

William Tennent High School

Student Handbook

2016-2017



CENTENNIAL SCHOOL DISTRICT MISSION STATEMENT

Public Education in Centennial Schools

*Inspiring Students
Building Intellect
Forging Partnerships*

*A Diverse Learning Community
Where Students Succeed
Through
Academics, Athletics, and the Arts*

**A HANDBOOK FOR WILLIAM TENNENT HIGH SCHOOL
STUDENTS AND PARENTS**

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FOREWORD

The Student Handbook provides William Tennent students and their parents with all of the current information about our school that is necessary to be positive and contributing school citizens. We require that all students read the Handbook and become thoroughly familiar with its contents, and suggest strongly that parents do the same. All students are expected to know and comply with the rules and procedures contained in this Handbook.

William Tennent is your school. Be proud of it. Above all, take advantage of the many opportunities it provides to you. You will be the major beneficiary of your own participation in your school.

WILLIAM TENNENT HIGH SCHOOL
333 CENTENNIAL ROAD
WARMINSTER, PA 18974
TEL. (215) 441-6181

The Centennial School District is an equal opportunity educational service agency and will not discriminate on the basis of race, color, national origin, ancestry, sex, disability, age or religion in its activities, educational and vocational programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act of 1955 as amended." For information regarding civil rights or grievance procedures, contact the Director of Human Resources at Centennial School District, Administration Building, 433 Centennial Road, Warminster, PA 18974, 215-441-6000, Ext. 11031



Vision Statement for William Tennent High School

Why we do what we do?

We have an intrinsic motivation to empower children to believe a brighter future is possible, and to provide them with the requisite skills to succeed.

How we do what we do?

- Forging positive relationships between staff, students, parents, community members, and alumni
- Providing each student the opportunity to develop intellectually, emotionally, physically, and socially in a safe and orderly environment
- Utilizing data to inform decision-making processes
- Engaging in opportunities for professional growth
- Being reflective in our practices

What do we do?

- Teach students what to do when they don't know what to do
- Enable all to achieve their personal best and to be respectful, thoughtful, and independent learners
- Produce globally competitive, college and career ready citizens who are prepared for life in the 21st century

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WILLIAM TENNENT: A 280-YEAR HISTORY

The history of William Tennent in Bucks County education began in 1727, with his name being synonymous with the principles of free public education, progressive thought, and challenging curriculum ever since. William H. Tennent, a Presbyterian minister, settled in 1726 in this community. Here, he began educating his sons and about twenty other students in a structure that has come to be known today as “The Log College.” One of Tennent’s students became the founder of Princeton University. William H. Tennent left a legacy of educational enlightenment. This high school is named in honor of William Tennent.

COMMUNICATING WITH THE SCHOOL

What to do when a problem arises or information is needed:

The phone number for William Tennent High School is (215) 441-6181.
Each office has its own extension.

<u>ADMINISTRATION</u>	<u>CONTACT</u>	<u>PHONE EXTENSION</u>
Principal	Dr. Dennis H. Best	12001
9th Grade House Principal	Mr. Patrick Golderer	12004
10th Grade House Principal	Mr. Daniel Ortiz	12005
11th Grade House Principal	Ms. Julie Henrich	12003
12th Grade House Principal	Mr. Ryan Mulford	12002
Athletic Director	Mr. Matthew Shade	12501
Supervisor of Special Education	Mrs. Melissa Bolden	11044

<u>SCHOOL COUNSELORS</u>	<u>CONTACT</u>	<u>PHONE EXTENSION</u>
(by student last name)		
A-C	Mrs. Michelle Weiss	12032
D-H	Mr. Thomas Gilroy	12031
I-Mc	Mrs. Stacey Buterbaugh	12030
Me-R	Mrs. Shayna Kudgis	12033
S-Z	Ms. Sarah Babins	12034
CSSCA, ELL, Gifted	Mr. Matt Tomlinson	12035

<u>OFFICES</u>	<u>CONTACT</u>	<u>PHONE EXTENSION</u>
Attendance and Emergency contact of a student	Ms. Ann Titus	12013
Athletics	Mr. Matthew Shade	12501
Transportation	Ms. Lori Meyer	11060
School Nurse	Ms. Sarah Hobensack	12025
College & Career Center	Ms. Linda Bielawski	12040
Working papers/transcripts	Mrs. Mindy Golden	12012

Notes

In order to minimize distractions during instructional time, teachers' phone extensions go directly to their voicemail. Please leave a message, and they will return your call within a reasonable amount of time.

E-mail —Teacher e-mail addresses are composed of the first four (4) letters of the teacher's surname and first two (2) letters of the first name @ Centennialsd.org. For example, Ms. Karen Adam's address is AdamKa@Centennialsd.org.

THE SCHOOL DAY

School Hours

You must be in your classroom at 7:30 a.m. Please be in the building by 7:25 a.m. Students may arrive as early as 6:45 a.m. and report to the cafeteria until 7:00 a.m.

More than 2000 people arrive at William Tennent High School every day between 7:00 and 7:30 am. In the interest of safe and orderly traffic flow, some delay is to be expected. Students and families should plan for the potential delay so as to ensure that students are in class by 7:30 am.

There are six classes each day. You will have thirty minutes for lunch during an assigned lunch period.

Your classes meet every day of the school year, every day for a semester, or every other day for certain classes in music and physical education and health. Therefore, we have "A" schedule days and "B" schedule days. Follow your schedule for the correct day.

After dismissal at the end of the day, go directly to your locker and then move quickly to your bus. The buses leave eight minutes after the end of the last class. Everyone who is not part of a teacher-supervised activity must leave the building at the end of the school day.

Closing School for Weather and Emergencies

If weather or an emergency prevents the opening of school on any given day, that information will be accessible via the district webpage www.centennialsd.org as well as through an eAlert.

