

Mission Statement

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



Abram M. Lucabaugh, Principal

Senior House

Lori Gallagher-Landis, House Principal
Walt Sandstrom, Counselor (A-La)
Melanie Jones, Counselor (Le-Z)
Vanessa Power, Class Advisor

Junior House

Martin Hayes, House Principal
Elizabeth Carr, Counselor (A-K)
George Moustakas, Counselor (L-Z)
Josh Hoskins & Ashley Yanishevskiy, Class Advisors

Sophomore House

J. Luke Hadfield, House Principal
Marilyn Russo, Counselor (A-Le)
Tanya Barone-Durant, Counselor (Lf-Z)
Kim Kane & Kevin Lockard, Class Advisors

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

ALMA MATER

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

Mission Statement	1
ALMA MATER.....	1
Bell Schedules	4
Important Dates	4
College Entrance Test Information & Dates	4
Equal Opportunity Policy	4
ACADEMIC INFORMATION	5
Report Cards	5
Honor Roll	5
Class Rank	5
Grading Interpretation and Values	5
Other grades	5
Final Examinations	6
Graduation Requirements	6
Critical Course Changes	7
Career Plan.....	7
Student Records	7
ATTENDANCE POLICIES & PROCEDURES.....	8
Absences	8
Appointments.....	8
College Visits, Vacations/Family Trips, Field Trips, & other Planned Absences:.....	8
Missed Work.....	9
Class Attendance Guidelines	10
Tardiness.....	10
EXTRACURRICULAR OPPORTUNITIES	11
Code of Conduct and Discipline:.....	11
Athletics	11
Clubs and Organizations	12
National Honor Society.....	12
Proms	12
STUDENT SERVICES	12
Guidance	12
Nurses' Office.....	13
Required Medical Examinations.....	13
Insurance	13
Students At-Risk Team (S.T.A.R.T.).....	13
Help yourself.. Help a friend.....	14
SAFETY IN SCHOOL	14
Surveillance.....	14
Emergency School Closing.....	14
Emergency Evacuation Drill Information.....	14
Canine Searches	15
TRANSPORTATION.....	15
Bus Transportation.....	15
CB Bus Passenger Expectations	15
Student Driving and Parking Rules.....	16

ACADEMIC INTEGRITY	18
Plagiarism/Cheating	18
Bullying.....	19
Cell Phones, Digital Cameras, and Similar devices:.....	19
Controlled Substance Policy	20
Search by Administrators.....	20
Discrimination and Harassment Policy.....	20
Disorderly Conduct	20
Dress & Appearance	20
Graffiti.....	21
Smoking/Possession of Tobacco Products.....	21
Threats.....	22
Vandalism	22
Weapons Policy	22
Detentions & Suspensions	22
Lockers.....	23
Study Halls.....	23
Cafeteria Regulations.....	23
Obligations	24
Privileges.....	24
Late Arrival/Early Release.....	24
SCHOOL RESOURCES	24
Library.....	24
Technology (Computers/Internet).....	24
Military Recruiters – Act 10	24
Photography Consent	24
Working Papers.....	25
Personal Belongings.....	25
Recycling	25
School Representation	25
School Visitors.....	25
Appearance-School Representation.....	24
CB BOARD POLICIES.....	24
Appendix A: Disciplinary Procedures & Responsibilities.....	24
Appendix B: Controlled Substances Policy 227	27
Appendix C: Extracurricular, Cocurricular Activities and Athletics Policy 122.....	28
Code of Conduct	28

Bell Schedules

Regular Schedule

Block 1	7:25 – 8:55	
Block 2	9:00 – 10:30	
Homeroom	10:35-10:47	
Block 3	10:52 – 12:55	
A Lunch 10:52-11:20	A Class 11:25-12:55	
B Class 10:52-11:22	B Lunch 11:24-11:52	B Class 11:55-12:55
C Class 10:52-11:54	C Lunch 11:56-12:23	C Class 12:27-12:55
D Class 10:52--12:22	D Lunch 12:27-12:55	
Block 4	1:00 – 2:30	

Early Dismissal

Block 1	7:25 - 8:10
Block 2	8:15 - 9:00
Block 3	9:05 - 9:50
Block 4	9:55 - 10:40

Delayed Opening of School

	ONE-HOUR DELAY	TWO-HOURS DELAY
Block 1	8:25 – 9:40	9:25 – 10:10
Ann. & Block 2	9:45 – 11:05	10:15 – 11:05
Block 3	11:10 – 1:11	11:10 – 1:11
A Lunch 11:07-11:35	A Class 11:41-1:11	
B Class 11:10-11:37	B Lunch 11:39-12:06	B Class 12:08-1:11
C Class 11:10-12:08	C Lunch 12:10-12:37	C Class 12:39 -1:11
D Class 11:10-12:40	D Lunch 12 :42-1:11	
Block 4	1:16– 2:30	1:16 – 2:30

Important Dates

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

College Entrance Test Information & Dates

Please go to www.collegeboard.com or see your guidance counselor for more information.

