

# Central Bucks High School West

375 West Court Street  
Doylestown, PA 18901  
Phone: 267.893.2500



## VISION STATEMENT

The Central Bucks High School West community will foster an atmosphere of mutual respect and support for all members, while cultivating and maintaining a rigorous and challenging curriculum necessary for the success of our students in the 21<sup>st</sup> Century. Central Bucks West will provide an environment for the development of the total student - socially, artistically, and academically while incorporating the latest technologies and combining them with authentic community experiences to make the students life-long learners and responsible citizens.

### Administration

Timothy P. Donovan, Principal  
Todd D. Cantrell, House Principal – Class of 2019  
David O. Hoffman, House Principal – Class of 2020  
Helen M. Zaleski, House Principal – Class of 2021

### Counselors

*Class of 2019*  
(A-K) David Manners (L-Z) Val D'Alonzo  
*Class of 2020*  
(A-K) Lori Bagnick (L-Z) Lisa Corr  
*Class of 2021*  
(A-K) Donna Dallam (L-Z) Michael Curtis

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*The planner provides students with some of the fundamental information needed to be successful at C. B. West. Included in the planner are excerpts and summaries of several policies from the Central Bucks School District Policy Manual. C.B. West High School will follow all district policies approved by the School Board 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*

**CENTRAL BUCKS HIGH SCHOOL WEST  
CALENDAR 2018-2019**

9/3/18	HOLIDAY	
9/10/18	HOLIDAY	
9/13/18	Back-to-School Night	7:00 pm
9/19/18	HOLIDAY	
9/26/18	Parent Advisory Council	9:00 am
10/13/18	PSAT Testing	7:45 am
10/19/18	Homecoming Carnival	3:30 pm
10/20/18	Homecoming Dance	7:00 pm
10/24/18	Parent Advisory Council	9:00 am
10/30/18	Halloween Orchestra Concert	7:30 pm
11/8/18	National Honor Society Induction	7:00 pm
11/15 – 11/17/18	Harlequin Fall Play	7:00 pm
11/22 & 11/23/18	HOLIDAY	
11/28/18	Parent Advisory Council	9:00 am
12/11/18	Winter Band Concert	7:30 pm
12/13/18	Winter Choir Concert	7:30 pm
12/24/18 – 1/1/19	HOLIDAY	
1/7/19	Curriculum Choir Concert	7:30 pm
1/9/19	Winter Orchestra Concert	7:30 pm
1/10/19	Curriculum Fair	6:30 pm
1/17/19	Curriculum Fair (Snow Date)	6:30 pm
1/21/19	HOLIDAY	
1/23/19	Parent Advisory Council	9:00 am
2/7/19	Back-to-School Night	7:00 pm
2/18/19	HOLIDAY	
2/21/19	Back-to-School Night (Snow Date)	7:00 pm
2/22/19	Jazz on the West Side	6:00 pm
2/27/19	Parent Advisory Council	9:00 am
3/6/19	Orchestra Concert	7:30 pm
3/21 – 3/23/19	Harlequin Spring Musical	7:00 pm
3/23/19	Harlequin Spring Musical Matinee	2:00 pm
3/27/19	Parent Advisory Council	9:00 am
3/28/19	World Languages	
	Honor Societies Induction	6:00 pm
4/8/19	Curriculum Choir Concert	7:30 pm
4/13/19	Junior Prom	7:00 pm (Keenan Motors)
4/19/19	HOLIDAY	
4/24/19	Parent Advisory Council	9:00 am
5/2/19	CB West <i>Summa</i> Recognition Night	6:00 pm
5/3/19	Mr. West	7:00 pm
5/9/19	Spring Band Concert	7:30 pm
5/13/19	Art Show	11:00 am-2:30 pm
5/14 – 5/16/19	Art Show	7:30 am-2:30 pm
5/16/19	Spring Choir Concert	7:30 pm
5/17/19	Art Show	7:30 am-11:00 am
5/22/19	Spring Orchestra Concert	7:30 pm
5/23/19	Awards Night	6:30 pm
5/27/19	HOLIDAY	
5/30/19	Work Based Learning	
	Employer Appreciation Evening	7:00 pm
5/31/19	Senior Prom	7:00 pm (Spring Mill)

## Bell Schedules



### **C. B. West Regular Bell Schedule**

1st Block 7:25 to 8:55      2nd Block 9:00 to 10:30

Advisory 10:35 to 10:49      **NOTE:** PM MBIT students dismissed at 10:40

3rd Block 10:53 to 12:55

A Lunch: 10:53 to 11:23	B Lunch: 11:38 to 12:08	C Lunch: 12:25 to 12:55
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4th Block 1:00 to 2:30