REGULAR BELL SCHEDULE

1 st Lunch	2 nd Lunch	3 rd Lunch
Period 1- 7:30-8:36	Period 1- 7:30-8:36	Period 1- 7:30-8:36
Period 2- 8:41-9:38	Period 2- 8:41-9:38	Period 2- 8:41-9:38
Period 3- 9:43-10:40	Period 3- 9:43-10:40	Period 3- 9:43-10:40
Lunch- 10:45- 11:12	Period 4c- 10:45-11:12	Period 4a- 10:45-11:42
Period 4b- 11:17-12:14	Lunch- 11:17-11:42	Lunch- 11:47-12:14
Period 5- 12:19-1:16	Period 4c- 11:47-12:14	Period 5b- 12:19-1:16
Period 6- 1:21-2:17	Period 5b- 12:19-1:16	Period 6- 1:21-2:17
	Period 6- 1:21-2:17	

*There is a one-minute warning bell before each period.

TWO HOUR DELAY SCHEDULE

1 st Lunch	2 nd Lunch	3 rd Lunch
Period 1- 9:30-9:58	Period 1- 9:30-9:58	Period 1- 9:30-9:58
Period 2- 10:03-10:31	Period 2- 10:03-10:31	Period 2- 10:03-10:31
Period 3- 10:36-11:04	Period 3- 10:36-11:04	Period 3- 10:36-11:04
Lunch- 11:09-11:34	Period 4c- 11:09-11:34	Period 4a- 11:09-12:04
Period 4b- 11:39-12:34	Lunch- 11:39-12:04	Lunch- 12:09-12:34
Period 5- 12:39-1:32	Period 4c- 12:09-12:34	Period 5b- 12:39-1:32
Period 6- 1:37-2:17	Period 5b- 12:39-1:32	Period 6- 1:37-2:17
	Period 6- 1:37-2:17	

*There is a one-minute warning bell before each period.

STUDENT MEALS

Breakfast

Breakfast is served in the cafeteria daily, starting at 6:45 am, for any students who are interested.

Lunch

A wide variety of lunch options are available in compliance with federal school lunch guidelines, and students can purchase complete meals or a la carte items. Menus are published monthly and posted in the cafeteria and online.

Lunch accounts

Students may use cash or can set up a pre-paid lunch account through e-Funds for schools. For more information, please click here: <http://centennialsd.org/site/Default.aspx?PageID=6848>

Cafeteria Etiquette

Students should clean up their tables, properly dispose of all trash, and return used trays to the kitchen area.

Students are expected to report to the cafeteria in the same way that they are expected to report to any other scheduled class on their roster.

Food and drink should not be taken out of the cafeteria.

Glass bottles or containers are not permitted.

TRANSPORTATION

Students who are assigned bus transportation are required to take the bus. They may not walk to school because there are no designated sidewalks along Centennial Road. Students are expected to ride that bus which takes them closest to their home. Students may not ride alternate buses to or from school.

It is a privilege to ride the bus, not a right. If you ride a bus, you are expected to behave in a way which will not endanger the safety and welfare of others on the bus. All district and school policies and procedures apply to students riding on a school bus. Violations will result in disciplinary action that may include temporary or permanent loss of the bus riding-privilege.

The bus driver is the school official in charge of a bus and, as such, is empowered to take action when a student's behavior presents a danger to the health and safety of others.

Bus Departures

Daily Student Bus Runs - 2:25 p.m. from the Main Bus Platform

“A” Session MBIT

Departs William Tennent at 7:20 a.m.

Departs MBIT at 10:25 a.m.

“B” Session MBIT

Departs William Tennent at 11:12 a.m.

Returns to William Tennent at 2:45 p.m.

Late Bus Departure

The district provides bus transportation to students who remain after school for academic assistance, sports, detentions or co-curricular activities. The late bus departs at 4:00 p.m. from the Main Bus Platform Monday – Friday.

ATTENDANCE IN SCHOOL

School Attendance

School Attendance Enhances a Student's Performance and is a Pathway to Future Success. Each student should realize that a good student is regular and punctual in school attendance. Absence is one of the causes of low grades and poor performance in school subjects. Your attendance record is accurately kept and recorded on your report cards and on your permanent record from the time you enter school until you graduate from high school. Students may not attend and/or participate in extra-curricular activities on the day on which they are absent or on a day when they leave school early but do not return to classes before the end of the day.

Students are encouraged to read the Board Policies that pertain to attendance:

- Family Trips, 3.24:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.24.pdf
- Student Attendance, 3.26:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.26.pdf

Procedures for Absence and Excused Absence—Collection of Absence Notes

Students should bring notes to the guidance office each morning between 7:00 and 7:25 AM. In order for absences to be excused, written notes must be received within 3 school days.

Unlawful/Unexcused Absences

Schools are required to treat all absences from school as unlawful until the school receives a written excuse explaining the reason for the absence. This information must be provided within three (3) school days of the absence. Failure to do so requires the school to permanently count the absence as unlawful.

Student school attendance is a legal requirement. A student's non-attendance in school and classes without lawful excuse is a violation of the Compulsory Attendance Law of the Commonwealth of Pennsylvania. The parents, guardians, and/or child of compulsory school age who is unlawfully absent from school is liable for the penalty imposed by law. In keeping with compulsory attendance law, students with unlawful or unexcused absences will be subject to a Truancy Elimination Plan (TEP) after three (3) unlawful/unexcused absences, and will be subject to a court citation after five (5) unlawful/unexcused absences.

A note from a physician is necessary for each absence beyond 10 accumulated absences. More details on excused absences can be found in Board Policy 3.26:

http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.26.pdf

Making up Missed Work

When a student has an absence from school or from a class, s/he is responsible for contacting his/her teacher to make up the work. The work must be made up immediately and within the time period prescribed by his/her teacher. If a student is absent from school for an extended period of time (several days or weeks), s/he must make special arrangements with his teachers to make up missed work.

