



**Student &  
Parent Handbook  
2011-2012**

IMPORTANT SCHOOL CONTACTS			
	Name	610.825.1500 Phone/VM Ext.	Email Address @colonialsd.org
Main Office	Beth Kupfer	1200	bkupfer
Athletic Office	Charlie Forster	1903	cforster
Secretary	Nancy Harper	1904	nharper
Attendance Office	Margo Heleniak	1960	mheleniak
Attendance Office	Mary Thiess	1961	mthiess
Health Office Nurse	Jennifer Sexton	1930	jsexton
Staff Nurse	Sharon Guarino	1931	sguarino
Secretary	Margie Scotti	1932	mscotti
Principal	Heather Nuneviller	1901	hnuneviller
Principal Secretary	Betty Eibner	1902	eeibner
Associate Principal	Karen Gebhardt	1915	kgebhardt
Secretary	Jackie Savage	1916	jsavage
Assistant Principal A-K	Joe Carracappa	1905	jcarracappa
Secretary	Penny Neil	1906	pneil
Assistant Principal L-Z	Daniel Balek, Jr.	1907	dbalek
Secretary	Diane Schwartz	1908	dschwartz
Dean of Students	Dave Stewart	1917	dstewart
College Counselor	Pat Tamborello	1920	ptamborello
Secretary	Vicki Marino	1921	vmarino
School Counselor A-E	Jeff Blizzard	1922	jblizzard
School Counselor F-I	Lisa Genovese	1923	lgenovese
School Counselor L-Q 9 <sup>th</sup> Grade R	Peggy Wisniewski	1924	pwisniewski
School Counselor 10 <sup>th</sup> -12 <sup>th</sup> R S-Z	M.J. Grouke	1925	mgrouke
Secretary	Antoinette Difeo	1926	adifeo
School Psychologist	Aviele Koffler	1082	akoffler
Community Counselor	Kim Gawthrop	1927	kgawthrop
Community Counselor	Yakeita Sawyer	1928	ysawyer
Librarian	Erika Miller	1940	emiller
Secretary	Barb Hoffman	1941	bhoffman
CITV	John Quinn	1950	jquinn
Secretary	Debbie Tornetta	1951	dtornetta
Central Montco Technical High School	Walt Slauch	610.277.2301	wslauch@cmths.org
Lincoln Academy @ PW	Janice Young	1980	jyoung
Custodial Office	Rich Walton	1117	rwalton
Security Office		1002	
Adult Evening School	David Sherman	1954	dsherman
Alumni Association		1526	

## Student-Parent Handbook 2011-2012

### Plymouth Whitemarsh High School

201 E. Germantown Pike  
Plymouth Meeting, Pennsylvania 19462  
610.825.1500  
[www.colonialsd.org](http://www.colonialsd.org)

#### PWHS Vision

To graduate all students with the 21<sup>st</sup> century skills they will need to be highly successful in their well-chosen post-secondary endeavors.

#### PWHS Mission Statement

The mission of Plymouth Whitemarsh High School, a dynamic force in secondary education in the Colonial School District, is to graduate responsible and productive students by providing educational experiences which develop critical thinking and problem-solving skills, encourage mutual respect and appreciation of human diversity, and foster active citizenship through the collaborative efforts of the school community.

#### Alma Mater

*Oh may the ties that bind us  
Carry through the years,  
With a belief in God and Freedom  
Future without fears,  
For this is our heritage  
From our patriots true,  
Instilled by you the red and blue  
Of Plymouth-Whitemarsh High  
Music by M.C. Kuhn  
Words by R.T. Dombrow*

#### School Colors

The official school colors of Colonial blue and scarlet were those of the 13<sup>th</sup> State Regiment of the Pennsylvania Line, 1777, composed of men from this area who fought in the Revolutionary War.

<b>PWHS BELL SCHEDULES</b>	Regular	11:00 Dismissal	Two Hour Delay	Special Events Schedule	1:15 Dismissal
Block 1	7:35 8:58	7:35 8:24	9:35 10:29	7:35 8:47	7:35 8:40
Block 2	9:02 10:23	8:28 9:16	10:33 11:26	8:51 10:03	8:44 9:50
I - Block	10:27 10:57			10:07 10:57	9:54 10:24
Block 3	11:01 12:55	9:20 10:08	11:30 1:23	11:01 12:55	10:28 12:07
A Lunch	11:01 11:31		11:30 12:00	11:01 11:31	10:28 10:58
B Lunch	11:42 12:12		12:10 12:40	11:42 12:12	11:02 11:32
C Lunch	12:25 12:55		12:53 1:23	12:25 12:55	11:37 12:07
Block 4	12:59 2:20	10:12 11:00	1:27 2:20	12:59 2:20	12:11 1:15

All students of Plymouth Whitmarsh High School are expected to be familiar with the contents of the Student-Parent Handbook and to follow the policies, regulations and rules described herein. Parents and students are required to sign and return the PWHS Handbook Receipt indicating their acknowledgement of receipt and review of the handbook.

This handbook is provided as a general summary of current statutes and district policies, guidelines, rules, regulations and practices applicable to school affairs. It is not intended to be inclusive of all circumstances pertaining to the educational process and is subject to change. If further guidance or reference is desired, consult your school principal.

*The Colonial School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability and/or handicap, and age in its admissions procedures, educational programs, services, activities or employment practices as required by Title VI, Title IX and Section 504 and/or any applicable federal statute. The Colonial School District will assist students who have Limited English Proficiency to participate in all programs, services and activities. For information regarding civil rights, admissions, grievance procedures, bilingual education and accessibility of programs, services activities and facilities that are usable by handicapped persons, contact the Director of Pupil Services, Colonial School District, 230 Flourtown Road, Plymouth Meeting, PA 19462.*

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**Colonial School District Administration**  
**610.834.1670**  
 Dr. Mary Ellen Gorodetzer, Superintendent  
 Richard Hartz, Director of Human Resources  
 Joseph Bickleman, Chief Financial Officer  
 Andrew Boegly, Chief Information Officer  
 Karen Berk, Director of Pupil Services  
 Terry Yemm, Director of Operations

**PWHS Administration**  
**610.825.1500**  
 Heather Nuneviller, Principal  
 Jason Bacani, Associate Principal  
 Joseph Caracappa, Assistant Principal, A-K  
 Daniel Balek, Jr., Assistant Principal, L-Z  
 Charles Forster, Activities/Athletics Director

### **PWHS Faculty**

#### **Art**

Candance Maggioncalda  
 Paul Marro  
 Louise Willis-Lorenz  
**Business & Info. Tech.**  
 Kevin Blair  
 Megan Carragher  
 Paul Coleman  
 Nancy Labricciosa

#### **ESL**

Tracy Blannett

#### **Health/PE**

Lee Andrews  
 Dan Chang  
 Phil Chang  
 Bryan Gregg  
 Krissy Kostelny-Yoder  
 Margaret Sawyer  
 Steven Slack  
 David Stewart  
 George Wadlin

#### **Language Arts**

Mark Boland  
 Michelle Canning  
 James Costanzo  
 Katie DeSanto  
 Jim Donofrio  
 Melissa Downer  
 Amanda Edwards  
 Frank Gallagher  
 Kimberlee Geiger  
 Glen Hackett  
 Maureen Haegele  
 Kendra Hoffman  
 Tara Holdsworth  
 Marcy Lipner  
 Lisa McAllister  
 Chris McWilliams (TV)  
 Dana Moyer  
 Rebecca Duffy  
 Dr. Bernard Walters  
 Brian Weiner

#### **Library**

Erika Miller  
**Nurse**  
 Jennifer Sexton

#### **Mathematics**

Amanda Binczewski  
 Kate Conn  
 Jennifer Crea  
 Maria DeLuca  
 Thomas DeLucia  
 Joseph Dooley  
 Daniel Dougherty  
 Michael Engel  
 Kimberlee Joy  
 Kirk Kumpfert  
 Lori Lynch  
 Lee Marcus  
 Michelle McLoughlin  
 Joanne Pinner  
 Jill Ruggiero  
 Maryann Russo  
 Michael Tornambe  
**Music**

Elise Derewitz  
 Tonia Kaufman

Amy LaRue

#### **School Counselors**

Jeffrey Blizzard  
 Lisa Genovese  
 Martin J. Groure  
 Patricia Tamborello  
 Peggy Wisniewski

#### **Community Counselors**

Kim Gawthrop  
 Yakeita Sawyer

#### **Science**

Nicole Butler  
 Jean Casey  
 Richard Coletta, Jr.  
 Sandra Comfort  
 Kate Gohl  
 Sabina McNally  
 Michael Minton  
 James Muscarella  
 Eric Scheidly  
 Stephanie Warga  
 Kelly Wistreich  
 Susan Woolf  
 Christopher Young

#### **Social Studies**

Jill Ajemian  
 Linde Bianchino  
 Ryan Buterbaugh  
 Dr. James Carr  
 Robert Culp  
 Kristen Guzik  
 Jennifer Hannold  
 Jennifer LaFemina  
 Christopher Manero  
 Thomas Ortlieb  
 Marianne Paparone  
 Robert Slagle  
 John Staudenmayer  
 Dr. Kathleen Tavani  
 Thomas Wilson

#### **Special Education**

Tracey Ambuka  
 Kate Blitzstein  
 Dreamalee Brotz  
 Michael Connor  
 Margaret Duff  
 Heather Filoon  
 Carol Gioquindo  
 Susanne McMahon  
 Patricia Osborne  
 Kathryn Purcell  
 Mary Rems  
 Amy Wapnitsky

#### **Technology Education**

Richard Evan  
 Jeffrey Yeagle  
**World Languages**  
 Adam Bailey  
 William Blubaugh  
 Eleanor Brown  
 Patricia D'Annunzio  
 Sophie Davidson  
 Kent Dwyer  
 Laure Kuszyk  
 Rich Madel

# *Principal's Message*

Dear Parents and Students of PWHS,

Welcome to the 2011/12 School Year at Plymouth Whitmarsh High School where we strive to graduate all students with the 21<sup>st</sup> century skills they need to be highly successful in their well-chosen post-secondary endeavors. We look forward to another year of excellence in our academic, activities, athletic, music and art programs, and we provide this handbook to enable you to be familiar with these aspects of the school program.

This handbook will be most effective for you if you review the table of contents and then read and discuss as a family those topics that are relevant to your particular circumstances. For example, a student who is going to participate in athletics for the first time should read Chapter 4 thoroughly. Two chapters that should be reviewed by all families every year are Chapter 5, Attendance and Chapter 8, Student Conduct. When you and your son or daughter sign and return the PWHS Handbook Receipt form, you are acknowledging your awareness of all of the information contained in this book.

Please keep this handbook in a convenient location. As questions arise, use the index in the back of the handbook, and you will most likely find an answer to most of your questions. If the topic of your concern is not addressed in the handbook, please call the appropriate school employee for clarification.

The faculty and staff look forward to working with each and every high school student family. We thank all of you for your ongoing cooperation, involvement and focus on learning.

Sincerely,

*Heather Nuneviller*

## **Appendix E. Weapons Policy**

Students are strictly prohibited from possessing a weapon or replica of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity, and/or within a school zone. The term "weapons" shall include, but not be limited to firearms; shotguns; rifles; knives; metal knuckles; razors of any type; razorblades; cutting instruments or tools of any nature including those individually fabricated; explosives; mace; noxious irritating or poisonous gasses; poisons; destructive devices; drugs; any other tools or instruments, fashioned with the intent to use or sell which could be used to harm, threaten or harass students, staff members, parents, guardians, or others legally upon School District premises. The possession of cutting instruments, drugs, tools or instruments shall be considered possession of weapons only in cases where harm, threats, harassment or intent to harm are demonstrated or may be reasonably inferred.

The term "firearm" means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such instrument, any firearm muffler or firearm silencer, or any destructive device.

The term "destructive" device means any explosive, incendiary, or poisonous gas, including but not limited to, any bomb, grenade, rocket, missile, mine, or device similar to any of the aforesaid instruments.

Violations of this policy will be immediately reported to the appropriate law enforcement agencies for investigation of violations of and possible prosecution under the Federal and/or the PA Crimes Codes. Notwithstanding referrals of violations to law enforcement agencies, the school officials are authorized to conduct investigations relating to disciplinary action for violations of this policy and further authorized to make any immediate actions required to protect the health, safety, and welfare of the school community

Further, in accord with Act 26 of 1995, in the event that any student is determined to have possessed a weapon as defined above, the student shall be expelled from school for not less than one year provided that the superintendent may recommend discipline short of such expulsion on a case-by-case basis. In the case involving an exceptional student, the superintendent shall take all steps necessary to comply with the Individuals with Disabilities Education Act.

Example: A student at the end of 10<sup>th</sup> grade has earned 16 total credits. He/she earned three A's in academic level, one-credit courses (4.0), four A's in honors level, one-credit courses (5.0), four B+'s in honors level, one-credit courses (4.33) and four B's in AP, one-credit courses (4.5) and one A in an academic level 0.5 credit course (2.0) and one A in an honors level 0.5 credit course (2.5)

$$\frac{3(4.0) + 4(5.0) + 4(4.33) + 4(4.5) + 0.5(4.0) + 0.5(5.0)}{16} =$$

$$\frac{12 + 20 + 17.32 + 18 + 2.0 + 2.5}{16} = \frac{71.82}{16} = 4.488 \text{ WGPA}$$

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## In case of emergency ...

In partnership with community emergency responders, the Colonial School District engages in emergency preparedness on an ongoing basis. Although it is impossible to anticipate every type of crisis that might occur, the district has developed many detailed procedures for use by employees in response to critical incidents. Planning includes:

- Procedures and equipment for emergency internal and external communications;
- Directions for the specific roles and responsibilities of all employees during a crisis;
- Procedures for delayed dismissals, in-place sheltering and internal lockdowns; and
- Procedures for partial and total building evacuations, including the arrangement of alternate sites to shelter students until the end of the school day.

All necessary procedures are detailed in written plans for use by administrators, security personnel and the crisis response teams. In addition, every employee has a summary of emergency procedures in the Crisis Response Plans that are visible throughout the building.

## Parents are asked to ...

Access the district website at [www.colonialsd.org](http://www.colonialsd.org), or CITV (Comcast Cable) about the situation. Do not rely on word-of-mouth information or radio and TV news reports which may be inaccurate. The district will communicate with parents through the website and cable TV.

Remember that students will generally NOT be dismissed from school before the end of the school day. School personnel and community emergency responders will protect the students in the school setting or safely transfer them to a pre-arranged alternate site until the end of the school day.

Refrain from coming to school to get your child unless directed to do so by the district on the website and cable channels. Do not call the school for information. These actions interfere with the ability of district personnel to manage the situation and disrupt our communication with the fire and police departments and emergency management services.

Refrain from calling your child's cell phone. The use of cell phones can seriously limit communication with emergency personnel and greatly threatens the school's efforts to maintain the calm environment that is essential for student safety during a crisis.

### Computing the Final Grade for Two (2) Credit Courses

Students who pass courses that meet daily for the entire year earn two credits. For grading purposes only, year-long courses operate as two one-semester courses and students earn a final grade for each semester of the course. Refer to the entry above. If there is a mid-term final assessment in the first semester, its weight toward the final first-semester grade is 10 - 20%.

### Computing the Final Grade for One-Half (0.5) Credit Courses

Students who pass courses that meet daily for nine weeks earn 0.5 credit. Students' course grades are derived according to schedules and assessments appropriate to the course curriculum throughout the nine weeks. In courses that include a final exam/assessment, the weight of the final exam score is 15 - 20% of the final grade.

