



CENTRAL BUCKS
SCHOOL DISTRICT

2022-2023 Family Handbook

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Questions are welcome at information@cbsd.org.

Central Bucks School District Family Handbook 2022-2023

This handbook has been designed to keep students and families better informed about our school district. Central Bucks sees families as equal partners in education. Both partners share a responsibility for seeing that children achieve academically and grow up to be healthy, self-confident, responsible adults. Parents and guardians depend on the school district to provide children with competent instruction, appropriate materials and supplies, and the programs and services which will develop them academically, physically, socially, and emotionally. The school district depends on families to provide children with love, discipline, and a sense of self-esteem; to make sure that students come to school with adequate rest, proper nutrition, and in good health; and to show support for education and interest in school.

The Family Handbook provides parents with some general facts about the district's programs and services. It also offers some specific information about school rules and policies that pertain to every student, no matter which school a child attends. Individual school handbooks may provide greater detail within their individual handbooks. Please note – this document is subject to change, and the most up to date version may always be downloaded from the district's website at www.cbsd.org/handbook.

The Mission of the Central Bucks School District

The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

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Learning Goals

Central Bucks expects students to acquire and demonstrate a broad base of knowledge and skills as a foundation for continued learning, as well as students who will be:

- Complex thinkers who can reason, reflect, make decisions, and solve problems, supporting, and defending their solutions.
- Self-directed, resilient learners who can set and prioritize goals, monitor and evaluate progress, use information resources and emerging technologies, and adapt to change.
- Effective and creative communicators who use a variety of skills to express concepts and ideas.
- Informed and responsible citizens who contribute to their community, their country, and their world.
- Collaborative workers who can demonstrate cooperation and leadership within groups to accomplish a common goal.
- Quality producers whose work reflects high standards, originality, and unique abilities.

Academic Standards

Clearly defined academic standards that are closely connected to instruction establish clear performance targets for what all students need to know and do. The state has established standards in academic areas and currently tests standards in mathematics, reading, writing, and science through math, reading, writing, and science PSSA testing and Keystone Exams in algebra, biology, and literature. Students must demonstrate proficiency in these standards to graduate. Courses of study are designed to conform with academic standards; remediation plans are in place for students who are not achieving the standards; and report cards are based on standards.

Equal Opportunity ([Board Policy 104](#))

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. [See Title IX information, in this document.](#)

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

Information regarding the rights of students with disabilities may be obtained from Alyssa Marton, Director of Pupil Services, 16 Welden Drive, Doylestown, PA 18901, 267-893-2000. The Director of Pupil Services also serves as the Chapter 15-504 ADA Coordinator and Title IX Coordinator for students and parents. Title IX concerns pertaining to students should be directed to Ms. Marton's office at 16 Welden Drive, Doylestown, PA 18901, 267-893-2001. Title IX concerns pertaining more specifically to student athletics should be directed to the Office of the Assistant Superintendent for Secondary Education, Dr. Charles Malone, 20 Welden Drive, Doylestown, PA 18901, 267-893-2000. For other ADA information and Title IX concerns pertaining to employees, contact Lisa Corr, Director of Human Resources, 20 Welden Drive, Doylestown, PA 18901, 267-893-2000. Open Records (Right to Know) requests should be sent to Angela Linch, Director of Communications and Community Relations, at 267-893-2000 or via email at openrecords@cbsd.org. (See also [Board Policy 103: Nondiscrimination in School and Classroom Practices](#) and [Board Policy 103.1: Nondiscrimination - Qualified Students with Disabilities](#).)

Communication

Good communication is essential if parents and school are to be equal partners in education. Schools communicate with parents in a variety of ways: report cards, standardized test results, parent-teacher conferences, back-to-school nights, curriculum fairs, school publications, the district website (www.cbsd.org), e-mail blasts, emergency text messages, the CB mobile app, and district Facebook and Twitter accounts. Parent input is equally valued. The following section will provide parents with details on ways they can learn more about their children's education.

Back-to-School Nights

Each school holds a Back-to-School Night for parents at the beginning of the year so teachers can explain the academic program, answer questions about the curriculum, and discuss what they expect from students. The three high schools also hold a second Back-to-School Night midyear to cover courses that begin in the second semester. [Find the 2022-2023 back to school night schedule on the website.](#)

Directory Information and Photographs

The Student Records Policy allows the district through representational consent to release information about students which is "directory" in nature. Directory information contained in an education record of a student is information that would not generally be considered harmful or an invasion of privacy if disclosed (see [Board Policy 216](#)). Directory information with parent/guardian permission, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; grade level.

