

Complete and Submit  
This page by \_\_\_\_\_

## **Parent/Student Signature Sheet**

It is important at Central Bucks High School East to create a consistent starting point with each and every parent. Please sign at the appropriate place after reading the statements below:

\_\_\_\_\_  
Student's Full Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom #

I have read the Central Bucks High School East Handbook and understand the policies and programs therein. I have a copy of the Central Bucks School District's Administrative Guidelines and Discipline Policy Administrative Guidelines. I understand that some of the policies written in the Handbook are abbreviated versions of Board Policies and agree to comply with the complete Board policies. In addition, I will discuss the handbook with my student. I also plan to support and cooperate with school personnel throughout the coming school year in an effort to enhance a positive experience for my student.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Please have your student return this page to his/her homeroom teacher by\_\_\_\_\_. This is a requirement for all students.

# Central Bucks High School East

2804 Holicong Road  
Doylestown, PA 18902  
267-893-2300

Student Handbook  
2008-2009  
Student Identification:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone(s) \_\_\_\_\_

## ALMA MATER

For independence, our forefathers fought  
Bravely they sought the right, and to their cause we're true;  
With courage rare, they attained the goals they sought,  
Patriots then with faith could stand behind the red, the white, the blue.  
We here now strive their same ideals to gain  
Loyal and proud we stand, as we our goals pursue,  
With courage, hope, our task we will sustain,  
Patriots now with strength can stand behind the red, the white, the blue.  
Years quickly pass, their challenges well met,  
We have now grown in knowledge and to ideals we're true,  
Central Bucks East, we will honor goals you've set:  
Patriots still with hope will stand behind the red, white, the blue.

Front cover designed by Herbie Hickmott '08

## **Mission Statement**

Central Bucks High School East is a large, suburban high school serving historic Central Bucks County. Utilizing the talents of its students, teachers, administrators, parents, and community, Central Bucks High School East provides all students with a dynamic and evolving curriculum that fosters academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.



### **Abram M. Lucabaugh, Principal**

#### **Senior House**

Martin J. Hayes, House Principal  
Elizabeth Carr, Counselor (A-K)  
Marilyn Russo, Counselor (L-Z)  
Nicole DeFazio, Advisor

#### **Junior House**

J. Luke Hadfield, House Principal  
Sandra Gundy, Counselor (A-L)  
Tanya Barone, Counselor (M-Z)  
Lauren McKee, Advisors

#### **Sophomore House**

Kevin Shillingford, House Principal  
George Moustakas, Counselor (A-K)  
Melanie Jones, Counselor (L-Z)

**267-893-2300**

This planner provides students with some of the fundamental information needed to be successful at C. B. East. Included in the planner are excerpts and summaries of several policies from the Central Bucks School District Policy Manual. All district policies approved by the School Board concerning the rights, responsibilities, and discipline of students will be followed. This includes all revisions, updates, additions, and changes, etc. to the district policies approved after the publishing of the planner.

## Table of Contents

Alma Mater	2
Mission Statement	3
Administration & Counselors	3
Bell Schedules	6
Frequently Asked Questions	7
Important Dates	9
College Entrance Tests	9
Equal Opportunity Policy	9
Academic Information	9
Report Cards & Interim Progress Reports	9
Honor Roll	9
Class Rank	9
Grade Interpretation & Values	10
Other Grades	10
Final Examinations	10
Graduation Requirements	10
Course Credits	11
Electives	11
Performance Assessments	11
Proficiency on Standards	11
Course Withdrawal	11
Graduation Project	12
Attendance Policies & Procedures	12
Absences	12
Appointments	12
College Visits	13
Vacations/Family Trips	13
Field Trips	13
Other Planned Absences	13
Missed Work	13
Definition of Excused Absence	13
Definition of Unexcused Absence	13
Consequences for Unexcused Absences	13
Class Cut Policy	14
Tardiness	14
Tardiness to classes	14
Extracurricular Opportunities	14
Athletics	15
Extra-curricular Code of Conduct & Discipline	15/38
Requirements for Participation	15
Clubs & Organizations	16
National Honor Society	16
Student Services	16
Guidance	16
Nurse's Office	17
Required Medical Examinations	17
Insurance	17
Student Assistance Program (S.T.A.R.T)	17
Help Hotlines	17&18
Safety in School	18
Emergency School Closing	18
Emergency Evacuation Drill Information	18
Canine Searches	19

Transportation	19
Bus Transportation	19
Walkers and Students Dropped-off	20
Student Driving & Parking Rules	20
Revocation of Driving Privileges	21
Conduct	21
Regulations	21
Affection Policy	22
Book Bags/Back Packs	22
Bullying	22
Cell Phone Policy	22
Cheating	23
Controlled Substance Policy	23/33
Discrimination and Harassment	23
Disorderly Conduct	23
Dress & Appearance	24
Graffiti	24
Plagiarism	24
Smoking/Possession of Tobacco Products	24
Threats	25
Vandalism	25
Weapons Policy	25
Detentions & Suspensions	25
Lockers	26
Study Halls	26
Cafeteria Regulations	26
Obligations	27
Privilege	27
Late Arrival/Early Release	27
School Resources	27
Library	27
Technology	27
Military Recruiters – Act 10	27
Working Papers	28
Personal Belongings	28
Recycling	28
School Representation	28
School Visitors	28
Appearance-School Representation	28
Appendices A – C	32-40

# Bell Schedules

## Regular Schedule

Block 1		7:25 – 8:55	
Block 2		9:01 – 10:31	
Homeroom		10:37-10:47	
Block 3		10:53 – 12:54	
<b>A Lunch</b> 10:53 11:23	<b>Class</b> 10:53 11:34	<b>Class</b> 10:53 12:20	
	<b>Class</b> 11:27 12:54		
	<b>Class</b> 12:08 12:54	<b>C Lunch</b> 12:24 12:54	
Block 4		1:00 – 2:30	

## Early Dismissal

Block 1	7:25 - 8:08
Block 2	8:14 - 9:04
Block 3	9:10 - 9:52
Block 4	9:58 - 10:40

## Delayed Opening of School

	ONE-HOUR DELAY	TWO-HOURS DELAY
Block 1	8:25 – 9:40	9:25 – 10:10
Annc. & Block 2	9:46 – 11:09	10:16 – 11:09
Block 3	11:15 – 1:11	11:15 – 1:11
<b>A Lunch</b> 11:15 11:45	<b>Class</b> 11:15 11:55	<b>Class</b> 11:15 12:35
	<b>Class</b> 11:51 1:11	
	<b>Class</b> 12:35 1:11	<b>C Lunch</b> 12:41 1:11
Block 4	1:17– 2:30	1:17 – 2:30

# CB East Handbook

## Frequently Asked Questions

### ATTENDANCE

#### When must I bring in an absence excuse note?

Right away! If an absence excuse note is not received within three (3) days after the absence, a cut will be issued, along with a 6-hour detention. When the excuse note is brought in the cut is removed but the 6-hour detention remains.

#### How much time do I have to make up missed work?

If your absence was excused, you have the total number of days you were absent to make up missed work. Any work not made up in that time period will result in a failure for that work. You will not be permitted to make up work for an unexcused absence.

#### How many approved vacation days am I permitted to take?

Students are limited to five (5) approved vacation days per year.

#### What if I arrive to school late?

Students who arrive to school late must report to the attendance office to get a pass to class (even if they do not have an excuse note).

### CONDUCT

#### When do I need a pass?

All students must obtain a “student pass” to be in the halls and lavatories during class time. Students visiting the library must have a pass from a classroom teacher. All students should carry their school identification and agenda with them at all times. The student agenda has a place for students and teachers to sign passes.

#### What is considered cheating and what are the consequences for cheating?

Cheating is defined as the copying of someone’s work and representing it as your own or allowing your work to be copied. The consequences are: a failing grade for your part in the activity, parental notification, and jeopardized membership to National Honor Society. See the GP manual for the consequences of cheating on the Graduation Project.

### DETENTIONS

#### When can I serve my detentions? What happens if I do not serve them?

Individual teachers may assign detentions that are served with them. Administrative detentions run from 2:45 to 4:45 on Mondays through Thursdays. Students wishing to serve detentions should check in at the security office. If a detention is not served for an offense by the deadline, additional hours of detention or other disciplinary consequences will be added.

#### What are the rules for book bags and backpacks?

Book bags and backpacks are to be put in the locker at the arrival to school and may not be carried to class or in the hallways during the school day.

#### Are cell phones allowed in school?

The use of cell phones during the school day is prohibited. Cell phones should be in the “power off” position and kept out of sight during school hours. Additionally, the use of electronic imaging devices associated with cell phones or any similar type of communications technology is absolutely prohibited on school property at all times.

**May I take medication while I am at school?**

Physician prescribed drugs and medicines (including over-the-counter medications) brought to school must be registered in the health office and used according to the physician's written directions.

**What is our weapons policy?**

The district will not tolerate any weapon in school or on school grounds, even when there is no actual or implied threat. Any knife, including Scout knives, penknives, or any other pocketknives, will be considered a weapon under this policy.

**Can my locker, car, or belongings be searched?**

Student lockers are considered Central Bucks School District property and, if warranted, may be randomly searched. Periodically or as the situation warrants, a dog may be used to sniff around lockers, desks, bags, purses or vehicles that are on district property or at a district-sponsored event. Please refer to the section in your handbook on administrative searches.

**DRESS AND APPEARANCE****What am I expected to wear to school?**

Students will wear:

- Clothing that does not expose underwear or abdomen/midriff
- Skirts or shorts that do not rise above the mid thigh level
- Tops that cover cleavage (front and rear), the back and torso up to the underarms. Tube tops, strapless tops, and off-the-shoulder tops are prohibited.
- Clothing that is free of pictures or wording that contains profanity, vulgarity, ridiculing of any person or group, or references to alcohol, tobacco or illegal activity.

**EXTRACURRICULAR ACTIVITIES**

Is it my right to participate in extracurricular activities, such as sports and clubs? The opportunity to participate in a school activity is a privilege and not a right. This privilege can be lost by a student who violates the Code of Conduct, a copy of which is located in this handbook.

## **Important Dates**

Please go to Central Bucks School District Website for information and important dates.

