



COATESVILLE AREA SENIOR HIGH SCHOOL

Home of the Red Raiders!!

2023-2024 School Year Procedures

PERIOD 1 TOPIC

SCHEDULES & ATTENDANCE



SCHEDULES

- Your class schedule is available on Home Access Center which can be access via mobile device. You will receive a paper copy of your schedule
- The school day begins at 7:15AM
- You will report to your period 1 class by 7:15AM
- All periods are approximately 46 minutes
- You will have 3 minutes to transition to classes
- CASH will follow a 6-day cycle – 1,3,5 v 2,4,6
- Every 3rd Wednesday of the month are half days for staff development purposes. Students will be dismissed at 11:30
Lunch will not be provided on half days

Daily Bell Schedule

BELL SCHEDULE



School entry	7:05-7:15	
1 st pd	7:15-8:06	
2 nd pd	8:09 – 8:55	
3 rd pd	8:58 – 9:44	
4 th pd	9:47-10:10	WIN
5 th pd	10:13 – 11:43	... LUNCH/CLASS
	10:13-10:43	... LUNCH A
	10:43-11:13	... LUNCH B
	11:13-11:43	... LUNCH C
6 th pd	11:46 – 12:32	
7 th pd	12:35 – 1:21	
8 th pd	1:24 – 2:10	

ATTENDANCE

- Attendance in school is a state requirement and critical to your success. Compulsory age is 18.
- Attendance will be taken for each class period.
- Parents should email the attendance office if a student will miss a school day. A full day absence must be reported to cashattendance@casdschools.org within three (3) days of the absence.
- Students who miss class/days and do not contact the attendance office will receive an unexcused absence.
- **NEW SCHOOL BOARD POLICY 204 REGARDING ATTENDANCE:**
 - Students are required to attend a minimum of 90% of class days in a course to receive credit for that course.
 - When a student has accumulated a total of eighteen (18) cumulative absences during a school year or nine (9) in a semester or has been habitually late to School and has missed the same class eighteen (18) times (nine (9) for a semester course), a **RECOMMENDATION FOR NO COURSE CREDIT** will be made to the Principal.

PERIOD 2 TOPIC

SAFETY / HEALTH GUIDELINES



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GENERAL SAFETY

- Be respectful of your school and all those with whom you come in contact
- Take care to keep clean and clear the physical spaces in the building, including the hallways, stairwells, restrooms, classrooms, and common areas such as the cafeteria, auditorium, and large group room
- Take care when walking up and down the stairs
- Be mindful of the space of others when walking around the building, especially in hallways during transitions
- Be mindful of pedestrians and/or vehicles in all parking lots, bus lanes, and outside walkways