When a student is going to be absent for several days, he/she should contact his/her teachers through e-mail for assignments and consult his/her Canvas account. If a student needs further assistance, contact the school counselor, who will gather the assignments. However, they must have at least 24 hours notice for this.

Early Dismissal from School

If a student has a valid reason to leave school before the end of the school day, s/he must submit a note requesting early dismissal, signed by a parent/guardian, to the guidance office between 7:00 and 7:25 AM on the day requested. Students will be issued an early dismissal pass with the time indicated. The attendance secretary will contact the parent/guardian to verify the early dismissal in those cases where the student is driving him/herself. Valid reasons include medical appointments, family emergencies, and other similar situations. If a student must leave school early because of illness or another emergency s/he must contact the nurse or an administrator before contacting his/her parent. The nurse or administrator will then make dismissal arrangements. Students may not use cell phones to contact parents to excuse them from school.

Unexcused Morning Tardiness

If a student arrives to school after 7:30 AM, s/he must report directly to the first floor security desk before going to class. The tardiness is then recorded by the School Safety Officer. Tardiness will be excused if a parent/guardian provides a valid reason by (1) accompanying the student to the first floor reception desk; or, (2) providing him/her with a written note on the day of the tardiness.

Attendance in Class

When students are present in school, they may not be absent from any class or activity without the permission of a school staff member. If students are excused from attending a class to attend another activity, they must make up any missed work within the time limits defined by the teacher.

Lateness to Class

Students are expected to arrive on time for class; repeated lateness to class will result in disciplinary action.

Leaving School without Permission

William Tennent High School is a closed campus. Once on school property, students may not leave prior to dismissal without the permission of the nurse or administrator, and parent. Students who leave William Tennent High School without permission will be reported to the Warminster Police Department as per our Memorandum of Understanding.

Family Trips and Vacations

When scheduling a family trip during school time, prior approval must be requested. The Principal/Assistant Principal may approve student absences due to a family trip up to but no more than three (3) days during the school year. Requests for approval must be submitted to the Attendance Office in writing prior to finalizing arrangements, but at least two (2) weeks prior to the scheduled trip. You should pick up a form in the Attendance Office or download it and have it completed by a parent or guardian. The document may be found at:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/district%20documents/FamilyTripRequest.pdf>

Upon the completion of the form, it should be submitted to the Attendance Office for approval. Approved trips will be recorded as excused absences. Students will be responsible for arranging for the completion of assignments and make-up tests within five school days upon return to school. Students absent for a trip that is not approved will be subject to the provisions of the Student Attendance Policy, Board Policy 3.24: http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.24.pdf

College Visits

Students who wish to visit a college or university may use the days allotted for family trips and vacation. Prior approval is not necessary but the student must provide documentation of the visit to the college or university. If the college or university requires that the student be absent for the purpose of completing a placement examination, then the absence will be excused as soon as the student provides documentation from the college or university that attendance was required and could not be scheduled for another time.

Homebound Instruction

Students who have demonstrated a medical, including psychiatric, condition that prohibits their attendance at school, qualify for homebound instruction. The request for homebound instruction must be initiated by the parent/guardian. Requests shall be made to the Office of the Assistant Superintendent at ext. 11038.

Withdrawal from Attending School

Parents wishing to withdraw their students from school for any reason must submit a letter to their child's school counselor. There is a withdrawal procedure that includes obtaining the signature of all of the student's teachers and returning all books, materials, supplies, and equipment that belong to the school. School records will not be released until all obligations and debts are fulfilled. For more information, please see Student Indebtedness policy, Board Policy 3.18:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.18.pdf>

Attendance by Students Not Living in Centennial School District

The Centennial Schools are operated for the benefit of residents of the Centennial School District. If, during the course of the school year, a student's residence changes to a place outside the boundaries of the Centennial School District, s/he must withdraw from William Tennent High School immediately. Failure to do so will result in a tuition assessment for each day of attendance in a non-resident status.

If a student moves from the District after March 31 of the school year, his/her parents may request non-resident tuition status. The request must be made to the principal, in writing and the student may not attend school until the request is approved. Only requests from families moving from the District after March 31 will be considered.

Parents/guardians of students who can be expected to graduate as seniors and who attended William Tennent High in grades ten and eleven may request permission for the student to complete his/her senior year as a non-resident, non-tuition student. This request must be presented in writing to the high school principal. The student's academic and citizenship records at the school will be considered. If permission is granted, the parent/guardian will be responsible for transportation to and from school. No tuition shall be charged for seniors approved under these provisions.

COURSE OF STUDY

All students are required to register for 6 credits per year. Graduation requirements are outlined in the Program of Studies: <http://www.centennialsd.org/Page/519>. The Program of Studies describes the school's curriculum, guides a student through the course selection process, and offers advice and assistance, in conjunction with support from a student's guidance counselor. Students pursue a traditional course of study at William Tennent High School. Other options include:

Middle Bucks Institute of Technology

Middle Bucks Institute of Technology (MBIT) offers special training programs in the trades and technical areas. If a student is admitted to this program, s/he will attend classes at William Tennent for one-half of the school day and at MBIT for the other half. The courses at MBIT satisfy graduation requirements at William Tennent. Please see a counselor for additional details.

Centennial Satellite School & Cyber Academy (CSSCA)

CSSCA offers a combination of traditional and cyber courses that feature a digital curriculum through Educere. For more information please contact Ms. Henrich at ext. 12003 or at HenrJu@centennialsd.org

Grading

William Tennent High School operates on a numeric grading system. A high school student's final grade for a full credit or half credit course that meets over the full year shall be calculated using the following formula: the sum of 20% of the grade for each marking period plus 10% of the midterm exam grade plus 10% of the final exam grade.

The final grade for a half credit course that meets for one semester shall be calculated using the following formula: the sum of 40% of the grade for each marking period plus 10% of the midterm exam grade plus 10% of the final exam grade.

