come to school appropriately dressed so that we may continue to provide a safe learning environment. In order to achieve this goal, the following guidelines are in place.

### Clothing

Students have the responsibility and right to dress in accordance with community standards for dress and grooming. We recommend shirts/blouses and slacks, jeans, skirts, and walking or Bermuda style shorts. Pants and shorts need to fit at the waist. Students may not be disciplined for their style of dress or grooming unless it materially and substantially interferes with the educational process and such dress or appearance:

- threatens the school or community, depicts or encourages unlawful or otherwise prohibited activity,
- interferes with another student's rights
- draws undue attention of other students or school personnel,
- poses a potential safety hazard to the student or others,
- is interpreted by school personnel to be offensive in either the message that is implied or the parts of the body or undergarments that are revealed (for example, bare midriffs, catsuits, halter tops, thin-strap tops, brief shorts, short skirts should not be worn).
- endangers one's health or safety (see "Shoes" below);
- fails to meet reasonable requirements of a course or activity; or
- is obscene, profane, racist, homophobic, sexist, ableist, transphobic, anti-semitic, of a sexual nature, promotes violence, hate, or the use of tobacco, alcohol, or drugs (including clothing with such language or inappropriate pictures).
- Hats, caps, hoods, ski masks and other head coverings may not be worn during the school day unless for religious custom, medical condition, or school-sponsored activities.

Please note that students wearing clothes that are deemed offensive or inappropriate will be asked to change. Students may be provided with a school issued article of clothing.

## **Shoes**

We suggest athletic shoes or footwear with rubber soles that fit snugly and fasten securely. Sandals, slippers, clogs, high-heels, shower shoes, and flip-flops are not safe for our physical education classes and stairs. Any student wearing shoes that are unsafe may not be permitted to participate in physical activities during classes – i.e. kickball, basketball, football, soccer, etc.

In addition, students should dress for the weather. During cold weather, children should come to school with a warm coat, hats, and gloves. Additionally, anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe is not permitted.

## **Academics & Instructional Programming**

### **Academic Subject Areas**

All students receive instruction in reading/language arts, mathematics, social studies, and science. These areas encompass many topics that are relevant to the students' daily lives as well as concepts that are sequentially developed to prepare students for the next grade. Teachers utilize various types of instruction to provide an experiential learning and critical thinking environment. Although teachers' strategies and techniques vary, the content of the curriculum is grade-level and standards-aligned.

For math, the District utilizes EnVisions Math as its primary instructional resource. For English Language Arts, the District utilizes Wonders as its primary instructional resource for fifth (5th) grade, and My Perspectives as its primary instructional resource for sixth (6th) grade, though those resources may be supplemented to support instruction. For Social Studies, the District utilizes source materials. Science instruction is project, exploration and inquiry based.

### **School Provided Resources & Technology**

All students will be provided with course-related materials that can include textbooks and workbooks. All students are provided a school issued Chromebook to support blended learning opportunities that should be brought to school every day charged and ready to use.

Students may also participate in various computer-based interventions, which are intended to assess student knowledge and support their achievement. We are cognizant of and dedicated to transparency regarding screen time during the school day and utilize technology as a supplement for instruction only, not to supplant instruction.

### **Report Cards and Conferences**

The District operates on a marking period/semester schedule. There will be four written report card evaluations of all students during the school year. In addition, there will be parent-teacher conferences twice per year for every child. However, as a

parent/guardian, you have the right to request a conference at any time deemed necessary throughout the school year. We believe that effective communication between home and school is essential for a strong home and school partnership.

## **Homework Policy**

Meaningful and appropriately assigned homework contributes to student growth. Therefore, the quantity and quality of homework assignments are essential to their effectiveness. The purpose of homework assignments is to enrich classroom instruction and to provide additional opportunities for extra practice outside of school hours.

