

# **Central Bucks High School South**

**1100 Folly Road  
Warrington, PA 18976  
267-893-3000**

## **Student Handbook 2008 - 2009**

### **Student Identification**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

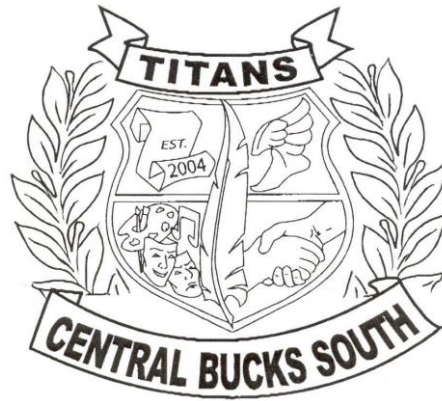
**City/Town** \_\_\_\_\_ **State/Zip Code** \_\_\_\_\_

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

**Titan Forum** \_\_\_\_\_ **Grade/House** \_\_\_\_\_

## MISSION STATEMENT

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and lifelong learning.



### **W. Rodney Stone, Principal**

#### **Senior House**

Scott A. Berger, House Principal  
Taryn B. Barrett and Laura V. Ladley, Counselors  
Erin Allardyce, Class Advisor

#### **Junior House**

Scott A. Davidheiser, House Principal  
Virginia R. Barrett and Kerry J. Monk, Counselors  
Jamie Powell, Class Advisor

#### **Sophomore House**

Maria Reitano, House Principal  
Thomas F. Hill and Michele A. McGroggan,  
Counselors  
Scott Hegen, Class Advisor

The planner provides students with some of the fundamental information needed to be successful at C. B. South. 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 will be followed concerning the rights, responsibilities, and discipline of students. This includes all revisions, updates, additions, and changes, etc. to the district policies approved after the publishing of the planner.

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## **Important Phone Numbers**

267-893-3000

Receptionist	Extension 3001
Principal's Office	Extension 3032
12 <sup>th</sup> Grade House Center	Extension 3004
11 <sup>th</sup> Grade House Center	Extension 3003
10 <sup>th</sup> Grade House Center	Extension 3002
Athletic Office	Extension 3006
Attendance Hotline	Extension 3200
Attendance Office Number	Extension 3008
Graduation Project Office	Extension 3039
Library Circulation Desk	Extension 5200
Nurse's Office	Extension 3150
Security Office	Extension 3036
School Store	Extension 5196

## **CENTRAL BUCKS SOUTH VISION STATEMENTS**

**Students – Central Bucks South students will:**

- **Be respectful of each other, themselves, adults, the community, and facilities**
- **Assume responsibility for their own learning as well as their own actions**
- **Develop a connection to C. B. South that reflects and promotes school pride**

**Parents – Central Bucks South parents will:**

- **Act as partners in the educational process of their children**
- **Serve as effective role models in citizenship and life-long learning**
- **Provide support through their involvement in school functions and activities**

**Teachers – Central Bucks South teachers will:**

- **Continue to develop professionally by being active members of a collaborative learning community**
- **Create learning environments that are safe, positive and inclusive**
- **Foster student success through high expectations, collaborative learning and a challenging curriculum**

**Administration – Central Bucks South administrators will:**

- **Be accessible, visible and responsive to students, staff and community**
- **Support and promote a safe and successful learning environment for students and staff**
- **Model and promote the vision of the professional learning community**

**Staff – Central Bucks South staff will:**

- **Promote a sense of pride and ownership in the school**
- **Demonstrate an involvement in the development and improvement of the school community**
- **Contribute to a safe and caring climate**

**Curriculum – The curriculum at Central Bucks South will:**

- **Be based on high academic standards**
- **Provide diverse and challenging experiences that are relevant and meaningful to students**
- **Be collaborative and interdisciplinary**
- **Be innovative and evolving**

**Reputation – Central Bucks South will be recognized as:**

- **A community of excellence**
- **A safe and caring learning environment**  
**A leader in innovation and sound educational practices**

### **CENTRAL BUCKS SOUTH VALUE STATEMENTS**

**The Central Bucks South Community will:**

**Demonstrate excellence in**

- **Academic standards**
- **Collaborative teaching/learning**
- **Extra-curricular endeavors**
- **Enthusiastic life-long learning habits**
- **Creative thinking and quality craftsmanship**

**Model responsible citizenship through**

- **Respect for self and others**
- **Responsible choices and behaviors**
- **Open-mindedness**
- **Tolerance**
- **Positive attitudes**

**Encourage a positive school climate through**

- **Caring and supportive attitudes**
- **Concern for all members' physical and emotional safety**
- **Experiencing and expressing school pride**

**Demonstrate pride in**

- **School building and grounds**
- **Self and others**
- **All of our endeavors**

## CB South Bell Schedules 2008-09

### Regular Bell Schedule

<b>1st Block</b>	7:25-8:55
<b>Titan Forum</b>	9:00-9:15
<b>2nd Block</b>	9:20-10:50

### Extended Special 60 Minute Bell Schedule

<b>1st Block</b>	7:25-8:30	65 min.
<b>Titan Forum</b>	8:35-9:35	60 min.
<b>2nd Block</b>	9:40-10:50	70 min.

**3rd Block** 10:55-12:55

The remainder of the day will follow regular bell schedule.

**A Lunch**

Lunch 10:55-11:23 (28)

Class 11:25-12:55 (90)

**B Lunch**

Class 10:55-11:25 (30)

Lunch 11:27-11:53 (26)

Class 11:55-12:55 (60)

**C Lunch**

Class 10:55-11:55 (60)

Lunch 11:57-12:23 (26)

Class 12:25-12:55 (30)

**D Lunch**

Class 10:55-12:25 (90)

Lunch 12:27-12:55 (28)

**4th Block** 1:00-2:30 (90)

**Extended Special 30 minute Bell Schedule**

**1st Block** 7:25-8:45 80 min.

**Titan Forum** 8:50-9:20 30 min.

**2nd Block** 9:25-10:50 85 min.

The remainder of the day will follow regular bell schedule.

**2-hr Delay**

**1st Block** 9:25-9:55 30 min.

**Titan Forum** 10:00-10:10 10 min.

**2nd Block** 10:15-10:45 35 min.

The remainder of the day will follow regular bell schedule.

