

# WC EAST HIGH SCHOOL

TO: All Staff  
 FROM: Kevin Fagan  
 Date: August 27, 2018  
 SUBJECT: Opening of School Schedule/Items

Please follow the schedule below for the first two days of school. All students are to report to their homeroom for attendance and escorted to the auditorium by their teacher for orientation. During the extended HR time, ninth graders will be issued their laptops. A special schedule for laptop distribution will be forthcoming.

## Monday August 27 (Special Bell Schedule)

7:20 Teachers report  
 7:30 Homeroom begins

Period	Start	End	Time	Agenda
HR/12 <sup>th</sup> Grade Assembly	7:30 AM	7:50 AM	0:20	12 <sup>th</sup> grade to Auditorium (HR teachers take attendance and escort students to the Aud.) 9-11 grade remain in HR
HR/11 <sup>th</sup> Grade Assembly	7:50 AM	8:10 AM	0:20	11 <sup>th</sup> grade to Auditorium (Dismissed via PA announcement) 12 <sup>th</sup> grade to HR 9-10 grade remain in HR
HR/10 <sup>th</sup> Grade Assembly	8:10 AM	8:30 AM	0:20	10 <sup>th</sup> grade to Auditorium (Dismissed via PA announcement) 11 <sup>th</sup> grade to HR 9 <sup>th</sup> and 12 <sup>th</sup> grade remain in HR
HR/9 <sup>th</sup> Grade Assembly	8:30 AM	8:50 AM	0:20	9 <sup>th</sup> grade to Auditorium (Dismissed via PA announcement) 10 <sup>th</sup> grade to HR 11 <sup>th</sup> and 12 <sup>th</sup> grade remain in HR
1	8:54 AM	9:31 AM	0:37	Student Tours during all Social Studies Classes for the rest of the day
2	9:35 AM	10:12 AM	0:37	
3	10:16 AM	10:53 AM	0:37	<b>***TCHS REPORT TO ROOM 107</b>
4	10:57 AM	11:34 AM	0:37	
5	11:38 AM	12:15 PM	0:37	
6	12:19 PM	12:56 PM	0:37	
7	1:00 PM	1:37 PM	0:37	
8	1:41 PM	2:15 PM	0:34	

\*\*\*\*\***An announcement will be made**

## **Tuesday August 28**

	7:20		
	7:30		
	7:30	-	7:50
Period 1	7:54	-	8:39
Period 2	8:43	-	9:27
Period 3	9:31	-	10:15
Period 4	10:19	-	11:03
Period 5	11:07	-	11:51
Period 6	11:55	-	12:37
Period 7	12:41	-	1:24
Period 8	1:28	-	2:15

Teachers report  
Homeroom opens  
Extended homeroom

## AGENDA FOR EXTENDED HOMEROOM PERIOD

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**Monday, August 28**

**7:30 – 8:50 A.M.**

**Tuesday, August 29**

**7:30 – 7:50 A.M.**

1. Welcome and opening remarks by Dr. Fagan over public address system
2. Pledge of Allegiance
3. Morning announcements (If applicable)
4. ATTENDANCE  
Check names with homeroom list provided. **DO NOT** add names of students who do not appear on your list. Check with the Attendance Office or call 3948 first; students may have reported to the wrong homeroom. Remind students that in order to take part in extra-curricular events any given day, they must be signed into school by 8:30.
5. ABSENCE/LATE FORM AND EARLY DISMISSAL FORMS  
Explain procedures for returning completed absence excuse form when returning from an absence or arriving late to school. Stress that students are to use this form which is located on the East Web Page. Forms are due no later than 3 school days from date of absence. Early dismissal forms have to be used when the student is leaving early from school.
6. LOCKER ASSIGNMENTS
  - Each student is assigned a locker
  - Instruct students to keep their combination where no one will see it.
  - Students are to go to their assigned locker and try out the combination.
  - Tell students they are **NOT** permitted to share lockers.
  - Teachers should remind students of the following:
    1. Lockers are the property of the West Chester Area School District and can be searched at any time.
    2. Lockers must be kept locked at all times and please do not pre-set combinations.
    3. No combination will be given to a student if it is not their assigned locker.
  - Any student who needs a new or different locker must see Ms. Velma Hill in the main office.
  - If locker problem occurs, students should report the problem to Ms. Velma Hill in the main office. A custodian will be assigned to the repair if necessary
7. STUDENT PLANNER  
Any student who would like a student planner may pick one up in the school store at no cost.
8. STUDENT AND PARENT HANDBOOK  
Each student and their parent/guardian will receive an electronic copy of the student handbook.  
Encourage students to become familiar with the school policies that were sent on line. Review specially the no-smoking, driving, detention, and Saturday school policies.