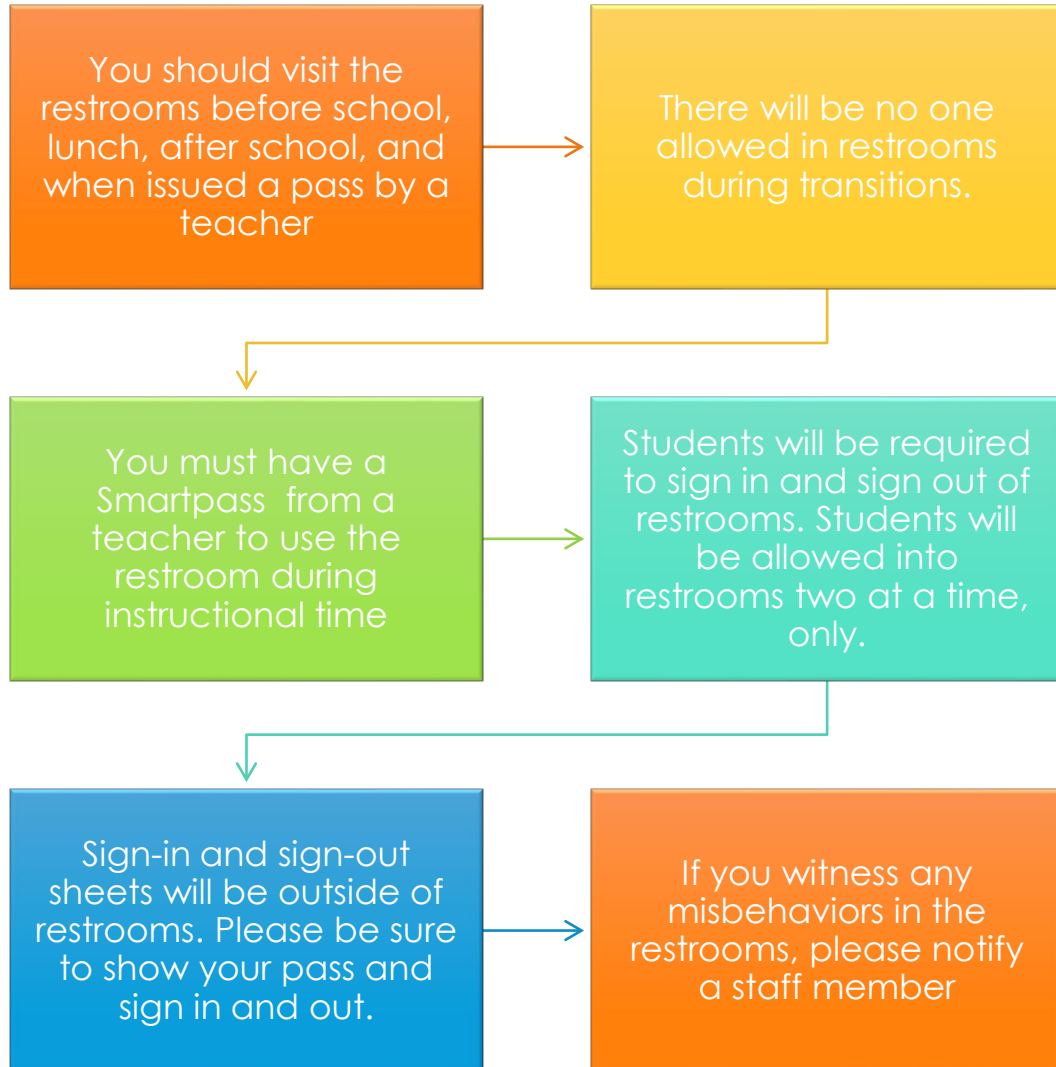


STUDENT ID CARDS

- All students will be issued a picture ID
- All students are required to always wear an ID while inside the school building
- ID cards will be issued after (September 6) picture day
- Students will be given a lanyard and are required to wear the ID attached to the lanyard with the picture visible and available to all staff
- Picture ID cards will also be color-coded to match the student's lunch period
- Student information regarding program designations will also be printed on the card, such as TCHS, Senior Privilege, Early Release, DCCC
- Students will be expected to clearly display /show ID at all times/to staff who request to see ID

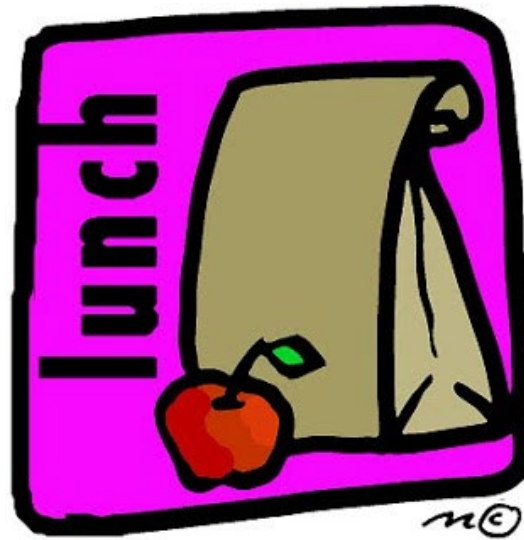


RESTROOMS



PERIOD 3 TOPIC

LUNCH



GENERAL LUNCH PROCEDURES

All students will have lunch during Period
5
All students receive lunch for free

Students will be scheduled into Lunch A,
Lunch B, or Lunch C. Look at your
schedule now and be sure of your Lunch
time