**Early Dismissal Bell Schedule**

(1/30, 4/3, 6/17)

**1st Block** 7:25-8:10 45 min.

**Titan Forum** 8:15-8:20 5 min.

**2nd Block** 8:25-9:10 45 min.

**3rd Block** 9:15-9:55 40 min.

**4th Block** 10:00-10:40 40 min.

**1-hr Delay**

**1st Block** 8:25-9:25 60 min.

**Titan Forum** 9:30-9:40 10 min.

**2nd Block** 9:45-10:50 65 min.

The remainder of the day will follow regular bell schedule.

Buses leave 10:45

**CENTRAL BUCKS HIGH SCHOOL SOUTH  
CALENDAR 2008-2009**

09/02/08	First day for Sophomore Students	
09/03/08	First day <u>all</u> students, First day for MBIT students	
09/09/08	Picture Day for Staff & Select Students	7:30 AM
09/10/08	Picture Day for Staff & Select Students	7:30 AM
09/11/08	Back-to-School Night	7:00 PM
09/24/08	Parent Advisory Council	9:00 AM
09/30/08	Rosh Hashanah/School Holiday - No MBIT	
10/01/08	Picture Re-takes	8:00 AM
10/04/08	SAT Tests at CB East for all high schools	8:00 AM
10/09/08	Yom Kippur/School Holiday - No MBIT	
10/18/08	PSAT's at all three high schools	8:00 AM
10/18/08	Homecoming Dance	7:00 PM
10/20-10/24	Celebrate Education Week	
10/22/08	Parent Advisory Council	9:00 AM
10/25/08	ACT Tests at CB South for all high schools	8:00 AM
11/01/08	SAT Tests at CB East for all high schools	8:00 AM
11/04/08	Staff Development- Election Day – No MBIT – Staff Inservice	
11/07/08	End of the 1 <sup>st</sup> 8 Marking Period	
11/11/08	Financial Aid Night at CB East for all high schools	
11/14/08	CB South Titan Thespians Fall Play	8:00 PM
11/15/08	CB South Titan Thespians Fall Play	8:00 PM
11/20/08	South String Festival	7:30 PM
11/24/08	Staff Development – MBIT in session	

	Graduation Project Presentations	All Day
11/25/08	Staff Development – MBIT in session	
	Graduation Project Presentations	Half Day
11/26/08	Staff Development/MBIT Staff Inservice Day, No MBIT for students	
11/27/08	Thanksgiving Recess/ <i>School Holiday – No MBIT</i>	
11/28/08	Thanksgiving Recess/ <i>School Holiday – No MBIT</i>	
12/04/08	Winter Band Concert	7:30 PM
12/17/08	Winter Choir Concert	7:30 PM
12/24 – 12/31	Winter Recess – No MBIT	
01/01 – 01/02	New Year's Day/ <i>School Holiday - No MBIT</i>	
01/14/09	Curriculum Fair for all 9 <sup>th</sup> graders	6:30 PM
	Snow date 01/22/09	
01/19/09	Martin Luther King Jr./ <i>School Holiday – No MBIT</i>	
01/21/09	Winter Orchestral Concert	7:30 PM
01/24/09	SAT Tests at CB East for all high schools	8:00 AM
01/28/09	Parent Advisory Council	9:00 AM
01/30/09	<b>End of 2<sup>nd</sup> Marking Period/Early Dismissal- MBIT in session</b>	
02/12/09	Back-to School Night	7:30 PM
	Snow date 02/19/09	
02/16/09	President's Day/ <i>School Holiday – No MBIT</i>	
02/18/09	South Orchestra Recital	7:30 PM
02/25/09	Parent Advisory Council	9:00 AM
03/05/09	South Band Recital	7:30 PM
03/14/09	SAT Tests at CB East for all high schools	8:00 AM
03/19/09	District College Fair at CB South for all high schools	6:45 PM
03/20/09	South Spring Musical	8:00 PM
03/21/09	South Spring Musical	2:00 & 8:00 PM
03/25/09	Parent Advisory Council	9:00 AM
04/03/09	<b>Early Dismissal- MBIT in session</b>	
	Graduation Project Presentations	Half Day
04/07/09	<b>End of the 3<sup>rd</sup> Marking Period</b>	
04/08/09	No MBIT – Staff Inservice	
04/09/09	No MBIT – Staff Inservice	
04/10/09	Good Friday/ <i>School Holiday – No MBIT</i>	
04/13/09	Staff Development – MBIT in session	
04/14/09	Staff Development – MBIT in session	
	Graduation Project Presentations	Full Day
04/18/09	Junior Prom at Keenan Motors	7:00 PM
04/22/09	Parent Advisory Council	9:00 PM
04/24/09	Mr. South	7:00 PM
04/25/09	Memorial Day/ <i>School Holiday – No MBIT</i>	
04/30/09	Spring Band Concert	7:30 PM
05/02/09	SAT Tests at CB East for all high schools	8:00 AM
05/12/09	Art Show	6:00 PM
05/13/09	Art Show	6:00 PM
05/14/09	Art Show	6:00 PM
	Spring Orchestra Concert	7:30 PM
05/15/09	Senior Prom at Spring Mill	7:00 PM
05/20/09	Honors Dinner	6:00 PM
05/22/09	Staff Development	

05/25/09	Memorial Day/School Holiday – No MBIT	
05/27/09	Parent Advisory Council	9:00 AM
05/28/09	Spring Choir Concert	7:30 PM
06/04/09	Awards Night	7:00 PM
06/06/09	SAT Tests at CB East for all high schools	8:00 AM
06/12/09	Last Day for MBIT Students	
06/13/09	ACT Tests at CB South for all high schools	8:00 AM
06/17/09	End of the 4 <sup>th</sup> Marking Period/Early Dismissal	

Calendar subject to change, Board approved 5/27/2008

## **EQUAL OPPORTUNITY POLICY**

It is the policy of the Central Bucks School District to offer equal opportunities for girls and boys in the Central Bucks Schools. The School Board policy adopted in June 1976 notes that the district is not to 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. If there are any questions, please contact the guidance counselor.