### **Early Dismissal**

1st Block 7:25 to 8:10      2nd Block 8:15 to 9:00

3rd Block 9:05 to 9:50      4th Block 9:55 to 10:40

**NOTE:** AM MBIT students leave from MBIT at regular time at 10:25  
 PM MBIT students are to report to Study Hall for 3rd block  
 PM MBIT students are to report to Cafeteria for lunch for 4th block  
 PM MBIT students are dismissed from West to MBIT at 10:30



### **30 Minute Extended Advisory**

1st Block 7:25 to 8:50      2nd Block 8:55 to 10:20

Advisory 10:25 to 10:55      3rd Block 11:00 to 1:00

A Lunch: 11:00 to 11:30	B Lunch: 11:45 to 12:15	C Lunch: 12:30 to 1:00
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4th Block 1:05 to 2:30

**NOTE:** AM MBIT students will report to Advisory prior to departing for MBIT  
 PM MBIT students will report to Advisory upon returning from MBIT



### **50 Minute Extended Advisory**

1st Block 7:25 to 8:45      2nd Block 8:50 to 10:10

Advisory 10:15 to 11:05      3rd Block 11:10 to 1:05

A Lunch: 11:10 to 11:40	B Lunch: 11:52 to 12:22	C Lunch: 12:35 to 1:05
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4th Block 1:10 to 2:30

**NOTE:** AM MBIT students will report to Advisory prior to departing for MBIT  
 PM MBIT students will report to Advisory upon returning from MBIT



### **Two Hour Snow Delay**

1st Block 9:25 to 10:23      2nd Block 10:28 to 11:26

3rd Block 11:31 to 1:21

A Lunch: 11:31 to 12:01	B Lunch: 12:11 to 12:41	C Lunch: 12:51 to 1:21
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4th Block 1:26 to 2:30

**NOTE:** AM MBIT students will not be bussed to MBIT  
 AM MBIT students are to report to Study Hall for 1st & 2nd blocks  
 PM MBIT students are dismissed from 2nd block at 10:40 to lunch

2018-2019

## **Belief Statements**

We believe that:

- Everyone deserves a safe and supportive environment in which to learn
- Learning is a shared responsibility
- Life-long learning is essential for success in a changing society
- Schools should promote tolerance and respect for diversity
- A school is a community of learners
- Schools model ethical conduct
- Self-esteem is directly related to success
- Democracy requires an informed, educated citizenry
- Every student can learn and succeed

## **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 based on 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. Report cards may be viewed online with correct ID and password through Parent Portal. Parents/guardians and students are urged to discuss report cards. 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

### **Cum Laude**

Students earning a cumulative grade point average will receive a diploma indicating a graduation status of Cum Laude, Magna Cum Laude or Summa Cum Laude. Cumulative grade point averages are calculated using weighted and nonweighted grades.

Cum Laude	GPA of 3.7 cumulative
Magna Cum Laude	GPA of 3.9 cumulative
Summa Cum Laude	GPA of 4.1 cumulative

### **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

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.

1. **Performance Assessments:** All students will be required to complete successfully both the Ninth Grade Performance Assessment (.25 credit) and a High School Career Plan (.25 credit). Upon successful completion of both performance assessments, students will receive .5 credit.
2. **Proficiency on Standards:** The State of Pennsylvania mandates that all high school graduates beginning with the Class of 2020 score proficient on the Keystone Algebra, Literature and Biology exams. Students not achieving proficiency on the Keystone exams will be provided with online preparation for re-testing. Questions about this process should be directed to the 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.

## **Student Records**

The school district shall maintain the educational records of all its students consistent with policy School Board Policy 216. The records that will be permanently maintained include name and birth date, addresses, academic work, attendance and health records. All other records will be destroyed. Copies of student record will be provided to the parents/guardian of a student or to an eligible student in accordance with district procedures.

## **Activities**

Central Bucks High School West encourages students to take an active role through extra-curricular activities. Student involvement in school is a contributing factor to fulfillment and success. Also contributing to student success is regular 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 practice or participate in extra-curricular events on that day. Administrators will consider exceptions for extenuating circumstances. A booklet, listing the available clubs and their sponsors, will be published sometime in October of the current school year. A copy is posted on the [Central Bucks High School West webpage](#) under "Activities."