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

Equal Opportunity Policy

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

ACADEMIC INFORMATION

Report Cards

Report cards are issued four times a year as noted on the district calendar. Each marking period is nine weeks in length. Parents and students are urged to discuss report cards. Parents and students may view their grades online with the correct ID and password through Infinite Campus. If there are any questions, please contact the guidance department.

Honor Roll

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

Class Rank

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

Grading Interpretation and Values

	Percent	For GPA Computation Non-Weighted Classes	For GPA Computation Weighted Classes	Interpretation
A	93-100	4.0	5.0	Advanced
A-	90-92	3.6	4.6	
B+	87-89	3.4	4.4	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	.6	1.6	
F	0-59	0.0	0.0	Below Basic

Other grades

I - Incomplete work*
S – Satisfactory
U – Unsatisfactory

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

Final Examinations

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

Graduation Requirements

Required Graduation Credit Distribution Beginning with the Class of 2017

Subject	Standard Diploma	MBIT/Standard Diploma	Scholar's Diploma
English	4.00	4.00	4.00
Mathematics	4.00	4.00	4.00
Science*	3.00	3.00	4.00
Social Studies	4.00	4.00	4.00
World Language			2.00
Electives	10.75	11.25	8.75
PE/Health	1.00	.50	1.00
Performance Assessment	.50	.50	.50
Total Credits	27.25	27.25	28.25

A minimum of one credit per year is required in English and Social Studies. Please refer to the graph in the subject section of this guide for the courses that will meet these yearly requirements.

The Scholar's Diploma requires a cumulative 3.4 GPA. Credits must be earned in at least three Advanced Placement Courses.

***All Students are required to take a biology course in Grade 10.**

Electives include all subject areas. When a requirement in a specific area has been satisfied, any additional courses taken in that subject area will apply toward the Elective credit requirement. For example, if a student completed 4 credits in science the last course taken applies to the Elective requirement.

In accordance with state regulations for high school graduation requirements, beginning with the Class of 2019, students must demonstrate proficiency on the Keystone Exams in Literature, Algebra 1, and Biology.

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

Proficiency on Standards: The State of Pennsylvania mandates that all high school graduates demonstrate **Required Graduation Credit Distribution**
Beginning with the Class of 2017

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Mathematics	4.00	4.00	4.00
Science*	3.00	3.00	4.00
Social Studies	4.00	4.00	4.00

World Language			2.00
Electives	10.75	11.25	8.75
PE/Health	1.00	.50	1.00
Performance Assessment	.50	.50	.50
Total Credits	27.25	27.25	28.25

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2. **Performance Assessments:** All students will be required to complete successfully both the Ninth Grade Performance Assessment and a High School Career Plan. 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 demonstrate proficiency in Reading, Mathematics, and Writing Standards. To demonstrate proficiency, all CB students will participate in the Keystone Algebra, Literature and Biology exams. Students not demonstrating proficiency on the Keystone Algebra exam by or in 10th grade, will be scheduled for the Algebra Lab class to remediate for the Keystone Exam Retest. Students not achieving proficiency on the Keystone Literature and/or Biology exams will be provided with online preparation for re-testing. Questions about this process should be directed to House Principal.

Critical Course Changes

Changes in course requests will only be honored for the following two reasons:

1. Failure to meet the required prerequisite.
2. A level change that must be approved by the building principal.

Career Plan

The career plan is required of all CB students before graduating. **Please note:** All CAREER PLAN DEADLINES must be met to avoid disciplinary action and/or loss of privileges. More Information is available on CB East Website.

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, 7th and 8th 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 1st.

ATTENDANCE POLICIES & PROCEDURES

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

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

Attendance Guidelines

Absences

- Parents should call East’s Attendance Hotline on the morning of an absence to report the student’s absence and the excuse: 267-893-2400
- Parents or guardians should submit an “excuse card”, note, email, fax, or call to the Attendance Office on the day of absence or within 3 days of the student’s return. “Excuse cards” are available in the Attendance Office. State law requires that an explanation of absence be stated.
- Students have three days upon return to school to produce a parent excuse note, email, fax, or phone call. Students who miss the 3-day grace period will be assigned a detention. Repeated unlawful absences may result in more serious consequences.
- Students may not attend and/or participate in extracurricular school activities on days on which they are absent, whether excused or unexcused.
- Fifteen (15) days of cumulative lawful absences verified by parental notification will be permitted during a school year. Absences beyond fifteen (15) days may require an excuse from a physician. In cases when a physician’s note is required, absences not documented by a physician’s note will be considered unlawful.
- In serious attendance situations, the school will coordinate a school/family conference to discuss the cause of the student’s excessive absences and develop a mutually agreed upon Truancy Elimination Plan (TEP). This plan will be required when the student has accumulated three (3) unlawful absences or at the discretion of administration based on the student’s attendance history. The purpose of the TEP is to resolve the attendance issue.