## **College Entrance Test Information & Dates**

Please go to [www.collegeboard.com/student/testing/sat/about.html](http://www.collegeboard.com/student/testing/sat/about.html) or see your guidance counselor for more information.

Pre-registered students should arrive to their test site between 7:45 and 8 a.m. "Stand-by" students must report before 7:45 a.m.

## **Equal Opportunity Policy**

It is the policy of CBSD to offer equal opportunities for girls and boys in CB schools. The school board policy adopted in June 1976 notes that the discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the building principal.

## **Academic Information**

### **Report Cards and Interim Progress Reports**

Report cards are issued four times a year as noted on the district calendar. Each marking period is nine weeks in length. Interim progress reports are issued in the middle of each 9-week marking period to help communicate progress with students and parents. Parents and students are urged to discuss report cards and interim progress reports. Parents and students may view their grades online with the correct ID and password through Infinite Campus. If there are any questions, please contact the guidance department.

### **Honor Roll**

Distinguished Honors:	GPA of 4.0 or better
High Honors:	GPA of 3.6 or better
Honors:	GPA of 3.0 or better

## **Class Rank**

Class rank is not reported to colleges for admission purposes, but the district does report the student's grade point average (GPA). The GPA is based on weighted and non-weighted grades from all classes taken in grades 9-12. Concern for grade-point average should not keep students from selecting a challenging program and should not be used as an excuse for dropping a course in order to take one that seems easier. Colleges are more interested in the academic rigor of a student's program than they are in the student's GPA.

## Grading Interpretation and Values

	Percent	For GPA Computation Non- weighted Classes	For GPA Computation Weighted Classes	Interpretation
A	93 – 100	4.0	5.0	Advanced
A-	90 – 92	3.6	4.6	
B+	87 – 89	3.4	4.4	
B	83 – 86	3.0	4.0	Proficient
B-	80 – 82	2.6	3.6	
C+	77 – 79	2.4	3.4	
C	73 – 76	2.0	3.0	
C-	70 – 72	1.6	2.6	
D+	67 – 69	1.4	2.4	Basic
D	63 – 66	1.0	2.0	
D-	60 – 62	0.6	1.6	
F	0 – 59	0.0	0.0	Below Basic

### Other grades:

I - Incomplete work\*

S – Satisfactory

U – Unsatisfactory

\* If incomplete work is not made up after a reasonable period of time, the student will fail the course as a result of lack of completion. A “reasonable period of time” is defined as two weeks beyond the marking period. In the case of an extended absence resulting in an “Incomplete,” students are expected to complete work within a two-week period upon return. All exceptions to the two-week deadline will need administrative approval.

### Final Examinations

In courses with common district final examinations, finals may not be administered prior to the scheduled date and time. If a student misses a final examination(s) due to an excused absence, then s/he is responsible to make it up on the scheduled make-up day. If the student does not return prior to the last day of school, then s/he is responsible to schedule an appropriate date/time upon his/her return.

### Graduation Requirements

**Course Credits:** Students will be required to earn a minimum number of **28.25** credits by successfully completing course work in the assigned curriculum areas as follows:

SUBJECT	STANDARD	SCHOLASTIC
English	4.0	4.0
Social Studies	4.0	4.0
Mathematics	4.0	4.0
Science	3.0	4.0
Electives	10.0	8.0
World Languages	0.0	2.0
Computer Applications	.75	.75
Wellness/Fitness	1.5	1.5
Performance Assessments	1.0	1.0
Total Credits	28.25	29.25

**Electives** include: Graduation Project Seminar, all courses in Art, Family and Consumer Sciences, World Language, Technology Education, Music, PEN, English and Social Studies elective courses, and all Middle Bucks Institute of Technology courses, plus all courses in Mathematics, Science, Business and Computer Applications (Business Math and Accounting courses can be used for one Math credit under exceptional circumstances as approved by the high school principal), and Health and Physical Education.

**Computer Applications credits can be earned from:** Computer Applications/Technology 3, Computer-Aided Design, Computer Programming 1, 2, and 3; AP Computer Science, Business Computer Applications, Advanced Business Computer Applications, Keyboarding, Keyboarding/Information Processing, Word Processing, Desktop Publishing/Multimedia Presentations, Architectural Design and Engineering 2 and 3, and all courses offered by Middle Bucks Institute of Technology.

**The Scholar's Diploma for the 2009.** The Scholar's Diploma requires a 3.2 grade-point average and credits earned in at least three advanced placement courses.

**Performance Assessments:** All students will be required to complete successfully both the Ninth Grade Performance Assessment and a High School Graduation Project. Upon successful completion of both performance assessments, students will receive 1.0 credit.

**Proficiency on Standards:** The State of Pennsylvania mandates that all high school graduates be proficient in Reading, Mathematics, Science, and Writing standards. To demonstrate proficiency on standards, CB students will participate in the PSSA in 11th grade. Students not achieving proficiency in 11th grade will be scheduled for the Academic Skills class to prepare for the 12th grade PSSA Retest and to build up their portfolio. Questions about this process should be directed to House Principal assigned to the Academic Skills Department. Please check with the Main Office.

## **Course Withdrawal**

The following are the rules for recording a course from which a student has withdrawn:

- Dropping a course is a serious decision and can affect your permanent record. Students have the ultimate responsibility of meeting all graduation requirements.
- If withdrawal occurs during the first five days, the course will be removed from the records.
- If withdrawal takes place after the fifth school day but before the midpoint of the course, a grade of W+ (passing) or W- (failing) will be recorded in

the marking period column and in the final grade column on your report card and transcript.

- In the case of withdrawal after the midpoint of the course, the final grade for the course will be F.

## **Graduation Project**

More Information is available on CB East Website

The graduation project is required of all CB students before graduating. **Students will present their projects during their senior year.**

Seniors at MBIT will complete and present their graduation project at MBIT.

**Please note:** All GRADUATION PROJECT DEADLINES must be met to avoid disciplinary action and/or loss of privileges.

## **Attendance Policies & Procedures**

Central Bucks School District attendance policies conform to the Pennsylvania School Code sections 1326 to 1333 dealing with compulsory school attendance.

“Every child of compulsory school age having a legal residence in this Commonwealth... is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.”

## **Attendance Guidelines**

### **Absences:**

- Parents should call East’s Attendance Hotline on the morning of an absence to report the student’s absence and the excuse: 215-794-6931
- Parents, guardians, or students should submit an “excuse card”, note, email, fax, or call to the Attendance Office on the day of absence or within 3 days of the student’s return. “Excuse cards” are available in the Attendance Office. State law requires that an explanation of absence be stated.
- Students have three days upon return to school to bring in an excuse note. Students who miss the 3-day grace period will be assigned a 6-hour detention.
- Students may not attend and/or participate in extracurricular school activities on days on which they are absent, whether excused or unexcused.
- If at any time during the school year a student has been absent 10% or more of school days, s/he is considered to have “excessive absences.” Notices will be sent home. Upon the third notice, the student and/or parent may be cited for truancy.

### **Appointments:**

Parents and students are encouraged to schedule appointments outside of the school day. If it is not possible to do so, parents and students are required to follow these procedures:

- Send an excuse card with student name (printed clearly), date, reason, phone number and departure time to the Attendance Office. Excuse cards are available in the Attendance Office.
- Parent/guardian needs to call to confirm before permission will be given to leave.

### **College Visits, Vacations/Family Trips, Field Trips, & other Planned Absences:**

- Two weeks before a planned absence, student should pick up a “Request for Approved Absence” form in the Attendance Office
- Parent/guardian should fill out the form.

- Student must have each teacher initial the bottom of the form to ensure that plans are made for student to keep current on class assignments while out of school.
- One week before planned absence, student must submit form to Attendance Office to verify that no more that allotted days are taken: Juniors and seniors are allotted 3 college visit days per year; all students are allotted 5 vacation/family trip days per year.
- No trip will be approved during the first or last five (5) days of a semester, or during published state standardized testing dates.

### **Missed Work:**

- Students are responsible for making up all work missed as a result of excused absences. If students will be out for an extended amount of time, parent/guardian should call the student’s guidance counselor.
- A student is allowed the same number of days to make-up work as the number of days s/he missed for excused absences and latenesses. Students are obligated to discuss and arrange plans for make-up work within that time. Failure to do so will result in failing grades on missed assignments.
- Students may not make up work for absences or lateness that are unexcused, unlawful, or truant.

### **Definitions:**

**Excused Absence (E)** is granted for the following reasons: illness, quarantine, death in the family, impassable roads, inclement weather, religious holidays, health care, necessary interviews, special tutorial work which must occur in a field not offered in the curriculum and may not interfere with the regular program of studies, exceptionally urgent reasons, educational vacations\*, college visits, and family trips.

**Unexcused Absence (U)** may be declared for reasons such as employment, truancy, car trouble, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home, vacation trips, unauthorized leaving from school, and remaining at home to do school work. In situations where absence is declared unexcused or unlawful, students may be assigned to make up time missed outside regular school hours. Students will not be permitted to make up work for an unexcused absence.

### **Consequences for Unexcused Absences:**

Attendance to school is crucial to academic success. As stated above, parents must provide notice of excused absences as allowable by the PA School Code. If a student does not provide an excusable notice within three days after their absence, the following consequences will be applied.

- 6 hours of detention
- Students may not make up work for unexcused absences.
- Missed classes may count toward class cuts.
- Parents will receive “notice” letters which state that continued unlawful absences may result in referral to the magistrate.
- District Justice will notify parent of truancy hearing date and if found guilty, be subject to fines and penalties prescribed by the School Code of the Commonwealth of Pennsylvania

## **Class Attendance Guidelines** (Cumulative throughout the duration of the course)

	9-wk Courses	18-wk Courses
1 <sup>st</sup> Cut	Failure on missed work Two hour detention	Failure on missed work Two hour detention
2 <sup>nd</sup> Cut	Failure on missed work One Saturday Suspension	Failure on missed work One Saturday Suspension
3 <sup>rd</sup> Cut	W+ or W- for course	Failure on missed work One Saturday Suspension
4 <sup>th</sup> Cut		W+ or W- for course

## **Tardiness**

### **Tardiness to School:**

Central Bucks High School East expects all students to be on time each day. Tardiness to school fosters an irresponsible attitude, interferes with class work, and disrupts the daily school routine. Tardies, like absences, will be considered to be “excused” or “unexcused” according to whether or not the student presents an acceptable parental note. These excuses will be judged by the same criteria as those for an absence.

