

TABLE OF CONTENTS

FOREWARD

| | |
|--|----|
| CRSD Mission Statement | 5 |
| Central Administration..... | 5 |
| Departmental Office Numbers | 5 |
| Equal Opportunity Education Institution..... | 6 |
| Principal’s Message | 6 |
| School Board of Directors | 6 |
| School Calendar | 7 |
| Bell Schedule and South Administration..... | 10 |
| Council Rock Alma Mater | 11 |

SECTION 1 – ACADEMIC INFORMATION

| | |
|--|----|
| Academic Integrity Guidelines | 13 |
| Career Education | 17 |
| CRSD Student Assessment Position..... | 17 |
| Final Exams | 17 |
| Grading | 18 |
| Grade Point Average (GPA) | 20 |
| Graduation Requirements..... | 21 |
| Home Access Center (HAC)..... | 21 |
| Homework Responsibilities for Students | 22 |
| Interim Reports | 22 |
| Keystone Exams and MBIT Selection Process..... | 23 |
| Section 504 | 24 |
| Special Services | 24 |

SECTION 2 – ATTENDANCE INFORMATION

| | |
|---|----|
| Absence Policy | 26 |
| Advance Notice of Absence | |
| Half-Day Absence | |
| Early Dismissal | |
| Dismissal For Religious Services | 29 |
| Homework Requests During Absence..... | 29 |
| Inclement Weather-School Closing. | 29 |
| Lateness Policy | 30 |
| Procedures Upon Arriving | |
| Co-Curricular Requirements | |
| Leaving School Without Permission | 30 |
| Make-up Work Due To Absence..... | 30 |

SECTION 3 – COUNSELING INFORMATION

| | |
|--|----|
| Counseling Services | 32 |
| Counselor Assignments | 32 |
| L.I.N.C.S. | 32 |
| Schedule Change Guidelines | 33 |
| Scholarships | 33 |
| Student Assistance Program (CR C.A.R.E.S.) | 33 |
| Student Records | 34 |

SECTION 4 – POLICIES AND GENERAL INFORMATION

| | |
|---|----|
| Alternative Literary Readings & Assignments | 36 |
| Bullying/Cyberbullying..... | 36 |
| Bus Behavior..... | 36 |
| Cafeteria Behavior | 37 |
| Cheating..... | 37 |
| Code of Conduct..... | 38 |
| Computer Use..... | 40 |
| Cutting Class..... | 43 |
| Detentions | 44 |
| Dress Code..... | 44 |
| Drug and Alcohol Policy..... | 45 |
| Electronic Devices | 47 |
| Emancipation | 47 |
| Expulsion | 47 |
| Fighting | 48 |
| Fire Drills | 48 |
| Fund Raising..... | 48 |
| Harassment..... | 49 |
| Health Services..... | 50 |
| I.D. Cards..... | 51 |
| Latex-Safe Environment | 51 |
| Library Media Center (LMC) | 52 |
| Lockers | 53 |
| Lost and Found | 53 |
| Medication Policy | 53 |
| Obligations | 54 |
| Parking..... | 54 |
| Physical Education..... | 55 |
| Privileges | 56 |
| Recording Classes/School Activities | 56 |
| School Watch Hotline..... | 56 |
| Searches of Students..... | 57 |
| Security | 57 |
| Skateboarding..... | 58 |
| Student Government..... | 59 |

| | |
|------------------------|----|
| Suspension | 61 |
| Tobacco Products | 61 |
| Valuables | 61 |
| Visitors | 62 |
| Weapons | 62 |
| Working Papers | 63 |
| Works Cited | 63 |

SECTION 5 – STUDENT ACTIVITIES

| | |
|--|----|
| Athletics | 65 |
| Interscholastic Athletics | |
| 9 th Grade Participation | |
| General Information | |
| Eligibility for Participation in Athletics | |
| Code of Conduct-Suburban One League | |
| Injuries | |
| Insurance | |
| NCAA Recruiting Guidelines | |
| Field Trips/Activity Trips..... | 69 |
| Graduation Activities | 70 |
| National Honor Society | 70 |
| Non-Athletics..... | 71 |
| Clubs | |
| Transportation..... | 72 |

FOREWARD

CRSD MISSION STATEMENT

As a leader in educational excellence, in partnership with the community, Council Rock School District is committed to children and will empower them with skills and knowledge through comprehensive, innovative, and diverse educational experiences, enabling them to achieve self-fulfillment and to become productive, responsible citizens who contribute to the world community.

CENTRAL ADMINISTRATION

Dr. Robert Fraser – Superintendent
Dr. Susan Elliott – Assistant Superintendent
Mr. Barry Desko – Director of K-12 Education
Ms. M. Christine Taylor – Director of Human Resources
Dr. Charles Lambert – Director of Special Services
Mr. Robert Reinhart – Director of Business Administration
Mr. Doug Taylor – Director of Operational Service
Mr. Matt Frederickson – Director of Technology

DEPARTMENTAL OFFICE NUMBERS

| | |
|-----------------------------------|--------------|
| Main Office..... | 215-944-1100 |
| Art..... | 1169 |
| Athletics..... | 1103 |
| Attendance..... | 1104 |
| Business..... | 1164 |
| Career Education..... | 1107 |
| CARES..... | 1176 |
| Counseling..... | 1107 |
| English..... | 1151 |
| Family Consumer Science..... | 1159 |
| Health..... | 1157 |
| Industrial Arts/Technology..... | 1160 |
| Library..... | 1173 |
| Math..... | 1153 |
| Music..... | 1162 |
| Nurses Office..... | 1109 |
| Physical Education Men/Women..... | 1157 |
| Science..... | 1153 |
| Social Studies..... | 1151 |
| Special Education..... | 1164 |
| Student Activities..... | 1114 |
| World Language..... | 1155 |

EQUAL OPPORTUNITY EDUCATION INSTITUTION

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons contact Christine Taylor, Director of Human Resources at Council Rock Administration Offices, 30 N. Chancellor Street, Newtown, PA 18940.

PRINCIPAL'S MESSAGE

Dear Students and Parents,

Welcome to Council Rock High School South! The entire school staff stands ready and eager to make your high school year memorable and enriching.

In order to assist you on your journey, please make good use of this student handbook and planner. This valuable resource is intended to highlight those guidelines and standards that have produced Council Rock's well-established reputation for excellence. It also serves as a great tool for organizing your time and assignments.

We are an outstanding school community! Our greatness will only be enhanced by your involvement. Please share your gifts and both you and Council Rock will benefit.

I sincerely hope that your year is marked by academic achievement, success in co-curricular activities and fulfilling relationships.

Albert R. Funk, Principal

BOARD OF DIRECTORS

Mr. Andy Block
Ms. Denise Brooks
Mr. Mark Byelich
Mr. Jerold S. Grupp
Ms. Kyle McKessy
Mr. Edward F. Tate, III
Ms. Wendi Thomas
Dr. Michael Thorwart

SCHOOL CALENDAR 2017-2018

August

29-31 Opening Teacher In-service Days

September

- 4 Labor Day: All Schools/Offices Closed; MBIT closed
- 5 Students First Day – Grades K-6, 7 & 9
- 6 All Students Report
- 9 ACT Test (CR North 8:00 a.m.)
- 14 Back-to-School Night (7:00 p.m.)
- 15 Picture Day
- 15 Activities Fair (Lunch Periods)
- 20 Parent Forum – “Meet the Principals” (9:30 a.m.)
- 21 Holiday – All schools closed; Offices open (MBIT closed)
- 22 Holiday – All schools closed; Offices open
- 29 Senior Class Trip Assembly (8:45 a.m.)

October

- 6 1st Marking Period Interim Reports
- 7 SAT Exam (South 8:00 a.m.)
- 11 Early Dismissal K-12; Professional Development
- 14 PSAT (South 8:00 a.m.)
- 20 Picture Retake Day (Grades 9, 10 and 11)
- 21 Fall Festival (11:00 to 3:00)
- 26 Blue/White/Gold Night (7:00 p.m.)

November

- 4 SAT Exam (North 8:00 a.m.)
- 7 School Closed; Professional Development; Offices open
- 9 End of 1st Marking Period
- 10 Veteran’s Day Celebration
- 18 Winter Ball (6:30 p.m. to 10:00 p.m.)
- 22 Report Cards available on HAC
- 22 School Closed (South & MBIT); Professional Development (High School only); Offices open
- 23-24 Thanksgiving Break – All schools and offices closed; MBIT closed

December

- 2 SAT Exam (South 8:00 a.m.)
- 9 ACT Test (North 8:00 a.m.)
- 15 2nd Marking Period Interim Reports
- 22 Last School Day before Winter Break (South and MBIT)
- 25-29 Holiday - South & MBIT Closed; Offices open 12/27, 28

January

- 1 Holiday – Schools and Offices closed; MBIT closed
- 2 Schools Reopen
- 9 Program Planning (7:00 p.m.)
- 15 Holiday – South & MBIT Closed; Offices open
- 16 Program Planning (**Snow Date** – 7:00 p.m.)
- 25 Early Dismissal K-12; Professional Development; Offices open
- 25 End of 2nd Marking Period

February

- 8 Report Cards available on HAC
- 10 ACT Test (South 8:00 a.m.)
- 16 School closed; (South and MBIT); Professional Development; Offices open
- 19 Holiday – South & MBIT Closed; Offices closed
- 28 3rd Marking Period Interim Reports

March

- 9 Early Dismissal K-12; PM Professional Development
- 10 SAT Exam (South 8:00 a.m.)
- 15 College Fair (South 7:00 p.m.)
- 20 Senior Class Trip Parent Meeting (7:00 p.m.)
- 26-27 Spring Break: Schools closed; Professional Exchange Days; Offices Open
- 28-29 Spring Break: Schools Closed; Offices open
- 30 Spring Break; Schools and Offices closed

April

- 5 Senior Class Trip Meeting (Students 8:45 a.m.)
- 9 End of 3rd Marking Period
- 10-14 Senior Class Trip
- 14 ACT Test (North 8:00 a.m.)
- 23 Report Cards available on HAC
- 27 Junior Prom (6:30 p.m. – 10:30 p.m.)

May

- 5 SAT Exam (South 8:00 a.m.)
- 10 4th Marking Period Interim Reports
- 15 Election Day; Schools closed; Offices Open
- 18 Senior Prom (6:30 p.m. – 11:00 p.m.)
- 28 Holiday – South & MBIT Closed; Offices closed

June

- 2 SAT Exam (South 8:00 a.m.)
- 9 ACT Test (8:00 a.m.)
- 13 Last day of School for Students; (South & MBIT) early dismissal (Subject to change, pending snow days)
- 14 Teacher In-service

NOTE: THIS IS AN INCOMPLETE LIST AND SOME DATES ARE SUBJECT TO CHANGE. A complete, up-to-date calendar can be found on our website. Please check MBIT's website at www.mbit.org for any changes in their calendar.

