

# BUCKS COUNTY TECHNICAL HIGH SCHOOL

## 2020-2021 STUDENT HANDBOOK & CODE OF CONDUCT



Contained in this Student Handbook and Code of Conduct are procedures and policies that will help to guide us as we begin the new school year. It cannot cover every situation that occurs at BCTHS. Rather, it offers a blueprint to guide students to success and avoid the potential barriers to success. Like any work in progress, we will continue to refine our procedures and policies to ensure that each student is provided with the tools necessary to become a productive citizen and life-long learner. This document will be posted on the BCTHS website, [www.bcths.com](http://www.bcths.com). Updates will be made throughout the year.



610 Wistar Road  
Fairless Hills, PA 19030  
Main Office: 215-949-1700  
Fax: 215-949-2104  
Website: [www.bcths.com](http://www.bcths.com)

## MISSION

Our mission, in cooperation with participating school districts, is to prepare all students for careers, post-secondary education, and life-long learning, by providing knowledge and practical skills through high quality, integrated, standards-driven curriculum, access to current technologies, work-related experiences, and partnerships within the community.

## BELIEFS

- We believe family is the foundation for human development.
- We believe the use of state-of-the-art and emerging technology is essential to quality education.
- We believe education is a societal responsibility.
- We believe communication is vital for success.
- We believe learning is a life-long process.
- We believe higher expectations lead to higher results.
- We believe an emotionally and physically safe environment is essential for learning.
- We believe all people are unique and have the potential to learn.
- We believe that all students should be given equal opportunity to learn to their fullest potential.
- We believe high ethical standards are critical to effective citizenship.

## HISTORY OF THE SCHOOL

BCTHS began in spirit in 1955 when seven school districts voted to support an area technical school. The seven districts were Bensalem Township, Bristol Township, Falls Township, Lower Makefield Township, Yardley Borough, Tullytown Borough, and Morrisville Borough. Shortly thereafter, a 47 acre site was chosen on Wistar Road in Fairless Hills, PA. Construction of the building began in 1957, and the school opened its first session in September 1958 with an enrollment of approximately 600 students. During the years 1958 to 1963, there was increased interest on the part of students to enroll in the various course offerings of the school. In addition, overtures were made by the Neshaminy and Bristol Borough School Districts. By September 1964, plans were developed for expansion of facilities. Construction began and was completed in September 1965. In 1976, four additional instructional units (portable classrooms) were completed to enable minimal expansion for the increased enrollment of students. A new, state-of-the-art comprehensive technical high school opened in September 2000 with a maximum capacity of 1,500 students. The school also plays an active role in the community by providing Adult Education Programs during the evening. BCTHS is currently under the leadership of Leon Poeske, Ed.D., Administrative Director.

## CIVIL RIGHTS

It is the policy of Bucks County Technical High School not to discriminate on the basis of race, color, religion, age, gender, sexual orientation, national origin, handicap/disability, genetic information or any other legally protected classification in its admissions, educational programs, activities or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons and in compliance with Title VI, Title IX, Section 504 and Section 504, please contact the Human Resources Coordinator, Bucks County Technical High School, 610 Wistar Road, Fairless Hills, Pennsylvania 19030. 215-949-1700 x 2807.

Es la política de Bucks County High School secundaria técnica no para discriminar basándose en raza, color, religión, edad, género, orientación sexual, origen nacional, impedimento/discapacidad, información genética o cualquier otra clasificación protegida legalmente en sus admisiones, programas educativos, actividades o políticas de empleo según lo requerido por el título VI de la ley de derechos civiles de 1964, Título IX de las enmiendas educativas de 1972, Sección 504 de la Rehabilitation Act de 1973, Ley de discriminación de edad de 1975, los americanos con acto de las inhabilidades de 1990 y la ley de las relaciones humanas de Pennsylvania. Para obtener información acerca de los servicios, actividades e instalaciones que son accesibles a y utilizables por personas con discapacidad y en cumplimiento del título VI, Título IX, sección 504 y la sección 504, póngase en contacto con la Coordinadora de recursos humanos, HighSchool secundaria técnica de la Condado de Bucks, 610 Wistar camino, colinas de Fairless, Pennsylvania 19030. 215-949-1700 x 2807.

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## SECTION I

### ADMISSIONS CRITERIA

Students interested in attending BCTHS must complete an application, which is available at the school and in the guidance offices at the sending school districts. The philosophy of BCTHS is that passing grades, attendance, punctuality, and appropriate behavior are important to employers and to successfully enter post-secondary education. As a result, the criteria for acceptance into the school will be determined by grades in Math, Science, English and Social Studies, attendance, punctuality, and a student's discipline record.

### ARMED FORCES/SELECTIVE

All young men have an obligation to register with the Armed Forces/Selective Service System within 30 days of their 18<sup>th</sup> birthday. You can register at any U.S. Post Office. More information concerning registration can be obtained from your counselor. Armed Forces/Selective Service is comparing registrations against lists supplied by the PA Department of Transportation, the Social Security Administration, and the Internal Revenue Service to locate possible violators. Young men applying for grants, loans, or work assistant programs under Title IV of the Higher Education Act will be required to complete a Statement of Compliance at the school, college, or university they are attending or plan to attend. Failure to register may result in cancellation of your loan, grant, or other assistance. *Section 9528 of the No Child Left Behind Act of 2001 requires schools to release a family's private information to military recruiters unless an "OPT OUT" in writing is turned in to Pupil Personnel Services. For example, "As a parent, I am exercising the right to request that you do not turn over the name, address, telephone number, and school records to the Armed Services, Military Recruiters, or Military School." Another example would be, "As a student of the age of majority, I request my own name, address, telephone number, and school records not be released to the Armed Forces, Military Recruiters, or Military Schools."*

### ASSEMBLY PROGRAMS

Assembly programs may be held during the year with additional programs scheduled, if needed. Students are expected to conduct themselves in an orderly and mannerly fashion during the programs and when traveling to and from an assembly.

### ATHLETIC ELIGIBILITY

A student who participates in interscholastic athletics at a school which is a member of Pennsylvania Interscholastic Athletic Association, Inc. ("P.I.A.A.") must adhere to the P.I.A.A. eligibility rules for student athletes. If you fail to comply with the P.I.A.A. rules, you will lose your eligibility to represent your school in interscholastic athletics. If you participate while ineligible, your school or team will be penalized. It is, therefore, important for you to be aware of the requirements to which you are subject. Our principal is responsible for verifying eligibility, therefore, if you have any questions concerning your athletic eligibility, either present or future, contact the principal, who has a complete list of all the P.I.A.A. eligibility rules. The principal may also obtain from the appropriate P.I.A.A. District Committee, a formal ruling as to your athletic eligibility. Students who would like to participate in collegiate athletics at the Division I or Division II level must register with the N.C.A.A. clearinghouse after the completion of their junior year. Forms are available from your guidance counselor or the principal in charge of extracurricular activities. BCTHS is registered with the N.C.A.A. Clearinghouse.

### ATTENDANCE POLICY

#### **Start Time 7:18am Dismissal Time 1:54PM**

Students between the ages of 6 and 18 years of age are under the PA Compulsory Attendance Law. Exceptions from compulsory attendance shall be permitted under conditions as specified in Sections 1327 and 1333 of the School Laws of PA. Attendance at BCTHS is viewed as preparation to enter the world of work. Student absences impact directly upon grades, as follows:

**On the academic rotation and on the technical rotation**, students with 3 or more UNEXCUSED ABSENCES per marking period WILL receive a failing grade for that marking period in all classes on that rotation, unless missed work is made up. Students can receive a maximum grade of 82 for all courses on that rotation.

**Saturday Detention** – Saturday detentions will be held 8am until 12 Noon. A Saturday detention will be required for the following reasons:

- 1 Saturday detention for every 6 unexcused absences.
- 1 Saturday detention for every 12 unexcused tardies (lateness).

Students owing Saturday detentions are ineligible for school sponsored activities such as proms, dances and class trips. In special circumstances, teachers may request that an exception be granted by administration. Students owing Saturday detentions at the end of the school year may (a) not be permitted to return to BCTHS the following year, if underclassmen; and (b) not be permitted to participate in the graduation ceremony and will have their diplomas withheld, if seniors.



**The PA Truancy Act of 138 of 2016** requires that a warning letter be issued to the parent/guardian of a student who has been absent without excuse (illegal absence) for three days. If the student is absent without excuse for one additional day (4 illegal absences) the law requires that a **School Attendance Improvement Conference (SAIC)** be convened.

Under this law, a child is considered **Habitually Truant** if he/she accumulates 6 or more unexcused (illegal) absences. **Habitually Truant** will be referred either to a school/community based school attendance program (such as Bucks County Children & Youth) or a **Truancy Citation** will be submitted to the **District Magistrate**.

### **TRUANCY COURT**

Under this law, a person convicted of an offense may be:

1. Sentenced to pay a fine not exceeding \$300 plus court costs for the first offense; a fine not exceeding \$750 for a third or subsequent offense.
2. Sentenced to perform community service or:
  - Be required to complete a course or program designed to improve school attendance.
  - Have the student's driver's license suspended.

**Unexcused (Illegal) Absences:** Illegal absences are punishable by law. An absence is unexcused/illegal if it does not qualify under the definition of an excused/legal absence. An absence will be considered unexcused/illegal if an excuse note is not presented to the Pupil Services Office within three days of the student's return to school. As per Section 11.24 of the Pennsylvania School Code, students age 17 and older who accumulate 10 consecutive unexcused absences at any time in the school term will be removed from the BCTHS membership roll and returned to the appropriate sending school district.

### **Excused (Legal) Absence – Please refer to BCTHS Policy Section 200, Number 204: Attendance.**

A legal absence will be granted for the following reasons: illness, obtaining professional health care or therapy rendered by a licensed practitioner of the healing arts; quarantine; death in the family, impassable roads, inclement weather, home emergencies directly related to the student and exceptionally urgent reasons. **A legal absence will not be granted for oversleeping, missing the bus or serving as a caregiver for adults or children.** For an absence to be deemed excused, the student must present a note signed by his/her parent/guardian (or a signed doctor's note) directly to the Pupil Services Office within 3 school days of the absence. Official excused absence cards (blue in color) are available in the Pupil Services Office and should be used exclusively. Students must receive a date/time stamped receipt in exchange for the excuse note and present the date/time stamped receipt to resolve any discrepancies concerning their attendance record (excused and unexcused absences). Excuse notes received in the Pupil Services Office beyond the third school day will not be accepted and the absence will be considered unexcused/illegal. Students, regardless of reason, are personally responsible for the completion of all missed work. Make up work must be handed in within 3 days after returning to the missed class in the same rotation or within 3 days of the end of the marking period, whichever comes first. Excused absences are determined at the discretion of the Supervisor of Pupil Services. If a student accumulates 18 or more excused absences, he/she will be considered chronically absent, and may be required to present a doctor's note for any further absences to be deemed excused, at the discretion of the Supervisor of Pupil Services.

**Pre-Approved Excused Absences** - Occasionally, situations arise which may have a clear educational benefit, but which are not addressed directly in statements regarding excused or unexcused absences. These situations include college visits, vacations/family trips, community service trips, etc. Parents/guardians must petition the Supervisor of Pupil Services in writing two (2) weeks in advance to request an excused pre-approved absence. Pre-approved excused absences are awarded at the discretion of the Supervisor of Pupil Services and are generally limited to a maximum of 5 school days. All other days absent will be counted as unexcused absences and are subject to BCTHS attendance policy and Pennsylvania compulsory attendance law. Parents/guardians should anticipate that a number of days will be added to the school calendar as a result of weather related closings during the winter months. Accordingly, requests for family vacations for the last week of the school calendar will not be approved, to avoid conflicts with final examinations. Requests for family vacations for the first week of school may not be approved. School will generally begin the week prior to Labor Day.

**Leaving the building before the end of school** - Parents/guardians are required to send written notification to the main office to verify the need for a student to leave the building prior to the end of the school day. Likewise, it is essential for parents to have current telephone numbers on record in the event there is a need for parent notification.

**Students who are absent from school are ineligible to participate in any extracurricular activities scheduled for that day unless prior approval has been given by administration. If an absence occurs before a weekend or holiday, students will not be able to participate in any extracurricular activities scheduled for that weekend or holiday.** Extreme circumstances will be handled by administration on a student-by-student basis. High absenteeism leads teachers and potential employers to question one's reliability and accountability. Excessive absenteeism is a clear indication of lack of interest in a comprehensive education.

### **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION:**

Except for approved early dismissals, students are not permitted to leave school property during school hours. No permission for students leaving may be given by faculty, only by Pupil Services or Administration. Once students have arrived on school property, they are prohibited from leaving the property without proper authorization from Pupil Services. Also, students are not permitted to go to their cars parked off school grounds during school hours.



## AUTOMATED CALLING

BCTHS uses an automated calling system to notify parents/guardians and staff in the case of an emergency (i.e. weather related school closings) and to communicate special activities and events. A registration packet, which will be given to students on the first day of school, will include a request for phone numbers to be contacted through our automated calling system. An automated phone call will be placed to the parents/guardians of all students who are not in the building by 8:30am.

## AUTOMATIC EXTERNAL DEFIBRILLATOR

BCTHS has important emergency procedures in place. In the event of a sudden cardiac arrest, CPR followed by defibrillation, is the only known therapy. BCTHS is fortunate to have four strategically placed *Automatic External Defibrillators*, (AEDs) to be used in the event of a sudden cardiac arrest. Because the AEDs must be readily available, they are kept in unlocked storage units in high traffic areas of the school. The storage units are clearly marked and are connected to an alarm system that will sound when the storage unit is opened. Unauthorized opening of the AED storage units will result in an automatic suspension of the student(s). Theft or damage to the defibrillators or storage units will be treated as a criminal offense and the police will be summoned immediately.

## BACK-TO-SCHOOL NIGHT

Back-to-School Night is scheduled for **Thursday, October 1, 2020**, from 6pm to 8pm (pending health restrictions). This is an evening for parents to follow their child's roster and meet their teachers. If you wish to discuss a personal matter, please call and set up an appointment.

## BEFORE, DURING, & AFTER SCHOOL REGULATIONS

Students are expected to act like responsible citizens. Upon arrival at school, all students are to proceed directly to their first period class - no roaming the halls. Only students with minute passes may enter the classroom after the bell. After the late bell rings, if you do not have a minute pass, do not enter the classroom; report directly to the SWEEP area for a pass (*see SWEEP procedure below*).

- There will be no loitering in cars, on the grounds, in the lavatories, or in the halls at any time during the day.
- Before, during and after school students staying on Tuesday and Thursday for after school activities/tutoring must remain in the classroom until 3:30pm. If the activity/tutoring ends prior to that time, students are required to bring a book or additional resources to remain on task. Once a student exits the building, they may not re-enter without permission.
- Congregating in parked cars before or after school or during lunch periods is not allowed.
- No student may leave school property without authorization by administration.

**Students arriving at school after 7:30am** will report directly to the security desk and submit a late excuse signed by their parent or guardian on the next school day of attendance. Failure to submit a signed excuse will be cause for a parental/guardian conference. There will be **no smoking on school property at any time**. BCTHS has a strict **no smoking** policy. (*See "Tobacco Use", Page 36*) Violators warrant suspension and/or will receive a citation. As soon as classes are dismissed by teachers, students are expected to proceed to their lockers and leave school property in an orderly manner, unless they are scheduled for a conference or after school activities.

### SWEEP PROGRAM:

To assure quick and safe student passing between classes, BCTHS has initiated a SWEEP Program. Students are to travel directly from one class to another without stopping in the hallways for breaks, meeting with other students, etc. No restroom stops, or other stops, should be made during class changes, but may be handled during class time with a pass signed by a teacher. Sanctions for violations of the SWEEP procedures may result in disciplinary actions and classroom/grading actions.

There are provisions for those students who have great distances to travel between classes; for details, see the following procedures. **The current bell schedule will be utilized for this program.** Please act according to the bells, not the clocks. At the bell denoting the end of a class period, students will be released to their next class. No restroom stops, or other stops, should be made during this three-minute time. Restroom breaks should be made during class times and only with an appropriate pass.

- ✓ At the late bell, designating the beginning of the class period, teachers are to close their classroom doors.
- ✓ Late students should not be permitted into class without an appropriate pass (late pass, sweep pass, minute pass, etc.).
- ✓ Students who are late to class should immediately report to the sweep area which will be manned for approximately 10 minutes after the late bell. If students do not arrive to the sweep area by the 10 minute limit, they will be considered cutting class.
- ✓ After a sweep pass has been issued, the student must report immediately to class.
- ✓ For every three SWEEP accumulations, a student will receive a disciplinary sanction. This action will be progressive (minimum of Saturday detention, with possibility of sanctions from 1 to 10 days possible).

## BELL SCHEDULES

### BELL SCHEDULE *Regular School Day*

<u>Period</u>	<u>Ring Time</u>
Report to Period 1	7:10
Period 1	7:18 - 8:03
Period 2	8:08 - 8:47
Period 3	8:52 - 9:31
Period 4	9:36 - 10:15
<b>School-Wide Locker Break</b>	<b>10:15 - 10:22</b>
Lunch 1	10:22 - 10:50
Lunch 2	10:54 - 11:22
Lunch 3	11:26 - 11:54
Lunch 4	11:58 - 12:26
Period 5/6	10:22 - 12:26
<b>Change between 5/6 Period for those having 1<sup>st</sup> lunch</b>	<b>11:38 - 11:43</b>
Period 7	12:31 - 1:10
Period 8	1:15 - 1:54

### BELL SCHEDULE *Two Hour Delay*

<u>Period</u>	<u>Ring Time</u>
Report to Period 1	9:10
Period 1	9:18 - 9:38
Period 2	9:42 - 10:02
Period 3	10:07 - 10:29
Period 4	10:33 - 10:54
Lunch 1	10:59 - 11:27
Lunch 2	11:31 - 11:59
Lunch 3	12:03 - 12:31
Lunch 4	12:35 - 1:03
Period 5/6	10:59 - 1:03
<b>Change Period 5/6 with Lunch 1</b>	<b>12:15 - 12:19</b>
<b>Change Period 5/6 with Lunch 4</b>	<b>11:43 - 11:47</b>
Period 7	1:08 - 1:29
Period 8	1:33 - 1:54

Disregard all bells when following a 2-hour delay bell schedule. Students will be dismissed according to the above schedule.

## BUILDING & CAMPUS PRIDE

Take pride in our school! We are given the opportunity to share and use this building, the facilities, and the campus, and students are asked to assist in the preservation and maintenance of the building and campus. Picking up paper in the classrooms and hallways is everyone's obligation. Do not permit others to damage or destroy your school property. Please join with the faculty, student/school organizations and student leaders every year as we promote building pride.

## CAFETERIA USE

Students are scheduled for a half-hour lunch daily in the school cafeteria and must report to the cafeteria on time. **The following rules will apply while in the cafeteria:**

- ✓ Food and beverages are not to be removed from the cafeteria or brought into classrooms and instructional areas.
- ✓ Use of lavatory facilities during lunch is for emergencies only.
- ✓ Conduct in the cafeteria should exemplify your conduct in your own dining room at home, including noise levels.
- ✓ Every student is to eat in the cafeteria, whether or not lunch is purchased, and remain there during the entire lunch period.
- ✓ Students are responsible for the cleanliness of the table at which they eat and the area surrounding it. Receptacles are provided for trash and recyclables. It is expected that the cafeteria be left in a clean condition.
- ✓ Any cafeteria monitor or staff member has the right to make the simple request of any student to pick up debris in the general area of the student's table.
- ✓ Littering and throwing of food or trash will not be tolerated.
- ✓ It is inappropriate to yell, scream, clap or make loud noises in the cafeteria.