### **Penalties:**

If a student misses an entire class block as a result of an unexcused tardy, the teacher will issue a cut for that block. (Refer to Class Attendance Guidelines). If a student is chronically tardy, the House Principal will be notified and intervene.

- When a student with such privileges as Late Arrival accumulates three (3) unexcused tardies, privileges will be removed.
- When a student accumulates excessive unexcused tardies, a school official will notify the parent/guardian.
- Students who arrive to school late must report to the attendance office to get a pass to class (even if they do not have an excuse note).
- Students who arrive to school later than 10:30 AM will be considered absent from school for the first half of the day, and are ineligible for participation in after-school practices, meetings, competitions, or events.

### **Tardiness to Classes**

Students are late to class if they arrive through the door after the bell for class has rung. On the third lateness, the student will be issued a cut for the class.

- 3 unexcused tardies = Teacher Det.
- 6 unexcused tardies = Administrative Det.
- For any further incidents of lateness, the teacher will contact the parent/guardian and submit a conduct referral form to the House Principal for disciplinary action.

## **Extra-curricular Opportunities**

### **Athletics**

Central Bucks High School East participates in the Suburban One League Continental Conference for Interscholastic Sports. In the interest of continued good relationships in the field of athletics, the Student Councils of the twenty-four Suburban One schools have asked spectators to:

- Show their respect for their country by standing attentively when the American Flag passes and during the playing and/or singing of the National Anthem.
- Show their respect by standing for the Alma Mater of both schools.

- Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes by not booing participants on the playing area and by respecting property.
- Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
- Refrain from booing, vulgarity, and indecent gestures that are reflections of immaturity.
- Cheer under the organized guidance of the cheerleaders. Cheers to interfere with the opponent's cheering are prohibited. Foot stamping in the stands is not permitted.
- Refrain from using noisemakers and signs in any gymnasium or at indoor contests.
- Refrain from littering premises, throwing of confetti or paper and tossing objects.
- Pep bands must be organized and supervised, and to play only between games and at halftime of varsity game.

### **Code of Conduct and Discipline:**

The Code of Conduct is for students privileged to participate in our athletic program. While you participate, you are representing yourself and your school. You are an example of all that encompasses CBSD. All students who seek to participate in any form of athletic activity must strictly comply with the Code of Student Conduct and Discipline. This does not supersede the Code of Student Discipline and Responsibilities as stated in the Central Bucks Student Handbook (see “**Appendix A.**”) Rather, it is a Code that will be used by coaches/advisors to ensure that all students involved in activities are treated uniformly. Each program may establish additional rules, which apply specifically to that program. The rules and regulations in this code shall apply to any on and off school premises and/or adjudication during the season. It is the responsibility of the student to become familiar with and follow the guidelines in this code. The opportunity to participate in a school activity is a privilege, not a right. A student who violates the Code of Conduct can lose this privilege. **See “Appendix C” for the full Extracurricular, Cocurricular Activities and Athletics School Board Policy.**

### **Requirements for Participation:**

- A parental permission slip must be signed and returned to coach and Athletic Director.
- Physical form must be completed by a licensed physician and returned to coach and Athletic Director
- Parent must sign an accident insurance waiver. The district provides NO accident insurance for any student participating in athletic programs.
- A signed agreement of the Athletic Handbook must be returned to coach and athletic director
- All Central Bucks East eligibility requirements must be met:
  - a) All student athletes must maintain a passing grade in all scheduled courses in order to participate in any school-sponsored athletic event.
  - b) Athletic eligibility shall be determined on a weekly basis. A student athlete who is reported failing a course shall have one week to raise the grade to a passing level. If this does not occur, the student athlete will be declared ineligible to participate in school sponsored inter-scholastic athletic events until the teacher declares the student is passing. If a student has received a failure grade at the end of the marking period, s/he will be ineligible for 15 days at the beginning of the next season. Determination of athletic eligibility shall be the responsibility of the building principal or his/her designate.

c) Student athlete lateness is unacceptable. Any student who comes to school after 10:30 am without a previous excused absence or medical note will not be allowed to practice or participate in competition or practice on that day.

**Fall Sports** –Football, Field Hockey, Boys' Soccer, Girls' Volleyball, Girls' Tennis, Girls'/Boys' Cross Country, Golf, and Cheerleading.

**Winter Sports** – Boys' Basketball, Girls' Basketball, Boys' Winter Track, Girls' Winter Track, Wrestling, Boys' Swimming, and Girls' Swimming, and Cheerleading.

**Spring Sports** - Baseball, Boys' Track, Girls' Lacrosse, Boys' Lacrosse, Girls' Soccer, Softball, Girls' Track, Boys' Tennis, and Boys' Volleyball.

Please check with the athletics office at 267-893-2327 for starting dates and physical recertification dates.

## **Clubs and Organizations**

Central Bucks High School East encourages students to become active in the classroom and in extra-curricular activities. Student involvement in school is a contributing factor to fulfillment and success. Also contributing to student success is student attendance to school. Any student who comes to school after 10:30 am without a previous excused absence or medical note will not be allowed to practice or participate in extra-curricular practices or events on that day. Exceptions for extenuating circumstances will be considered by an administrator. The following are existing clubs and organizations at East. Students interested in learning more about our clubs, or in proposing a new club or organization should visit our web page.

## **\*National Honor Society**

Please see CB East Website for more information

The National Honor Society Chapter at Central Bucks East is a service-oriented organization that promotes scholarship, leadership, and character throughout our school. Once a year students who have a 3.5 GPA are invited to apply for membership. In order to qualify, a student must demonstrate involvement in at least three of the following four areas: school extracurricular activities, leadership, community service, and awards/employment. Once a member of the NHS, students must continue to show leadership, scholarship, service, and character.

## **Student Services**

### **Guidance**

Please see CB East Website for more information

Phone: 267-893-2310

Students can arrange for an appointment with their counselor by stopping at the Guidance Office or emailing a request. Students are advised to schedule guidance appointments during study halls. *ALL STUDENTS MUST SIGN IN AND OUT WHEN REPORTING TO AND LEAVING THE GUIDANCE OFFICE.* Parents may contact the counselor by email or phone.

Students and parents are advised that the common application used by most colleges and universities is now asking guidance counselors to answer questions regarding whether the student has been suspended from school and, if so, to state the reason for this disciplinary action.

The school district is required to maintain certain records after a student graduates or leaves school. The records that will be permanently maintained include name, address, phone number, attendance records from grades 7-12, 7<sup>th</sup> and 8<sup>th</sup> grade transcript and a final transcript with date of graduation. All other records will be destroyed. If a parent or graduating student (18 years of age or older) wants a copy of the educational record contact the guidance office by June 1<sup>st</sup>

## **Nurses' Office (ext. 2325)**

Open throughout the school day, students are required to present a teacher's pass to report to the nurse unless there is an accident or acute illness. Students should report to the main office when the nurse is not in school. **STUDENTS MUST SIGN IN AND OUT OF THE NURSE'S OFFICE AND MAIN OFFICE.** Students who are ill may receive permission to leave school only with nurse authorization. Students who leave the building due to illness without permission from the school nurse may receive a class cut for classes missed.

## **Required Medical Examinations**

- Students entering the Central Bucks School System from other districts are required to have a medical examination if adequate health records are not available.
- **Eleventh grade students are required by the state to have a medical examination by the family physician. This is a student obligation. Juniors may have extracurricular activities revoked if examination is not completed.**
- All students shall be weighed, measured, and tested for vision annually.
- Hearing tests shall be given to all eleventh grade students.
- All medications, both prescription and non-prescription, must be:
  - a) accompanied by a physician's or dentist's written order and
  - b) registered in the nurse's office.

School personnel have the authority to exclude students with suspected communicable and contagious diseases. If the situation indicates, a physician's note for readmission to school may be required.

## **Insurance**

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any students participating in athletic programs and assumes no responsibility for injuries sustained from participation

## **Students At-Risk Team (S.T.A.R.T.)**

Please see CB East Website for more information

The Central Bucks School District recognizes and affirms the individual value and potential of each student. In so doing, it acknowledges that at-risk behaviors including those of emotional/mental health, or created by chemical use are serious problems with legal, physical, ethical, social, emotional, and educational implications. START is an action-oriented team whose goal is to identify, assist, intervene, and provide aftercare for at-risk students. Additionally, the team networks with community resources and district programs already in operation. If you, or someone you know is at-risk due mental health or chemical dependency issues, please go to guidance for a START referral, call START (267-893-2325), or visit the web page (see above).

## **Help yourself... Help a friend. For Help or Information Call:**

- Aldie Foundation 215-345-8530
- AL-ANON Family Group (Children of Alcoholics/addicts) 215-222-5244
- ALATEEN 1-800-344-2666
- Alcoholics Anonymous Information Center 215-923-7900
- Doylestown Hospital Support Group 215-345-2657
- Hate Crimes 215-340-8220
- HIV/AIDS/STD Testing 215-345-3318
- A Woman's Place (Abuse) 1-800-220-8116

- Mother's Against Drunk Driving 1-800-948-6233
- Planned Parenthood of Bucks Co. 215-348-0555
- American Anorexia and Bulimia 215-221-1864
- Today Inc. (Addiction) 215-968-4713
- Child Line (Abuse) Hotline 1-800-932-0313
- Child Home and Community (teenage pregnancy and prevention) 215-348-9770
- Council on Alcohol and Drug Abuse of Bucks 1-800-221-6333
- Runaway Hotline 1-800-786-2929
- Sexual Assault/Physical abuse 1-800-675-6900
- START (East's Student Assistance Team) 267-893-2325
- Suicide 215-686-4420
- Teen Line (24 hrs/day, 7 days/week) 215-340-1998

## **Safety in School**

### **Surveillance**

Students and parents are advised that high schools in Central Bucks are equipped with electronic surveillance cameras that record video and audio. Appropriate signage is posted in each school notifying the student that his/her image and voice is being recorded.

### **Emergency School Closing**

For information regarding CB schools opening late, dismissing early or canceling, please see one of the following:

- Central Bucks School District webpage:
- Various Philadelphia television stations
- Various Philadelphia radio stations - CB school closing number is 755. CB Community School closing number is 779.