### **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

### 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.

	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	Proficient
B	83 – 86	3.0	4.0	
B-	80 – 82	2.6	3.6	
C+	77 – 79	2.4	3.4	Proficient
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

### 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

1. 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	<b>28.25</b>	<b>29.25</b>

**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** requires a 3.2 grade-point average and credits earned in at least three advanced placement courses.

2. **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.
3. **Proficiency on Standards:** The State of Pennsylvania mandates that all high school graduates be proficient in Reading, Mathematics, 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:
- 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.
- Dropping a course is a serious decision and can affect your permanent record. Students have the ultimate responsibility of meeting all graduation requirements.

### **Graduation Project**

[www.cbsd.org/cb-southt/gradproj/](http://www.cbsd.org/cb-southt/gradproj/)

The graduation project is required of all CB students before graduating. Students will present their projects during their senior year. **Please note:** All GRADUATION PROJECT DEADLINES must be met to avoid disciplinary action and/or loss of privileges. Seniors at MBIT will complete and present their graduation projects at MBIT.

### **Student Records:**

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>.

## Attendance Policies & Procedures

Attendance policies at Central Bucks High School South 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**

#### **Procedure to Follow for an Absence:**

1. This procedure will be covered in Titan Forum.
2. Parents should call/e-mail or send in a note to the South Attendance Office on the morning of the absence to report the absence and the reason. The South Attendance Office's number is 267-893-3200 or email the attendance office at [southattendance@cbsd.org](mailto:southattendance@cbsd.org).
3. All contacts (phone call/e-mail/note) from the parent/guardian must include the student's name, the date(s) of the absence, the reason for the absence, and the signature of a parent/guardian.
4. Failure to contact the school within the three-day grace period after returning from an absence will automatically make the absence unexcused or illegal. In addition, a 2-hour administrative detention will be assigned.

#### **School Attendance and School Related Activities**

Students are expected to attend school on the day they intend to participate in any activity. These activities include sporting events, plays, concerts, dances, proms, and any other school-sponsored activities.

- If a student is absent from school on the day of an activity, s/he may not participate.
- If a student has an unexcused tardy on the day of an activity, s/he may not participate.
- If a student reports to school later than 10:30 AM on the day of an activity, s/he may not participate.

**Excused Absence (E)** is granted for the following reasons: illness, quarantine, death in the family, impassable roads, inclement weather, religious holidays, health care, home emergencies directly relating to the student, health care, necessary interviews, special family occasions, special tutorial work which must occur in a field not offered in the curriculum and may not interfere with the regular program of studies, educational tour or trip or family travel as outlined in School Board Policy 204, religious instructions up to 36 hours during the school year. Medical and dental attention, home emergencies, and religious observances may also be excusable.

Every student has the opportunity and responsibility to make up missed work. This should be arranged with the individual teachers or, in some cases, through the counselor. Make-up work requiring a teacher's presence must be made up after school hours. **Students have the total number of days they are absent to make up work. Any work not made up in that time period will result in a failure for that work.**

State law requires that any absence be substantiated by an excuse card, parental note or doctor's excuse listing the date of the absence, reason for the absence, and parental/guardian signature. This includes students eighteen years or older. Students who are legally emancipated must also substantiate their absence/tardiness in writing.

At any time during the school year, if a student has been absent 10% or more of school days, s/he is considered to have "excessive absences." Upon the third warning, the student and/or parent may be cited for truancy.

**Unexcused Absence (U)** may be declared for reasons such as willful or neglectful failure to come to school, employment, truancy, car trouble, parental neglect, oversleeping, missing the bus, shopping, babysitting, child care or other work at home, visiting relatives or friends, 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:**

If an absence is determined to be “unexcused” or “illegal,” the student faces the following disciplinary actions:

- District Policy states “pupils will be assigned the make-up of time outside regular school hours at the discretion of the House Principal/Principal.” (Hours of after school detention)
- If it is determined and verified that the student “cut school,” or **failed to present a valid notice within three days**, then class cuts will be issued for all classes missed that day. Refer to the section below concerning the consequences for cutting class.
- The student may receive zeros for any missed class work, homework, tests, quizzes, assessments, etc.

If there are multiple instances of unexcused/unlawful absences:

- The School Code mandates that “every principal...shall report at once to the Superintendent any child who has been absent three (3) days or their equivalent, during the term of compulsory attendance without lawful excuse.”
- When it has been determined that three (3) days of absence have been illegal (an unlawful absence of a student of compulsory school age), the Principal will be notified and a FIRST OFFENSE NOTICE WILL BE SERVED TO THE PARENT/GUARDIAN. After receipt of the “First Offense” notice, the student’s parent/guardian will be notified by the District Justice of a truancy hearing, and if found guilty, subject to those fines and penalties prescribed by the School Code of the Commonwealth of Pennsylvania.
- Unexcused tardiness or absences from class(es) may be accumulated and when these absences equal a full day, the student will be charged with an unlawful/unexcused absence.

**Class Attendance Guidelines**

All teachers will take roll each day in each class. Students are expected to attend all classes, arrive on time, and remain in class for the duration of the block unless properly excused.

No student is to be anywhere other than the assigned class without prior approval of the teacher. Attendance at a scheduled class (unless legally excused) is a requirement for successful completion and credit award for the course. Subject teachers have the prerogative of denying students the opportunity to make up the work missed as the result of an illegal absence.

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

	9-wk Courses	18-wk Courses
1 <sup>st</sup> Cut	<ul style="list-style-type: none"> <li>• Failure on missed work</li> <li>• Two hour detention</li> </ul>	<ul style="list-style-type: none"> <li>• Failure on missed work</li> <li>• Two hour detention</li> </ul>
2 <sup>nd</sup> Cut	<ul style="list-style-type: none"> <li>• Failure on missed work</li> <li>• One Saturday Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Failure on missed work</li> <li>• One Saturday Suspension</li> </ul>
3 <sup>rd</sup> Cut	<ul style="list-style-type: none"> <li>• W+ or W- for course</li> </ul>	<ul style="list-style-type: none"> <li>• Failure on missed work</li> <li>• One Saturday Suspension</li> </ul>
4 <sup>th</sup> Cut		<ul style="list-style-type: none"> <li>• W+ or W- for course</li> </ul>

Please note: In all cases, parents will be notified when a class cut occurs. If, however, a student cuts three consecutive classes before the matter is brought to the attention of the administration, the policy is valid and, after review by the teacher and administration, the student MAY be removed from the class with a failing grade even though parents were not notified.