Appointments

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

- Send a note with student name (printed clearly), date, reason, phone number and departure time to the Attendance Office.
- Parent/guardian must call (267 893-2320) to confirm before permission will be given to leave.
- Student must pick up pass from attendance office to leave.

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

- Two weeks before a planned absence, student should pick up a “Request for Approved Absence” form in the Attendance Office
- Parent/guardian should fill out the form.
- Student must have each teacher initial the bottom of the form to ensure that plans are made for student to keep current on class assignments while out of school.

- Two weeks before planned absence, student must submit form to Attendance Office to verify that no more than the allotted days are taken: Juniors and seniors are allotted 3 college visit days per year; all students are allotted 5 vacation/family trip days per year.
- **No trip will be approved during the first or last five (5) days of a semester, during published state standardized testing dates, or final examination testing times.**

Missed Work

- Students are responsible for making up all work missed as a result of excused absences. If a student will be out for an extended amount of time, parent/guardian should call the student's guidance counselor and teachers in advance.
- A student is allowed the same number of days to make-up work as the number of days s/he missed for excused absences and latenesses. Students are obligated to discuss and arrange plans for make-up work within that time. Any work not made up in that time period may have academic consequences.

Definitions

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

Unexcused Absence (U) may be declared for reasons such as employment, truancy, car trouble, parental neglect, oversleeping, missing the bus, shopping, babysitting, visiting relatives, hunting, fishing, working at home, vacation trips, unauthorized leaving from school, and remaining at home to do school work. In situations where absence is declared unexcused or unlawful, students may be assigned to make up time missed outside regular school hours.

Consequences for Unexcused Absences

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

- Hours of detention
- Parents will receive notification letters which state that continued unlawful absences may result in referral to the magistrate.
- District Justice will notify parent of truancy hearing date and if found guilty, be subject to fines and penalties prescribed by the School Code of the Commonwealth of Pennsylvania

Class Cut Consequences (*Cumulative throughout the duration of the course*)

	9-wk Courses	18-wk Courses
1 st Class Cut by Period	<ul style="list-style-type: none"> • Two hour detention 	<ul style="list-style-type: none"> • Two hour detention
2 nd Class Cut by Period	<ul style="list-style-type: none"> • One Saturday Suspension 	<ul style="list-style-type: none"> • One Saturday Suspension
3 rd Class Cut by Period	<ul style="list-style-type: none"> • Removal of privileges such as parking, prom, participation in extra-curricular activities • One Saturday Suspension 	<ul style="list-style-type: none"> • One Saturday Suspension
4 th Class Cut by Period		<ul style="list-style-type: none"> • Removal of privileges such as parking, prom, participation in extra-curricular activities

Class Cut Policy: For purposes of discipline related to class attendance, a class cut is defined as an intentional avoidance of class, whether it be by departing the school or school campus or presence in an unauthorized area of the building.

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.

When an absence has been declared unlawful or unexcused, students will be expected to make up both time and work missed. The circumstances for making up school work and the amount of credit received for class or assignment shall be at the discretion of the principal.

Tardiness

Tardiness to School:

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

Penalties:

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

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

Tardiness to Classes

Students are late to class if they arrive through the door after the bell for class has rung.

- 1 to 2 unexcused tardies = teacher/administrative intervention
- 3 or more unexcused tardies = teacher will contact the parent/guardian and submit a conduct referral form to the House Principal.

EXTRACURRICULAR OPPORTUNITIES

Code of Conduct and Discipline:

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

Athletics

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

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

Requirements for Participation:

- Student-athlete and parent complete registration for a sport and all accompanying requirements on Family ID found online via a link from the CB East Athletics page
- PIAA CIPPE Physical from (downloaded from Family ID) must be completed by a licensed physician and returned to Athletic Director/Athletic Office – pages 5 and 6 only.
- All Central Bucks East eligibility requirements must be met:
 - a) All student athletes must maintain a passing grade in all scheduled courses in order to participate in any school-sponsored athletic event.
 - b) Athletic eligibility shall be determined on a weekly basis. A student athlete who is reported failing a course shall have one week to raise the grade to a passing level. If this does not occur, the student athlete will be declared ineligible to participate in school sponsored inter-scholastic athletic events until the teacher declares the student is passing. If a student has received a failure grade at the end of the marking period, s/he will be ineligible for 15 days at the beginning of the next season. Determination of athletic eligibility shall be the responsibility of the building principal or his/her designate.