**COUNCIL ROCK HIGH SCHOOL SOUTH BELL
SCHEDULE**

WARNING BELL

| | |
|----------|---------------|
| PERIOD 1 | 7:33 – 8:31 |
| HOMEROOM | 8:31 – 8:41 |
| PERIOD 2 | 8:46 – 9:42 |
| PERIOD 3 | 9:47 – 10:43 |
| PERIOD 4 | 10:48 – 11:14 |
| PERIOD 5 | 11:18 – 11:44 |
| PERIOD 6 | 11:48 – 12:14 |
| PERIOD 7 | 12:18 – 12:44 |
| PERIOD 8 | 12:48 – 1:14 |
| PERIOD 9 | 1:19 – 2:15 |

**MIDDLE BUCKS INSTITUTE OF
TECHNOLOGY SCHEDULE**

AM Session Tech

7:20 a.m. Depart South
7:53 a.m. MBIT Class begins
11:00 a.m. Leave MBIT
11:21 a.m. Homeroom South
11:21 a.m. South Classes begin

PM Session Tech

10:40 a.m. Dismissal from
Pd. 3
10:45 a.m. Depart South
11:00 a.m. Arrive MBIT
2:25 p.m. Depart MBIT

SOUTH ADMINISTRATION

| | | |
|--------------------|--------------------|----------------|
| Mr. Albert Funk | Principal | (215-944-1115) |
| Ms. Lynn Cariello | 12th Gr. Principal | (215-944-1116) |
| Mr. John Radick | 11th Gr. Principal | (215-944-1114) |
| Mr. Scott Layer | 10th Gr. Principal | (215-944-1117) |
| Mrs. Susan Gormley | 9th Gr. Principal | (215-944-1113) |

ALMA MATER

Oh! Council Rock we are behind you.
We're behind your glory and your might.
We are loyal to your royal standards.
We are loyal to your Blue and White.
In later years we'll come before you,
And Alma Mater Dear, we'll know.
That you'll live through the years,
Through the joy and through the tears.
There will always be our Navy Blue and
White

SECTION 1
ACADEMIC
INFORMATION

ACADEMIC INTEGRITY GUIDELINES

Statement:

Academic Misconduct in any form, whether intentional or unintentional, is unacceptable in Council Rock School District.

Definitions:

Academic Integrity is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process.

Council Rock School District Academic Integrity Committee will be comprised of:

The Director of K-12 Education, one High School Administrator (appointed by the Superintendent), a parent of a high school age student, and two teachers from each high school (appointed by the high school principal).

The Superintendent will serve as the chair of this committee but will be a non-voting member of the committee.

Academic Misconduct includes but is not limited to cheating, plagiarism, falsification, multiple submission, complicity or interference.

- **Cheating** – Giving or receiving unauthorized assistance (e.g., copying, using crib sheets, stealing exams, using electronic aids/devices, Internet sources, using aids like Cliffs Notes instead of reading the original work) in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work.
- **Plagiarism** – Representing the ideas or language of others as one's own.
 - Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source.
 - Using a direct quotation from a text without quotation marks, even if the source has been cited correctly.
 - Paraphrasing or summarizing the ideas or text of another work without documenting the source.

- Substituting a word or phrase for the original while maintaining the original sentence structure.
 - Citing sources incompletely with intention to deceive.
 - Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source.
 - Translating text from one language to another without citing the original work.
 - Obtaining packaged information (e.g. foreign language translation or a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source.
 - Falsification of citations
- Falsification – Falsifying or inventing information or data.
 - Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.
 - Complicity – Facilitating any of the above actions or performing work that another student then presents as his or her own work. (e.g., copying someone's homework, allowing someone to copy homework)
 - Interference – Interfering with the ability of a fellow student to perform his or her assignments. (e.g., stealing notes or tearing pages out of books).

Teacher Responsibilities for Encouraging Academic Integrity:

- To create a learning environment that supports academic integrity.
- To educate and hold students accountable for complying with the Council Rock Academic Integrity Guidelines.

Student Responsibilities for Maintaining Academic Integrity:

- To read, understand, and follow the Council Rock School District Academic Integrity Guidelines.
- To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work. Authentication of an assignment may include:
 - Keeping copies of all drafts of work.
 - Keeping photocopies of research materials (including downloads from web sites).
 - Keeping notes, note cards, source cards.
 - Keeping logs of work on assignments and papers.
 - Saving drafts or versions of assignments electronically under individual file names.

The inability to authenticate work is sufficient grounds for a charge of plagiarism.

To provide proper documentation by including one or more of the following:

- Following the district-approved documentation format per teacher direction.
- Submitting an "*acknowledgments page*" (when applicable) to credit help given by others (e.g., help that has been approved by the teacher giving the assignment).
- Using in-text or in-project documentation (e.g., media presentation) accurately and appropriately.
- Using Works Cited and/or Works Consulted pages accurately and appropriately.
- Submitting only his or her own work.

Academic Misconduct Consequences: Except for the progressive consequences outlined below for plagiarism, *verified*

violations of these Academic Integrity Guidelines for Academic Misconduct will be within the discretion of the teacher who may:

- Refer a student to a school administrator for their misconduct.
- Award a zero (0) for the assignment, test, or examination.

Plagiarism Consequences: The progressive discipline outlined below is a guideline for administrators and teachers. There is a presumption that the nature of the infraction and the age/grade of the child will be taken into consideration as these consequences are applied. All “verified” instances of plagiarism will be documented and referred to the school administrator.

- Any “verified” first offense of this policy – whether intentional or unintentional –will result in a grade of zero (0) for the assignment. The teacher will provide a second chance opportunity for the student to correct the assignment and learn from the mistake. The teacher has discretion, given the nature of this offense, to remove the zero and grade the newly submitted project or, where this first offense is clearly intentional, to assign the lowest possible passing grade for this assignment.
- A second “verified” offense is deemed intentional. That second offense will result in the following:
 - An automatic and irrevocable zero (0) for the assignment.
 - A referral to the school administrator with a recommendation for school discipline that may include a suspension from school.
 - A requirement that the assignment be resubmitted in conformity with the guidelines established herein.
- A third “verified” offense of this policy will result in the following:
 - A referral to the *Council Rock School District Academic Integrity Committee*. Within three (3) days of this referral, the student and his parents or guardians will be given notice of the date, place and time of this hearing and be given the opportunity to be present and speak before the

committee. The teacher and a school administrator

- will also appear before the committee to present the assignment and the prior verified violations.
- The Academic Integrity Committee is empowered to fashion a consequence for this third violation of the policy that takes into account the nature of the violation, the timing and nature of prior violations and the testimony of both teacher and student. A finding of the Academic Integrity Committee of a verified third violation of this policy may include, among other consequences, a failure for the marking period for the course in which the violation occurred and/or a recommendation to the school administrator for further school discipline.

CAREER EDUCATION

Career Education has programs available that may be of interest to many students, including Co-Op Work Experience. Qualified students may be excused up to three periods per day to engage in a job outside of school. See your counselor for further information.

CRSD STUDENT ASSESSMENT POSITION

Council Rock School District recognizes the need for regular student assessment. Assessment can take many forms: class work, homework, reports, projects, student writing, student performance, quizzes, teacher made tests, department/district test, mid-term and final exams, and standardized tests.

All student work is available to parents. However, for reasons of test integrity and expense, certain tests will not be sent home. Examples include department/district tests, mid-term and final exams, and identified student work that will be maintained for student portfolios. Parents through parent-teacher contact may access these items.

FINAL EXAMS

Final exams have been developed for all subjects. Exams take place at the end of the second marking period for semester courses, and during the last three (half) days of school in June.

Finals count as 25% of the last marking period grade and not only afford good experience for those going on to college, but they also serve as a culminating learning/assessment experience in each class. Seniors receiving an "A" in a course may be exempt from

taking the final exam.

Requests for re-scheduling final exams will only be considered for students encountering extenuating circumstances from taking their final exams at the regularly scheduled time. **Early employment or vacations are not acceptable circumstances which would warrant the rescheduling of an exam.** In all cases, the request must be submitted to the grade level principal by the end of May. Exams may not be taken before the regularly scheduled date, and the re-scheduled date for the exam can be no later than July 13.

GRADING

There will be four marking periods for a year course with a fifth grade as the final grade. Semester courses will have two marking periods with a third grade as the final grade. Each marking period will be distinct from each other marking period with an assigned grade reflecting only that period's scholastic achievement.

All high school courses will use the letter grade system, A, B, C, D, F, IN, NG, W, WD, WF unless the principal approves an alternate grading system.

| Marking Period Grading | | | Final Grade Guidelines Full Year & Alt Day Courses | | Final Grade Guidelines Semester Courses | |
|------------------------|----|---------------|--|-------------|---|-------------|
| Percent Ranges | | MP Qual. Pts. | Tot. Pts. | Final Grade | Tot. Pts. | Final Grade |
| 97.50→100 | A+ | 12 | 46-48 | A+ | 23-24 | A+ |
| 91.50→97.49 | A | 11 | 42-45 | A | 21-22 | A |
| 89.50→91.49 | A- | 10 | 38-41 | A- | 19-20 | A- |
| 87.50→89.49 | B+ | 9 | 34-37 | B+ | 17-18 | B+ |
| 81.50→87.49 | B | 8 | 30-33 | B | 15-16 | B |
| 79.50→81.49 | B- | 7 | 26-29 | B- | 13-14 | B- |
| 77.50→79.49 | C+ | 6 | 22-25 | C+ | 11-12 | C+ |
| 71.50→77.49 | C | 5 | 18-21 | C | 9-10 | C |
| 69.50→71.49 | C- | 4 | 14-17 | C- | 7-8 | C- |
| 67.50→69.49 | D+ | 3 | 10-13 | D+ | 5-6 | D+ |
| 61.50→67.49 | D | 2 | 6-9 | D | 3-4 | D |
| 59.50→61.49 | D- | 1 | 4-5 | D- | 2 | D- |
| 0.00→59.49 | F | 0 | 2-3 | D- or F | 1 | D- or F |
| | | | 0-1 | F | 0 | F |

The total quality points earned is the primary, but not exclusive, factor used in determining the final grade for a course. A marking period failure in a semester course or multiple marking period failures in a full year or alternate day course may impact the final grade calculation.

Occasionally, a numerical average is not the best indication of a student's progress. The teacher's subjective judgment is considered a valid element in student evaluation. The teacher, to more accurately represent the student's achievement, therefore, may adjust the final grade. The adjustment can be made in either of the following ways:

A higher final grade – is given which more accurately represents a student's achievement than the average marking period grade.

A lower final grade – is given which more accurately represents a student's achievement than the average marking period grade. A written explanation will be provided.

GRADE POINT AVERAGE

The procedure for the computation of Grade Point Average is as follows:

1. All letter grades are converted to a numerical weight as defined:
A=4 B=3 C=2 D=1 F=0
2. Grade points for each course are determined by multiplying two factors: the numerical weight of the final grade and the credit value.
3. GPA for each year is determined by dividing the total of course grade points by the total of attempted credits.
4. At the end of each school year, GPA is computed and is cumulative beginning with grade 9.