The following guidelines apply for homework assignments in Grades 9-12:

- Students are encouraged to read daily for 20 minutes or longer, as time allows. When homework is assigned, it will not exceed 120 minutes total per day across all courses except for Advanced Placement courses. Advanced Placement courses mirror coursework at the collegiate level. Advanced Placement courses are prescribed by College Board and may require additional time for completion of course objectives.
- Homework shall have due dates and times that correspond with the regular school day and class hours. Homework assignments are to be provided/posted before the end of class. Homework should not be assigned or given due dates over a weekend, Thanksgiving, Winter or Spring breaks, or during observance of religious holidays. When students are taking state or national assessments, no homework should be assigned to be due on the test administration dates.
- Long Term Assignments/Projects: Students may receive assignments/projects that require more than 5 days to complete. These assignments cannot have due dates immediately following a weekend or the District's return from a scheduled holiday or break.

Please see [District Policy 130](#) (Homework) and its accompanying [Administrative Regulation](#) for the District's Homework Policy.

## **Late Assignments**

If a student is present for class and does not turn in the assignment or does not submit the assignment after an excused/unexcused absence, the assignment becomes a Late Assignment. Individual teachers will accept late assignments as long as they are turned in according to the following guidelines:

Teachers are asked to be flexible and not penalize students who come to them with extenuating circumstances, and teachers will need to adjust for students as requested by administrators and/or counselors. These guidelines do not supersede any language in an IEP or a 504 plan.

School Day 0: Due Date

School Day 1: Maximum of 15% penalty



School Day 2: Maximum of 30% penalty  
School Day 3: Maximum of 45% penalty  
School Day 4: Work will no longer be accepted for credit

- Individual teachers will accept missed work and assignments from students who have been found to have cut class, but such work/assignments shall be subject to a one (1) letter grade reduction in addition to the lateness penalty accrued.

Please reference [Board Policy # 260 AR](#) for more detail on make-up work.

## **Academic Integrity**

Academic dishonesty, cheating, and plagiarism involve an attempt by the student to show possession of a level of knowledge or skill that he or she does not possess. Cheating or plagiarism is any attempt by a student to substitute the product of another, in whole or in part, as his or her work without citing credit to the source where the information was gathered (including the use of AI). Theft, possession or unauthorized use of any answer key or model answers is considered cheating/plagiarism. The following passages describe Cheltenham High School's academic expectations. Students who breach the Cheltenham High School academic expectations may be subject to disciplinary action up to and including: suspension, dismissal from student offices, school organizations, from athletics and extracurricular activities, and referral to the superintendent for expulsion. This policy covers all school-related tests, quizzes, reports, class assignments and projects, both in and out of the class. Cheltenham High School's Academic Integrity expectations define cheating as, but is not limited to:

### **Copying / Sharing Assignments**

- Copying or giving an assignment to a student, unless specifically permitted or required by the teacher.

### **Plagiarism**

- Plagiarism\* or submission of any work that is not the student's own.
- Submission or use of falsified data or records.
- Unauthorized electronic access to Canvas or Google

\*Plagiarism is defined as "the action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft" (Oxford English Dictionary). Any work, published or unpublished, by a person other than the student is considered plagiarism.

### **Self-plagiarism**

- Self-plagiarism occurs when a student uses his or her own previous work from another context, such as from another class, assignment, or grade, without citing that it was used and/or submitted prior to fulfilling a course requirement. The student bears the responsibility to inform the reader that this submission or text was not the first use of the material.
- Republished text is an obvious example of self-plagiarism. To avoid self-plagiarism, the student should cite his or herself when using any previously

written work.

- According to MLA, "If you reuse ideas or phrases that you used in prior work and do not cite the prior work, you have plagiarized. Many academic honesty policies prohibit the reuse of one's prior work, even with citation. If you want to reuse your work, consult with your instructor."

#### Cheating on Exams or Major Projects

- Use of unauthorized material including textbooks, notes, mobile phones, calculators, computers, or other personal electronic devices during an examination or on a major project.
- Sabotaging or destroying the work of others.

#### Forgery/Stealing

- Unauthorized access to an exam or answers to exam.
- Use of an alternate, stand-in or proxy during an examination
- Alteration of computer and/or grade-book records or forging signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others

The teacher or staff member will:

1. Discuss the incident with the student.
2. Contact the parent/guardian about the incident.
3. Notify the appropriate administrator in writing.
4. Give the student a "0" for the assignment.
5. Enter in SWIS as a referral
6. Consult with the grade-level administrator to determine whether or not the student will be able to redo the assignment for limited credit.