### Computing the Unweighted Grade Point Average (UGPA)

The unweighted GPA does not reflect differences in course levels. It is calculated for each semester and cumulatively (all courses completed up to a given date), is reported on the end of year report card and transcript, and is used to determine eligibility for National Honor Society, honor roll and graduation honors. Using column 2 of the Chart for Grades and GPA (see above), the unweighted GPA is calculated by dividing the sum of the grade points for all course grades by the total number of credits earned.

Example: A student at the end of 9<sup>th</sup> grade with eight 1.0 credit course grades of A (4.0), B+ (3.33), B- (2.67), C+ (2.33), A (4.0), B+ (3.33), B+ (3.33) C+ (2.33)

$$\frac{4.0 + 3.33 + 2.67 + 2.33 + 4.0 + 3.33 + 3.33 + 2.33}{8} = \frac{25.32}{8} = 3.165 \text{ UGPA}$$

Example: A student at the end of 9<sup>th</sup> grade with seven 1.0 credit course grades of A (4.0), B+ (3.33), B- (2.67), C+ (2.33), A (4.0), B+ (3.33), C+(2.33) and two 0.5 credit course grades of A (4.0), B (3.0)

$$\frac{4.0 + 3.33 + 2.67 + 2.33 + 4.0 + 3.33 + 2.33 + 0.5(4.0) + 0.5(3.0)}{8} = \frac{25.49}{8} = 3.186 \text{ UGPA}$$

### Computing the Weighted Grade Point Average (WGPA)

The weighted GPA is calculated cumulatively (all courses completed up to a given date), is reported on the transcript and is used for decile placement (beginning with the class of 2009) and class rank when a student's rank is requested from the college counselor. In computing the weighted GPA, grade points are from column 2 (academic level), column 3 (honors level) and column 4 (Advanced Placement level) of the Chart for Grades and GPA (see above).

Example: A student at the end of 10<sup>th</sup> grade has earned 16 total credits. He/she earned four A's in academic level, one-credit courses (4.0), four A's in honors level, one-credit courses (5.0), four B+'s in honors level, one-credit courses (4.33) and four B's in AP, one-credit courses (4.5)

$$\frac{4(4.0) + 4(5.0) + 4(4.33) + 4(4.5)}{16} = \frac{16 + 20 + 17.32 + 18}{16} = \frac{71.32}{16} = 4.4575 \text{ WGPA}$$

## Chapter 1. Introduction for Parents

Chart for Grades and GPA for Courses Other than English Language Arts & Math/Computer Science			
1	2	3	4
Letter Grade %	Grade Points for Unweighted GPA and Weighted GPA – Academic Level	Grade Points for Weighted GPA – Honors Level	Grade Points for Weighted GPA – AP Level
A 90-100%	4.0	5.0	5.5
B+ 87-89%	3.33	4.33	4.83
B 83-86%	3.0	4.0	4.5
B- 80-82%	2.67	3.67	4.17
C+ 77-79%	2.33	3.33	3.83
C 73-76%	2.0	3.0	3.5
C- 70-72%	1.67	2.67	3.17
D+ 67-69%	1.33	1.33	1.33
D 63-66%	1.0	1.0	1.0
D- 60-62%	.67	.67	.67
F 0-59%	0	0	0

### Rounding Policy

In the event that a student's final grade calculation is .5 or greater of the next percent, the grade is raised to that percent. If the grade is less than .5 percent of the next percent, the percent remains unchanged.

### Computing the Final Grade for One (1) Credit Courses

Students who pass courses that meet daily for one semester or every other day for one year earn one credit. Students' course grades are derived according to schedules and assessments appropriate to the course curriculum throughout the semester or year. In courses that include a final exam/assessment, the weight of the final exam score toward the final grade is 15 - 20%.

Example: Accumulated course grade of 84 (B) and a final exam score of 79 (C+)

$$\frac{8(\text{course grade } 84) + 2(\text{exam grade } 79)}{10} = \frac{672 + 158}{10} = \frac{830}{10} = 83\% = \text{B final grade}$$

### Complaint Resolution

Students and parents are encouraged to voice any concerns they have about school district matters with the direct source of the concern. If this does not bring resolution or is not possible, the student or parent should contact the child's school counselor, assistant principal or building principal. Members of the district office are also willing to assist in the resolution of any conflicts or complaints. For more details, request a copy of the Colonial School District brochure entitled, "Complaint Resolution: A Guide for Parents."

### Contacting Teachers – Voicemail & Email

Parents are encouraged to contact teachers by voice-mail or e-mail when they have a concern about their child's school performance or wish to share information about the child with the teacher. Links to teachers' e-mail addresses are available on the school website. Call 610.825.1500 to leave a voice message with any teacher.

### Definition of "Parent"

Throughout this handbook, the term "parent" is used to designate the student's parent(s) or, in the absence of parents, the student's legal guardian(s).

### Open House

During the Semester 1 and Semester 2 Open House programs, parents may visit their child's classrooms and meet the teachers. Using a copy of the child's schedule, parents spend about 15 minutes in each class where the teacher provides an overview of the course objectives and expectations for student performance. Open House does not provide an opportunity for parents to discuss specific concerns about their child with teachers. Parents wishing to speak with teachers should call 610.825.1500 to leave a voice-mail message with the teacher.

### Parent Conferences

The school devotes time in the afternoon and evening each semester for personal contact with teachers. Parents are also encouraged to request a meeting with a teacher at any time during the year for discussion of specific concerns.

### Parent Involvement

The PWHS community endorses a team approach to education and values parents as an important part of that team. There is no more important time for parents to demonstrate care and concern for their child's academic career than during the teen years. Students whose parents participate in volunteer opportunities, PTSO, advisory committees, band parents or other school-related activities tend to perform better academically. Also, the students whose parents are involved in school activities experience fewer social problems such as substance abuse, peer conflicts and inappropriate behavior.

### Parent Teacher Student Organization

All parents, students and faculty are encouraged to become members of the Parent Teacher Student Organization of PWHS. Monthly evening PTSO meetings provide a forum for communication among parents, school personnel and students on important school topics, and the organization provides a framework for parental support to academic and student life initiatives in the school.

### Parent Responsibilities

This handbook is provided so that parents may be familiar with all aspects of the PWHs program and assist their children in fulfilling their responsibilities as students. Although school personnel communicate pertinent information to students through as many avenues as possible, it remains the responsibility of parents to review the information in this handbook with their children. To have the maximum positive impact on their children's education, parents should:

- Read all sections of this handbook; know all school rules and regulations and ensure that their children understand the rules and the reasons for them.
- Sign and return the PWHs Handbook Receipt Form.
- Share in planning their children's high school curriculum.
- Convey to their children that learning is the primary purpose of school and encourage conduct that promotes teaching and learning.
- Support children in their academic, athletic and/or extracurricular activities.

### Parental Rights

According to the PA Board of Education Regulations, parents have the following:

- Access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.
- The right to have their children excused from specific instruction which conflicts with their religious beliefs, including HIV/AIDS instruction, upon receipt by the school district of a written request from the parents or guardians. Detailed curriculum outlines and curricular materials for HIV/AIDS, used in conjunction with the instruction, are available to parents and guardians during normal school hours or at teacher-parent conferences.
- The right to have their children excluded from research studies or surveys conducted by entities other than the school district, CMTHS, or intermediate unit unless prior written consent has been obtained.
- The right to review the State assessment in the school district two weeks prior to their administration during convenient hours. All necessary security requirements to maintain the validity of the assessment must be taken in accordance with the State assessment administration instructions. If upon inspection of State assessments parents or guardians find the assessments in conflict with their religious belief and wish their student be excused from the assessment, the right of the parents or guardians will not be denied upon written request to the superintendent.

### Visitors to the School

All visitors sign in at the Main Office where a visitor's pass is issued. In general, PWHs students are not permitted to bring students from other schools to visit during the school day. Special visitation days are arranged for students interested in transferring to the high school. To arrange a visit, call the Counseling Center office one week in advance to confirm the visit.

### Website

The district website provides extensive information about many high school programs, and many teachers provide information about their courses on the Internet. The PWHs website and some special teacher web pages can be accessed through the district website.

### Appendix D. Grading System & Calculation of GPA

A report card is issued at the end of each semester. Two progress reports with grade-to-date and explanatory comments are mailed to parents at equal intervals during the semester. The report card with final grades is mailed to parents at the end of the semester. The report card at the end of the year also includes the students' unweighted GPA. Final grades and GPA are recorded permanently on the student transcript.

The PWHs grading system is designed to communicate each student's academic achievement to the student, the student's family, post-secondary schools and employers. Students' course grades are derived according to schedules and assessments appropriate to the course curriculum. When a course includes a final exam/assessment, the weight of the final exam/assessment score toward the final course grade is 15 – 20%.

Teachers use the scale in Column 1 of the Chart for Grades and GPA (see below) to assign letter grades that represent each student's assessed performance. **Note that, there are two different grading scales, one for English Language Arts and Math/Computer Science courses (no D grade) and one for all other courses.**

Chart for Grades and GPA for English Language Arts & Math/Computer Science Courses			
1	2	3	4
Letter Grade %	Grade Points for Unweighted GPA and Weighted GPA – Academic Level	Grade Points for Weighted GPA – Honors Level	Grade Points for Weighted GPA – AP Level
A 90-100%	4.0	5.0	5.5
B+ 87-89%	3.33	4.33	4.83
B 83-86%	3.0	4.0	4.5
B- 80-82%	2.67	3.67	4.17
C+ 77-79%	2.33	3.33	3.83
C 73-76%	2.0	3.0	3.5
C- 70-72%	1.67	2.67	3.17
F 0-69%	0	0	0

## Chapter 2. Academics & School Counseling

<b>LEVEL 6 MISCONDUCT</b>	
<b>DEFINITION:</b> Misconduct that involves the act of bringing a weapon to school, on school property, to any school sponsored activity or upon any conveyance providing transportation to a school or to a school sponsored activity. Such an act is criminal and will always require administrative action, which may result in the immediate removal of the student from school, the intervention of the law enforcement authorities, and action by the Board of School Directors.	
601	Possession of a weapon in school
602	Bringing a weapon to school or on school property
603	Bringing a weapon to any school sponsored activity or upon any conveyance providing transportation to school or a school sponsored activity
<b>LEVEL 6 DISCIPLINARY OPTIONS</b>	
One year or longer mandatory expulsion, unless the superintendent determines, on a case-by-case basis, that there are extenuating circumstances in a particular case, under which circumstances the superintendent has determined to recommend a lesser discipline. The student and his/her parents may also be expected to participate in a Restorative Conference.	

The Code addresses certain steps that must be taken if a student eligible for special education is determined to be guilty of misconduct, including the involvement of the student's IEP team, the possibility of the involvement of the multidisciplinary team and additional rights to a hearing.

### **Academic Awards Celebration**

Students earning honor roll status for two consecutive semesters are invited to participate in an Academic Awards Celebration in the Spring. To earn an invitation, the student must earn honor roll status during the first semester of the current school year and the Spring semester of the previous year. Students in grade 9 qualify if they earn honor roll status in their first semester of their freshman year.

### **Academic Integrity**

Plymouth Whitmarsh High School is committed to graduating citizens who have acquired common societal values. As such, cheating, which includes plagiarism, is a very serious offense. Examples of cheating include, but are not limited to:

- Use of unauthorized material for a test or project, e.g., text, notes and calculators
- Giving or receiving tests, test answers, assignments, labs, etc.
- Any form of plagiarism

According to the school's philosophy that grading should be based on learning, a student's decision to cheat on an assignment is reflective of zero learning. In keeping with this philosophy, the minimum consequence for cheating on an assignment is a grade of "0" for that assignment or assessment with no opportunity to make up the assignment for credit, removal from the national Honor Society, and possible disciplinary action. Students may, however, be required to make up the assignment for the purpose of learning the required content. Depending on the assignment, cheating may result in course failure. Cheating on a final, comprehensive course assessment or project will result in a course failure.

### **Accreditation**

PWHS has program approval from the Pennsylvania Department of Education and was reaccredited by the Middle States Commission on Secondary Schools in 2009.

### **Central Montgomery Technical High School**

Colonial School District provides access to career and technical education at the Central Montgomery Technical High School, a half-day school where students in grades 10, 11 and 12 can select from almost 20 different programs in the areas of service, automotive, communications & computers, construction and specialized college prep programs. To ensure that students have the academic proficiencies needed for success in their CMTHS program, their proficiency levels in core academic areas will be considered in determining their eligibility to attend CMTHS.

### **Class Rank**

No numerical class rank is recorded on a student's educational record or communicated to a student in any manner. A student's decile placement, based on weighted grade point average, is recorded on applications to post-secondary institutions. Information on the PWHS Profile which accompanies transcripts is available to inform post-secondary institutions of a student's relative academic placement in his/her class. Any institution may request in writing the class rank of any student, if class rank is required for admission to the school or for scholarship purposes. In this case a numerical class rank based on the student's cumulative weighted GPA will be released to the institution by the college counselor. Class rank includes all students in the class, includes all PW courses and approved dual enrollment courses, except those for which a pass/fail grade is issued

and is based on the weighted grade point average. Calculation of class rank begins upon a student's enrollment in the high school. Courses taken at PWHS by students in the Colonial Middle School are not included in the student's GPA or class rank. A student must have been at PWHS for all but two semesters of his/her high school program to be ranked within his/her class. Students who attend for less time receive an equivalent class rank.

**College Admissions Tests**

PWHS is a test center for the College Board SAT Program, a program of the College Entrance Examination Board (CEEB) and Educational Testing Service (ETS) as well as the American College Test (ACT). The SAT Reasoning Test is administered seven (7) times yearly, and the SAT Subject Tests are administered six (6) times yearly. The Preliminary SAT (PSAT) is administered on a Saturday in October to interested sophomores and juniors. The PSAT/NMSQT taken in the junior year serves as the qualifying test for the National Merit Scholarship Program.

The American College Test (ACT) can be taken at PWHS on a few test dates during the year, and on other dates in nearby schools. Check the registration packet for other test center locations for other test dates.

Registration for all college admissions tests is the responsibility of the individual student. Test dates, sample tests, registration forms and fee information are available in the Counseling Center, and a summary of pertinent information about college entrance tests is mailed to juniors and seniors each August. Test Code Numbers for PWHS are:

- CEEB Code Number for PWHS: 394040
- School Code Number for PWHS: 394040
- SAT Test Center Number for PWHS: 39592
- ACT Test Center Code for PWHS: 205210

**Commencement**

Commencement is the highlight of a successful educational experience. Consequently, it is dignified and exemplifies good taste and manners. It is a celebration for the entire community and a serious academic event. The following guidelines are designed to give our commencement the dignity and respectability it deserves. Students who believe they cannot comply with these conditions do not participate in commencement. Any student who does not meet the standard of conduct and dignity implied in this statement at any time during the ceremony is removed. Finally, we urge parental support and cooperation in making commencement a happy and meaningful event in the life of their children. The decorum of the audience at commencement is just as dignified as that of the graduates.

**Students must have fulfilled all graduation requirements in order to participate in the commencement ceremony.**

Commencement is held on Colonial Field on the high school campus. In case of inclement weather, commencement is held in the Colonial Elementary School gymnasium. Each student receives two (2) tickets for admission to the gymnasium and two (2) tickets to the auditorium for video viewing if commencement must be held inside. Tickets are not required for the outside ceremony.