- ✓ Language that is inappropriate will not be tolerated.
- ✓ Maintain orderly lines and wait your turn. Do not cut in front of others who are waiting.
- ✓ Theft of food or beverages will be considered “theft of services” and will be handled in accordance with the school’s discipline policy.
- ✓ All students must have their ID badge scanned to obtain a lunch.
- ✓ Students may access their cell phone during their 30 minute lunch period while in the cafeteria. This privilege could be suspended at any time if so deemed by administration.

Food and beverages are permitted in the career program classrooms for a 10 minute break as approved by the individual instructor for the purpose of modeling a real-world work environment, provided it does not occur until 30 minutes after the last lunch is served.

## CALENDAR OF DAYS OFF FOR STUDENTS

### AUGUST 2020

31 Monday In Service Day- Teachers

### SEPTEMBER 2020

1 Tuesday In Service Day - Teachers  
 2 Wednesday First Day for All Students  
 3 Thursday Grades 10-12 only  
 4 Friday Holiday- Labor Day  
 7 Monday Holiday- Labor Day  
 28 Monday Yom Kippur

### OCTOBER 2020

21 Wednesday In-Service Day/ ACT 80

### NOVEMBER 2020

3 Tuesday Election Day/ In Service Day/ACT 80  
 11 Wednesday Veterans Day  
 25 Wednesday In-Service Day  
 26-27 Thursday/Friday Thanksgiving Holiday

### DECEMBER 2020

23 Wednesday 1/2 Day students  
 24- 31 Christmas Break

### JANUARY 2021

1 Friday New Year Recess  
 18 Monday Martin Luther King, Jr. Day

### FEBRUARY 2021

15 Monday Presidents Day

### MARCH 2021

17 Wednesday In-Service Day/ACT 80

### APRIL 2021

1-5 Easter Break

### MAY 2021

18 Tuesday Election Day/In-Service/ACT 80  
 31 Monday Memorial Day

### JUNE 2021

14 Monday Last Day for Students (½ day)  
 15 Tuesday In Service Day  
 16 Wednesday In- Service Day/Last Day for Teachers

*This calendar is subject to change.*

*^Designated local holidays per School Code, Article XV, 1502.*

**NOTE:** All days missed due to emergency closing will be made up at the discretion of the BCTHS Joint Board Committee until the approved number of days has been reached. Please note that March 17, 2021, April 1, 2021, April 5, 2021 and MAY 18, 2021 may be used as student days if necessary.

Board Approved: 05-18-20

## CAREER EXPLORATORY PROGRAM/9th GRADE PLACEMENT

The 9<sup>th</sup> Grade Career Exploratory Program provides an opportunity for students to make an educated decision about their career. The course includes hands-on experience in each technical lab as well as the support of a faculty advisor. Each 9<sup>th</sup> grade student will declare his/her major during the third marking period of their freshman year.

**In order for students to meet the national certification requirements in their field of expertise**, they will need to commit to a decision without changing programs, as changing programs results in lost hours required for certification. Regardless of where a student is assigned first, each student will rotate to the next class on the 9<sup>th</sup> grade exploratory list, in sequential order, every 2 days, during the career exploratory period on his/her schedule. While we realize that all students are not interested in every technical area, we believe that awareness creates a respect for differences. Furthermore, awareness also discovers untapped interests; therefore, **all students must attend every class – without exception.**

### **Placement of 9<sup>th</sup> Grade Students into Technical Programs**

9<sup>th</sup> grade students participate in the **Career Exploratory Program** through the middle of Term 3, visiting each technical area for a total of four (4) blocks. Guidance counselors meet with each 9<sup>th</sup> grade student during Term 2 to discuss career pathways and the technical placement process. In February, 9<sup>th</sup> grade students attend a technical placement assembly, and are asked to list their placement preferences in order of priority. Upon receipt of the student

placement choice forms, the guidance department creates a data base of students and placement choices and evaluates each student relative to Term 2 GPA/CLASS rank. Ties are broken by referencing attendance and discipline data. Permanent placement decisions are made by placing students in their preferred programs in order of GPA/CLASS rank. If a student's first choice is full, then he/she is placed in his/her second choice; if the second choice is full, he/she is placed in his/her third choice, etc. An assembly is held prior to the start of permanent placement to provide students with their new schedules and answer questions. **Waiting lists** are maintained for each technical area which has filled. Students may not request to be added to a waiting list until the end of the first full technical rotation.

**Students desiring placement on a waiting list in 9<sup>th</sup> grade** will be added to the list in order of Term 2 GPA/CLASS rank at the end of the first full technical rotation. Beginning with the day prior to the second full technical rotation, students will be added to a waiting list on a first-come, first-served basis. Waiting lists are maintained through the end of the 9<sup>th</sup> grade year and are then discarded.

**Students desiring placement on a waiting list in 10<sup>th</sup> grade** must make an appointment with their guidance counselor. Students will be placed on a waiting list on a first-come/first-served basis. Waiting lists are maintained through Term 2 and then discarded.

The above procedures are subject to modification during the school year to accommodate the best interests of our students and programs.

### CHANGE OF ADDRESS/TELEPHONE NUMBER

In the event a student moves to a new address within or outside the district, or there is a change in a home telephone number, or if there is a change in emergency contacts listed on the health card, or if there is a change in the email address, please contact Pupil Personnel Services immediately.

### CHARACTER EDUCATION

Character education is an educational movement that supports the social, emotional and ethical development of students. It is the proactive effort by schools, districts, communities and states to help students develop important core ethical (recognizing what's right) and performance (doing what's right) values such as caring, honesty, diligence, fairness, fortitude, responsibility, grit, creativity, critical thinking, and respect for self and others. Character education provides long-term solutions to moral, ethical, and academic issues that are of growing concern in our society and our schools. Through character education, students learn how to be their best selves and how to do their best work while making school a place where students and educators feel comfortable and able to work. Character education has always been an essential part of our schools' mission. In fact, since the founding of our nation's public schools, character development was always an integral part of schooling along with academics. Today's character education movement is a re-emergence of that important mission ([www.character.org](http://www.character.org)).

Character Education is an essential aspect of the mission of Bucks County Technical High School and is at the core of all that the school does: leadership, curriculum, teaching strategies, school culture and clubs and activities. BCTHS believes that a strong ethical character is the foundation for college and career readiness, and that students, staff and parent/guardians all benefit as members of a caring community. BCTHS is committed to educating the "whole child". The Association for Supervision and Curriculum Development (ASCD) defines "whole child" education as "ensuring each child, in each school, in each community is healthy, safe, engaged, supported, and challenged".

All BCTHS students participate in SkillsUSA ([www.skillsusa.com](http://www.skillsusa.com)), a national membership association with over 360,000 members serving high school, college and middle school students who are preparing for careers in trade, technical and skilled service occupations, including health occupations, and for further education. The SkillsUSA mission is built upon — and its success depends on — the commitment of its members and partners to the following values: integrity, respect, responsibility, citizenship and service. Workforce training supports each of these values and they are embedded in all BCTHS technical programs.

### CHEATING

Cheating is defined as the copying of someone's work and representing it as your own, allowing someone to copy work, or take a test, quiz or exam in a dishonest way. Students involved in cheating on a test, quiz, mid-year or final exam, term paper, book report, etc., will receive a "0" for their part in that activity. A parent/guardian will be contacted and membership in National Honor Society will be jeopardized.

### CHILDREN'S HEALTH INSURANCE PROGRAM (CHIP)

This program provides free or low cost health insurance for children whose parents do not have health insurance through their employer or for those who make too much money to qualify for welfare, but not enough to purchase health insurance. CHIP covers the cost of immunizations, routine check-ups, prescriptions, and other services covered by comprehensive insurance plans. To apply, go to [CHIPcoversPAkids.com](http://CHIPcoversPAkids.com), apply online or print an application and mail to the address indicated or you can call 1-800-986-KIDS (5437) for information.

## CLUBS & CLUB ADVISORS

Be the Change	Steve Reach & Marcella McAdams
Bowling	Al Hopkins, Jr. & Chris Lucarini
Buddies of BCTHS	Michelle Black
Challenge Adventure	Paul Hawkinson & David Weidner
<u>Class Advisors:</u>	James Sohenuick
<b>Class of 2021</b>	Jean Bellus & Al Hopkins, Jr.
<b>Class of 2022</b>	Kelly Laba
<b>Class of 2023</b>	Brandee Baker
<b>Class of 2024</b>	Carly Cofer & Elise Kern
Dance Club	Lisa Mayo
DECA	Adrienne Bogarde Roach
Drama	Bryan McGinty
Eligibility Coordinator	James Long
FFA	Gerard Rooney
Future Teachers	Kelly Woehr
GSA	Paul Hawkinson
Intramural Advisor/Coordinator	Amanda Bucantis & Katelyn Hyland
Key Club	Mimi Morrow
Literary Magazine/Writers	TBA
Mathletes	Jenny Naylor
National Honor Society	Angela Ponist
Peer Tutoring	Georgette Helbling
Reading Olympics	Leonard Quici
SADD	Shannon Seratch
SkillsUSA	Jennifer Henry & Kelly Woehr
Student Council	James Crotts
Video	Michael Thim
Wellness Program	

**STUDENTS MUST REMAIN WITH THEIR ADVISOR(S) AND NOT RE-ENTER THE BUILDING ONCE THEY LEAVE.**

## COMPETENCY-BASED INSTRUCTION (CBI) FOR TECHNICAL STUDENTS

Students entering BCTHS for the first time will be oriented to the requirements for completing their years of work as outlined on a progress chart. All students will be given a copy of the progress chart along with learning guides defining what the student must do, what standards of performance are to be met, and what test will be used to measure the student's performance. The progress chart contains spaces which will be checked by the teacher as competencies are met by the student. The grade issued for each marking period will be based on the completion of work identified on a grade contract. The chart, when all competencies have been met, will become an official certificate of performance. A similar chart will be maintained by the teacher which will be considered the official transcript of the student's progress. Although a student's progress will primarily be measured through the use of competency evaluation, attitude and attendance will most certainly impact as well.

## COMPUTER ETHICS & NETWORK SECURITY

According to School Board Policy, no student will be permitted computer access until the required signatures are obtained on the Application for Internet Use. **(See "Internet Policy", Page 20)**

## COMPUTER VANDALISM GUIDELINES *(The following is not all inclusive)*

Due to the complexity and cost of technology within BCTHS, when any student action results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student.

**Equipment:** If a student damages computer equipment and service is required (such as, but not limited to, switching keys on the keyboard, changing dip switches, etc.), the student will pay for the service call and will be disciplined per the BCTHS Discipline Code.

**Files:** If a student is in a file or part of the program where he or she does not belong, the teacher may assign an academic penalty and refer the student for disciplinary action. If a student gets into a file or a part of the program that results in a service call and the technician can directly connect the repair

to the student's actions, the cost of the service will be incurred by the student, and the student will be referred as per the discipline code. BCTHS prohibits downloading files or file sharing.

**Video:** Uploading of any video/file that depicts the school in a negative way is also prohibited.

## CONFERENCES

Students and parents/guardians are encouraged to seek the help of teachers or administrators whenever necessary. Please make arrangements for a mutually agreeable time at least 24 hours in advance.

## COOPERATIVE EDUCATION

*(See "School-to-Career Program", Page 34)*

## COURSE SELECTION/STUDENT SCHEDULES

Students' current teachers will make course recommendations for the upcoming school year based on student performance and prerequisites. Parents will be able to view these recommendations electronically through the Skyward Parent Portal and contact a counselor regarding any concerns. A deadline date regarding any concerns relative to course recommendations will be communicated to parents through our **Sky Alert Now** phone contact and school website. After that deadline, changes to schedules will only be made if **extenuating circumstances** exist and if approved by administration.

## COURSE TYPES

The following is a guide for choosing appropriate course levels:

**Recommendations:** A student's recommended schedule for the upcoming school year will be completed on the basis of teacher recommendations. It is important that course selections be made with regard to the individual's needs, aptitude, ability, and interests. Students are encouraged to consult with the guidance counselors, teachers, and parent/guardian with questions relating to the selection and continuation in any of the courses of study. It is considered a good educational practice to establish standards for students who wish to continue to work in areas of specialized study. A grade of 74 is the minimal grade that a student may earn in order to be recommended for continued study in sequential subjects which also require the recommendation of the present teacher in that subject area. Students are expected to remain in their selected courses for a full year.

**No dropping of any course is permitted after October 10, and no lateral or other course changes will be permitted without administrative approval.** Careful thought must be given to courses selected, and students, parents/guardian, teachers, and counselors should be in agreement to assure the greatest success for each student's assignments.

## COURTESY

Students will extend professional courtesy to all faculty members and will address them by using an adult's proper title as Mr., Mrs., Miss, or Dr. and a faculty member's last name. Addressing faculty by any other manner will be deemed unacceptable and could result in insubordination. This includes the use of last name only or any title that negates the professional courtesy intended for a faculty member.

## CURRICULA

The planning of a student's high school program is an extremely important project. Competition for college entrance, technical and vocational training and for job placement has made it even more important that each student's program be planned wisely in close cooperation between parent and school. Students are expected to remain in their selected pattern of study for a full year.

## DISCIPLINE

*(See Section II, Page 40)*



## DISCRIMINATION & HARASSMENT OF STUDENTS AND/OR STAFF

**Purpose:** It is the policy of the Joint Board to fully support the laws prohibiting harassment and discrimination because of race, sex, sexual orientation, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition, and age, and to maintain a learning environment which is free of any such harassment and discrimination.

**Examples of Impermissible Discrimination and/or Harassment** - The Joint Board recognizes that impermissible discrimination and/or harassment may take many forms, including, but not limited to:

- ✓ Verbal conduct such as epithets, derogatory or degrading comments, slurs, telephone calls, invitations, or comments.
- ✓ Visual conduct such as derogatory posters, cartoons, drawings, letters, notes, or gestures.
- ✓ Physical conduct such as assault, offensive or unwelcome touching, clocking normal movement, unwanted sexual advances or interference with school studies, courses, programs, or activities.
- ✓ Threats and/or demands to submit to sexual requests or activity as/or:
  - a condition or term of the student's status in a course, program, or school-related activity;
  - the basis for academic or other decisions which may affect a student, or
  - which has the purpose or effect of interfering with a student's educational experience, or
  - which creates an intimidating, hostile, or offensive learning environment
- ✓ Retaliation for having reported harassment or discrimination.
- ✓ Denial of any of the benefits of a complete educational program for an impermissible reason such as race, religion, sex, sexual orientation, age, marital status, familial status, national origin, color, or disability.

**Report Procedures:** Students, who feel they are being harassed or discriminated against by an employee or another student, or who is aware of harassment or discrimination against another student, should report it immediately to the school principal, guidance counselor, teacher, or school nurse. Any employee who believes that a student is being harassed or discriminated against by another employee or a student should report it immediately to the school principal. Any employee receiving a complaint of harassment or discrimination shall immediately notify the school principal who shall begin an investigation of the charge. If a student has a complaint against an administrator, the complaint should be reported to the administrative director who shall begin an investigation. Complaints should be made in writing. If it is not possible for the complaint to be made in writing the investigator shall confirm, in writing, the substance of the complaint.

**Investigation Procedure:** The investigator shall forward a summary of the complaint to the management assistant (designee). The investigator shall review all evidence collected with the management assistant (designee) and shall make a determination as to whether there is sufficient evidence to find that the harassment or discrimination occurred.

**Discipline of Offenders:** A finding by the investigator and management assistant (designee) that a student has engaged in harassment or discrimination shall subject the student to disciplinary action which may include exclusion from social activities. Detention, suspension, and/or expulsion from school may occur. Any exclusion from school shall be governed by the laws of Pennsylvania.

**Reporting Acts of Retaliation:** If harassment, bullying (*See Bullying/Cyber Bullying below*) and/or discrimination is found to have occurred, prompt and appropriate remedial action will be taken in addition to discipline of the offender. There will be no retaliation against any student or employee for reporting harassment, bullying/cyber bullying, or discrimination or participating in an investigation thereof. Students or employees who feel they have been retaliated against for making a complaint or participating in an investigation should immediately report the retaliatory act to the investigator of the original complaint who will immediately begin an investigation in accordance with the procedures outlined.

**School Commitment:** BCTHS will continue to build conflict resolution procedures and positive mediation behavior into their daily operation to encourage all students and staff to find non-violent physical and mental methods to reduce incidents of harassment and discrimination in a positive manner.

**Notice of Policy:** Students, parents/guardians, and employees shall be advised of this policy by posting the policy on bulletin boards accessible to students and through publication in the Student Handbook & Code of Conduct.

### **BULLYING/CYBER BULLYING:**

BCTHS is committed to establishing and maintaining an educational culture which promotes tolerance for others, an appreciation for diversity, and the elimination of incidents of bullying. Per the Pennsylvania Department of Education Office of Safe Schools, **BCTHS has adopted a Bullying/Cyber Bullying Policy as follows:** *The Joint Board Committee (JBC) is committed to providing a safe, positive learning environment for its students. The JBC recognizes that bullying/cyber bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the JBC prohibits bullying/cyber bullying by students.*

**Bullying/Cyber Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.



**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**The Joint Board Committee** prohibits all forms of bullying by students and encourages students who have been bullied to promptly report such incidents to the principal or designee. The Joint Board Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

**Each student shall be responsible** to respect the rights of others and to ensure an atmosphere free from bullying.

**The Administrative Director** or designee shall develop administrative procedures to implement this policy and shall ensure that this policy and administrative regulations are reviewed annually with students. The administrative director or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Joint Board Committee.

The school's administration shall annually provide the following information with the Safe School Report:

1. Joint Board Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

**The Code of Student Conduct**, which shall contain this policy and shall be disseminated annually to students during class meetings, shall be accessible in every classroom. This policy is available on the school website.

#### Education

The school may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with the appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

#### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- ✓ Counseling within the school
- ✓ Parental conference
- ✓ Loss of school privileges
- ✓ Exclusion from school-sponsored activities
- ✓ Detention
- ✓ Suspension
- ✓ Expulsion
- ✓ Recommendation for counseling/therapy outside of the school
- ✓ Referral to law enforcement officials

#### References:

School Code – 24 P.S. Sec. 1302-A, 1303.1-A

State Board of Education Regulations – 22 PA Code Sec. 12.3

**See Section II, "Discipline Policy", Page 40, for specific information regarding consequences for bullying/cyber bullying and harassment.**

## DRESS CODE

**The following list is not all inclusive.** BCTHS retains the right to determine acceptable safe levels of dress, hair, and jewelry.

**Safety instruction** is a vital part of the total program of instruction. Every effort is made to safeguard all equipment; however, moving equipment has the element of danger and students are taught safe working practices and respect for tools and equipment. It is mandatory for students, teachers, visitors, and spectators in any technical lab, or within a known danger area, to wear quality industrial eye protective devices at all times while engaged in or exposed to known dangers in accordance with Act 116 of 1965. A grade of "0" will be given for not being prepared for class on a daily basis. Violators of the school's safety rules will be disciplined (**See Section II: "Discipline", Page 40**). Safety violators will be handled with a parent/guardian conference and/or further disciplinary action.

**COVID-19 Dress Code** – During the COVID-19 period, BCTHS will adhere to the rules, guidelines, and regulations from the PA Department of Health, and/or the PA Department of Education, and/or local Health Officials regarding face coverings.

**While attending technical classes**, students must comply with the specific dress code of their assigned technical program. Students in 9<sup>th</sup> grade must comply with the exploratory program dress code while attending every technical program.