The administrator will:

1. Review the incident.
2. Discuss the incident with the student.
3. Send a letter to the parent/guardian.
4. Notify the sponsors of the National Honor Society and National Spanish Honor Society.
5. Subsequent incidents of cheating within one calendar year will result in more serious disciplinary actions taken by the administrator.

## Library

The school library is open daily from 7:30 AM to 2:30 PM for students' use. The librarian provides instruction in the use of media and technology and plays an integral role in introducing new books and genres to our students. All students are encouraged to check out books for pleasure reading.

## **Student Homeroom Assignments**

At Cheltenham High School, students are assigned to homerooms primarily based on their grade level. Throughout the school year, each homeroom will elect a student council representative to attend meetings and share important updates with their classmates. Homeroom also serves as a time for students to check in with their homeroom teacher, hear the daily announcements, and get organized for the day ahead.

## **Family Expectations**

### **Family Conduct**

The District has high expectations for the conduct of its families. Teachers and school staff will be expected to model respectful behavior while functioning in their positions within the school. It is expected that parents/guardians will also conduct themselves appropriately while on school grounds and on school trips, attending meetings, conferences or any other District function.

If there is a difference of opinion, the matter should be resolved in a respectful, peaceful manner. It is expected that parents/guardians will follow the rules established within the school and refrain from yelling, name-calling, using inappropriate language, making threats or engaging in physical violence or intimidation of any kind.

If a parent/guardian chooses to behave in a manner that is disrespectful, threatening, and/or inappropriate, the school administration will take appropriate actions to protect the safe climate and environment. Disciplinary actions may include but are not limited to the following: a mandatory meeting with administration, a strict written warning outlining the infraction and consequences, limiting the parent/guardian's access to specified areas of the school, and if warranted, contacting law enforcement authorities.

### **Family Engagement**

We believe parent participation can take place in a variety of ways. Please be sure to connect with our parent group, Cheltenham High School PTO and your student's teacher to learn more about how you can support our school community.

## **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a systemic approach for creating safer and more effective schools by building a better environment through positive disciplinary practices. This looks like:

- Clearly communicated and posted behavior agreements.
- Direct and continuous instruction of positive actions and behaviors.
- Targeted interventions and supports.
- A Multi-Tiered System of Support (MTSS) to monitor the academic, behavior and social-emotional needs of students.

- An active partnership between families and Schools through our School Leadership Team.

## Behavior Expectations

The faculty, staff and students at Cheltenham High School are intentional about helping our students develop into successful and productive citizens in today's society. With the support of our PBIS team, we have targeted specific character traits to help our students develop and grow. These traits are emphasized in all that we do through the use of our acronym, Panther PRIDE:

- P – Perseverance
- R -- Respect
- I -- Integrity
- D -- Dependability
- E -- Empathy

## Restorative Practices

As outlined in [Board Policy 829](#) (Equity), the equitable administration of school-based discipline at all District schools based on a model of restorative practices rather than punitive measures, when appropriate, is critical to the District's equity efforts and goal of reducing disproportionality in discipline. When possible and appropriate under the circumstances, students will be afforded the opportunity to participate in restorative practices as an alternative to, or in addition to, more traditional forms of discipline.

Examples of restorative practices include, but are not limited to, the following:

- Peer mediation;
- Conferences with counselors;
- Mindfulness exercises;
- Youth court (if available);
- Community building activities;
- Community service; and
- Support from appropriate community organizations.

## Student Code of Conduct

The School District of Cheltenham Township strives to create positive school climates where students, parents/guardians, and all staff work together respectfully to maintain an orderly and safe environment focused on teaching and learning. Students have a right to a disciplinary process that is consistent, fair, and equitably applied. Our schools are the safest and the most successful when everyone-- students, parents/ guardians, and staff alike-- collaborates, values, and respects each other's roles, and is invested in common sense discipline practices.