A faculty committee selects two student graduation speakers, based on audition scores

<b>LEVEL 4 MISCONDUCT</b>	
<b>DEFINITION:</b> Behavior that results in violence to another person or property or which poses a direct threat to the safety of others	
401	Continuation of Level 3 misconduct
402	Extortion
403	Bomb threat
404	Conspiracy involving dangerous weapons
405	Assault/battery
406	Sexual harassment
407	Institutional vandalism
408	Theft-possession/sale of stolen property or conspiracy to commit theft
409	Arson
410	Disruptions resulting in endangerment
411	Harassment/Hazing
412	Illegal distribution, reproduction and/or use of copyrighted software
413	Using data networks for illegal activity, commercial or profit making purposes
414	Theft of computer hardware or software
415	Abusing or destroying computer hardware or software
416	Using, furnishing, selling or possession of over-the-counter medications, including supplements. (All medication must be dispensed by the school nurse.)
417	Other offenses not listed violating PA Crimes code
418	Other offenses not listed but fitting the definition of Level 4 misconduct
419	Offenses not listed
<b>LEVEL 4 DISCIPLINARY OPTIONS</b>	
<ul style="list-style-type: none"> <li>• Any appropriate disciplinary option or response from Level 3</li> <li>• Expulsion</li> <li>• Alternative school</li> <li>• Other Board action which results in appropriate placement</li> </ul>	

<b>LEVEL 5 MISCONDUCT</b>	
<b>DEFINITION:</b> Misconduct which involves the possession, sale, furnishings, use or involvement of any nature with an unauthorized substance. These acts may be criminal and always require administrative action, which may result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.	
501	Use of an unauthorized substance
502	Furnishing an unauthorized substance to others
503	Selling an unauthorized substance
504	Possession of an unauthorized substance
505	Involvement of any nature with an unauthorized substance
<b>LEVEL 5 DISCIPLINARY OPTIONS</b>	
<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Alternative school</li> <li>• Restorative Conference</li> <li>• Other Board action which results in appropriate placement</li> </ul>	

<b>LEVEL 3 MISCONDUCT</b>	
<b>DEFINITION:</b> Behavior directed against persons or property or the consequences of which may seriously endanger the health or safety of others. These acts are considered serious and may result in the intervention of the law enforcement authorities.	
301	Continuation of Level 2 misconduct
302	Defiant or insubordinate behavior
303	Fighting
304	Stealing
305	Threat to others
306	Turning in false alarms
307	Obscene and/or threatening calls, letters or e-mail
308	Using and/or supplying forged notes or illegal excuses
309	Using or supplying plagiarized materials
310	Cheating
311	Vandalism
312	Altering or use of school documents with intent to defraud
313	Smoking or possession of tobacco or nicotine or tobacco product paraphernalia
314	Trespassing
315	Possession/use of firecrackers, smoke/stink bombs, etc.
316	Disrespectful speech or action to a staff member
317	Transmitting or receiving offensive materials, messages, obscene or pornographic materials on the internet, computer network or single computer
318	Modifying files or other data on a computer or on the data network
319	Changing passwords belonging to other users or misrepresenting other users on any computer or data network
320	Using the data network to disrupt the work of others
321	Modifying the computer hardware or software
322	Violence and/or force
323	Intimidation
324	Coercion
325	Other offenses violating PA crimes code
326	Bullying
327	Failure to serve level 2 school detention
328	Failure to serve Saturday School
329	Other offenses not listed but fitting the definition of Level 3 misconduct
<b>LEVEL 3 DISCIPLINARY OPTIONS</b>	
<ul style="list-style-type: none"> <li>• Any appropriate disciplinary option or response from Level 2</li> <li>• Restorative Conference</li> <li>• Temporary removal from class</li> <li>• Suspension from school</li> <li>• Homebound instruction</li> <li>• Alternative program</li> <li>• Work-study program</li> </ul>	

and good standing in terms of discipline and attendance.

Boys are to wear pants (no shorts), a dress shirt with collar (white preferred), a tie, and shoes (no sneakers or sandals). Girls are to wear a light, solid colored dress and dress shoes (no sneakers or casual sandals). Traditional caps and gowns are worn at commencement. Gowns are fully zippered. Caps are properly placed on top of the head. No item of any type is worn on the cap or gown. Students not properly attired are sent home to get proper attire in order to participate in the graduation ceremony. Students are assessed a nominal fee to cover the purchase of caps and gowns.

Attendance at commencement rehearsals is mandatory. Those late or absent from rehearsals, without prior approval, do not participate in commencement. A student who must miss rehearsal due to illness must call the school office by 8:00 a.m. that day.

If prior to or during commencement, it is the opinion of the administration that a student is under the influence of drugs or alcohol, the student is removed from the commencement ceremony. Offenders are subject to legal prosecution. The administration has the prerogative to exclude a student from commencement for academic ineligibility, for serious breaches of discipline, for use of alcohol or other drugs, or for other acts deemed serious enough to warrant exclusion.

#### **Copyright Laws**

Students must comply with all copyright laws in the production of materials for school assignments and projects. Teachers can provide guidance in this area.

#### **Course Levels**

PWHS is a comprehensive high school which offers a demanding college preparatory program supplemented with strong offerings in several elective areas and technical school education. Students have the opportunity to select courses consistent with their abilities, achievements and interests as described below. Consult the *PWHS Course Catalog* for descriptions, prerequisite courses and screening procedures.

Academic level courses are demanding college preparatory courses. The course materials require average to above-average ability and comprehension, and maintain a balance between the development of basic skills and the application of principles.

Honors courses are appropriate for a student who learns well through verbal and abstract methods of instruction, reads thoroughly and insightfully, demonstrates understanding and insight, works well both independently and in groups, understands and follows directions with little or no difficulty, demonstrates a sound grasp of the writing process and can express him/herself well in writing, demonstrates perseverance and motivation, has a genuine commitment to academics and is committed to doing the necessary academic study, submits in a timely fashion high quality assignments that reflect thought, care and consistent effort, and questions thoughtfully and carefully.

Advanced Placement courses are appropriate for a student who meets and often exceeds expectations in honors level classes, demonstrates the ability to perform independent research and study, performs well at a rapid pace, has achieved at a high level in any prerequisite courses, understands that the course is college level material, and accepts that he/she must take the AP course examination and attend AP Seminars when scheduled.

Honors and AP courses are screened and require teacher recommendations. Departments also set minimum grades that students should earn. In recommending students for honors and AP courses, teachers consider numerous factors in determining if the course level is in the student's best interest, including the grades earned in prerequisite courses. In the event that a teacher recommends against the placement, parents should contact the teacher and counselor to discuss the situation. If parents choose to override a faculty recommendation, they must submit a completed parent override form to their child's counselor. This form may be obtained in the School Counseling Center. Parent overrides will be honored only if class size permits additional placement of students. No override forms will be honored after the start of the semester.

**Course Selection and Schedule Changes**

Students select their courses each January for the following academic year by completing a course selection form that is signed by the parent and submitted to the counselor. Students may change their course selections through the end of the school year, space permitting, by obtaining parent permission and submitting the request to the counselor.

Following receipt of a tentative schedule in mid-summer, students may request a schedule change for valid reasons, pending seat availability. Students must make an appointment with their counselor on one of the few dates their counselor is available during the summer months. Requests for specific teachers or blocks will not be honored. Absolutely no schedule changes will be made once the school year has begun with the exception of teacher initiated course level changes. Students do not have the option to withdraw from a course.

Should a student fail a required course, every attempt will be made to reschedule the course for the following semester or school year. In cases where this is not possible, credit recovery may be an option.

**Dual Enrollment**

PWHS provides two different opportunities for qualified students to earn high school and college credit at the same time. In the first, qualified students make arrangements at local colleges to take one on-campus course per semester as approved by the school counselor. For more than one course, permission of the building principal is also required. The student earns one high school credit for each semester college course passed. Students' transcripts will reflect the grade earned in the college course. Pass/Fail is not an option. The student earns honors level credit for grades of at least C-. Students are responsible for tuition, books and transportation. Dual enrollment is also available in a few PWHS courses which have been approved for college credit through Montgomery County Community College. Students' transcripts do not reflect the college credit, and the student earns academic level credit at PW. The student is responsible for the tuition; PW generally provides the textbook.

**Early Admission to College**

For the senior year, an eligible student may attend college on a full-time basis and earn credit toward graduation from PWHS. The student must request and receive permission from the counselor and the building principal, be accepted on a full-time basis in a program granting credit toward a degree, and provide PWHS a transcript documenting successful completion of the courses. The student may participate in commencement but is not eligible for any senior awards and is not included in the senior year class rank.

<b>LEVEL 2 MISCONDUCT</b>	
<b>DEFINITION:</b> Behavior, the frequency or seriousness of which, disrupts the learning climate of the classroom and/or school	
201	Continuation of Level 1 misconduct
202	Profane and/or obscene language (obscene is defined as offensive to feelings of modesty or sense of decency of the school community; lewd)
203	Disrespectful speech or action
204	Obscene gestures or actions
205	School tardiness
206	Truancy
207	Classroom disturbance
208	Cutting class
209	Failure to cooperate with substitute teacher
210	Failure to identify oneself correctly
211	Leaving school or assigned area without permission
212	Violation of driving privileges
213	Misconduct going to and from school
214	Failure to serve level 1 school detention
215	Loitering
216	Lying
217	Abusive language
218	Unauthorized possession of a cell phone, paging device, scanner, laser or any other electronic device
219	Disruptive hallway behavior of a physical nature
220	Throwing food and/or other items
221	Installation of games, programs or other files not owned or authorized by the district on computers or networks
222	Using data networks for lobbying and non-school related activities
223	Possession of pornographic material at school or during school related activities
224	Other offenses not listed but fitting the definition of Level 2 misconduct
<b>LEVEL 2 DISCIPLINARY OPTIONS</b>	
<ul style="list-style-type: none"> <li>• Any appropriate disciplinary option or response from Level 1</li> <li>• Withdrawal of privileges</li> <li>• Class schedule change</li> <li>• School Detention</li> <li>• Parental conference</li> <li>• Suspension from student activities</li> </ul>	

## Appendix C. Summary of Code of Student Conduct & Discipline

The Board of School Directors maintains a Code of Student Conduct and Discipline which applies to conduct that occurs while students are in attendance at school, while students are going to school from home and from school to home, and to conduct at other times which impacts on the School District. The following is a summary of that Code.

<b>LEVEL 1 MISCONDUCT</b>	
<b>DEFINITION:</b> Misconduct which impedes orderly classroom procedures, infringes on the rights of others to learn or to teach, or interferes with the orderly operation of the classroom or school	
101	Disruptive classroom behavior
102	Classroom tardiness
103	Failure to complete assignment
104	Unprepared for class
105	Failure to follow established procedures for the cafeteria, including eating in the wrong cafeteria, the halls, and field trips
106	Failure to follow established procedures at co-curricular and extra curricular activities
107	Horseplay
109	Failure to follow reasonable directions
110	Inappropriate speech or behavior in hallways/cafeteria
111	Any form of distraction
112	Inappropriate use of a computer or computer network
113	Failure to serve teacher detention
114	Use of cell phone during school hours
115	Violation of dress guidelines
116	Other offenses not listed, but fitting the definition of Level 1 misconduct
<b>LEVEL 1 DISCIPLINARY OPTIONS</b>	
<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Personal conference</li> <li>• Restorative Practices</li> <li>• Behavioral contract</li> <li>• Involvement with grade counselor</li> <li>• Withdrawal of privileges within the classroom</li> <li>• Detention</li> <li>• Telephone call to parent or guardian</li> <li>▪ Suspension or revocation of parking privileges.</li> </ul>	

### External & Correspondence Courses for Graduation Credit

Except in the case of remediation after failure, students must take all required courses at PWHS, with the exception of approved dual enrollment college courses. In the event of credit deficiency, students may enroll in correspondence courses through their school counselor. No more than two (2) credits can be earned through correspondence course. No student can register for a correspondence course prior to the second semester of the junior year, and the student must pass the final exam to receive credit. Students may take only one correspondence course at a time.

### Field Trips

Students on field trips are expected to behave according to the Code of Student Conduct. If a teacher judges that a student cannot reasonably be expected to abide by the code or special regulations of the trip, he or she refers the situation to the assistant principal who has the right to exclude the student from participation for cause. If, for sound educational reasons, a student elects not to participate in a field trip, the teacher excuses the student from participation and designs a learning experience that achieves similar instructional goals. It is the responsibility of the student to attend PWHS on the day of the field trip and to complete the assignment as directed by the teacher. Students who plan to participate in a field trip activity submit a signed "Parental Permission Form" prior to the time of the trip. Students are responsible to make up work missed in other classes and must take tests and fulfill other obligations on the day they return.

### Final Examinations and Other Common Assessments

A final standards-based examination is administered at the end of each semester in almost all core academic courses and some elective courses. The exam score counts as 15-20% of the final course grade. Special schedules for administration of exams are announced in writing to students. Schedules for students attending the Central Montgomery Technical High School are adjusted for exams. Students with unexcused or unlawful absences on the days of final exams forfeit the right to make up the exam and receive a "0". Students arriving late must complete the test within the remaining exam period. Early dismissals are not granted during the testing period; students leaving early must complete the exam within the testing period. Students are expected to remain in the test room for the entire test period. Students removed from the room during the exam period due to inappropriate behavior will be required to make up the exam with an assistant principal.

Although students and their parents receive feedback about student performance on common benchmark and final assessments, to maintain the security of these assessments, they are not sent home. Parents wishing to view their child's scored assessments may do so during a conference with the teacher.

### Grade Point Average (GPA)

Both unweighted and weighted Grade Point Averages (GPA) are maintained for all students. The yearly GPA is based on the course grades earned during the year. The cumulative GPA is based on all courses taken up to the given date. Only courses taken at PWHS and approved dual enrollment college courses taken while the student is enrolled as a high school student are included in the GPA. Courses taken at PWHS by students in the Colonial Middle School are not included in the student's GPA. All PWHS courses and dual enrollment courses are included in the GPA except those for which a pass/fail grade is issued. When a student repeats a failed subject in the regular school schedule, the original failing grade will become a grade of N (no grade) and only the new grade will be calculated in the GPA. When a student repeats a failed subject in an accredited credit

recovery program that provides fewer hours of instruction than the regular course, the original grade and the make-up grade and credit are both used in computing the GPA.

The unweighted GPA is derived by dividing the total number of grade points earned by the total number of eligible credits attempted. Unweighted GPA is reported on the final report card and is used for National Honor Society, honor roll and graduation honors eligibility. The weighted GPA, which reflects additional weight for honors and Advanced Placement courses, is used for decile placement and for class rank when it is provided by the college counselor to a requesting university or scholarship fund. See Appendix D for additional information and examples of GPA.

**Grading Scale**

The following percentages are used to determine students’ grades. Each teacher maintains both the percent grade and its equivalent letter grade for each student. Only the letter grades, which correspond to the student’s percent average, appear on the report card and transcript. Additional information about grading is in Appendix D.

Students are required to attain at least 70% in order to pass courses in the English Language Arts and the Mathematics/Computer Science departments. The grading scale for these courses will be as follows:

<b>Grading Scale for English Language Arts &amp; Math/Computer Science Courses</b>			
	A	90 – 100%	
B+	87 – 89%	B	83 – 86%
C+	77 – 79%	C	73 – 76%
	F	0 – 69%	
			B-
			80 – 82%
			C-
			70 – 72%

The grading scale for courses in the other departments will be as follows:

<b>Grading Scale for Courses other than English Language Arts &amp; Math/Computer Science</b>			
	A	90 – 100%	
B+	87 – 89%	B	83 – 86%
C+	77 – 79%	C	73 – 76%
D+	67 – 69%	D	63 – 66%
	F	0 – 59%	
			B-
			80 – 82%
			C-
			70 – 72%
			D-
			60 – 62%

**Graduation Honors**

Graduates earn distinction for academic performance based on their cumulative unweighted grade point average as computed at the end of the first semester of grade 12:  
 Cum Laude – Unweighted GPA of 3.5 to 3.64  
 Magna cum Laude – Unweighted GPA of 3.65 – 3.79  
 Summa cum Laude – Unweighted GPA of 3.8 and above

**Graduation Requirements**

To receive a diploma and participate in the commencement ceremony, a student must satisfactorily complete the graduation requirements stipulated by the Commonwealth of Pennsylvania State Board of Education Academic Standards and Assessments and the Colonial Board of Education as set forth below. Special circumstances are addressed in CSD Board Policy 217 and CSD Board Policy 217.1. In addition to meeting the credit

**Repeated Offenses**

For repeated violations of the prohibition against use or possession of drugs, the student will be (1) suspended from school and all school activities for a period of time ranging from 45 school days to permanent expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. The stipulations include but are not limited to the following:

1. Successful completion of the alternate educational program determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the CARE Team.