GPA GUIDELINES

Weighted GPA is calculated for students using the following scale.

| | A | B | C | D | F |
|--------------------|----------|----------|----------|----------|----------|
| AP | 4.8 | 4.3 | 3.3 | 1.8 | 0 |
| Honors | 4.5 | 4.0 | 3.0 | 1.5 | 0 |
| Accelerated | 4.2 | 3.4 | 2.4 | 1.2 | 0 |
| All Others | 4.0 | 3.0 | 2.0 | 1.0 | 0 |

GRADUATION REQUIREMENTS

Grades 9, 10, 11, 12

A minimum of 23 credits must be satisfactorily completed in grades 9, 10, 11, and 12 to qualify for a Council Rock High School diploma. The credits must include:

ENGLISH: 4 credits

This requirement includes 1 credit of English 9, 1 credit of English 10, 1 credit of English 11 and 1 credit of an elective.

SOCIAL STUDIES: 3 credits

This requirement includes 2 credits of American Civilization, and 1 credit of World History.

ARTS AND HUMANITIES: 2 credits

Arts and Humanities include all electives in Art, English, World Language, Family and Consumer Sciences, Technology Education, Music, and Social Studies.

MATHEMATICS: 3 credits

SCIENCE: 3 credits

HEALTH: .5 credits

PHYSICAL EDUCATION: 1.5 credits

REQUIRED ELECTIVES: 6 credits

HOME ACCESS CENTER (HAC)

Home Access Center (HAC) is an online portal for parents/guardians/students to access their child's records from home. Through HAC, one may access the following information:

- Registration Information (address, phone, email, etc.)
- Attendance
- Schedule
- Grades

Every parent/guardian/student may register for their own unique log-in account by going to <https://hac.crsd.org/homeaccess>

HOMWORK RESPONSIBILITIES FOR STUDENTS

A Council Rock student can expect to have homework assigned regularly. The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Other responsibilities of the student are:

1. To keep a written record of assignments for reference, especially if multiple assignments are given nightly.
2. To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.
3. To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The student should expect to complete the assignment at the earliest time possible unless the teacher waives it.
4. To expect that a portion of his/her grade will be based upon the accuracy of completed homework.
5. To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
6. To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
7. To realize that even if a nightly assignment is not made, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.
8. To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

INTERIM REPORTS

In an effort to keep both students and parents apprised of academic status in each subject area, interim reports will be made available at mid-marking period intervals. These reports will indicate where improvement is needed while there is still an opportunity to improve the grade for the marking period.

Interim reports will be made available on the following dates:

October 6
December 15
February 28
May 10

The criteria for being named to the honor roll are:

Regular Honor Roll: A student must obtain a grade point average of at least 3.0 and have not received any grade below “C” during that marking period. Any incomplete grade will disqualify a student from the honor roll.

Distinguished Honor Roll: The student must obtain a grade point average of at least 3.75 and have not received any grade below “C” during that marking period. Any incomplete grade will disqualify a student from the honor roll.

For further information on the calculation of grade point average for honor roll, please see a counselor.

KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subjects. All public school students must participate in the state-wide exams by 11th grade. Students enrolled in Algebra I, Biology and English 10 will take the Keystone exam in May, as an end-of-course exam, as per Department of Education regulations.

MBIT SELECTION PROCESS

1. In the event that there are quotas placed on a course and enrollment is restricted, the following criteria will be used to determine which students are selected for the program:
 - a. results of student interest surveys
 - b. results of student aptitude tests
 - c. student’s general attendance pattern
 - d. academic progress in specific courses, such as mathematics, which could be essential and have a direct relationship in certain programs
 - e. the results of individual evaluations or individual education

plans will be considered for handicapped students.

2. The selection process will be based on the above criteria. In no case will criteria for acceptance for the MBIT Program be based on sex, handicap, race, color, creed or any other criteria that could be considered discriminatory.

SECTION 504 – NOTICE OF PARENTS RIGHTS

State and Federal laws and regulations outline rights and safeguards to be followed in providing a free appropriate public education. If a family should feel that the program is not appropriate, they may initiate due process procedures by forwarding a written statement to the school district. A request to initiate a due process hearing means that the student remains in his/her present educational placement, unless the parent and the school district both agree to a change pending resolution of differences. Additionally, if a student has not started school at the time these due process procedures are initiated, the school district cannot deny a student admission to public school. Before the recommended placement and program is implemented, families have the right to further discuss the recommendation. When this discussion does not resolve differences, families have the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. A combination of these alternatives may be requested through the District Office for Special Services.

SPECIAL SERVICES

If you believe that your school-age child is in need of special education, a variety of special evaluative and educational services are available through the district's Department of Special Services. In general, these include: educational diagnostics, psychological evaluation, learning support, gifted support, emotional support, autistic support, multiple disabilities support, and life skills support programs. Additional support services, such as speech, language, vision, hearing, physical, and occupational therapies may be available to eligible students through the Special Services office. If you are interested in finding out more about the special education process, please speak to the principal where your child attends school or would attend school.

SECTION 2
ATTENDANCE
INFORMATION

ABSENCE POLICY

Regular school attendance is necessary for a successful school experience. The continuity of instruction is interrupted and the valuable interaction between teacher and students is obviously lost when a student experiences frequent absence, tardiness or early dismissal. Realizing that regular attendance in school is necessary for students to gain maximum benefits from public education, the Board urges all parents/guardians to stress punctuality and regular attendance habits with their children. Policy No. 204 of the Council Rock School District regulates attendance in the schools of Council Rock. In addition, the school laws of Pennsylvania, specifically Act 138 of 2016, require every parent, guardian, or other person having control or charge of a child or children between the ages of eight and seventeen to send them to school. The laws further require that, "Once a parent elects to send his child to school, the child must attend continuously until seventeen years of age, has graduated from a senior high school, or has secured legal employment at age sixteen." You will receive a letter from school outlining the specific guidelines for attendance and you can access the Attendance Policy (Policy No. 204) at www.crsd.org.

Students will be required to provide absentee notes for each day of absence during the school year. A parent or legal guardian must sign notes. Electronic filing is also an option. Parent absence notification form information is listed on the South website. If students are absent without consent of their parents, or if the reason for absence does not fall within the state guidelines as legal, such absence may be declared illegal/unlawful. Students are required to bring in a written note for excusal for any day of absence. This note must be turned in to the homeroom/1st period teacher, and is due no later than three (3) school days from the date of the absence. Students failing to meet this deadline will be referred for disciplinary action. Continued failure to produce a note of excusal will result in the absence being declared illegal. After three unlawful absences, a first notification will be sent to parents. In addition, a "School Attendance Improvement Plan" will be developed to improve student attendance. For each incident of unlawful absence after the sixth unlawful absence, the attendance officer shall do one or more of the following; refer the child to an attendance improvement program, refer to Children and Youth or file a truancy citation with the District Magistrate.

If a student is illegally or unlawfully absent from school, he/she will receive a cut for each class missed. Three cuts in any class (or two cuts in a semester course) will result in a failure for the marking period in which the cut occurs.

Most students and parents would agree that frequent absence from regular classroom learning experiences disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained. Therefore, students who are absent in excess of twenty days from any year long course may be denied academic credit for that course. Credit for semester courses and alternate day courses may be denied if ten days of absence are exceeded. Naturally, special consideration will be given to those students who are seriously ill. The classroom teacher will notify parents when the sixth and sixteenth absences have occurred.

When a teacher sees a pattern of excess absence, he/she should report this information to the home/school visitor/social worker. The home/school visitor/social worker then checks with the student's counselor, school nurse, attendance office, and the student to determine the reason for missing school. If there is not sufficient information to excuse the absence, the parent is notified and, if necessary, a meeting with parent, home/school visitor/social worker and student is scheduled. Should the student continue to miss school for little or no apparent reason, the student may be referred to District Court, the Child Study Team, CARES (student assistance program) or an outside agency.

In the event of extenuating circumstances that result in absences exceeding twenty days, the assistant principal will meet with parents and students in an effort to find an equitable solution to the attendance problem.

ADVANCE NOTICE OF ABSENCE

The school does recognize that there are family emergencies as well as educational vacations and trips where it may be necessary for a student to be absent from school for a short period of time.

The following procedure will facilitate such pre-arranged absence from school:

1. At least one week prior to the requested date of absence, parents/guardians must write a note explaining the reason for the absence and list the date(s) that will be missed. The parent/guardian must sign the note.
2. The student should take the note to the attendance office and receive a Request for Absence Form, to which the note will be attached.
3. The form should be presented to all teachers for their signature and comments relative to the absence.

4. When all teachers, student's counselor and grade level principal have signed the Request for Absence Form, the form is returned to the Attendance Office.
5. If any teacher has noted a concern about the requested absence, a call will be made to the parents to make them aware of the concern and a form may be sent home for completion.
6. The form will be placed in the student's attendance file.

NOTE: Students are responsible for all class work, assignments and tests missed. It is the student's responsibility to contact their teachers regarding the above.

HALF-DAY ABSENCE

Students arriving to school after 10:45 a.m. will be charged with a ½ day absence. The same applies when a student leaves school prior to 10:45 a.m.

EARLY DISMISSAL

In order for a student to be dismissed early, a signed parent/guardian request should be submitted to the attendance office by 7:45 a.m. on the day of the early dismissal. The parent request must include:

1. A legitimate reason for the request.
2. A phone number where the parent/guardian can be reached to verify the request. Have your parent/guardian note signed at the Attendance Office. Use your approved note as a pass from the class that you will be leaving. Report to the Attendance Office and sign out.

DISMISSAL FOR RELIGIOUS SERVICES

If at all possible, please plan to attend religious services after school hours. This will eliminate much disruption to the school day. Should extenuating circumstances preclude the possibility of your attending evening services, the following procedure must be followed:

1. Present a signed parent/guardian request to the attendance office the day before the service is to be held.
2. This will enable the school to compile a list of students who will be missing class and distribute that list to teachers. By following this procedure, questions concerning students cutting class will be held to a minimum.
3. Requests made on the same day as the service are difficult to honor. We appreciate your cooperation and understanding.

HOMEWORK REQUESTS DURING ABSENCE

When requesting homework for a student who is absent, please follow this procedure:

1. For short-term absences, students may set up a “buddy system” by exchanging contact information with other students in each of his/her classes. This is the fastest and most efficient system
2. In instances where the “buddy system” is not possible, the parent may contact teachers using email information listed on our website.
3. Contact the counselor for long-term illness (a week or more).

INCLEMENT WEATHER – SCHOOL CLOSING

In case of emergency closing of school due to ice, snow, or other emergencies information will be disclosed through an automated phone system and CRSD website.