Cheltenham School District believes that discipline is a developmental process, and effective discipline strategies should meet students' varied behavioral and developmental needs with tiered responses and interventions. A continuum of instructional strategies and disciplinary responses supports teaching and learning, fosters positive behavior, and reflects a restorative discipline philosophy. Restorative practices afford students opportunities to learn from their mistakes, correct any harm that results from their behavior, and restore relationships that are disrupted by their conduct. Our school discipline practices are designed to engage students in the classroom so that students may become successful learners.

Fair, firm and consistent application of disciplinary action is expected and students should be made aware of the consequences of misbehavior. However, school discipline should be administered in a way to keep students within their regular school program to the greatest extent practicable. Suspensions and expulsions are to be used only as a last resort.

The purpose of the Student Code of Conduct is to promote fairness and equity through clear, appropriate, and consistent expectations and consequences in addressing student misbehavior and to ensure that students learn from their mistakes and make appropriate amends when their behavior affects others. Lowest level should be considered first, followed by progressively more intensive consequences, based on severity and repetition of behavior.

### **Discipline Matrix**

The following chart is a guide detailing the behaviors students are expected to exhibit and the consequences or other measures students can expect when they make poor choices regarding their behavior. It is not meant to be inclusive of all possible kinds of misbehavior; rather, it is a guideline that represents the more common and serious types of misbehavior that may be experienced in a school environment. Students are reminded that school rules are in effect, and students are subject to discipline:

- (1) while at school;
- (2) at school-sponsored events, trips, or activities, whether on or away from school property;
- (3) while traveling to/from school, school-sponsored events, trips, or activities on a vehicle owned, leased, or under the control of the District; and
- (4) as otherwise permitted by law.

The severity of any consequence or other measures will be proportional to the severity of the infraction, the age of the student, the student's current and prior disciplinary record (including any history of repeat infractions), special circumstances about the incident, including whether the student was an aggressor or victim, as well as any applicable laws or regulations, including, but not limited to, those related to the discipline of students with disabilities.

In cases where exclusionary discipline is required, the District will require that students returning to school from a suspension or expulsion meet with a designated school official to discuss academic and behavioral expectations upon return to school, individuals and resources available to support students, the consequences of future noncompliance with Board Policy and/or school rules, and the number of hours, if any, of counseling required prior to the student's return to their regular class schedule. When a student has been issued an out-of-school suspension, the student's parent/guardian will be required to attend the re-entry conference with the appropriate school official(s).

Consistent with the Pennsylvania Safe Schools Act, the District and the Cheltenham Police Department have entered into a Memorandum of Understanding which outlines the procedures to be followed when certain incidents contemplated by the Pennsylvania Safe Schools Act occur on school property, at any school sponsored activity, or on a conveyance providing transportation to or from school or a school sponsored activity. The Memorandum of Understanding is attached to [Administrative Regulation 225](#) (Relationship with Law Enforcement). As outlined in more detail in the existing Memorandum of Understanding between the District and the Cheltenham Township Police Department, the parties seek to maintain a safe school environment in a cooperative and mutually supportive manner, but in a way that does not result in an over presence of law enforcement in the school environment. Through the cooperative and supportive efforts of both parties, the parties strive to reduce student referrals to the criminal justice system and eliminate the school to prison pipeline. Parents/Guardians and students should be aware that the nature or degree of student misconduct in certain situations may require or necessitate the involvement of law enforcement. The decision to contact law enforcement is one that is not taken lightly, and is generally reserved for the most severe situations or those that require law enforcement notification as a matter of law.

### [SEE THE DISCIPLINARY MATRIX](#)

## **Student Support Services**

The Cheltenham School District offers a wide variety of support programs for students who may experience academic, behavioral, or social difficulties. These programs are highlighted below. If you believe your child, due to physical, mental, emotional, and/or social considerations, may benefit from special services, you may initiate the referral process through the school principal. The District provides special programs to meet individual students' needs and abilities.

## **Multi-Tiered Systems of Supports (MTSS)**

Our student support services are provided through the work of our MTSS team and interventions/enrichment provided to students by teachers and school staff. The MTSS team has replaced the former Student Support Team (SST) process.