**TRANSFER, DELIVERY OR SALE**

The Colonial School District prohibits students from transferring, delivering or selling alcohol or other drugs or drug paraphernalia on school grounds, at school sponsored activities or traveling to or from school or school sponsored activities.

**PENALITIES**

For a violation of the prohibition against transfer, delivery or sale of drugs, the student will be (1) excluded from school for a period of time ranging from 90 school days to permanent expulsion as determined through a hearing by the Board of School Directors. If the student has not been permanently expelled, he or she will be required to meet specific stipulations before he or she is eligible to apply for readmission. The stipulations include but are not limited to the following:

1. Successful completion of the alternate educational program as determined by the high school principal;
2. Cooperation in an alcohol/other drug assessment and compliance with any recommendations that derive from that assessment;
3. Attendance and written report on appropriate twelve step sessions;
4. Agreement to provide evidence of a clean drug screening prior to readmission; and
5. Agreement to participate in follow-up activities of the CARE Team.

School administrators will refer all credible reports of violations of these policies to the appropriate law enforcement agency. School discipline is enforced independent of any charges which may be filed with the police.

## Appendix B. Alcohol & Other Drugs Policy

### PURPOSE

The Colonial School District recognizes the serious problems which the use or abuse of alcohol and other drugs present to our society. We also recognize our responsibility to cooperate with families and agencies in our community to address this problem. We further accept our obligation to provide meaningful educational programs for our students. In order to assist each student to make informed choices regarding alcohol and other drugs, we are committed to establishing and maintaining a drug free environment in all Colonial School District schools.

In the event that a student voluntarily acknowledges his or her need for assistance to confront the use of, abuse of, or addiction to alcohol or other drugs, it is the policy of the Colonial School District to provide the student with school resources, such as the CARE Team, and where necessary, referral to community agencies.

In those cases where there is cause to question whether a student is involved with alcohol or other drugs, this concern will be communicated to the students and to his or her parents. It is important to understand that this communication is not intended to be accusatory but is intended to place the issue in the family format where it can be appropriately addressed.

### DEFINITIONS

Drug – As used herein, the term, “drug” shall include any mood-altering substance, mind altering substance, alcohol or malt beverage, anabolic steroid, any substance listed in the Controlled Substance, Drug, Device, and Cosmetic Act, also known as Act 64, as a controlled substance, abused chemical or abused substance, and any medication for which a prescription is required under the law, as well as any paraphernalia associated therewith. Also, any substance intended to be mind or mood-altering is encompassed by the term “drug.” Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine, amphetamines, barbiturates, LSD, heroin, chemical solvents, glue and “look-alike” drugs.

### POSSESSION OR USE

The Colonial School District prohibits students from possessing or using alcohol or other drugs or possessing drug paraphernalia on school grounds, at school sponsored activities or traveling to or from school or school sponsored activities, or using alcohol or other drugs prior to attending school or any school sponsored activity.

### PENALTIES

#### First Offense – Use or Possession

For a first violation of the prohibition against use or possession of drugs, the student will be (1) suspended from school and all school activities for a period of time ranging from ten school (10) days to permanent expulsion; (2) required to cooperate in an alcohol/other drug assessment and comply with any recommendations that derive from that assessment; and (3) agree to participate in follow-up activities of the CARE Team.

requirements, students must demonstrate proficient or higher performance in reading, writing and mathematics on either the State assessment administered in grade 11 or 12 or local assessment aligned with academic standards and State assessments.

Graduation Requirements	
5	Language Arts (non-elective)
4	Social Studies (non-elective)
3, 4 or 5	Mathematics (Students must complete through Integrated Math 4 or Algebra 2)
3	Science (non-elective)
2	Health/Physical Education
2	Arts or Humanities Electives
11, 10 or 9	General Electives
P	Successful completion of the graduation project in English 11
30	Total Credits

### Homework

It is well known that effective homework improves student learning. Teachers at PWHS assign homework for several purposes. One purpose is to practice a skill or to interact with content that is currently being learned. Another is to help the student prepare for a classroom activity that will take place the next day or in the near future. A third purpose is for elaboration on or extension of a lesson topic.

Though parents are encouraged to support students’ good study habits at home, it is not advisable for parents to help their children with the actual homework assignment. Do help your child establish a good routine for homework.

The general guideline that PW teachers use in assigning homework is that students should spend 10 times their grade level in minutes on homework daily. For long-term projects, this will be more of an average across several days. Thus, a 9<sup>th</sup> grader should spend about 90 minutes; a 10<sup>th</sup> grader should spend about 100 minutes, etc. Parents should contact a teacher if their child is spending too much or no time on homework in one subject. Contact the counselor if homework in all courses is taking too much time.

Generally, homework is only graded when it involves a real exhibition of students’ learning of important course objectives. Completion of daily homework assignments is necessary for good performance on classroom assessments from which grades are derived. It is the student’s responsibility to make sure the homework assignment is understood, to be aware of the date that it is due, and to clarify any other pertinent details necessary for the successful completion of the assignment. When a student is absent from school due to extended illness (three or more days), the parent or student should call the Attendance Office and request assignments which will be available in the Attendance Office 24 hours after the phone call is received.

### Honor Roll

A student may earn honor roll status at the end of each year. A student whose unweighted grade point average (GPA) for the year is 3.0 or greater with no course grade below B- earns scholastic honor roll status. A student whose unweighted GPA for the year is 3.75 or greater with no course grade below B- earns distinguished honor roll status.

### **I-Block**

The I-Block is a 30 minute daily period that occurs after Block 2. Students are assigned to their I-Block alphabetically by grade and remain with that group and teacher until graduation, with the teacher serving as a mentor to the student for four years. Students report to their assigned I-Block daily. Each Tuesday, I-Block is a closed period during which all students and staff engage in independent reading. Each Thursday, I-Block is a closed period for advisory lessons and activities. During the remaining days, several things can occur: (1) students attend remedial or enrichment instruction; (2) students report to the library or to see other teachers to make up work or tests following absences, (3) students report to school club and activity meetings, or (4) students work independently on their school assignments. Students should report directly to their assigned location and will only be permitted to leave I-Block to use the restroom and/or in emergency situations. Students are not permitted to leave I-block during the first and last 5 minutes.

### **Incomplete Grades**

At the end of a semester, with administrative approval, teachers may assign students a grade of "Incomplete" if illness or other extenuating circumstances have resulted in school absence at the end of the period. Students are expected to complete outstanding assignments and assessments within two weeks after the end of the semester.

### **Library**

Students are welcome to visit the library for concentrated study, recreational and informational reading, course enrichment, cultural exploration, research, and in-depth exploration of content areas. An atmosphere conducive to learning is maintained through the application of all regular school policies and rules. Cell phones and other electronic devices must be turned off and stored out of sight. Eating is prohibited. Students may purchase hot beverages and drink them in specially designated areas.

Hours: When school is in session, the library is open from 7:00 a.m. to 5:15 p.m. on Mondays and Thursdays, from 7:00 a.m. to 4:00 p.m. on Tuesdays and Wednesdays, and from 7:00 a.m. to 2:20 p.m. on Fridays.

Circulating Materials: Students may borrow most library materials for approximately 20 school days. The due date is stamped on the back of the borrowed item. It is the student's responsibility to return borrowed materials promptly. A service charge will be imposed for overdue items. Failure to return materials may result in loss of library privileges or disciplinary action.

Computer Equipment: The computers and printers in the library are for academic use, research or school work. Recreational games, instant messaging and other inappropriate uses are prohibited.

Subscription Databases: The library subscribes to a number of online databases. Students may access these sites from school or home. A password is required for off-site access. Database and password information may be obtained in the library.

All students are encouraged to suggest specific titles or to recommend subject areas for the library's collection. To offer suggestions, students may speak with anyone on the library staff or email the librarian. Any student needing assistance is encouraged to ask for help at the circulation desk or at the reference desk.

shall be subject to all recommendations of CARE team.

### **Second Offense - Anabolic Steroids \***

For a second violation of the guidelines relating to anabolic steroids, suspension from extracurricular activities and athletics for the remainder of the school year and the following school year as it relates to extracurricular activities and for the remainder of the athletic season and the following season as it relates to athletics.

### **Third Offense -- Drug Use**

For a third violation of the guidelines, suspension from extracurricular activities for a minimum of one year, with the option to apply for reinstatement with stipulations after one year.

### **Third Offense - Anabolic Steroids\***

For a third violation of the guidelines related to anabolic steroids, permanent suspension from extracurricular activities will be imposed for participants in PLAA athletics. Participants in non-PIAA activities will be subject to the sanctions specified in "Third Offense -- Drug Use" above.

### **CARRYOVER OF VIOLATIONS AND OFFENSES FROM YEAR TO YEAR**

If a student is found to have violated the terms and provisions of these guidelines whether on or off school property in one school year, the violations or penalties will carry over from year to year.

### **Resumption of Eligibility**

No student who was found to have violated these guidelines by the School Administration shall be eligible to resume participation in extracurricular activities or school athletics unless there has been a medical determination that no residual evidence of either drugs or anabolic steroids exists. The School Administration reserves the right to require participation in any drug counseling, rehabilitation, testing, or other program as a condition of reinstatement to extracurricular activities and/or the athletic program.

### **Invoking Disciplinary Procedures**

All suspensions for misconduct pursuant to these guidelines should include a conference with the Activities Director and the parent(s) or guardian. The student, parent, or guardian who feels that the action taken is unwarranted has the right to appeal to the school principal. The next level of appeal is to the District Superintendent, whose decision shall be final.

\* Anabolic steroids penalties mandated by PA Interscholastic Athletic Association

drugs specifically defined in 35 PA. STAT. ANN. tit. 807.1 (Purdons 1989). Anabolic steroids are used for invalid medical purposes when they are used for bodybuilding, muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability.

#### GUIDELINES

The possession, use, or sale of drugs, anabolic steroids, the use of drugs for invalid medical purposes, the misuse of any drugs or anabolic steroids, including but not limited to the possession of drug paraphernalia, on or off school premises during the school year or at such other times as students are engaged in official school activities by Colonial School District students is prohibited. In the event a student violates these guidelines based upon any verifiable information received by the School Administration, there will be grounds for suspension from extracurricular activities or athletics as set forth in these guidelines.

#### INVESTIGATION BY SCHOOL ADMINISTRATION

Upon receiving a credible report that a student violated these guidelines, the school administrator delegated with this responsibility by the Superintendent of Schools shall have the responsibility to investigate circumstances relating to on or off school premises drug or alcohol use by a student. The school administrator shall use his or her efforts to protect the identity of the informant, unless the school administrator is legally required to divulge such identity. The school administrator shall, if required, interview other student witnesses, parents, and local law enforcement officials in such an investigation.

If the school administrator determines a violation of these guidelines, the penalties in these guidelines shall be implemented in addition to any other Student Code of Conduct penalties that may be imposed.

#### PENALTIES

##### **First Offense - Drug Use**

For a first violation of the guidelines relating to drugs, suspension from extracurricular activities and athletics shall be for a ten (10) school day period. The ten (10) school day period shall begin as soon as the investigation is completed. Any student who commits a first offense shall be subject to random drug testing at the discretion of the School Administration, based upon procedures established by the School Administration and must follow all recommendations of the CARE team. Any instance of driving under the influence of a drug (including alcohol) or distribution of a drug or controlled substance shall be treated as a second offense -- drug use.

##### **First Offense - Anabolic Steroids \***

For a first violation of the guidelines relating to anabolic steroids, suspension from extracurricular activities and athletics shall be for the remainder of the school year in the case of extracurricular activities and shall be for the remainder of the athletic season in the case of athletics.

##### **Second Offense -- Drug Use**

For a second violation of the guidelines relating to drugs, suspension shall be 45 days or the remainder of the athletic season during which the investigation concluded, whichever is longer. Any student found to have a "Second Offense -- Drug Use" shall lose any school parking permit privileges and any permit issued shall be deemed revoked, and

##### **Make-up of Assignments**

Students have the responsibility to make up all work missed during an excused absence from school. Teachers assist students in this regard, using the following time limits. Work or tests scheduled on the day of an absence are due upon return of the student to school. Assignments are to be made up in a period of time not to exceed twice the number of days absent. For absences of three days or more, the parent may request assignments and homework for classes through the Attendance Office.

##### **National Honor Society**

PWHS operates the Cardin D. Brown Chapter of the National Honor Society (NHS). The National Association of Secondary School Principals sponsors the NHS to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in secondary school students.

Scholarship: Students must have and maintain a cumulative unweighted grade point average of 3.25 or above. A student exemplifying scholarship is an active class participant, enrolls in a rigorous course-load, including honors and AP courses, and studies and completes homework and assignments on a regular basis.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, complies with school and classroom rules and regulations, and shows courtesy, concern, and respect for others.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Some examples are food drives, helping the homeless; tutoring or mentoring in the community or schools; work on school related service projects, e.g., car wash, blood drive, dance decorations/clean-up or any sort of organized volunteering through religious, community, social or athletic organizations.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences are drawn from school or community activities while working with or for others. Some examples are successfully holding an office in a student or youth organization; being the captain or co-captain of an athletic team; demonstrating initiative in promoting school activities; holding a management position on the job or inspiring positive behaviors in others.

Selection Process: Students in grades 11 and 12 who meet the scholarship requirement and who have been in attendance at PW for the equivalent of at least one semester are sent an invitation to apply to NHS in August. Students must complete the application and submit it before the stated deadline, providing evidence of their service and leadership as well as personal recommendations from others regarding their character, service and leadership. Selection to NHS is by a majority vote of the five-member faculty council which is appointed by the principal. Each faculty council member reviews the completed applications of all candidates, rating their level of service, leadership and character. The committee meets to discuss any student with a questionable rating, and contacts students' references as needed to obtain more information. Applicants are notified of their selection in October; new members are inducted in November. Once inducted NHS members are

expected to maintain their GPA, exemplify other NHS standards and perform 20 to 25 hours of service in the school and community. Senior members in good standing are eligible to be nominated to compete in the NHS Scholarship Program. For additional information, see the PWHS NHS brochure available in school offices or visit the NHS webpage on the Activities link of the PWHS webpage.

### **Report Cards and Progress Reports**

A report card with the student's final course grades is mailed home at the end of each semester. Two progress reports, mailed home at equal intervals during the semester, include grade-to-date and clarifying comments to keep parents apprised of students' ongoing performance. For students enrolled in 9 week 0.5 credit courses, a report card with the final grade for the 0.5 credit course only is mailed at the end of the quarter for quarters 1 and 3. The final grade for 0.5 credit courses in quarters 2 and 4 is included on the semester report card. Mailing dates for progress reports and report cards are on the CSD calendar. See Appendix D for more information. Online access to a student's grades is also available to the parent and student through the PowerSchool program.

### **Scholarships**

Scholarship opportunities are found on the PWHS/Counseling/ConnectEDU section of the CSD website.