LATENESS POLICY

PROCEDURES UPON ARRIVING

All students are encouraged and expected to be in school on time.

All lateness to school is unexcused or unlawful, except for the following reasons: medical illness verified by a doctor's note, death in the immediate family and religious holidays.

OVERSLEEPING, CAR TROUBLE, CLOCK FAILURE, MISSED BUS, ETC. ARE UNEXCUSED OR UNLAWFUL.

1. If a student arrives at school during the first few minutes of the school day (7:33-7:38 a.m.), he or she is to report directly to his or her first period class. The first period teacher will take disciplinary action for this **lateness to class**.
2. If a student arrives at school any time after 7:38 a.m., the student is **late to school** and must report to the Attendance Office to sign in. Parent/guardian notes explaining the **lateness** are due upon signing in. If a note is not received within 24 hours, the lateness will be classified as unexcused and will result in disciplinary action. After two parent notes within a marking period, a medical note is needed to excuse the lateness.
3. School privileges may be revoked for chronic lateness.

CO-CURRICULAR REQUIREMENTS

A student must have a minimum of one-half day of attendance in school in order to participate in student activities. If a student signs in late, they must be in by 10:45 a.m. in order to be eligible to participate, unless approval has been obtained from administration.

LEAVING SCHOOL WITHOUT PERMISSION

Parent permission is required for a student to leave school property during the school day. Any student leaving school without signing out in the attendance office with proper parent authorization will be suspended from school.

MAKE-UP WORK DUE TO ABSENCE

Students will be given a time span equal to the number of days absent in which to make up missed work. Teachers may extend that time span if they so choose. In the case of long-term assignments, students may be expected to submit the work by the due date, even with an absence on or prior to the assignment due date.

SECTION 3
COUNSELING
INFORMATION

COUNSELING SERVICES

Upon entering ninth grade, students are assigned a counselor who will work with them through 12th grade. The counselor will guide and assist students with their social, emotional and educational development. They will provide the needed support to develop positive self-concepts and the motivation necessary for learning. The counselor will develop, for each student, an educational and career plan that targets high school completion and the exploration of post-secondary opportunities. Counselors provide individual counseling and crisis intervention in a confidential setting. Some reasons to contact the counselor include: academic concerns, family changes, grief and loss issues, peer relationship concerns, problem-solving skills, school adjustment issues, stress reduction and coping skills, study skills, drug and alcohol concerns and education and career planning. Appointments can be made in the Counseling Office as needed. See the Counseling link on the school's website as well.

COUNSELOR ASSIGNMENTS

Please see Counseling Assignments on the school's website.

L.I.N.C.S. PROGRAM

Council Rock's service learning program, Learning in Neighborhood Community Service, encourages students to volunteer their time after school, weekends and summers, to local community **NON-PROFIT** organizations. A directory of pre-approved organizations is listed on our website, as well as short-term volunteer opportunities. If an activity or organization is on our website or L.I.N.C.S. bulletin board, it does not need pre-approval. All other volunteer activities must be pre-approved in order to earn L.I.N.C.S. credit. This is especially important because **clearances**, including PA Criminal Record, PA Clearance Statement and FBI Report, are required for all individuals directly supervising students. The L.I.N.C.S. Program is not a job shadowing or internship program. L.I.N.C.S. hours will not be awarded on school days when a student is absent.

L.I.N.C.S. forms are available at the Main Office and can be downloaded from our web site. Once completed, they should be returned to the designated office. When 60 hours or more are accumulated, a student receives documentation on his/her transcript and acknowledgment on the diploma. The student also becomes eligible for scholarships sponsored by the local community.

SCHEDULE CHANGE GUIDELINES

Students must make firm choices in electing courses during program planning. Serious attention should be given to the "Guidelines" described in this booklet. The parent/guardian should approve course selections by signing the Student Course Election (SCE) sheet. All changes requested after this must be in writing (from parent) and processed through the counselor. Staffing and master schedule implications require minimizing course changes.

May 1st is the final opportunity for schedule changes. No course changes will occur during the first week of school, unless to correct a computer error. If it is necessary for a student to withdraw from a class after the first two weeks of a course, the report card/transcript will reflect a W, WD, or WF during the third week; and either a WD or WF during the fourth week and beyond. Requests to leave a course with a "C" or better grade will be denied unless extenuating circumstances exist. Administrative approval will be required.

Schedule changes to courses which are entirely "new" to the student will not occur after the third week of school.

A parent override to a teacher's scheduling recommendation cannot be reversed until the third week of school.

SCHOLARSHIPS

Information on local or national scholarships can be secured in the Counseling Office. A complete list of local opportunities for scholarships will be available mid-February, 2018 in the Counseling Office. Seniors should be sure to inquire about the various organizations that make grants available to Council Rock students; be sure to apply by the scholarship application deadline.

STUDENT ASSISTANCE PROGRAM (CR C.A.R.E.S.)

Children at Risk in the Education System (CARES), Council Rock's Student Assistance Program, is a multi-disciplinary team composed of the CARES Coordinator, teachers, administrators, nurses, social worker, and counselors. CARES is a systematic process to mobilize school and community resources, to remove barriers to learning, and encourage students to build upon their strengths. Reasons for referral include but are not limited to: the use of Alcohol, Tobacco and Other Drugs, violence prevention, anger management, eating disorders, self-injury, grief and loss, divorce in the family, youth depression/suicide, and crisis management.

CARES also provides a variety of support groups such as tobacco

cessation, anger management, eating disorders, bereavement and family issues. Students interested in speaking with someone involved with the CARES Program should report to the CARES Coordinator, any administrator, or their guidance counselor.

STUDENT RECORDS

The school has the need to collect and maintain certain information relating to the health, education, and welfare of each student. This information is vital to the continuity of the school's educational program. Federal and state laws guarantee students and parents access to their educational records and provide safeguards to the privacy of such records. Students under eighteen years of age must have written permission from their parents prior to viewing their educational records.

It is important that any changes in home phone numbers or family information is reported in writing to the Counseling Office. A change in address should be reported to Chancellor Center (215-944-1091), and will require four (4) proofs of residency. We will try to keep all information accurate regarding grades, activities, and attendance, but students should report any changes in family information to the Counseling Office.

Students or parents wishing to review the high school transcript should contact the proper counselor at the high school. The high school transcript consists of final grades of every course taken in grades 9-12. Further explanation of course titles will be given upon authorized request.

SECTION 4
POLICIES AND
GENERAL
INFORMATION

ALTERNATIVE LITERARY READINGS & ASSIGNMENTS

As an academic high school community, we recognize that it is impossible to offer literature assignments and readings that meet the needs or reflect the values of every segment of our community. All materials that are part of the high school program are offered for their literary and educational value. In those rare cases where individuals find an assignment/reading objectionable, optional readings/assignments will be offered. Certainly, these optional readings/assignments will be of equal status and offered without penalty.

BULLYING/CYBERBULLYING

Bullying means a communication or act that is intentional and delivered in electronic, written, verbal or physical form to another student or students, which occurs in or is related to a school setting or activity that is severe, persistent or pervasive and has the effect of doing any of the following:

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

Students found to be engaging in such practices may face school and/or police consequences. Students who may have been bullied or know of bullying are encouraged to report such incidents to a school administrator. See District Policy #249.

BUS BEHAVIOR

Riding a school bus is a privilege. Drivers are responsible for safely transporting hundreds of students. Students are expected to exhibit certain behaviors and follow instructions from the bus driver.

The following are guidelines that must be followed to ensure safety on the school bus. Failure to do so may result in the loss of bus privileges and/or suspension from school.

1. Smoking, lighting matches or lighters will not be permitted on the school bus.
2. Do not throw any objects on or from the school bus.
3. Students must be seated and remain seated while the bus is in motion.
4. Students will present their I.D. cards to the bus driver upon

request. If you receive a disciplinary referral from the bus driver, report immediately to your grade level principal.

5. Students who leave school property at the end of the student day will not be permitted to return to school for the purpose of riding school buses home.
6. Students must ride their assigned bus unless administrative approval is given as a result of written parental request.

The Council Rock School District, along with our bus service, conducts regular bus drills during the school year. Please adhere to instructions given by bus drivers and school personnel.

CAFETERIA BEHAVIOR

Eating in the school cafeteria is a privilege. Please take pride in Council Rock! A litter-strewn cafeteria is a poor reflection on Council Rock students. Adhering to the following guidelines will make the lunch period pleasant and relaxed:

1. Remove all debris, trays, paper, containers, etc. from tables and place them in receptacles provided. On occasion, an administrator may ask students to remove trash which is not theirs. Please be responsible and mature enough to comply with those requests.
2. Food and drink are not to be taken out of the cafeteria. Students are not permitted to eat or drink in any other part of the school building (classes, hallways, etc.).
3. Students are prohibited from ordering food from outside vendors. Deliveries will be refused.

Your cooperation, good judgment, and courtesy will contribute to a pleasant atmosphere during lunch.

CHEATING

See Academic Integrity Guidelines.

CODE OF CONDUCT

Council Rock School District is committed to providing a safe and respectful atmosphere for learning. Our expectations for conduct while at school or at school functions are based on the principles of mutual respect, self-discipline, character, tolerance, honesty, integrity and citizenship.

The daily interaction of people necessitates good manners, mature judgment, and the use of reasonable guidelines. Always show respect and courtesy toward others.

The following are examples of infractions that may result in suspension from school and all school related activities. Probation may also be affected.

1. Class cutting or truancy.
2. Leaving school property without permission.
3. Lateness to school or classes repeatedly.
4. Disrespectful or insubordinate behavior.
5. Use of foul language.
6. Possession or use of tobacco or related devices on school property (including E-cigarettes or vaporizers).
7. Instigating or contributing to a fight.
8. Tampering with fire equipment or safety equipment.
9. Being in an unauthorized area of the building without permission.
10. Parking on school property repeatedly without an authorized parking permit.
11. Gambling.
12. Unauthorized use of cameras and/or recorders.
13. Video/audio.

The following are examples of infractions that may result in suspension for up to ten (or more) school days. They may also result in the involvement of the local police department and district justice for disposition through the legal system and administrative recommendation for expulsion from school. This recommendation would be made to the Council Rock School Board in a formal hearing.

1. Possession, use, or distribution of: Drugs, paraphernalia for drug use, narcotics, controlled substances, or alcoholic beverages.

2. Assaulting a staff member or the threat of assault directed to a staff member.
3. Involvement in a false fire alarm or tampering with any safety device in or on school property.
4. Involvement in any act which threatens the safety or physical well-being of students or staff.
5. Involvement in any act which vandalizes or defaces school district property.
6. Repeated involvement in incidents, which show disregard for school rules and regulations or the use of poor judgment.
7. Any intentional act directed at a staff member in a negative manner.
8. Violation of the weapon policy, including look-alike weapons.
9. Involvement in a theft.
10. Physical/verbal intimidation, harassment or bullying.
11. Terroristic Threats.
12. Possession or lighting of smoke bombs or fire crackers.
13. Fighting.