The primary role of the MTSS team is to facilitate a whole-school, prevention-based framework that uses data to identify student needs and plan evidence-based practices and systems to support the identified needs. The MTSS process uses a tiered approach to ensure that every student receives support that furthers their academic achievement and behavioral success. The MTSS process supports the goals of the Every Student Succeeds Act (ESSA) as well as the goals of the CSD Strategic Plan. The MTSS process provides a continuum of academic and behavioral support for our students in Kindergarten through fourth (4th) grades.

## **Special Education**

The District recognizes the importance of stimulating and maintaining enthusiasm about learning in all students. It also acknowledges that students demonstrate identifiably different academic, social, and emotional needs, all of which require an individualized approach.

The school provides special education support and services to students who have been identified as qualifying for specially designed instruction and have an Individualized Education Plan (IEP). The District affords students with disabilities an array of diverse supports and services for meeting their individual learning needs. In compliance with the Individuals with Disabilities Education Act and the Pennsylvania School Code, the District provides a free and appropriate educational program designed to meet each student's unique needs and to support academic, social and emotional growth. Every effort is made to serve students at their home schools using an inclusive instructional delivery approach. The District is continually working to increase its capacity to serve a wider range of student needs within its public schools.

## **English Learners**

English learner (EL) services are designed to support students as they acquire proficiency in the English language. Individual and small group instruction is utilized to provide students with the individual and group support they need to grow their proficiency. Home language surveys are completed by each family during registration to determine whether or not a student should be screened to receive EL services. If a student is screened and qualifies for EL, they will receive EL services during the school day.

## **Challenge**

The Challenge Program is designed as a consultant model that allows the classroom teacher and the challenge teacher to work together as partners in presenting a varied program to meet individual needs of the gifted students. In addition, a variety of resources outside the classroom are utilized to supplement the gifted curriculum. No two students are alike, and as such we provide a menu of services based upon the individual needs of students so that they receive the individualized instruction that best matches their skill level, ability, interests and talents.



The District has developed a system using multiple criteria to identify students who are thought to be gifted and in need of specially designed instruction. Parents/Guardians who desire their child to be tested for gifted identification must submit a request in writing. The principal or Challenge teacher will provide a Permission to Evaluate form to the parent/guardian within 10 calendar days. If the child is identified as gifted and in need of enrichment, a Gifted Individual Education Plan (GIEP) is developed outlining individualized goals. Parents/Guardians with questions may call the Supervisor of Gifted Education at 215-582-5481.

## Acceptable Use Policy for Technology

Under certain circumstances a student may utilize District technological resources. When utilizing the District's technological resources, students are required to comply with the provisions outlined in [Administrative Regulation 816](#) (Acceptable Use of Technology), the accompanying [Board Policy](#), and any user agreement signed or acknowledged as a condition of being given access to District technology resources. Prior to being issued or permitted to use a District technology device, students are required to complete and return the Student User Agreement found in [Administrative Regulation 816](#) (Acceptable Use of Technology), acknowledging and agreeing to be bound by the District's acceptable use of technology standards. The Student User Agreement is attached to this Student & Family Handbook for your review and use.

### Cell Phones and Electronic Devices

***In order to provide a conducive learning environment and prevent any disruption of school activities, please take some time to review the following guidelines with your child(ren).***

The District does not assume responsibility for the loss or theft of any cell phone or other similar device, including smart watches. Students may bring their cellphone to school. However, they **MUST be "OFF and AWAY"** upon arriving. The expectation is that no student needs their cell phone in the classroom environment unless the teacher is conducting an activity and has authorized the use of the device. If any student has a phone or other electronic device visible while in class without permission, they will be redirected and the staff member will be authorized to report the incident to administration via SWIS. If a student continues to abuse and ignore this policy the device may be confiscated by an administrator, and it will be returned at dismissal after communication with a parent/guardian. Students should be advised to avoid taking pictures or videos of their peers without parental consent. The school will not be responsible for any lost, damaged, or stolen cell phones or electronic devices, and will not conduct any search for missing cell phones or similar devices.