### **School Counseling Services**

The mission of the School Counseling Department is to provide comprehensive services to address students' personal, social, academic and career development. Services include a focus on an understanding of abilities, aptitudes, interests and skills needed for a successful transition from grade to grade and on to post-secondary education. Counselors are assigned to a group of students alphabetically and remain with them until graduation. School counseling services are delivered through large group, small group, and individual meetings. To assist students in evaluating their individual abilities, aptitudes, and interests, counselors supervise the administration of career and aptitude tests. College information programs are scheduled throughout the year to provide access to information for students and their families. Parents and guardians should always feel free to call or email the appropriate counselor. Please allow up to 48 hours for a counselor to return your telephone call. Every effort will be made to return the call sooner; however, during peak times the volume of calls is tremendous. Individual parent meetings are also welcomed.

### **Senior Awards**

Each spring, PWHS conducts a senior award ceremony to acknowledge students who have earned school and community sponsored academic and achievement awards.

### **Standardized Testing**

To aid the district in monitoring the achievement of all students, assessment of students' academic skills is conducted annually through various assessments. Mandated by the PA State Board of Education, the Pennsylvania State System of Assessment (PSSA) is administered to 11<sup>th</sup> graders in the spring of each year and includes writing, reading, math and science assessments. Student performance on the PSSA is scored as Advanced, Proficient, Basic or Below Basic. PSSA scores are included on student transcripts and those who score at the Advanced or Proficient levels in grade 11 receive certificates from the PA Department of Education. Students scoring below the proficient level on any of the grade 11 tests must retake the exam in the fall of their senior year. If they do not reach

## **Appendix A. Activities Code of Ethics**

### **PURPOSE**

Cognizant of the involvement of school age youth with drugs and alcohol, the Board recognizes its responsibility to adopt guidelines to deal with student eligibility to participate in Colonial School District extracurricular activities and athletic programs. If it is determined that such students used drugs or alcohol either on or off school premises, it is the intention of the Board to cooperate with students, parents, private, and governmental agencies to the full extent permitted by law in dealing with this drug/alcohol problem. The Board feels strongly that drugs and alcohol are so deleterious that involvement in any way by students warrants immediate response so that student participation in extracurricular activities or athletic programs may be curtailed or eliminated.

It is important to note that while education is a right, participation in athletics and extracurricular activities is a privilege, and along with the privilege are certain concomitant responsibilities. Participants in extracurricular activities or athletic programs are expected to safeguard the safety of themselves and others, as well as to represent themselves, their teams or organizations, and the school in a positive manner on and off school property. Because of the extremely harmful and possibly even fatal effects that these substances can have on the body and because of their illegal status, the use of drugs and alcohol is strictly prohibited on and off school property.

When the parent and student sign the PWHS Handbook Receipt form, they acknowledge that they have had the opportunity to review the Colonial School District Activities Code of Ethics contained in the handbook.

It is understood that there is nothing in this Activities Code of Ethics that is designed to supersede the Colonial School District Student Code of Conduct. To the extent, however, that this Code of Ethics is stricter than the Code of Conduct, the Code of Ethics will apply.

### **DEFINITIONS**

**Extracurricular Activities** -- As used herein, the term "extracurricular activities" are those activities involving student groups, organizations, teams, and so on, not falling within the scope of the regular academic program or schedule. Such activities shall include, but not be limited to the following: athletic teams, class office positions, national honor society, and all voluntary student clubs, and organizations.

**Drug** -- As used herein, the term "drug" shall include any mood-altering substance, mind altering substance, alcohol or malt beverage, any substance listed in the Controlled Substance, Drug, Device, and Cosmetic Act, also known as Act 64, as a controlled substance, abused chemical or abused substance, and any medication for which a prescription is required under the law, as well as any paraphernalia associated therewith. Also, any substance intended to be mind or mood-altering is encompassed by the term "drug." Examples include but are not limited to: beer, wine, liquor, marijuana, hashish, cocaine, amphetamines, barbiturates, LSD, heroin, chemical solvents, glue, and "look-alike" drugs.

**Anabolic Steroids** -- As used herein, the term "anabolic steroids" shall include those

## Chapter 9. Student Support Services

### Accommodations for Students with Physical Impairment

Special arrangements can be made for a student with a physical injury or condition that impairs mobility. The student may obtain an elevator key in the health office. Classmates will be recruited to help carry books from class to class, and teachers are alerted that the student may be arriving to class late or may need to leave class early to travel safely to the next class. To plan arrangements, contact the school nurse or school counselor.

### Alternative Education

The Lincoln Academy at PW is an alternative program for students having difficulty in the typical school environment. The students referred are, in many cases, non-traditional learners who experience difficulty with school attendance and compliance with school rules. The goal of Lincoln Academy at PW is to provide the appropriate intervention in order to help each student realize that s/he is capable of academic and personal success. Ultimately, the objective is to have each student successfully return to the mainstream environment. Only Colonial School District secondary students are enrolled in this program which is housed on the first floor of the east wing of PWHS. Alternative school options are available to PWHS students in other locations in the region.

### CARE Team

Colonial Assistance and Referral Effort (CARE) is an intervention and referral team of school personnel who provide students and families with assistance in dealing with any type of concern that interferes with a student's learning and school performance. The CARE Team provides outreach, support, and drug/alcohol or mental health aftercare services within the school setting and serves as the liaison to community treatment providers. Students may refer themselves to the CARE Team through any faculty member. Teachers, parents and students may also make referrals to the CARE Team at any time. When appropriate, a member of the CARE Team or another member of the professional staff is assigned to monitor a student's progress.

### Community Counselors

In addition to the school counseling program, two community counselors are on staff to provide group and individual counseling support to identified at-risk students. Community counselors assist administrators and school counselors in individual and school-wide crisis intervention, develop and implement drug and alcohol prevention programs and function as liaisons to community agencies for the benefit of students.

### Credit Recovery

Designed for students who need to make up course credits, the PWHS Credit Recovery program is a web-based online program that offers students an option to complete course work from home. The computer lab and teacher assistance are available at school for students who need these resources.

### English as a Second Language

ESL instruction is provided to identified students whose dominant language is not English as part of the core curriculum. The purpose of the program is to increase students' English language proficiency and facilitate their achievement of the academic standards of the school curriculum.

proficiency on the retest, they will engage in remediation and be assessed a third time prior to graduation. Proficiency on the state standards is a state mandate for graduation. Parents have the right to have their children excused from the PSSA if, upon inspection of the assessments, they find them to be in conflict with their religious beliefs. Parents must provide a written request for excusal to the superintendent. Parents have the right to review the state assessments in the school two weeks prior to their administration or as soon thereafter as the district receives the assessments.

To monitor the reading and math achievement of students prior to grade 11, the district administers annual reading and math tests to students in grades 9 and 10. Results are used to place students into appropriate courses and remedial programs.

### Student Records

See notice in Colonial School District Calendar of Events.

### Testing Schedule

The testing schedule shown below is used to reduce the number of tests that a student must take on any given day. This does not apply to short quizzes.

Subject	Mon.	Tues.	Wed.	Thurs.	Fri.
Business/IT			x		x
English	x			x	
Math		x			x
Science			x		x
Social Studies		x		x	
World Languages	x		x		
Other		x		x	

### Transcripts

The transcript is a record, beginning with grade 9, of grades earned for each semester to date at PWHS. Also included are grade point average and 11<sup>th</sup> grade PSSA scores. A copy of the transcript is mailed home during the summer prior to senior year. The student and parents should review the transcript for accuracy and inform the school counselor of any errors or omissions. An official copy of a student's transcript must be requested in writing by completing the Transcript Request Form, which is available in the Counseling Center. Official transcripts are those sent directly from PWHS to the receiving institution. Mid-year senior grades are submitted only by request of the student. A final transcript will be mailed to the college that the student plans to attend as noted on the Senior Survey, which students must complete prior to graduation. Graduates must make requests for transcripts in writing and pay \$1.00 for each request.

### World Language Course Acceleration

There are some circumstances under which students may be permitted to accelerate their enrollment in Spanish or French courses, e.g., formal study in another structured setting, residence or study abroad, other immersion experiences. In order to advance to a language level without taking the prerequisite courses(s), a student must demonstrate proficiency on departmental assessments and obtain approval from the department head.

## Chapter 3. Activities & Student Life

### Activities Code of Ethics

Students who violate the Colonial School District Activities Code of Ethics will be suspended from extracurricular activities or athletics. See Appendix A of this handbook.

### Cheerleaders

Students may try out for both a junior varsity and varsity squad each spring. When possible, a 9<sup>th</sup> grade squad is sponsored also. PWSH cheerleaders cheer at competitions for football and girls' and boys' basketball. They also engage in cheerleading competitions. Cheerleaders are required to maintain eligibility consistent with the requirement for interscholastic athletes.

### Class Officers

Elections for class officers are held each spring; the freshman class elections are held in September. Class officers work closely with the class sponsors and steering committees in organizing many important class activities each year.

To run for class officer and to remain in the position for the full term, a student must meet several criteria. The student must possess and maintain a current and a cumulative unweighted Grade Point Average of 2.0. The candidate or officer can have only one incident during the current activity year that resulted in a Level 2 detention or Saturday School, and there can be no incident in the activity year that resulted in suspension from school. The student cannot have been cited by the class sponsor for dereliction of duty during the activity year. An activity year begins on the day of an election and ends at the time of the subsequent elections. If an office holder is removed from office, he/she must be approved by the Director of Activities and the class sponsors to run for office in the subsequent election.

### Class Responsibilities

All class-sponsored activities are paid for on a pay-as-you-go basis. An amount to be paid is set for each class activity by the administration, the class sponsors and the officers in consultation with the class. Students are asked to register for each activity and pay the amount due in advance. The class treasurer keeps accurate records and accounts for all monies.

It is understood that any classes do not enter into the contract commitments until they have accumulated at least \$1200 in their account. This money is raised by the class through the various fund raising programs agreed upon by the administration, class sponsors, officers, and the class. Money raised from the fund raising activities is used by the class to pay class expenses and to supplement the cost of class activities.

### Class Rings

Organized activities are provided during the school year for students in grades 10 to learn about and purchase a PWSH class ring.

### Clubs and Activities

Students are encouraged to join one or more of the school sponsored and student-initiated clubs and activities in order to participate in the life of the school and develop important social and leadership skills. A list of clubs and activities is available in the office of the

regardless of the person's willingness to participate. Students are required to report any known or suspected form of hazing to a principal immediately. Disciplinary action including, but not limited to permanent removal from the class, club, activity, or athletic team, may be taken against students who organize, participate in, and/or fail to report a hazing rite.

### Reasonable Physical Force & Corporal Punishment

Corporal punishment is prohibited in the Colonial School District. Staff members may use physical force under the following circumstances which are not considered as corporal punishment, with further qualification that the force used should not be extreme, excessive or unreasonable in type or purpose:

- to quell a disturbance or for the purpose of self-defense,
- to obtain possession of weapons or other dangerous objects,
- for the protection of persons and property, or for restraint of a student.

### Searches

To maintain order and discipline and safety, public school authorities have the right to conduct searches of students on school grounds and at school-related functions when there is reasonable suspicion of wrongdoing. Such searches will be conducted only by an administrator or designated school security employee, and will be reasonable in scope. Reasonable suspicion could include, but is not limited to, observing a weapon; observing one's violation of a law or school rule; threats to commit bodily harm; credible tips provided by others deemed to be reasonable; the smell of items such as alcohol, tobacco or marijuana on the suspected student; or the student's suspicious presence in an unauthorized area or at an unauthorized time. Examples of searches are examining the contents of a student's pockets, purse, wallet, backpack, bookbag, locker, and car. Except when school authorities suspect materials posing a threat to the health, welfare and safety of students in the school, the student will be notified and given an opportunity to be present prior to the search of a locker, backpack, or vehicle. Because of ongoing concerns about student drug violations on school grounds, the district may conduct a random sweep search of school lockers and student-driven vehicles on school property.

### Video Recording for Possible Disciplinary Actions

School personnel are authorized to use video recordings, without sound, of students for possible disciplinary action. Use of video recordings for possible disciplinary action is authorized in school buildings, on school property, off school property while students are going to and from school, and in vehicles either owned or leased by the district for purposes of transporting students to and from school and/or other school related activities. Such video recordings may be used for purposes of displaying the conduct to the student in question, displaying conduct of the student in question to the student's parents or legal guardian, displaying the conduct of the student in question to the school administration and/or police authorities, and displaying the conduct of the student in question at hearings dealing with charges filed against the student concerning the conduct shown in the video recordings. Video recordings involving possible disciplinary action shall be destroyed after their use for the purpose for which the recording was made, but no later than the end of the school year unless needed by local law enforcement authorities and/or school administrators for use at hearings. Under those conditions, the video recordings may be maintained until such time as the proceedings are terminated and hearings and any appeals therefrom are concluded.

### **Cooperation between School Officials and Police**

School administrators work cooperatively with the local police force in a variety of circumstances. In normal situations the parent/guardian will be contacted by the principal/designee via telephone when a police officer will be interacting with the student during the school day, and the principal/designee will be present during all interviews. In emergency situations when police must be in contact with a student prior to parent notification, the principal/designee will make contact with the parent as soon as possible.

### **Dress Guidelines**

Personal appearance should not disrupt the educational process or endanger the health or safety of students. For reasons of safety, students may be required to wear specific types of clothing for physical education and while participating in labs, extra-curricular activities or other situations where special attire may be required. Students in violation of the following rules will be expected to correct their appearance immediately or will be dismissed from school following parent notification. Repeat violations will result in disciplinary action.

- Clothing is prohibited which makes reference to alcohol, drugs, profanity, sexuality, suicide, tobacco, violence or weapons.
- Outer garments may not be worn or carried in school and must be stored in the student's locker.
- Shoes must be worn at all times.
- Full head coverings, including hats, may not be worn in the building except for health or religious reasons. If such reasons exist, the student must meet with the appropriate assistant principal to explain the need. Headbands and short scarves are permitted; bandanas are not.
- Shorts should be longer than mid-thigh in length; running silks, cutoffs, boxer shorts or biking shorts, regardless of fabric, are not permitted.
- Bare midriffs, bare shoulders and open back tops are not permitted. Sleeveless tops, which cover to the edge of the shoulder, are allowed.
- Low cut and low-riding pants or pants with holes, any of which expose the midriff area or undergarments, are prohibited.
- Muscle shirts, tank tops, and undershirts are not permitted.
- Sunglasses may not be worn in the building
- Chains are not permitted to be worn.

### **Freedom of Expression/Postings in School**

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights. Students wishing to post signs or announcements relating to school events in the building must have the written/stamped approval of the building principal. Signs may only be posted on the bulletin boards or tack strips in the building.

### **Hazing**

Students are prohibited from organizing, soliciting, aiding, or participating in any type of hazing for any class, school-sponsored club, activity or athletic team. Hazing is any intentional knowing or reckless act directed against a student for the purpose of being initiated into, affiliation with, holding office or maintaining membership in any class, school-sponsored club, activity, or athletic team. Hazing is any activity expected of someone joining or belonging to a group that humiliates, degrades, abuses, or endangers,

Activities Director and on the school website. Students wishing to initiate a club should contact the Activities Director.

### **Dances/Proms**

Dances held periodically throughout the year are sponsored by various organizations of the school. **Students with outstanding obligations are not permitted to purchase tickets for the dances or proms.** General guidelines are as follows:

- On the day of a dance or prom, students must minimally attend ½ of the scheduled school day in order to participate. All students not meeting the minimum requirements will be ineligible to attend.
- Attendance is open only to PWHS students except for graduates attending the Homecoming Dance and guests of PWHS students at the Freshman Fling, the Sophomore Hop and the Proms. All guests of PWHS students attending these dances must submit a *Dance Guest Pass* one week in advance to their assistant principal's office for approval. The district reserves the right to deny admission to guests based on known risk factors and/or age.
- At the dance, use of drugs, alcohol, and tobacco are prohibited.
- Inappropriate or provocative attire is prohibited; students are expected to dress according to the formality of the dance.
- In dancing, students must refrain from excessive demonstrations of affection, lewd behavior, and dance moves that are considered sexually provocative or that simulate sexual activity.
- Students violating the rules related to dress and dancing will be ejected from the dance.
- All regulations pertaining to school discipline and behavior are in effect.
- Students are not permitted to return to the dance after leaving.
- Dances end no later than 10:00 p.m. with the exception of the proms.

