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 21st 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

Lyndell Davis, Principal
Frank Pustay, House Principal – Class of 2027
Todd Cantrell, House Principal – Class of 2028
Bryant Hosler, House Principal – Class of 2029
Kelley Peloquin, House Principal - Class of 2030

Counselors

Lori Bagnick
Michael Curtis
Donna Dallam
Christina Evans
Rachel Lillo
Shannon Meacham
Dana Rodriguez

Mission Statement

Central Bucks High School West was opened in 1951 and sits in the historic and cultural seat of Bucks County. Our mission is to inspire a passion for learning, personal integrity, the pursuit of excellence, and social responsibility in each student. The high school consistently achieves top state and national rankings and has established a tradition of academic and extra-curricular excellence. CB West empowers its students and staff to become the best version of themselves as they demonstrate West Pride based on the four pillars of Achievement, Community, Kindness and Tradition.

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

Central Bucks Family Handbook

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 linked here. 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.

To Search this Handbook...

This document is intended to be presented in an electronic format. Please use your device's search feature (i.e. Ctrl F) to find desired topics.

Academic Information

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.

Calendar (26-27 School Year)- Link

Daily Bell Schedules- Link

Graduation Requirements- Link to Board Policy 217

Report Cards and Other Grading Information

Report cards are issued four times per 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 your school counselor.

Honor Roll

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

Class Rank- Link to Board Policy 214

Cum Laude- Link Board Policy 214.1

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 to make 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 to schedule an appropriate date/time upon their return.

Grading Interpretation and Values

	Percent	For GPA Computation Non-Weighted Classes	For GPA Computation Weighted Classes
A	93-100	4.0	5.0
A-	90-92	3.6	4.6
B+	87-89	3.4	4.4
B	83-86	3.0	4.0
B-	80-82	2.6	3.6
C+	77-79	2.4	3.4
C	73-76	2.0	3.0
C-	70-72	1.6	2.6

D+	67-69	1.4	2.4
D	63-66	1.0	2.0
D-	60-62	.6	1.6
F	0-59	0.0	0.0

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.

Success Plan

The success plan is required of all CB students before graduating. All success plan deadlines must be met to avoid disciplinary actions.

Student Records- Link to Board Policy 216

Equal Opportunity Policy

Central Bucks School District provides equal opportunities to all children in its educational programs and services. The district does not discriminate on the basis of race, color, gender, national origin, religion, age, or disability in its programs or services, or in its hiring and employment practices.

The district provides to eligible students with physical or mental disabilities, without cost to the student or family, the related aids, services, and accommodations needed to afford the student equal opportunity to participate in and obtain the benefit of the school program and extracurricular activities without discrimination.

Information regarding the rights of students with disabilities may be obtained from Lyndell Davis, Building Principal, Central Bucks High School West, 267-893-2500. Title IX concerns pertaining to students should be directed to Mr. Davis as well. Title IX concerns pertaining more specifically to student athletics should be directed to the Office of the Assistant Superintendent for Secondary Education, Dr. Charles Malone, 20 Welden Drive, Doylestown, PA 18901, 267-893-2000. For other ADA information and Title IX concerns pertaining to employees, contact Human Resources, 20 Welden Drive, Doylestown, PA 18901, 267-893-2000. Open Records (Right to Know) requests should be sent to MIchael Petitti, Director of Communications and Community Relations, at 267- 893-2000 or via email at openrecords@cbsd.org. (See also Board Policy 103: Nondiscrimination in School and Classroom Practices and Board Policy 103.1: Nondiscrimination - Qualified Students with Disabilities.)

Athletics

Athletic Office: (267) 893-2527

All information on CB West Athletics can be found here: CB West Athletics

Attendance

Attendance Office: (267) 893-2524

Attendance policies at CB West conform school board policy 204 (Linked here) and 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."

Reporting Absences, Tardies and Early Departures

All attendance situations may be reported via telephone or through the Parent Portal. All students departing early due to illness must be seen by the nurse and dismissed through the Health Office or this will be considered a class cut. Procedures can be found here: CB West Attendance

Absence- Definitions, Limits and Consequences

Absence Situation	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 Educational vacations, college visits, and family trips: • Must be approved by student's House Principal at least three days prior • Forms can be obtained from the Attendance Office • Form must be signed by each teacher on student's current schedule	10	• When a student is absent, whether excused or unexcused, all assignments and assessments are expected to be complete on the day they return unless previous arrangements have been made with their teacher(s). • Students are expected to communicate with their teachers when they are absent. • Excused absences beyond 10 require a note from a licensed practitioner of the healing arts • Student Attendance Improvement Conference/Plan • Truancy citation
Unexcused absence	Examples of unexcused reasons for absence include, but are not limited to, 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 All absences are marked as "Unexcused" until excused by a parent or guardian via Parent Portal. All absences must be excused within 3 school days of absence or they will stay as "Unexcused".	3	• When a student is absent, whether excused or unexcused, all assignments and assessments are expected to be complete on the day they return unless previous arrangements have been made with their teacher(s). • Students are expected to communicate with their teachers when they are absent. • If an absence remains unexcused, completed assignments and assessments may not receive credit.