COMPUTER USE

With the right of accessing computers and computer resources comes the responsibility to use these resources wisely. All students are required to act in a responsible, ethical, and legal manner when using school computers. The following guidelines are provided in Council Rock School District Board Policy #815, "Acceptable Use of Computers, Computer Facilities, and Computer Resources," revised September 6, 2012. A copy of the complete policy may be obtained in the CRHS-S Library.

Authority:

- The use of computers, computer facilities, and computer networks shall be consistent with the curriculum adopted by the School District.
- The electronic information available to students from various sources, including the Internet, is voluminous and represents many points of view. As a result, the District will not vouch for the validity or the accuracy of information received from these sources. The District will not be responsible for information that is lost, damaged, or unavailable when using computer networks, including the Internet.
- The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- The District reserves the right to monitor the use of the network to assure proper and appropriate use of equipment and services.
- The Board establishes that the use of computers, computer facilities, and computer resources is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and the appropriate disciplinary action will be taken in accordance with the established discipline policies and procedures.

Guidelines:

- With the exception of personnel and student information protected by FERPA, all data files created, transmitted, or stored on District equipment are the property of the District and are not protected by any right to privacy.
- The District expressly declares that its network, web page, and related facilities are not a public forum and reserves the right to deny access to any user whose use would serve to establish a public forum.
- All network users must act in a responsible, ethical, and legal

manner in accordance with District policy; accepted rules of network etiquette, and State and Federal law. Specifically, the following uses of computers, computer facilities and computer networks are prohibited:

- To facilitate illegal activity.
- For commercial or for-profit purposes.
- For non-educational or non-school purposes.
- For product advertisement or for political lobbying.
- To create and/or proliferate hate mail, discriminatory remarks, or offensive, harassing, or inflammatory communication.
- For unauthorized or illegal downloading, installation, distribution, reproduction, or use of copyrighted material.
- To access obscene or pornographic materials.
- To use profanity or inappropriate language.
- To transmit material likely to be offensive or objectionable to recipients.
- To intentionally obtain, tamper with, and/or delete data files that are created by others.
- To use the computers or computer networks to disrupt the work of others.
- To destroy, modify, and/or abuse any computer or computer network hardware, software, or data; this includes the use or intended use of computer viruses or other executable files to damage or destroy data files.
- To present or proselytize for a particular cause, belief, viewpoint or position that does not represent the approved position of the District or is not related to bona fide pedagogical purposes.
- To attempt to circumvent security measures on computers or computer networks.
- For computer gaming that is not under the supervision of Council Rock staff.
- To disclose, use, transmit, or disseminate personal or individually identifiable information about any CRSD user/student, other than for approved administrative purposes.
- To use electronic mail, instant messaging, or chat services, unless such use is expressly endorsed by the CRSD and is part of the instructional program.
- To utilize district computer equipment, computer facilities,

computer networks and computer resources to violate the policies of the Council Rock School District.

Consequences of Inappropriate Use:

- Users shall be financially responsible for damages to the equipment, systems, software, and data files resulting from deliberate or willful acts; in addition, the consequences for damaging or destroying any computer, network equipment, or any data files will be consistent with District disciplinary practices when dealing with vandalism.
- Unauthorized or illegal use of computers or computer networks; intentional deletion or damaging of data files; copyright violations or theft of services will result in disciplinary consequences in accordance with existing disciplinary practices in the District. In addition, these acts will be reported to the appropriate legal authorities for possible prosecution.
- Denial of computer and computer network access and other disciplinary actions including suspension, expulsion and possible criminal penalties may be the consequences for inappropriate use.

In addition to the guidelines above, the following policies are in effect:

- No food or beverages are permitted in computer labs
- Class use of labs supersedes individual use
- No software of any kind may be installed on computers without teacher authorization
- No computer games may be played on school computers without teacher authorization
- Sound may be played from computers only with teacher authorization and must be kept at a level that is not disturbing to others.

Council Rock has a Board Policy that governs the acceptable use of computers and technology in Council Rock. One important part of this policy is the provisions that prohibit “hacking” into the computer network. The term **hacking** refers to the act of gaining unauthorized entry or attempting to gain unauthorized access to Council Rock’s computer network, servers, computers, system and or data files. Any student who is found to have hacked into the Council Rock network, servers or computer system will face expulsion from school and referral to the police for criminal prosecution.

CUTTING CLASS

Cutting class is a serious infraction. There is no “allowable cutting”.

Teachers must account for students assigned during any class period. The following are disciplinary measures used to deter cutting class:

Cut Policy – Semester Course or Alternate Day Course

1st Cut: The assistant principal will notify parents by phone or mail. The student will be referred to the discipline office for an administrative detention. A conference will be held warning the student of an impending failure should a cut in the same class occur for the second time.

2nd Cut – In the same subject: A failure may result for the marking period in which the second cut occurs, and two administrative detentions will be assigned.

3rd Cut - In the same subject: The student may be suspended for a minimum of three days. Continued cutting after the first suspension will result in more lengthy suspensions and privileges being rescinded.

Cut Policy – Full Year Course

1st Cut: Subject area teacher will notify parents by phone or letter. The teacher will assign a detention and notify the office via a student referral.

2nd Cut – In the same subject: The assistant principal will notify parents by phone or mail. The student will be referred to the discipline office for detention. A conference will be held warning the student of an impending failure should a cut in the same class occur for the third time.

3rd Cut – In the same subject: A failure may result for the marking period in which the third cut occurs, and two administrative detentions will be assigned.

4th Cut – In the same subject: The student may be suspended for a minimum of three days. Continued cutting after the first suspension will result in more lengthy suspensions and privileges being rescinded.

In addition to the above, a grade of zero will be given for all class work, tests, quizzes, labs, or presentations missed due to cutting. Parents should be notified on all cuts.

DETENTIONS

There are two types of detentions: teacher detentions and administrative detentions. Administrative detentions are held on Tuesday and Thursday from 2:30 p.m. until 4:10 p.m. Students must bring books and are expected to use their time wisely. Students may ride the 4:15 p.m. bus home which is available on Tuesday and Thursday only. Cutting of detention will result in additional disciplinary consequences.

For repeated and more serious infractions, Saturday detentions will be held. Students are to report to the designated high school at 8:00 a.m. and will be dismissed at 12:00 p.m.

If a teacher assigns a detention, be certain of the date assigned. Ask the teacher after class. If the teacher is not in the classroom when you report for detention, wait for him/her to arrive. All teacher assigned detentions will be served in the teacher's classroom.

DRESS CODE

Students are urged to emphasize cleanliness, neatness, and generally acceptable good taste in their dress and grooming habits. In an effort to maintain an atmosphere that is most conducive to learning, student attire is expected to be appropriate for school. Appropriate dress is that which is not offensive, distracting, nor does it present a safety hazard or disruption to the learning environment. Students will be required to adhere to the following:

1. See-through garments are not appropriate. Backs and mid-sections must be covered.
2. All shorts and skirts should be an appropriate length for school.
3. Underwear must be completely covered with outer clothing.
4. Outerwear, such as jackets and coats, are not permitted to be worn in the school building.
5. Clothing should not include items that display profanity, vulgarity, gang references, the ridiculing of any person/group, references to alcohol, tobacco, or any illegal activity.
6. Footwear must be worn at all times.
7. For the health, safety, and welfare of everyone, students are not permitted to wear unusually long chains around waist, between pockets, or around the neck. Jewelry with sharp, protruding studs is unacceptable.
8. Students are not allowed to wear hoods.

The high school administration reserves the right to determine the appropriateness of student attire. Students who violate the dress code will be required to modify their appearance to remedy the situation. Parents may be asked to bring suitable clothing to school before the student may return to class. Any student who refuses to dress appropriately will be subject to disciplinary consequences.

DRUG AND ALCOHOL POLICY

The use, possession or distribution by students of any substances (I) on school property, (II) at school bus stops, (III) on school provided transportation, and (IV) at any school sponsored event is strictly prohibited. For purposes of this policy, controlled substances shall mean:

*All dangerous controlled substances * All look-alike drugs* All alcoholic beverages *Anabolic Steroids * Any drug paraphernalia * any prescription or patent drug, personally consumed, sold or distributed except those for which permission for use in school has been granted pursuant to Board policy.

Please note: Drug paraphernalia shall mean any device that can be used to smoke or ingest any drug or controlled substance. This includes, but is not limited to cigarette rolling papers, pipes, e-cigarettes, personal vaporizers, or other devices commonly used for such purposes. Possession of drug paraphernalia absent controlled substance (defined by this policy), may result in school discipline consequences, including suspension.

PENALTIES: FIRST OFFENSE:

1. Possession, Use or Under the Influence of – a recommendation for expulsion from school and all school related activities for 45 calendar days. All due process requirements shall apply. The student will be suspended pending a board hearing and police will be notified.
2. Sale and/or distribution – a recommendation for permanent expulsion from school and all school related activities. The student may reapply for admission to school after one calendar year. All due process will apply. The student will be suspended pending a board hearing and the police will be notified.

PENALTIES: SECOND OFFENSE:

Any person who violates this policy a second time will be recommended for permanent expulsion with no right of re-admittance to school and the police will be notified. All due process procedures that govern first offenses under this policy will apply. The student will be suspended pending a board hearing. Expulsion is exclusion from school by the Board of School Directors for a period exceeding 10 school days. For additional information, please refer to School Board Policy, #218.3, adopted July 23, 1998.

Disciplinary sanctions may include referral to the district CARES team, completion of an assessment and/or an appropriate rehabilitation program.

Students should be aware that the above policy is in effect during the school day as well as at all co-curricular events and school functions involving Council Rock High School South, whether held on campus or at another location.

“Use” shall mean the ingestion, injection, or inhalation of any drug (as defined) or alcoholic beverage, and shall also mean a condition or state of being of a student indicating to school authorities that such student is under the influence of a drug (as defined) or alcoholic beverage, when either ingestion, injection or inhalation of condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.

“Possession” as defined exclusively from “use” shall mean the presence of a drug (as described) or alcoholic beverage on the person of a student, in any amount, in or on any item or belonging under the control of the student or owned by the student, when such presence of the drug or alcoholic beverage is observed or discovered or has occurred in any setting in which students are responsible to school authority and/or supervision.

“Distribution” as defined exclusively from both “use” or “possession” shall mean the sale, transfer, trade, or exchange in any manner of any drug (as defined), alcohol or non-controlled substance that is represented as a controlled dangerous substance by a student to any person whether or not a student, when such distribution takes place in a setting in which students are responsible to school authority and/or supervision.

Failure to comply with the above necessitates that the school district exclude the child from school.

ELECTRONIC DEVICES

The high schools recognize that the proliferation of communication technology, specifically in the area of cell phones and smart phones, has had a significant impact on our culture. The common use of such devices has not only made them more prevalent and conspicuous, but also to a certain extent, more acceptable within the school community.