### **Emergency Evacuation Drill Information**

Signal: (Ringing of the bell/school-wide announcement)

1. From classroom, move toward the exit as directed by teacher in the room.
2. From areas outside the classroom, move toward the nearest exit.
3. Move quickly, but do not run.
4. As it may be necessary for directions to be given while students are exiting, noise must be kept to a minimum.
5. Once outside of the building, students should move to a safe distance staying with their classroom teacher. Report to teacher. Attendance will be taken.
6. If "H" signs are held up by school personnel, report directly to assigned area at Holicong. This will only occur if evacuation occurs during inclement weather.
7. If a drill occurs between classes, go back to the teacher you just had. If a drill occurs before school, report to your first block teacher.
8. If an exit is blocked or unsafe, turn around and put your hands over your head to indicate to the people behind you that there is a blockage. Leave the building using the next closest exit. This non-verbal means of communication will alleviate the need for undue yelling which could cause panic.
9. Remain with teacher until given further direction.

### **Canine Searches**

Periodically, or as the situation warrants, a dog may be used to sniff the air around lockers, desks, bags, purses, items, or vehicles that are on the district property or district-sponsored events.

# **Transportation**

## **Bus Transportation**

Please See Central Bucks Website for more information

**Bus transportation to and from school, sports, trips, MBIT, and any other school activity is a privilege. Inappropriate behavior while riding a bus will result in disciplinary actions that may include suspension from riding the bus and possibly suspension from school.**

Students and parents are advised that certain school buses are equipped with electronic surveillance cameras that record video and audio. Appropriate signage is posted on each school bus notifying the student that his/her image and voice is being recorded.

Students must load and unload from their buses at their assigned bus stop and bus. No one is permitted to ride a different bus, load or unload at a different stop, or have friends ride with him or her who are not assigned to that particular bus. Exceptions to this policy will be made only for reasons of the student's health and safety and based upon administrative regulations. All exceptions must be approved by the appropriate house principal.

### **CB Bus Passenger Expectations**

#### **Prior to loading:**

- Be on time at the designated school bus stop.
- Stay on the shoulder of the road at all times while waiting for the bus. Students obliged to cross a street will wait for a signal from the driver and cross at least 10 feet in front of the stationary bus.
- Students are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop and the bus doors are open.
- Bus riders will conduct themselves in a safe manner while waiting for the bus.

#### **While on the bus:**

- A driver has the authority to assign seats.
- Riders shall conform to the same standards of conduct that are expected of them at school.
- Go to your seat without disturbing or crowding other students. Seating should start in the front seats first and progress to the back of the bus.
- Remain seated while the bus is in motion.
- Riders shall not extend head, hands, or any portion of the body out of a window or door at any time. Nothing should be thrown inside or out of the vehicle.
- Scuffling, horseplay, or fighting will not be permitted on or around the bus.
- Profane or indecent language or gestures will not be tolerated.
- Smoking or tobacco products may not be used in school buses.
- No alcoholic beverages or controlled substances (drugs) will be used or transported in school buses.
- No loud talking or undue noise will be tolerated.
- Animals or pets are not allowed on the bus
- Leave no books, lunches, or other articles on the bus.
- NO littering on the bus. Help keep the bus clean, sanitary, and orderly. Books, musical instruments, coats, and other objects must be kept out of the aisle.
- The rider and his/her parent or guardian will be responsible for the costs of any damage to the seats or other bus equipment.
- In case of a road emergency, students are to remain in the bus.
- Riders are to obey the bus driver promptly. Refusal to obey the driver may result in the suspension of bus riding privileges.

### **After leaving the bus:**

- Be alert to danger signal from the driver.
- Students obliged to cross the street must wait for a signal from the bus driver, and cross at least 10 feet in front of the bus.
- The driver will not discharge riders at places other than the regular bus stop at the home or school. (An administrator can approve a different stop if there is a note from the student's parents and the parents of the place they are going).

### **Walkers, and students being dropped off at CBE**

Students should arrive at CBE after 7 a.m. behind the school. Whether dropped off on the Holicong Road-side, or a walker, students should adhere to the cross path and be careful of buses and other vehicles.

### **Student Driving and Parking Rules**

- Parking permits can be purchased throughout the school year.
- Parking privileges will go to seniors first. If there are parking permits still available after the seniors, juniors will receive permits by lottery. Sophomores do not have parking/driving privileges. Sophomores who drive without permission will forfeit driving privileges in the following year.
- Any sophomore, junior, or senior who drives without a permit may be towed without prior notice.

#### **In addition...**

- No student will park or leave standing any vehicle that is not properly registered with Central Bucks High School East.
- Students that have acquired a permit to park must park only in the STUDENT LOT. Students are not permitted to park in the following areas: handicapped zones, reserved staff parking (between Holicong Middle School and East, and the first two rows of the student lot), or Holicong Middle School's parking lot. Students may not park on Holicong or Anderson Roads.
- All students will obey the posted speed limit on the school property as well as all other traffic control signs. The speed limit is 15 mph.
- When driving in the lot, students will follow the aisles. Cutting across the parking lot could cause accidents and is not permitted. Students who cut across aisles will lose parking privileges for the following school day. Subsequent offense will result in increased loss of privileges
- Students must display parking permits on the lower-right side of the front windshield. Failure to display the parking permit correctly is a violation of the rules.
- Students are not permitted to go to their vehicles during the school day. All exceptions to this must be cleared by the Safety and Security office.
- Students' permits cannot be loaned, transferred, or sold to other students. If you change cars or lose your permit, you must notify safety and security office with the information of the new vehicle.
- All students should be aware that not only do school security personnel issue parking and moving violation citations, but so do the local police. If a student receives a citation from the police, that matter should be handled with the local district magistrate.
- All students in receipt of a school traffic ticket must respond to that ticket within 3 school days. Failure to respond will result in the loss of an appeal process, detention and/or loss of driving privilege.
- All students who drive and park on school property will abide by the above school rules as well as the Vehicle Laws of PA.

**DRIVING PRIVILEGES MAY BE REVOKED** or suspended for any of the following additional reasons:

- Students found in parking lot without a pass from security
- Speeding or cutting across the parking lot
- Truancy
- Disciplinary problems
- Academic problems
- Excessive absences; parking in unauthorized areas; vehicle related violations; outstanding financial obligations and/or detentions; using a vehicle to facilitate another violation.
- Failure to keep up with graduation project deadlines
- Failure to pay 3 or more tickets during the school year

**PARKING PRIVILEGES WILL BE REVOKED** for the following reasons:

- 10 or more tardies, excused or unexcused, to school (loss of parking for 2 weeks; for each additional tardy, students will lose an additional week of parking privileges)
- Leaving school without permission (loss of parking for 2 weeks)
- Taking another student off our property who is supposed to be in school, *e.g. study hall, lunch, or class* (loss of parking for 2 weeks)

**FINES:**

- Moving violations = Fines and/or suspension of privileges for 2 weeks. Examples include, but are not limited to driving the wrong way, or reckless driving.
- Selling, loaning, sharing, counterfeiting, or displaying another student's permit will result in fines of for both students and/or suspension of privileges for 2 weeks.
- Fines will be assessed for general parking violations.

## **CONDUCT**

### **Regulations Governing Actions Involving the Health, Safety, and Welfare of Students**

Proper conduct in the building and on the school grounds is considered essential to maintain a safe educational environment. Students will be expected to comply with the following guidelines:

- Show courtesy and respect towards others.
- Use acceptable language at all times.
- Settle differences peacefully and respectfully.
- Eat only in the cafeteria; no food in the lobby, hallways, or classrooms areas
- Students are expected to carry their school identification card with them at all times.
- All students must obtain a "student pass" to be in the halls and lavatories during class time. Students should try to use lavatories and lockers between classes. Passes are issued for the shortest route of travel and for a single destination. Hall wandering is prohibited. Be prepared to show school personnel your pass and student identification when in the hallways during class time.
- We should all work to keep our school clean, devoid of litter and defaced property. If you see trash, put it in the appropriate trash or recycling can. If you see graffiti, spills, unsafe or unacceptable damage to our building, report it to a teacher, administrator, or other school personnel.
- When asked for your name or school identification card by a teacher, safety and security monitor, administration or any other adult you must comply. Giving a false

name or not giving a name/id card will be considered insubordinate and will result in suspension from school.

- Students are not permitted to leave the building without permission. The parking lot is off limits during the school day. All exceptions must be cleared by the appropriate house principal.
- Students are not permitted to go to locker rooms unless being used at an authorized time to change for physical education class or as a member of an athletic team.
- Card playing is not permitted during the school day.

## **Affection Policy**

Public displays of affection are inappropriate in a school setting. A simple show of affection such as holding hands is acceptable. Kissing and close physical contact, immodest or indiscrete behavior are inappropriate. Violation of this rule will result in disciplinary action.

## **Book Bags/Back Packs**

Book bags/back packs are not permitted at CBE. A book bag or backpack is defined as a bag that carries a book. This refers to a bag made of any material regardless of the number of straps. Book bags/back packs are to be put into lockers upon arrival to school. Students are not permitted to carry book bags/back packs between and to classes, the cafeteria, study halls, or the gymnasium/gymnasium lockers. Students using crutches are permitted to carry backpacks after seeing the school nurse.

FIRST/SECOND OFFENSES: detention hours and the student must return the book bag to his/her locker.

THIRD/SUBSEQUENT OFFENSES: Saturday detention hours and return bag to his/her locker.

## **Bullying**

Bullying is a form of harassment that will not be tolerated at Central Bucks School District. If you or someone you know is being bullied, please report this to a teacher, guidance counselor, or house principal. Please see the C.B.S.D. Board Policy on bullying for more information.

## **Cell Phones, Digital Cameras, and Similar devices:**

The use of cell phones during the school day is prohibited. **Cell phones should be in the “power off” position and kept out of sight during school hours (7:25AM – 2:30PM).** Additionally, the use of electronic imaging devices or sound recording associated with cell phones or any similar type of digital recording devices without specific permission from the school administration is absolutely prohibited on school property at all times. Cell phones and digital cameras may not be used to record images or voice recordings of other students for personal use or inclusion on any Internet or other media sites. This is a violation of students' right to privacy, which the school has an inherent right to protect.