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

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

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

Spring Sports - Baseball, Boys’ Track, Girls’ Lacrosse, Boys’ Lacrosse, Softball, Girls’ Track, Boys’ Tennis, and Boys’ Volleyball.

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

Clubs and Organizations

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

National Honor Society

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

Proms & Dances

CB East students are permitted to bring a guest to prom and dances with the signed permission of both parent and the respective House Principal. Like East students, guests must follow all school rules and demonstrate respectful behavior at all times. In order to be a guest at an East Prom or Dance, you must be in good standing at your respective school. **Individuals in grades 9 or below or anyone 21 and over are NOT permitted to attend.**

STUDENT SERVICES

Guidance

Students can arrange for an appointment with their counselor by stopping at the Guidance Office or emailing a request. Students are advised to schedule guidance appointments during study halls. Parents may contact the counselor by email or phone.

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

The school district is required to maintain certain records after a student graduates or leaves school. The records that will be permanently maintained include name, address, phone number, attendance records form grades 7-12, 7th and 8th 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 1st . Please see CB East Website for more information or call: 267-893-2310.

Nurses' Office

(ext. 2325)

Students are required to present a teacher's pass to report to the nurse unless there is an accident or acute illness. Students should report to the main office when the nurse is not in school. **STUDENTS MUST SIGN IN AND OUT OF THE NURSE'S OFFICE.** Students who are ill may receive permission to leave school only with nurse authorization. Students who leave the building due to illness without permission from the school nurse will receive disciplinary consequences.

Students need to bring a check for \$25 for the deposit for an elevator key. The checks should be made out to CB East and get returned once the elevator pass is given to the nurse.

Required Medical Examinations

- Students entering the Central Bucks School System from within PA are required to have a medical examination if adequate health records are not available. **Out of state students must have recent physical and dental exams to enter school.**
- **Eleventh grade students are required by the state to have a medical examination by the family physician. This is a student obligation. Juniors may have disciplinary consequences if examination is not completed.**
- All students shall be weighed, measured, and tested for vision annually.
- Hearing tests shall be given to all eleventh grade students.
- **All medications, both prescription and non-prescription, must be:**
 - a) accompanied by a physician's or dentist's written order and**
 - b) registered in the nurse's office (Not in student possession).**

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

Insurance

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

Students At-Risk Team (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 chemical use are serious problems with legal, physical, ethical, social, emotional, and educational implications. START is an action-oriented team whose goal is to identify, assist, intervene, and provide aftercare for at-risk students. Additionally, the team networks with community resources and district programs already in operation. If you, or someone you know is at-risk due mental health or chemical dependency issues, please go to guidance for a START referral, call START (267-893-2325), or visit the C.B. East web page.

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
Mothers Against Drunk Driving	1-800-948-6233
Planned Parenthood of Bucks Co.	215-348-0555
American Anorexia and Bulimia	215-221-1864
Today Inc. (Addiction)	215-968-4713
Child Line (Abuse) Hotline	1-800-932-0313
Child Home and Community (teenage pregnancy and prevention)	215-348-9770
Council on Alcohol and Drug Abuse of Bucks	1-800-221-6333
Runaway Hotline	1-800-786-2929
Sexual Assault/Physical abuse	1-800-675-6900
Suicide Hotline	1-800-764-2433
Suicide	215-686-4420
Teen Line (24 hrs./day, 7 days/week)	215-340-1998

SAFETY IN SCHOOL

Surveillance

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

Emergency School Closing

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

- Central Bucks School District webpage: <http://www1.cbsd.org>
- Various local television stations.
- Various local radio stations - CB school closing number is 755. CB Community School closing number is 779.

Emergency Evacuation Drill Information

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

- 1.From classroom, move toward the exit as directed by teacher in the room.
- 2.From areas outside the classroom, move toward the nearest exit.
- 3.Move quickly, but do not run.
- 4.As it may be necessary for directions to be given while students are exiting, noise must be kept to a minimum.
- 5.Once outside of the building, students should move to a safe distance staying with their classroom teacher. Report to teacher. Attendance will be taken.
- 6.If "H" signs are held up by school personnel, report directly to assigned area at Holicong. This will only occur if evacuation occurs during inclement weather.

- 7.If a drill occurs between classes, go back to the teacher you just had. If a drill occurs before school, report to your first block teacher.
- 8.If an exit is blocked or unsafe, turn around and put your hands over your head to indicate to the people behind you that there is a blockage. Leave the building using the next closest exit. This non-verbal means of communication will alleviate the need for undue yelling which could cause panic.
- 9.Remain with teacher until given further direction.