Directory information does not include a student's Social Security Number; or student identification (ID) number, date and place of birth; major field of study; enrollment status; dates of attendance; participation in officially recognized school activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Information which is directory in nature may be released to the news media when it is in the best interest of the student. Typical examples would be a photo and names of the students participating in a program or classroom activity, or announcements of student achievements and honors. Directory information is also provided to military recruiters. If you do not wish to have directory information

about your child released for any of the above uses, please opt out via the district online census registration form.

Parents of students involved in school sports should be aware that commercial photographers often attend sporting events. These photographers take photos of students and may post them on a website where they are available for purchase. Children involved in the arts, music, and/or theater performances that are attended by the public may also be photographed. As these events are open to the public, the district is unable to control the use of these photos.

District staff also take photos and video of students for district publications (including yearbooks), the website, social media, community displays, and the district television station CBTv, which may or may not use the students' names. The photographs or video are not used for commercial purposes. If you do not wish to have the photograph, video, or name of your child used in this way, please indicate that you "DO NOT" consent to this use when completing the district's annual student information update.

Parent Conferences

Several calendar days are scheduled during the school year for parent conferences. Additional kindergarten conferences are held. Kindergarten students will not attend school on these days.

Parent conferences are ideal times for parents to get specific information about their child's progress in all areas—social and emotional as well as academic. Conferences are most productive when parents come prepared with some specific questions to ask about their child's academic progress and social adjustment. Parents also have information which can help teachers understand a child's behavior and school performance.

Parents do not have to wait for scheduled conference days to talk with their child's teacher or counselor but may call for an appointment whenever they feel the need. Phone conversations and notes can also help keep lines of communication open.

Parent Involvement

All schools have an active group of parents who meet monthly. Elementary schools each have a PTO or home and school association. Secondary schools have parent councils that meet monthly with the principal. These groups provide a forum for parents' concerns and a sharing of ideas. In addition, parents are routinely included on important district-wide committees and task forces.

Every school has a core of dedicated and interested parents who wish to have a higher level of school involvement and volunteer for a variety of activities. Central Bucks welcomes parents to be as active in school groups as they can and wish to be.

Parent conferences, back-to-school nights, college information programs, and school performances, or athletic events where their children are participants should be a priority for parents. Parental commitment to attend academic events sends a clear message to their children that education is important.

Report Cards ([Board Policy 212](#))

Elementary student achievement is reported on a trimester (3 times a year) basis. Report cards are posted on the Parent Portal each trimester, with the final one sent home in paper form. In addition to the three report cards, conferences are held at the end of the first (December) and second (March)

trimester, where parents and students meet with the teacher to discuss growth, strengths, and goal areas. Secondary report cards will also be available on the Parent Portal.

When Parents Have a Concern

From time to time every parent has questions and special concerns. The first person for parents to contact is the one who can answer a question, address a concern, or resolve a complaint most directly. For example, parents with concerns about a child's academic achievement or behavior in class should call their child's teacher and make an appointment to discuss the matter. The school counselor may also be helpful.

If the situation is not resolved, the next person to consult is the school principal. The principal is also the person to contact for a question or concern about a school policy. Parents should contact the transportation department at 267-893-4000 with transportation concerns about bus stops or routes. Concerns about student behavior on the bus should be addressed to the school principal, who will work with the transportation department to resolve the problem. More information on how to share concerns is addressed in [Board Policy 906](#).

General Information

Attendance Requirements ([Board Policy 204](#))

All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. To meet these requirements, parents must ensure that their child between the ages of 6 and 18 is attending or participating in one of the following: a public elementary, middle, or high school; a public charter or cyber-charter school; a private licensed academic or private religious school; home tutoring by a certified teacher; or an approved program of home schooling. Children may be excused from compulsory attendance for documented medical or other compelling reasons as outlined in district attendance policy and procedures.

Parents are legally responsible for seeing that their children attend school, and they may be fined in district court if their children are illegally absent more than three days.