## Tardiness

### **Tardiness to School:**

Central Bucks High School South 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:**

- a. 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 Cut Policy)
- b. If a student is chronically tardy, the House Principal will be notified and intervene.
- c. When a student with such privileges as Late Arrival accumulates three (3) unexcused tardies, privileges will be removed.
- d. When a student accumulates excessive unexcused tardies, a school official will notify the parent/guardian.
- e. If a student fails to report to the Attendance Office when late, time missed for the day will be considered cuts.
- f. 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.

### **Procedure to Follow When Tardy to School/Class:**

- a. If students arrive to school between 7:25 AM and 7:35 AM (or within the first ten minutes of the start of the school day), they are to report directly to their 1<sup>st</sup> block. Students with an acceptable excuse note (from parent/guardian) are to visit the Attendance Office during the day on their time to receive an Excused Pass. This pass must be shown to the teacher.
- b. If students arrive after 7:35 AM (or after the first ten minutes of the start of the school day), they must report to the Attendance Office. Students must present an acceptable excuse note in order to receive an Excused Pass. If not, the tardy will be unexcused.
- c. If a student does not have a note, or the reason is unacceptable, the tardy will be recorded as "unexcused". The student has three (3) days to make an unexcused tardy excused by presenting an acceptable note from a parent/guardian explaining the reason for tardiness.
- d. The student will report to the assigned class. The teacher will record the student as being tardy on that day. The teacher will issue a class cut when the student accumulates 3 tardies. (Refer to Class Cut Policy)

### **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 = 1<sup>st</sup> cut
- 6 unexcused tardies = 2<sup>nd</sup> cut
- For any further incidents of lateness, the teacher will contact the parent/guardian and submit a conduct referral form to the House Principal.

### **Procedures for Legally Leaving School During the Day**

The School realizes that there are limited occasions when students find it necessary to request permission to leave the building to keep an urgent appointment during the school day. However, appointments should be made after the end of the school day whenever possible. The following procedure must be followed to leave the building during the day:

If a student must leave for a scheduled appointment during school hours, the parent/guardian must call the Attendance Office (267.893.3008) before the appointment.

On the day of the appointment the student must report to the Attendance Office and present a note explaining the reason for leaving school. If permission to leave the building is granted, a pass will be given to the student. This pass will state the reason for leaving, destination and departure time. The student will show this pass to the teacher. For students without parking privileges, parents must come into the building to sign out their students if they are to leave before dismissal. If the student has parking privileges and will drive to the appointment, please indicate so on the excuse note.

## Late Arrival/Early Dismissal Privilege

In order to recognize seniors who have completed two years of senior high school, C. B. South has established a program of late arrival and early dismissal. The procedure is as follows:

- Before seniors may use the late arrival/early dismissal program, a form from the Safety & Security Office must be completed, signed by parent/guardian, and returned to the Safety & Security Office for each marking period.
- Seniors who have a study hall 1<sup>st</sup> block can apply to Security for the privilege of Late Arrival.
- Seniors who have study hall 4<sup>th</sup> block can apply to Security for the privilege of Early Release.
- **No senior with an outstanding obligation, including an incomplete Graduation Project, will be eligible for late arrival or early dismissal privileges.**
- No schedules will be changed to permit a senior to have a first or fourth block study hall.
- **The privilege of Late Arrival or Early release begins upon receipt of the Late Arrival/Early Dismissal Pass from Security.**

## Family Travel

The parent/guardian must request, in writing, approval for family travel through the school Attendance Office. The request should include the names and schools of all siblings of school age. Request should be made through the school attended by the oldest sibling at least three (3) days prior to the absence.

It should be understood that the student is responsible for making up all missed work. Furthermore, it is recommended that the student contacts the teachers and obtains all assignments prior to leaving on vacation.

**Absences for approved reasons due to family travel shall be limited to five occurrences each year. Total number of approved days of absence shall not exceed five days in a given school year. Days exceeding these guidelines may be considered unlawful and/or unexcused.**

## College Visitations

College visitations are legal absences from school provided a Student Request To Be Absent Form has been properly completed. This form must be filled out three (3) days prior to the absence. The student's teachers and the student's parents or guardians must sign the form. The student must return the form to the Attendance Office prior to leaving for the visitation.

It should be understood that the student is responsible for making up all missed work. Furthermore, it is recommended that the student contacts the teachers and obtain all assignments prior to leaving for the visitation.

## Missed Work:

- Students are responsible for making up all work missed during excused absences. If a student will be out for an extended amount of time, the 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 lateness. Students are obligated to discuss and arrange plans for make-up work within that time. Failure to do so will result in failure on missed assignments.
- Students may not make up work for absences or lateness that are unexcused, unlawful, or truant.

## 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 than 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.
- Field trips sponsored by specific clubs or classes are for educational purposes. Students must obtain permission from parents and all teachers of classes that will be missed. Trip permission forms must be completed and returned to the sponsoring teacher five school days before the trip. Most trips are open to all class/club students; however, a student may be denied this privilege for academic or disciplinary reasons.

## Extra-Curricular Opportunities - Athletics

### Fall

Cheerleading  
Cross Country (B)  
Country (G)  
Field Hockey  
Football  
Golf  
Soccer (B)  
Tennis (G)  
Volleyball (G)

### Winter

Basketball (B)  
Basketball (G)  
Cheerleading  
Swimming (B)  
Swimming (G)  
Winter Track (B)  
Winter Track (G)  
Wrestling

### Spring

Baseball  
Lacrosse (B)Cross  
Lacrosse (G)  
Soccer (G)  
Softball  
Spring Track (B)  
Spring Track (G)  
Tennis (B)  
Volleyball

### Athletic Participation and Eligibility

**The Central Bucks School District recognizes the complimentary value of an athletic program to its educational program for promoting a student's social, emotional, and physical development. In determining a student's eligibility for participation in school-sponsored athletics, the following standards are promulgated:**

1. All student athletes must maintain a passing grade in all scheduled courses in order to participate in any school-sponsored athletic event.
2. Athletic eligibility shall be determined on a weekly basis in the case of senior high students and every other week in the case of middle school students. A student athlete who is reported as failing a course shall have one week to raise the grade to a passing level.
3. If this does not occur, the student athlete will be declared ineligible to participate in school sponsored interscholastic athletic events for a period of one week at the high school level and a period of one to two weeks at the middle school level. At the conclusion of each Marking Period student/athletes must be passing the equivalent of FOUR (4) full credit courses. If a student/athlete is not passing the required number of credits, they will be ineligible for TWENTY (20) school days. Determination of athletic eligibility shall be the responsibility of the building principal or his designee.
4. High school student/athletes who fail a course as a result of class cuts will be ineligible for TEN (10) school days.
5. Middle school students may also be judged not eligible for participation with two or more grades of "D" alone, at the discretion of the principal and teacher.
6. **SPECIAL NOTE:** Students who have any un-served detentions **will not be eligible to participate** in any extra-curricular activity until the detentions are satisfied.