Canine Searches

Periodically, or as the situation warrants, a dog may be used to sniff air around lockers, desks, bags, purses, items, or vehicles that are on the district property or district-sponsored events (**See Board Policy 226: Searches**).

TRANSPORTATION

Bus Transportation

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.

CB Bus Passenger Expectations

Prior to loading:

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

While on the bus:

- A driver has the authority to assign seats.
- Riders shall conform to the same standards of conduct that are expected of them at school.
- Go to your seat without disturbing or crowding other students. Seating should start in the front seats first and progress to the back of the bus.
- Remain seated while the bus is in motion.
- Riders shall not extend head, hands, or any portion of the body out of a window or door at any time. Nothing should be thrown inside or out of the vehicle.
- Scuffling, horseplay, or fighting will not be permitted on or around the bus.
- Profane or indecent language or gestures will not be tolerated.
- Smoking or tobacco products may not be used in school buses.
- No alcoholic beverages or controlled substances (drugs) will be used or transported in school buses.
- No loud talking or undue noise will be tolerated.
- Animals or pets are not allowed on the bus

- Leave no books, lunches, or other articles on the bus.
- NO littering on the bus. Help keep the bus clean, sanitary, and orderly. Books, musical instruments, coats, and other objects must be kept out of the aisle.
- The rider and his/her parent or guardian will be responsible for the costs of any damage to the seats or other bus equipment.
- In case of a road emergency, students are to remain in the bus.
- Riders are to obey the bus driver promptly. Refusal to obey the driver may result in the suspension of bus riding privileges.

After leaving the bus:

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

Student Driving and Parking Rules

- Parking permits can be purchased throughout the school year.
- Parking privileges are for seniors only. Sophomores and juniors do not have parking/driving privileges.
- **Sophomores and juniors who drive without permission will forfeit driving privileges in the following year and will receive disciplinary consequences and fines.**
- **Any sophomore, junior, or senior who drives without a permit may be towed without prior notice.**
- **MBIT students who drive to MBIT may NOT take any other students as passengers.**

In addition:

- No student will park or leave standing any vehicle that is not properly registered with Central Bucks High School East.
- Students that have acquired a permit to park must park only in the STUDENT LOT in designated areas.
- All students will obey the posted speed limit on the school property as well as all other traffic control signs. The speed limit is 10 mph.
- When driving in the lot, students will follow the aisles. Cutting across the parking lot could cause accidents and is not permitted. Students who cut across aisles will lose parking privileges for the following school day. Subsequent offense will result in increased loss of privileges
- Students must display parking permits on the lower-right side of the front windshield. Failure to display the parking permit correctly is a violation of the rules.
- Students are not permitted to go to their vehicles during the school day. All exceptions to this must be cleared by the Safety and Security office.
- Students' permits cannot be loaned, transferred, or sold to other students. If you change cars or lose your permit, you must notify safety and security office with the information of the new vehicle.
- All students should be aware that not only do school security personnel issue parking and moving violation citations, but so do the local police. If a student receives a citation from the police, that matter should be handled with the local district magistrate.
- All students in receipt of a school traffic ticket must respond to that ticket within 3 school days. Failure to respond will result in the loss of an appeal process, detention and/or loss of driving privilege.
- All students who drive and park on school property will abide by the above school rules as well as the Vehicle Laws of PA.

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

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

PARKING PRIVILEGES WILL BE REVOKED for the following reasons:

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

FINES:

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

CONDUCT

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

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

- Show courtesy and respect towards others.
- Use acceptable language at all times.
- Settle differences peacefully and respectfully.
- Eat only in the cafeteria; no food in the lobby, hallways, or classrooms areas
- Students are expected to carry their school Handbook with them at all times.
- All students must have their Handbook signed to be in the halls and lavatories during class time. Students should try to use lavatories and lockers between classes. Passes are issued for the shortest route of travel and for a single destination. Hall wandering is prohibited. Be prepared to show school personnel your Handbook and when in the hallways during class time.
- We all work to keep our school clean, devoid of litter and defaced property. If you see trash, put it in the appropriate trash or recycling can. If you see graffiti, spills, unsafe or unacceptable damage to our building, report it to a teacher, administrator, or other school personnel.
- When asked for your name or school identification card by a teacher, safety and security monitor, administration or any other adult you must comply. Giving a false name or not giving a name/id card will be considered insubordinate and will result in disciplinary action.
- Students are not permitted to leave the building without permission. The parking lot is off limits during the school day. All exceptions must be cleared by the appropriate house principal or security.
- Upon dismissal at the end of the day, students are not permitted to leave campus and return to board buses.
- Students are not permitted to go to locker rooms unless being used at an authorized time to change for physical education class or as a member of an athletic team.