**While attending academic and/or technical classes**, offensive or otherwise inappropriate clothing is not considered proper dress at any time or place within the school. No see-through shirts or clothing showing a bare midriff may be worn. No shirts with narrow shoulder straps, low-cut tops, spaghetti straps, tank tops, or tops that reveal cleavage, etc., may be worn. Clothing that expose underwear or bare skin, are not permitted. Baggy,

and/or low riding pants where underwear is exposed, is also not permitted. Clothing, including face coverings, that reflects sexual innuendos or intimidation, ethnic intimidation, weapons, gang reference, or drug and alcohol references may not be worn.

**Dress code violators** will have the option to call home and have a parent/guardian bring a change of clothes to them within a one-hour timeframe or they may choose to wear a clean set of clothes provided for them in TPC. If the student chooses the set of clothes from TPC, they are to return the clothes, cleaned, the next day. If a student is not able to obtain a set of clothes from home and refuses to wear the clean set of clothes from TPC, they will serve one day of in-school suspension.

**Tattoos** that reflect sexual innuendos or intimidation, ethnic intimidation, gang reference, or drug and alcohol references, must be covered at all times. No tattoos, piercings or markings of any kind that administration deems disruptive to the educational process will be permitted. Inappropriate clothing is not considered proper dress at any time or place within the school.

**To prevent student foot injuries** and other accidents, appropriate footwear must be worn daily. Shoes are to be of substantial construction, with low heels, and are not to be changed at lunch. Appropriate shoes must be worn in the building during the instructional day. **No bedroom slippers may be worn at any time. No open toed shoes** are permitted to be worn when students are **on the technical rotation**. Open toed shoes on the academic rotation must have a strap/ back to it and a substantial bottom. Violators will be detained until other shoes can be obtained from the student's residence.

**Book bags** may be carried by students throughout the school day, however, the school reserves the right to search book bags for safety reasons and/or based on reasonable cause.

**No headware of any kind are permitted to be worn in school.** For example, no baseball caps, no bandanas, etc. The only exception to this rule is trade specific head gear, i.e. hard hats, chef hats, religious/ medical, etc. Unauthorized headwear will need to be removed.

#### **PERSONAL APPEARANCE:**

Good grooming is essential to the school and it reflects a self-respecting, responsible citizen. Therefore, extreme dress, hair styles, tattoos or jewelry which presents a potential safety hazard or distraction to the educational process is not permitted. Every student is expected to be clean (body and clothing) and neat while attending school. **Clothing and accessories which present a distraction to classroom activities will be prohibited.** Personal grooming should be performed at home, not in classrooms or lavatories, therefore, **curling irons, flat irons, etc.,** other than those issued in cosmetology, are not permitted in school. Students also must obtain and wear protective clothing and safety equipment in areas where such clothing is desirable. This requirement is made in order to protect students as well as reduce potential safety hazards.

## DRIVING & PARKING

Typically, there are not enough parking spaces to accommodate student requests, therefore the priorities for requests are given in the following manner: (1) seniors who are enrolled in work-based education; (2) seniors who are in good academic standing; (3) juniors who are enrolled in work-based education; (4) juniors who are in good academic standing, (5) other extenuating circumstances. Students on probation must wait one marking period for their application to be reviewed.

The fee for parking is \$50.00. If you should lose your parking permit, a replacement fee of \$10.00 will be charged.

#### **The following rules will also apply:**

- ✓ Students must park their vehicles in the designated space as assigned by the school.
- ✓ Accidents and acts of theft and/or vandalism involving your car on school property must be reported to security before the car is moved. Bristol Township Police will be notified, if necessary.
- ✓ On days when weather conditions are bad or threaten to be bad, you are expected to ride the bus. **Student drivers will not be dismissed early and are not expected to be late to school due to threatening or bad weather.**
- ✓ BCTHS is not responsible for losses due to car accidents, theft, or vandalism on its premises.
- ✓ BCTHS reserves the right to have unauthorized cars removed from the premises at the owner's expense. This includes cars parked on campus by students who do not have parking permits.
- ✓ By registering and/or parking a car on BCTHS property, you are consenting to a search of the car upon the request of a BCTHS administrator for the purpose of preventing its use for illegal purposes and to protect the welfare of the student body.
- ✓ Parking permits that have been revoked must be removed from the vehicle and returned to the security office. Driving on school grounds with a revoked parking permit will result in a disciplinary sanction.
- ✓ Parking fees will not be refunded for any reason.
- ✓ Students who choose to park off the premises and violate ordinance or disturb the peace will be subject to disciplinary action with the Bristol Township Police Department. BCTHS accepts no responsibility for vehicles parked off site.

## Student Attendance

Students accumulating six (6) unexcused absences or twelve (12) unexcused tardies will have their parking pass suspended. Parking passes may be reinstated upon the completion of four (4) consecutive weeks without an unexcused absence or tardy. After parking pass reinstatement, one (1) unexcused absence or two (2) unexcused tardies may result in revocation of parking pass for the remainder of the school year, subject to the discretion of the principal.

## DRUG & ALCOHOL POLICY

The Joint Board Committee recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As an educational institution, BCTHS shall strive to prevent drug abuse.

For purposes of this policy, drugs shall mean:

- ✓ All dangerous controlled substances prohibited by law.
- ✓ All "look alike" drugs.
- ✓ All alcoholic beverages.
- ✓ All anabolic steroids.
- ✓ Any drug paraphernalia.
- ✓ Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board Policy.

The Joint Board Committee prohibits the use, possession, or selling of any drug during school hours, on school property, and at any school sponsored event. The privileged confidentiality between students and guidance counselors, school nurses, school psychologists, home and school visitors, and other school employees, shall be respected. No confidential communication made to any such employee shall be required to be revealed without the consent of the student, or his/her parent/guardian unless the best interests of the student can be served only by doing so or by consent of the administrator on duty.

The Administrative Director shall prepare rules for the identification, amelioration, and control of drug abuse in the school which shall:

- ✓ discourage drug abuse;
- ✓ establish procedures dealing with students suspected of the usage, possession, or selling of drugs in school;
- ✓ establish procedures for the instruction and readmission to school of students convicted of drug offenses.

Students involved in possession, usage, selling, or being under the influence of drugs as defined in this policy shall be subject to violation of state laws as well as school policy. Students apprehended under these circumstances may be subject to removal from the BCTHS program, with due process

hearings. Violating students will be referred to Bristol Township Police and the BCTHS STAR Program (**See "Resources for Help/STAR Program", Page 31)**)

## EARLY DISMISSALS

### EARLY DISMISSAL FOR ATHLETICS:

When it is necessary for students to be dismissed early for interscholastic athletics in their district of residence, the following procedures must be followed:

- ✓ Students must be registered with the BCTHS eligibility coordinator.
- ✓ Students must report to the main office before 8:00am to obtain an athletic early dismissal pass for the day.
- ✓ Students will be dismissed through the doors outside of K-125 by security personnel.
- ✓ Students are responsible for all class work missed.

### EARLY DISMISSAL DURING THE SCHOOL DAY:

If a student is to be dismissed from school prior to the end of the school day, a note indicating the reason and time of the dismissal must be on file with the attendance office, no later than 8:30am on the day of dismissal. **No early dismissal will be granted without verification by the parent/guardian.** Every effort should be made to schedule appointments during non-school hours or on days when school is not in session. The need for additional early dismissals must be requested by the parent/guardian through the attendance office prior to the scheduled appointment. BCTHS reserves the right to verify appointments.

**If a student needs to leave the building prior to the end of the school day, a parent/guardian is required to send written notification to the main office.** Likewise, it is essential for parents to have current telephone numbers on record in the event there is a need for parent notification. The parent/guardian or authorized individual must sign the student out in the main office. (*An authorized individual is one who is designated on Student Registration Form PPS 115*). If a parent/guardian cannot arrange for pick-up and the student has other means of transportation, written notes will be verified by school officials to insure student safety.

**In case of illness or accident requiring early dismissal**, parents/guardians will be notified and students will be signed out by the school nurse. Except for previously scheduled doctor's appointments, students requesting to leave school due to illness must be evaluated by the school nurse. It is the responsibility of parents/guardians to make arrangements for students needing transportation home during school hours due to injury or illness, except in the case of an emergency. In cases of extreme medical emergencies, we will call 911 and the parent/guardian in order to facilitate immediate care. We realize that there are occasions when students will find it necessary to request permission to leave the building for an urgent appointment during the school day. With school dismissed at 1:54pm, most appointments can and should be made after school hours; however, if it is not possible to schedule an appointment after school, please do the following:

- ✓ Send an excuse note to the Pupil Services Office, with student name (printed clearly), date, reason, and departure time.
- ✓ A parent/guardian will need to call to confirm before permission will be given to leave.
- ✓

## ELECTRONIC DEVICES

### Electronic Device Recommendation

BCTHS allows students to use cell phones, iPods, iPads, MP3 players and other portable devices between classes, during lunch and before and after school. Students may only have one earbud/headphone in their ear when in the hallways. **Electronic devices may not accompany students when they leave the classroom during instructional time.** Students may not make or take phone calls in the hallways without permission from BCTHS teachers/staff. You may not use the above devices during an instructional period either in the classroom or in another location unless authorized by BCTHS personnel. This privilege may be suspended at any time. **NO electronic recording of any kind (audio/visual) may take place within the school without express permission of the teacher/staff member in charge.** Violations will result in the immediate confiscation of the device. The device will be taken to the Temporary Placement Center (TPC) and returned to the student at the end of the day. Once a student has had their phone confiscated three times, they will receive a Saturday detention. A parent conference will result should there be more than 2 instances of Saturday detention. **BCTHS retains the right to modify this procedure at any time.**

## ELEVATOR POLICY

A student who demonstrates need for the use of the elevator must report to the School Nurse. Based on need, the student will be issued an elevator key for the time necessary. The student must sign, acknowledging receipt of the key and awareness of the elevator use policy. Only students for which the key is issued, and a student buddy if assigned, is permitted to use the elevator. A \$10 fee will be assessed if the key is not returned within the approved period of time.

## FERPA

### ***(Family Educational Rights and Privacy Act)*** **Notice of rights under "FERPA" for secondary students in the BCTHS service area**

The Family Educational Rights and Privacy Act (FERPA), gives parents/guardians and students who are over eighteen years of age ("eligible students") certain rights with respect to the student's education records. They are:

- ✓ The right to inspect and review the student's education records within 45 days of the date BCTHS receives a request for access. Parent/guardian or eligible student should submit to the BCTHS Principal, or other appropriate school official, a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents/guardians or eligible student of the time and place where the records may be inspected.
- ✓ The right to request the amendment of the student's education records, which the parent/guardian or eligible student believes are inaccurate or misleading. Parent/guardian or eligible student may ask BCTHS to amend a record that they believe is inaccurate or misleading. He/she should write the school principal, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If BCTHS decides not to amend the record as requested by the parent/guardian or eligible student, BCTHS will notify the parent/guardian or eligible student of the decision and advise him/or of one's right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- ✓ The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- ✓ Disclosure of a student's "Directory Information" to anyone, without consent, as long as the school annually notifies parents and allows them the chance to opt out. "Directory Information" is defined as: Full name, address, telephone number, photograph/image, date and place of birth, participation in school activities and sports, weight and height of members of athletic teams, dates of school attendance, diplomas and awards, and schools attended. If you do **NOT** want BCTHS to release this directory information, *you must make a request in writing and send it to the principal each year by September 15<sup>th</sup>.*
- ✓ **What happens if you write the FERPA opt-out letter?** The school will **not** release the student's directory information in any publications that reaches beyond the school or to any outside organization. This means, for example, that the student will **not** be included in the school yearbook, school directories, photos or videos on the school website, event and athletic programs, award listings in local media, or school newspapers. Essentially, the school will **not** provide any information that validates the student's identity or enrollment in its school.
- ✓ **What happens if you do not write the letter?** The school may release the student's directory information in publications and to outside organizations to promote non-commercial, education-related news, achievements, and activities. This includes using the student's name and photo/image on the school's website and in newsletters, yearbooks, and athletic/event programs.
- ✓ **One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.** A school official is a person employed by BCTHS as an administrator, supervisor, teacher, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom BCTHS has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school officials in performing his/her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, BCTHS may disclose educational records without consent to officials or another school district in which the student seeks or intends to enroll.
- The right to file a complaint with the United States Department of Education concerning alleged failures by BCTHS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## FINAL EXAMS

**Grades 9, 10 & 11** – All freshmen, sophomores & juniors will take a final exam – there are NO exemptions. Students who do not take a final exam will receive a "0" for the exam.

**Grade 12** – Any senior student with a 92% or better in a course is exempt from the final exam. Any non-exempt senior student who does not take a final exam will receive a "0" for the exam.

## FIRE DRILLS & FALSE ALARMS

Fire drills at regular intervals are required by law and are an important safety precaution. Students will be expected to cooperate and follow directions promptly and exactly during a fire drill. Penal Code, Section 665a, on False Alarms states: *"Whoever knowingly gives, turns in or raises, or causes to be raised or turned in a false alarm of fire, ringing of fire bells, or gives any other common or recognized alarm of fire, is guilty of a misdemeanor, and upon conviction thereof shall be sentenced to pay a fine not less than \$200.00 or not exceeding \$1,000.00 or to undergo imprisonment not exceeding two (2) years, or both."* In addition, that student will be taken before the school board for possible expulsion from school. Fire drills and procedures are designed to constantly acquaint and review with our students and staff how to exit the building in case of any emergency. The emergency alarms located in the hallway area are only to be activated in case of a real emergency or by the school officials as part of monthly drills. Any student who pulls the fire alarm because of a fire or other emergency is required to notify the nearest office immediately of the emergency. Students are not to touch or activate fire extinguishers unless there is a clear and present fire/emergency.

**In the case of a real emergency**, some exits may be unavailable for your use. Pay close attention to directions you may receive over the Public Address System or from staff located in the hallways. Students are to quickly and quietly exit the building according to the directions on the Emergency Evacuation Route and congregate at least 60 ft. from the building at the designated locations. Teachers will take roll and report student status. Students who are not in the immediate area of their classroom should exit through the nearest emergency route and report to the nearest teacher or command post leader. Everyone will **leave the building when the fire alarm rings, regardless of where you are or the activity in which you may be engaged.** Return to the building through the same doors from which evacuation took place. Emergency drills are taken very seriously and we ask for everyone's cooperation by keeping as quiet as possible, moving as quickly as possible, and following the directions of your teachers and staff. These procedures are for your safety.



## FREE & REDUCED BREAKFAST & LUNCH PROGRAMS

### **NATIONAL SCHOOL LUNCH PROGRAM:**

BCTHS is a participant in the National School Lunch Program and free and reduced priced lunches are available to students who qualify. Students who qualify for free or reduced priced meals also qualify for free or reduced priced breakfast.

### **BREAKFAST PROGRAM:**

Countless studies confirm the importance of eating breakfast. It will benefit a student's daily nutrition as well as aid in the educational process.

#### **Benefits include:**

- ✓ Improved memory, verbal fluency and problem solving capabilities;
- ✓ improved school attendance;
- ✓ more energy;
- ✓ increased concentration;
- ✓ additional important daily nutrients that children need.

Nutritious selections are offered daily in the cafeteria from 6:40am to 7:10am. Students arriving to the cafeteria later than 7:10am will not be served for any reason, including late buses. Breakfast will not be offered if there is a delayed opening or if school is on a half-day schedule. Students who qualify for free or reduced lunch qualify for free or reduced breakfast. Any questions regarding the school breakfast program may be directed to the Food

Services Manager, 215-949-1700 ext. 2335. **Students not participating in the breakfast program are not permitted in the cafeteria during that time.**

It is strongly recommended that you apply for free or reduced lunch online at [www.schoolcafe.com](http://www.schoolcafe.com) You may access this site on our school website by clicking on the fork and knife icon below the pictures, or clicking on Free/Reduced Lunch in the quick links on the lower right side of the home page. Most importantly, you must enter the county (*Bucks*) and the school district. You **MUST SELECT OUR SCHOOL AS YOUR SCHOOL DISTRICT** in the drop-down menu in order for our school to access and process your application. Follow the remaining prompts and enter all information requested. Failure to enter the last four digits of your SSN (or if you click on the box indicating "I don't have a SSN") will render the application incomplete and it will not be processed.

If you complete an application at your home school district, this **WILL NOT** qualify students at BCTHS to receive free or reduced priced meals. **New** students attending BCTHS must submit an application in order to be placed on the free or reduced lunch program. **Having received free or reduced lunch at another school will not automatically entitle a student to receive free or reduced lunch at BCTHS.** A new application must be completed every year. Students who received free or reduced lunch at BCTHS last year will continue to receive free or reduced lunch until **October 15, 2021**. If a new application has not been received and processed by October 15, 2021, the student will no longer receive free or reduced lunch. Applications may be submitted prior to the start of the school year after August 1<sup>st</sup>. Please direct your questions regarding the free/reduced lunch program applications and qualifications for the program to our school nurse at 215-949-1700, extension 2186.

Our computerized system requires all students to present their student ID badge to the cashier at the time of meal service, including those on the free or reduced lunch and/or breakfast program.

## GRADING POLICY

Grades will be established on a numerical basis. In order for a student to pass a course during the school year, he/she must have a final grade of 65 or better. Those courses officially designated as Honors or AP (Advanced Placement) by the official title will have the final grade "weighted" for the purpose of grade point average and class rank when the grade is 83 or higher. Students in an AP or Honors course with less than 83 will not receive a weighted GPA.

<u>Numerical Value</u>	<u>Grade Points Regular</u>	<u>Honors</u>	<u>AP</u>	<u>Numerical Value</u>	<u>Grade Points Regular</u>	<u>Honors</u>	<u>AP</u>
98-100	4.00	5.00	5.50	77-79	2.00	2.00	2.00
95-97	3.88	4.88	5.38	74-76	1.67	1.67	1.67
92-94	3.67	4.67	5.17	71-73	1.33	1.33	1.33
89-91	3.33	4.33	4.83	68-70	1.00	1.00	1.00
86-88	3.00	4.00	4.50	65-67	.67	.67	.67
83-85	2.67	3.67	4.17	0-64	.00	.00	.00
80-82	2.33	2.33	2.33				

Consistent with our student-centered mission, teachers have the option of giving students a minimum quarterly failing grade of 50 for the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> quarter if the teacher feels that extenuating circumstances have contributed to a grade lower than 50. There is no minimum failing grade for either the 4<sup>th</sup> quarter or the final exam. For technical programs, each quarter is weighed as 25% of the final grade. For all other courses, each quarter is weighed as 20% of the final grade, and the final exam is also weighed as 20% of the final grade.

**CREDITS REQUIRED FOR PROMOTION TO THE NEXT GRADE:**

In an effort to encourage students at an early stage to keep a sensible pace in earning their credits, BCTHS has established a schedule of minimum credits to be earned by August 15 in order to be placed in the next grade.

<u>From Grade</u>	<u>To Grade</u>	<u>Minimum Credits Earned By September</u>	<u>All students are required to complete the following credits:</u>			
9	10	7.5	English	4	Health/PE	2
10	11	15.0	Math	4	Technical	12
11	12	22.5	Science	4		
12	Diploma	30.0	Social Studies	4		

A student who takes Spanish will take the course during their all-day technical class.

**MAKE UP COURSES:**

Students who fail academic subjects will be advised and expected to attend an approved summer school program to make up the deficient credits. Failure to do so may jeopardize a student’s placement at BCTHS. Make up costs for the course will be at the student’s expense.