Parents should call our main office number for all messages to their students: 267-893-2301.

Note: Students who are volunteer firefighters or other emergency personnel may carry cell phones, beepers, or pagers in the “powered on” mode. Firefighters/emergency personnel students must obtain written permission to carry cell phones, beepers, or pagers.

The inappropriate use of cell phones or other digital technology features will be addressed through disciplinary procedures.

## **Cheating**

Cheating is defined as the copying of someone's work and representing it as your own OR allowing someone to copy work. Cheating can include copying work while taking a

test, quiz, or exam in a dishonest way. It includes sharing or copying work for an assignment including but not limited to term papers, book reports, projects, homework, etc. Cell phones, graphing calculators, etc. used inappropriately during assessments will be treated as cheating.

- Students caught cheating will receive a failing grade for their part in that activity.
- Parents will be contacted.
- Membership to National Honor Society will be jeopardized.

### **Controlled Substance Policy** (See “Appendix B”)

**Search by Administrators:** School administrators shall have the authority to require students or other persons under their jurisdiction to submit to a thorough search of clothing, handbags, wallets, lockers and vehicles. School administrators shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities. Searches shall be conducted with an appropriate witness, who may be a parent or a staff member; a person of the same sex will make body searches. Searches may be conducted only when reasonable suspicion exists that illegal or unauthorized material is being concealed. Students who leave the building without permission or students who are found in an unauthorized area of the building may be searched. The Central Bucks School District considers student lockers as school district property for the purpose of random searches. Periodically or as the situation warrants, a dog may be used to sniff the air around lockers, desks, bags, purses, items, book bags or vehicles that are on district property or at a district-sponsored event.

### **Discrimination and Harassment Policy** (See C.B. Website)

#### **Disorderly Conduct** (Pennsylvania Criminal Code Section 5503)

A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, s/he:

- Engages in fighting, threatening, or in violent tumultuous behavior.
- Makes unreasonable noise. -Uses obscene language, or makes an obscene gesture; or
- Creates a hazardous or physically offensive condition by an act which serves no legitimate purpose of the actor.

An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if s/he persists in disorderly conduct after reasonable warning to desist. Otherwise, disorderly conduct is a summary offense.

#### **Dress & Appearance**

The Central Bucks School Board believes that a vital part of the educational program is the teaching of appropriateness of one's dress and appearance for a given situation. A student's appearance should not endanger physical health and safety, damage property, disrupt the educational process, distract those engaged in that process, or go beyond community and school interpretations of appropriate dress. If an administrator deems an article of clothing inappropriate, the student will be asked to cover the article of clothing or change into something that meets the code before being allowed to return to class. Disciplinary consequences may be given for repeat offenses.

Students will wear:

1. Clothing that does not expose underwear or abdomen/midriff.
2. Skirts or shorts that do not rise above the mid thigh level.

3. Tops that cover cleavage (front and rear), the back, and torso up to the underarms. Tube tops, strapless tops, and off-the-shoulder tops are prohibited.
4. Clothing that is free of pictures or wording that contains profanity, vulgarity, ridiculing of any person or group, or references to alcohol, tobacco, or illegal activity.

## **Graffiti**

Possession of instruments of graffiti (i.e. aerosol spray-paint cans, broad-tipped indelible markers, or similar marking devices) is a felony of the third degree under the crime code of Pennsylvania. Anyone found guilty of possession of an instrument of graffiti and/or found guilty of desecrating or vandalizing district property will incur school penalties as well as criminal charges.

## **Plagiarism**

Plagiarism in any form, whether intentional or unintentional, is unacceptable in the work of students at C. B. East. **The penalty for plagiarism is a failing grade for any assignment in which plagiarism occurs.** Plagiarism in the Graduation Project may result in the project requirement not being satisfied. For a further explanation of Plagiarism, please see C. B. booklet "Writing Research Papers." Parents will be notified and membership to National Honor Society will be jeopardized.

## **Smoking/Possession of Tobacco Products**

Smoking and/or the use or possession of tobacco in any form is prohibited by students on all district property, and in all school district vehicles, and on school sponsored field trips. Possession of tobacco in any form will be considered a violation of the district smoking policy.

**FIRST OFFENSE: \$50 fine to be paid within five school days.**

**SECOND OFFENSE:**

- \$50 fine to be paid within five days
- participation in the district sponsored American Lung Association smoking cessation program or present evidence of enrolling in and completing a similar program other than ALA.

**THIRD AND SUBSEQUENT OFFENSES:** The individual shall be referred to the District Magistrate for prosecution under Section 6306.1 of the Act 145, Title 18. Referral to the District Justice is in addition to all other school-related discipline that may be imposed by the building principal. Other discipline may include but not be limited to the following:

- Out-of-school suspension
  - Removal from any activity
  - Removal of parking privileges
  - Suspension from school.
- Failure to pay fine within five school days will result in a citation sent to the district justice.
- Failure to attend the ALA clinic will be treated as a Level II offense and appropriate action will be taken.

## **Threats**

In the Central Bucks School District, we maintain a safe, caring school community where every child and staff member can feel the safety and security necessary for learning and personal growth to flourish. It is with this goal in mind that we want to address the issue of verbal or physical threats that are made against any member of our community. If, at any time you hear a student threaten the life of another student or staff member, it is your responsibility as a member of the school community to report what you have heard to a responsible adult in the building. Any student who needs to

be suspended because of violent behavior or threats of violence will not be permitted back in school without a note from a psychiatrist stating that the student is not a threat to the health, safety, and welfare of the students and staff in the building.

## **Vandalism**

Any student destroying and/or defacing school property will be immediately suspended and will be held legally responsible for financial restitution. If the case warrants prosecution, the school shall sign the complaint and exercise its legal prerogatives.

## **Weapons Policy**

The district will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way schools can ensure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school in accordance with the law. Any knife, including Scout knives, penknives, or any other pocketknives, will be considered a weapon under this policy. In all cases, possessing or using a weapon (as defined above) in school will result in expulsion, although the superintendent may recommend a lesser punishment for use or possession of any weapon but firearms.

School Property shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school sponsored trip.

## **Detentions & Suspensions**

Individual teachers may assign detentions that are served with them. Administrative detentions run from 2:45 to 4:45, Monday through Thursday. Students may either use detentions for quiet study or school service. If work is available, student may volunteer to do school service and receive double credit for their service. School service may include, but is not limited to: sweeping the floors, stuffing envelopes, cleaning windows, etc. If a detention is not served by its deadline, additional hours of detention will be added. For serious violations of rules, students may receive either alternative suspension (ASP) or out-of-school suspension. When an out-of-school suspension (OSS) occurs, parents are encouraged to restrict their son/daughter to the home during school hours. During OSS, students may not attend school functions or participate in school-sponsored activities until the day that the student resumes classes. A parent conference may be required for readmission. Any student who, while on out-of-school suspension, comes onto school property without permission may be considered trespassing. **A level III or IV violation of the discipline code during the 4<sup>th</sup> quarter may result in suspension of the privilege to participate in graduation ceremonies.**

## **Lockers**

Every student is assigned a locker for protection of personal property. It is the responsibility of the student to keep the locker clean and locked at all times. The school cannot be held responsible for items missing from lockers. Students should not share lockers or combinations with other students. Students may use only their assigned locker. If a student has a problem with his/her locker, s/he should report it to their house principal. Student lockers are considered Central Bucks School District property and, if warranted, may be randomly searched.

## **Study Halls**

- All students assigned are to bring books, materials, and/or something to read.
- Card games are not permitted in study hall.
- At all times students are to conduct themselves in an appropriate manner.
- Students who do not follow procedures, directions of the educational assistant, or are disruptive will be issued a conduct referral for disciplinary action.

- Students may use the Library during study halls with a pass from a subject teacher. Students must report directly to the Library by the beginning of the block and present the pass to the Librarian.
- If students are out of study hall and not in the appropriate area of the building, the privilege of passes may be revoked.
- Students will receive a two-hour detention for each study hall cut.

## **Cafeteria Regulations**

- Report to the cafeteria on time. Students have 6 minutes to report to the cafeteria after their class breaks.
- **Students are responsible for the cleanliness of the table at which they eat and the area surrounding it. Any cafeteria monitor has the right to make the simple request of any student to pick up trash in the general area of the student's table.**
- Littering and throwing food or other objects will not be tolerated and may result in out-of-school suspension.
- Beverages in glass containers are not allowed in the cafeteria at any time.
- Students may not take cafeteria food out of the cafeteria at any time for any reason.
- Water is the only beverage that is permitted out of the lunchroom.
- Book bags/back packs are not to be carried once school starts. As such, they are not permitted in the cafeteria or food court.
- Yelling, clapping, or other provocations are not permitted as they are inappropriate and disruptive.
- Maintain orderly lines. Please wait your turn and do not cut in front of others.
- Theft of food from the cafeteria is not permitted and will result in school suspension, restitution and may result in charges of theft from the local magistrate
- Passes can only be issued to the restroom (in the maintenance hallway), main office, or nurse from the cafeteria. Students found in any other location are considered out-of-bounds and are subject to detention.
- Passes must be returned to the cafeteria door monitor. Detentions will result if the passes are not returned.

Any inappropriate conduct in the cafeteria will result in the student being assigned disciplinary consequences including denial of the privilege of eating in the cafeteria.

## **Obligations**

Obligations may include (but are not limited to): library fines, parking fines, text book fines, emergency cards, junior physicals, Graduation Project components, smoking fines, unserved detention hours, etc. Activities that are withheld for outstanding obligations are parking permits, field trips, proms, and receipt of a diploma.

## **Privileges**

Driving, late arrival/early release, field trips, etc. are examples of available privileges to students of C. B. East. Privileges will be available to students who are in good academic standing, exhibit good conduct and responsibility, and have no obligations to the school.

## **Late Arrival/Early Release**

Seniors who are scheduled for study hall for the first or fourth blocks may apply for late arrival or early release. Students who are granted that privilege must be either off school property or in their assigned study hall area. They may not wander in the halls.

This privilege may be revoked if the student does not meet academic or behavior expectations.