			• Student Attendance Improvement Conference/Plan • Truancy citation
Excused tardy	Granted for same reasons as excused absences *Tardy minutes can add up to half or full day absences	N/A	• Academic progress may be affected
Unexcused tardy	May be declared for same reasons as unexcused absences Must be excused in Parent Portal or by contacting the attendance office within 3 school days of the late arrival *Tardy minutes can add up to full block absences	3	• When a student arrives lates without a valid reason, they are expected to make up missed assignments and assessments. • If a late arrival remains unexcused, completed assignments and assessments may not receive credit • 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 • Teachers may issue consequences prior to 3
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	• Progressive discipline including, but not limited to, detention hours, Saturday detentions, and in-school suspensions

Student Life & Conduct

Activities & Clubs

CB West encourages students to take an active role through extra-curricular activities. Student involvement in school is a contributing factor to fulfillment and success. A complete list of clubs and music groups can be found here: Directory (cbsd.org). Please note that in order to participate in an extra-curricular activity on a given day, a student must be in school by 10:30AM. Administrators will consider exceptions for extenuating circumstances.

Students involved in extracurricular activities are expected to abide by the Student Code of Conduct found here in Board Policy 122.

Academic Integrity (Plagiarism/Cheating)

Plagiarism/Cheating is defined as the copying of someone's work and representing it as your own OR allowing someone to copy your work. Cheating can include copying work while taking a test, quiz, or exam. It includes sharing or copying work for an assignment including but not limited to term papers, book reports, projects, homework, etc. Laptops, cell phones, graphing calculators, etc. used inappropriately during assessments will be treated as cheating. Plagiarism in any form, including the use of Artificial Intelligence such as Chat GPT, whether intentional or unintentional, is unacceptable. Please see Board Policy 815.1- Artificial Intelligence. Any student found cheating or plagiarizing will receive behavioral and academic consequences.

1st Offense	• Student has the opportunity retake assessment/assignment in different form within 48 hours or at teacher discretion. The highest possible grade a student can earn on this retake is 70%. • Teacher documents incident via behavioral referral to house principal and notifies counselor • After school or Saturday detention and/or additional consequences may apply
2nd Offense	• Student has the opportunity retake assessment/assignment in different form within 48 hours or at teacher discretion. The highest possible grade a student can earn on this retake is 50%. • Teacher documents incident via behavioral referral to house principal and notifies counselor • Administrative conference with necessary parties • After school or Saturday detention and/or additional consequences may apply • Student is removed from extra-curricular activities pending successful completion of assignment
3rd Offense	• Student has the opportunity retake assessment/assignment in different form as a learning opportunity within 48 hours or at teacher discretion. No credit will be received. • Teacher documents incident via behavioral referral to house principal and notifies counselor • Student must attend administrative hearing to determine appropriate consequences • Student is removed from extra-curricular activities pending outcome of administrative hearing.
* Incidents are tracked across all classes. For example, a student's first offense may occur in a math class and his/her second offense may occur in an English class. Additionally, incidents of academic dishonesty are tracked across grades, meaning a student's first offense may occur Sophomore year, and their second offense may occur Junior year. * Membership to National Honor Society will be jeopardized if applicable for any instance of plagiarism/cheating. * Final exams are not able to be re-assessed. Academic dishonesty on a final exam may incur both behavioral and academic consequences. Academic consequences may include a score of a zero on the exam.	

Affection

Students can hold hands, but all other personal contact is private and to be kept away from school. Immodest or indiscreet behavior is discouraged.

Appearance - Dress Guidelines

The primary responsibility for the appearance of the students of CB 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. Clothing must be free of pictures or wording that contains profanity, vulgarity, innuendo, or the ridiculing of any person or group, or the references to alcohol, vaping, tobacco, or illegal activity.

Every staff member has the right to exercise control of their 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

Proper conduct in the building and on school grounds is considered essential to maintain a safe and productive educational environment. Mutual respect is the underlying principle for everyone.