## **Athletics**

*Athletic Office: (267) 893-2527*

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

## **Athletic Participation and Eligibility**

**The Central Bucks School District recognizes the complementary 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:**

- All student athletes must maintain a passing grade in all scheduled courses in order to participate in any school-sponsored athletic event.
- 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.
- 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 FIFTEEN (15) school days. Determination of athletic eligibility shall be the responsibility of the building principal or his designee.
- High school student athletes who are withdrawn from a course as a result of unexcused absences will be ineligible for TEN (10) school days.
- 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.



- **SPECIAL NOTE:** Students who have any un-served detentions **will not be eligible to participate** in any extracurricular activity until the detentions are satisfied.

**Fall Sports:**

- Cheerleading, Girls/ Boys Cross Country, Field Hockey, Football, Golf, Boys Soccer, Girls Tennis, Girls Volleyball, Girls Soccer

**Winter Sports:**

- Girls/Boys Basketball, Cheerleading, Girls/Boys Swimming, Girls/Boys Track, Wrestling

**Spring Sports:**

- Baseball, Girls/Boys Lacrosse, Softball, Girls/Boys Spring Track, Boys Tennis, Boys Volleyball

**Student Athlete/Parent Handbook and Forms**

In addition to the District’s standards for eligibility, student athletes must adhere to the rules, regulations, and standards in the Central Bucks West Student Athlete/Parent Handbook found on Family ID via an online link from the CB West Athletics page.

Student athlete and parent complete registration for a sport and all accompanying requirements on Family ID.

PIAA CIPPE Physical form (downloaded from Family ID) must be completed by a licensed physician and returned to Athletic Director/Athletic Office –pages 5 and 6 only.

**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-two 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.

## **Attendance Policies & Procedure**

*Full Day Absence: (267) 893-2567*

*Early Release/Late Arrival: (267) 893-2524*

Attendance policies at Central Bucks High School West conform to the Pennsylvania School Code sections 1326 to 1333 dealing with compulsory 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."

### **Excused Absences**

An absence from school is termed "excused" because of the following: emergencies directly relating to the student:

illness or quarantine	death in the family	impassable roads
inclement weather	medical/dental attention	health care necessary
interview	special family occasions	home emergencies
religious holidays	religious instructions: (limited to 36 hours per school year)	
religious observance		

In addition, an excused absence may include special tutorial work which must occur in a field not offered in the curriculum and may not interfere with the regular program of studies, as well as educational tour or trip or family travel as outlined in School Board Policy 204.

**Any absence to be "excused" must be substantiated by a parent phone call, parent e-mail, or a written note within 3 days of the student's absence listing the name of the student, date of the absence, and reason for the absence. This includes students eighteen years or older. Students who are legally emancipated must also substantiate in writing their absence/tardiness.**

After three (3) days of unlawful absences within one school year, parents will receive a letter from the school outlining the consequences of habitual truancy and inviting them to a School Attendance Improvement Conference. Additional absences may result in a referral to a school-based attendance improvement program, referred to Bucks County Children and Youth Services, and/or a citation for violating compulsory attendance laws. Penalties for conviction include fines of up to \$750.00 for each offense.

Ten (10) days of cumulative lawful absences verified by parental notification will be permitted during a school year. Absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### **Make-Up Work for Excused Absences**

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 guidance counselor. Students must make-up work, requiring a teacher's presence, outside of regular 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 may have academic consequences.**

### **Unexcused Absence**

The following absences are not termed legitimate and will be classified as "unexcused" / "illegal":

truancy	oversleeping	parental neglect	other work at home
missing the school bus	shopping	childcare	"senior cut" day
employment	car trouble	hunting or fishing	educational tours
visiting relatives/friends	remaining home to do school work		
willful or neglectful failure to come to school			

and/or other situations which do meet the conditions as outlined in School Board Policy #204.

### **Penalty for Unexcused Absence**

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."
- If it is determined and verified that the student "cut school," then class cuts will be issued for all time missed that day. Refer to the chart below for consequences concerning class cuts. The student may receive academic consequences for any missed class work, homework, tests, quizzes, assessments, etc.
- Students who have not complied with a parent call, email, or note by the 4<sup>th</sup> day following their absence will receive a 2-hour detention. Students who have not complied with a parent call, e-mail, or note by the 5<sup>th</sup> day will receive a Saturday Suspension in lieu of the 2-hour detention & teachers will be notified if academic consequences for class cut should be issued.