**LETTER GRADES:**

<u>Letter Grade</u>	<u>Numerical Value</u>	<u>Grade Points</u>	<u>Weighted GP (Honors)</u>
A	92-100	3.67-4.0	4.67-5.0
B	83-91	2.67-3.33	3.67-4.33
C	74-82	1.67-2.33	1.67-2.33
D	65-73	.67-1.33	.67-1.33
F	64 and Below	0.0-0.0	0.0-0.0

**REPORT CARD COMMENT CODES**

<u>Code</u>	<u>Comment</u>	<u>Code</u>	<u>Comment</u>
1	Outstanding Achievement	20	Unprepared for Daily Work
2	Contributes in Class	21	Learning guides incomplete
3	Uses Time Effectively	22	Excessive off task behavior
4	Positive Attitude in Class	23	Maximum grade 82 / Attendance Policy
5	Noticeable Improvement	24	Automatic Failure 64 / Attendance Policy
6	Good Leadership Skills	25	Failure to make-up work
7	Positive Example for Others	26	Excessive Tardies
8	Reliable, Dependable Student	27	Exempt from final exam
9	Talking Disrupts Class	28	Needs Improvement
10	Excessive Absences	29	Does not work to ability level
11	Needs to Do Homework	30	Minimum Failing Grade/50
12	Behavior Needs Improvement	31	Graduation Project Completed
13	Needs to Participate More in Class	32	Graduation Project Incomplete
14	Modified Course Requirements	33	Fails to complete homework
15	Call for parent conference	34	Ineffective time management
16	Needs to use assignment book	35	In danger of failing for the year
17	Low test/quiz grades	36	In danger of failing
18	Needs to follow safety rules	37	Satisfactory progress
19	Work is Incomplete	38	Unsatisfactory progress



## GRADUATION INFORMATION

### **GRADUATION REQUIREMENTS:**

Students must earn a minimum of 30 credits (7.50 per year) in the following areas:

English	4	Technical	12
Math	4	Health/PE	2
Science	4		
Social Studies	4		

As approved by the Joint Board Committee, only those students who successfully complete all 30 credits will graduate and participate in the graduation ceremony. NOCTI testing must also be completed. (See "NOCTI", Page 26).

A student who satisfactorily completes a special education program developed by an Individualized Education Program (IEP) team shall be granted and issued a regular high school diploma from BCTHS. All potential graduates must have earned senior status with a total of 22.5 credits earned by August 15<sup>th</sup> of their junior year in order to attend BCTHS as a senior.

### **HONOR ROLL:**

Students with a GPA of 3.0-3.49 are eligible for Honor Roll. Students with a GPA of 3.5-5.0 are eligible for Distinguished Honor Roll.

**GRADUATION REQUIREMENTS:** Students must earn a minimum of 30 credits (7.50 per year) in the following areas: English 4 Technical 12 Math 4 Health/PE 2 Science 4 Social Studies 4 As approved by the Joint Board Committee, only those students who successfully complete all 30 credits will graduate and participate in the graduation ceremony. NOCTI testing must also be completed. (See "NOCTI", Page 26). A student who satisfactorily completes a special education program developed by an Individualized Education Program (IEP) team shall be granted and issued a regular high school diploma from BCTHS. All potential graduates must have earned senior status with a total of 22.5 credits earned by August 15<sup>th</sup> of their junior year in order to attend BCTHS as a senior. HONOR ROLL: Students with a GPA of 3.0-3.49 are eligible for Honor Roll. Students with a GPA of 3.5-5.0 are eligible for Distinguished Honor Roll.

### **Caps and Gowns**

- **Caps, gowns, and the graduation hood are NOT to be decorated in any way.** Any student with a decorated cap, gown or graduation hood will not be permitted to participate in the graduation ceremony.
- If a student owes work or must make up a final exam, caps and gowns will be held until make-up work is completed.

### **Dress Expectations**

- Male Students: Slacks, other than jeans, with dress shoes, shirt and necktie must be worn.
- Female Students: Dress, slacks or capris other than jeans must be worn, along with dress shoes. Handbags will not be permitted on stage. Please leave them with a family member prior to arriving at the CURE Insurance Arena.
- All Participants: **PLEASE, do not wear sunglasses, flip-flops, sneakers or shorts to graduation. YOU WILL NOT be permitted to participate in the graduation ceremony.** You will need to bring at least 2 bobby pins to secure your mortarboard.
- SkillsUSA and DECA Winners: All winners may wear their medals at graduation.
- NHS Members: All members will wear their NHS stoles and additional tassel at graduation.

## GUIDANCE SERVICES

All teachers, administrators, and special service personnel, including the nurse, are part of the guidance team. They work together to promote the proper climate for the educational and emotional growth of students. Specialized counseling by trained personnel is the keystone of the program.

### **THE FOLLOWING SERVICES ARE AVAILABLE TO STUDENTS THROUGH THEIR SCHOOL COUNSELOR:**

- ✓ Arranging conferences with parents, students, and teachers.
- ✓ Administering standardized tests and interpreting their results to teachers, students, and parents.
- ✓ Identifying students needing special help and providing ways to meet their needs and providing documentation for special placement.
- ✓ Registering and orienting new students.
- ✓ Providing educational and technical information through counseling, printed material, college and career conferences.
- ✓ Scheduling students in classes to meet their educational needs.
- ✓ Referring students to appropriate specialists for diagnosis and treatment.
- ✓ Counseling students.
- ✓ Supervising record keeping and providing transcripts and recommendations for students and graduates.
- ✓ Implementing the Buckley Amendment pertaining to student records.

Requests to speak with a counselor are arranged through the Pupil Services Office by calling 215-949-1700. Students can arrange for an appointment with their counselor by completing a request form from Pupil Services. Counselors will assign an appointment time which the student will receive during first period class. Every effort will be made to schedule a guidance appointment within 48 hours of the student's request. In an emergency or crisis situation, a counselor will meet with the student immediately.

The following alphabetic assignment is subject to revision.

Students with last names beginning with <b>A thru E</b>	<b>Mrs. Eby</b>	<b>Ext. 2179</b>
Students with last names beginning with <b>F thru Lid</b>	<b>Mr. Sine</b>	<b>Ext. 2114</b>
Students with last names beginning with <b>Lie thru Rib</b>	<b>Mrs. McWilliams</b>	<b>Ext. 2594</b>
Students with last names beginning with <b>Ric thru Z</b>	<b>Mrs. Ponist</b>	<b>Ext. 2163</b>

### HALLWAY CONDUCT & PASSES

Students are expected to **walk** through the halls in a quiet and orderly manner, **staying to the right** to allow for oncoming student traffic. Students are not permitted in the hallways while classes are in session unless they have an approved pass. In order to avoid student injury and property damage, running in the halls and horseplay are not permitted. Students should not loiter in the halls at any time.

### HEALTH & PHYSICAL EDUCATION

Students in all grades will participate in physical education.

**9<sup>th</sup> grade** students will be exposed to a structured list of activities and they will rotate within these activities throughout the year. Some of these activities include fitness, juggling, creative basketball, ultimate Frisbee, golf, and tactical games. Every 9<sup>th</sup> grade student will also take one marking period of American Red Cross CPR and First Aid. It is our goal to provide all students at BCTHS with a basic understanding of these lifesaving skills, not only for their own personal benefit, but to also make them more marketable once they enter the workforce.

**10<sup>th</sup> and 11<sup>th</sup> grade** students will be required to take one marking period of health each year – during the 2<sup>nd</sup> and 3<sup>rd</sup> marking periods. The other three marking periods will consist of a variety of physical education activities. Students have the opportunity to select the activities in which they wish to participate.

**12<sup>th</sup> grade** students will have a much more independent type of physical education class. It is our philosophy that students who are taught the benefits of both a structured team sport and less structured activities, are on the road to lifelong fitness.

**Physical Education Exemption for Illness/Injury:** If a student cannot participate due to an illness or injury, he/she must provide a note from a doctor to the school nurse. *The doctor's note should be brought directly to the School Nurse's Office at least 24 hours before the PE class. Notes will be issued from the School Nurse's Office within one (1) school day.* When possible, it is recommended that the student discuss with the doctor the possibility of receiving permission to do upper or lower body exercises, if appropriate, as opposed to a complete exemption from PE. Students who are medically excused by the nurse will be given an alternate assignment through the PE department that must be completed during class time. Students will remain excluded until a return to activity note from the physician is received by the school nurses.

### HOMEWORK/Makeup Policy

The BCTHS Joint Board Committee recognizes homework as an activity planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

**THE PURPOSES FOR WHICH THE TEACHER ASSIGNS HOMEWORK ACTIVITIES INCLUDE:**

- ✓ Helping a student master a skill.
- ✓ Encouraging a student to learn new things.
- ✓ Assisting a student to understand what is being taught.
- ✓ Developing a sense of responsibility, independence, organization and good study skills.
- ✓ Acquainting parents with what their child is learning in the classroom.

**GENERAL PRINCIPLES CONCERNING HOMEWORK:**

- ✓ The purpose for which a homework activity is assigned will be shared with the student.
- ✓ Activities will be necessary, beneficial and clearly explained to the student.
- ✓ Homework will be relevant to the area of study, be reasonable in length, and be appropriate to the maturity and ability level of the student.

- ✓ Teachers will acknowledge completion of homework assignments and/or provide feedback on all homework activities via the online parent portal.
- ✓ Homework assignments will not be used as a disciplinary action for misbehavior of an individual student or group of students.
- ✓ Failure to complete a homework assignment will subject the student to a lower grade and possible failure of the course.
- ✓ Students cannot earn more than half-credit for any homework assignment submitted one day late and no credit will be given for homework submitted *more* than one day late.

**STUDENT RESPONSIBILITIES:**

- ✓ Complete homework assignments given by the teacher.
- ✓ Record and clarify homework assignments, using the resources provided by the school, prior to the due date of the assignment.
- ✓ Strive for neatness, accuracy and improvement with each assignment.

**PARENT RESPONSIBILITIES:**

- ✓ Show a positive interest in all school activities and provide encouragement to students.
- ✓ Provide students with a suitable place and adequate time for homework.
- ✓ Examine homework assignments and homework progress through the online parent portal.

**Make up work** must be handed in within 3 days after returning to the missed class in the same rotation or within 3 days of the end of the marking period, whichever comes first. Upon completion of the assignments, the grade may be adjusted **NO HIGHER THAN an 82**. Individual teachers may develop their own classroom policies governing how grades are impacted by attendance, and these policies may be more stringent than the above stated policy. Each teacher will provide the parent and student with a copy of the attendance and grading policy at the beginning of the school year.

**IDENTIFICATION BADGES**

All students and staff will be issued photo ID badges. **Your ID badge must be with you at all times while in the building and must be shown to any staff member upon request.** In the cafeteria, all students must have their ID badges scanned to receive lunch. If you forget your ID badge, a temporary one may be obtained from the Security Desk in the main lobby. Replacement of a lost ID badge will cost \$8.00. Students who deface, alter, or otherwise change their school provided ID badge will be required to replace it at a cost of \$8.00. All ID badges must be presented at all extra-curricular activities including proms, dances, etc. **(See “Proms, Dances, Field Trips & Class Trips”, Page 28)**

**INCLUSION**

BCTHS follows an educational/philosophical model commonly titled, “Inclusion”. This model of educational strategy attempts to provide all students with an environment that embraces the social, physical, educational, and cultural differences of each and every human being. The philosophy behind inclusion suggests that all people count. Furthermore, it extends its philosophy to include the idea that classrooms need to reflect the climate of a real-world environment in order to prepare varied individuals with the abilities they need to perform adequately in a challenging world. For success to occur in this area there must be a consistent effort made by all team members involved in the program: students, teachers and parents/guardians. The student, however, is the key player in this program. Students who have historically experienced problems in a mainstream environment are expected to demand a great deal of personal effort from themselves. Students must understand that their current challenges in school are a mirrored image of the challenges that they will face after graduation. If success is to occur in the time following school, it must begin in school now and it must begin with the students’ will to succeed.

**INTEGRATED PEST MANAGEMENT (IPM)**

BCTHS has adopted the **Integrated Pest Management (IPM)** approach for managing insects and rodents. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to the maintenance department for evaluation and determination of the best techniques needed to address the problem. These techniques can include increased sanitation, modifying storage practices, sealing entry points, and physically removing the pests, etc.

In the event that the use of a pesticide is necessary, the following guidelines have been established: The compound used is registered by the Environmental Protection Agency, used only when necessary and **not** routinely sprayed. The least toxic product for effectiveness is used and only applied in the area(s) needed, which is closed off to all unauthorized persons. Notices will be posted in those areas 72 hours prior to application and for two days following the application. You may request prior notification of specific pesticide applications made here at the school. To receive notification, your name must be placed in the school’s notification registry. To do this, please submit the following information in writing to the BCTHS Facilities Department: Your request to be included in this school year’s Pesticide Registry, name, address, phone number, and e-mail address. Please indicate how you would prefer to be notified; i.e., postal mail, telephone, or e-mail. In the event of an emergency pest problem requiring immediate pesticide application, notice will be provided by telephone to any parent/guardian who has requested such notification in writing. Exemptions to this notification include: disinfectants, antimicrobial products, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids. Each year the school will prepare a new notification registry. If you have any questions, please contact the Facilities Manager, at 215-949-1700.

## INTERNET POLICY

### *Board Approved Acceptable Use Policy of Internet, Computers and Network Resources*

**Purpose:** The Joint Board Committee recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide access to technologies for students, faculty and staff. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- ✓ The Bucks County Technical High School (BCTHS) network is intended for educational purposes.
- ✓ All activity over the network, or using school technologies, may be monitored and retained.
- ✓ Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- ✓ Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- ✓ Misuse of school resources can result in disciplinary action.
- ✓ BCTHS makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- ✓ Users of the school network or other technologies are expected to alert the I.T. staff immediately with any concerns for safety or security.

The Joint Board Committee shall not tolerate illegal activity, cyber bullying or other misuse of technology on the school's network.

**Definitions:** The term child pornography is defined under both federal and state law. Child pornography, under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means of sexually explicit conduct, where:

- ✓ The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- ✓ such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- ✓ such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child Pornography:** Under state law, child pornography is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act. The term "harmful to minors" is defined under both federal and state law.

**Harmful to Minors:** Under federal law, is any picture, image, graphic image file or other visual depiction that:

- ✓ Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- ✓ depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
- ✓ taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to Minors:** Under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

- ✓ Predominantly appeals to the prurient, shameful, or morbid interest of minors;
- ✓ is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
- ✓ taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene:** Any material or performance, if:

- ✓ The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
- ✓ the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
- ✓ the subject matter, taken as a whole, lacks serious literary, artistic, political, education or scientific value.

Technology protection measures a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

**Technologies Covered:** BCTHS may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, BCTHS will attempt to provide access to them.

This policy covers any and all personal or BCTHS hardware, software, or other technology used on school premises or at BCTHS events, or connected to the school network. Computer includes, but is not limited to: desktop, notebook, PowerBook, tablet PC or laptop computers, printers, cables modems, and other peripherals including thumb and flash drives, specialized electronic equipment used for students' special educational purposes, global position system (GPS) equipment, personal digital assistants (PDAs), cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities, mobile phones, or wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments, and any other such technology developed. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

**Scope of Policy:** The provisions of this policy apply to student and employee use of the above-listed technologies and/or the use of the school's network during school hours, on school grounds or at school functions. The provisions of this policy shall also apply to student and employee use of BCTHS-owned equipment, both on and off school grounds and all instances where the individual is accessing the BCTHS network, including access from home, from personal devices, etc., whether on or off campus and regardless of whether such use occurs during the school day.

**Usage Policies:** All technologies provided by the school are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

**Internet Access:** BCTHS provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained.

**Users are expected to respect** that the web filter is a safety precaution and should not try to circumvent it when browsing the web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol and submit a work order. Because of the nature of the filter and blocking technology, as well as the technology that allows the internet to operate, BCTHS cannot ensure that all access to explicit, inappropriate or unlawful materials will be completely blocked; however, accessing such resources is inappropriate and will result in disciplinary action and/or denial of privileges.

**Internet Safety Course:** BCTHS will provide instruction to all students in grades 9-12 on the topics of internet safety and appropriate online use and behavior. **Internet safety education topics** include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response as well as other online private and security issues. The course will be taught using online interactive curriculum and must be completed prior to the end of the first semester of the school year. Students enrolling after the first semester will be required to participate in the training with a designated instructor. All students will need to sign a verification form indicating they have participated in the internet safety course for the year.

**Email:** BCTHS provides users with email accounts for the purpose of school-related communication. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Users are reminded that they have no expectation of privacy with regard to emails created or received on the BCTHS system.

**Social Networking Media:** For the purposes of this policy, refers to any works of user-created video, audio, text or multimedia that are published and/or shared electronically. Some examples of social media include blogs, social networking sites (Facebook, MySpace), video hosting sites (YouTube), instant messaging, text messaging, electronic video/photo sharing on personal electronic devices, etc. Recognizing the benefits that collaboration brings to education, BCTHS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personal information online.

**Employee Use of Social Networking Media:** All personal communications with students must be of a professional nature. Faculty/staff members must maintain strict professional boundaries of communication with students. BCTHS takes personal/professional boundary limits with students very seriously and will take disciplinary action against any faculty or staff member who violates this policy and/or who initiates or maintains inappropriate personal communications and/or a personal relationship with a student through any means, including social networking. BCTHS recommends that faculty and staff take all necessary steps to limit access to their personal social networking media and prevent students from obtaining such access. Faculty and staff members are reminded that due to the nature of the technology, individuals do not have an expectation of privacy on social media sites.

**Faculty and Staff Members May Not:**

- ✓ Utilize personal social media sites to communicate with students for education purposes.
- ✓ Enter into inappropriate communications/relationships with students via social media websites or other electronic means.
- ✓ Access personal social networking media on school technology, during the school day or while representing the school at school-sponsored events.
- ✓ Post or share information that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school.
- ✓ Post or share information about identifiable students.
- ✓ Disclose personally identifiable information about co-workers or supervisors.
- ✓ Post or share discriminatory or defamatory information.
- ✓ Post or share comments that would cause a disruption in the educational environment.
- ✓ Suggest in any personal social networking context that the employee/faculty member in any way represents the school or is speaking on behalf of the school; or
- ✓ violate any school policy on a social media site, including BCTHS policies on discrimination, harassment, privacy, bullying/cyber bullying.

Using social media sites that are a personal/private account for professional/educational communication with students is prohibited. Staff may use social media websites to communicate to students for professional purposes (e.g. homework, assignments, class announcements, etc.) only if the site is registered using a BCTHS issued e-mail address. In addition, the staff member using this site must inform the Information Technology (I.T.) Coordinator

of the user name and password. Any changes to the account information, such as password, must be reported to the I.T. Coordinator immediately. Use of such electronic media shall be restricted to appropriate professional uses only.

**Mobile Devices Policy:** BCTHS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the I.T. staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored or tracked by location.

**Personally-Owned Devices Policy:** Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Students may access their cell phone during their 30 minute lunch period while in the cafeteria. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from I.T. staff. In some cases, a separate network may be provided for personally-owned devices.

**Security:** Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert I.T. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**System security** is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files.

To protect the integrity of the system, the following guidelines must be followed:

- ✓ Users may not reveal their passwords to another individual.
- ✓ Users are not to use a computer that has been logged in under another user's name. If a previous user has not logged off, the current user must immediately log out and then log back in under his/her login and password.
- ✓ Users must create passwords that follow the school requirements for minimum characters and required letter/number combinations.

**Downloads:** Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Information Technology staff. You may be able to download other file types such as images or videos. For the security of our network, download such files only from reputable sites and only for educational purposes.

**Netiquette:** Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online, there is also content unverified, incorrect, or inappropriate. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

**Plagiarism:** Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images from the Internet. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Personal Safety:** Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they met online in real life without parental permission. Any student who receives threatening or unwelcome communication shall report such immediately to a teacher or administrator. Employees should report such communications to their immediate supervisors or, if the communication is from such supervisor, directly to the administrative director or other BCTHS administration. Students who receive threatening or unwelcome communication while at home or off-campus are encouraged to immediately report it to their parents. Harassing, threatening or bullying communications made by BCTHS staff or students to other staff or students should be reported to BCTHS administration regardless of whether such communication was received during school hours, on school grounds, or at school functions.