### **Suburban One League – Code of Conduct for Athletics**

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 singing of the National Anthem.
- Show their respect by standing for the Alma Maters 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 to be eliminated.
- 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 onto the playing areas.
- Pep bands must be organized and supervised, and to play only between games and at halftime of varsity game.

**Adults and students alike should follow the Code of Conduct for promoting good sportsmanship.**

### Student Athlete Handbook

In addition to the District's standards for eligibility, student athletes must adhere to the rules, regulations, and standards in the Central Bucks South Student Athlete Handbook.

## Clubs and Organizations

Concert Band, Crossroads, Environmental Club, French National Honor Society, Gay Straight Alliance, German National Honor Society, Golf Club, Interact Club, Japanese Culture and Animation Club, Jazz Band, Key Club, Marching Band, Mock Trial Team, National Honor Society, Newspaper, Operation Eternal Gratitude, POPS, SADD, Science Olympiad, Ski Club, Spanish National Honor Society, Titan Thespians, World Affairs Club, Yearbook

### National Honor Society

The Central Bucks South Chapter of the National Honor Society is a service organization that promotes scholarship, leadership, and the demonstration of positive qualities of character throughout our school. Once each year, the Faculty Council of the chapter provides all students with a grade point average of 3.5 the opportunity to present their credentials on a Student Activity Information Form.

The Faculty Council determines the membership of the school's chapter of the NHS. This council reviews each student's credentials to determine the extent of his/her demonstration of the essential qualities of scholarship, leadership, service, and character. Students so surveyed should understand that the information they provide does not guarantee selection.

All members of the school's chapter are required to continue to maintain the required grade point average and to demonstrate active participation in the organization's meetings and activities. Membership provides opportunities for continued service and leadership at CB South.

## Student Services

### **Guidance**

10<sup>th</sup> Grade House Phone: 267-893-3012

11<sup>th</sup> Grade House Phone: 267-893-3019

12<sup>th</sup> Grade House Phone: 267-893-3026

The Guidance Department is organized according to the House system. Two counselors are assigned to each grade. Each counselor is responsible for approximately half of the students in that grade. Students will work with their assigned counselor throughout their high school years. This assists in providing continuity for the students in planning and making decisions for their futures.

The Guidance Department exists to serve students. The counselors are trained and certified to assist students in making important and appropriate vocational, education, and personal decisions that could affect their immediate needs and future goals. Current materials and resources to help all students make these decisions are available through the Guidance Department.

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

The counselors regularly use a program called Naviance to communicate with parents and students. Families can access Naviance through the High School South website.

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.

### **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 18 (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) 267-893-2344
- Suicide Hotline 1-800-764-2433
- Suicide 215-686-4420
- Teen Line (24 hrs/day, 7 days/week) 215-340-1998

### **Nurses' Office (ext. 3150)**

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 who are ill may receive permission to leave school only with nurse authorization. Students who leave the building due to 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 to have a medical examination by the school physician or family physician. It is recommended that the medical examination be done by the family physician since s/he is familiar with the student's health status.
- Students who fail to have this medical exam completed will be considered to have an outstanding obligation.
- All students shall be weighed, measured, and have a vision screening test annually.
- Hearing tests shall be given to all eleventh grade students.

School personnel have the authority to exclude students with suspected communicable and contagious diseases. A physician's note for re-admission to school is 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.

### **Library**

The library is available for students to use as a place to study, do research, and to locate reading materials. All students are required to help maintain an environment that is conducive to productive work for all library users. Students using the library should be with a class or have a teacher's pass. When in the library, students are reminded to refrain from eating and/or drinking and are asked to be respectful of others and the materials. Library computers are available for schoolwork and research only. Failure to comply with these rules could result in the loss of library privileges and possible disciplinary actions.

### **START**

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 drug/alcohol 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, and intervene 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 to an issue including mental health or chemical dependency, please contact a member of our guidance staff.

## **Transportation**

### **Bus Transportation**

<http://www.cbsd.org/bus/index.htm>

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. The appropriate house principal must approve all exceptions.

### **CB Bus Passenger Expectations**

- 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).
- Students and parents are advised that certain school buses will be equipped with video and audio surveillance.
- Students who drive to school must have a valid school-parking permit. Violation of this rule will result in appropriate measures by a school administrator.

## **Student Conduct**

### **General**

Proper conduct in the building is considered essential to maintain a safe, educational environment. Students are 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.
- Obtain a student pass to be in the hallways and lavatories during class time. Passes are issued for the shortest route of travel and for a single destination. Hall wandering is prohibited.
- 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 the main office.

- When asked for your name by a teacher, safety and security monitor, administrator, or any other adult, you must comply. Give a false name or not giving a name will be considered insubordinate and will result in suspension from school.
- Students are not permitted to leave the school without permission. The parking lot is off limits during the school day. The appropriate house principal must clear all exceptions.
- Student use of cell phones (including text messaging), pagers, beepers or similar devices is not permitted during the school day.
- Card playing is not permitted during the school day.

### **Inappropriate Affection**

Students are allowed to hold hands, but all other personal contact is private and to be kept away from school. Immodest or indiscreet behavior is discouraged. Violation of this rule will result in loss of privileges and contact with parent/guardian, and/or other appropriate measures to correct the behavior.

### **Bullying**

Bullying is a form of harassment that will not be tolerated at Central Bucks High School South. If you or someone you know is being bullied, please report this to a teacher, guidance counselor, or house principal. The Central Bucks School District Board of Directors adopted a bullying policy on July 27, 2004.