Class Cut Consequences	
	Consequences
1 <sup>st</sup> Class Cut	<ul style="list-style-type: none"><li>• Possible academic consequences</li><li>• Two-hour detention</li><li>• Suspension of privileges</li></ul>
2 <sup>nd</sup> Class Cut	<ul style="list-style-type: none"><li>• Possible academic consequences</li><li>• One Saturday Suspension</li><li>• Suspension of privileges</li></ul>
3 <sup>rd</sup> Class Cut	<ul style="list-style-type: none"><li>• Possible academic consequences</li><li>• One Saturday Suspension</li><li>• Suspension of privileges</li></ul>
4 <sup>th</sup> Class Cut	<ul style="list-style-type: none"><li>• Possible academic consequences</li><li>• Suspension of privileges</li><li>• Student may be removed from class</li></ul>

**\*Privileges include but are not limited to: Parking, prom, and extra-curricular activities**

### **Multiple Instances of Unexcused/Unlawful Absence**

- The School Code mandates that "every principal...shall report at once to the Superintendent any such 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 PARENTS or GUARDIANS. After receipt of the "First Offense" notice, the student's parents/guardians 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.

### **Tardiness to School and Class**

Central Bucks West expects all students to be on time each day. Tardiness 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.

### **Procedure to Follow When Tardy to School & Penalties**

- If a student arrives after 7:25 AM, the student must report to the Attendance Office, with or without a parents/guardians note. Students must present an acceptable excuse note in order to receive an Excused Pass. If not, the tardy will be unexcused.
- 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 parents/guardians.

Tardy Consequences	
	Consequences
3 unexcused tardies	<ul style="list-style-type: none"><li>• Administrative Conference</li><li>• Parent Communication</li><li>• Suspension of *privileges</li></ul>
6 unexcused tardies	<ul style="list-style-type: none"><li>• 2 hours of detention</li><li>• Suspension of privileges</li></ul>
9 unexcused tardies	<ul style="list-style-type: none"><li>• Saturday suspension</li><li>• Suspension of privileges</li></ul>
12 unexcused tardies	<ul style="list-style-type: none"><li>• Administrative Team Review</li><li>• Escalated Discipline and Parent Conference</li><li>• Suspension of privileges</li></ul>

**\*Privileges include but are not limited to: Parking, prom, and extra-curricular activities**

### **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, the prom, and any other school-sponsored activity. If a student is absent from or tardy to school on the day of an activity, they may not participate in these activities. If a student reports to school later than 10:30 AM on the day of an activity, they may not participate in any activity as well.

### **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 parents/guardians must call the Attendance Office (267.893.2524) 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 and is then free to leave the building at the stated time.
- When returning after the appointment, the student must report to the Attendance Office. The time of return will be recorded and the pass now becomes an admission slip.

### **Family Travel**

The parents/guardians must request, in writing, approval for family travel through the school Attendance Office. **Request should be made at least two weeks 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 obtain all assignments prior to leaving on vacation. **Absences for approved reasons due to family travel shall be limited to two 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.

### **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. When a student has been approved to leave a classroom, s/he **MUST** sign out on the Student Destination Form and have an appropriate pass. The sign out **MUST** include: student's full name, date, departure time, destination, and the arrival time upon return. Failure to comply will result in disciplinary consequences.

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 shall be at the discretion of the principal.

### **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 (refer to School Board Policy 226: Searches).

(See Procedures for **Legally Leaving School during the Day**).

When students arrive at school each day, they are not permitted to leave school property. ***Leaving school illegally will result in suspension.***

## **Conduct of Students**

### **Academic Integrity**

- **Cheating**- Any student found cheating on a quiz, test, or project (including Career Plan) will receive behavioral and academic consequences. Additional consequences for cheating are highlighted in Level I of Disciplinary Procedures and Responses.
- **Plagiarism**-Any student found plagiarizing on an assignment will receive behavioral and academic consequences. Additional consequences for plagiarism are highlighted under the topic of cheating in Level I of Disciplinary Procedures and Responses.

### **Student will:**

- Do his / her own work.
- Remain quiet during a test.
- Follow the directions of the teacher, with regards to whether it is acceptable to give, receive, or ask for help on homework.
- Refrain from behaviors that fall under cheating or plagiarism.