All students must take a comprehensive midterm and final examination in each subject. Final exams may consist of a performance exam, research paper, or written exam. Departments will administer the same exam in the same course.

Academic Integrity

Plagiarism is the taking of ideas from another, copying copyrighted material, and/or material from the Internet, and passing them off as one's own. The William Tennent High School faculty expects that all course work submitted by students is original work. Plagiarism or academic dishonesty of any kind will result in a grade of "zero" for that assignment. A National Honor Society member who engages in plagiarism or academic dishonesty will be recommended for dismissal from the NHS, pending a hearing in front of the NHS Council. If a student is unsure as to what constitutes plagiarism, s/he should speak with a teacher, librarian, counselor, or administrator.

Academic Distinction

Graduating students shall be honored by having the following distinctions indicated on their diploma based on their cumulative GPA.

- summa cum laude 3.9+
- magna cum laude 3.6+
- cum laude 3.3+

All subjects are included in determining the level of academic distinction. Grade point average determines the level of academic distinction. Advanced Placement and Dual Enrollment courses carry a weighted factor.

The Attendance Award

The Attendance Award is presented to the senior who has the best attendance for his or her four years at William Tennent High School. Eligibility for the Attendance Award is predicated on attendance for all four years of study at WTHS. Excused and unexcused absences, as well as excused and unexcused early dismissals or lateness to school are taken into consideration for the Attendance Award. Students participating in school sponsored activities are considered present.

Special Scholarships and Awards

Throughout the year announcements are made soliciting applications for many special scholarships and awards which are available to our students. Please listen carefully. Students are encouraged to apply for those for which they may be eligible.

Senior Awards

At the end of the school year we conduct a Senior Awards Program to honor our graduating seniors for their achievements in all areas of school life. The students who receive the awards are selected by the award sponsors. Each department of our school presents awards to the outstanding students in their area of study. Also, many civic and community organizations grant awards for achievement in specific areas of study, for service, for leadership and for attendance.

Activity and Athletic Awards

Awards are given to all students who participate in school activities and athletics. The standards and requirements for the awards vary and are announced by the activity sponsor or coach.

The basic requirements for the Varsity Athletic Award are:

- The participant must play a certain number of contests or play a specific number of quarters, halves, or innings as defined by the head coach of the particular sport.
- The participant must remain active and eligible to complete the entire sport's season, unless excused by the coach or school administration.
- The participant must return to the coach all supplies and equipment issued to him/her.
- The participant must abide by the rules and regulations of the team as established by the coach and the school. The participant must be a good citizen of the school and represent the school positively.

Honor Roll

The Honor Roll recognizes those students who have distinguished themselves academically. To achieve Honor Roll status, a student must be enrolled in 6 credits and meet the following criteria:

Distinguished Honor Roll: A numerical grade point average of at least 95% with no more than one numerical grade less than 90%.

First Honor Roll: A numerical grade point average of at least 90% with no numerical grade less than 80%.

Second Honor Roll: A numerical grade point average of 85% with no grade less than 75%.

A plaque is awarded to students who are on the Distinguished Honor Roll once a year. However, a second plaque is awarded to students who are on the Distinguished Honor Roll for all four marking periods throughout the entire school year.

Senior Privilege

Seniors may be exempted from final exams in one-credit courses. Participation is limited to those seniors who meet all of the following criteria:

- A 12th grade school discipline record without disciplinary actions above an administrative detention
- An average of 90% for the respective class to be exempted
- Determination of eligibility will be made one week before final exams

Reporting Student Progress

The Centennial School Board recognizes the need to provide students and parents with information regarding the progress of students. For more information, please see Board Policy 5.7:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/5/Policy5.7.pdf>

Conferences

Conferences may include face-to-face meetings of parents with staff members or telephone conversations. A parent/guardian or teacher may request a conference at any time during the school year. Such conferences shall be scheduled at a mutually convenient time.

If anyone other than the parent/guardian and the teacher is to take part in a conference, both the parent/guardian and the teacher shall be advised prior to the conference.

Scheduled Conference Days

- The conference calendar for all grades and schools shall be determined by the Administration and approved by the School Board.
- A parent-teacher conference shall be scheduled at a mutually convenient time when there is a request for a conference by the parent/guardian, teacher(s) or both. If a student is having academic and/or behavior difficulties, the teacher shall schedule a conference. The teacher shall confirm the conference request in writing with a copy to the principal.

Secondary School Progress Reports

Parents may view their child's progress online at any time through the parent portal of our student information system. Printed Progress Reports are available at a parent's request four times per year midway through each marking period.

Report Cards

The calendar for report card periods and distribution dates shall be established by the Superintendent and approved by the School Board. Report cards shall be issued four times per year to all students.

Class Preparation

Students are expected to be prepared for class. Preparation includes having a writing instrument and note paper, a textbook when required, and completed homework.

Homework

The Centennial School Board believes that homework is an important and integral part of the learning process. For more information, please see Board Policy 5.1:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/5/Policy5.1.pdf>

Purposes of Homework

- To reinforce skills
- To enrich or extend what had been learned in the classroom
- To read for enrichment or enjoyment
- To conduct research as an outgrowth of classroom activities
- To learn how to work independently
- To prepare for assessment and for future study

Suggested Daily Time guidelines

- Grades nine through twelve 30-45 minutes each major discipline

Teacher Responsibilities

- Coordinate appropriate and meaningful homework with the teaching/learning processes originating in the classroom.
- Consider the achievement level of students and the demands on students' time when assigning homework.
- Provide the direction and assistance necessary for students to independently complete homework successfully.
- Assist students in obtaining homework assignments.
- Regularly assess student understanding of homework assignments.
- Consider the completion/non-completion of homework when evaluating students.
- Provide assistance to parents, as requested, for their role in assisting and monitoring students with homework.
- Contact parents when homework is not completed regularly or is of unsatisfactory quality.
- Communicate with students and parents the comparative weight of homework in determining students' grades.
- Observe homework standards and deadlines consistently with all students.