### **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. 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.

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

### **Cheating**

Any student found cheating on a quiz, test or project would receive a zero for the work. Additional consequences for cheating are highlighted in Level 1 of Disciplinary Procedures and Responses.

### **Plagiarism**

If you borrow someone else's ideas or words and pretend they are your own, you are plagiarizing. Plagiarism means to use someone else's opinions or ideas or language without giving him/her credit. You are being dishonest when you plagiarize. It is a form of cheating. You will avoid plagiarism if you acknowledge that the borrowed ideas and / or words are not your own

### **Class Cut Policy** (Listed under Attendance Policies and Procedures)

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

Offense defined - 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:

1. Engages in fighting or threatening, or in violent or tumultuous behavior.
2. Makes unreasonable noise.
3. Uses obscene language, or make an obscene gesture.
4. Creates a hazardous or physically offensive condition by any act, which serves no legitimate purpose of the actor.

Definition - As used in this section the word "public" means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, and neighborhoods, or any premises which are open to the public. Students at C. B. South may be cited for Disorderly Conduct in each of the following incidents:

1. Fighting in school, on school grounds, or at school events.
2. Using obscene language directed at any staff member.
3. Creates a hazardous or physically offensive condition (i.e., throwing objects).

## Dress and Appearance Code

The primary responsibility for the appearance of the students of Central Bucks South rests with the parents and the students themselves. Together, they have the right to determine such dress and grooming, as long as that appearance does not substantially and directly endanger physical health and safety, damage property, disrupt the educational process, distract those engaged in that process, or go beyond the community and school definition of modesty. 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.

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 not allowed**).
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.

Every staff member has the right to exercise control of his/her classroom atmosphere. The wearing of hats inside the building as in classrooms comes under this right. If a staff member refuses to allow hats/hoodies to be worn in the classroom, students are required to conform to this reasonable request.

## 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 may incur school penalties as well as criminal charges.

## Hall Conduct

- All movement between classes should be orderly and reasonably fast.
- No loitering in the halls or in the intersections.
- No running please.
- No inappropriate language.
- Students are not permitted to use any type of wheeled carriers for transporting books and supplies through the halls, as these could create a safety hazard.
- **FOOD OR DRINKS ARE NOT PERMITTED OUTSIDE OF THE CAFETERIA.**

## In the Classroom

- The classroom teacher is in charge of the general conduct of the class. However, all students are responsible for their own behavior in and out of class.
- Students are expected to follow all regulations established by the teacher and the school. Any actions that would detract from the teaching/learning process will result in disciplinary actions.
- Headphones are not permitted to be used during class time.

## Lockers

- Changing of a locker location is not permitted.
- If students have a problem with the operation of their locker, they are to report it to the appropriate House Office.
- Students are responsible for maintaining a clean and organized locker.
- Sharing a locker and/or sharing the combination of the locker with other students are not recommended.
- Student lockers are considered the property of the Central Bucks School District and, if warranted, may be randomly searched. Periodically or as the situation warrants, a dog may be used to sniff the air around lockers.

## Personal Listening Devices

- Students are not permitted to use personal listening devices, such as headphones and I-Pods, during class.

## Study Halls

- Study halls are for studying and are 90 minutes in length.
- All students assigned are to bring books, materials, and/or something to read.
- For the first half of the block (40 - 45 minutes) all students are expected to remain quiet, orderly, busy, and in their assigned seats.

- During the second half of the block, students may work in small groups.
- 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 referred to the Safety and Security Office 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.
- Students using the Library must sign in at the circulation desk.
- If students are out of study hall and not in the appropriate area of the building, the privilege of passes may be revoked.

### **Consequences for Cutting Study Hall**

- First cut – One-hour detention, cut letter
- Second cut – Alternate Suspension Program (ASP) for 1 Day, cut letter, parent notification
- Third cut – Out of school suspension or ASP and a parent conference

### **Cafeteria**

- Students using the cafeteria and its facilities are expected to observe the rules of courtesy to everyone.
- Glass bottles are not permitted in the cafeteria or anywhere in the building.
- Students are expected to clean their area, particularly spills and/or litter.
- Students are expected to leave the cafeteria in clean condition free from litter and spills.
- Students are permitted to go on the patio. Students may not go on the grass by the patio.
- Students are expected to cooperate with the educational assistants to keep the area clean. Take special care to clean tables after use.
- Any student who refuses to cooperate with the educational assistants will be referred to the Safety and Security Office.
- Students are not permitted to leave the cafeteria. If students are found in an off-limits area, they may be searched (reasonable cause of suspicious activity).
- Students must report directly to the cafeteria when leaving class.
- Drop all trash in the receptacles provided.
- Trays are to be returned to the designated area.
- **Food may not be taken out of the cafeteria.**
- Throwing food, trash, utensils, etc. in the cafeteria is strictly prohibited. Violation of this rule could result in suspension or a disorderly conduct charge from the police.
- Eat only while seated in the cafeteria.
- Any damage to cafeteria equipment will be charged accordingly.
- No card playing.

### **Leaving School Property**

Students are forbidden to leave school property during school hours without proper authorization. Students that have a valid reason to leave school must bring a note to the Attendance Office prior to leaving. The Attendance Office secretary will issue the student a timed pass, which the student will present to the classroom teacher at the appropriate time for dismissal. Leaving school property could constitute reasonable cause for an administrator or an administrator's designee to search a student and/or a student's car if the student went to his or her car without proper authorization. Students are not permitted in the area between the guardrail (on the edge of the back parking lot) and Mill Creek Elementary School. Violation of this rule will result in appropriate measures by a school administrator. ***Leaving school illegally will result in suspension.***

### **(See Procedures for Legally Leaving School During the Day on Page 14).**

When students arrive at school each day, they are not permitted to leave school property.

### **Smoking and/or Possession of Tobacco**

The Central Bucks School District recognizes its responsibility to ensure a safe and healthful environment. The district further recognizes that smoking poses a significant health risk to smokers and nonsmokers alike.

For purposes of this policy, smoking shall mean all possession and use of tobacco, in any form.