## **School Resources**

### **Library**

Please see CB East Website for more information

East's library is open Monday thru Thursday from 7:10 a.m. until 3:50 p.m. and on Friday from 7:10 a.m. until 2:50 p.m. During school hours, the library may be used for schoolwork, book selection, and reading current magazines and newspapers with a pass. Before and after school, a pass is not required. Non-reference library books circulate for 2 weeks. Overdue books incur fines of 10¢ per school day. There is a photocopier for student use. Each copy is 10¢ per page. Excess printing is 5¢ per page. The following are rules for using the library:

- *Students are required to have a signed PASS from a TEACHER*
- Students with Late Arrival / Early Release *MUST SHOW* their *CARD*
- *STUDENTS MUST SIGN IN AND OUT OF THE LIBRARY*
- All students using the library are obligated to maintain a quiet working atmosphere; otherwise, library privileges will be suspended or denied.

**Technology (Computers/Internet)** – (See C.B. Website for Policy)

### **Military Recruiters – Act 10**

Act 10 of 1991 requires school superintendents to provide armed forces recruiters the same access to lists of senior students as they make available to colleges and trade schools. Students will be notified of the requirements of the act and given 21 days to request, in writing, to be excluded from the list.

### **Working Papers**

Pick up an application in the main office from the receptionist

There are 4 steps:

1. Show a copy of your birth certificate or passport to the office
2. Have a parent sign the application in person in the office or have their signature notarized.
3. Have your employer sign the application
4. Have your doctor sign and stamp the application.

Return the completed application to the main office and you will be issued working papers.

### **Personal Belongings**

Students and parents are advised not to bring personal possessions of value to school. No one should assume insurance protection by the school district in the event that personal possessions are lost, damaged, mislaid, or stolen. Staff members should not require students to bring expensive or valuable items to school or to keep such items in school. If students or parents choose to bring personal possessions to school or to keep them in school, they should be sure that their own insurance protection is adequate. Cell phones, I-Pods, and money are the items most commonly lost, damaged, mislaid, or stolen.

### **Recycling**

CBE is a member of RecycleNOW, an office-recycling program. CB has actively pursued a recycling program to consciously cut the volume of trash that leaves the high school destined for landfills or incinerators. In classrooms throughout the building are blue or gray recycling buckets.

## **School Representation**

Any shirt, sweatshirt, signs in the building, logo, electronic representation by any club, activity, team, group or student at CBE must have prior approval by an administrator or athletic director.

## **School Visitors**

For health and security reasons, the district does not permit students of other public school districts, private schools, colleges or universities to visit in Central bucks classrooms or to shadow Central Bucks students. Please reference the Central Bucks School Board Policy 907 on the school district website for complete information on any visitors to the school.

## **Appearance - School Representation**

Any shirt, sweatshirt, signs in the building or on school property, logos, electronic representation by any club, activity, team, group, or student at CB East MUST have prior approval by an administrator or athletic director.

—

## CONSEQUENCES FOR MISCONDUCT

### *Level I Misconduct*

<b>VIOLATION</b>	<b>1<sup>ST</sup> INCIDENT</b>	<b>2<sup>ND</sup> INCIDENT</b>	<b>3<sup>RD</sup> INCIDENT</b>	<b>4+ INCIDENT</b>
Bus disturbance	Depending on severity – warning, Adm. det., Sat. det., OSS	Temporary suspension of bus privileges, Sat. det., OSS	Suspension of bus privileges, OSS, parent conference	OSS, referral to superintendent
Classroom disturbance / inappropriate behavior	Depending on severity – teacher conf., teacher det., Adm. det., Sat. det., OSS	Adm. det., Sat. det., OSS, referral to superintendent	Sat. det. , OSS, referral to superintendent	OSS, referral to superintendent
Classroom tardiness	Warning	Warning	Teacher det.	(4)+ Adm. Det., Sat. Det.
Cutting Class (instructional )	Adm. det.,	Sat. det.,	Sat. det., W+ or W- for 9 wk course	W+ or W- for 18 wk course
Cutting Class (non-instr.)	Adm. det.	Sat. det.	Sat. det.	Sat. det., parent conf.
Dress code violation	Warning. Change in clothing	Adm.. det., change in clothing	Sat. det., change in clothing	
Electronic device possession	Warning, teacher det., Adm. Det.	Teacher det., Adm. Det., Sat. det.	Adm. Det., Sat. det	Sat. det.
Pass violation	5 days privilege suspension	Adm. det., 10 days priv. susp.	Sat. det., 20 days priv. susp.	Sat. det., full year priv. susp.
Tardiness to school	Warning	Warning	Adm det.	Adm. det., Sat. Det.
Violation of Internet policy	Depending in severity Adm. det., Sat. det., denial of computer privileges	Sat. det., OSS, denial of computer privileges, parent conference	OSS, referral to superintendent	
Profanity	Depending on severity - Adm. det., Sat. det., OSS, Police	Adm. det., Sat. det., OSS, Police	Sat. det., OSS, Police, parent conference	OSS, Police, parent conference, referral to superintendent

## *Level II Misconduct*

<b>VIOLATION</b>	<b>1<sup>ST</sup> INCIDENT</b>	<b>2<sup>ND</sup> INCIDENT</b>	<b>3<sup>RD</sup> INCIDENT</b>	<b>4+ INCIDENT</b>
Bullying	Depending on severity – Adm. Det., Sat. det., OSS, START referral, parent conf., Police contact	Sat. det., 1-3 days OSS, parent conference, referral to Police, referral to superintendent	3-10 days OSS, referral to Police, referral to superintendent for possible expulsion	
Failure to attend administrative detention	Two Adm. det., or ½ Sat. det.	Sat. det.	Sat. det.	Sat. det.
Failure to attend Saturday Detention	Additional Sat. dets.	Additional Sat. dets.	Additional Sat. dets., OSS	Additional Sat. dets., OSS, parent conf.
Forgery	Depending on severity - Adm. det., Sat. det.	Sat. det., parent conference	OSS, parent conference	OSS, referral to superintendent
Harassment / false accusation	Depending on severity - Adm. det., Sat. det., OSS, Police	Adm. det., Sat. det., OSS, Police, parent conference	3-10 days OSS, referral to superintendent	10 days OSS, referral to Police
Insubordination	Adm. det.	Adm. Det. Sat. det.	Adm. Det. Sat. det., OSS	OSS, parent conf., possible referral to superintendent
Tobacco policy violation	\$50.00 fine	\$50.00 fine, Amer. Lung Assoc. Program	\$50.00 fine, referral to district magistrate, school discipline	5-10 days OSS, referral to superintendent for possible expulsion
Truancy	Sat. det.	Sat. det.		

**Level III Misconduct** – see also: Disciplinary Structure chart on following pages

<b>VIOLATION</b>	<b>1<sup>ST</sup> INCIDENT</b>	<b>2<sup>ND</sup> INCIDENT</b>
Drug and alcohol policy violation (use/possession)	Depending on severity -3-10 days OSS, student assistance referral, referral to Police, referral to superintendent	10 days OSS, referral to Police, referral to superintendent for expulsion
Fighting	Depending on severity -1-10 days OSS, referral to Police, referral to superintendent	10 days OSS, referral to Police, referral to superintendent for possible expulsion

<b>VIOLATION</b>	<b>1<sup>ST</sup> INCIDENT</b>	<b>2<sup>ND</sup> INCIDENT</b>	<b>3<sup>RD</sup> INCIDENT</b>
Theft	Depending on severity – 3-10 days OSS, referral to Police, referral to superintendent	10 days OSS, referral to Police, referral to superintendent for possible expulsion	
Unauthorized exit from building	Privilege suspension, Adm. det., Sat. det.	Priv. susp., 1 day OSS, parent conference	3 days OSS, referral to superintendent
Vandalism	Depending on severity 1-10 days OSS, restitution, referral to Police referral to superintendent	1-10 days OSS, restitution, referral to Police, referral to superintendent for possible expulsion	

**Level IV Misconduct - see also: Disciplinary Structure chart**

<b>VIOLATION</b>	<b>1<sup>ST</sup> INCIDENT</b>
Drug and alcohol policy violation (distribution)	10 days OSS, referral to Police, referral to superintendent for expulsion
Terroristic threats	10 days OSS, referral to Police, referral to superintendent for possible expulsion
Weapons violation	10 days OSS, referral to Police, referral to superintendent for possible expulsion

## **Appendix A: Disciplinary Procedures & Responsibilities**

### **Level I**

#### **Description:**

Minor misbehavior on the part of the student that impedes orderly classroom procedure or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

#### **Examples:**

Classroom or in-school disturbance, cutting classes (first instances), inappropriate attire, inappropriate displays of affection, disrespectful language or gestures, cheating and lying, bus disturbance, non-defiant failure to complete assignment or carry out directions, tardiness, lack of respect, unreasonable noise, cafeteria misbehavior, misbehavior on school property, abuse of school or personal property and equipment, abusive language

#### **Procedures:**

- Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior
- Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator
- A proper and accurate record of the offenses and disciplinary action is maintained by the staff member

#### **Disciplinary Responses**

Verbal reprimand, special assignment, behavior contract, parent conference (person or phone), counseling, withdrawal of privileges, time-out room, strict supervised study, after-school detention, referral to office

### **Level II**

#### **Description:**

Frequent or serious misbehavior that tends to disrupt the learning climate of the school.

These infractions which usually result from the continuation of Level I behavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

#### **Examples:**

Continuation of unmodified Level I misbehavior, disruptive classroom behavior, insubordination, truancy, repeated tardiness, smoking, using forged notes or excuses, cutting classes (repeated instances), failure to serve detention assignments and gambling

#### **Procedures:**

- The student is referred to the administrator of appropriate disciplinary action.
- The administrator meets with the student and/or teacher and decides the most appropriate response.
- A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
- A parental conference is held as a result of suspension.

#### **Disciplinary Responses**

Social probation, behavioral contract, work-study program, out-of-school suspension, modified school day, teacher/schedule change, transfer, referral to outside agency, counseling/referral for psychological evaluation, parent-teacher/parent-administrator conference, suspension (up to 5 days)

### **Level III**

#### **Description:**

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school

These acts which might be considered criminal (or illegal) but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

#### **Examples:**

Leaving school without authority, fighting (simple), stealing, vandalism (minor) throwing rocks or other harmful objects, reckless driving on school property, threat to others, continuation of

unmodified Level I and II misbehavior, setting off firecrackers, use of obscene language or gestures, violation of controlled substances policy

**Procedures:**

- The administrator indicates disciplinary action by investigating the infraction and conferring with staff of the extent of the consequences.
- The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.
- A proper and accurate record of offenses and disciplinary action is maintained by the administrator.