- Card playing is not permitted during the school day.

ACADEMIC INTEGRITY

Plagiarism/Cheating

Plagiarism/Cheating is defined as the copying of someone's work and representing it as your own OR allowing someone to copy your work. Cheating can include copying work while taking a test, quiz, or exam. It includes sharing or copying work for an assignment including but not limited to term papers, book reports, projects, homework, etc. Cell phones, graphing calculators, etc. used inappropriately during assessments will be treated as cheating. Plagiarism in any form, whether intentional or unintentional, is unacceptable in the work of students at C. B. East. Any student found cheating on a quiz; test or project or plagiarizing will receive behavioral and academic consequences.

Students who plagiarize will be eligible to demonstrate proficiency by completing a different assignment with entirely new research for partial credit, up to 70%. Plagiarism in the Career Plan may result in this requirement not being satisfied. For a further explanation of Plagiarism, please see C. B. booklet "Writing Research Papers."

Central Bucks High School East is committed the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in fostering a school climate that promotes ethical and responsible student conduct. We believe that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic self or parental expectations justify students acting dishonestly. As a professional learning community, we affirm that "learning for learning's sake" is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another.

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty (examples include, but are not limited to, the following):

- Using smart phones, smart watches, or other electronic media devices to record images of assessments (shared or unshared)
- Using hidden notes, copying from another student or helping another student during an examination.
- Giving test questions or answers to a member of a later class or obtaining test answers from a student in a previous class.
- Submitting another student's work as your own.
- Stealing and/or accepting test answer keys.
- Stealing or copying another student's homework, paper, project, report or take-home test.
- Falsely claiming illness to avoid examinations.
- Falsifying information for an application of any academic type.
- Using calculators or computers in an unapproved manner.
- Utilizing professional help in violation of the teacher's established guidelines

- Allowing someone to copy your homework.
- Doing ½ the homework and another person does ½ and you turn it in whole.
- Emailing/texting the answers on a homework assignment to another student.
- Storing chemical or mathematical formulas in a calculator before a test.
- Using an online translation service to do your homework.

TESTING PROTOCOL/PROCEDURES

Proper administration of assessment instruments is essential to obtain valid and meaningful feedback of student learning. To ensure fairness and consistency in its application, all teachers will communicate to students and implement the following testing procedures starting the 2016-2017 school year.

Students should:

1. Turn off all electronic devices (cell phones, iPad, smart watches, etc.) before testing, place items in their bags, and place bags along the front or side of the room, or place items in the classroom's cell phone pocket holder.
2. Not be in possession of testing materials without teacher supervision.
3. Make-up missed assessments within 1 week during before or afterschool time, depending on the teacher's or testing center availability.
4. Not take a test prior to the scheduled class testing date.
5. Not use the restroom while testing. Should an emergency occur, student's cell phone should remain in the classroom.
6. Clear calculators prior to and after testing, if applicable.

Students caught cheating will receive a zero for the assignment/assessment, with the opportunity to retake the assignment/assessment for up to a grade of 70% .

Detention/Sat. Suspension will be assigned.

Parents will be contacted.

Membership to National Honor Society will be jeopardized.

Affection Policy

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

Bullying

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

Cell Phones and other electronic devices:

Cell phones and personal devices are permitted in common areas (hallways, cafeteria, library) and may be used only as directed by the teacher within the classroom. Cell phones and personal devices may not be used to record images or voice recordings of anyone for any reason unless directed by a teacher. This is a violation of an individual's right to privacy, which the school has an inherent right to protect.

The appropriate use of cell phones or other digital technology features will be addressed through disciplinary procedures. Please refer to Board Policy 816 for further information.

Students should:

- Silence cell phones from 7:25AM-2:30PM.
- Keep cell phones in their school bag or in the classroom pocket holder...not on their person during the instructional period, unless specifically directed otherwise by the teacher. Instructional time is defined as the time from the start of block to the class dismissal bell. This includes trips to the bathroom, nurse, etc.
- Not use phones for non-academic reasons in class.
- Turn off cell phones and place phones in bags or pocket holders during all assessments.
- Not use their phones or other electronic device as a recording device without explicit permission of the teacher (ie. Taking pictures, video, etc.)

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

Controlled Substance Policy (See “Appendix B”)

Search by Administrators

School administrators shall have the authority to require students or other persons under their jurisdiction to submit to a thorough search of clothing, handbags, wallets, lockers and vehicles. School administrators shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities. Searches shall be conducted with an appropriate witness. 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 (**See Board Policy 226: Searches**).

