

Central Bucks High School East Student Handbook



Dr. Chad Watters, Principal

Senior House

Mr. Jon Boyle, House Principal
Linda McGuigan, Class Advisor

Junior House

Mrs. Tracey DeRosier, House Principal
Joshua Hoskins, Class Advisor

Sophomore House

Dr. J. Luke Hadfield, House Principal
Samantha Whalen, Class Advisor

This document is designed to assist our students and families with an understanding of the policies and procedures that will inform their high school experience. Parents/guardians and students are also directed to review and familiarize themselves with the district's family handbook, found on the website at www.cbsd.org/handbook. The Family Handbook provides parents with some general facts about the district's programs and services. It also offers some specific information about school rules and policies that pertain to every student, no matter which school a child attends.

Mission Statement

The Mission of CB East is to inspire the human spirit and create opportunities for all students to be successful.

OUR TEACHING will always be about quality. We are passionate about learning, about promoting learning, about meeting students where they are and guiding them to their full potential. Our work will never be done

OUR CBE FAMILY is a team. Our work is our passion. Together, we embrace collegiality and respect. We strive to create a place where we can be ourselves and appreciate our differences, a place where everyone is treated with dignity. We pledge to hold one another to that standard.

OUR STUDENTS are why we are here. When we are fully engaged, we connect with, laugh with and uplift one another's lives - if only for a moment each day. We value instruction, but our work goes far beyond that. Our work is about relationships.

OUR CLASSROOMS are collaborative communities for growing and learning. We embrace the discovery of one's passions to develop a sense of life-long learning.

OUR SCHOOL is our people. Everyone matters. We take our responsibility to be positive school citizens seriously. We want to be a force for positive action, bringing every member of the CBE family together.

OUR COMMUNITY entrusts us with their children. We are accountable to those families. We understand and embrace the power of relationships with the community, and we partner with them to enrich our students' lives.



Central Bucks High School East

The PATRIOT Way



Pride

- Take pride in your work by consistently striving for excellence and producing high-quality outcomes.
- Demonstrating pride in your school and community through active participation in events and projects that showcase achievements.

Accountability

- Taking responsibility for your actions and choices, acknowledging mistakes, and working towards improvement.
- Fulfilling academic and extracurricular commitments promptly and effectively, while being transparent about challenges and seeking necessary support.

Trust

- Upholding trust within the school community by being honest, reliable, and maintaining confidentiality when required.
- Trusting and valuing the contributions of peers, teachers, and staff, fostering a positive and supportive environment.

Respect

- Treating peers, teachers, and staff with courtesy and empathy, regardless of differences in backgrounds or opinions.
- Respecting personal and communal spaces, maintaining a clean and orderly environment for everyone to enjoy.

Investment

- Actively engaging in learning, seeking to understand and apply new concepts, and going beyond the minimum requirements.
- Investing time and effort in building positive relationships with peers and mentors, contributing to a well-connected and inclusive school community.

Opportunity

- Embracing opportunities for personal growth and development, whether through academic pursuits, extracurricular activities, or leadership roles.
- Recognizing and making the most of opportunities to support and uplift fellow students, creating an environment of shared success.

Teamwork

- Collaborating effectively with peers to achieve common goals, valuing diverse perspectives and skills within the team.
- Demonstrating adaptability and compromise when working in groups, fostering an atmosphere of cooperation and shared achievement.

ALMA MATER

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.

Important Dates Please go to [CBSD Website](#) for information and important dates.

College Entrance Test Information & Dates Please go to [College Board](#) or see your school counselor for more information.

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 may view their grades online with the correct ID and password through Infinite Campus. If there are any questions, please contact the school counseling 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 – See Program of Studies

Grading Interpretation and Values – See Program of Studies

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 they are responsible for making it up on the scheduled make-up day. If the student does not return prior to the last day of school, then they are responsible for scheduling an appropriate date/time upon their return.

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.

Success Plan

The Success Plan is required of all CB students before graduating. **Please note:** All SUCCESS PLAN DEADLINES must be met to avoid disciplinary action and/or loss of privileges. More Information is available on [CB Success Plan Website](#).

ATTENDANCE POLICIES & PROCEDURES (BOARD POLICY 204)

Attendance policies at CB EAST conform to [CBSD Board Policy 204](#) and to the [Pennsylvania School Code 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.”

Absence	Definition	Limits	Potential Interventions/Consequences
Excused absence	Granted for 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	10	<ul style="list-style-type: none"> • Excused absences beyond 10 require a note from a licensed practitioner of the healing arts • Student Attendance Improvement Conference/Plan • Academic progress may be affected • Students leaving school due to illness must be seen by our school nurse
Unexcused absence	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 schoolwork. Must be excused by parent within 3 days of absence.	3	<ul style="list-style-type: none"> • Student Attendance Improvement Conference/Plan • Truancy citation • Academic progress may be affected
Excused tardy	Granted for same reasons as excused absences	N/A	<ul style="list-style-type: none"> • Academic progress may be affected • After 10:30 AM is considered a full day absence
Unexcused tardy	May be declared for same reasons as unexcused absences. Must be excused by parent within 3 days of tardy.	3	<ul style="list-style-type: none"> • Progressive discipline, including, but not limited to, administrative conference and detention hours • Missed time may be counted towards potential truancy citation • Academic progress may be affected
Class cut	An intentional avoidance of class, whether it be by departing the school or school campus or presence in an unauthorized area of the building	0	<ul style="list-style-type: none"> • Progressive discipline including, but not limited to, detention hours, Saturday detentions, and in-school suspensions

Note: Absences in excess of the above limits may result in school attendance improvement plans, truancy citations, loss of credit for a course, referrals to internal and external agencies such as Bucks County Children & Youth Services.