Student Responsibilities

- Obtain all homework assignments.
- Complete the assignments to the best of the student's ability.
- Submit assignments when due. Participate in the process of homework assessment with the teacher.

After-School Help

William Tennent High School is strongly committed to ensuring that all students meet Common Core Standards. WTHS faculty members hold office hours on Tuesdays and Thursdays from 2:30 p.m. until 3:00 p.m. During this time students may schedule appointments with their teachers to receive academic assistance, to work on projects, or to make up tests or other missing work. They may also choose to access the Library or meet with their counselors.

NATIONAL HONOR SOCIETIES

Membership in the National Honor Society or any subject specific Honor Society is based on meeting a strict criteria for selection and admission. Students who apply for acceptance into one of these prestigious societies must meet certain requirements that include academic excellence, course rigor, service, leadership, character and dedication to the pursuit of knowledge and learning. Membership in any of the societies is one of the highest honors and distinctions that can be earned by a student during their tenure at William Tennent High School. Please see below for a complete listing of active Honor Society chapters:

- The National Honor Society
- National Art Honor Society

- National Business Honor Society
- National English Honor Society
- National German Honor Society- Delta Phi Alpha
- National Math Honor Society- Mu Alpha Theta
- National Science Honor Society
- National Social Studies Honor Society- Rho Kappa

Each Honor Society has a dedicated page on the Clubs/Activities part of the WTHS website that provides information on the society, the application, deadlines and contact information. This information can be found at:

<http://www.centennialsd.org/site/Default.aspx?PageType=1&SiteID=53&ChannelID=68&DirectoryType=6>

Induction

Those students who are invited to join the any of the above mentioned Honor Societies are inducted at a special ceremony held afterschool or in the evening.

STANDARDIZED TESTING

- Keystone exams will be offered as end of course exams in Algebra I, Biology, and 10th grade Literature.
- Advanced Placement (AP) Examinations are available for qualified students to earn advanced standing in college courses.
- The PSAT and SAT administered by the College Board are given at WTHS. Please see the counseling office for dates and further information.

SCHOOL COUNSELING SERVICES

William Tennent High School is staffed with full-time counselors. Counselors are generally assigned based on the student's last name. The counselors are located in the counseling suite in rooms B203-B206.

Scope of School Counseling Services

Educational planning, vocational counseling, and personal adjustments counseling constitute the major responsibilities of the School Counseling Department. Additionally, testing is coordinated through this department.

Student Conferences

A student may request a conference with his counselor. Arrangements should be made between classes. Students with a counseling appointment during class time must present an appointment slip to their classroom teacher.

Parent-Teacher-Counselor Conferences

Parents frequently request conferences with teachers to discuss student progress. Counselors are available to support students and families during conferences.

Student Schedule Changes

All student class changes for the upcoming school year must be processed by May 1. Procedures on schedule changes are outlined in the Program of Studies and will be adhered to strictly. Counselors are available for consultation on schedule problems.

Student Records

Student record folders are available in the Counseling Office. Counselors are available to interpret any data in these records. Student records are available for personal examination by parents or eligible students, only after requesting approval in writing to the principal.

College and Career Planning

Counselors will assist students in the college admissions process. All applications are processed through the College and Career Center.

Counselors can assist students in the decision-making process and career search. A testing evaluation of interest, abilities, and life experiences as they relate to careers is completed by students through Naviance.

Working Papers

Students under age 18 who are looking for employment are required by law to get an employment certificate (working papers) before starting a job. Applications for working papers may be obtained in the 12th Grade House before or after school from 7:00-7:30 a.m. and 2:17-3:00 p.m. during the school year. During the summer, working papers can be obtained Monday – Thursday from 8:00 a.m. to 12:00 p.m.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is designed to help students. The Team consists of trained school personnel and community agency staff who can provide information and services to students and parents. The goal of SAP is to help students succeed in school.

How do I become involved? Anyone can refer a student to the SAP Team. Some students are referred by teachers, other school personnel, a friend or a family member. School counselors can assist.

Behaviors of concern include: depression, sudden drop in grades, acting aggressively, experimenting with drugs or alcohol, lying, needing money without an explanation, defying authority at home and at school, talking about suicide, unexplained physical injuries, changing friends, or withdrawing from family, friends and/or school.

GENERAL INFORMATION

Library Services

The Library is located in the Main Lobby. Students must obtain the permission of their teacher to use the Library during the school day. Students may use the Library during their lunch period if they have obtained a pass. Passes are distributed during lunches. Students must sign in when they report to the Library without a teacher. Library hours are 7:00 a.m. to 4:00 p.m. The Library is a facility for quiet study, reading and research. If a Library staff member determines that a student is not behaving properly, he/she will be required to leave. Food and drink are not permitted in the Library.

Checkout Procedures

To borrow materials, you must check them out through the circulation desk. Students will need their student identification card to do this. Students should know that our Library has a security system to prevent the removal of materials not checked out properly.

All library materials are checked out for a specific period of time as indicated below.

Books — 2 weeks

Magazines and pamphlets — 1 week

Reference books — Over-night

When borrowing Library materials, it is students' responsibility to return them when they are due.

Photocopy Services

The Library has a photocopy machine for the use of students. The cost is ten cents per copy. Ask Library staff for assistance.

Animal Dissection

In the past, some students have expressed concerns regarding animal dissection. Section 1552 of the school code states that "Public or nonpublic school pupils from kindergarten through grade twelve may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course or instruction." Parents of students who choose to refrain from participation in or observation of dissection of chordate animals must notify the teacher in writing in advance of the project. In such cases, the teacher will provide the student with an alternate project and evaluation that may be completed online.

Announcements

Announcements are broadcast during first period every morning, and they are posted to the William Tennent High School web page. Announcements will also appear on TV in the cafeteria and on TVs placed around the building. In addition, teachers may read and post other announcements. It is very important that students listen to all announcements, as this is the most effective method of learning important information about William Tennent High School.