Discrimination and Harassment Policy See C.B. Website

Disorderly Conduct

Pennsylvania Criminal Code Section 5503

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

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

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

Dress & Appearance

The Central Bucks School Board believes that a vital part of the educational program is the teaching of appropriateness of one's dress and appearance for a given situation.

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

Students will wear:

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

Graffiti

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

Smoking/Possession of Tobacco Products

For purposes of this policy **tobacco** includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, smokeless tobacco in any form, any nicotine delivery device and **a vaping device** in the possession or use of/by a student in a school building, a school bus, or on property owned by, leased by, or under the control of the Central Bucks School District or by students at school-sponsored activities that are held off school property. Possession of matches, lighters, or other such items may result disciplinary consequences.

FIRST OFFENSE: \$50 fine to be paid within five (5) school days and the individual agrees to participate in the district-sponsored American Lung Association smoking cessation program, or presents evidence of enrolling in and completing a similar program other than ALA. **The money will be used to fund the ALS smoking cessation program. Other discipline may include but not be limited to the following:**

1. **Detention**
2. **Saturday Suspension**
3. **Assignment to an in-school suspension**
4. **Removal from any activity**
5. **Removal of parking privileges at the high school level**
6. **Suspension from school**

SECOND OFFENSE: \$100 fine to be paid within five (5) days. **Other discipline may include but not be limited to the following:**

1. **Detention**
2. **Saturday Suspension**
3. **Assignment to an in-school suspension**
4. **Removal from any activity**
5. **Removal of parking privileges at the high school level**
6. **Suspension from school**

THIRD 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. **Detention**
2. **Saturday Suspension**
3. **Assignment to an in-school suspension**
4. **Removal from any activity**
5. **Removal of parking privileges at the high school level**
6. **Suspension from school**

Failure To Pay Fine And/Or Attend The ALA Clinic: Anyone 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.

Threats

In the Central Bucks School District, we maintain a safe, caring school community where every child and staff member can feel the safety and security necessary for learning and personal growth to flourish. It is with this goal in mind that we want to address the issue of verbal or physical threats that are made against any member of our community.

If, at any time you hear a student threaten the life of another student or staff member, it is your responsibility as a member of the school community to report what you have heard to a responsible adult in the building.

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

Vandalism

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

Weapons Policy

The district will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way schools can ensure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a weapon may result in expulsion from school in accordance with the law. Any knife, including Scout knives, penknives, or any other pocketknives, will be considered a weapon under this policy. School Property shall include buildings, facilities, and grounds on the school campus, school buses, school parking areas, and any facility being used for a school function or school sponsored trip.

Detentions & Suspensions

Individual teachers may assign detentions that are served with them. Administrative detentions run from 2:45 to 4:45, Monday through Thursday. Students may use detentions for quiet study. If a detention is not served by its deadline, additional hours of detention may be added. For serious violations of rules, students may receive either alternative suspension (ASP) or out-of-school suspension. When an out-of-school suspension (OSS) occurs, parents are encouraged to restrict their son/daughter to the home during

school hours. During OSS, students may not attend school functions or participate in school-sponsored activities until the day that the student resumes classes. A parent conference may be required for readmission. Any student who, while on out-of-school suspension, comes onto school property without permission may be considered trespassing. **A level III or IV violation of the discipline code during the 4th quarter may result in suspension of the privilege to participate in graduation ceremonies.**

Lockers

Every student is assigned a locker for protection of personal property. It is the responsibility of the student to keep the locker clean and locked at all times. The school cannot be held responsible for items missing from lockers. Students should not share lockers or combinations with other students. Students may use only their assigned locker. If a student has a problem with his/her locker, s/he should report it to their house principal. Student lockers are considered Central Bucks School District property and, if warranted, may be randomly searched (**See Board Policy 226: Searches**).

Study Halls

- All students assigned are to bring books, materials, and/or something to read.
- Card and board games are not permitted in study hall.
- At all times students are to conduct themselves in an appropriate manner.
- Students who do not follow procedures, directions of the educational assistant, or are disruptive will be issued a conduct referral for disciplinary action.
- Students may use the Library during study halls with a pass from a subject teacher. Students must report directly to the Library by the beginning of the block and present the pass to the Librarian.
- If students are out of study hall and not in the appropriate area of the building, the privilege of passes may be revoked.
- Students will receive a two-hour detention for each study hall cut.