If you have A lunch, you go directly from
period 4 to the cafeteria. All other
students should report directly to Period
5 class. Lunch B and Lunch C students
will be dismissed from 5th period class

Your lunch code is your ID#
You must use a bar code of your ID#
when getting lunch
Use the paper bar code you received
this morning, or returning students may
use last year's ID card until new ID's are
issued.

Students will have ID cards color-coded
for their respective lunch group A, B, or C

When new cards are issued, Students
must wear ID's at all times and have
visible to all staff, even during lunch

CAFETERIA BAR CODES



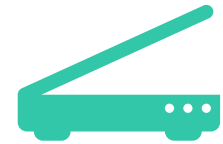
After getting food, scan your Lunch Barcode at the end of the line. Your lunch barcode is located on the front of your student ID card from last school year



Student's bar code is the student's school ID number
New student ID cards will be issued following picture day, which is on September 6th



Prior to your new ID card, use the temporary bar code paper or use your prior year ID card



Feel free to take a picture of your barcode on your cell phone. Your cell phones can be scanned if the photo is clear.

CAFETERIA SAFETY

1

Please go directly to the cafeteria at your designated lunch time.

Upon entering the cafeteria, go directly through the line if getting food, as time is limited, 27 minutes for lunch.

2

Enter the cafeteria on the Auditorium side

Leave the cafeteria on the gym side doors

Use only the auditorium-side restrooms during lunch

Please do not go to the cafeteria when you are not assigned.

3

Do not leave the building during lunch period

Do not have food delivered during lunch period (or any other time during the school day) There are NO food deliveries allowed on campus

4

Do not open any doors for anyone to enter the building at any location at any time during lunch or any time you are in the building.

Consequences for doing so is a 1 day out-of-school suspension

5

Please thoroughly clean up your area, throwing away all trash

Make staff aware if you see or have any spill or issue needing extra help

Period 4 course from 9:47-10:10 for all students is called WIN

WIN is about “How are you doing today, this week, this school year?”

WIN stands for What I Need (what you need to be successful)

The course is required for all students, which will run daily and all year

The course components will be explained next period by your WIN teacher



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PERIOD 5 TOPIC

Pictures



Technology



TECHNOLOGY

Bring your fully-charged chrome book daily

Bring headphones/earbuds for class

All cell phone code of conduct policies still apply. Do not record or take photos of anyone without expressed permission

If your chromebook, hot spot, or charger is damaged or missing, please notify the main office immediately

SCHOOL PICTURES



Picture Day is
Wednesday
September 6,
2023



All students
grades 10-12
are scheduled
to get a picture
taken on
Picture Day
(free of charge)



Students will
need a picture
for their
required ID
card



Students will
have an option
to purchase
additional
pictures



Students will
travel to the
auditorium with
their English
class on Picture
Day



Students will
receive the ID
card and
lanyard
towards the
end of
September



Senior pictures
were
scheduled prior
to the
beginning of
the school year,
with additional
make-up dates
10/11 & 10/12



Any senior who still needs to have
senior pictures taken should go to
www.ouryear.com
E
Times offered are 2:00PM-8:00PM
on both dates

PERIOD 6 TOPIC

DISCIPLINE

DISCIPLINE



You are expected to follow all code of conduct rules for students, outlined in the student handbook

You are expected to review and know the code of conduct rules

The code of conduct and discipline matrix will be used by Administration to issue consequences for any code of conduct rules that are not followed

Consequences may include teacher detention, lunch detention, after school detention, in-school-suspension, out-of-school suspension, board hearing and possible expulsion

If you are suspended (out of school), you cannot participate in any instructional activities, but you may log into CANVAS and submit assignments.