**Students will not:**

- Copy another person's work, in whole, or in part, and turn it in as my own.
- Receive unfair assistance from another student, parents/guardians, tutor, computer program, or any other unauthorized source on a project that was meant to be completed alone.
- Talk to any other student, look at anyone else's paper, or allow anyone else to see my paper.
- Consult other unauthorized material or information during test unless my teacher gives me permission (notes, calculator, electronic storage, etc.).
- Plagiarize, nor use words or ideas of other authors in my papers without giving those authors credit.
- Take material from the Internet, or another student's electronic file, and use it as my own.
- Copy text, graphics, musical scores, mathematical solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
- Communicate, or retrieve, exam information during a test, whether on paper, in electronic form, or from another student.
- Falsify or fabricate data or observations, in laboratory situation, including computer output.
- Arrange to have access to materials or information so that credit may be wrongly claimed by others
- Claim credit for work that is not the product of my own honest effort.
- Provide unwarranted access to materials or information so that others may wrongly claim credit.
- Turn in an original paper for project more than once for different classes or assignments.
- Claim credit for work that has been produced by foreign language translation programs.

**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 Privilege and contact with parent or guardian, and/or other appropriate measures to correct the behavior.

**Appearance - Dress Code**

The primary responsibility for the appearance of the students of Central Bucks West rests with the parents/guardians 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. At school-sponsored activities, including dances and athletic competitions, it is expected that students and their guests wear appropriate attire for the event.

The Appearance Code requires students to wear:

- Clothing that does not expose underwear or abdomen.
- Skirts/shorts at the fingertips or longer when arms are held to the side.
- Clothing that covers cleavage (front and rear), the back, and torso up to the underarms. Strapless tops are prohibited.
- Clothing that is free of pictures or wording that contains profanity, vulgarity, innuendo, or the ridiculing of any person or group, or the references to alcohol, tobacco, or illegal activity.

Every staff member has the right to exercise control of his/her classroom atmosphere. If a staff member refuses to allow hats/hoods to be worn in the classroom, students are required to conform to this reasonable request.

**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 Central Bucks West **MUST** have prior approval by an administrator or athletic director.

**Behavior - Cafeteria**

- Students using the cafeteria and its facilities are expected to observe the rules of courtesy to everyone.
- Eat only while seated in the cafeteria.
- Students with a valid privilege card may take cafeteria food via a to-go container to eat in the privilege areas.
- Students are expected to monitor themselves and their general seating area. Students are expected to leave their areas and the cafeteria in an orderly and clean condition free from litter and spills. All students will be expected to be in the cafeteria the last 5 minutes of the block and seated at their table.
- Drop all trash in the receptacles provided AND return trays to the designated area.
- 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.
- Students are expected to cooperate with the duty aides to keep the area clean and pleasant. Take special care to clean tables after use.
- Any student who refuses to cooperate with the duty aides 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; please refer to School Board Policy 226: Searches).
- Students must use the restrooms closest to the cafeteria. Students must sign out with the lunch attendant and take the appropriate pass.
- Students must report directly to the cafeteria when leaving class.
- Students with study hall during any block must show their privilege card each day to the duty aide.
- Any damage to cafeteria equipment will be charged accordingly.
- No gambling of any kind.



### **Behavior – 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.

### **Behavior - General**

Proper conduct in the building and on the school grounds is considered essential to maintain a safe and productive educational environment.

Mutual respect is the underlying principle for everyone.

- 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 or classroom area.
- Respect school property and the facility in general.
- Student use of cell phones: See Cell Phone Policy.
- Locker rooms are off limits unless being used to change for class or as a member of a sports team. **Violations will be considered trespassing.**
- The basement level is off limits to all students during the school day.
- The tower area of the school is off limits to students unless accompanied by a teacher or administrator.
- No gambling.

### **Behavior - Hall Conduct**

- All movement between classes should be orderly and reasonably fast.
- No loitering in the halls or in the intersections.
- It is suggested that students keep to the extreme right of the corridor in the direction they are moving and walk no more than two abreast.
- No running please.
- No unacceptable 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.

### **Behavior - Advisory**

- Advisory is used to take attendance for the day as well as distribute information to students. No students may be in the halls during advisory.
- Students should remain quiet during the advisory lessons.
- Saluting the Flag - it is a Constitutional right to elect not to salute the flag. However, when students are standing for the salute, those not participating are expected to remain quiet and respectful.

### **Behavior - 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 and dice games are not permitted in study hall.
- Students are to conduct themselves in an orderly fashion.
- Students who do not follow procedures, directions of the education 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 to their Study Hall before proceeding to the Library. Once in the library, a student **MUST** sign in and remain for the class period. Students must utilize the Library's sign-in / out sheet for entering and leaving the library.
- If students are out of study hall and not in the appropriate area of the building, the privilege of passes may be revoked.