## School Safety

The primary purpose of a safety drill is to train staff and students how to evacuate from the building in an orderly manner to a point of safety when an emergency situation arises. The following drills are conducted on a regular basis:

- Fire Drills (monthly),
- Hold Drills (at least annually),
- Shelter Drills (at least annually),
- Secure Drills (at least annually),
- Lockdown Drills (at least bi-annually), and
- other drills as required by law and as necessary.

Please be advised that in the event of a true emergency, we would utilize various methods of communication to inform all parents. Please make sure your contact information is accurate at all times.

## Unhoused Students

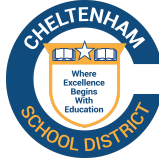
The District recognizes its obligation, under the McKinney-Vento Act, to ensure that students experiencing homelessness have access to the same educational programs and services provided to other District students. The McKinney-Vento Act ensures that children and youth experiencing homelessness can enroll in and attend school without barriers. [Board Policy 259](#) (Students Experiencing Homelessness) and its accompanying [Administrative Regulation](#) addresses how the District will meet its obligations under the McKinney-Vento Act. If you are experiencing homelessness or are unhoused, please contact the District's Elementary Home & School Visitor, Jennifer Mosher, at [jmosher@cheltenham.org](mailto:jmosher@cheltenham.org) or 215-881-6331.

## Residency

As outlined in [Board Policy 202](#) (Pupils), the District permits the admission of non-resident students subject to certain conditions. In addition to the categories listed in Board Policy 202 (Pupils), the following categories of non-resident students are permitted to remain enrolled in the District: students who have moved within the school year (these students may stay at their current school until the end of the school year), and students who move while enrolled in grades K-4 (these students may remain enrolled in the District up to the end of their fourth grade year).

## Lost and Found

Please clearly mark your student's items with their name, including all garments, bookbags, and lunch boxes. All lost and found items will be kept in the lost and found located in the main office. All unclaimed items will be discarded or donated at the end of each school year.



## Attachment B - Administrative Regulation 816 (Acceptable Use of Technology)

### Student User Agreement

When using District technology resources, students are required to adhere to the terms and conditions contained in School Board Policy and Administrative Regulation 816 (Acceptable Use of Technology), which are available for review on the District's website.

Prior to being issued or permitted to use a District technology device, students are required to complete and return this form acknowledging and agreeing to be bound by the District's acceptable use of technology standards.

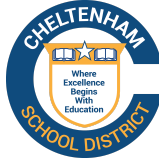
By signing below, the Student acknowledges as follows:

1. I have reviewed the Cheltenham School District's Board Policy and Administrative Regulation 816 (Acceptable Use of Technology), recognize its importance, and agree to be bound by the terms and conditions outlined therein when using District technology resources.
2. I understand that if I violate Board Policy or Administrative Regulation 816, I will be subject to school-based discipline, which could include, but is not necessarily limited to, usage restrictions, loss of access privileges, suspension, expulsion, restitution, referral to law enforcement, and/or any applicable consequence outlined in the student handbook or any other Board Policy or Administrative Regulation, as appropriate under the circumstances.
3. I agree to promptly report violations of the District's acceptable use of technology standards to my teacher or building principal.
4. I understand that the District regularly monitors internet/network activity in connection with the use of District technology resources, and that there shall be no expectation of privacy in such activity.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent's Signature (For Students Under 18): \_\_\_\_\_



# Student & Family Handbook Acknowledgement Form

## Cheltenham High School

I/we have accessed a copy of the Cheltenham High School Student & Family Handbook and have reviewed it with my child(ren). My family agrees to abide by and follow the policies stated herein as well as the policies of the Board of School Districts of Cheltenham School District. I understand that printed copies of this handbook are available upon request, however I may access it electronically from the Parent/Guardian section on the school's website.

I/we will maintain up-to-date home, work, and emergency numbers/contacts at the school. I/we will also provide photo identification when visiting a Cheltenham School District building.

**If I/we have any further questions about the Student & Family Handbook, expectations or actions being taken, I/we will contact my/our classroom teacher(s) and/or building level administration.**

**Student Name (Print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_  
(Grades 3 and up)

**Parent/Guardian Name (Print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

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