Behavior expectations across CB West include, but are not limited to:

- Show courtesy and respect towards others and all learning environments.
- Always use acceptable language.
- Settle differences peacefully and respectfully.
- Respect school property and facilities.

Behavior Expectations- School Day and School Sponsored Activities

Cafeteria	Classroom	Hallway	Study Hall	Restrooms
• Remain seated while eating. • Dispose of all trash. • Maintain clean table and floor area. • Return trays.	• Follow all regulations established by teacher and school. • Respect the sacred nature of the classroom learning environment. • Students are best served in the classroom.	• Keep moving in the hall. • Walk. • Respect the movement and safety needs of everyone. • Student use of wheeled carriers for books/supplies are not permitted.	• Come prepared. • Use of library permitted with pass from teacher, but check-in at study hall first. • Use earbuds for watching videos, listening to music, etc.	• Use the nearest restroom to your class • Spend no more than 5 minutes out of the room with a pass • Leave the area clean. • 1 student at a time in a stall

Poor behavior, poor attendance and/or poor grades can negatively impact a student's ability to participate in extracurricular activities such as sports, clubs, theater, and music groups and his/her ability to attend school activities such as dances and proms. Additionally, Seniors may lose early release/late arrival due to poor behavior, poor attendance and/or poor grades. Participation in these activities is a privilege, not a right. Student participation is at the discretion of school administration.

Attendance at school-sponsored events is a privilege and an extension of the school day. Students attending any CBSD or CB West sponsored event are expected to act as positive representatives of our school community, demonstrating respect, courtesy, and good judgment at all times. Spectators should follow directions from school staff and event personnel, remain in designated areas, treat participants, officials, and opposing teams with respect, and refrain from the use of inappropriate language, gestures, or disruptive behavior. Students are expected to positively represent our school community by contributing to a safe and welcoming environment for all attendees. All spectators are required to comply with all CBSD School Board Policies, PIAA rules and/or Suburban One League rules. Any student who violates these expectations may be subject to consequences including removal from the event, loss of privileges to attend future school-sponsored activities, disciplinary action in accordance with the student code of conduct, and/or additional consequences deemed appropriate by school administration.

Cell Phones

The following guidelines are in effect for student cell phone use during the school day at Central Bucks High School West. Students are expected to adhere to the following:

1. Cell phones are to be turned off during all academic instructional periods, unless explicitly authorized by a teacher for educational purposes.
2. During each class, cell phones will be stored in the classroom's cell phone pockets or in classroom cell phone lockers (provided by the teacher) to prevent distractions during classes.
3. Cell phones may not be used in the hallway or common areas during instructional time.
4. Cell phones may not be used in the restroom at any time.
5. Students may use cell phones during passing time in between classes and during Lunch and Learn except while in the restroom.
5. In the event of an emergency, students may use designated school phones or seek permission from a teacher to access their cell phones.
6. Students may not wear earbuds during the class, unless given permission by the teacher for a specific academic purpose.
7. Failure to adhere to the guidelines for cell phone use will result in disciplinary consequences.

Student cell phone/earbud violations are tracked and extend beyond a single class or block. For general cell phone guideline violations, the following consequences may occur:

1st Offense	1-hour after school administrative detention
2nd Offense	2-hour after school administrative detention
3rd Offense	3-hour Saturday morning administrative detention
*After any offense, a cell phone may be confiscated and turned over to Security for retrieval at the conclusion of the school day.	

Additionally, cell phones and personal devices may not be used to record images or voice recordings of faculty, staff, or other students for personal use, distribution, 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. Such violations may be reported to the local law enforcement. Violation of this policy will result in severe disciplinary consequences.

Controlled Substances
CBSD Board Policy 227 linked here

Disorderly Conduct
Pennsylvania Criminal Code Section 5503 linked here

Discrimination and Harassment
CBSD Board Policy 103 linked here

Food from Outside Vendors (i.e. Door Dash or any delivery service)
Students are not permitted to order food from outside vendors during school hours. Opening doors for delivery personnel creates a security risk for the building. Students who have food delivered to the building during school hours will receive behavioral consequences which may include detention hours. Additionally, food received at the office via delivery service will not be given to students during school hours.

Lunch & Learn
Lunch & Learn is a privilege. During this time, students are permitted to:

- Eat- Students may pack lunch or purchase food from the cafeteria or coffee bar. Students are not permitted to order food from outside sources (i.e. delivery, Door Dash, etc).
- Socialize
- Seek help from teachers
- Study
- Use the gymnasium, library, lobby, courtyard
- Relax
- Participate in clubs

Students with low or failing grades are expected to utilize this time to work with teachers to improve academic performance. Failing grades and/or poor behavior choices will result in the loss of privileges and free choice during Lunch and Learn.