**Disciplinary Responses:**

Temporary removal from class, temporary or full suspension, homebound instruction or alternative program, parent conference and/or hearing, counseling/referral for psychological evaluation, charges under Pennsylvania Criminal Code, restitution of property and damages.

**Level IV**

**Description:**

Acts which result in violence to another's person or property, or which pose a direct threat to the safety of others in the school.

These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the students from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

**Examples:**

Continuation of unmodified Level I, II, and III misbehavior, vandalism (major), arson, theft, possession, or sale of stolen property, deliberately striking a staff member, furnishing or selling of drugs and alcohol, fighting (assault/battery), extortion, bomb threat or false alarm, possession, use, or transfer of a firearm or other weapon\*

*\*Firearm includes, but is not limited to, shotgun, pistol, handgun, rifle, or incendiary device. Other weapons include, but are not limited to, any knife, cutting instrument, cutting tool, nunchaku, or any other tool, instrument, or implement capable of inflicting bodily harm.*

**Procedures:**

- The administrator verifies the offense, confers with the staff involved, and meets with the student.
- The student is immediately removed from the school environment. Parents are notified.
- School officials contact law enforcement agency and assist in prosecuting offender.
- A complete and accurate report is submitted to the superintendent by Board action.

**Disciplinary Responses:**

All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an informal hearing, charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies, referral for psychological treatment, expulsion, other Board action which results in appropriate placement, alternative school, parent hearing and restitution of property damages.

\*Possession, use, or transfer of a firearm will result in expulsion from school for a period of not less than one year in compliance with the School Code, Section 1317.2. Possession, use, or transfer of any other weapon as defined in "examples" may result in expulsion from school.

**Appendix B: Controlled Substance Policy No. 227**

**PREFACE:** This policy and its associated guidelines are an effort by the Central Bucks School District to respond effectively to the potential and current use and abuse of alcohol and drugs by members of its school population. This policy is under revision and will be updated during the 2007-08 school year. For an updated copy, please ask in the school office, or you may check the school district website.

**STATEMENT OF POLICY:** The Central Bucks School District will work through curriculum and classroom activities, administrative and faculty effort, and disciplinary procedures to prevent and intervene in the abuse of drug substances by members of the school population. This school district and its individual employees shall be committed to the enforcement of all existing laws, regulations and guidelines as adopted by federal, state, local and school district authorities. Furthermore, the prime concern of this school district and its representatives shall be the welfare of students and school-related personnel. It must be understood that this policy alone cannot accomplish implementation of the philosophy and commitment of school district officials.

**TERMS:**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, on school property, and at any school-sponsored event. Possession of drug paraphernalia is also prohibited. The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school educational or athletic program. The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors and other school employees shall be respected; and no confidential communication made to any such employee shall be required to be revealed without the consent of the student or his/her parent, unless the best interests of the student can be served only by such release.

Alcohol, narcotic drugs, and mood altering chemicals shall include any of the following:

- alcohol or malt beverage
- illegal and abused substances
- medications not approved and registered by the health office, and substances which are intended to alter mood. Examples of the above are marijuana, hash, steroids, chemical solvents, glue, capsules and pills not approved and registered by the health office, and any look-alike chemical.

**School Property** shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school-sponsored trip.

**Possession** includes any of the following:

- The physical possession on one's person or property in the primary control of the person
- Refusal to undergo tests for alcohol.
- Positive findings

**Probation** is a specified period of time whereby a student must adhere to prescribed conditions of behavior. These conditions of probation will be presented to the student and the parent, in writing. A student subject to probation under this policy shall continue to attend school, but shall be required to observe certain conditions which may include but need not be limited to:

- Probation of any further violation of this policy.
- Probation of participation in athletic, extra-curricular, social, or leadership activities.
- Reporting at stated periods to appropriate persons for counseling.
- Attending after-school hours disciplinary detention.
- Participating in after-school maintenance and rehabilitation programs
- Other conditions reasonably related to insuring a correction of the misbehavior or misconduct for which the probation was imposed.

Violation of any condition of probation by a student may, after a hearing, result in suspension, expulsion, more restrictive probation, or continuation of studies outside school premises.

**Look-Alikes** are any non-controlled substance that in its overall finished dosage appearance is substantially similar in size, shape, color, marking, or packaging to a specific controlled substance.

**Paraphernalia** is considered equipment, apparatus and/or gear generally associated with the use/abuse of alcohol, narcotic drugs or mood-altering chemicals. Examples may include items such as "pot pipes", cigarette rolling papers, and roach clips.

The Superintendent or designee shall prepare rules for the identification, amelioration and control of substance abuse in the schools which establish procedures to deal with students suspected of possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution. **For purposes of this policy, a violation includes use, consumption, abuse, and possession (including being under the influence) of alcohol or a controlled substance during school hours or while attending any school-related activity or function, whether or not the alcohol or controlled substance was actually consumed, used, abused, or possessed while on school property.**

The guidelines are divided according to situations that may occur at school or at school sponsored events.

### **Situations and Responses**

*1. Any situation wherein a student demonstrates symptoms of possible drug/alcohol use (e.g., staggering, slurred speech, dazed appearance, incoherence, inability to respond).*

#### **Immediate Action**

All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse and administrator shall be summoned immediately. If the student must be taken to a medical facility, s/he will be accompanied by the school administrator or an authorized delegate.

- 1.2 **Investigation:** If alcohol/drug use is indicated, the school administrator or delegate shall be responsible for all necessary investigation, which may include a search, according to policy. In cases of alcohol, a student suspected of violating this policy who wishes to confirm his/her innocence may agree to undergo a selected test for alcohol levels. The decision to ask a student to take the test must involve the agreement of two (2) school officials (including an administrator) based upon their observations of the student. Students found positive on the test or students refusing to take the test shall be subject to the conditions outlined in Sections 2.0 and 3.0 as applicable. Possession shall be assumed in cases where students refuse to take the alcohol test. In cases involving testing, the police must be called to assist with the investigation.
  - 1.3 **Notification of Parent/Guardian:** Attempts will be made to contact the parent/guardian immediately by the principal or a designee. A record of contacts shall be maintained by the principal or the designee. The contact will include a description of the situation and symptoms. The parents will also be informed on the availability to test for alcohol and their consent requested. If the parent/guardian cannot be contacted, a decision to get medical attention for that student or to isolate the student from other students will be made by the school administrator.
  - 1.4. **Confidentiality:** Maintaining the confidentiality of such situations, particularly the knowledge that drugs are involved, shall be the responsibility of all parties involved. Such information shall be limited to school personnel having direct contact with the student (e.g., teachers, counselors, and student assistance team) and may only be extended to medical personnel, police and central office administration (e.g. Superintendent, Assistant Superintendent).
  - 1.5 **Disposition of Substances:** All substances discovered at the scene or subsequently uncovered shall be turned over by the school administrator to medical personnel for identification and aid in the treatment of the emergency. If appropriate, substances will be sealed, documented, and turned over to the police with request for analysis.
  - 1.6 **Discipline:** An informal hearing shall be conducted. If the student is found in violation of this policy, the student will be suspended (out of school) for a period of five days and assigned probation. The student will be referred to a school counselor or student assistance team regarding the incident. In buildings where SAP teams are operational, the student assistance team will evaluate and make a recommendation regarding further disposition of the case and will follow the student upon return from suspension. Recommendation for further counseling and referral to Bucks County Council on Alcoholism and Drug Dependence (BCCADD) for involvement in the alcohol and drug awareness program shall be made by the school administrator. Evidence of involvement with BCCADD or submission of a plan for counseling shall be a condition of readmission to school. A readmission conference with parents is required. A record of the incident shall be made a part of the student's cumulative file and the principal's file. Students who become involved with the BCCADD program must complete the entire program. Failure to do so may result in a request for a central office hearing.
  - 1.7 **Notification Of Police:** Police may be notified by school personnel as deemed appropriate.
2. **Any situation wherein a student is found in possession of an amount of alcohol/drugs, mood altering substance, look-alikes for the first time.**
    - 2.1 **Immediate Action**  
The staff member will summon the school administrator or escort the student to the administrator's office.
    - 2.2 **Investigation**  
The school administrator shall be responsible to conduct all necessary investigations which may include a search according to policy. The students shall be requested to empty his/her pockets or purse and volunteer all drug/alcohol substances. Police may be called to assist with the investigation.
    - 2.3 **Notification of Parent/Guardian**  
Attempts will be made to contact the parent immediately, the situation described, and a conference arranged. If the parent cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students shall be made by the school administrator. A record of contacts shall be maintained by the principal or a designee.
    - 2.4 **Confidentiality**  
Every effort will be made to limit information to school personnel having direct contact with the student (e.g., teachers, school administrator, student assistance team) and may be extended to central office administration and police.

## **2.5 Disposition of Substance**

Substances will be sealed, documented, and turned over to police with request for analysis.

## **2.6 Discipline**

Following an informal hearing, the student will be suspended (out of school) for a period of five days and assigned probation. The student will be referred to a school counselor or student assistance team regarding the incident. In buildings where SAP teams are operational, the student assistance team will evaluate and make a recommendation regarding further disposition of the case and will follow the student upon return from suspension. Recommendation for further counseling and referral to Bucks County Council on Alcoholism and Drug Dependence (BCCADD) for involvement in the alcohol and drug awareness program shall be made by the school administrator. Evidence of involvement with BCCADD or submission of a plan for counseling shall be a condition of readmission to school. A re-admission conference with parents is required. A record of the incident shall be made a part of the student's cumulative file and the principal's file. Students who become involved with the BCCADD program must complete the entire program. Failure to do so may result in a request for a central office hearing.

## **2.7 Notification of Police**

Police shall be notified by an administrator. The confiscated substance(s) are to be sealed labeled, and turned over to the police with request for analysis. Police shall also be contacted to carry out searches by investigation when the student refuses to cooperate.

### **3. *Any situation wherein a student is found in possession of an amount of alcohol/drug, mood altering substance, or look-alike substance for a second time.***

#### **3.1 Immediate Action**

The staff member will summon the school administrator or escort the student to the school administrator's office.