Teachers continue to maintain discretion as to the possible use of such devices within their own classrooms. They are the final arbiter as to whether the device can be used as a learning tool, or whether it is a distraction. To this end, we have relaxed our stance on cell phone usage before school, after school, during lunches, and in hallways. We remain steadfast in our belief that the use of electronic devices should be consistent with the greater use of technology outlined in the district's Acceptable Use Policy.

We also believe that there are times when ALL electronic device usage must be prohibited:

- In "private" areas, such as bathrooms and/or locker rooms.
- For unauthorized recordings.
- During any testing environment.
- In any manner which may create a safety concern (stairwells, crowded hallways, etc.).

EMANCIPATION

Regardless of age, all students in Council Rock School District are treated equally under school policy. The relationship and communication between the school district and parents/guardians will not change when a student becomes 18 years of age, unless the student has been legally emancipated through the court system.

EXPULSION

Expulsion procedures will be implemented with students whose behavior constitutes a serious and/or chronic disruption to the maintenance of the school climate that encourages learning.

FIGHTING

Fighting is not permitted in school, on school property, at school activities, or when students are traveling to or from school. A student's decision to participate in a fight is also his/her decision to accept the consequences, regardless of the cause of the dispute or extent of the student's involvement. Fighting will result in suspension from school, loss of privileges during suspension, and possible legal ramifications.

FIRE DRILLS

Signal: Ringing of the alarm.

1. From classroom, move toward the exit indicated in the room.
2. From areas outside the classroom, move toward the nearest exit.
3. Move quickly, but do not run.
4. As it may be necessary for directions to be given while students are exiting, noise must be kept to a minimum.
5. Once outside of the building, students should report to their assigned line and remain until directed to return to the building.

FUND RAISING

The School Board prohibits the collection of money in school or on school property or at any school sponsored event by a student or district employee for personal profit.

Any student(s), student group, class or organization whose intent is to foster the activities of district students shall receive prior approval from the student activities principal in order to engage in any fund-raising activities. **Direct door-to-door solicitation by all school students is prohibited.**

Revenues obtained pursuant to student fund raising may be secured in the following manner:

1. Through student club sponsored activities.
2. Service projects outside the school building, such as bake sales, magazine subscription drives, candy sales, car washes, etc., where the general public is indirectly encouraged to participate, must be approved by the Building Principal. Appropriate forms shall be provided for the approval of such activities.

3. Direct solicitation of funds is not permitted unless approved by the Superintendent.
4. No promotional incentives for different levels of sales by students are permitted.

HARASSMENT

The School Board recognizes that impermissible harassment, bullying and/or discrimination may take many forms including:

1. Verbal conduct such as epithets, derogatory or degrading comments, slurs, or unwelcome telephone calls, invitations or comments.
2. Visual conduct such as derogatory posters, cartoons, drawings, letters, notes or gestures.
3. Physical conduct such as assault, sexual assault or sexual violence, offensive or unwelcome touching, blocking normal movement, unwanted sexual advances or interference with school studies, courses, programs or activities.
4. Threats and demands to submit to sexual requests or activity as a condition or term of the student's status in a course, program or school related activity or as the basis for academic or other decisions which may affect a student or which as the purpose or effect of interfering with a student's educational experience or creates an intimidating, hostile or offensive learning environment.
5. Retaliation for having reported the harassment or discrimination.
6. Denial of any of the benefits of a complete educational program for an impermissible reason as defined in this policy.
7. Sexual harassment may include but is not limited to physical conduct such as assault, blocking normal movement, sexual flirtations and advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn, or creates an intimidating, hostile, or offensive learning or work environment. Refer to District Policy #248 and 249.

Any student who is found to have engaged in such conduct will be subject to immediate and severe disciplinary action including but not limited to detention, suspension, and/or expulsion from school.

Any student who feels they are being harassed or discriminated against, or who is aware of harassment or discrimination against another student, shall report it immediately to an administrator, guidance counselor, teacher or nurse.

HEALTH SERVICES

NURSE'S OFFICE

The Nurse's Office is located on the first floor.

If you become ill, ask a teacher for a pass to the nurse and report directly to the nurse for attention.

1. **DO NOT** leave the building without permission for any reason.
2. **DO NOT** spend time in the lavatory trying to recuperate. **Do Not** contact a parent to go home from your cell phone, a classroom or office phone. The nurse is here to help you if you are ill. If, in her judgment, you should not remain in school, she will make arrangements for you to go home.
3. **DO NOT** report to the nurse without a pass, unless there is an extreme emergency.
4. Nurses will administer over-the-counter and prescription medications in accordance with school district policy. (See Medication Policy on page 56).

It is extremely helpful, especially when a medical emergency arises, for the school's administration to have the name of a person who will assume responsibility for a student when his or her parents are not in the area due to a vacation, business trip, etc. If your parents are going away, please see that they designate someone as your guardian in their absence.

STUDENT PREGNANCIES

Students who are pregnant are requested to make their guidance counselor and the nurse aware of their condition. This request is with the health and physical well-being of the student in mind.

IMMUNIZATION

The regulation from the Pennsylvania Department of Health reads the following immunizations must be completed before your child can be admitted to school.

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after 4th birthday)
- 4 doses of polio (4th dose on or after 4th 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

Seventh through 12th Grade ADDITIONAL immunization requirements for attendance:

- **2 doses** meningococcal conjugate vaccine (MCV)
- First dose is given 11-15 years of age; **a second dose is required at age 16 or entry into 12th grade.**
- If the dose was given at 16 years of age or older, only one dose is required.
- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

*Usually given as DTaP or DTP or DT or Td

**Usually given as MMR

I.D. CARDS

As part of the student picture program, all students will receive a picture I.D. card. Replacement cards will cost \$5.00. It is a requirement that all students have their ID present and observable at all times.

LATEX-SAFE ENVIRONMENT

Council Rock School District promotes a latex-safe environment. Students are to refrain from bringing latex-based products (such as balloons, masks, etc.) on campus.

LIBRARY MEDIA CENTER (LMC)

The LMC is open to students during the following hours:

Monday 7:30 a.m. to 3:00 p.m.

Tuesday 7:30 a.m. to 5:00 p.m.

Wednesday and Thursday 7:30 a.m. to 9:00 p.m.

*NHS Tutoring 7:00 p.m. to 9:00 p.m.

Friday 7:30 a.m. to 3:00 p.m.

CRHS – North is open until 9:00 p.m. on Mondays and Tuesdays.

There are no evening hours on early dismissal days or days when all after-school activities are cancelled.

The Library Media Center circulates books, magazines, newspaper, pamphlets, videotapes and DVDs, audio cassettes, CDs and playaways, and other non-print materials accessible via our electronic resources and online databases.

Each student entering the library unaccompanied by their teacher must have a pass, stating the specific purpose of their visit. This includes all lunch periods. Food, drinks and cell phones are NOT permitted in the library at any time, this includes after school.

After school hours, all students are to present a picture ID when signing in the library.

Length of Circulation

Most books – one month

Selected books, periodicals, pamphlets, book-on-tape – 2 weeks

Reserve books and audiovisual materials - Overnight

Fines

Fines are charged for materials returned to the LMC after their due dates. Due dates are communicated to the student during the sign-out process and indicated on a slip given to the student at the time of sign-out. Students are responsible for returning all materials on or before the due date. Fines vary according to the type of material.

LOCKERS

Each student will be assigned a locker. Combinations are not to be shared with another student. Take precautions to ensure others do not observe you opening your locker, thereby gaining access to your locker combination. If your locker malfunctions, please report it to the office of the principal in charge of facilities and maintenance.

Lockers are the property of the school and are provided for your use. **Do not put anything in a locker you do not want your parents or school officials to see.**

If at the end of the year a locker has not been maintained in good condition, a maintenance fee will be assessed. Lockers should be emptied prior to going home for summer vacation. Nothing should remain in the locker.

LOST AND FOUND

Lost and found articles should be reported to the reception desk in the Main Office. If an article is valuable and you wish to offer a reward or have an announcement made, the secretary will give you assistance. Items suspected of being stolen should be reported to the Security Office only.

MEDICATION POLICY

Students MAY NOT CARRY any form of prescription or non-prescription “over-the-counter drugs” with them during school. This is a violation of District policy that will result in disciplinary action.

1. Prior to the administration of any medication by the school nurse in school a “Permission to Administer Medication” form must be completed and returned to the school nurse prior to the administration of all medicines. These forms are available in the Nurse’s office and on the district website.
2. A parent or adult designee must bring all prescription and non-prescription medications to the Nurse’s office. A student **may not** bring medicine to the office unless they have written permission to carry (i.e. inhaler, Epi pen).

All prescription medication must be identified clearly in a Pharmacy marked container with student’s name, date, and name of drug, prescription number, name of physician and pharmacy with directions for administration. All non-prescription medication must be in original container.

The school nurse dispenses Tylenol or Ibuprofen etc. with parent permission. Parents must update the student's HAC yearly to grant this permission.

OBLIGATIONS

Lost textbooks, library materials, uniforms, class dues, outstanding discipline, parking fines or other items may prohibit the student from receiving official records, graduating or participating in other student activities.

PARKING

Rules Governing Parking on Campus

1. Only those students who qualify and properly register their vehicles are permitted to park on school property.
2. The privilege of parking on school property is extended to **Juniors and Seniors** only who meet the criteria for parking. Parking is **LIMITED** to the number of **available parking spaces** on our campus.
3. A special parking area is available for seniors who meet certain academic criteria (Honors Lot). These students will receive a special parking permit. Students parking illegally in this area will be subject to fines and disciplinary action.
4. **Each car must be registered and display a proper parking tag, at all times.**
5. Students are not permitted to go to the parking lot during school hours without written administrative approval.
6. The student's signature on the car registration form is proof that the student received the **STUDENT DRIVING REGULATIONS** and that he/she assumes the responsibility for complying with these regulations.
7. By registering and/or parking a car on CRSD property, you are consenting to a search of the car upon the request of the Administration for the purpose of preventing its use for illegal purposes and to protect the welfare of the student body.
8. When a student drives a different car other than what was registered, they must come to the Parking Office upon arrival to school and fill out a **Temporary Parking slip**.
9. Students who receive a parking ticket are required to pay the fine in the Parking Office.

Medical parking permits are issued through the Nurse's office, after clearance from an Administrator; with documentation as to medical need and regular parking procedures have been followed.

Violation of parking/driving rules will result in a fine and possible loss of driving privilege.

Council Rock School District is not responsible for any loss, theft, or damage to any vehicle.