Bulletin Boards

The bulletin boards in the corridors and classrooms are for the use of the school and for school events only. Students may not post any materials on the bulletin boards without the approval of an administrator.

Cellular Phones and Electronic Devices

Cell Phones and other electronic devices may be used between classes, during lunch, and before and after school. William Tennent High School provides wireless internet access for all students. Students will be encouraged to utilize devices within classes to deepen their learning classroom when directed/ permitted by the classroom teacher. Devices may not be used for any reason in class without permission of the instructor. Please see the Code of Conduct for consequences relating to inappropriate use of cell phones or devices.

Emergency Drills

Emergency drills are very serious exercises designed to prepare students and staff for a rapid response in the event of an actual emergency. During an event, it is imperative that students quickly and calmly follow directions given by staff members. Student misbehavior during an emergency drill or during an actual emergency will result in disciplinary action.

Illness and Injury--School Nurse

Except in cases of emergency, students should obtain a pass from their teacher prior to going to the nurse's office. The nurse will contact the student's family to determine whether or not an early dismissal is necessary. If a student must take prescription or non-prescription medication while in school, the medication must be kept by the nurse, and written permission signed by a parent/guardian must be given to the nurse.

If a student is restricted from participating in any school activity, for medical reasons, including P.E., he/she must present a written excuse note, signed by a doctor, to the school nurse. The excuse must include the reason for, and extent of, the restriction, and the inclusive dates for the restriction.

Lockers

Lockers are school district property. Students have no expectation of privacy. The school administration reserves the right to inspect lockers at any time. Students are to use only the assigned locker, and combinations should never be shared. Damaged, difficult-to-open or broken lockers must be reported to the secretary in the 9th grade house office. The school will not be responsible for items lost, stolen, damaged or defaced, while in your locker. Each student is expected to use a lock to keep his/her personal items secure while participating in gym class or in after-school sports. Students should keep their locker locked at all times.

Items of Personal Value

Students are strongly discouraged from bringing to school personal items of value that are not essential for daily learning (i.e., valuable jewelry, expensive articles of clothing, and large sums of money). School District insurance does not cover such items, and the District will not be held responsible for lost, damaged, stolen items.

Lost and Found

An area has been set aside for "Lost and Found" materials in the Main Office. Should students find lost articles, please bring them to the Main Office so they can be placed in the Lost and Found area. Should a student lose any articles, he/she should check with the office personnel in the Main Office. In the event a loss of considerable value, report the loss to a house principal as soon as possible. (See, also, the section on Personal Items of Value.)

Military Recruiters – Act 10

As part of the No Child Left Behind Act of 2001, schools are required to provide military recruiters access to a directory of secondary school students' names, addresses and telephone listings. Students have the right to respond within 21 calendar days of notification and to ask to be excluded from disclosure. These requests should be sent to the College and Career Center Secretary by October 15.

Personal Data

Please inform the House Office immediately if there are any changes to: (1) your legal name; (2) the address where you reside; (3) the telephone number where you reside; (4) the name of the parent/guardian with whom a student resides.

Student Debts

The Centennial School District recognizes that a student may become monetarily indebted to the school district. Such indebtedness must be satisfied by the student and/or parents. For more information, please see Board Policy 3.18:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.18.pdf>

Reasons for Student Indebtedness:

- Loss of, or damage to, educational materials entrusted to a student; this includes textbooks, workbooks, audio/visual materials, library materials, etc.
- Cost of replacing or repairing building facilities and equipment damaged by a student.
- Loss of or damage to extracurricular equipment or supplies entrusted to a student
- Nonpayment for fund-raising items voluntarily accepted for sale and not returned
- Other reasons as approved by the building principal

Consequences of Nonpayment:

A student will be notified if a debt is due. Consequences of non-payment include the following:

- Exclusion from extra-curricular activities including, but not limited to, dances, proms, graduation.
- Potential revocation of other privileges.

SAFE SCHOOL ENVIRONMENT

Every student is welcome and is entitled to a safe and supportive school environment, regardless of race, ethnicity, religious affiliation, gender identity, or sexual orientation.

The best school environment is a safe and respectful school community. Every student has a responsibility to be a part of making our school safe. Students should strive at all times to be cooperative, communicative, and accepting.

Anger and Conflict

What can you do if you feel upset/angry and simply need a few moments to express yourself so that you may avoid and prevent further conflict leading to discipline consequences? Check in with the house principal or school counselor. In this situation, the office of your house principal or school counselor is a safe haven. Here, students can stop, think, act and review the situation.

Physical Altercations

The school endorses and promotes the value of nonviolence. There is no acceptance of physical altercations or verbal harassment directed at others. Students who engage in physical altercations in school, on school grounds, on school vehicles, or when traveling to or from school, will be subject to disciplinary action, which may include police involvement.

It is the obligation and responsibility of every person in the school to avoid physical confrontations and to de-escalate conflicts, not contribute to them. Accordingly, if a student finds him/herself being threatened or harassed by another, he/she should report this situation to your house principal.

Sexual Harassment

Each student should feel safe and secure at William Tennent High School. Students want their school to be a fair place where people treat each other with respect. However, one cannot have fairness and respect when there is sexual harassment. Anyone of any age, male or female, can sexually harass others or be a target of harassment. Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people. It does not matter how these words or actions are intended. They have no place in school, or anywhere people believe in fairness and respect for one another. Sexual harassment includes humiliating or insulting another person in a sexual way, making someone feel uncomfortable or threatened, and/or forcing oneself on anyone who does not want physical contact. Students who engage in sexually harassing behavior or actions in school, on school grounds, on school vehicles, or when traveling to or from school, will be subject to disciplinary action, which may include police involvement. For more information, please see Board Policy 3.14:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.14.pdf>

To assist in students' efforts to resolve conflicts peaceably, William Tennent High School offers several avenues for conflict resolution: school counselors, house principals, and restorative programs. A student

who is experiencing an interpersonal conflict that is likely to escalate into fighting or other inappropriate behavior is expected to seek assistance from these sources.