### **Proms**

CB West students are permitted to bring a guest to prom with the signed permission of both parent and the respective House Principal. Like West students, guests must follow all school rules and demonstrate respectful behavior at all times. In order to be a guest at a West Prom, 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. At school-sponsored activities, including dances and athletic competitions, it is expected that students and their guests wear appropriate attire for the event.

### **Cell Phones and Electronic Devices**

Cell phones and personal devices are permitted in common areas (hallways, cafeteria, library) but are subject to teacher discretion within the classroom. Students may use cell phones to record assignments and due dates to their personal calendar. Cell phones and personal devices may not be used to record images or voice recordings of faculty, staff, or other students for personal use or inclusion on any internet or other media sites. This is a violation of an individual's right to privacy, which the school has an inherent right to protect. Violation of this policy will be disciplined as follows:

**1<sup>st</sup> Offense** – 1-hour administrative detention

**2<sup>nd</sup> Offense** – Saturday Suspension

**3<sup>rd</sup> Offense** – In-School Suspension

**4<sup>th</sup> Offense** – In-School Suspension/Parent Conference

Repeated infractions may be considered insubordination which could result in an out-of-school suspension.

### **Controlled Substances**

*Central Bucks School District Board Policy 227—see appendix*

### **Disorderly Conduct**

*Pennsylvania Criminal Code Section 5503—see appendix*

## **Extracurricular Code of Conduct and Discipline**

*Central Bucks School District Board Policy 122—see appendix*

### **Graffiti**

Possessions of instruments of graffiti (i.e. aerosol spray-paint cans, broad-tipped indelible markers, or similar marking devices) are 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.

### **Harassment – Unlawful**

*Central Bucks School District Board Policy 248--see appendix*

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

The Central Bucks School District recognizes its responsibility to ensure a safe & healthful environment and therefore the sale or use of tobacco shall be prohibited on school property. The district further recognizes that tobacco poses a significant health risk to users & nonusers alike.

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/or 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.

Disciplinary procedures for smoking/tobacco violations are:

- **1st 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 ALA smoking cessation program. Other discipline may include but not be limited to the following:
  - Detention.
  - Saturday Suspension.
  - Assignment to an in-school suspension.
  - Removal from any activity.
  - Removal of parking privileges.
  - Suspension from school.
  
- **2nd Offense** - \$100 fine to be paid within five (5) school days. Other discipline may include but not be limited to the following:
  - Detention.
  - Saturday Suspension.
  - Assignment to an in-school suspension.
  - Removal from any activity.
  - Removal of parking privileges.
  - Suspension from school.

- **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:
  - Detention.
  - Saturday Suspension.
  - Assignment to an in-school suspension.
  - Removal from any activity.
  - Removal of parking privileges.
  - 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.

Incidents of possession, use or sale of tobacco in violation of this policy by any person on school property shall be reported to the office of Safe Schools, annually, by July 31<sup>st</sup>, on the required form in accordance with state law and regulations.

The Principal, House Principal, or designee shall serve as the enforcement officer for implementation of this policy.

Please refer to Central Bucks School District Board Policy 222 for additional information.

### **Technology**

*Central Bucks School District Board Policy 815—see appendix*

### **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. **Any student who possesses, uses or transfers a weapon on school property or during a school function shall be considered for expulsion in accordance with the applicable law.** *Central Bucks School Board Policy 218.1.*

A weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or car; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

## **Disciplinary Actions**

### **Discipline Referral**

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

Students are expected and required to:

1. Conform to reasonable standards of socially acceptable behavior.
2. Respect the rights, person and property of others.
3. Preserve the degree of order necessary to the education program in which they are engaged.
4. Obey constituted authority and respond to those who hold that authority.

### **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.
- Before the end of the day, parents/guardians 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/her parents or legal guardians. S/He may not attend

classes at West or the Middle Bucks Institute of Technology. The student is not permitted on school property during the suspension.

- In some cases, parents/guardians and student must meet with the administration before the student is re-admitted to school.
- The student is required to arrange with all classroom teachers to make up work missed. The usual time allotted for this make-up work is three days unless otherwise mutually agreed upon by both parties.

### **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 parents/guardians, the superintendent, an administrator from C. B. West, 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. West.

### **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.

### **Guidance Services**

*(267) 893-2512*

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 provides 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 may schedule appointments with their counselors by visiting the Guidance Office on their time. Parents/guardians are encouraged to call the office at any time for a report on their child's progress or for an appointment with a counselor.