**Cyber Bullying:** Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

#### **EXAMPLES OF ACCEPTABLE USE:**

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.



- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that the use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

### **EXAMPLES OF UNACCEPTABLE USE**

I will not:

- ✓ Engage in illegal activity.
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyber bullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content found online.
- ✓ Post or electronically communicate personally identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.
- ✓ Send and/or create hateful, discriminatory, offensive, harmful or inappropriate communications.
- ✓ Distribute, reproduce, install or otherwise use copyrighted materials without written permission.
- ✓ Access (send, receive, view, download or transmit) sexually suggestive, sexually explicit, obscene or pornographic materials, including child pornography.
- ✓ Intentionally use, retrieve or modify files, passwords and/or data belonging to other users.
- ✓ Impersonate another user online.
- ✓ Load or use unauthorized games, programs, files or other electronic media.
- ✓ Disrupt the work/programs/work product of other users.
- ✓ Destroy, modify, or access without authorization network hardware, software and/or files.

Users should use their own good judgment when using school technologies.

**Expectation of Privacy:** Students and staff are reminded that they have no expectation of privacy when using BCTHS technology, its email system or its network.

**Limitation of Liability:** The Joint Board Committee shall not be responsible for damage or harm to persons, files, data, or hardware. While BCTHS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Joint Board Committee shall not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Policy:** The user shall be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. BCTHS reserves the right to hold students and employees responsible for damages that occur due to negligence.

**Consequences of this policy may include:**

- ✓ Temporary or permanent suspension of network, technology, or computer privileges.
- ✓ Disciplinary action, which could include detention, suspension from school-related activities, suspension from school and/or expulsion.
- ✓ Parental notification of student misuse/violation.
- ✓ Reporting of suspected illegal action to law enforcement.
- ✓ Employment disciplinary action for employee violation/misuse.
- ✓ Legal action and/or prosecution.

**Signing of the Agreement:** Each school year, students and their parents/guardians will be required to provide an electronic signature affirming their acceptance of the terms of Bucks County Technical High School's Acceptable Use of Internet, Computers, and Network Resources Policy.

## INTRAMURAL PROGRAM

Athletic intramural sessions will be scheduled by the co-curricular administrator and will be held after school hours on such dates as may be convenient to all parties. Listen to daily announcements regarding the intramural program. Students must complete a parent/guardian authorization form to participate in the intramural program.



## KEYSTONE EXAMS

### **What are the Keystone Exams?**

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content.

### **Who will participate in the Keystone Exams?**

Students who already have, or are in the process of completing algebra, biology and literature, will take the Keystone Exams. This is generally given during the sophomore year.

### **When will the exams be offered?**

Keystones will be administered throughout the year, generally in the Spring. Specific administration dates will be published by PDE on the SAS website at: [www.pdesas.org](http://www.pdesas.org)

### **Who decided what Keystone Exams should measure?**

Groups of teachers, supervisors, curriculum directors, and college specialists from across Pennsylvania choose the areas of knowledge on which the exams are based. These groups also reviewed, edited, and approved exam questions.

### **What is assessed on the Keystone Exams?**

Pennsylvania adopted the Common Core Standards, standards aligned with expectations for success in college and in the workplace. The Keystones are designed to measure these standards.

### **How long is a Keystone Exam administration?**

There is no time limit for a student to complete a Keystone Exam. Each exam should take the typical student 2 to 3 hours to complete. There are two modules on each test, and each module (or test session) of the Keystone Exam should take 1 to 1½ hours to complete.

### **What are the available formats for administering the Keystone Exams?**

The Keystone Exams are available in both online and paper/pencil formats. Districts will determine if online, paper/pencil, or both formats will be used locally.

### **Will students have an opportunity to experience online testing before taking a Keystone Exam online?**

Tutorials and online training programs have been developed for the Keystone Exams. The online exam has a “Help” feature that is available to the student during the exam.

### **What types of questions are on the Keystone Exams?**

The Keystone Exams will include multiple-choice questions and constructed-response or open-ended questions.

### **How are the written responses to constructed response questions scored?**

Written responses for constructed response questions are scored by evaluators trained in applying a pre-determined scoring system. Scores are based on content only. Most constructed response questions require students to show their work or explain their reasoning. These questions will ask students to explain, analyze, describe, or compare. Some questions will also require students to perform calculations or create graphs, plots, or drawings.

### **How are the results reported?**

Keystone Exam scores will be processed as quickly as possible and provided to the districts.

More information may be found on our website, [www.bcths.com](http://www.bcths.com) Click on **Pennsylvania Keystone Exams** found under the **Parents** tab.

## LATE FOR SCHOOL

Students who are not in their first period class seats at 7:18am are considered late; students arriving at school after 7:30am are required to sign in at the main lobby security desk. For information regarding Saturday detention and automated calling (*See “Attendance Policy”, Page 1; and “Automated Calling”, Page 3*).

## LOCKS/LOCKERS

A school lock will be issued in 9<sup>th</sup> grade and remain with the student until graduation. **Only school issued locks are permitted and must be on the locker at all times.** Locks must be removed at the end of the school year. Requests for locker assignments are made through the Pupil Services Office. Locker assignments are re-assigned at the beginning of each school year and students will have the opportunity to purchase locks and request locker assignments throughout the school year.

The cost of the original lock is \$7.00. If a replacement is required, an additional fee of \$7.00 will be charged. All students are required to purchase a school lock to ensure the safety of the locker assigned to his/her name. Private locks will be removed and replaced with school issued locks at the

direction of administration and the student will be assessed a \$7.00 charge. Do not share or trade lockers, do not give your locker combination to other students, and do not exchange locks. Lost and/or damaged locks and damaged lockers are the responsibility of the assigned student.

**Lockers are the property of BCTHS**, therefore, lockers are to be kept neat and clean at all times. Do not affix anything to the inside of your locker by using anything other than masking tape or scotch tape, and remove all such items at the end of the school year. A student's locker is subject to inspection by school authorities for the purpose of good housekeeping and cleanliness. **No refunds of \$7.00 will be made for returning locks.**

**Administration reserves the right to request that a student be searched** when there is reasonable cause as determined by the administration. Individualized suspicion that is based upon carefully determined reasonable grounds is the basis for administrative search and seizure procedures. School officials also have the right to search any locker at any time to prevent its use for illegal purposes and to protect the welfare of the student body.

## LOST & FOUND

Found articles should be taken to the main office immediately or they will be considered stolen property. Any student who has lost an article should report the loss to their teacher and to the office. Unclaimed articles will be disposed of at the end of each semester.

## MEAL CHARGING POLICY

### **Meal Charges Procedure**

Bucks County Technical High School is committed to providing nutritious meals daily to our students and we believe children should receive nutritious meals in order to stay focused during the school day. As a participant in the National School Lunch Program, the USDA requires that Bucks County Technical High School create, maintain and enforce a meal charge procedure. Please remember it is the parent's or guardian's responsibility to provide a student with a meal or the money to purchase a meal.

If for any reason a parent/guardian cannot afford to provide a meal for their child, free and reduced meal applications are available in English or your preferred language through our school nurse. You can also apply electronically at [www.schoolcafe.com](http://www.schoolcafe.com). Contact the school nurse if you need further assistance with a lunch application.

If a student qualifies for free or reduced meals, this pricing will not be retroactive; so any balance previously incurred will remain the responsibility of the parent or guardian and an obligation to the school.

Parents and students can make payments on line at <http://www.bcths.com> or in the Café with cash or check. Checks are treated as cash and funds are made available same day. No checks are accepted after May 15<sup>th</sup> of each school year. BCTHS may accept donations to help pay outstanding meal charges. When a donation is received, BCTHS will apply the amount as requested by the donor.

### **Meal Charges and Collection of Unpaid Meal Charges Guidelines:**

A student who requests a school meal will be provided with one if the student is eligible for free or reduced price lunch. When a student owes money for five (5) or more school meals, the school must make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program.

A student who owes more than \$50.00 for meals will be provided an alternative meal until the student's balance is reduced. When a student owes money for five (5) or more school meals, the school must make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program.

Communications regarding a low balance or money owed may be communicated directly to the student provided it is done individually to the student by appropriate school personnel and must be done discreetly. Communications regarding money owed by a student for school meals must be made to the student's parent or guardian. A student who cannot pay for a school meal may not be required to perform chores or other work to pay for the school meal. A student may not be required to discard a school meal after it was served to the student due to the student's inability to pay for the meal or amount of money owed by the student for prior school meals.

BCTHS may restrict privileges or activities of students who owe money for school meals. A transfer of funds will occur into the food service account from non-federal sources once the collection procedures identified in the School Meal Charge Procedures have been exhausted (resulting in bad debt) since bad debts are an unallowable cost to the food service account.

### **A La Carte:**

Students will not be allowed to borrow money for A La Carte Items. A La Carte items include, chips, cookies, ice cream or any food items that are not part of a reimbursable meal.

## MEDICAL INSURANCE

All students should be covered by family medical insurance or “school insurance”. Insurance protection is very important because of the “hands-on” nature of our school. BCTHS is **NOT** responsible for liability in case of accidental injury. The school insurance policy available to students provides coverage for all school activities except varsity football. The coverage extends to transportation to and from school and into the summer months when school activities are held. Parents/guardians requesting this insurance will deal directly with the insurance carrier. Applications are available in the nurse’s office. Students who are injured should report their injury to the school nurse so proper forms may be filed.

## NATIONAL HONOR SOCIETY

To be admitted to the National Honor Society, a student must carry a full course load, attain a 3.33 or better cumulative average and maintain that average once admitted. Admission is also based upon qualities of leadership, character, community and school service and involvement; and the status of those

qualities upon entry in the national honor society must be maintained or heightened once admitted. National honor society members found guilty of cheating and/or committing any other serious violation of BCTHS policies and/or building discipline codes and procedures will face expulsion from the Society. Students wishing to join the national honor society, having committed any of the aforementioned offenses, will not be considered for admission by the selection committee. A tutoring service is provided by society members.

## NEWS MEDIA AUTHORIZATION

By law, any student under 18 years of age must have a parental/guardian permission form on file giving permission to be photographed or interviewed by the media for school purposes.

## NOCTI

### ***National Occupational Competency Testing Institute Assessment***

All seniors designated as a “completer” of a technical program are required to participate in State Occupational Competency Testing. BCTHS defines a “completer” as any student who has been enrolled in the program for 50% or more of the instructional hours. Student Occupational Competency Assessment is a requirement under state and federal regulations, as well as a graduation requirement of BCTHS. A specific test utilized by our school to comply with the requirements is the NOCTI assessment. The unique aspect of this test is that it relies on both written and performance components to identify the student’s skill level. Results of the assessment will become a part of the student’s permanent record. Students who score exceptionally well may be awarded the Pennsylvania Skills Certificate, issued by the Governor of the Commonwealth of Pennsylvania. NOCTI assessments are generally administered in mid-May.

## NURSE AIDE RECORDKEEPING

In order to comply with the guidelines set forth by NATCEP (Nurse Aide Training Competency Evaluation Program), all records for students enrolled in the Pennsylvania Nurse Aid Training Program will remain confidential in accordance with the Family Educational Rights and Privacy Act (**See “FERPA”, Page 13**). Student records including grades, instructor schedules, program evaluations by students, instructor evaluations by students, course calendar and syllabus, anecdotal notes concerning students or the course, attendance records, and trainee criminal background checks will be kept a minimum of three years. The Pennsylvania Nurse Aide Training Report, certificate of completion for each graduate, and copies of performance checklists for each student who begins the NATCEP, including students who withdraw or are dismissed from the program, will be kept on file ad infinitum (indefinitely).

## OBLIGATIONS

Students are issued textbooks and other articles that belong to BCTHS for use during the school year. It is the student’s responsibility to return that property, in the condition that it was issued, directly to the staff member who issued it. Students not complying will be charged the replacement cost for the textbooks and/or other articles. Students are also responsible for all other obligations, such as, but not limited to: cafeteria expenses, Activity fees, dance tickets, etc. All unpaid balances are considered obligations. All loans/obligations, with the exception of a “Friends of Tech” loan, must be satisfied as a requirement to participate in extra-curricular activities such as, but not limited to, dances (Freshman, Sophomore, Junior, and Senior dances/proms), trips (Dorney Park, Senior Class trip) and participation in the graduation ceremony (cap and gown will not be released until all obligations and/or loan payments are paid in full). BCTHS will withhold diplomas for any senior who has a student obligation. In addition, seniors will be unable to attend the senior class trip, the graduation ceremony, and other end-of-the-year events until the obligation is satisfied.

After May 15<sup>th</sup> payments for obligations must be made in cash; there will be no exceptions. (**See “Proof of Purchase”, Page 29; and “Payments” below**)

NOTE: "Friends of Tech" is a loan and is considered an obligation. All loans, including "Friends of Tech" loans, must be either in good standing (current on payments) for underclassman or satisfied by withdrawal from BCTHS before participating in the senior prom, senior class trip, and/or graduation.

## OPEN HOUSE FOR PROSPECTIVE STUDENTS & THEIR FAMILIES

Open House will be held on **Thursday, November 5, 2020** from 6pm to 8pm. Prospective students and their families are invited to tour our school, talk to our teachers, and see all the benefits of attending BCTHS.

## PARTICIPATION IN DISSECTIONS LABS

Legislation passed in 1992, added to the Pennsylvania School Code, mandates that schools shall notify students and their parent/guardian of the right to decline to participate in dissection, vivisection, incubation, or capture of chordate animals or their parts. Students choosing to decline active participation in a laboratory which includes any of the above-listed activities will be given an alternative assignment.

## PAYMENTS

BCTHS accepts cash, checks, money orders and credit cards as payments. **It is the responsibility of each student to keep any receipts they receive. Please Note:** The last day for students to pay for anything by check is May 15<sup>th</sup> of each school year.

## PERKINS PARTICIPATORY PLANNING COMMITTEE

The Carl D. Perkins Career and Technical Education Improvement Act of 2006, provides funds for programming and personnel designed to enhance student performance. Parents/guardians are invited to participate on the Perkins Participatory Planning Committee, which discusses fund usage for each year. Interested parties may contact the Supervisor of Pupil Services.

## PERSONAL WORK ORDERS

A student in good standing may take advantage of the resources within the 5 academy areas by obtaining a work order from the technical teacher. After completing the form, the student should give it to the teacher of the technical lab involved in the request, who will in turn send it to the administrator for approval. Students will be charged for the price of the material used to carry out the request. Certain areas have a base charge for any work done which covers miscellaneous costs of materials used. Unauthorized projects will be stopped, parent/guardian notified, and the student will be disciplined.

## PLAGIARISM

Plagiarism is the copying, forging, lifting, expropriation, or using a portion of information as one's own. It is the act of attempting to steal and pass off as one's own, ideas or words of another. It is the attempt to present as one's own, an idea or product derived from an existing source. Plagiarism is morally wrong and, of course, plagiarism is illegal. Teachers establish appropriate academic penalties that are supported by the administration. All incidences of plagiarism will be discussed with the teacher's immediate supervisor. Teachers are encouraged to review standards regarding plagiarism during the first day of school and with parents/guardians on Back-to-School Night. Students must guard against presenting either the words or the ideas of another writer as though they are the student's own creation. To help students write research papers competently and honestly, BCTHS follows the guidelines offered in Sharon Sorenson's excellent text, "The Research Paper: A Contemporary Approach." Students should consult our school-wide text, work carefully with their teachers, and follow these simple rules of documentation.

**Paraphrase:** You put someone else's expression and ideas into your own words. You do not simply change word order, delete or add a few words, or provide a few synonyms. Paraphrase is a significant alteration of the original text.

**NOTE:** you must document paraphrased material with a parenthetical credit because the ideas presented are not your own.

**Summary:** If you greatly reduce the amount of information and put it into your own words, you still must tell the reader where you located the information in the first place. At the end of summarized material, therefore, you must include your source in parentheses.

**Direct Quote:** If you quote the original author's words and use quotation marks, you must cite your source at the end of the quote. Simply enclosing the words in quotation marks is not sufficient. You must tell the reader the origin of the quote. Academic penalties will result when students plagiarize. Students should work closely with their teacher.

## POSSESSION OF DANGEROUS SUBSTANCES

The possession or use of **mace, pepper gas, or similar like substances, is strictly prohibited.** Any violation of this rule will lead to discipline sanction as per our policy. Such substances will be immediately confiscated and disposed of through our security office. Possession in school will be considered a major discipline issue and will result in multiple days of suspension.

Also, **laser pointers/devices present a significant health hazard** (eye injury) to students and staff. Laser devices of any type are strictly prohibited and possession in school will be considered a major discipline issue and will result in multiple days of suspension. The device will be immediately confiscated and will be returned directly to a parent/guardian. Because of the possibility of permanent eye damage caused by a laser, the possibility exists for disorderly conduct charges being filed against any student who is caught in possession of a laser pointer.

**Magic markers and other marking pens** are not to be in possession of students outside a supervised classroom setting, and only with adult supervision.

A large number of students and staff at BCTHS have been diagnosed with asthma; therefore, **the use of aerosols, i.e. perfumes, colognes, body sprays, deodorants, etc., is forbidden.** When used, the liquid contained in these sprays is emitted into the air under high pressure creating a fine mist that can travel a long way. When inhaled, the mist can trigger asthma symptoms and a possible attack. Because of the amount of time the spray stays in the air, and the distance it can travel, even spraying some distance from the person with asthma can lead to problems. Apply personal hygiene products at home and do not carry aerosols into the building.

## PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, notice is hereby given by BCTHS that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by BCTHS as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction. If you believe that your school-age child may be in need of special services, the guidance counselor should be contacted. In compliance with state and federal law, BCTHS will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities within an inclusion model or life skills model. For further information on the rights of parents/guardians and children, provision of services, evaluation and screening (including purpose, time, and location), and rights to due process procedures, you may contact the Supervisor of Pupil Personnel Services.

**Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law.**

BCTHS has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For further information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact, in writing, the Supervisor of Pupil Personnel Services.

## PROMS, DANCES, FIELD TRIPS & CLASS TRIPS

### **PROMS & DANCES:**

Students who have purchased senior or junior prom tickets will be dismissed at 10:30am the day of prom. Students attending prom must remain there the entire evening; dismissal from senior and junior proms will begin 30 minutes prior to the ending time. If the event is held at a hotel, students are prohibited from booking a room and staying overnight – they must leave the hotel immediately after. Since prom is a school sponsored activity, proper attire is expected to uphold the same integrity as related to the school dress code. Gowns and dance attire are expected to be selected in good taste and appropriate for a school environment. **Outside guests attending BCTHS proms/dances must not be over the age of 20.** Attendees are responsible for the behavior of their guest. BCTHS administration reserves the right to monitor appropriate dance floor behavior. Students and guests must have ID to enter proms or dances. Refunds will not be issued for any reason.

### **FIELD TRIPS & CLASS TRIPS:**

A field trip is an educational privilege, not an entitlement, to extend learning beyond the classroom. Students must be in good standing, have the required signature form signed by all school authorities, passing grades and appropriate discipline and attendance in order to participate. In preparation for the class or group trip, each coordinator or faculty sponsor will provide a sufficient number of meetings or notices for parent/guardian and participants so that they are thoroughly oriented to the rules and regulations, the social, cultural and historical background of the trip's destination, all travel arrangements and general travel information (i.e. medication, currency, room lists).