In order to protect all individuals from the safety hazards of smoking and from an environment noxious to nonsmokers, smoking and/or the possession and use of tobacco in any form is prohibited in all district buildings, on district owned property, in all district vehicles, and on school-sponsored field trips.

### **Disciplinary Procedures for Smoking/Tobacco Violations on School Property**

1st Offense - \$50 fine to be paid within five school days.

2nd Offense - \$50 fine to be paid within five school days.

3rd and Any Subsequent Offenses -The individual shall be referred to the

District Magistrate for prosecution under Section 6306.1 of 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:

- (1) Removal from any activity.
- (2) Removal of parking privileges.
- (3) Suspension from school.

### **Failure to Pay Fine and/or Attend the Smoking Cessation Program**

Any one who fails to pay the appropriate fine within the specified time shall be referred to the District Justice for prosecution under Section 6306.1 of Act 145, Title 18. The student may be sentenced to pay a fine of not more than \$50 for the benefit of the school district and to pay court costs. The Principal, House Principal or designee shall serve as the enforcement officer for implementation of this policy.

### **Threats of Violence**

It is a goal of the Central Bucks School District to 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.

Verbal or physical threats made against any member of our community will not be tolerated. *If, at any time a student hears an individual threatening the life or safety of another student or staff member, it is his or her responsibility as a member of the school community to report the incident to a responsible adult 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 on School Property**

The district will not tolerate any weapon in school, even when there is no actual implied threat. This is the only way schools can insure 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.**

A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nun-chuck, firearm, shotgun, rifle, or any other tool, instrument, or implement capable of inflicting bodily injury.

Any student who is determined to have brought a weapon onto any **school property\***, any school-sponsored activity, or any public conveyance providing transportation to school or a school-sponsored activity shall be expelled for a period of not less than one year.

Any knife, including Scout knives, penknives, and other pocketknives, will be considered a weapon. Any device that could conceivably be used as a weapon, even when the device is designated to be used for another purpose such as a letter opener; and any device that is actually used to harm another will also 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, grounds on the school campus, school busses, school parking areas, and any facility being used for a school function or school sponsored trip.

## **Disciplinary Actions**

### **Discipline Referral**

Students who are disruptive in the classroom to the extent that the instructor requests assistance may be referred to a House Principal. The case will be reviewed and administrative action will be taken.

### **Detention**

After school detention will be issued for various infractions of school rules.

Teachers or administrators may issue detentions.

Serving the detention time will become a major responsibility of the student and sports or jobs will not be permitted to interfere with the detention. Failure to serve a detention will result in additional disciplinary actions including suspension from school.

### **Suspension**

The following procedure will be followed when a student is suspended from school for unacceptable behavior:

- The student will have a conference with the House Principal. At this time the student will have the opportunity to respond and explain his or her side of the case.
- In most cases, if the student is suspended, s/he will remain in school and attend all classes and study halls for the remainder of the day.
- Before the end of the day, parent/guardian will be notified of the suspension by telephone.
- For the duration of the suspension the student MUST remain home during school hours or be under the direct supervision of his parents. He may not attend classes at South or the Middle Bucks Institute of Technology. The student is not permitted on school property during the suspension.
- In some cases, parent/guardian and student must meet with the administration before the student is re-admitted to school.
- The student is required to make arrangements with all classroom teachers to make up work missed. The usual time allotted for this make-up work is three days unless otherwise agreed.

### **Suspensions Due Process Requirements**

For out-of-school suspensions exceeding three days up to ten days; in-school suspensions exceeding ten days; the minimum procedural requirements are:

- The student is informed orally of the reasons for the suspension and is given a chance to respond.
- The parents or guardians and the superintendent of the district are notified immediately in writing.
- The parents or guardians and the student are notified in writing of the reasons for suspension.
- Sufficient notice of the time and place of the informal hearing must be given.
- There is a right to question any witnesses present at the hearing.
- There is a right of the student to speak and produce witnesses on his or her behalf.
  - The district must offer to hold the informal hearing within the first five days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district. Also, students on in-school suspension must complete the work that is assigned by their teachers for all courses.

### **Central Office Hearing**

In the event that other disciplinary attempts have met with little or no success, a ten (10) day suspension will be requested and a hearing will be held at the Administration Center. In attendance at this hearing will be the student and parent/guardian, the superintendent, an administrator from C. B. South, the student's guidance counselor and any school district personnel that the superintendent deems appropriate. At the hearing the student's entire school record will be reviewed.

The case will be evaluated and a decision will be made. All in attendance will be notified of the results. The results of such a hearing could mean that the student would be excluded from attending regular classes at C. B. South.

## **Safety Procedures**

### **Fire Drills and Building Evacuation Procedures**

To insure rapid and safe exit from the building in case of an emergency, it is required that evacuation drills be performed from time to time. Classroom teachers will cover evacuation procedures.

Student abuse of any fire, safety, and health equipment will result in severe disciplinary actions. Police will be notified.

## **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 district property or at a district-sponsored event.

## **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.
  - Search 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.
- 
- 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.

## **Student At Risk Team (START)**

START is a student assistance program mandated by the Commonwealth of Pennsylvania and comprised of trained school personnel. It is designed to identify high-risk students who are having school problems due to alcohol or drug use, depression or other mental health problems. The team may intervene and refer these students to appropriate community services. Any student in violation of the District Controlled Substance Policy will be referred to START and be required to participate in an intervention and complete an assessment.

## **Student Medication**

No prescribed medication shall be dispensed by an employee of the Central Bucks School District to any student without the Medication Dispensing Instruction Form adopted as part of this policy. Failure of a parent or legal guardian to provide the documentation will require the parent or legal guardian to report to school to personally dispense the medication to their child and/or ward.

No medication will be allowed to be given, other than these guidelines, except for emergency first aid care.

All medication brought to school must be in the original pharmaceutically dispensed and properly labeled container.

Central Bucks School District Board Policy Number 210 – Use of Medications must be strictly adhered to when dispensing and administering student medications.

NOTE: The Medication Dispensing Instruction Form is available from the school nurse and from many local physicians.

## **Miscellaneous**

### **Field Trips**

During the course of the school year, specific clubs or classes will take several field trips. These trips are for educational purposes. Before leaving on the trip, parental permission slips must be taken home and signed, then returned to the teacher in charge. If there is any cost involved, it should be taken care of ahead of time. Most trips are open to all students, but a student may be denied this privilege for academic or disciplinary reasons.