## **Library**

<http://cbsd.schoolwires.net/domain/432>

(267) 893-2533

The Library is available for students to use as a place to study or to do research. Students using the library should be with a teacher, or have a teacher's pass or privilege card. All students with passes or privilege cards must sign in and remain seated in the appropriate section. Only one student may be listed on a pass and the pass must be from a current academic teacher.

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. Computers are to be used for academic purposes only. Failure to comply with these rules could result in the loss of library privileges and possible disciplinary actions.

The CB West Library databases can be accessed from home by logging into the Library webpage using your regular Central Bucks network user name and password. Once signed in, the link in the upper right hand corner of the Library's webpage, will provide a passwords page will appear in the left-side menu enabling further access.

The library opens every day at 7:10AM, but closing times vary from day to day. Please check the library doors and/or the website for the latest information.

## **Lockers**

- Each student is assigned a locker at the beginning of the school year.
- Changing of a locker location is not permitted.
- If a student has a problem with the operation of their locker, they are to report it to their advisory teacher.
- Students are responsible for maintaining a clean and organized locker.
- Sharing a locker and/or sharing the combination of the locker with other students is not recommended.

## **Messages for Students**

Messages to students may be given to the receptionist. Routine messages will be relayed to the students in the cafeteria during lunches. 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. School related items should be left with the receptionist and will be delivered during lunches.

## **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.

## **National Honor Society**

The Central Bucks West chapter of the National Honor Society is a service organization, which promotes scholarship, leadership, and the demonstration of character throughout our school. Once each year, the Faculty Council provides all juniors and seniors who have a cumulative grade point average of 3.5 the opportunity to present their credentials on a Student Activity Information Form. Beginning with the class of 2019, the minimum grade point average will rise to 3.7.

The Faculty Council determines the membership of West's NHS chapter. 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. It is important for students to know that the submission of the Student Activity Information Form does not guarantee selection. Induction of the selected students will take place in the fall.

All members of the C.B. West chapter of the NHS must maintain the required GPA, and participate in a minimum number of NHS-sponsored activities in order to retain membership. Members who have not adhered to these requirements will likely face dismissal by the Faculty Council. Considering that membership provides students with opportunities for continued service and leadership in our school and community, dismissal hearings should not be necessary.

## **Nurse's Office**

*Nurse: (267) 893-2522*

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 MUST sign in and out of the Nurse's Office.** Students, who are ill, may receive permission to leave school only with nurse's authorization. Students who leave the building due to illness without permission from the school nurse may receive disciplinary consequences and time missed may be considered unexcused.

## **Medical Examinations – REQUIRED**

- 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.
- The Physical Examination form is available on our website.

## **Student Medication**

An employee of the Central Bucks School District shall dispense no prescribed medication 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 on our website.

### **Parking for Students**

All students who drive to school must register their vehicles, whether they park in the student lots or not. **The speed limit on the C. B. West campus is 15-miles per hour.** Students are to follow safe-driving procedures at all times. A student that violates safe driving standards will lose their privilege to park in CB West parking lots.

Parking is permitted in the student parking lots, along the front of the building from Lafayette Street to Memorial Drive, and from West Court Street to the stadium lot entrance on Memorial Drive. No parking is permitted on MacFarlane Lane or in the Faculty / Visitor Parking Lot. The School District or Doylestown Borough will ticket students who park illegally.

The spaces in the Student Parking Lots will be issued to students on a lottery basis. There will be a per semester fee for parking in the student lots. All students not issued a parking space are strongly encouraged to car pool or take the bus transportation already provided. **An independent contractor will tow vehicles illegally parked or parked in the wrong space.** It is the responsibility of the driver or owner of the vehicle to pay all costs associated with the towing of their vehicle.

Student drivers are not to drive in or through the faculty parking lot from 6:45 AM to 2:45 PM for any reason. The school and borough police will enforce all traffic laws and safe driving practices in and around school.

Students are to refrain from driving on MacFarlane Lane between 7:00 AM and 7:30 AM and between 2:30 PM and 3:00 PM because of school bus traffic.

School Administrators shall have the authority to require students, or other persons under their jurisdiction, to submit to a thorough search of any vehicle on school property (refer to School Board Policy 226: Searches).

**MBIT students who drive to MBIT may NOT take any other students as passengers.**

***Please see “Search by Administrators” regarding vehicle searches.***

## **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, CBSD Facebook, 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. If you do not wish your child's photograph to be used, please contact our Community Relations Department in the Administration Center at (267) 893-2005.