Excused absences include illness, quarantine, death in the immediate family, inclement weather that would jeopardize the safety of the student, religious holidays, home emergencies directly related to the student, health care of the student, or necessary college or job interviews which cannot be arranged outside of school hours, and educational trips or family travel under the conditions outlined in the next section. Truancy, employment, oversleeping, missing the bus, baby-sitting, visiting relatives, working at home, hunting or fishing, staying home to do school-work, and educational trips and family vacations that do not meet district criteria are all unexcused absences from school. Students without an excused absence are expected to make up both time and work missed.

Beyond the requirements of law, parents should be aware that regular attendance in school has a direct relationship with children's academic achievement. Some absences are unavoidable, and certainly children should not be sent to school when they are ill.

Reporting an Absence

Parents and guardians submit absence requests via the [Parent Portal](#). The following items are some key points to be aware of.

- Parents can request a full day absence, early dismissal, or late arrival.

- Absence requests will be reviewed by school attendance staff and approved or denied.
- Requests made using the Parent Portal will also serve as the excuse for the absence. Parents will not be required to submit an excuse either electronic or written.
- Parents and guardians can also still call the school to report an absence, but emails will no longer be accepted.

In addition, when a student is absent from school, but the school did not receive communication from the parent or guardian, the following communication will be sent:

- A text message will be sent midmorning notifying the parent or guardian of the absence.
- An email will also be sent at the end of the school day reminding the parent or guardian that the student was marked absent.

Information regarding how to use the Parent Portal to report an absence can be [found here](#).

Family Travel

Children may also be excused from school for educational tours or trips, the criteria for which is defined in [Board Policy 204](#). Requests for such trips must be sent by the parent in writing at least three days prior to the absence so that students can obtain work to keep current with class progress. The principal must review all such requests and will consider whether the trip is truly educational in nature and whether there is sufficient reason for the trip to be scheduled during school hours. It is the student's responsibility to see that all makeup work is obtained from teachers and completed.

Families should do everything possible to schedule family vacations during the summer or on non-school days during the school year. Absences for family travel will be excused when the student would either be left alone or a non-family member would be required to supervise the student. Parents must notify the principal in writing at least three days prior to the absence so that students can use the [Approved Absence Request Form](#) to obtain schoolwork that will be missed. All work missed must be made up by the student. Only two extended absences for family travel per school year will be excused and the total number of days missed must not exceed five days. The principal must review all absences for family travel.

Student Accident Insurance

If an injury occurs during the school day: The district does not provide insurance coverage for a student who is injured during the school day.

If an injury occurs during participation in sports: In order for a student to participate in a sport, parents must provide a signed waiver or proof of coverage under the family's health insurance. The district does provide insurance for secondary students who participate in interscholastic sports. However, the family health insurance is the primary coverage. The district insurance will act as secondary coverage.

Family out-of-pocket medical expenses have been increasing due to higher deductibles and co-insurance costs. Therefore, the district would like to make families aware of lower-cost supplemental insurance options that can be purchased by parents for \$27 or \$98 per year. These policies cover both medical and dental injuries and can help minimize the possibility of out-of-pocket expenses.

Please go to www.cbsd.org/studentinsurance for more information and the enrollment form for supplemental student insurance.

Student Property

Student property kept at school that is damaged, stolen, or lost is not covered by a school district insurance policy.

Assessments

Central Bucks educators use a variety of methods to determine how well students are learning. These include unit and chapter tests, curriculum projects, final exams, performance assessments, and various standardized norm-referenced tests.

Pennsylvania System of School Assessment (PSSA): The PSSA is an annual statewide assessment administered to measure English/Language Arts and math skills in grades 3-8; and science in grades 4&8.

Keystone Exams Algebra/Biology/Literature: The algebra and biology Keystones are taken by students while enrolled in those courses. The literature Keystone is taken by each student enrolled in English 10.

Other specialized tests may also be used to assist with decisions involving special programs, learning strengths and weaknesses, and career choices. These tests may include but are not limited to: Behavior Rating Scales, Peabody Picture Vocabulary Test, Dynamic Indicators of Basic Literacy Skills (DIBELS), Foresight, Gesell School Readiness Test, Expressive/Receptive One Word Vocabulary Test, Beery-Buktenica Developmental Test of Visual Motor Integration, the Naglieri Nonverbal Ability Test, CELF Screening, Kaufman Basic Intelligence Test, Kaufman Test of Educational Achievement, Career Decision Making Test, and the Armed Services Vocational Aptitude Battery (voluntary).