#### **3.2 Investigation**

The school administrator shall be responsible to conduct all necessary investigations, which may include a search according to policy. The student shall be requested to empty his/her pockets or purse and volunteer all drug/alcohol substances. Police may be called to assist with the investigation.

#### **3.3 Notification of Parent/Guardian**

Attempts will be made to contact the parent immediately, the situation described, and a conference arranged. If the parent cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students shall be made by the school administrator. A record of contacts shall be maintained by the principal or a designee.

#### **3.4 Confidentiality**

Every effort will be made to limit information to school personnel having direct contact with the student (e.g., teachers, school administrator, counselor) and may only be extended to central office administration, parent, and the police.

#### **3.5 Disposition of Substance**

Substances will be sealed, documented and turned over to police with request for analysis.

#### **3.6 Discipline**

Following an informal hearing, the student will be suspended (out of school) for a period of ten (10) days. The student will also be referred to the student assistance team who will evaluate and make a recommendation for further disposition of the case. A formal hearing will be arranged before the central office administration to determine possible expulsion and need for legal prosecution and potential conditions of return. Documented records of drug and/or alcohol offenses shall remain part of the enrolled student's cumulative record.

#### **3.7 Notification Of Police**

Police shall be notified by an administrator. The confiscated substance(s) are to be sealed, labeled, and turned over to the police with the request for analysis. Police shall also be contacted to carry out searches or to participate in the investigation, where deemed appropriate.

**4. In situations where drug/alcohol use of a student is of concern, but there is no evidence of violation of law or school regulations, any response should be intended to help the student resolve the difficulty.**

- a. A student may contact a staff member regarding the drug/alcohol use of another student.
- b. A student may be suspended of drugs/alcohol but there is no clear evidence or obvious behavior change.
- c. A student may volunteer information about personal drug/alcohol use.

**4.1 Immediate Action**

The student should be informed of his/her right to information and counseling. A referral should be made to the school counselor and student assistance team, where applicable. The school counselor may wish to discuss the student with child study team and/or student assistance team. The student assistance team will evaluate and intervene as deemed appropriate to the welfare of the student.

**4.2 Investigation**

In most cases, investigation is limited to discussion with student. A staff member may contact the school nurse or counselor regarding the situation.

**4.3 Notification of Parent**

Parents should be contacted in extreme cases of suspected drug/alcohol use, even though there is no evidence. This contact will center on the student's actual behavior not on suspicion.

**4.4 Confidentiality**

The student has the protected right of confidentiality. In extreme cases, every effort will be made to limit information to the staff member, principal and parent.

**4.5 Disposition of Substance**

Not applicable.

**4.6 Discipline**

None is mandated and referral may be attempted.

**4.7 Notification of Police: Not applicable**

**5. Sale or Transfer**

Because the sale or transfer of a controlled substance is an illegal activity, referral to the police is required. School officials will act on the possession aspect of said substances in a case of suspicion of sale or transfer. If the student is adjudicated in juvenile court or convicted in a court of competent jurisdiction of the charges of transferring drugs/alcohol, recommendation for a central office hearing shall be made for the student's exclusion for the protection of other students.

**6. Violation of Policy During Last Marking Period of Senior Year**

Any twelfth grade student who, while under the jurisdiction of the school, is charged with a violation of this policy during the last marking period shall be subject to the conditions listed above and prohibited from participating officially in the commencement activities of his/her senior class.

**7. Anabolic Steroids**

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid. Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

Students found in use or possession of anabolic steroids are subject to all procedures covered within this policy.

**In addition, the following minimum penalties are prescribed for any student athlete found in possession or use of anabolic steroids:**

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

*No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.*

## **Appendix C: Extracurricular, Cocurricular Activities and Athletics School Board Policy No. 122**

The Board believes that the district's goals and objectives are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the schools.

All learning experiences offered by the schools, curricular and extracurricular, shall be planned and integrated toward attainment of the district's educational objectives.

**For purposes of this policy, extracurricular activities shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate. Examples of activities that are considered extracurricular activities include, but are not limited to, athletics, clubs, marching band, school plays, and student council.**

For purposes of this policy, **cocurricular activities** are those activities that are sponsored by the Board, are offered for credit toward graduation, and have required components of their programs that require attendance at and participation in activities scheduled during non-school hours. Examples of activities that are considered cocurricular activities include, but are not limited to, choir and band performances and practices during non-school hours, world language travel for credit, and non-school hours field trips.

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.

Any extracurricular activity shall be considered to be under the sponsorship of this Board when it has been approved by the Superintendent or his/her designee.

The Superintendent or designee shall prepare procedures to implement the extracurricular activities program.

Guidelines shall ensure that the program of extracurricular activities:

Assesses the needs and interests of and is responsive to district students.

Involves students in developing and planning extracurricular activities.

Ensures provision of competent guidance and supervision by staff.

Guards against exploitation of students.

Provides for continuing evaluation of the program and its components.

Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities open to them.

### Equal Access Act

The district shall provide secondary students the opportunity for noncurricular- related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees. **Non-instructional time** is the time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends.

The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

### Code of Conduct

Student participation in any cocurricular/extracurricular/athletic activity is a privilege, which may be revoked or suspended when the established rules or regulations are violated. Students who desire to participate in cocurricular/ extracurricular/athletic activities are expected to properly conduct themselves at all times. Each program may establish additional rules, which apply specifically to that program. The rules and regulations in this code shall apply to any on and off school premises violation. It is the responsibility of the student to become familiar with and follow the guidelines in this code. The following misconduct shall constitute grounds for immediate suspension and potential expulsion from practices, participation in interscholastic practices and competition, and/or participation in cocurricular/extracurricular activities. These violations need not

result in a citation from the local police or an arrest in order to be considered a violation of this Code of Conduct.

Any violation of law or conduct by a student participant that is determined by the coach/advisor and school administration to be detrimental to the cocurricular/extracurricular or athletic program may result in suspension and/or dismissal from the sport/activity. Before permanent dismissal from the activity occurs, a conference will be held with the student, coach/advisor, parent/guardian and administrator.

Violations of these guidelines will result in at least a suspension from one (1) game/contest/performance, but may also result in dismissal from the program/activity/sport.

A student who is suspended out of school as per Policy 227 may not participate in any activity after school on the day of the suspension. For suspensions that carry from the end of the week to the beginning of the following week or extend over nonschool days, the student will not be permitted to participate in any activity that is scheduled for those days.

A student found in violation of this Code of Conduct may be referred to the Student Assistance Team.

#### Unsportsmanlike Conduct

**A display of unsportsmanlike/inappropriate behavior directed toward an opponent, teammate, official, coach/advisor, or another student or the use of profanity is unacceptable at any time. The coach/advisor and/or an administrator will address all offenses. If this occurs during a practice, contest or activity, it will result in an immediate action. If this type of behavior occurs more than once, a student may be suspended from the program. Students are not permitted to be with the team/student group during the suspension. Gross misconduct by any athlete/student will mean immediate removal/suspension from the team/activity.**

**This misconduct may include, but is not limited, to:**

**Verbal/Physical abuse of participant, official, teammate, coach, and teacher or staff member. The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.**

**Causing or attempting to cause physical injury to a school employee, school student or any other person. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.**

**Knowingly possessing, handling, or transporting any object or material that is ordinarily or generally considered a weapon, capable of harming another or intended to be used for unlawful purposes, while on school property and/or at a school-sponsored event. A student, who possesses, handles or transports a weapon on behalf of another student, even if without intent to use the weapon, shall have violated this Code of Conduct.**

**Threatening or intimidating any student for the purpose of obtaining money or anything of value from this student.**

**Use of abusive language, or obscene gestures, or willful indecent exposure.**

#### Theft Or Malicious Destruction Of Property

This misconduct shall include, but is not limited to, willfully causing or attempting to cause damage to school property, stealing or attempting to steal private or school property.

**First Offense:** The individual will be suspended from the program. At the end of this suspension period, following conference with the head coach/advisor and school administrator, a decision regarding reinstatement will be made. Return of stolen items and/or restitution must occur prior to the possibility of reinstatement. Police will be notified.

**Subsequent Offense:** A subsequent offense will result in a dismissal from the program and a referral of the student to the school administrator for other appropriate disciplinary action. Police will be notified.

#### Illegal Activity

Engaging in any other activity forbidden by the laws of the State of Pennsylvania, that actively constitutes a danger to other students or interferes with school purposes, including participation in the use of alcohol/drugs will constitute a Code of Conduct violation. Participants in athletic or other extracurricular/cocurricular activities are expected to avoid the consumption, possession, or distribution of drugs/alcohol, and to refrain from involvement in any illegal activities. They are also expected to avoid activities in which alcohol or any illegal substance is being used or presented with the possible intent of use. While participating in an athletic or other extracurricular activity, no student will use, possess or distribute alcoholic beverages, steroids, controlled substances, look-alikes, or possess drug-related paraphernalia on or off school property.

Any student, who has been adjudicated delinquent, found guilty of a crime, offers a plea of guilty or a plea of no contest related to an activity committed on or off school property will be dismissed from participation by administration.

In cases described above, a central office hearing may also be convened to determine other appropriate disciplinary action up to and including expulsion.

### Threats, Bullying, Intimidation, Hazing And/Or Initiation Ceremonies

The school district believes that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, or physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated.

Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions up to and including expulsion.

Any student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions.

### Performance-Enhancing Supplements

In order to minimize health and safety risks to student-athletes and maintain ethical standards, students will not supply, recommend or use any drug, medication, or food supplement solely for performance-enhancing purposes.

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes.

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that use, unauthorized possession, purchase or sale could result in suspension, expulsion and/or criminal prosecution.

No student shall be eligible to resume participation in cocurricular, extracurricular, or athletic activities unless a medical determination has been submitted verifying that no residual evidence of steroid use exists.

In addition to the parameters set forth in a violation of Policy 227, Controlled Substances, the following minimum penalties are prescribed for any student athlete or extracurricular activity participant found in possession of or using anabolic steroids:

For a **first** violation, suspension from school athletics for the remainder of the season.

For any **subsequent** violation, dismissal from the extracurricular, cocurricular and/or athletic activities.