## **Privilege System**

### **Philosophy of the System**

The Privilege System at C. B. West was initiated several years ago to encourage students in the development of responsibility. Privilege is earned; it is not a right. In order for a student to obtain Privilege, s/he must exhibit responsibility in academic work and in the area of citizenship. Specific criteria for receiving Privilege are explained below along with the procedures to be followed.

### **Privilege Opportunities**

After successfully acquiring Privilege, students may report to the following areas during non-instructional time:

- Lobby & Court St. Cafe
- Study Hall
- Food Court (during operating hours)
- Outside Privilege Area (area in front of the school near the flagpole along W. Court St.)
- Library

Student with Privilege are to report to Study Hall **on a daily basis** to check in. They must check in by showing the Study Hall Monitor their schedules, (electronic or paper copy) which will indicate "Privilege 11" or "Privilege 12" for the current marking period. After checking in at Study Hall, students must immediately report to their chosen Privilege area. Students are to remain in that area for the entire block, with the exception of free movement from the Lobby to the Food Court, and from the outside Privilege area to the Lobby. In addition, students with Privilege may leave the Library during the instructional block to go the Lobby. Student with Privilege are required to check back with the Study Hall monitor in the middle of the instructional block. Each Study Hall monitor will communicate this information with his/her students at the beginning of the marking period.

Students with Privilege are NOT permitted in the following areas of the school:

- Hallways in the academic wings
- Stairwells in the academic wings
- Benches in the academic wings
- Music wing
- Auditorium
- Gymnasiums / Fitness Room / Locker Rooms
- Locker pods

### **Requirements**

- Qualifying Seniors & Juniors are eligible for Privilege. Sophomores are not eligible for Privilege.
- 3.0 GPA at the conclusion of the previous marking period. Privilege is determined by the term GPA for each individual marking period.
- Good attendance
- Appropriate behavior
- No obligations

### **Receipt of Privilege**

Privilege will appear automatically on eligible students' schedules each marking period. If a student believes s/he is eligible for Privilege and it does not appear on the schedule, s/he should contact the house principal, who will verify eligibility. Reminder: Students with obligations are not eligible for Privilege until obligations are cleared with the appropriate house secretary.

### **Denial of Privilege**

Staff members may recommend the denial of Privilege for poor academic achievement, poor attendance/punctuality, inappropriate behavior, or failure to meet Career Plan requirements.

### **Verification of Privilege**

Students with Privilege must have their schedules indicating "Privilege 11" or "Privilege 12" for the current marking period available for review (electronically or in print) at all times and must show it upon request to any member of the staff/faculty. Failure to comply may result in the loss of Privilege.

## **Safety Procedures**

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

To ensure 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.

### **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.

### **Search by Administrators**

(refer to School Board Policy 226: Searches)

- 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 because of such a search, pending its release to proper authorities.
- A search 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.

### **Canine Searches**

(refer to School Board Policy 226: 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. These searches are conducted to ensure that drugs and alcohol are not on school property.

### **Electronic 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.

### **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.

### **HOT LINE numbers: Help yourself...Help a friend**

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

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

### Transportation

*Transportation Dept. 267-893-4001*

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.

Bus transportation to and from school, sports, trips, Middle Bucks Institute of Technology, 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 must load and unload from the bus at their assigned bus stop.
- No one is permitted to ride a different bus, load, or unload at a different bus stop, or have friends ride with him or her who are not assigned to that particular bus.
- **At the secondary level, exceptions to this policy are for reasons of shared custody only. Requests will not be approved for temporary periods, student employment, medical appointments, or any other non-school activity.**

#### CB Bus Passenger Expectations

Previous 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.

### 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.

### Working Papers

*(267) 893-2501*

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

- Show evidence of age (birth certificate or passport)
- Have parents/guardians sign the application.

Return the completed application to the receptionist and you will be issued working papers. The application is also available on the C.B. West Webpage.

## CB School Board Policies

*The following are abbreviated versions of several CBSD Board policies. To view the policies in their entirety, please go to: <https://www.boarddocs.com/pa/cbuc/Board.nsf/Public>*

### **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, Co-curricular 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.**

## **Appendix D: Unlawful Harassment Policy 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.**

## **Appendix E: Use of Technology Policy 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. **See Website for more information.**

## **Pennsylvania Criminal Code Section 5503**

### **Disorderly Conduct**

**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.

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 he persists in disorderly conduct after reasonable warning or request to desist. Otherwise disorderly conduct is a summary offense.

**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. West 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).

## Reading Strategies

**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.