All Juniors and Seniors are dismissed at 11:00 a.m. on the day of their respective proms. Additionally, all other PWHS students attending these proms will be eligible for an excused early dismissal at 11:00 a.m. if a written request from the parent is submitted to the Attendance Office before Block 1 on the day of the prom.

### **Fund Raising**

All fund raising activities by students or clubs must be authorized by the Activities Director. Academic instruction is not to be disrupted and fund raising items are not to be sold within the confines of the classroom.

### **Music and Theater Activities**

A variety of curricular and extra-curricular musical experiences are available for PWHS students. Students may elect band, choral and orchestra classes which meet on alternating days with a select number of academic classes for the entire year. Honors level participation is also available. In addition to the numerous performing and competitive opportunities present in the music curriculum, students may also participate in these extra-curricular experiences:

- The Marching Colonials, a marching band which performs for PWHS football games, community events and competitions
- Indoor Drumline, a competitive percussion ensemble
- Indoor Guard, a competitive movement and twirling ensemble

- Jazz Band, a select competitive ensemble that performs a wide variety of styles
- Chamber Ensemble, open to string woodwind, brass and pianists

Students interested in theater may enroll in the Creative Dramatics course. They may also participate in the Colonial Players Fall Production or the PWHS Spring Musical. PWHS students also serve as Stage Crew for these productions and other auditorium programs.

#### **Principal's Advisory Council of Students (PACS)**

PACS is a self-selected group of students that meets with the school administrators several times a year to discuss school concerns. Students apply to be members of PACS by writing a letter of interest to the high school principal stating why they would like to participate in this forum for communication about any aspect of PWHS.

#### **Publications**

Various publications offer students many opportunities for experience in writing, editing, photography and layout. *The Town Crier* and *The Rhetor* are two student newspapers published several times throughout the year. *The Milestone*, the annual student yearbook, documents a full year in the life of PWHS and is published in the spring with a supplement in the summer. Students may also contribute to or help to edit *Continental*, the PWHS student literary magazine.

#### **Step Team**

Live and Direct, PW's step squad is a team who use a combination of rhythm and dance movements that have their basis in the African culture. Combining cheerleader-type formations and Afro-American beats, the team performs at home basketball games, the Talent Show, and many other social/cultural events in the district. The squad is open to all students regardless of culture, gender or grade level. Practice begins early in September with try-outs at the end of September. The season generally goes from November through to March.

#### **Student Council**

Students develop leadership skills through the PWHS Student Council which sponsors many school-wide activities to improve the school and promote school spirit.

#### **Student Representation on CSD School Board**

It is the policy of the Colonial Board of School Directors to have two student representatives serve as non-voting members of the Board for the purposes of enhancing communication with the student body, helping elected Board members to be aware of student views, and working constructively with members of the Board and the Superintendent to provide quality education for the students of the district. In addition, two students serve as non-voting members of the Community Relations & Student Life Committee of the Board.

Restitution: Students who deface, willfully destroy, vandalize or steal school property will be required to provide restitution for damages and/or non-recovered stolen property including the current replacement cost of said property and cost of labor incurred in the repair and/or replacement of such. The parent may be held liable for any and all damages to school property and/or any and all non-recovered stolen property for which the student himself/herself does not provide restitution. When restitution is not appropriate or feasible, students may be given the opportunity to provide service to the school.

Out of School Suspension: Suspension is the exclusion of a student from school and all school-related activities and functions for a period of 1 to 10 days. When the suspension is 3 days or less, the student is given an opportunity to respond to the reasons for the suspension, unless it is clear that the health, safety or welfare of the school community is threatened. The parent is immediately informed of the suspension by telephone with a subsequent written suspension notice. During the period of suspension, a student is not permitted to participate in any instructional or activity program of the school. A suspended student is not permitted to be on school grounds, in school buildings, or at any school sponsored affairs, events, or activities. The student has the right to make up any work missed during the suspension period. The student requests assignments from his or her teachers prior to the suspension. If it is possible to do so, the teacher supplies assignments at this time. Upon return to school, it is the student's responsibility to schedule a meeting with the teacher to determine what additional work has been missed and to make it up in the allotted period of time.

Suspension for 4 to 10 days: When a student is suspended for more than 3 days, an informal hearing is offered to enable the student to meet with the appropriate school official to explain the circumstances surrounding the suspension event or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided. The following due process requirements are observed for informal hearings.

- Written notice of the reasons for the suspension is given to the parents and students.
- Sufficient notice of the time and place of the hearing is given.
- A student has the right to question any witnesses present at the hearing.
- The student has the right to speak and produce witnesses on his/her own behalf.
- The school offers to hold the hearing within the first 5 days of the suspension.

Expulsion: Expulsion by the school board is the exclusion of a student from school for a period of more than 10 consecutive days. Expulsion may be permanent. It is a very serious step for the most serious offense and is implemented with strict adherence to the requirements of due process contained in Chapter 12 of The PA State Board Regulations.

Referral to Police: If an offense is of a serious nature, the school has the authority to refer the matter to the police. Referral to the police for legal charges occurs for possession of narcotics or alcohol, underage drinking, disorderly conduct, theft, assault, weapons possession and other serious offenses.

Intervention with Chronic Offenders: Any student who has been suspended from school more than 3 times within the same school year, and whose behavior has not been modified by standard disciplinary intervention, may be referred to the superintendent and the Board of School Directors for possible expulsion.

## Disciplinary Consequences for Student Misconduct

The Colonial School District's Code of Student Behavior and Discipline is comprised of several forms of discipline for student misconduct:

Direct contact with student and parent: Contact with the home is frequently the most helpful response to an offense. A written warning or reprimand to a student and parents may be an appropriate approach. Where it is deemed appropriate, school counselors and other school personnel or outside social agencies are called in for help in this procedure.

Restorative Practices: Restorative Practices is a proactive approach to managing student misbehavior. In addition to traditional consequences, students are provided with the support needed to confront those they harmed and repair their relationships with those persons. The goal of Restorative Practices is to help students take responsibility for their actions and repair the damage they have caused. At PWHS, Restorative Practices may take various forms: (1) Students may be asked to respond to affective questions and/or statements. (2) Students may be expected to participate in small impromptu conferences. (3) Students may be expected to participate in formal restorative conferences.

Detention: Detention is time a student is required to spend in school, beyond the regular school day, for disciplinary reasons. Teachers may assign a student detention for violation of a classroom rule. Teacher-assigned detention is served in the teacher's classroom; the amount of time is determined by the teacher. A student who fails to report for teacher detention is referred to the assistant principal for further disciplinary action. For violation of school rules, students may be assigned by principals to the school detention program. When assigned to any type of detention students are expected to bring school work to complete while in detention. Talking and sleeping are not tolerated. Students may not bring radios, disc players, food or beverages to detention. If a student reports late to or misbehaves, he or she is dismissed and assigned to the next level of detention. Students absent on the assigned day are automatically reassigned for the next available school day. Students are not allowed to participate in any extracurricular or co-curricular activities on the day of the detention.

School Detention, Level 1: Students are assigned to the detention location from 2:30 until 4:10, at which time they may board the 4:15 activity bus.

### School Detention, Level 2:

A student is assigned to the detention location from 2:30 until 5:15 p.m. at which time they may board the 5:30 activity bus.

Saturday School: This is an effort to modify behavior without suspension from school. With those students for whom after-school detention has proven to be ineffective, students will be assigned to Saturday detention and report to the designated area at the high school by 8:00 a.m. They remain under the supervision of a staff member until 11:00 a.m. Students are responsible for securing their own transportation. All other rules pertaining to school detention also apply to Saturday detention.

Loss of Privileges: School privileges may be withdrawn for a designated period of time. These may involve removal from extracurricular activities (both athletic and non-athletic) and school social events as well as other functions. See Appendix A.

## Chapter 4. Athletics

### Activities Code of Ethics

Students who violate the Colonial School District Activities Code of Ethics will be suspended from extracurricular activities or athletics. See Appendix A of this handbook.

### Athletic Office

Located adjacent to the Main Office, The PWHS Athletic Office is open during school hours. The telephone number is 610.825.1500, ext. 1904. In addition to the seasonal brochures for all athletic competitions available in the Athletic Office, the high school website contains detailed information about the PWHS athletic program.

### Athletic Program

Every student at PWHS has an opportunity to engage in an athletic activity. The following sports are offered:

Girls	Boys
Basketball 9 - 12	Baseball 9 & 10 - 12
Bowling 9 - 12 (co-ed)	Basketball 9 & 10 - 12
Cheerleading	Bowling 9 - 12 (co-ed)
Cross Country 9 - 12	Cross Country 9 - 12
Field Hockey 9 & 10 - 12	Football 9 & 10 - 12
Lacrosse 9 & 10 - 12	Golf 9 - 12
Soccer 9 - 12	Lacrosse 9 & 10 - 12
Softball 9 & 10 - 12	Soccer 9 - 12
Spring Track 9 - 12	Spring Track 9 - 12
Swimming 9 - 12 Diving 9 - 12	Swimming 9 - 12 Diving 9 - 12
Tennis 9 - 12	Tennis 9 - 12
Volleyball 9 - 12	Winter Track 9 - 12
Winter Track	Wrestling 9 - 12

### Athletic Policies

A student attends at least five practice sessions in any sport prior to being eliminated from the squad. The criteria for cutting are based on ability, desire, condition, grades, knowledge of game, cooperation, attitude and service.

Students are dropped for disciplinary reasons at any time, and a conference follows with the coach, athletic director, house administrator, and parents.

A student, selected as a member of an athletic squad, remains on that squad until the end of the season. Moving from one squad to another or to a following sport season is not permitted unless agreed upon by coaches, athletic director, and house administrator. Students wishing to change sports must obtain permission from the coaches of the two sports and the assistant principal.

### Athletic Awards

The varsity letter is the highest athletic award given to our students. Students wearing the PW have earned the right to wear this top award. The Athletic Department issues certificates to every student who has earned a varsity letter. A varsity letter is given the first year that a student earns it and is not repeated in a given sport.

The senior award winner is given a plaque in all sports, indicating the number of years of participation. Athletic letters are awarded to participants meeting any one of the following requirements:

- Baseball - 50% of all innings played
- Basketball - 50% of all quarters played
- Bowling – 50% of matches played
- Cross Country - participate and score in 50% of meets
- Football - 50% of all quarters played
- Golf – 50% of all matches
- Lacrosse – 50% of all quarters played
- Hockey - 50% of all quarters played
- Soccer - 50% of all quarters played
- Softball – 50% of all innings played
- Swimming – 50% of all meets
- Tennis – 50% of all matches
- Track - participate and score in 50% of all meets
- Volleyball - 50% of all games
- Wrestling - 50% of all matches

A junior varsity letter is given to the student for each sport in which he or she participates. Junior varsity letters are awarded according to the standards which are listed above. Letters are awarded only for those sports that have a junior varsity program.

#### **Championship Awards**

- All administratively recognized champions, both individual and team, receive an appropriate award for their achievements.
- League Champions, District Champions, Inter-District or Regional Champions receive an award not to exceed \$30 in value.
- State finalists, both individual and team, receive an award not to exceed \$35 in value.
- Letter winners are determined by the guidelines as published under Athletic Awards.
- A committee, consisting of the principal or designee, the athletic director, the head coach of the sport involved and a student representative determines the type of award to be given.
- These awards are funded from refreshment stands proceeds. Additional funds, as needed, are made available from athletic gate receipts.

#### **Eligibility for Athletics**

The Pennsylvania Interscholastic Athletic Association (PIAA) and Colonial School District maintain the following eligibility requirements:

##### Age Eligibility

A student shall be ineligible for interscholastic athletic competition upon attaining the age of 19 years. If the age of 19 is attained on or after July 1, the student shall be eligible, age wise, to compete through that school year.

Loitering: Students are prohibited from loitering in the restrooms, halls or stairwells at any time during the school day, including I-Block and lunch periods. Students are also prohibited from loitering in the building after school hours.

Public Displays of Affection: Students are not permitted to engage in public display of affection at school or school-related functions..

Slurs: Students are prohibited from making slurs or other such comments that are insulting, disparaging or derogatory, whether made directly or by innuendo, regarding a person's race, ethnic origin, religion, gender or sexual orientation.

Tobacco Possession and Use: The Colonial School District, in accordance with Whitemarsh Township ordinances and Pennsylvania State Law, Act 128 of 2000, prohibits the use of tobacco on school property and on school buses. All persons, including students, employees and visitors are prohibited from using tobacco in any form in school buildings, on school vehicles and on school property. The prohibition against student tobacco use includes possession of tobacco in any form. The prohibition includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or materials and smokeless tobacco in any form. This prohibition applies to all buses, vans, and other vehicles owned by, leased by or under the control of the school district and further extends to all school buildings, stadiums, bleachers or any other form of property owned by, leased by or under the control of the school district. The school district further governs the use of tobacco at school-sponsored events that are held off school property. For the first violation of this policy, the student is suspended for one day and a citation is sent to the District Justice. For repeat offenses, the suspension is increased to three days.

Threats: Students are prohibited from engaging in conduct constituting a terroristic threat or act.

Unexcused Absence: Students are expected to attend class regularly and to report on time. Failure to do so will result in the assignment of school detention and possible suspension. Students who fail to sign in to the attendance office when arriving late to school will be assigned to detention.

Weapons: Students are strictly prohibited from possessing a weapon or replica of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity, and/or within a school zone. According to state law, any student violating the district weapons policy shall be expelled from school for not less than one (1) year. See Appendix E.

#### **Discipline and the College Admission Process**

PWHS's practice concerning the disclosure of disciplinary action to post-secondary institutions to which students apply is consistent with the recommendations of the National Association for College Admission Counseling of which we are a member. Disciplinary events which have resulted in a period of suspension from school or expulsion are explained if requested in the school report form. If the disciplinary issue arises after the application for admission is submitted, the mid-year report will include this change in the candidate's conduct record.

private property, vandalism or attempted vandalism, theft or attempted theft of school or private property on school grounds.

Dishonesty: All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to school authorities, forgery, and alteration or use of school documents with intent to defraud is prohibited.

Drug & Alcohol Use at School: See Appendix B.

Electronic Devices: Students are not permitted to bring scanners, lasers or beepers to school. They may bring cell phones or electronic listening devices such as MP3 players, but may not use or allow these items to be visible during the school day. Violations will result in the confiscation of the items until the end of the school day, or until the parent retrieves them. Additional disciplinary consequences will also be assigned.

False Alarms/Bomb Threat: The Crimes Code of Pennsylvania states that “a person who knowingly causes a false alarm of fire or other emergency to be transmitted to or within any organization, official or volunteer, for dealing with emergencies involving danger to life or property commits a misdemeanor of the first degree.” Therefore, a student who initiates a false fire alarm or a false ‘911’ call is subject to the Code of Student Conduct and Discipline under Level Four.

Fighting: The school has a compelling interest in maintaining a safe, orderly environment which is supportive of its educational purpose; thus, students who engage in fighting face an immediate and firm disciplinary response. Such students are suspended from school for a minimum of three days and cited for disorderly conduct through civil authorities. If disorderly conduct is proven, the student will be fined. If necessary, the student’s parents are notified to remove the student from school immediately.

Fire/Explosion: Students are prohibited from carrying or possessing explosives, or from intentionally starting a fire or causing an explosion and thereby recklessly placing a person in danger of death or bodily harm, or intentionally frightening persons, or with the intention to destroy or damage property.