Restorative Practices

William Tennent has implemented many of the concepts of Restorative Practices. The Restorative Practices concept has its roots in "restorative justice," a new way of looking at conflict resolution that focuses on repairing the harm done to people and relationships, rather than simply punishing offenders. These practices do not preclude other disciplinary consequences, but provide avenues for healing.

STUDENT RIGHTS AND RESPONSIBILITIES

Every student has the right to safety and security in an environment that offers engaging academic, artistic, and athletic opportunities.

Every student has the responsibility to act in a way that upholds the safety and security of others and that maintains their access to engaging academic, artistic, and athletic opportunities.

Students are encouraged to read Board Policy 3.7, which speaks directly to student responsibilities and discipline in the Centennial School District. The policy can be found at:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.7.pdf>

Dress Code

Students are expected to show good taste and common sense in dress when in school. Appropriate dress reflects pride in your school and yourself. It is inappropriate to wear anything that distracts and/or disrupts the learning environment or interferes with the educational process. Attire that might be acceptable for home, leisure, or other situations might be considered unacceptable school attire. If a student's dress is not appropriate for school: the student may be removed from the school population until the situation is corrected, parents may be asked to provide a change of clothes, or a more suitable clothing may be provided if available.

Here are some tips for students to follow:

- All clothes should be clean, neat and in good taste.
- No hats, head-coverings or hoods are allowed during school hours
- Inappropriate and unsavory slogans, expressions, etc. are not to be worn on clothing.
- Belly shirts are not permitted in school, midriffs must be covered.
- Tank tops are not permitted unless the straps are at least 3 fingers wide.
- Transparent or sheer clothing or shirts that have been cut or ripped to reveal the torso are not permitted.
- Excessively low cut shirts are not permitted in school.
- Excessively short skirts or shorts are not permitted. These items should come to the mid-thigh.
- Sheer tops are not permitted.
- "Sagging" pants that reveal undergarments are not permitted.
- Please be aware that undergarments should never be visible.

Driving and Parking

The Centennial School District recognizes that there is a need for some students to drive to school. Students who drive must comply with the Pennsylvania Motor Vehicle Code and local ordinances. For more information, please see Board Policy 3.20:

<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.20.pdf>

Guidelines for Student Parking Permits

There is limited student parking availability at WTHS; therefore, seniors will be given priority for full year permits. For additional information, stop by the security desk at the main entrance, and see the application for a parking permit at <http://www.centennialsd.org/site/default.aspx?PageType=3&DomainID=53&ModuleInstanceID=1939&ViewID=047E6BE3-6D87-4130-8424-D8E4E9ED6C2A&RenderLoc=0&FlexDataID=13162&PageID=498>

Searches

There are times when school officials will determine, based upon reasonable suspicion, that a student must be searched. Such a search may include any item that a student brings on to or uses while on the campus, including bags, lockers, vehicles, etc. Searches are sometimes necessary in order to maintain the health, safety and security of the student and other individuals.

Visitors

Visitors and other guests in our building will be required to identify themselves, to provide current, state-issued photo identification, and to wear a visitor's badge. In the interest of student safety, the administration of William Tennent High School reserves the right to refuse access to our building.

DISCIPLINARY CONSEQUENCES

A positive educational environment requires the cooperation of students, parents, teachers and administration. Each student is responsible for his or her own behavior. The emphasis is on developing self-discipline. The expectation is that students will behave in an orderly and respectful manner. Disruptions and disrespectful behavior will not be tolerated at any time. Rules for appropriate behavior apply from the time you leave your home in the morning to walk to school or to the bus stop, on the bus to and from school, hallways, cafeteria, athletic fields as well as the classroom, until you reach your home in the afternoon. Consequences vary depending on the offense and may include teacher detention, Administrative detention, Saturday detention, In-School Suspension or Out-Of-School Suspension.

A quick reference chart of disciplinary infractions and related actions appears at the end of this handbook. It is meant as a guide and it cannot be considered to speak to every possible situation that might arise.

Students are encouraged to read Board Policy 3.7, which speaks directly to student responsibilities and discipline in the Centennial School District. The policy can be found at: <http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.7.pdf>

More information can be found in the relevant Board policies:

- Bullying, 3.17:
<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.17.pdf>
- Computer and Technology, 7.24:
<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/7/Policy7.24.pdf>
- Drug and Alcohol, 3.1:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.1.pdf
- Hazing, 3.16:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy_3.16.pdf

- Sexual Harassment of Students, 3.14:
<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/3/Policy3.14.pdf>
- Terroristic Threats, 7.28:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/7/Policy_7.28.pdf
- Tobacco, 7.15:
<http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/7/Policy7.15.pdf>
- Weapons, 7.19:
http://www.centennialsd.org/cms/lib4/PA01001061/Centricity/Shared/Policies/7/Policy_7.19.pdf

STUDENT ACTIVITIES AND ATHLETICS

William Tennent High School offers its students a wide variety of athletic and non-athletic activities to enhance and enrich their education.

NON-ATHLETIC CLUBS AND ACTIVITIES

All students are eligible to participate in the non-athletic clubs and activities. There are not specific eligibility requirements for these activities. However, the principal may suspend or terminate a student from an activity if (1) participation in the activity is negatively affecting his/her regular school program or other students in the activity, (2) s/he is not participating in the activity, (3) s/he is suspended from school, (4) s/he commits a flagrant violation of the activity's rules or procedures, and/or (5) his/her conduct brings discredit to the activity and the school.