**Students must sign for their copy of the District's Discipline Policy.** The forms are to be returned to the Main Office when completed. Extra copies of the discipline policy are to be returned to the Main Office.

**Grades 11 & 12 are returned to Mary Anne Tomlinson**

**Grades 9 & 10 are returned to Velma Hill**

9. FIRE DRILL PROCEDURES

- Show students where the exit sign is located (near doorway in each classroom).
- **Contact Mrs. Stephen** if you are missing an evacuation diagram or have questions
- Explain the **primary route** to be taken out of the building from your particular room. **Secondary route** is to be taken in case primary route is blocked.
- Remind students when the fire bell rings to leave the building quickly and quietly
- Students are to stay with the teacher – attendance will be taken outside at staging area.

10. BELL SCHEDULE

Explain the bell schedule to students and place on homeroom bulletin board.

11. CAFETERIA PROCEDURES (Explain the following regulations)

- All students eat in the Cafeteria.
- Students may bring their lunch to the cafeteria.
- Students must deposit trash in containers, and clean up the area where they eat.
- Students are not permitted to leave school premises during lunch periods.
- Students must remain in the cafeteria until dismissed by the teachers on duty unless they have a pass.
- Students may not take food out of the cafeteria.

12. STUDENT SCHEDULES

- Distribute student schedules.
- **NO** schedule changes will be made on the first day of school. Send any student for whom you do not have a schedule to the Guidance Office.
- Send students who do not have an assigned 1<sup>st</sup> period class to Guidance
- Explain semester coding:
  - F – fall/first semester
  - S –spring/second semester
  - Y –full year/both semesters

Keep schedules of absentees until Thursday, August 30. After homeroom, on Thursday return schedules of students who have not shown up to the guidance office.

Students with scheduling problems are to complete a Schedule Error Form available in Guidance. This form must be taken home for parent signature and returned to the Guidance Counselor.

**Schedule changes:**

- Students are to follow their schedule until called from class by their counselor or they may stop in between classes.
- Students who experience academic difficulty may consider a level change starting September 24.
- Students who wish to add a course in place of a study hall or lunch should see their counselor. All year-long courses must be added within 10 school days. Semester courses must be added within 5 school days of the specific semester. The addition of these courses depends on multiple criteria, include space availability.
- Level changes will only be considered prior to two weeks before the end of the marking period. Once students are within that two week period, they cannot change levels.

### **Teacher Course Expectations**

Each teacher will publish and distribute grade expectations to each student at the beginning of the school year. Each grade expectation sheet will include the following:

1. Grade expectations/objectives
2. Units of study and time allotted
3. Testing days and procedures
4. Make-up policy
5. Homework expectations
6. Outside assignments (book reports, reviews, presentations, term papers, etc.)
7. Class participation
8. Grading procedures
9. Behavioral expectations
10. Practices and standards (levels of acceptability)

- Please email your course expectations to Mary Smith by **Friday, September 7**.
- In the subject line, put your name and the course name.
- Be prepared to share this document/information with students and parents by BTSN, if not sooner.
- Post this information to your Schoology page for students and parents to access, and update information as needed.