PHYSICAL EDUCATION

Directions from the P.E. Department

1. "P.E. uniforms" are not standardized, but sneakers with tightly tied laces are required, and a complete appropriate change of clothes is necessary.
2. "Nonparticipations" result when you cannot participate due to the absence of sneakers or a change of clothing. Of course, this can affect your P.E. grade.
3. Unprepared and unexcused non-participation may be made up with a physical make-up after school with a Physical Education instructor.
4. Safety in the gym is vital. All injuries or accidents must be reported to the instructor immediately.
5. Excuses:
 - a) Parent/Guardian excuses are acceptable for one day.
 - b) Students who are to be excused from class for more than one day must provide a note from the doctor. These notes are to be submitted each marking period.
 - c) There shall be no retroactive medical excuses. All excuses should be given to the instructor on the day(s) the student is to be excused.
 - d) Nonparticipating/excused students may be required to do a written assignment or make up the missed class time after school in physical activity. Failure to complete the assignment may result in the grade being adjusted.

Locker Rooms

- a) Any device used for taking pictures in a locker room is prohibited and in violation of PA State Law Title 18 PA.C.S.6321. Violations may result in school discipline consequences and police involvement.
- b) Do not bring large sums of money or other valuables to

school or to the gym locker room.

- c) In addition to your assigned small gym locker (for sneakers, gym clothes, etc.), **bring a separate combination lock to be used temporarily on a long gym locker during gym class. Do not leave street clothes, shoes, wallets, watches, etc. in the long gym lockers unlocked. Use the long lockers with your own combination lock during gym period only.** Other classes must use long lockers throughout the day, so please remove your lock after class period.
- d) Only students having an assigned physical education class will be permitted in the gymnasium and locker room areas during the school day.

PRIVILEGES

Students enrolled in Council Rock high schools are extended many privileges that should not be interpreted by students as rights. Examples of these privileges are: holding class office positions, student parking, participation in class trips, attendance at dances, proms and other student activities, and participation on athletic teams.

Students, who fail to exhibit mature behavior, meet their responsibilities, or disregard school rules and regulations may have privileges, such as described above, revoked.

RECORDING CLASSES/SCHOOL ACTIVITIES

All students should be aware that they must have administrative, teacher and classroom peer approval to record, photograph or video classroom instruction, assemblies, etc. Violators may be subject to school and/or legal consequences.

SCHOOL WATCH HOTLINE

The School Watch Hotline is a toll-free number that can be used by anyone in Bucks County to report situations that may put students in jeopardy at school. The hotline is established as a preventative measure to help Bucks County schools maintain a safe atmosphere and to notify local school and law enforcement officials of potential acts of violence, theft, drug or alcohol abuse, or weapons on campus before they occur. The hotline is a step toward empowering students, teachers and parents to be directly responsible for preserving the safety of their local schools. Call toll free: 1-877-888-7140.

SEARCHES OF STUDENTS

If in the opinion of school officials there is reasonable suspicion for student searches, the intrusiveness of the search will be in accordance with school law.

The Council Rock Board of School Directors authorizes district administrators to conduct random searches of lockers at any time based on reasonable suspicion of improper use.

In order to attempt to reduce or discourage the presence of weapons, dangerous materials, controlled substances, drugs, non-authorized medication or alcohol, Board Policy 218.12 also authorizes the use of trained dogs with their handlers. Random inspection by the search dog may be announced or unannounced and may be made at the discretion of the school administrator.

When based on reasonable suspicion, a specifically targeted search of a student or a student's possessions, including but not limited to the student's locker, desk, vehicle parked on school property, purse, pockets, clothing, or any other items may be conducted.

When school authorities have a reasonable suspicion that the item, locker or vehicle contains material which poses an immediate threat to the health, welfare and safety of students in the school, the student's possessions, including the student's vehicle parked on school property, will be searched, with no prior warning required for that search. Law enforcement officials may also be contacted and involved in the search process.

SECURITY

Council Rock high schools are restricted access buildings. Once the school day begins all visitors must sign in at the front desk. They will be given a visitor's pass only if they have an appointment. All doors except the front door will be locked. Security personnel will monitor the halls and parking lots. Two-way communication is used to assist in keeping the building secure. A uniformed police officer is employed full time to assist in public safety. The building also has a fully functional state of the art intruder and fire alarm. There are surveillance cameras mounted and functioning as well. Finally, all staff and students are drilled in Crisis and Emergency Response.

Council Rock has a security team managed by the District Security chief.

Security monitors assist in maintaining public safety, investigating

discipline situations and in direct supervision of the building. In addition a number of hall monitors assist in supervising the building, halls and cafeteria. Council Rock high schools conduct regular emergency/crisis and safe shelter drills in order to ensure the safest environment for our students. These drills are conducted periodically throughout the year.

SKATEBOARDING

Skateboards are prohibited on all Council Rock property or buses.

STUDENT GOVERNMENT

The Student Executive Board is the official student government of the school. The class officers and class advisors of the four classes comprise the Board.

The function of the SEB is to disburse money for student activities, act on requests from various student organizations and represent the student body in matters of concern to them.

STUDENT EXECUTIVE BOARD OFFICERS (SEB)

To be elected in the beginning of the 2017-2018 school year.

| | |
|---------------|-------------|
| Advisor | Mr. Lingman |
| Administrator | Mr. Radick |

I.U. STUDENT FORUM

To be elected in the beginning of the 2017-2018 school year.

STUDENT ADVISORY BOARD OFFICERS (SAB)

| | |
|---------------|-------------------|
| Class of 2018 | Hannah Devlin |
| Class of 2019 | Brianna Kirk |
| Class of 2020 | Nicholas Millevoi |
| Class of 2021 | TBA |
| MBIT | TBA |

SENIOR CLASS OFFICERS (CLASS OF 2018)

| | |
|------------------|-----------------|
| President | Mason Procz |
| Vice President | Syed Waseem |
| Secretary | Michael Smedley |
| Treasurer | Sophia Datsko |
| Public Relations | Amanda Strong |
| Advisor | Mrs. Kleppel |
| Administrator | Ms. Cariello |

JUNIOR CLASS OFFICERS (CLASS OF 2019)

| | |
|------------------|---------------------------|
| President | Natalie McTigue |
| Vice President | Randy Perecman |
| Secretary | Dennis Azvolinsky |
| Treasurer | Nik Korbich |
| Public Relations | Jimmy Gabel |
| Advisors | Mrs. Arnold & Mrs. Reiner |
| Administrator | Mr. Radick |

CLASS OF 2020 LEADERSHIP TEAM

| | |
|------------------|------------------------|
| Brandon Gormley | |
| Ethan Handfinger | |
| Alec Rovner | |
| Quinn Sajeski | |
| Jessica Wang | |
| Advisors | Mrs. Hibbs & Ms. Irvin |
| Administrator | Mr. Layer |

CLASS OF 2021 LEADERSHIP TEAM

To be elected in the beginning of the 2017-2018 school year.

| | |
|---------------|--------------|
| Advisor | Mr. Bauer |
| Administrator | Mrs. Gormley |

SUSPENSION

Suspension is not a deprivation of the right to learn but the temporary denial of social interaction through school contacts.

1. Students are expected to contact their teachers to get assignments. Also, they may come in at 2:15 p.m. to meet with teachers provided administrative approval is given.
2. Students are not permitted on school grounds during the school day.
3. Students may not participate in school related activities (i.e., practice, games, production events, etc.) home or away.
4. Suspension may carry with it conditions that must be met to reinstate the students.

TOBACCO PRODUCTS

The use or possession of tobacco products or devices is strictly prohibited on Council Rock property. Council Rock high schools are smoke-free campuses. A fine of \$50.00 may be imposed, and all subsequent offenses may be referred to the local District Court.

Smoking or the use of any tobacco product (or device) will result in a suspension from school. A student found in possession of any tobacco product (or device) is subject to disciplinary action in the form of suspension or detentions. Refer to District Policy #218.7

VALUABLES

Students are discouraged from bringing valuable items or large amounts of cash to school because of the ever-present danger of theft or loss. Students who bring such items must realize they are responsible for them. If a student wishes to have a valuable or cash secured for the day, they may seek assistance through the appropriate grade level office. Do not leave items of great value in school lockers. Student possessions not in the student's immediate control should be kept in either the locked hallway or gym locker. Students utilizing the gym locker during their physical education class are required to provide a lock and to use it. Do not give your locker combination to anyone for any reason.

VISITORS

Due to the high student population, and our desire to provide the best possible atmosphere for learning, student visitations are discouraged. Consideration will only be given when applied for at least one day in advance, and relevance exists between the visitation and the planned instructional program. Visitations must be approved in advance by a school administrator.

WEAPONS

Weapons on school property are a violation of Pennsylvania School Law. A weapon is defined as: including, but not limited to, any knife, cutting instrument, cutting tool, stick, firearm, shotgun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury. Also included are bows and arrows, B.B. guns, pellet guns, firecrackers and look alike weapons.

1. A pocket knife or cutting instrument is considered a weapon.
2. Principals must report the discovery of any weapon to the student's parents, local police and to the school board (via the Superintendent).
3. On an annual basis, students and staff are to be re-informed concerning this policy.
4. All Council Rock School District personnel are to report any discovery of weapons possession or transport to their immediate supervisor with disciplinary penalties resulting from failure to do so.
5. All students are to report any discovery of weapons possession or transport to the bus driver, any staff member or the nearest office. Failure to do so will result in disciplinary action.
6. Violations may well result in expulsion. High school students will be suspended at least ten days.

A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary, publicly funded, educational institution, any elementary or secondary private schools licensed by the department of education, or any elementary or secondary parochial schools. **Pennsylvania Safe School Act-Act 26 mandates a minimum one-year expulsion.**

If for any reason a weapon of any description is to be brought on the school property for educational purposes, *prior permission must be obtained from your grade level principal.*

WORKING PAPERS

Working papers are required for every student under 18 years of age who plans to obtain employment. Working papers may be secured in the Main Office and from our website. Students employed in New Jersey should locate the nearest public high school to their place of employment and report to that location for working papers.

WORKS CITED

Works cited information is available on the high schools' Library Web Pages – Works Cited and Ready Reference Sections. Printed copies of the MLA Handbook for Writers of Research papers 7th Edition (Call No. 808 MLA) are available in the library collection for student use. Students are expected to create properly formatted works cited information when completing research papers for their classes.

SECTION 5
STUDENT
ACTIVITIES

Council Rock High School District is proud of its comprehensive co-curricular program. It includes many activities that take place both on and off school property. The activities available at Council Rock high schools are varied and give students a great number of opportunities to get involved beyond six class periods per day. It should be noted, however, that participation in these activities is a privilege...not a right. There are certain expectations required in order to participate.

In the event a student does not utilize good judgment while attending or participating in these activities (i.e., Athletic Events, Drama Performances, Proms, Class Trips, Music Trips) disciplinary action may result. The action may include suspension, expulsion and exclusion from future activities (including the graduation ceremony for seniors).

It is not the intent of the administration to create an uncomfortable or unpleasant situation for any student or parent. We do, however, expect students to use good judgment and understand the consequences for failure to do so.