Clubs

Clubs are organized by students and sponsored by a faculty member when there is a common interest to be served. Students interested in forming a club must first seek the permission of a school administrator. For a list of active clubs or information to start a new club please click on this link:

<http://www.centennialsd.org/site/Default.aspx?PageType=1&SiteID=53&ChannelID=68&DirectoryType=6>

Dances

Periodically the school sponsors dances for all students and their guests. Tickets to attend any dance will be sold in school and must be purchased prior to the dance. All guests (non-William Tennent Students) must be registered at the time of ticket purchase. The permission form for non-William Tennent guests can be accessed on our website. If a student's date no longer attends high school and is under 21 years of age, the guest's attendance is contingent upon review and approval of WTHS administration. Students 21 years or older may not attend WTHS dances.

Students may not be admitted to a dance after one-half hour beyond the start time and may not leave early unless given permission by an administrator. Students must leave school grounds within fifteen minutes of the conclusion of the dance unless participating in clean-up activities supervised by the faculty.

Students with poor disciplinary records may be denied the privilege of attending school dances at the discretion of an administrator. All students' rights and responsibilities stated in this handbook apply at all dances. Please note: **Students may be asked to take a random breathalyzer test.**

ATHLETICS

William Tennent offers interscholastic athletic teams in the following sports:

FALL

Football (Boys)
Soccer (Boys)
Golf
Tennis (Girls)
Field Hockey (Girls)
Cross Country (Girls)
Cross Country (Boys)
Volleyball (Girls)

WINTER

Basketball (Girls)
Basketball (Boys)
Wrestling (Boys)
Track (Boys and Girls)
Swimming (Boys)
Swimming (Girls)
Bowling (Girls)
Bowling (Boys)

SPRING

Track (Girls)
Track (Boys)
Baseball (Boys)
Soccer (Girls)
Softball (Girls)
Tennis (Boys)
Volleyball (Boys)

Choosing to participate in high school athletics is an important decision because of the responsibilities which accompany that decision. Expectations for student athletes are high. There are additional academic, behavioral, and team specific rules that govern all students' participation in our sports programs. For up to date information and a complete overview of our athletic program please visit:

<http://www.centennialisd.org/site/Default.aspx?PageType=1&SiteID=53&ChannelID=68&DirectoryType=6>

ACKNOWLEDGEMENT & SIGNATURE PAGE

Students and guardians are asked to review this handbook thoroughly and in its entirety. Knowledge of this information is essential to the student's overall success here at William Tennent.

(Please detach this page and return the completed form to your 1st period teacher)

Check the box for your grade level and the box for your counselor:

- | | |
|---|--|
| <input type="checkbox"/> CSSCA | <input type="checkbox"/> Ms. Weiss, last names A-C |
| <input type="checkbox"/> 9 th grade | <input type="checkbox"/> Mr. Gilroy, last names D-H |
| <input type="checkbox"/> 10 th grade | <input type="checkbox"/> Ms. Buterbaugh, last names I-Mc |
| <input type="checkbox"/> 11 th grade | <input type="checkbox"/> Ms. Kudgis, last names Me-R |
| <input type="checkbox"/> 12 th grade | <input type="checkbox"/> Ms. Babins, last names S-Z |
| | <input type="checkbox"/> Mr. Tomlinson, ESL, CSSCA, gifted |

Student's signature

I pledge to take responsibility for my actions at William Tennent High School. I understand by following the guidelines contained in this handbook, I will enjoy all the privileges of a student at William Tennent High School and will be helping to create a safer learning environment for all.

Printed name _____

Signature _____

Date _____

Parent / Guardian's signature

My child and I have read and discussed this handbook. We understand that it is the expectation that each student at William Tennent High School, including my child, will agree to abide by the guidelines contained in this handbook.

Printed name _____

Signature _____

Date _____

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QUICK REFERENCE DISCIPLINE CHART

Offense	The following consequences may be applied by any Teacher	The following consequences may be applied by the Administration
Level 1: <ul style="list-style-type: none"> • Cafeteria Infractions • Dress Code violations • Computer violations • Disrespect, disruption or defiance • Unauthorized use of cellular phones / electronic devices in the classroom • Unauthorized food/drink outside of cafeteria • Inappropriate language • Lateness to school/class 	<ul style="list-style-type: none"> • Behavior modification contract • Confiscation of item • Loss of privileges • Parental contact • Student conference • Referral to administration • Reprimand • Detention 	<ul style="list-style-type: none"> • Administrative detention • Behavior modification contract • Confiscation of item • Loss of privileges • Parental contact • Student conference • Reprimand
Level 2: <ul style="list-style-type: none"> • Repeated Level 1 offenses • Bus Infractions • Bullying • Chronic lateness to school/class • Computer violations • Cutting class • Damage of school property • Horseplay • Insubordination • Leaving school grounds • Petty theft • Physical altercations • Throwing objects • Verbal harassment • Chronic dress code violations 	Any Level 1 consequences, plus: <ul style="list-style-type: none"> • Referral to administration 	Any Level 1 consequences, plus: <ul style="list-style-type: none"> • Behavior modification contract • Community service • In-School Suspension • Loss of Privileges • Out-of-School Suspension • Police contact • Referral to child study • Removal from co-curricular activity • Restitution • Saturday School
<ul style="list-style-type: none"> • Smoking/Vaping violations 	Referral to administration	<ul style="list-style-type: none"> • Each offense – \$50.00 fine • Student Assistance Program Referral
<ul style="list-style-type: none"> • Parking/driving violations 	Referral to administration	<ul style="list-style-type: none"> • \$5.00 fine per offense • Revocation of parking privileges
Level 3: <ul style="list-style-type: none"> • Repeated Level 2 offenses • Computer violations • Bullying • Fighting • Sexual Harassment • Possession of Weapon (regardless of intent) • Possession, use, sale, or distribution of tobacco, drugs, or alcohol during school or a school activity 	Referral to administration	Any Level 1 or 2 consequences, plus: <ul style="list-style-type: none"> • Loss of privileges • Out of School Suspension • Student Assistance Program Referral • Police contact • Informal hearing