**No refunds will be issued for field trips or class trips for any reason unless travel insurance was purchased at the time of booking the trip.** Students placing a deposit to secure a spot on a class trip will sign an agreement stating their intention to pay the balance in full.

### **IN ADDITION:**

Administration reserves the right to exclude any student from a class trip, prom, or school event on the basis of disciplinary problems. Students who



reach the 3<sup>rd</sup> level of discipline and/or probationary status will not be permitted to participate in class trips, proms or school events. Students owing Saturday detentions are ineligible for school sponsored activities such as proms, dances, field trips, and class trips.

Administration reserves the right to review discipline, grades, and or absences with regard to extenuating circumstances. Students seeking an exception must make an appointment with the **Assistant Director** ( Discipline) or **Pupil Services Supervisor** (Attendance) who will make a decision on a case-by-case basis. No field trips will be taken after May 20<sup>th</sup> without administrator approval.

Students who are absent from school or who are suspended on the day of a trip, prom, or any school activity, are not permitted to participate.

**Tobacco use is not permitted at proms, dances, field trips, class trips, or any other school event. (See “Tobacco” Use, Page 36) All Student Handbook & Code of Conduct Regulations will apply.**

### PROOF OF PURCHASE

Students paying for books, projects, lost ID, etc., must pay in the main office, at which time they will be given a receipt. **Students must keep that receipt for the entire time they are enrolled at BCTHS.** If a discrepancy should arise concerning payment, it is the responsibility of the student, not BCTHS, to produce the receipt as proof of purchase. (See “Obligations”, Page 26; and “Payments”, Page 27)

### PSAT/SAT/ACT TEST DATES & ACCOMMODATIONS

The PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) is the first major screening test for most college-oriented students. The test measures critical reading, math and writing abilities that are important for academic success in college. 11<sup>th</sup> grade students taking the PSAT test will be considered for National Merit Scholarship/recognition. PSAT, SAT, and ACT test dates are listed below. All dates for SAT testing are included in the booklets, “Taking the SAT...The Official Guide to the SAT” and the “Official Registration Bulletin” available in the PPS office. SAT scores are an important component in college admissions and post-secondary college scholarship opportunities. **Our high school testing code is 391362** and **must** be placed on all test documents – it is **your** responsibility to do so.

#### PSAT TEST

October 14, 2020  
(Given at BCTHS)

#### SAT TEST

August 29, 2020  
September 26, 2020  
October 3, 2020  
November 7, 2020  
December 5, 2020  
March 13, 2021  
May 8, 2021  
June 5, 2021

#### ACT TEST

October 24, 2020  
December 12, 2020  
February 6, 2021  
April 10, 2021  
June 12, 2021  
July 17, 2021

Tests on the above dates will be administered at one of the participating school districts. Listen for announcements regarding these tests and contact your guidance counselor for additional information. Dates are subject to change.

**How to apply for testing accommodations for the PSAT and/or SAT tests on these dates:** The College Board provides a broad-range of accommodations to eligible students. Accommodations must be applied for and approved before they can be used. The first step of the process is to contact the school counselor for a *Request for Accommodations Consent Form* which is available on the BCTHS website.

**Deadlines for Submission:** Reviewing accommodation requests takes approximately seven weeks, therefore, *students are urged to start the process during freshman year.* Students who receive accommodations can use them throughout their high school careers. Once approved, it is not necessary to reapply. Questions should be directed to guidance counselor, Mrs. Ponist [aponist@bcths.com](mailto:aponist@bcths.com) or call her at 215-949-1700 ext. 2163.

### PUPIL RECORDS POLICY

The process of gathering information about pupils is necessary for curriculum study and school program planning. The term “pupil records” means those records obtained by the school, or prepared or secured by an agent of the school, about pupils, for the use of professional members of the school staff. Records shall be maintained in a manner which guarantees their security and proper professional use, consistent with constitutional and statutory rights of individuals. With the exception of records of academic achievement and attendance, pupil records will be released to other persons or agencies only by the administrative director/designee. Records shall be released in a manner consistent with constitutional and statutory rights of pupils; that is (1) with written consent of parents of minors or in cases of emancipation, the pupil; or (2) upon subpoena. Information shall be maintained in the pupil’s record as long as it is accurate, reliable, and useful in the educational planning and programming of pupils.

### REPORT CARD SCHEDULE

The Skyward Family Access system is the official method by which parents monitor student progress at BCTHS (See “Skyward Family Access Portal”, Page 35). Student grades, report cards, class assignments, attendance and discipline data are all available on Skyward Family Access. Additionally, a hard copy of each quarterly report card will be distributed to students at the end of each quarterly marking period/term according to

the following schedule. An automated phone call will be placed to parents/guardians on the day report cards are to be distributed. **Dates are subject to change.** (See “Automated Calling”, Page 3)

**1<sup>ST</sup> TERM**

September 2, 2020 - November 10, 2020

Report cards will be distributed to students the week of November 23, 2020

**2<sup>ND</sup> TERM**

November 12, 2020 – January 28, 2021

Report cards will be distributed to students the week of February 8, 2021

**3<sup>RD</sup> TERM**

January 29, 2021 – April 8, 2021

Report cards will be distributed to students the week of April 19, 2021

**4<sup>TH</sup> TERM**

April 9, 2021 – June 14, 2021

Report cards will be mailed to parents/guardians the week of June 21, 2021

**REPORTING CRIMES**

BCTHS is not prohibited from reporting a crime committed by a student to appropriate authorities or preventing state law enforcement and judicial authorities from exercising their responsibilities with regard to application of federal and state law to crimes committed by students. BCTHS is not prohibited from providing copies of student disciplinary records to appropriate authorities.

**RESOURCES FOR HELP/STAR PROGRAM**

**HELP LINES:**

**Immediate Emergency - DIAL 911**

A Woman’s Place	800-220-8166
AIDS Hotline	800-985-2437
Al-Anon/Alateen	215-222-5244
Alcoholics Anonymous (AA)	215-923-7900
Anorexia/Bulimia Association	215-221-1864
Bucks County Council on Alcoholism & Drug Dependence	800-221-6333
Catholic Social Services	215-945-2550
Center for Grieving Teens, Children, & Families	215-427-6767
Children & Youth	215-348-6900
Childline ( <i>Child Abuse</i> )	800-932-0313
Choices ( <i>Reproductive Health</i> )	215-985-3300
Compassionate Friends ( <i>Bereavement</i> )	215-736-1643
Family Service Association	215-757-6916
Gamblers Anonymous ( <i>GA</i> )	888-213-3945
Gay/Lesbian Peer Counseling ( <i>Evenings</i> )	215-732-8255
Jewish Family Services	215-752-4665
Lenape Valley Foundation at Lower Bucks Hospital ( <i>Crisis Response</i> )	215-785-9765
Narcotics Anonymous ( <i>NA</i> )	215-943-8866
National Runaway Switchboard	800-621-4000
National Suicide Hotline	800-273-TALK (8255)
NOVA ( <i>Victim Assistance</i> )	800-675-6900
Penndel Mental Health Center	215-752-1541
PFFLAG ( <i>Gay &amp; Lesbian Family Support</i> )	215-368-2473
Poison Control	800-222-1222
Safe Harbor ( <i>Grief Support</i> )	215-481-5983
Safe 2 Say Something	844-723-2729
SOS ( <i>Family Support after Suicide</i> )	215-536-5143
St. Mary Parenting Center	215-710-5976
Survivors of Suicide Support Group	215-945-0661
Today	215-968-4713

For additional help lines – See blue pages “Guide to Human Services” in the phone book.



**“STAR” PROGRAM (Serving Teens at Risk):**

This student assistance program aims to identify and refer students who are believed to be at risk for developing problems related to substance abuse, depression or other concerns. The “STAR” Team is made up of trained school personnel who are available to assist students and families through the process of identifying problems that impact the student’s ability to perform in school and to offer assistance to alleviate these problems. The student assistance process is confidential as stipulated by law and is not part of the disciplinary process. Students may be referred to “STAR” by any staff member, parent/guardian, self, or any other concerned person. You can get more information on “STAR” from a counselor or from a “STAR” member.

**What is the BCTHS Assistance Program?** The Commonwealth of PA, Act 211, mandates a student assistance program in every school.

**What is the overall goal of “STAR”?** “STAR” identifies students whose behavior, attendance, or grades indicate that they may have problems with alcohol or other substance abuse, depression and/or other issues that negatively impact students on receiving the best education possible. “STAR” also identifies students who are at risk; that is, they are not evidencing significant problems at the moment, but the probability that they will, unless some series of events changes the course of their lives, is higher than the norm.

**Who are the team members?** Team members are specially selected and trained volunteers who are in contact with many different parts of the school by virtue of being teachers, coaches, advisors, administrators, nurses, and guidance counselors. They have a strong, positive image with the student body, faculty, and community. The student is free to accept or reject the recommendations of the team.

**How does the student assistance program work?** Any concerned individual (school staff, family members, students) may call, write, or stop to see a student’s guidance counselor or a member of “STAR”. Except for self-referrals, all referrals should be made in writing on a “Standard Referral Form”, which is available in every office. If the facts presented by the counselor warrant additional action by “STAR”, more information is gathered.

**And then what happens?** To assemble a complete profile of a referred student’s behaviors, information is solicited from a variety of sources. Information collected includes grades, attendance, performance in class and co-curricular activities, health and counselor information, staff reports, discipline records and parent/guardian input. All information collected must be observable and verifiable. “STAR” does not seek hearsay information. Observable data is compiled, providing a look at the student’s life in school and if the information profile warrant, additional action is taken.

**What action is that?** Usually an intervention, either formal or informal, is scheduled. During an intervention the complete student profile is presented to the student and his/her parents/guardians. Since isolated pieces or behavior are usually seen as “growing pains” or are justified by saying “it only happened twice” or “it’s all a part of growing up”, the advantage of the profile is that it provides a look at the total behavioral picture of a student. Basically, the goal of the intervention is to break down the denial that keeps a student from recognizing certain behaviors that have such a negative impact on his/her life, as harmful. At the conclusion of the intervention, a series of recommendations will occur. Usually, an assessment will be one of the recommendations.

**What is an assessment?** BCTHS contracts with the Bucks County Council on Alcoholism and Drug Dependence (BCCADD) to conduct all assessments for “STAR”, however, the Council is not a treatment agency. Their job is to focus on the student and family to determine the exact nature of the problem and then, if necessary, suggest treatment options.

**If treatment of some kind is received, what happens after that?** “STAR” is committed to providing prevention, support, and aftercare services to any student who needs them. “STAR” offers many groups, operated during the school day, to students whose academic performance is likely to improve if help and support are provided. Students can arrange possible group membership through “STAR” or through their guidance counselors.

**SCHOOL COLORS/MASCOT**

The student body of BCTHS has chosen teal and white as the school colors. The school mascot is the grizzly bear.

**SCHOOL NURSE SERVICES**

The School Nurse’s Office is located next to Pupil Services, in A-hall, and is open from 8:10am until the close of the school day. The office is closed first period except for **emergencies only**.

**FIRST AID AND ILLNESS POLICY:**

All injuries, regardless of how small, must be reported to the school nurses where they will be evaluated, treated, and recorded. In the event of a more serious injury, an accident report will be completed by the nurses and signed by the injured student. A copy of this report is filed in the Business Office and the Nurse’s Office and is used to determine how the accident occurred and how it could have been prevented.

**A parent/guardian will be called if:**

- ✓ The injury requires evaluation or treatment by a physician.
- ✓ The student has a head injury.
- ✓ The student requires tetanus immunization.

- ✓ The school nurse has any other concerns that need to be shared with the parent/guardian.

**When illness or medical problems originate at home, treatment should be initiated before coming to school.** Non-school injuries are not the primary responsibility of the school, and BCTHS does not have facilities to provide extensive, all-day care for students who come to school ill. If your child has any of the following symptoms, he/she should be kept at home until the problem has been resolved or has been medically treated:

- ✓ Temperature of 100 degrees or higher.
- ✓ Any unusual rash or draining skin lesions.
- ✓ Persistent cough.
- ✓ Red, runny, or itchy eyes.
- ✓ Sore throat accompanied by fever.
- ✓ Vomiting or diarrhea.

**Students who become ill during the school day** are to be sent to the Nurse's Office. The nurse will obtain a history, check vital signs, and evaluate the student's condition. If necessary, the student may rest in the Nurses' Office for a short time. Every attempt will be made to keep the student in school to promote academic success. If their condition does not improve or if an elevated temperature is present, a parent/guardian will be called to pick up the student or to send someone to take him/her home.

**It is required that the Student Health/Emergency Card be completed**, listing parent/guardian's home, work, and cell phone numbers as well as the number of someone to call if parents cannot be reached, signed by a parent/guardian, and returned within two (2) school days. This card is extremely important as it provides the school nurses with **current** medical information and phone numbers to be used in case of illness or injury. Failure to return the card will result in disciplinary action and students will not be permitted to participate in their technical program and PE.

**In order for a student to leave the building**, the parent/guardian or designated responsible party must come to the Nurse's Office to sign him/her out. If a student has driven to school and becomes ill during the school day, he/she **will not** be permitted to drive home unless the nurse feels that the student is capable of driving safely, the parent/guardian is contacted, and they grant permission for the student to drive home. **In the case of an emergency or a serious injury or illness**, the student will be transported via ambulance to the hospital indicated by the parent/guardian on the student's health card. The PA Compulsory Attendance Law states that attendance at school is mandatory and supersedes student employment. Students will not be dismissed to go home to rest due to illness so that they may go to work later in the day.

#### **MEDICATION POLICY:**

**Only medications which are absolutely necessary during the school day will be administered.** Except in an emergency, no medication will be given during the first or last period of the day. **All medications must be delivered to the school nurse immediately upon arriving at school in the morning and are required to be in a container appropriately labeled by a pharmacy or physician.** Medication in plastic bags, aluminum foil, envelopes, old pill bottles, or medication belonging to other family members will not be administered. If students are to bring controlled medications or drugs to school that have the potential for abuse, the parent/guardian must call the Nurse's Office and inform the nurse to expect the medication when the student arrives at school. The parent/guardian must also state the exact number of pills to expect. All medication must be kept in the Nurse's Office with the exception of inhalers and EpiPens (see below). No medication may be kept in a locker or book bag except for specific students with special circumstances. No prescribed or over the counter medication shall be dispensed unless an order from a physician, **and** written parent/guardian permission is on file authorizing the nurse to dispense the medication as directed by the physician. It is the responsibility of the student to report to the nurse's office at their assigned medication time. Students will not be called to the nurse's office for medication administration. **The physician's order shall include:**

- ✓ The student's full name.
- ✓ Name of the medication.
- ✓ Dosage of medication and the route of administration.
- ✓ Time or frequency of administration.
- ✓ Physician's full name, address, and phone number.

#### **At the end of the school year, medication not picked up will be discarded.**

With annual written parent/guardian permission on the student health/emergency card, the following medications may be used for first aid treatment according to the directions/orders of the school physician: Adrenalin, Aloe Vera Gel, Anbesol, Benadryl Brand Itch Cooling Gel, Benadryl capsules, and Benadryl Cream, Blistex, Green Soap, Glucagon, Hydrogen Peroxide, Neosporin Ointment, Normal Saline Solution, Sting Relief Pad, and Water Gel Burn Ointment.

#### **EPI-PEN:**

If a student has a severe allergy that may require an EpiPen, the parent/guardian must send one to be kept in school. A physician's order and parent/guardian permission is required for EpiPens, inhalers, nebulizers, and diabetic medication and the parent/guardian is responsible for providing the necessary supplies. EpiPens, inhalers, nebulizers, and diabetic testing equipment and medications require a conference with the school nurse to establish appropriate protocol. In order for a student to possess and self-administer an inhaler or EpiPen at school, an Asthma Management Plan form, available on the school website and in the nurses' office, must be completed annually and kept on file.

#### **EPINEPHRINE OPT-OUT ACT 195:**

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to discuss this decision, review, and sign the opt-out form.

### **NARCAN:**

Pursuant to Act 139, and directive from the Governor of Pennsylvania, the Pennsylvania Secretary of Health, the Pennsylvania Secretary of Education, and the Pennsylvania Secretary of the Department of Drug and Alcohol Programs, BCTHS will store Naloxone and provide personnel who possess the education and knowledge to administer Naloxone. Licensed health care professionals employed at BCTHS have completed a Pennsylvania Department of Health approved Naloxone training repeated every three years permitting them to administer Naloxone. Naloxone may be administered when there is a reasonable belief that the person is suffering from an opioid overdose.

Administration of Naloxone shall be done in good faith and in a manner consistent with manufacturer instructions.

As soon as possible after administration of Naloxone, 911 will be contacted. Administration of Naloxone shall not be required in circumstances of unavailability of Naloxone, unavailability of a qualified Naloxone administrator, and/or uncertainty as to whether an opioid overdose is occurring, among other reasons.

### **PHYSICAL EXAMS:**

The State of PA requires a physical exam for all 11<sup>th</sup> grade students. It is strongly recommended that the exam be performed by your primary physician as he/she knows your child and will be alert for any health changes. Our school physician will perform the exam for any student for whom a private physical is not possible. Private physicals should be performed by October 1<sup>st</sup> and the completed form sent to the school nurse as soon as possible. If a completed form is not received, the student will be scheduled for an examination with the school doctor, unless the parent/guardian indicates on the student health card that permission is not granted. Additionally, school districts are now permitted to accept reports of private physicals completed within one year prior to a student's entry into 11<sup>th</sup> grade. All forms are available on the school website and in the Nurse's Office. When your health care provider completes the physical form, please be sure to include a copy of your updated immunizations. Students typically receive mandated meningitis vaccine for entry into 12<sup>th</sup> grade during the 11<sup>th</sup> grade physical.

### **SCREENINGS:**

School nurses are mandated to perform height, weight, and vision screenings on all students, every school year. Hearing is mandated for 11<sup>th</sup> grade students only while in high school. This mandate is a *screening* to help identify students who may need additional follow-up with a physician; it is not a physical exam. Physical exams are due for students in 11<sup>th</sup> grade only. To exclude your child from mandated screenings requires a note from A parent/guardian annually by October 1<sup>st</sup>.

### **IMMUNIZATIONS:**

Please be advised of the following NEW Pennsylvania school immunization requirements, **effective August 2017**.

Children in ALL grades (K-12) need the following immunizations for attendance:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, and rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

7<sup>th</sup> grade through 11<sup>th</sup> grade ADDITIONAL immunization requirements for attendance:

- 1 doses meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

12<sup>th</sup> Grade ADDITIONAL immunization requirement for attendance:

- 2 doses of Meningococcal Conjugate (a 2<sup>nd</sup> dose is not necessary if the 1<sup>st</sup> dose was given at age 16 years of age or older)

Exemptions to the school laws for immunizations are:

- Medical reasons
- Religious beliefs
- Philosophical/strong moral or ethical conviction

On the first day of school, unless the child has a medical, religious, or philosophical exclusion, the child MUST have had the above vaccines or risk exclusion.

**SCHOOL PROPERTY**

Students are expected to maintain respect for school property, grounds, equipment, and facilities at all times. The school can be maintained at its best only with student cooperation. Students are expected to reflect pride of ownership in their conduct. 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.

**SCHOOL STORE**

The BCTHS online school store is operated by the Entrepreneurship & Small Business Development program. Online orders will be processed by students and parents/guardians using this link: <http://bcths.deco-schools.com/> The link can be accessed via our BCTHS school website.

## SCHOOL-TO-CAREER PROGRAM

**GOAL:** The School-to-Career program at BCTHS is offered to qualifying students from all participating districts. The purpose of this program is to provide students with work-based experiences to acquaint themselves with the world of work before graduation. Students may participate in cooperative education, internships, and/or job shadowing experiences. Students desiring admission to this program must be at least 16 years of age and have working papers (*See “Working Papers”, Page 39*).