- If you are suspended (out of school), you cannot participate in any school-related , extra-curricular activities
- Lunch detention is 30 minutes (during your assigned lunch period) and will be spent in room 100 across from the main office.

DISCIPLINE



Discipline will be managed by teachers, climate coaches, and Administration

Discipline referrals will result in various outcomes, including meetings, warnings, and consequences

Please pay special attention to the most common rules for your safety and success:

- Be in class every day and on time and academically ready
- Do not leave the building for any reason, unless authorized to do so. If you are authorized to leave the building, and you are walking or being picked up by a parent/guardian, you must go out through the main entrance
- Do not open any doors for others (Most doors are equipped with alarms)
- Do not have any food or drinks delivered to the school
- Do not carry or bring any weapons or look-alike weapons to campus. Weapons include (not limited to) pepper spray, mace, any key chain defense weapon, orbeez gun, sharp/cutting instruments, box-cutters...
 - Students found with any weapons anywhere in their possession, backpack, pockets, bags, purses, or car will be suspended and are subject to expulsion (Administrative Policy 218.1)

PERIOD 7 TOPIC

DRESS CODE & PBIS



Come to school prepared to learn. Dress appropriately for the academic environment and according to the school dress code:

CODE OF CONDUCT WORDING:

Wearing head coverings by students while indoors is prohibited. This includes all interior areas of school building such as classrooms, corridors, auditoriums, offices, etc. Face must be visible to cameras at all times

Please keep your hoods down and hats off in school

Please keep your sunglasses packed away while inside the school building

Also, Please keep your blankets at home

CODE OF CONDUCT WORDING:

Students may not wear clothing where the midriff is visible or clothing with only spaghetti straps or tube tops

Please wear clothing that completely covers your stomach/mid-section, even if you have a sweater or jacket over that garment.

Students violating the dress code will be sent to an administrator. Students will be sent home after parental contact is made or the parent must bring in a change of clothes. Continued violation of the Student Dress & Grooming Policy will be regarded as insubordination and the student may be suspended.

POSITIVE BEHAVIORAL INTERVENTION & SUPPORTS



- PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problematic behavior.
- The key attributes of PBIS include preventative activities, data-based decision making, incentive programs, and a problem-solving orientation.
- The PBIS team will create activities throughout the year to reward students for doing the right thing! Stay tuned!!

PERIOD 8 TOPICS

Student Support

Transportation



School Counselors

- If you have any guidance-related questions, please come to the main office to request an appointment. You can also email your Guidance Counselor at any time.
 - Students (A-G) – Mrs. Norman normanf@casdschools.org
 - Students (H-O) – Ms. Duffy duffy@casdschools.org
 - Students (P-Z) – Mrs. DiPierro dipierros@casdschools.org
 - Credit Recovery- Ms. Lewis lewisw@casdschools.org
- Students have access to mental health specialists on campus as well. Please inform a staff member if you are in need of that support or are in an emergency or crisis situation.

School Administrators

If you would like to meet with your Principal, Assistant Principal, or Climate Coach, please ask for the following person or send an email to the following email address(es):

School Principal Brian M. Chenger Chengerb@casdschools.org

Assistant Principals

Last Name A-G: Mr. Jeffrey Colf Colfj@casdschools.org

Last Name H-O: Mrs. Mastromarino Mastromarinoj@casdschools.org

Last Name P-Z: Ms. Erin McDonnell McDonnell@casdschools.org

Climate Coaches:

Coach Brazzle Brazzles@casdschools.org

Coach Keylor Keylorw@casdschools.org

BUS NUMBER & LOCATION

- Know your bus number to travel home at the end of the school day/you can see your bus number on Home Access
- Remember where to locate your bus after school each day (front, side, or back of the building) (See map on next slide)
- Go directly to your bus at dismissal (busses leave very quickly after school)
- Administrators will be outside at dismissal if you need help locating your bus Find an Administrator if you are lost
- If you missed your bus, please report to the main office