Food/Beverages: Students are prohibited from consuming food or beverages outside of the cafeteria or from taking food or beverages from the cafeterias.

Gambling, etc.: Students are prohibited from gambling, the use of profanity, or the perpetration of immoral acts or indecent behavior on school property.

Insolence/Disrespect/Insubordination/Defiance: Students are prohibited from showing insolence, disrespect, insubordination or defiance to a member of the faculty, staff or other school district employee, guest of the school, or other persons with whom the student has contact in connection with a school-related event.

Lateness to school and/or class: Students with excessive instances of lateness to classes and to school are subject to discipline. See Chapter 5. Attendance.

Leaving School Grounds: Students are not permitted to leave school grounds during the school day without administrative approval.

#### Attendance Eligibility

To participate in an interschool practice, scrimmage or contest, a student must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

A student who has been absent from school during a semester for a total of 20 or more school days, shall not be eligible to participate in any inter-school practice, scrimmage or contest until the student has been in attendance for a total of 45 school days following the student’s 20<sup>th</sup> day of absence. PIAA rules provide some exceptions to this rule. PWHS requires that students be in attendance for at least half of a school day in order to participate in practice or a competition on that day, unless there is a doctor’s note.

#### Curriculum and Academic Eligibility

A student must pursue a curriculum defined and approved by the principal as a full-time curriculum and must maintain an acceptable grade in the curriculum, as certified by the principal. Eligibility is cumulative from the beginning of a grading period, and is reported on a weekly basis. The student must be passing three (3) of his/her current four courses on a Friday to be eligible for the following week. If a student is ineligible for one week, the week goes from Monday to the following Sunday. Practice is at the discretion of the coaches. PWHS teachers report the failing grades of athletes at the end of each week to the athletic director who informs the assistant principal, counselor and coach of any ineligible students. There are no exceptions to this rule.

To be eligible, the student must have passed at least three (3) full-credit subjects during the previous grading period. In cases where a student’s work in any preceding grading period does not meet the standards described above, the student shall be ineligible to participate in interscholastic athletics for the first 15 school days of the next grading period, beginning on the first day report cards are issued. Back work may be made up, providing it is in accordance with the regular rules of the school.

At the end of a school year, the student’s final grades/credits in the student’s subjects rather than the student’s grades/credits for the last grading period shall be used to determine the student’s eligibility for the next grading period. Students who do not pass three (3) subjects at the end of the year and attend summer credit recovery and correct their deficiencies, shall be eligible.

Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school where the student has attended.

#### Health Eligibility

Prior to any student participating in practices or inter-school practices, scrimmages, and/or contests in the student’s first sport in a school year, the student is required to submit to the school a completed Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) form. This form is completed by the parent and an authorized medical examiner. The CIPPE must be performed no earlier than June 1<sup>st</sup> and shall be effective, regardless of when performed during a school year, until the next May 31<sup>st</sup>. Following completion of a CIPPE, the same student seeking to participate in subsequent sports in the same school year, must have parents complete and submit to the school Section 5 of the form. Under certain circumstances, the school will determine the need for a medical recertification.

## Chapter 5. Attendance

### Attendance Policy

According to state compulsory attendance laws, students must attend school until the age of seventeen is reached and absence from school may be excused for only the following reasons: (1) illness of the student, (2) death in the immediate family, (3) major religious holidays, (4) educational experiences/trips, including college visits if approved in advance by the principal or designee, or (5) other urgent reasons such as court appearances or doctor/dentist appointments.

Absences for reasons other than those provided for by law or policy are unexcused for all students and illegal for those students who have not yet reached the age of seventeen.

Following any period of absence, the student is required to report to the Attendance Office and to present a written excuse, signed by the parent or guardian, stating the reason for the absence. This applies to all students regardless of age, unless the student is legally emancipated.

If a student fails to bring an excuse after the absence, he/she is given a temporary admit pass and reminded to bring the excuse. If, after the third day, the student has not submitted the written excuse, the absence is categorized as unexcused and, in the case of those students under 17, unlawful. Even when a parent has called to inform the school of the student's absence, it remains necessary to provide a written excuse.

After 10 absences in a year, state law requires that the parent provide a physician's statement for all subsequent absences in the school year. A physician's statement may also be required for admission to school or to verify absences at any time the school authority deems it necessary. Failure to comply with such a request causes the absence to be recorded as unexcused, and for students under age of seventeen, unlawful.

### Attendance Record

School absences and lateness are included on the student's permanent record and each marking period on the report card.

### Attendance for AP Examinations

On the day that a student is taking an AP examination, he/she is required to attend school for only the examination.

### Attendance for Final Examinations

Students who have unexcused or unlawful absences on the day of a final examination forfeit the right to make up the exam and receive a "0". Students arriving late will be required to complete the test within the remaining exam period. Early dismissals are not granted on exam days; students leaving early must complete the exam within the testing period. Students are expected to remain in the test room for the duration of the test period. Students removed from the test site during the exam period due to inappropriate behavior forfeit the right to complete the exam and receive a "0". Schedules for students attending the Central Montgomery Technical High School are adjusted for participation in examinations.

## Chapter 8. Student Conduct

Students have rights which include the right to an education, the right to due process, the right to express an opinion, the right to be free from discrimination, the right to be treated with dignity by other members of the school community and the right to contribute to the educational program. Such rights, however, are not without their accompanying responsibilities. The PA School Code authorizes the board of school directors to adopt and enforce rules and regulations regarding the conduct of pupils during such time as they are under the supervision of the board of school directors and teachers, including the time necessarily spent in coming to and returning from school. According to Chapter 12 of The PA State Board Regulations, students' responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. Finally, it is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities
- Report accurately and not use indecent or obscene language in student newspapers or publications.

### Code of Student Conduct

A summary of the Colonial School District Code of Conduct is included in Appendix C. Some of the major rules are as follows:

Abuse/Bullying/Harassment: Students are prohibited from engaging in violent, aggressive or abusive behavior, physically abusing an individual, or harassment of an individual, including sexual harassment through conduct or communications. Students are prohibited from intimidation or bullying, including physical or verbal behavior.

Defacement/Destruction/Theft of School Property: Students are prohibited from littering, defacing school property, causing or attempting to cause willful destruction of school or

## Medication

The Pennsylvania Guidelines regarding medications at school have recently changed. To comply with the state regulations, the following changes have been made to the Colonial School District Medication Policy.

- Students are **not allowed** to transport any medication, either over-the counter or prescription, to or from school. (With a properly completed Medication Dispensing form and parent permission, students may be authorized by the school nurse and principal to carry insulin and to administer it in a designated location in the school.) A **parent or guardian** must deliver the medication to the school nursing office personally. A **parent or guardian** must also personally pick up all medications from school once the medication is discontinued, or at the end of the school year.
- Any medication that a parent delivers to school, either over the counter or prescription, requires the **Medication Dispensing Form to be signed by both a parent/guardian AND the attending physician.**
- The prohibition against possession and use of medication in school also includes, but is not limited to, dietary supplements such as vitamins, caffeine pills, energy pills, and training supplements.

Please attempt to give any necessary medication at home. Some over-the counter medications are kept on hand in the school nursing office. Parents/guardians may indicate the over-the-counter medications for which they give permission on the yearly Student Emergency Form.

Students who do not comply with these changes may be subject to disciplinary action.

## Physical Education Excuses

Parents who wish to excuse their sons or daughters from physical education classes must provide a written statement for the physical education teacher. The nurse does not write excuses for physical education classes.

## Physical Examinations

It is a state mandate that all 11th graders have a physical examination including hearing and vision tests. It is preferred that students have this examination performed by their family physicians. Private Report of Physical Examination forms are mailed to parents at the end of the 10<sup>th</sup> grade year in the final report card. Completed forms are due in the nurse's office by the first day of school. Any student who has not returned the form will be given the opportunity to have an examination performed by the school physician. In this case written parental permission is required and a health history form must be completed and submitted by the parent. Students are obligated to report for their physicals as scheduled since the school physician is available on a limited basis. Any student who fails to report is subject to disciplinary action. If a physical concern is detected in an examination, parents are notified. A student is excused from regular or special examinations on presentation of written evidence to the school administration that such examinations are contrary to religious beliefs of the parent.

## Sports Physicals

See Chapter 4. Athletics

## Class Attendance

Teachers record class attendance daily and check it against the daily attendance sheet. At the end of each school day, the names of students who do not appear on the attendance sheet and cannot be verified for each block as being present are forwarded to the assistant principal for investigation and/or disciplinary action.

## Credit Denial for Class Absences

When a student's class absences for a given course exceed 15% of the class meetings, the teacher denies course credit and issues a grade of "CD," credit denied. Near the close of the semester, the teacher submits a Credit Denial Form to the student and the counselor, who notifies the parent. The student does not receive credit toward graduation, and the attempted credit is used in the calculation of the student's grade point average. Absences caused by school sponsored activities, approved college visits, out-of-school suspensions, or by appointment(s) initiated by the nurse, counselor, or administrator, are not included. When a student is denied course credit for excessive absences, the student has the right to appeal to an administrative committee which will consider extenuating circumstances. If the course in which the student is denied credit is required, this course or a similar course will be rescheduled for the next semester or year. If the course in which the student has been denied credit is an elective, the student may reenroll in the course or may select another elective course which meets graduation requirements.

## Early Dismissal

The reasons for excused early dismissal are the same as for excused absences. Students requesting early dismissal are to present a written request from the parent to the Attendance Office before Block 1 on the early dismissal day. The request must contain a clear description of the reason for the early dismissal. Attendance Office staff confirm the early dismissal through telephone contact with the parent. When students return from an early dismissal prior to the end of the school day, they sign in at the Attendance Office before returning to class. Students are to provide a written statement confirming the appointment following the early dismissal.

## Educational Trips/College Visits

The district will consider parent requests for school absence for an educational trip (including college visits) for a maximum of five days (5) each year. Unless there are unusual circumstances, such requests will not be approved for the first ten (10) school days of the year, during examination periods or during standardized testing periods. Educational trip absences count toward credit denial. Requests must be made in writing to the attendance office 10 days in advance. (Form is available on school website.) Upon return, the student must submit a note confirming the trip dates. Students are responsible to obtain assignments in advance and submit them on time.

## Late Arrival to School

A student who enters school after first block has begun must report to the Attendance Office before reporting to class. The reasons for excused lateness to school are the same as for excused absences, and a written excuse from the parent is required at the time of entry. Tardiness is recorded on the student's transcript, and parents are notified by phone and mail. In each semester, four (4) instances of unexcused lateness to school will result in Level 1 school detention; eight (8) instances of lateness will result in Level 2 detention; twelve (12) instances will result in Saturday detention. Additional instances of unexcused lateness will result in more severe penalties.

### **Participation in After-School and Evening Activities when Absent**

Students must be in attendance for at least half of the school day in order to participate in a co-curricular or extra-curricular practices or activities after school or in the evening.

### **Unexcused Class/School Absences**

The staff of PWHs is committed to providing the finest educational experiences possible to our students, and students are required to be in their assigned classes at all times. Unexcused absence from class is a serious violation of school rules, and for students under the age of 17 years is considered unlawful. All unexcused absences that are not due to suspension are considered class cuts. Students who are absent, and who are seen in and around the school or in the community, have their absences marked unexcused/unlawful.

An unexcused class absence is defined as an unexcused absence of 40 minutes or more from an 80 minute block or the prorated equivalent (50%) in the event of shortened blocks.

Each unexcused absence from class is reported in writing to the assistant principal. The student forfeits the right to make up the work missed during that class period, and the student's grade may be negatively affected due to non-participation in class. Continued unauthorized absences from class may result in denial of credit as state in the 15% excessive class absence policy. Disciplinary consequences for class cuts are:

- First offense: 2 days of Level 2 Administrative Detention
- Second offense: 2 days of Level 2 Administrative Detention
- Third offense: 1 day of Saturday School
- Additional offenses: suspension from school; revocation of parking privileges; possible referral to the superintendent.

Repeated unexcused absences for students who are 17 and over result in out of school suspension and referral to the Superintendent. Students 17 years of age and older who miss 10 consecutive days of school can be automatically withdrawn from school by the administration.

### **Unlawful Absence/Truancy**

According to Pennsylvania's compulsory attendance law, parents of children between the ages of beginners and 17 years must ensure that their children attend school, and their failure to attend school is deemed unlawful. The school reminds parents of legal penalties in warning letters following the first and second unlawful absences. Following the third unlawful absence, the school sends, by certified mail, an official notice of child's third illegal absence and coordinates a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan. If, after three days following receipt of the first official notice, the child is illegally absent again, the school sends a citation to the magisterial district judge and informs the parent of this action through certified mail. When unlawfully absent, students forfeit the right to make-up work for a grade and are subject to the other disciplinary consequences listed in Unexcused Absences.

In Pennsylvania, parents of children between the ages of 7 and 17 are required by the compulsory attendance law to ensure that their children attend school, and their failure to attend school is deemed unlawful. After a student is unlawfully absent for three (3) days, the school sends parents official notice of a first-offense violation. Further unlawful absences result in referral to the District Justice who schedules a hearing with the parents

## **Chapter 7. Health & Medical Information**

**The PWHs Health Office is open daily from 7:30 a.m. to 2:20 p.m. with the exception of 12:30 – 1:00 p.m, at which time the nurse will be available for emergencies only.**

### **Adapted Physical Education**

Any student who is not physically qualified to take physical education must have a form completed by his/her family physician and returned to the school nurse. Adapted physical education classes are available for students with documented need for them.

### **Asthma Inhalers**

The following procedures enable a student to possess and use an asthma inhaler during school. The Medication Dispensing Form, signed by a physician and a parent, must be on file with the school nurse. The nurse must verify the student's ability to self-administer the inhaler. The nurse explains Asthma Watch to the asthmatic student. Coaches, trainers and physical education teachers are aware of this procedure. Following emergency use of the inhaler, a student must report to the school nurse for follow-up.

### **Audiometer Testing**

Audiometer testing is administered to students in grade 11.

### **Elevator Keys**

Elevator keys are available in the nurse's office for those students with documented need.

### **Emergency Cards**

Emergency forms are mailed home during the summer. Parents are asked to update these and return them to the nurse's office on the second day of school. For the health and safety of the student, it is imperative that this information is on file.

### **Homebound Instruction**

Students who are unable to attend school and who anticipate confinement to their homes because of illness or injury for a period of ten school days or more, apply for homebound instruction through the School Counseling Center. To initiate this procedure, parents submit a letter from a medical doctor stating the need for homebound instruction.

### **Illness and Injury**

A student who becomes ill during the day reports immediately to the school nurse. Students requesting to see the nurse from class and between classes use a medical pass which can be obtained from the classroom teacher or the cafeteria supervisor. Hall passes are not acceptable. **Students who are ill are not to report to any other place in the school and are not to call home to request that a parent pick them up.** If necessary, the school nurse notifies parents who must arrange for transportation to the home. Parents must report to the nurse's office to pick up a student. If a student leaves school without following this procedure, he or she is subject to the penalty for unexcused class absence.

### **Insect Sting Emergency Kits**

Any student allergic to insect stings must have medication or an emergency kit in the nurse's office at the beginning of the term. A Medication form must be completed and signed by the family physician and on file with the school nurse.

the school year. Be advised that your negative response on this form prevents intentional use of your child's photo or videotape footage. In situations in which large groups of people are participating, it may be impossible not to photograph or videotape certain students and therefore we cannot prevent the use of photos or videotape footage that unintentionally includes your child.