BCTHS strongly encourages students to participate in some form of school-to-career experience(s) and feels students with hands-on experience in the workplace prepare them for a smoother transition into competitive employment. These experiences are an integral part of the school’s curriculum and participation will reflect directly on the student’s academic standing. Typically, students must receive a “C” or better and have a good attendance and discipline record.

**School-to-Career Services:** School-to-Career Coordinators offer a variety of work-based experiences for students.

- ✓ **Cooperative Education (“Co-op”):** Students earn a wage as well as experience within their field of study.
- ✓ **Internship:** Students participate in a job-related occupation but it is for a limited experience and time and students are not paid.
- ✓ **Job Placement:** Students may request assistance in securing a job in their respective field and every effort is made to place them.
- ✓ **School-to-Career Transition Programs:** These programs will be customized by the Transition Coordinator to reflect the individual needs of all special education students.

**Process:** To begin a school-to-career experience, students must complete a “School-to-Career” recommendation form. Typically, junior and senior students are eligible to participate after completing a pre-evaluation form from a School-to-Career Coordinator. Students on probation must wait one marking period and submit a new form. If there are any problems, there must be communication between student, parent, teacher, and administration before a decision is reached. Violations resulting in a major breach of discipline, privileges will be suspended for one full marking period. Students will not be permitted to work at their training stations if they are absent from school. If students are too ill to go to school, they are too ill to go to work. If needed, students must complete a physical education contract prior to school-to-career placement. Prospective school-to-career students must be able to furnish their own transportation since BCTHS does not provide transportation. It is a privilege for students to partake in the School-to-Career Program. *Students are not required to participate* and therefore, they can be removed at any time.

## SEARCHES

Student search and seizure procedures by school administrators are based upon **reasonable cause**. Being in an unauthorized/non-scheduled area of the campus/building is deemed reasonable cause by school administration. **When a student chooses not to be searched, the parent/guardian and local police will be notified** and appropriate disciplinary action (minimum three-day out-of-school-suspension with in-school parent/guardian conference) will take place unless the administrator deems there is a major safety violation, then the search will need to be conducted. Students suspected of being in possession of tobacco products or vaporizers of any kind (*See “Tobacco Use”, Page 36*) are subject to a search and confiscation of tobacco, electronic cigarettes, and smoking paraphernalia.

**Administration reserves the right to request that a student be searched when there is reasonable cause as determined by administration.** Individualized suspicion that is based upon carefully determined reasonable grounds is the basis for administrative search and seizure procedures.

### **Search of Students and Seizure of Evidence:**

**Purpose:** BCTHS has a compelling interest in promoting an environment which is safe and conducive to learning. Therefore, BCTHS has established a policy for conducting student searches and seizing contraband so that the school can maintain order, discipline, and curb violence.

### **Definitions:**

- ✓ **Search:** An actual examination of someone’s property or body where or when the individual has a reasonable expectation of privacy.
- ✓ **Reasonable Suspicion:** The ability of a school employee to articulate facts or circumstances that cause the employee to believe that a particular search would lead to evidence indicating a student is violating or has violated the law of school code.
- ✓ **Random Search:** An inspection of a person’s property or body without reasonable suspicion.
- ✓ **Conducting a Search:** A school administrator may conduct a search of a student’s property or clothed body if the administrator has a reasonable suspicion that evidence indicating a student is violating or has violated the law or a school rule will be found as a result of the search. No strip searches, as defined by Pennsylvania Case Law, or random searches will be permitted to take place at BCTHS. All searches will be conducted by an administrator and at all times possible, a witness will be present during a search of a student conducted by an administrator. If a student refuses to cooperate in a search of his/her property or clothed body, his/her refusal can lead to disciplinary action (*See “Discipline”, Page 40*).
- ✓ **Seizure of Evidence:** A school administrator may seize any evidence indicating a student is violating or has violated the law or a school rule that the administrator may find as a result of a search of a students’ property or body.

## SKYWARD FAMILY ACCESS PORTAL

Bucks County Technical High School uses the Internet-based **Skyward** Student Information System. Skyward is currently the student information system (SIS) of choice in over one thousand school districts in seventeen states. You can learn more about Skyward at [www.skyward.com](http://www.skyward.com).

The **SKYWARD FAMILY ACCESS PORTAL** provides parents/guardians with instant access to students' school information through the Internet. Using a secure **user name** and **password** generated by BCTHS, parents/guardians have access to information including student grades, discipline, assignments, attendance, schedule and teacher contact information. The following steps allow parents/guardians to access the portal and monitor student progress:

1. Enter the Bucks County Technical high School Website: [www.bcths.com](http://www.bcths.com)
2. Click on the **SKYWARD FAMILY ACCESS** link on the left-hand side of the page.
3. Click on the Skyward link provided.
4. Enter your secure **User Name** and **Password**.
5. Navigate the site.
6. To view your child's schedule click SCHEDULE on the left side menu. Scheduling questions should be referred to the student's guidance counselor.

When the cursor is placed over information in the student calendar, a bubble will appear containing details related to that information. When you enter a teacher grade book and double click on the term grade you will see all assignments impacting on that grade. Often times future assignments appear as not having been completed, when in actuality these assignments are not yet due; so be sure to ask your child for clarification before contacting the teacher when this question arises.

All **Skyward Family Access** related questions should be referred to the Pupil Services Office. (See "**Report Card Schedule**", Page 29)

## STUDENT COUNCIL/CLASS OFFICERS

### **Class of 2021**

Senior Class President/Skills USA Parliamentarian: Ana Zeferino  
Senior Class Vice President/Skills USA Treasurer: Isabelle Brodbeck  
Senior Class Treasurer: Jeremy Rachlin  
Senior Class Secretary: Nariah Jewett  
Senior Class Social Chair: Comfort Addison

### **Class of 2022**

Junior Class President/Skills USA Secretary: Lydia Pringle  
Junior Class Vice President/Skills USA Reporter: Morgan Jolly  
Junior Class Treasurer: Terilyn Martin  
Junior Class Secretary: TBD  
Junior Class Social Chair: GinaMarie Ward-Bartello

### **Class of 2023**

Skills USA/Sophomore Class President: Harmoni Mindle  
Skills USA/Sophomore Class Vice President: TBD  
Sophomore Class Treasurer: TBD  
Sophomore Class Secretary: TBD  
Sophomore Class Social Chair: TBD

## STUDENT PROJECTS

Projects performed by students are those which adapt to their program and adhere to the course content. Projects may be of a personal nature with the intent of taking them home permanently. In this case, students pay for the cost of the materials used in the construction of the project. This is to include the cost of spoilage of materials. The teacher determines the cost. Personal projects may not be removed from the building until all cost obligations have been paid. All projects must be approved by the teacher.

## SUSPENSION & EXPULSION

The Joint Board Committee recognizes that exclusion from the educational program of the school, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without due process. The Joint Board Committee may, after a proper hearing, suspend a child for such time as it deems necessary or may permanently expel him/her.

**Suspension (Out-of-School):** An administrator may suspend any pupil for disobedience or misconduct for a period of 1 to 10 consecutive school days. No student may be suspended without notice of the reasons for which he/she is suspended and an opportunity to be heard in his/her own behalf before the administrator who holds the authority to reinstate him/her. When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the administrator. Such hearings shall take place as soon as possible after the suspension, except when extraordinary circumstances involving the health and safety of the student or others in the school requires immediate exclusion; the hearing may be delayed as circumstances permit.

**Suspension (In-School, Temporary Placement Center-TPC):** No student may receive an in-school suspension without notice for which he/she is suspended and an opportunity to be heard prior to the time the suspension becomes effective. Parents/guardians shall be informed of the suspension action taken by the school. Should the in-school suspension exceed 10 consecutive school days, the student and his/her parent/guardian shall be offered an informal hearing with the administrator which will take place prior to the eleventh day of the in-school suspension. **Students must surrender all electronics devices upon entrance to TPC.**

**Expulsion:** The safety and health factor is considered to be most vital in considering expulsion actions against students. Therefore, those students who fail to perform in a safe and mature manner, jeopardizing the welfare of other students, or the program in which they are enrolled, will be subject to exclusion from further training in BCTHS. Upon recommendation, the administrative director/designee may exclude a student from BCTHS where misconduct and disobedience is such to warrant this sanction.

**Hearings:** Students suspended for a period of time longer than three (3) days shall be afforded an informal hearing. A delay of such hearing shall not delay return to school. A formal hearing shall observe the due process requirements of notification of the charges in writing, via certified mail. Notice of the time and place of the hearing shall include that the hearing is private unless the student or parent/guardian requests a public hearing. The right to representation by counsel, the disclosure of the names of witnesses and the testimony they have made, and the right to testify and present witnesses on the student's behalf shall be held with all reasonable speed. Recordings of the proceedings and a copy of the transcript shall be at the student's expense. The formal hearing will be conducted under the auspices of BCTHS policy and procedures in conjunction with the LEA.

## TEXTBOOKS

Students may be loaned textbooks and reference books in September. These textbooks and reference books will be treated with care and not abused. Books are expected to be returned to the school in the same condition as when they were issued. Students destroying textbooks are subject to the discipline code and will be charged for damages. Lost or damaged books will be paid for by the student to whom they were issued or by the student who damaged them.

## TOBACCO USE

Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar, electronic cigarette and pipe; other lighted smoking product; smokeless tobacco in any form; and any nicotine delivery device. **Act 145 of 1996 (Section 6306.1) states** that a student who uses and/or

possesses a lighted or unlighted cigarette, cigar, electronic cigarette and pipe; other lighted smoking product; smokeless tobacco in any form; and any nicotine delivery device, in a school building, on a school bus, or on school property owned by, leased by, or under the control of a school district, commits a summary offense.

A student who commits an offense under this section shall be subject to prosecution initiated through the local district justice and shall, upon conviction, be sentenced to pay a fine or court costs. When a student is charged with violating Subsection (A), the court may admit the offender to an adjudication alternative as authorized under 18 PA.C.S.A. Sec. 6306.1, in lieu of imposing the fine. A student may be searched for reasonable suspicion of possession of tobacco products and vaporizers or electronic cigarettes.

## TRANSCRIPTS

Transcripts must be requested in writing two weeks before they will be mailed to your requested college or university.

- ✓ Complete a transcript request form and submit it to your counselor. If you are sending transcripts to more than one college, you must complete more than one transcript request form. You need to bring the completed application, including check, letters of recommendation, any additional information or forms the college has requested, along with three to four stamps for mailing. The guidance office will send your completed application.
- ✓ You may also send your application on your own or complete your application online. The counselor will then send the transcript and letters of recommendation.



- ✓ In addition, some scholarships request your transcripts and letter of recommendation. You must also complete a transcript request form.
- ✓ An official transcript is one sent directly to the school or organization by the guidance counselor.
- ✓ Students with outstanding obligations will have transcripts and diplomas withheld. *(See "Obligations", Page 26).*
- ✓ Colleges requesting transcripts must be mailed by BCTHS in a sealed envelope.

## TRANSPORTATION INFORMATION

**Code of Conduct:** Parents are urged to stress the importance of proper behavior while waiting for or riding a school bus. Reports on damage to property at a bus stop or misbehavior on a bus can lead to the suspension of bus riding privileges and possibly a suspension from school. The rules listed below are posted in every bus and must be observed in order for your child to have a safe trip to and from school.

**Do not lose your riding privileges:**

- ✓ Be courteous, use no profane language.
- ✓ Do not eat or drink on the bus and keep it clean.
- ✓ Stay in your seat and cooperate with the driver.
- ✓ Keep hands and feet inside the bus.
- ✓ Do not fight, push, shove, or damage bus or equipment.
- ✓ Do not tamper with bus equipment.
- ✓ Do not bring pets on the bus.
- ✓ Do not bring flammable materials on the bus.
- ✓ Stay in your seat and cooperate with the driver.
- ✓ The bus driver is authorized to assign seats.
- ✓ Utilize seat belts when they are supplies.
- ✓ No tobacco use.
- ✓ Do not get on or off the bus at Conwell Egan, either before school or after school.

**Loading:**

Students are dismissed at 1:54pm and will exit the school at the location nearest their predetermined bus pick up locations. Students are required to utilize the pedestrian sidewalks at all times. Due to the extremely tight schedule, buses will depart promptly at 2:05pm. **Movement of cars in the loading area is strictly prohibited** until all buses have been loaded and have departed. Students with driving permits will observe speed limits posted on school property, which will not exceed 10 miles per hour at any time.

**Unloading:**

**All buses will discharge students at the rear of the building** behind the cafeteria. Students will immediately enter the school and report to their first period where they will wait for the 7:10am bell to ring.

**Closing of School and Two-Hour Delays Due to Inclement Weather:**

When it becomes necessary to close school, or delay the opening of school due to inclement weather, listen to Radio Station KYW 1060AM, as well as TV stations 3, 6, 10 and FOX News. Closings and delays will also be posted on our website [www.bcths.com](http://www.bcths.com). An automated call will be placed to parents/guardians informing them of the status of school closing or late opening. On days when weather conditions are bad or threaten to become hazardous, student drivers are advised to ride the school bus. Students who drive will not be dismissed prior to the close of school. Parent/guardian phone numbers and email addresses must be current at all times in order to receive automated messages.

**Closings and delays at BCTHS are different than at sending districts since we do not handle transportation issues. Scheduling buses, cancelling buses, and all transportation decisions are made by the school districts, not BCTHS.** On a day of inclement weather, parents should check to see if BCTHS is open, closed, or has a two-hour delay; they should also check to see the status of the district in which they live since the districts provide transportation. **If BCTHS is closed**, there is no need to worry about the status of another district for transportation.

**If BCTHS has a two hour delay**, parents/guardians are advised to check the status of the district of residence. In other words, if BCTHS has a two-hour delay and the district of residence has a two-hour delay, your child will get the bus 2 hours later than scheduled.

**If BCTHS has a two hour delay and the district of residence is closed**, then there will be no transportation provided for your child by your district of residence. However, students are still expected to be in school. On such a day, we realize that the expectation may be unreasonable; therefore, the student will be marked absent, and must make up the work. This absence will not be counted against the student.

**If BCTHS has a two hour delay and your district is operating normally**, then the student must get the bus at the regular time or be provided with other transportation.

**If BCTHS is operating normally and your district is two hours late**, then the student will get the bus two hours late and we will adjust the student's attendance record accordingly. Again, all work must be made up.

**If your district is closed and BCTHS is open**, then the students will be expected to provide their own transportation. If transportation is unavailable, the students will not be penalized, but must make up all work.

**Transportation Information:** Bus transportation is a function provided by the participating school districts and is a privilege. Failure to observe district rules may result in temporary or permanent denial of transportation. Specific transportation problems should be directed to the respective school district transportation department:

Bensalem	215-750-2800 ext. 4401	Morrisville	215-736-5926
Bristol Borough	215-781-1017	Neshaminy	215-809-6260
Bristol Township	267-599-2390	Pennsbury	215-428-4165

## TRESPASSING LAW

Act of Assembly of August 6, 1981, P. O. 69, Section 4955 of the Penal Code of Pennsylvania, Section 1, provides that any person who remains in or upon the property of a school district after being requested not to enter or to leave is guilty of entering or remaining unlawfully upon the property of the school district, which crime is punishable by a fine or imprisonment. BCTHS will, if a person does not leave the premises upon this request, institute the necessary legal action to invoke the penalties. **When marked absent from school**, no student may be on campus before, during, or after the school day. **While on out-of-school suspension**, no student may be on school grounds or participate in any school activities. The **only exception** is attendance at a parent/guardian/administrator/student conference.

## VALEDICTORIAN/SALUTATORIAN

At the end of the 3<sup>rd</sup> marking period of the senior year, the valedictorian and salutarian will be named based on their cumulative class rank during their four years at BCTHS.

## VALUABLES

Students should not bring large amounts of money or valuable jewelry to school. Students must use school-issued locks on student lockers as a way to deter theft of personal property. BCTHS will not be responsible for students' personal property, loss or theft of jewelry/valuables/money in locker room and school issued locker. (See **"Locks/Lockers", Page 24**). During physical education class, students should leave valuables with the teachers. Student supplied locks are required on locker room lockers in the technical classes, when in use. Students are required to provide teachers with a key or combination for access to the locker in an emergency.

## VISITOR INFORMATION

**Anyone visiting our school** must report to the security desk or main office for permission. No one is allowed on school property without permission and a school issued identification badge. Students are not to bring guests or small children to school.

### **VISITOR PARKING:**

Parking is available to parents/guardians, community members, and other adults having business at BCTHS. Visitor spaces are clearly defined as such and are painted in white. Visitor parking spaces are located in the parking area facing the main entrance into our school. All other spaces are reserved for staff and student use. **Students MAY NOT park in spaces designated for visitors or staff.**

## WEAPONS

The Joint Board Committee recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. **"WEAPON"** – the term shall include, but not be limited to, any knife, cutting instrument, cutting tool, Nunchaku sticks, brass or metal knuckles, firearm, shotgun, rifle, BB gun, pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

**POSSESSION:** A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while he/she 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 on his/her way to or from school. BCTHS prohibits possession of weapons and replicas of weapons in any school building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity. BCTHS shall recommend expulsion for a period of not less than one (1) year for any student who violates this policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. An administrator may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, an administrator shall take all necessary steps to comply with the Individuals with Disabilities Act.

An administrator shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement. An administrator shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. An administrator or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets

forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year; as required. Students and staff shall be informed concerning this policy at least annually. An exception to this policy may be made by an administrator, who shall prescribe special conditions or procedures to be followed. Weapons under the control of law enforcement personnel are permitted.

### WITHDRAWING FROM SCHOOL

Administrative and parent/guardian signatures are required on official withdrawal forms before a student is released. In addition, outstanding obligations must be satisfied, or records will not be forwarded.

### WORKING PAPERS

Students who seek employment before turning 18 years of age are required by law to have working papers. Applications and information are available in the main office.

#### **PENNSYLVANIA DEPARTMENT OF LABOR – STATE CHILD LABOR LAW**

**Minimum Age:** Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. Under certain restrictions, caddies, and news carriers may be employed at 12 years old and juvenile performers in the entertainment field at the age of 7.

**Employment Certificates (vacation and general):** No person under the age of 18 shall be employed without an employment certificate kept on file by the employer. Employment certificates are issued by school authorities. Special permits are required for minors in theatrical/other performances at ages and hours otherwise prohibited.

**Transferable Work Permits** may be issued for 16 and 17 year old students in lieu of vacation or general employment certificates. You can obtain these work permits in the main office. Minors issued a transferable work permit are not required to obtain a new permit or certificate each time he/she changes employers; however, the employer is required to notify BCTHS when a minor begins or terminates employment.

#### **HOURS OF EMPLOYMENT**

**Ages 14-15** During the school term, students may work a maximum of 3 hours on school days, and 8 hours on any other day, 18 hours per school week (Monday through Friday) and only at a time that does not interfere with school attendance, plus 8 additional hours on Saturday and Sunday.

**Ages 14-15** During summer vacations, and at any time for 16 year old students with general employment certificates, students may work a maximum of 8 hours per day, 40 hours per week. Employment is prohibited after 7:00pm and before 7:00am (Exceptions: summer vacation employment until 10:00pm and minors from age 12 may be employed distributing or selling newspapers, magazines, or other publications between 6:00am and 8:00pm).

**Ages 16-17** During the school term, a maximum of 28 hours per school week will be permitted (Monday through Friday) if enrolled in regular day school, plus 8 additional hours on Saturday and 8 additional hours on Sunday. However, maximum daily hours cannot exceed 8 hours per day. Students may not work after midnight (Sunday through Thursday) or before 6:00am during the entire week. (Exception: Students may work the night preceding a school holiday occurring during the school year until 1:00am the next morning. Students may work on Friday night until 1:00am Saturday morning and on Saturday night until 1:00am Sunday morning.