### **Messages for Students**

Students may pick up routine messages from the receptionist. Classes will not be interrupted to deliver routine messages to students. If an emergency message is received for a student, that student will be contacted or called immediately.

### **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.

## Photography Consent

On occasion, a member of our Community Relations Department may take a photograph of your child while in school or while involved in school activities. These pictures might be used in a variety of our publications such as the staff newsletter, CB Close-Up, our community newsletter, CB Insight, the district calendar, or as part of the Community Showcase display. Your child may or may not be identified by name in the publication. Please be assured that the photographs are never used for a commercial publication or sold to any other organization. No identifiable photographs are used on the district website. If you do not wish your child's photograph to be used, please contact Karen Smith in the Community Relations Department in the Administration Center at (267) 893-2004.

## School Closing Information

If the Central Bucks Schools are closed or are opening late because of bad weather conditions, the appropriate information will be available through several means.

- The school district's web page [www.cbsd.org](http://www.cbsd.org).
- The school district's name along with the appropriate information can be viewed on the scrolling lists of the various Philadelphia television stations.

The school district's closing number, 755, will be read over KYW news radio as well as other Philadelphia radio stations.

## Titan Forum

During Titan Forum, students will meet with their mentors to engage in a variety of activities designed to increase community, empower students, and build self-esteem, including daily attendance, Graduation Project and Guidance activities.

## Water Bottles

Plastic water bottles, filled with water only, are the only items permitted in the hallways and classrooms.

## Working Papers (267-893-3003)

Pick up an application from the school receptionist, and follow these 4 steps:

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

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

## Appendix A: Disciplinary Procedures & Responsibilities

### LEVEL I

#### Description:

Minor misbehavior on the part of the student, which 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 SUBSTANCES CENTRAL BUCKS SCHOOL DISTRICT Board 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 populations.

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.

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 beverages, controlled substances, 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 trips.

**Child Study Team** is a multidisciplinary team composed of school personnel (teachers, staff, administrators, nurses, and counselors). This team will work on the issue of student chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students coming to its attention.

**Outside Referral** is a referral to an education or treatment agency not operated by the school district wherein students are evaluated in an effort to determine the extent of the drug/alcohol problem and appropriate intervention techniques applied. (Example: Lenape Valley Foundation, Bucks County Council on Alcoholism, private practitioners, etc.)

**Possession** includes any of the following:

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

**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 student and 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:

- a. Prohibition of further violation of this policy.
- b. Prohibition of participation in athletic, extra-curricular, social or leadership activities.
- c. Reporting at stated period to appropriate persons for counseling.
- d. Attending after school-hours disciplinary detention.
- e. Participating in after school-hours maintenance and rehabilitation programs.
- f. 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, 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.

**Student Assistance Team (START)** is a professional team comprised of school personnel (teachers, administrators, nurses, counselors) and community drug/alcohol and mental health agency personnel specifically trained to provide intervention which may include administration of self report survey to students, teacher discussions, parent conferences, etc., referral and case management including after-care services.

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.

Incidents of possession, use and sale of controlled substances, including alcohol, by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.

These guidelines are intended to provide a consistent means for responding to alcohol and drug-related situations that may occur on school property or which are under school jurisdiction. They have been written with due consideration for legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations.

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).

##### **1.1 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 authorized delegate.

### **1.2. Investigation**

If alcohol/drug use is indicated, the school administrator or delegate shall be responsible for all necessary investigation that may include a search according to policy.

In cases of alcohol, a student suspected of violating this policy who wishes to confirm his 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 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 or 3.0, as applicable. Possession shall be assumed in cases where students refuse to take the alcohol test.

### **1.3. Notification of Parent/Guardian**

Attempts will be made to contact the parent/guardian immediately by principal or 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 parent/guardian will also be informed of the availability to test for alcohol and their consent requested. If parent/guardian cannot be contacted, a decision to get medical attention for the 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 the 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 substances, or 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 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.

- 2.3. Notification of Parent/Guardian**  
Attempts will be made to contact the parent/guardian immediately, the situation described, and a conference arranged. If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from the 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 the 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 (5) 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 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 in to assist with the investigation.
- 3.3. Notification of Parent/Guardian**  
Attempts will be made to contact the parent/guardian immediately, the situation described, and a conference arranged. If the parent/guardian cannot be contacted, a decision to get medical attention for the student or to isolate the student from other students will 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 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 suspected of using 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 the 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**

Parent/guardian 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 to confidentiality. In extreme cases, every effort will be made to limit information to the staff member, principal, and parent/guardian.

#### **4.4. Disposition of Substance**

Not applicable.

#### **4.5. Discipline**

None is mandated and referral may be attempted.

#### **4.6. 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 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 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 students 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: Policy 122**

##### EXTRACURRICULAR, COCURRICULAR ACTIVITIES AND ATHLETICS 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, **co curricular 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 co curricular 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:

1. Assesses the needs and interests of and is responsive to district students.
2. Involves students in developing and planning extracurricular activities.
3. Ensures provision of competent guidance and supervision by staff.
4. Guards against exploitation of students.
5. Provides for continuing evaluation of the program and its components.
6. 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 co curricular/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 co curricular/

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 co-curricular/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 co-curricular/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:**

1. **Verbal/Physical abuse of participant, official, teammate, coach, and teacher or staff member.**
2. **The use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.**
3. **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.**
4. **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.**
5. **Threatening or intimidating any student for the purpose of obtaining money or anything of value from this student.**
6. **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.

1. **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.
2. **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/co-curricular 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 co-curricular, 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:

1. For a **first** violation, suspension from school athletics for the remainder of the season.
2. For any **subsequent** violation, dismissal from the extracurricular, co-curricular and/or athletic activities.

#### **UNLAWFUL HARASSMENT CENTRAL BUCKS SCHOOL DISTRICT Board Policy No. 248-**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the school. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. **See Website for more information**

#### **USE OF TECHNOLOGY CENTRAL BUCKS SCHOOL DISTRICT Board Policy No. 815**

##### Use of Technology

The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students. Technology will be used: Please reference the Central Bucks School Board Policy 815 on the school district website for complete information on use of technology.

##### 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.