#### **Supervision and Transportation after School Hours**

Students are encouraged to remain after school to complete assignments, get help from a teacher, go to the library or participate in school activities. Activity buses are provided for students at 4:15 p.m. on Tuesday, Wednesday, and Thursday and at 5:30 p.m. every day. At no time, including early dismissals, should students be loitering in the building.

#### **Technology, Acceptable Use**

It is the policy of the Colonial School District that its computers, networks, the Internet, electronic communications and information systems (collectively CIS systems) must be used for education-related purposes. Student use of the CIS for any other purpose may result in the cancellation of the privilege to use the network and equipment of the District and may also result in disciplinary consequences. Steps have been taken to ensure student safety; all access to the Internet is through an Internet filter that screens out inappropriate web sites, chat rooms and games. This filtering meets the requirements of the federal regulations. Parents have the right to deny individual Internet access for their children by indicating in writing that they do not want their child to have individual Internet access. The form mailed by the district at the beginning of the year to each family must be signed and returned to the district community relations office to the attention of Mr. David Sherman.

The entire text of CSD Board Policy 815, Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy, is available on the School district website.

#### **Telephone (and cell phones)**

Students are not permitted to use classroom or office telephones. Students may request permission to use a phone in the counseling or attendance office for emergencies only. Students are not called from class to answer the telephone. Only in cases of emergency are messages delivered to students. *Students are not permitted to use their cell phones during the school day, thus parents should not place calls to their children or expect calls from them during the school day. Cell phones are not permitted to be visible from 7:35am-2:20pm.*

#### **Work Permit**

Work permits are issued in the PWHS Main Office during regular office hours for students residing in the Colonial School District.

and school personnel to determine the penalties for violation of compulsory attendance laws. Such penalties may include a monetary fine. Students who are unlawfully absent forfeit the right to make-up missed work and are subject to the other disciplinary consequences listed in Unexcused Absences.

#### **Withdrawal from School**

Any student who is moving, transferring, taking full-time employment, etc. reports to the School Counseling Center to initiate a request for withdrawal. The student is issued a withdrawal sheet on which he/she obtains the parent signature and the signature of each teacher in whose class he/she is enrolled. Teachers note the student's current grade and indicate if there are any outstanding financial obligations. Completed withdrawal forms are submitted to the Counseling Center.

## Chapter 6. General School Information

### Address Change

Parents should notify the Colonial Central Registration Office (610.834.1670 ext. 2150) and the PWHS Health Office (610.825.1500 ext. 1932) of any change in the home address or home and work telephone numbers.

### AHERA (Asbestos Hazard Emergency Response Act) Management Plan

The district maintains a plan to safely contain and manage the remaining asbestos in the schools. The management plan for PWHS is available for review in the school's Custodial Office. A master set of management plans for all district schools is available in the Facilities Management Center located at 4118 Franklin Way, Lafayette Hill, PA 19444. Those interested in reviewing the school's management plans should contact the principal, custodial supervisor or the district's utilities coordinator who will provide access to the plans.

### Announcements

The daily announcements are read by students via the closed circuit television system at approximately 10:45 a.m. during I-Block on Mondays, Wednesdays, and Fridays.

### Armed Services

Federal law requires that schools provide military recruiters with a student directory of names, addresses and phone numbers of all juniors and seniors. This information is used for recruiting purposes and for informing students of scholarship opportunities. Parents have the right to request their child's information not be included in this directory. Send a written request to the attention of the PWHS College Counseling office by September 30 in order for your child's name to be deleted from the directory.

### Arrival at School

When students arrive on school property, they are expected to report directly into the building and may not leave school property without permission. Loitering in the parking lot is not permitted.

### Automobiles & Parking

Inasmuch as the Board of School Directors provides transportation for all students, students are encouraged to utilize the school bus system. A permit to park on school property is a privilege reserved for second semester sophomores, juniors, and seniors who meet all requirements. Qualifying students who participate in Internship and other school-related work experience programs and/or extra-curricular activities are given first priority. Students who apply for parking permits must meet PWHS's academic and behavioral expectations and have no financial obligations.

- Students with permits may park only in the spaces designated for students which are those with white lines in the west and south lots. Student parking is not permitted in the designated staff parking areas, the inner court, at Colonial Elementary School, or in the front parking area adjacent to Germantown Pike.
- All student vehicles must display a current parking sticker on the driver's side of the inside of the rear window. The maintenance fee is \$10.00. Security officers ticket unregistered or improperly parked vehicles. Failure to return a ticket and/or to pay a parking fine results in the loss of parking privileges.
- A student who fails to obey driving regulations or campus security officers has

students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning. Alerts by trained drug dogs during random sweep canine searches will be deemed reasonable suspicion and result in a search.

### Lost and Found

Lost and found articles are to be turned in to the Security Office and may be claimed by the owner with proper identification. After a reasonable amount of time, unclaimed items are disposed of. Lost books are returned to the appropriate department.

### Materials Fee

Students may be charged for such materials as may be consumed during the performance of their course work, e.g., class projects.

### Pledge of Allegiance

Students are expected to recite the Pledge of Allegiance at the beginning of school announcements each day. Students may decline to recite the pledge, but must be respectful of the process.

### Posting of Information

Only school sponsored events are permitted to be posted. Students wishing to post signs or announcements relating to school events in the building must first have the written or stamped approval of the building principal. Signs may only be posted on the bulletin boards or tack strips throughout the building.

### Residency/Guardianship

Students must live in Colonial School District in order to be enrolled in PWHS. The district is required by state law to verify residency of all students. Families who lease or rent property in the district or whomever accepts guardianship for a student must keep a current lease or guardianship affidavit on file at the student's school. Parents are also required to keep the school informed of any change in a child's residency. If parents/guardians have any questions concerning Colonial School District residency requirements, they should contact the building principal or the District Residency Investigator (610) 834-1670 ext. 2177.

### School Office Hours

The main office of PWHS is open from 7:30 a.m. to 3:30 p.m. Summer hours are 8 a.m. to 3:00 p.m., Monday through Thursday and to noon on Friday.

### School Store

A school store is located in the lobby of Cafeteria West and is open daily during lunch periods. The store carries school supplies, PW clothing and novelty items.

### Student School Publicity

Photos and videotape footage and personal interviews with Colonial students who are involved in various school-related activities are often used as part of the district's community relations efforts (e.g., district publications, CITV programs and on the district's Website). If you do not want photos, videotape footage or interviews featuring your child used in district publications, CITV programming or on the Website, please indicate such on the form forwarded to you during the district mailing at the opening of

### **Fire Drill**

The sounding of the fire drill bell is the fire alarm signal. Fire drill instructions posted in each room are thoroughly explained by the teacher in charge, and the students are required to familiarize themselves with the fire drill regulations for each room they occupy. All pupils are expected to follow these general regulations:

- It is mandatory for all persons to exit the building in a quiet, orderly fashion.
- All room windows and doors are closed and lights are turned off.
- Students follow the directions of all staff members without question.
- Upon leaving the building, each class moves to the area designated by its teacher and remains there until the return to the building is announced.

### **Free and Reduced Breakfast and Lunch Programs**

Families may qualify for free or reduced price school breakfast and lunch. Applications are provided at the beginning of each school year.

### **Hall Pass System**

Students must obtain a hall pass from the teacher to be excused from any class and they must display this pass, upon request of a hall monitor or other school official, while in school areas other than the classroom.

### **Insurance**

At the beginning of each year, PWHS students may purchase insurance to cover bodily injuries caused by an accident while attending school during the hours and on days when school is in session. Accidents that may occur while traveling directly between home and school for the purpose of attending or returning from regularly scheduled classes are covered. Students participating in athletic activities are advised to have private health insurance. All insurance claims are processed through the school nurse's office.

### **Lockers**

At the beginning of the year, students are assigned lockers in which to keep books, backpacks, lunch, outdoor clothing and other personal belongings. Students must keep outdoor clothing and electronic devices in the locker during the school day. Students are assigned lockers near their I-Block room and keep the same locker for four years. No locker changes will be made at any time. Students are assigned another locker in the locker room for gym, swimming and athletic equipment. Locks are purchased from the school store for gym and pool lockers. It is the responsibility of students to keep lockers locked. Students should not share lockers. The school is not responsible for the loss of money and/or property kept in lockers. Large sums of money and other valuables should never be brought to school. Students are required to keep lockers clean and neat at all times. Decals, stickers or other markings on the locker are prohibited. All lockers made available for student use on school premises are the property of the Colonial School District. Lockers are provided for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or which are forbidden by state law or school rules.

The student's use of the locker does not lessen the Colonial School District's ownership or control of the locker. Given reasonable suspicion of wrongdoing, school authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search, the

his or her parking privileges suspended.

- Following an initial suspension of parking privileges, any further violation may result in forfeiture of parking privileges for the remainder of the school year.
- Driving violations may result in filing of charges with the District Justice.
- Following an initial suspension, any repetition of truancy or leaving school grounds without permission results in forfeiture of parking privileges for the remainder of the school year.
- Any car that is parked on school property may be towed at the owner's expense in accordance with Colonial School District policy and Title 75 of the Pennsylvania Motor Vehicles Code, Section 3353, Subsection (a)(1), (3)(1)(2(c)). This policy applies to the following infractions: the student has not received a parking permit; the car is not parked in compliance with school or fire marshal regulations; or the student's parking privileges have been suspended or revoked for academic or behavioral reasons.
- When reasonable suspicion exists regarding a violation of school policy or criminal code, the school district reserves the right to search any vehicle parked on school district property. The district may conduct a random sweep search of student vehicles on school property.
- Since transportation is provided for all students who qualify, students who drive to school have the same responsibility to be punctual as any other student. Tardiness or absences which result from the student's driving or being driven to school are not excused and result in disciplinary action.
- The Colonial School District is not liable for damages caused by accident, vandalism, or theft.
- At no time are students given permission to park off campus on streets in local neighborhoods. Students who park in neighborhoods adjoining PWHS are subject to PA Motor Vehicle Code Rules and Regulations.

### **Bookbags and Backpacks**

Each student is assigned a locker near his/her I-Block classroom. Students are encouraged to keep their book bags and backpacks in their lockers and carry only the books needed for their morning or afternoon classes with them. The school schedule and location of each student's locker are such that a student need only carry the items required for morning or afternoon classes at any one time. Carrying of large and heavy backpacks poses a health hazard for those carrying them; their presence in crowded corridors and classroom floors is also hazardous. School administrators and security officials will search an individual student's bookbag or backpack when there is reasonable suspicion that the search will turn up contraband or evidence of violation of school policy.

### **Breakfast Program**

The breakfast program is open to all students beginning at 7:00 a.m. and ending promptly at 7:25 a.m. in Cafeteria West and the school lobby. Students are not permitted to take food from the cafeteria. It is the responsibility of the student to be in first block class on time at 7:35 a.m.

### **Bus Transportation**

Students in walking areas are not eligible and will not receive transportation. Students are expected to get on and off buses at the same assigned stops each morning and afternoon. These stops will generally be set at corners within a reasonable walking distance of

students' homes. Students are expected to follow all of the guidelines that are contained in the district's transportation regulations. Unless a student has a year-long approved, alternate bus stop for childcare or a shared custody situation, they must ride the buses to which they are assigned.

**Long-Term Accommodations:** Families of students with defined special needs and/or living along PENNDOT-designated hazardous routes will automatically receive the accommodations required by their special circumstances. Other families seeking other accommodations, that often involve joint custody or day-care arrangements, must submit their requests in writing to the Transportation Department on the district form provided for that purpose. This form may be obtained at the attendance office or on our district web site [www.colonialsd.org](http://www.colonialsd.org). Accommodations will not automatically continue from one year to the next. Families must reapply each year. Accommodations will be made only when the request involves a single transition (change) for the student(s) from one service location to another during the week. The district will not honor requests for accommodations that vary day to day or week to week. Requests for accommodations for each new school year must be made by July 1. Requests made after that date will be processed in the order in which they are received. Review and action on late requests will be delayed if the volume of requests is high. Accommodations will be made only if the requested changes are for existing stops in the students' home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

**Temporary Bus Passes:** The assistant principals may approve temporary transportation changes to address emergencies, such as illness in the family, a parent out of town, etc. by issuing a temporary bus pass for a single day. Passes may not be used to circumvent rules on long-term accommodations. Bus passes will not be issued for dates with friends, scout meetings, music lessons, to work on group projects or similar situations. Requests from parents for bus passes must be legibly made in writing using the district form provided for that purpose. The application must include the first and last name of the student and the complete address and telephone number of the caregiver. Students within the walking areas will not be issued bus passes. Bus drivers will not accept notes from parents. Accommodations will be made only if the requested changes are for existing stops in the students' home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

The bus is an extension of the school and as such, all school rules apply. Students are expected to follow all safety procedures. Misconduct that is determined by the bus driver to be detrimental to the safe operation of the bus is considered a violation. Misconduct at a bus stop, which violates the property rights of people who reside at or near the stop, or conduct which is hazardous to other students waiting for the bus, is not permitted. Students reported by the bus driver for misconduct face consequences outlined in the student discipline code. In addition, transportation privileges may be suspended.

### **Cafeteria Regulations**

Respectful and courteous behavior toward staff and other students is mandatory. The following procedures are required for our cafeteria to operate efficiently:

- Students are assigned to Café East or Café West according to the location of their block 3 classrooms and expected to travel directly to and from the assigned cafeteria. Students in the wrong cafeteria are subject to disciplinary action. Students may be in the cafeteria only during assigned times.
- Students are not permitted to eat anywhere except in the cafeteria. Picnicking

on school grounds is prohibited. Food, snacks, or beverages are not permitted to be taken out of the cafeteria without authorization.

- Students must remain in the cafeteria until the end of the lunch period or until dismissed by the cafeteria supervisor. Students may not loiter in restrooms or areas adjacent to the cafeteria.
- Students remain on campus during their lunch period.
- Students are responsible for disposing of trash in the trash containers.
- Due to the potential for injury to other students, fighting or other disturbances in the cafeteria will result in 3 days of out of school suspension and a citation for disorderly conduct issued by the local police.

### **Closed Campus**

PWHS has a closed school day. Students are not permitted on the student parking lot between 7:35 and 2:20 unless approval for early dismissal is received from the assistant principal or they are participating in an approved off campus educational program. Students who fail to comply are subject to disciplinary action.

### **Credit Union Student-Operated Branch**

TruMark Financial Credit Union partners with PWHS to run a student-operated credit union branch in the school. This is a full service financial institution where students, faculty, and staff can deposit funds, open savings and checking accounts, and apply for loans. Hours of operation are Tuesdays and Thursdays from 11:00 a.m. to 1:00 p.m. The student-operated branch, an extension of the credit union's financial literacy program, provides students with real-life personal finance skills, job training, and increased opportunities for financial education.

### **Daily Schedule (Blue and Red Days)**

To identify the schedules for courses that meet every other day, alternating days are designated as Blue or Red days. Performing music and AVID elective classes meet on the Blue days. Courses alternating with music and AVID meet on Red days. If school is canceled due to an emergency, the planned schedule of type of day is followed when school resumes.

### **Emergency School Closing**

In the event that schools must be closed because of an emergency such as bad weather, an announcement of school closing is made over the radio and television stations. If no announcement is made, assume school is in session. In order to keep telephone lines clear, please do not call the school office or local police authorities. Students should not drive to school on those days for which snow and/or sleet are predicted. Students who risk driving on such days will not be excused before the entire student body is dismissed and will be permitted to leave their cars at school and take district transportation home instead of driving in dangerous conditions. The district's school closing number is 305.

### **Financial Obligations**

Students are assessed for obligations, which include money owed for damaged or lost books, for equipment and materials that have not been returned, for the willful destruction of school property, and for cafeteria fees. If the material(s) cannot be found, the assessed cost of the material(s) must be paid. Failure to do so may result in exclusion from activities, denial of parking privileges, and/or the withholding of diplomas.