Additionally, students are not permitted to leave campus without supervision during Lunch and Learn or any time during the school day.

Proms & Homecoming

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. Anyone 21 years of age 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.

Vaping, 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 vapes, vaping products, tobacco and tobacco products shall be prohibited on school property. The district further recognizes that these products pose a significant health risk to users & non-users 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.

1st Offense	Mandatory nicotine cessation classes; Saturday detention
2nd Offense	Two Saturday detentions
3rd Offense	Court citation; out of school suspension

See CBSD Board Policy 222 (linked here) for more information.

Technology

CBSD Board Policy 815—linked here

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 their responsibility as a member of the school community to report the incident to a responsible adult in the building.*

See CBSD Board Policy 218.2, linked here.

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.** See CBSD Board Policy 218.1 linked here.

Disciplinary Actions & Information

CBSD Disciplinary Procedures and Responsibilities linked here.

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, including identifying themselves when questioned.

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 their 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 their parents or legal guardians. They 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 CB 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 CB West.

Library

(267) 893-2533

The library is available for students to use as a place to study or to do research.

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.

The CB West Library databases can be accessed from home by logging into the library webpage using your regular Central Bucks network username 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.

Lockers

Lockers are assigned upon request only. Students should see their house principal if they are requesting a locker. Students are responsible for maintaining a clean and organized locker.

Messages for Students

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 may be picked-up during Lunch and Learn.

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.

Nurse's Office

Health Services & Information / Health Services (cbsd.org)
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.

Student Medication

Students must register all medications brought to school with the school nurse. This includes nonprescription medications such as pain relievers, decongestants, inhalers, or cough medicine. Medications must be delivered to the nurse in the original container. The Medication Dispensing Form must be completed and signed by both the parent and the physician. A copy of the medication dispensing form may be downloaded here.

All controlled medications must be hand-delivered to the school nurse by a parent or guardian at which time it will be counted and signed for (including stimulants).
With parent permission, acetaminophen and ibuprofen may be administered according to the manufacturer's suggested dosage. Administration of specific non-prescription medications is available to all students under the guidelines of the district's chief medical director. These medications include cough drops, throat spray, antacid tablets, and antibiotic ointment. Parents may grant permission when student information is updated via the Parent Portal during the summer months.

Students who have medications of any kind in their possession (purses, lunch boxes, school bags, etc.) may be considered in violation of the school drug and alcohol policy. However, with a doctor's order, students requiring emergency medication (EpiPen, for example) may be permitted to carry and self-administer the medication.

A nurse is not available for field trips. If a parent requests medication to be administered during the trip, this should be noted on the field trip permission form. Parents must package medications at home and hand deliver them in a sealed envelope to the teacher. The child will self-administer the medication under teacher supervision.

Parking for Students

All students who drive to school must…

- Register their vehicles with CB West, whether they park in the student lots or not.
- **Obey the campus speed limit of 15-miles per hour.**
- 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
- 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.

Student Parking Spaces

Student parking spaces will be issued through a lottery process. There will be a semesterly fee for parking in the student lots. **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.

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, linked here).

Safety Procedures

Entrances and Exits

Exterior doors are kept locked. Visitors must buzz in at either the main entrance off the Court Street parking lot or the entrance by the flagpole. After speaking with the receptionist through the intercom, visitors must sign-in at the receptionist desk in the main lobby.

Students may not open exterior doors or prop open exterior doors for anyone, for any reason, during the school day. This creates a serious security risk to the building. Doing so may result in disciplinary action.

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.

Search by Administrators: CBSD Board Policy 226 Linked Here

- 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.

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 Services

Student Services / Student Services Home (cbsd.org)

(267) 893-2512

School Counselors

The Student Services 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 Student Services Office.

Students may schedule appointments with their counselors by visiting the Student Services 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.

School Counselor	Email
Lori Bagnick	lbagnick@cbsd.org
Michael Curtis	mcurtis@cbsd.org
Donna Dallam	ddallam@cbsd.org
Christina Evans	cevans@cbsd.org
Rachel Lillo	rlillo@cbsd.org
Shannon Meacham	smeacham@cbsd.org
Dana Rodriguez	drodriguez@cbsd.org

Student Assistance Program Team (SAP)

SAP 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 SAP and be required to participate in an intervention and complete an assessment.

Transportation

Transportation / Overview (cbsd.org)

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 their 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.

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 (linked here) 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 school website.