ATHLETICS

INTERSCHOLASTIC ATHLETICS

The following interscholastic athletic teams represent Council Rock high schools:

| | |
|---------------------|--------------------|
| Baseball | Girls Lacrosse |
| Boys Basketball | Softball |
| Girls Basketball | Girls Spring Track |
| Boys/Girls Bowling | Boys Spring Track |
| Boys Cross Country | Boys Swimming |
| Cheerleading | Girls Swimming |
| Girls Cross Country | Boys Tennis |
| Football | Girls Tennis |
| Coed Golf | Boys Volleyball |
| Field Hockey | Girls Volleyball |
| Boys Soccer | Wrestling |
| Girls Soccer | Boys Winter Track |
| Boys Lacrosse | Girls Winter Track |

NINTH GRADE ATHLETIC PARTICIPATION

The following sports may also be offered as separate 9th grade teams. However, students may instead participate in the respective varsity and JV programs with permission of the varsity coach, the AD, and a parent/guardian.

Fall

Field Hockey
Coed Soccer
Football

Winter

Boys/Girls Basketball

Spring

Baseball
Softball

GENERAL INFORMATION

1. All students in the Co-Curricular program must attend school for a half-day in order to participate or play in a contest, practice or rehearsal, unless they have administrative approval. The mid-point of our school day is 10:45 a.m.
2. All athletes must have a physical and emergency card on file with the coach before they begin practice.
3. All students must take school district transportation to and from co-curricular activities held off school property. Parents/Guardians may take **only** their son/daughter home with a note approved by the Athletic Director and advisor/coach approval.
4. Late buses are provided Tuesdays and Thursdays at 4:15 p.m.
5. 100% Practice and Participation Expectation – All athletes will participate in the Council Rock Athletic program with 100% commitment during the appropriate season. All athletes are expected to attend every scheduled practice and/or event.
6. Scholastic eligibility for participation in student activities. Practice schedule – 100% rule.
7. Any athlete suspected of drug and alcohol use may be suspended from the program until a conference is held. Drug testing may be necessary in order for the athlete to continue on the program. Please refer to the school drug and alcohol policy.
8. Hazing of any sort will not be tolerated.

ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

Inter-scholastic Sports: Eligibility

1. To be eligible for inter-scholastic athletic participation, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum.
2. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on weekly basis.

Procedure – Weekly:

1. The Athletic Office will distribute to the staff a list of all students involved in inter-scholastic sports.
2. Teachers will submit names of students doing failing work to the Athletic Office each Friday. The grades should be cumulative from the beginning of the marking period and conclude at the end of each marking period.
3. The Athletic Office will compile co-curricular eligibility reports.
4. In the event a student has failed two or more subjects, he/she is ineligible to participate in contests for a period of one week. This ineligibility begins the first Monday, and ends on Sunday, following the issuance of weekly reports to the Athletic Office.

Procedure – End of Marking Period:

According to PIAA, those students not passing at least four full credits are ineligible for the first four weeks of the next marking period.

CODE OF CONDUCT – SUBURBAN ONE LEAGUE

In the interest of continued good relationships in the field of athletics, all spectators are asked to:

1. Show respect for their country by standing attentively and removing hats when the American flag passes and during the playing and singing of the National Anthem.
2. Show their respect by standing for the Alma Maters of both schools.
3. Conduct themselves as ladies and gentlemen at all times, showing respect for visiting players and injured athletes, by not booing participants on the playing area and by respecting property.
4. Show respect for the game officials and refrain from booing their decisions or interfering with their control of the contest.
5. Recognize that vulgarity and indecent gestures are unacceptable
6. Cheer under the organized guidance of the cheerleaders.

Cheers to interfere with the opponent's cheering are unacceptable. Foot stomping in the stands is not permitted.

7. Recognize that noisemakers and signs in any gymnasium or at any indoor contest are unacceptable.
8. Recognize that littering premises, throwing of confetti or any other objects onto the playing areas are unacceptable.
9. Support musical groups for indoor activities. Such groups must be organized, school sponsored and supervised, playing only before games and during half time.
10. Keep food and beverages in designated areas. The gymnasium and pool areas are not acceptable areas for the consumption of food and beverages.
11. Follow the code of conduct for promoting good sportsmanship, adults and students alike.

Suburban One Schools reserve the right to eject any spectators whose conduct is detrimental to good sportsmanship. Misbehavior at sporting events may lead to prosecution or school disciplinary action.

INJURIES

You may be injured while participating in interscholastic athletics. If you are injured, notify your coach, athletic trainer, and parents. You should consult a physician if necessary.

INSURANCE

The Council Rock School District does not provide a student/athletic accident policy. Furthermore, the Council Rock School District assumes no liability in case of an accident. Legal responsibility is limited to cases of proven negligence against the School District.

We do, however, urge that some form of insurance be used to provide coverage for all student athletes. Student accident insurance protection is available for purchase by students for co-curricular and athletic activities. This is a supplemental insurance program that covers all school-sponsored activities with the exception of high school football. Homeroom teachers will distribute insurance application pamphlets during the first week of school.

NCAA RECRUITING GUIDELINES

Council Rock School District makes course recommendations based on the most appropriate academic placement.

All students whose future plans include enrolling in college and participating in Division I and Division II athletics must be certified by the NCAA Initial Eligibility Clearinghouse. It is the responsibility of the student to obtain the most recent evaluation of Council Rock's approved course list from his/her counselor. Applications for initial eligibility can be obtained at www.ncaaclearinghouse.net. The appropriate time to file this application is during the fall of the senior year. If this form is not completed, the student will not be able to participate in collegiate athletics during the freshman year.

Please review the following items:

1. Students must successfully complete a core curriculum of academic courses. You must earn a grade point average of at least 2.00 (on a 4.00 scale) in a core of at least 16 academic courses taken during grades 9 through 12. Only courses that satisfy the N.C.A.A. definition of a core course are acceptable. Please see your guidance counselor when making plans for course selection.
2. Eligibility for college freshmen will be based on an initial eligibility index. This is a sliding index based on the student's grade point average and the results from the combined SAT verbal and mathematics (820) sections or a composite score on the ACT (17). Your counselor can explain how this scale operates.

If you have any questions about these items, please see your counselor or Mr. Layer, 10th Grade Principal/Athletic Director.

FIELD TRIPS/ACTIVITY TRIPS

Student trips fall into two categories: recreational activity trips and educational field trips. The only "recreational" trips that will be approved will be a once per year trip for each class. Class trips have been very successful class projects in the past.

All other trips by subject classes or clubs must be educational and have a direct relationship to the school program. Distance traveled and time lost from classes must certainly be considered before approval.

For all trips, parent permission signatures are required. You are responsible to make up any class work missed because of a trip. If there is an absentee problem, or if there is academic difficulty, the privilege of a student activity trip may be withdrawn by the grade level principal.

Council Rock does consider student activity trips as enrichment experiences to our program.

GRADUATION ACTIVITIES

Graduation is one of the most exciting times in the high school experience. At Council Rock North & South, there is an effort to make the last week of the senior year a memorable one. The graduation activities include; Yearbook Distribution, Senior Awards, Senior Reflections, Senior Luncheon and of course, Graduation Practice. Each graduating senior is expected to maintain good grades and behavior through the end of the year. This will ensure a positive and fun experience for all.

NATIONAL HONOR SOCIETY

The National Honor Society is a student group that honors academic excellence and personal involvement in activities of the school and of the community.

In order to be invited to petition for membership, students must qualify by attaining a specific academic standard. Active members will be selected during their junior and/or senior year, providing they meet the following required standards:

Enrollment in at least one AP or Honors level course during high school, and the following:

For Induction in the Spring of the Junior Year: 3.95 cumulative GPA at the end of the sophomore year PLUS 45 LINCS hours completed by December 31st of the junior year, and logged in the LINCS office within one week of the reopening of school after winter break.

For Induction in the Fall of the Senior Year: 3.95 cumulative GPA at the end of the junior year PLUS 50 LINCS hours completed by September 1st of the senior year, and logged in the LINCS office within one week of the start of the school year.

If the above criteria is met, then the student will be invited to **petition** for membership in NHS. As part of the petition, students will be required to submit proof of school involvement, leadership, and character. Meeting the minimum requirements listed above is NOT a guarantee of acceptance.

NON-ATHLETICS

CLUBS

Aids Awareness Club
Animal Rescue Club
Art Forum
Artistic Design Club
Asian Culture Club
Athletes Helping Athletes
Bands (Concert, Marching, Jazz, Dixie, Symphonic)
Band Front
Breast Cancer Awareness Club
Buddy Club
Chess Club
Choral Groups (Concert Choir, Chorale, SVE, Symphonic)
Class Officers
Creative Writing Club
Debate Team
Doctor Who Club
Drama (Golden Wings)
English Honor Society
Environmental Action Club
FACTS/Physics Service/Tutoring
Free Thinkers
French Club
French Honor Society
Future Business Leaders of America (FBLA)
Gay Straight Alliance
German Club
German Honor Society
Hiking Club
Illuminations Magazine
I.N.K. (International News Korp)
International Cuisine Club
Italian Club
Key Club
Kids on the Block
Latin Club
Latin Honor Society
March of Dimes
Math Honor Society
Mathletes
Model U.N.
National Honor Society (NHS)
Newspaper (The Hawk Eye)
Operation BlueBerry
Orchestras (Symphony, Chamber, Strings)
Photography Club
Political Science Club
Reading Olympics
Scholars Bowl
Science Fair Club
Science National Honor Society
Ski and Snowboard Club
Social Studies Honor Society (Rho Kappa)
Spanish Club
Spanish NHS
S.T.A.R.S. (Student Tutors at Rock)
Student Advisory Board (SAB)
Students Against Destructive Decisions (SADD)
Student Executive Board (SEB)
Technology Club
Ukulele Club
Ultimate Frisbee
UNICEF Club
V.C.S. (Volunteers for Community Service)
Yearbook (The Talon)

Descriptions of clubs and advisor names are listed on the school websites. Additional information may be broadcast via the PA system.

Non Athletic Activities:

Eligibility

1. Failure of two courses will result in ineligibility for participation in co-curricular activities.

Procedure:

1. Advisor will check D and F list at the end of the marking period.
2. Advisor will check Interim Reports.
3. In the event a student has failed two or more subjects, he/she is ineligible to participate for a period of one week. This ineligibility begins the first Monday following the issuance of reports to the Student Activities Office.
4. Ineligible students must report each Friday morning to the Student Activities Office to procure a form that they must take to all of their teachers for their grades that week.

If a student received two or more F's at the conclusion of the school year, the scholastic ineligibility carries over the summer and the student must follow the procedure outlined. However, if the student attends summer school for which the principal grants credit, he/she becomes eligible immediately, if not more than one failure remains.

If a student is ineligible as of August, he/she may participate in summer practices, rehearsals, or activities. However, he/she will not be eligible for participation until the completion of the first full week of school.

TRANSPORTATION

Buses are available for students participating in activities on the following days:

4:15 Buses...Tuesday & Thursday