For more specific information on student absences, please visit the [CB EAST Attendance website](#).

EXTRACURRICULAR OPPORTUNITIES

Code of Conduct and Discipline [Code of Conduct](#)

Clubs and Organizations [See Clubs on Website](#)

National Honor Society [See Website](#)

School Dances

CB East students are permitted to bring a guest to dances with a completed permission form. In order to be a guest at a CB East 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

Counseling

Students can arrange for an appointment with their counselor by visiting the counseling suite or emailing a request. Parents may contact the counselor by email or phone. Please see [CB EAST Counseling Website](#) for more information or call: 267-893-2310.

School Counselor	Email
Tanya Barone-Durant	tdurant@cbsd.org
Meghann Townsend	mtownsend@cbsd.org
Melanie Jones	mejones@cbsd.org
George Moustakas	gmoustak@cbsd.org
Lyn Russo	mrusso@cbsd.org
Walt Sandstrom	wsandstrom@cbsd.org

Student Assistance Program (SAP)

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. SAP 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 see a counselor for a SAP referral or visit the [C.B. East web page](#).

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.

Exterior Doors

Opening any exterior door without proper approval and/or allowing anyone in through an exterior door, is strictly prohibited. Violations of this policy will result in, at a minimum, a Saturday detention.

Food Deliveries

For the safety and security of our entire building, no food delivery services are permitted during the school day. A student ordering "Door Dash" would be an example violation of this security protocol. Items will be confiscated and disposed of, and school consequences may be issued.

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.
- 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 school personnel.
- When asked for your name or school identification card by school personnel, 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.
- For safety and security of the school community, no one should prop outside doors and/or open outside door allow anyone to come in. School discipline will be assigned for those who prop doors. All visitors must enter the main office and sign in.

ACADEMIC INTEGRITY

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 may include, but is not limited to, 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. Laptops, cell phones, graphing calculators, etc. used inappropriately during assessments will be treated as cheating. Plagiarism in any form (including AI), whether intentional or unintentional, is unacceptable. Any student found cheating or plagiarizing may receive behavioral and academic consequences. NHS membership may also be in jeopardy. **Currently CBSD is in the process of developing a policy and procedures for the use of AI. That content will be added to this section once it has been approved by the School Board.**

1st Offense	<ul style="list-style-type: none"> • Must retake the assessment/assignment in a different form for credit within 48 hours or teacher discretion. • Conference with teacher, parent, and counselor. Documented in IC. • Detention and/or additional consequences may apply.
2nd Offense	<ul style="list-style-type: none"> • Must retake the assessment/assignment in a different form for credit within 48 hours or teacher discretion. • Conference with teacher, parent, counselor, and House Principal. Documented in IC. • Student is removed from all extra-curricular activities pending successful completion of assignment. • Saturday Detention and additional consequences may apply.
3rd Offense	<ul style="list-style-type: none"> • Must retake the assessment/assignment in a different form within 48 hours or teacher discretion • Student must attend a meeting with Administration to determine appropriate consequences.. Documented in IC.

Affection Policy

Kissing and close physical contact, immodest or indiscrete behavior are inappropriate. Violation of this rule may result in disciplinary action.

Bullying (Board Policy 249)

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, nurse, counselor, or house principal.

Cell Phones (Board Policy 829.1)

Cell phones, smart devices, and earbuds may be used only as directed by the teacher within the classroom. Laptops, 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 laptops, cell phones or other digital technology features will be addressed through disciplinary procedures ([Board Policy 815](#)).

Controlled Substance Policy(See [Board Policy 227](#))

Search by Administrators (See [Board Policy 226: Searches](#))

Discrimination and Harassment Policy: ([Board Policy 249](#))

Dress & Grooming ([Board Policy 221](#))

Smoking/Possession of Tobacco Products ([Board Policy 222](#))

Threats ([Board Policy 218.1 & 218.3](#))

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.

Weapons Policy ([Board Policy 218.1](#))

Detentions & Suspensions ([Board Policy 218](#))

Individual teachers may assign detentions that are served with them. Administrative detentions run from 3 to 5, 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. 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 marking period may result in removal of the privilege to participate in graduation ceremonies and other senior end of year events.**

Lockers

Every student can be 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 wants a locker or has a problem with their locker, they should report it to their house principal office. Student lockers are considered Central Bucks School District property and, if warranted, may be randomly searched (**See [Board Policy 226: Searches](#)**).

Obligations

Obligations may include (but are not limited to): library fines, parking fines, textbook fines, emergency cards, junior physicals, Success Plan components, and 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, dances, and participation in graduation.

Privileges

Driving, late arrival/early release, field trips, dance attendance, etc. are examples of available privileges to students of CB 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.

- **Lunch and Learn** is a privilege. If you are not in good academic or behavioral standing, this time will be directed by administration.
- **Java City** is our coffee house. It is a privilege to use. It is not open during class time. It is also not an excuse for you to be late to classes. If your use of Java City becomes an issue for being late to class, it will be taken away from you.

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

- Students are required to have a signed PASS from a TEACHER.
- All students using the library are obligated to maintain a quiet working atmosphere; otherwise, library privileges will be suspended or denied.

Technology (Computers/Internet) [See CB Website for Policy 815 & 816](#)

Military Recruiters – Act 10

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

Working Papers

Pick up an application in the main office from the receptionist. Fill out an application with the receptionist at the front desk and/or call 267 893-2301.

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.

McKinney-Vento ([See CBSD Website](#)) At CB EAST, please contact our school social worker or counselor for support for students in homeless situations.