Cafeteria Regulations

- Report to the cafeteria on time.
- **Students are responsible for the cleanliness of the table at which they eat and the area surrounding it. Any cafeteria monitor has the right to make the simple request of any student to pick up trash in the general area of the student's table.**
- **There should be no more than 10 students at any table.**
- Littering and throwing food or other objects will not be tolerated and may result in disciplinary action.
- Beverages in glass containers are not allowed in the cafeteria at any time.
- Students may not take cafeteria food out of the cafeteria at any time without a pass from a teacher or administrator.
- Yelling, clapping, or other provocations are not permitted as they are inappropriate and disruptive.
- Maintain orderly lines. Please wait your turn and do not cut in front of others.
- Theft of food from the cafeteria is not permitted and will result in disciplinary action.
- Passes can only be issued to the restroom (in the maintenance hallway), main office, or nurse from the cafeteria. Students found in any other location are considered out-of-bounds and are subject to disciplinary action.
- Passes must be returned to the cafeteria door monitor. Detentions will result if the passes are not returned.
- School Personnel may assign seats to students when necessary.

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

Obligations

Obligations may include (but are not limited to): library fines, parking fines, textbook fines, emergency cards, junior physicals, Career Plan components, smoking fines, unserved detention hours, etc. Activities that may be withheld for outstanding obligations include, but are not limited to extra-curricular activities, parking permits, field trips, proms, and receipt of a diploma.

Privileges

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

Late Arrival/Early Release

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

SCHOOL RESOURCES

Library

During school hours, the library may be used for schoolwork, book selection, and reading current magazines and newspapers with a pass. Before and after school, a pass is not required. Non-reference library books circulate for 2 weeks. Overdue books incur fines of 10¢ per school day. There is a photocopier for student use. Each copy is 10¢ per page. Excess printing is 5¢ per page. The following are rules for using the library:

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

Please see C.B .East Website for more information

Technology (Computers/Internet)

See C.B. Website for Policy

Military Recruiters – Act 10

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

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 the Community Relations Department in the Administration Center at (267) 893-2005.

Working Papers

Pick up an application in the main office from the receptionist

There are 4 steps:

1. Fill out an application with the receptionist at the front desk.
2. Have a parent sign the application.
3. Return the signed application to the main office along with your **original** birth certificate or passport. Copies are not accepted.
4. You will then be issued working papers which you must sign in the presence of the receptionist/staff member. Your original birth certificate or passport will be returned to you.

Personal Belongings

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

Recycling

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

School Representation

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

School Visitors

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

Appearance - School Representation

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

CB BOARD POLICIES

The following are abbreviated versions of several CBSD Board policies. To view the policies in their entirety, please go to: http://www.psba.org/districts_policies/C/102/index.asp

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. **See Website for more information.**

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. **See Website for more information.**

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. **See Website for more information.**

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 weapon (may result in expulsion from school for a period of not less than one year). **See Website for more information.**

Appendix B: Controlled Substances Policy 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.

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.

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.

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. **See Website for more information.**

Appendix C: Extracurricular, Cocurricular Activities and Athletics Policy 122

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

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

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

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

Code of Conduct

Student participation in any cocurricular/extracurricular/athletic activity is a privilege, which may be revoked or suspended when the established rules or regulations are violated. Students who desire to participate in cocurricular/ extracurricular/athletic activities are expected to properly conduct themselves at all times. Each program may establish additional rules, which apply specifically to that program. The rules and regulations in this code shall apply to any on and off school premises violation. It is the responsibility of the student to become familiar with and follow the guidelines in this code. **See Website for more information.**



Good readers use specific reading strategies to help them make sense of the text and construct meaning as they read.

Good readers **PREVIEW** a text before reading to think about what they know about the topic and develop initial questions and predictions.

Good readers are actively engaged while reading and use details connected with their own experiences to **MAKE PREDICTIONS** about what might happen next.

Good readers think about the text and **DEVELOP QUESTIONS** as they continue to read to answer those questions.

Good readers are actively engaged with text to **MONITOR** their comprehension and use specific fix-up strategies when they need to clarify their understanding.

Good readers **MAKE CONNECTIONS** between the information in the text and personal experiences the reader has had, other texts the reader has read, and other experiences gained through various forms of media.

Good readers recognize that authors sometimes convey ideas indirectly and understand that the reader must pay attention to details, **MAKE INFERENCES**, and ‘read between the lines’ to understand the text.

Good readers **VISUALIZE** as they read to construct meaning by creating mental images.

Good readers **SUMMARIZE** the author’s ideas during and after reading to develop their understanding of the text.

Good readers **SYNTHESIZE** and **EVALUATE** information within and across texts both during and after reading to develop their understanding of the text.

Good readers notice the new and unusual words authors use and infer meaning when possible to **EXPAND THEIR VOCABULARY**.

Good readers pay attention to meaning, punctuation, and conventions to help them read with **FLUENCY**.

Good readers use phonics, word analysis, context, and other cueing systems to **DECODE** unknown words.

Good readers **ADAPT** their use of strategies in reading different types of text.