**Ages 16-17** During summer vacation, at any time for 16 year olds with general employment certificates, students may work a maximum 8 hours per day, 44 hours per week. No night work limit for students. No night work limit at any time for minors legally excused from school attendance.

**Ages 16-17** At any time, maximum employment is 6 days/week, with a 30-minute meal period required on/before 5 consecutive hours of work.

**EXCEPTION:** Students 14 years of age and older whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight (8) in a day.

#### **PROHIBITED OCCUPATIONS**

**Age 16 and Under:** Students may not be employed in establishments which dispense alcoholic beverages.

**Age 16:** Students may be employed on licensed premises as food wait staff and busing tables.

**Age 16 and Over:** Students are permitted to operate a single vehicle, not in excess of 30,000 lbs., or any such vehicle, towing a trailer not in excess of 10,000 lbs. gross weight.

**Age 18 and Over:** Students may serve and handle alcoholic beverages. There are 37 prohibited occupations for minors under the age of 18 and under the age of 16. For a list of the specific occupations, contact the local [Bureau of Labor Standards Office](#).

**EXCEPTION:** Apprentices, student learners, and graduates of an approved vocational, technical, or industrial education curriculum, which prepared them for employment in the specific occupation.

**Penalty:** Any person, agent, or manager for any person violating or permitting any violation of the Child Labor Law shall, upon conviction, be subject to a fine of not less than \$100.00 or more than \$300.00 for the first offense and not less than \$250.00 or more than \$1,000.00 for any subsequent offense or imprisonment for 10 days, or both.

## **SECTION II**

### **DISCIPLINE POLICY**

***This discipline policy is all inclusive, superseding all previous BCTHS Joint Board discipline policies.*** The BCTHS Joint Board Committee recognizes enrollment to be a part of a student's first step toward preparing themselves for the world of work or further education. Students elect to participate, and are not required to attend except by election to do so. On this basis, pupils who show interest and aptitude to benefit from a comprehensive technical education may be admitted to all classes offered within guidelines established in the Articles of Agreement between the six participating school districts. The primary objective of BCTHS is to give students the opportunity to acquire marketable skills and attitudes. Upon completion of an instructional program, the student should be ready to enter competitive employment. It is a privilege for students to attend BCTHS to learn these skills; and a privilege for us to teach them those skills. If these primary objectives are to be realized, it is essential that orderly discipline be maintained. Behaviors that occur off school grounds, that affect the educational environment of the school and involves school students, may be dealt with through this discipline policy. Another important objective of the instructional program is the emphasizing of work place safety. Consequently, any breakdown of school discipline can eventually result in safety hazards to the students and staff. In order to protect the safety and well-being of our students and staff, **all students are required to carry their school issued identification card at all times.** In keeping with Section 1317 of the PA School Code, BCTHS believes that another objective is the preparation of its students to be lawful and responsible citizens. Therefore, this behavioral code is implemented to be consistent with the components of the PA School Code, Chapter 12, "Regulations and Guidelines on Student Rights and Responsibilities", and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, national origin, sex, or ethnic background.

#### **DISSEMINATION OF POLICY**

Every effort shall be made to give students an opportunity to correct their behavior and succeed in their chosen career objectives and academic pursuits. School policy and regulations pertaining to the infractions of rules will be printed in this book. Parents/guardians will be notified annually regarding the discipline policy of BCTHS. All students will be instructed in rules of the school through assembly programs. A copy of the policy is on file in the school's main office. Teachers will be given direction in the handling of discipline and are responsible for informing their students. Disciplinary actions which may be taken in response to a breach of the behavioral code are meant to be constructive in nature and not to be solely punitive. All disciplinary actions by the school authorities are predicated upon a cooperative and courteous student behavior during any discipline procedure. Any misconduct, abusive behavior,

or uncooperative attitudes during the discipline proceedings may add to the punitive action. In order to insure a fair standardized discipline system, BCTHS utilizes a demerit system of student discipline accountability. Students compiling an excessive amount of demerits will be dealt with as set forth within the discipline guidelines. The discipline guidelines are composed of three major parts: (1) Explanation and/or clarification of each specific discipline, (2) Specific discipline procedures, (3) Student offenses requiring disciplinary action. Teachers will be responsible for carrying out disciplinary action involving student behavior problems. With out-of-class, repeated in-class, and major breaches of discipline, the responsibility will be that of an administrator. Depending on the infraction(s) and behavior record of the student, upon accumulation of 10 demerits, the administrator will assign the student a disciplinary sanction or out-of-school suspension.

The ultimate decision concerning student discipline will be made by administration with the exception being the recommendation for expulsion of a student at which time the BCTHS Administrative Director will be consulted.

#### **GUIDELINES**

The guidelines for administering discipline at BCTHS are authorized by the BCTHS Joint Board Committee Policy on Discipline. All aspects of the policy apply and the guidelines listed are to be interpreted as procedures pertaining to specific situations occurring at BCTHS. The list of procedures and applicable situations is by no means complete and final, but is subject to additions, deletion, and modifications from time to time as the school deems necessary.

##### **The guidelines are composed of three major parts:**

##### **I. EXPLANATION AND/OR CLARIFICATION OF EACH SPECIFIC DISCIPLINE PROCEDURE**

This outlines, in more detail where necessary, **the action to be taken by each staff member** when implementing any of the discipline procedures.

##### **II. SPECIFIC DISCIPLINE PROCEDURE**

Will list, in proper sequence, approved discipline procedures to be followed by BCTHS staff with reference to the specific staff responsible for initiating and following through the procedure until the incident is resolved in accordance with these guidelines. This part is designed for a quick reference to the complete list of steps to be taken in the over-all discipline policy of the school.

##### **III. STUDENT OFFENSES REQUIRING DISCIPLINARY ACTION**

**Behavior Offense:** A student offense which occurs at any time during the day or school function, between the time that the student is transported to or from school or arrives on school grounds, or until the student leaves school grounds.

**Major Breaches of Discipline:** Any student offense in or out of class which is identified by the BCTHS Discipline Policy as a major breach of discipline.

#### IV. EXPLANATION AND/OR CLARIFICATION OF EACH SPECIFIC DISCIPLINE PROCEDURE

**Instructor/Staff-Student Contact** – All student infractions require Step A, which may involve anything from a teacher/student conference to simply informing the student of the breach of discipline in which the student has been involved. (Step A is not applicable in out-of-class infractions).

**Teacher/Parent/Guardian Contact** – Parent/Guardian contact will be in the form of a telephone call or in-school conference within 24 hours of the incident. If direct contact cannot be made, a note or letter will be used. **The teacher must keep a record of the date of parent/guardian contact with anecdotal report to be attached to the discipline referral form.**

**Referral to the Temporary Placement Center (TPC)** – This step automatically involves administration in order to carry out the approved discipline policy. It is necessary that the teacher follow proper procedures. **Teachers will continue contacting a parent if improvement in the student's behavior does not become evident.** The teacher must verbally, or in writing, indicate to the TPC official all previous disciplinary action taken with a student upon referring the student to the TPC office.

#### V. DISCIPLINE PROCEDURES – procedure to be followed:

##### A. STAFF – Discipline Procedures

- ✓ Verbal reprimand.
- ✓ Withdrawal of classroom privileges.
- ✓ Special assignments with education value.
- ✓ Parental/guardian contact by teacher. Parent/guardian meeting or phone/email contact with parent/guardian will be held and documented by staff.
- ✓ When Parent/guardian cannot be reached, a note or email will be sent.
- ✓ Discipline referral will be submitted to TPC for assignment of demerits and posting to student's record.

##### General Information

- ✓ The staff member will complete the discipline referral form which includes a detailed statement describing the alleged incident (specific infraction).
- ✓ The student must be informed, by the reporting person, of the specific violation(s) cited on the discipline referral form, before the form is sent to the TPC office for disposition. The student has the right to note his/her version of the alleged incident on the referral form in the space allotted. The student is required to sign the discipline referral form in the space designated. This signature does not admit guilt, but only informs the administrator that the incident was discussed with the student by the reporting person. The discipline referral form may be placed in the TPC mailbox for handling and expediting. (NOTE: In cases of severe incidents or volatile situations which require immediate attention, the student must be escorted by security, and, if possible, the discipline referral form, to the TPC office.) Teachers should dial zero (0) to request a security escort.
- ✓ After review and disposition of the discipline case, the discipline report, with the appropriate administrative action taken, will become part of the student's record at BCTHS.

##### B. TPC – Procedures for Students Assigned to TPC

- ✓ Student will be notified by TPC official.
- ✓ Teachers will be notified of the scheduled TPC assignment and are to provide a specific written assignment designed to keep the student active for six (6) hours for each day of TPC activity.

**On the day of TPC assignment,** students are to report directly to their first period class. Students will then report to TPC with all books, assignments, etc., no later than 7:40am. Students reporting late to TPC will be assigned an additional day in TPC. The instructor will grade the work done in TPC. Work not satisfactorily completed will result in a '0' grade for the day.

##### C. Probation – Procedures for students on formal written probation

- ✓ Probation indicates that a student has had a major breach of discipline or has reached a level 3 discipline status and is in jeopardy of removal from BCTHS. A student who is on probation may be prohibited from attending school-sponsored events including, but not limited to, SkillsUSA, FFA, DECA, etc.  
**(See "Proms, Dances, Field Trips & Class Trips", Page 28)**
- ✓ Students who have been placed on formal written probation will be required to adhere to all of the stipulations as listed on the probation agreement. Any student who is on probation, who violates the agreement of the probation, is subject to removal from BCTHS and his/her name will be placed on a list of students who **will not** be invited to return to BCTHS the following year. Major discipline violations could also result in a recommendation for immediate removal from BCTHS.

If the student has an IEP or a 504 plan the IEP will be reconvened, behavior plan written, and probation letter issued. **Please note** that a specific major discipline infraction could result in an immediate probation status or an immediate recommendation for removal from BCTHS regardless of the discipline level or probationary status level.



#### **D. Administrative Director/designee – disciplinary action**

- ✓ The Administrative Director/designee will carry out the assignment of discipline concerning major breaches in the discipline code. (NOTE: all discipline referral reports, in-class, out-of-class, and major breaches must go directly to the TPC office before being acted upon by the Administrative Director/designee. In volatile situations, student and referral form can be taken directly to TPC.
  - ✓ Suspension for major breaches of the discipline code will result in 10 demerits and a 1 to 10 day suspension.
  - ✓ The Administrative Director/designee may use his/her discretion in assigning a disciplinary procedure greater than or less than what is called for if said offense warrants and it is in keeping with the regulations associated with students with I.E.P.'s.
  - ✓ The local or state police will be notified in cases of major breaches of the code which warrants said notification.
  - ✓ Violations to the policy not listed will be handled on an individual basis.
1. Alternate equivalent discipline sanctions may be assigned on a case-by-case basis. These include, but are not limited to: before, after school or lunch detentions, work assignments, and special projects (as available). These will be assigned at the discretion of Administration and/or TPC staff.

#### **BEHAVIORAL OFFENSES:**

Each Behavioral Offense will be assigned **5 to 10 demerits**. Discipline dispositions can include after-school detention, parent/guardian conference, and if the offenses become repetitive or accumulative, they will be deemed a major discipline infraction. These include:

- ✓ **Abuse of pass:** Any use of a pass other than the purpose for which it was issued, being out of class without a pass.
- ✓ **Cutting class:** Any absence from class that is not explained by some form of legitimate excuse (name on absentee list, class slip, late to school, early dismissal, schedule change, etc.).
- ✓ **Disruptive behavior:** Behaving in ways that are obnoxious and annoying; thereby disturbing classes and/or threatening the safety, welfare, and rights of others.
- ✓ **Dress code violation:** (See “Dress Code”, Page 10)
- ✓ **Electronics/cell phones:** (See “Electronic Devices”, Page 13)
- ✓ **Failure to provide ID:** Not having a proper ID badge while on school grounds upon request by staff member.
- ✓ **Falsification of oral or written communication or documentation:** Intentionally falsifying written documentation or lying to a staff member concerning school related matters.
- ✓ **Food and beverages are permitted in instructional areas only at the discretion of the instructor on the academic and technical rotation.**
- ✓ **Foul or obscene language.**
- ✓ **Hallway disruption:** (See “Hallway Conduct and Passes”, Page 18)
- ✓ **Inciting:** Encouraging other students to violate school policies.
- ✓ **Insolence:** Verbal or non-verbal disrespect of authority.
- ✓ **Insubordination:** Failure to abide by school regulations. Failure to comply with a legitimate request by a staff member.
- ✓ **Leaving trays, utensils, food, etc., on table, chair, or floor in cafeteria.** Students are required to place items in the appropriate spot in the dish room and deposit trash in the receptacles.
- ✓ **Leaving school grounds without prior administrative approval.**
- ✓ **Lateness to class:** Arriving late to class without an acceptable excuse. (See “Before, During & After School Regulations” SWEEP PROGRAM, Page 3).
- ✓ **Lying.**
- ✓ **Matches and lighters are not permitted on school grounds.**
- ✓ **Misrepresentation of student identity regarding free and reduced lunch.**
- ✓ **Not signing in to school:** A student who has not been accounted for in roll call, and who does not sign in at the main lobby security desk directly upon arrival to school.
- ✓ **Overly demonstrative displays of affection deemed inappropriate for the educational environment.**
- ✓ **Parking violation:** Students must register and obtain a parking permit to drive to school. Violations will also be given for parking in unauthorized areas or unsafe driving.
- ✓ **Spitting.**
- ✓ **Sweep violation.**
- ✓ **Theft of food services**
- ✓ **Excessive lateness** (See “Attendance Policy” – The BCTHS Truancy Policy, Page 1)
- ✓ **Unauthorized areas:** Students are not permitted to be in areas other than those determined on their schedule, without prior approval.
- ✓ **Vandalism (minor)**

**Repeated violations of behavioral offenses will result in being moved to a major infraction and disposition. (Chronic inability to conform to behavioral procedures)**

#### **Major Breaches of Discipline**

Major breaches of discipline listed herein have been identified as serious student offenses and must be reported directly to the TPC office for special action by administration. This list is not all inclusive. Many of the following infractions will result in arrest and/or fines by the Bristol Township Police. Many of these infractions will be pursued under the disorderly conduct provision of the Pennsylvania Criminal Code, Section 5503 which states that a person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she



engages in fighting or threatening, or in violent tumultuous behavior, makes unreasonable noise, uses obscene language, or makes an obscene gesture, or creates a hazardous or physically offensive condition by the 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 person is to cause substantial harm or serious inconvenience, or the student persists in disorderly conduct after reasonable warning to desist. Otherwise disorderly conduct is a summary offense. If a student commits a discipline violation resulting in the assignment of demerits, this may jeopardize the student's current or pending School-to-Career assignment. (See individual program/guidelines for specifics). **If a student commits a major breach of the discipline code, this will result in suspension of School-to-Career privileges for one full marking period. Each major violation is assigned 10 demerits. Each 10 demerits move a student to a higher level of discipline. Major breaches will result in 1-10 days out of school suspension and possible notification of police. Students accruing level 3 will be placed on probation status.**

**(See "Probation" in Section C under DISCIPLINE PROCEDURES)**

#### **Major Breaches of Discipline**

- ✓ **Arson:** Deliberate setting of a fire in a building, school campus, or on a school bus.
- ✓ **Assault:** Pushing, shoving, punching, hitting, slapping, or any physical movement intended to inflict bodily harm or restraint.
- ✓ **Bullying:** (direct and indirect) **(See "Discrimination & Harassment of Students" and/or Staff – BULLYING/CYBERBULLYING, Page 9).**
- ✓ **Computer or network misuse or vandalism:** Inappropriate altering of computer software or hardware and/or using a computer to generate or access inappropriate material. **(See "Computer Vandalism Guidelines", Page 7)**
- ✓ **Criminal Mischief:** Engaging in behavior leading to the damage and/or destruction of school or personal property. Restitution must be made in all acts of vandalism.
- ✓ **Drug and alcohol violations:** Possession, use or abuse of any controlled substance or paraphernalia, including alcohol, will result in a minimum 3-day suspension. Selling drugs or alcohol or two possessions or two drug violations may result in exclusion from BCTHS.
- ✓ **Explosive devices:** Possessing or activating explosive devices; possessing dangerous weapons per weapons policy. **(See "Weapons", Page 39)**
- ✓ **Ethnic intimidation, physical or mental abuse of another student or faculty member.**
- ✓ **Foul or obscene language directed at a staff member.**
- ✓ **Fighting:** Slapping, hitting, striking, etc. with the apparent intent to inflict bodily harm.
- ✓ **Harassment:** Physical, emotional or verbal abuse of another student or faculty member. **(See "Discrimination & Harassment of Students and/or Staff" – BULLYING/CYBERBULLYING, Page 9)**
- ✓ **Hazing:** Physical or mental abuse of another student. **(See "Discrimination & Harassment of Students and/or Staff" – BULLYING/CYBERBULLYING, Page 9)**
- ✓ **Offensive touching:** Any touching of another person in a manner that can be deemed inappropriate with or without the other person's consent.
- ✓ **Major Safety violation:** Any hazardous or potentially hazardous behavior which could or would result in injury.
- ✓ **Setting off fire alarms:** Deliberate pulling of a fire alarm for the expressed purpose of disrupting the normal operation of school.
- ✓ **Sexual harassment:** Physical, emotional or verbal abuse of a sexual nature.
- ✓ **Sexual misconduct:** Any touching of a sexual nature, either consented to or not, while on school property or while participating in a school sponsored event. This also includes the use of technology for sexting.
- ✓ **Smoking/tobacco violation:** Smoking includes tobacco, chewing tobacco, vaporizers and electronic cigarettes, in the school building, on school grounds, or at a school sponsored event, in accordance with Act 145 of the State of Pennsylvania. **(See "Tobacco Use", Page 36)**
- ✓ **Theft of property:** Unauthorized removal of property from known normal or established location will result in a minimum 3-day suspension.
- ✓ **Threats; terrorist's threats:** Actions, verbal, written or electronic communication, a person conveys messages with the intent to do harm to a person or a group of people.
- ✓ **Trespassing on school grounds:** Being in the building or on school property after being expressly prohibited verbally or in writing by a BCTHS school official. Being in a building or on school grounds without formal permission by a BCTHS official
- ✓ **Unacceptable cafeteria behavior:** Throwing of food or any object; misuse of cafeteria furniture; destruction of cafeteria property; disruptive conduct; loud boisterous behavior. Student may lose cafeteria privileges and will serve community service.
- ✓ **Vaping Policy:** Any student in possession or using a vape or paraphernalia, device or liquids will be suspended and receive community service and may be subject to monetary damages.
- ✓ **Weapons Policy:** **(See "Weapons", Page 38)**

**Suspected Drug Violation Procedure:** Teachers must notify the Administration/School Nurse for further evaluation/action.

**PLEASE NOTE:** Students and parents/guardians should realize that the laws of the Commonwealth and local legal jurisdiction do not end at the property line of this or any other school! If a student's behavior warrants the involvement of the local or state police departments, those authorities will be called upon and the student subjected to their proceedings, as well as the school's disciplinary actions. This is extremely important to bear in mind in cases involving theft, fighting, assault, disorderly conduct (food fights and severe cafeteria disturbances), drug offenses, vandalism and possession of dangerous/illegal weapons.

**VIOLATIONS NOT LISTED IN THIS DISCIPLINE POLICY WILL BE HANDLED ON AN INDIVIDUAL BASIS**