Performance Assessments

Performance assessments, sometimes called authentic assessments, are one of the district's most important evaluation tools. A performance assessment is a task designed to allow students to demonstrate what they know and can do. Central Bucks mandates culminating performance assessments in Grades 3, 6, 9, and 12.

Successful completion of both the ninth-grade assessment and the Success Plan is required for students to graduate. Students are also expected to complete both elementary assessments, and parents should not plan family vacations when these assessments take place. Unlike other tests, performance assessments are not easy to make up at a later time.

School Attendance Area Exceptions

Transfer of a student from a school in the home attendance area to a school in another attendance area may be approved under some conditions and in accordance with school board policy. New residents or current residents who have moved within the district MUST register with [Central Registration](#) before any attendance exception request will be considered.

Transfers will not be granted to avoid redistricting to another attendance area or for reasons of athletics, convenience, extra-curricular activities, employment, friends, or other conditions of a less serious nature. If approved, transportation to and from school is the responsibility of the parent.

Requests will be reviewed by the sending and receiving principals. The receiving school must have adequate space to accommodate the incoming pupil as determined by the building's rated capacity and overall class-size guidelines.

Requests for attendance exceptions are to be filed in the Pupil Services Department on or before March 1 for the following year. Attendance exceptions are valid for one school year. Each school has copies of the form necessary to make a request.

Free and Reduced Meals

Information about free or reduced lunch payment options, including an online application are available at www.cbsd.org/freeandreduced. Paper applications are also available in your school's health office.

Eligibility for free and reduced-price meals is established according to federal guidelines:

- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits indicated on Federal Income Eligibility Guidelines.

Information Sharing

Students who qualify for the Free and Reduced School Meals Program may also qualify for a variety of needs-based assistance based on their program eligibility. Federal law requires the family's consent before Central Bucks School District can use or share eligibility status for purposes other than the provision of free or reduced lunch. This information will only be shared if you consent to help provide needs-based assistance to your student that may be beneficial to your family. Your decision to share or not share this information will not in any way affect your eligibility status for the Free and Reduced School Meals Program; it is completely optional.

If your student(s) qualifies for the Free and Reduced School Meals Program, you will receive a notification of a document that needs your attention in the Parent Portal. The document requests permission to use the eligibility status to qualify for various needs-based assistance and programming. You may consent for all areas, decline consent to all areas, or provide partial consent. [Read more on the website.](#)

Contact Renee Ziccardi at 267-893-2076 with questions.

Cafeteria Meal Purchase Accounts

Students are assigned individual accounts for school cafeteria meal purchase, ensuring that the identity of each student is protected. Through myschoolbucks.com, families may make payments online, check balances and purchases, receive low balance alerts, and more. Details at www.myschoolbucks.com.

The school district will permit students to charge a full meal, and/or offer a reimbursable meal when the student forgets or loses his/her money or when their account has insufficient funds. Students will not be permitted to charge a la carte items such as snacks or drinks.

Act 55 of the Pennsylvania Public School Code is designed to help protect our students from embarrassment and public stigma if their lunch account becomes negative. All communications regarding money owed by a student for school meals must be made to the student's parent or guardian.

and not to the student. Reasonable efforts will be made by the district to collect unpaid meal charges from parents/guardians; but these efforts will not have a negative impact on the student involved.

School Closings, Late Starts, and Early Dismissals

The district announces weather-related school closings, late starts, and early dismissals in several ways:

- www.cbsd.org
- Local television news and KYW, 1060 AM
- Via text message for those parents who registered at www.cbsd.org
- Via email to parent addresses registered in the Parent Portal.
- Vis Social Media: @CBSDSchools on Twitter and @CBSDSchoolDistrict on Facebook
- CBSD mobile app (More information at www.cbsd.org.)

The school district cannot be responsible for the accuracy and timeliness of radio and television announcements, only for the accuracy of information given to them.

If school is delayed for two hours, kindergarten will be conducted according to the following modified schedule:

- A Schools: AM Students 10:35 a.m. - 12:20 p.m. | PM Students 1:30 p.m. - 3:15 p.m.
- B Schools: AM Students 10:50 a.m. - 12:35 p.m. | PM Students 1:45 p.m. - 3:30 p.m.
- C Schools: AM Students 11:05 a.m. - 12:50 p.m. | PM Students 2 p.m. - 3:45 p.m.

If schools are closed because of inclement weather, all activities scheduled in school buildings in the evening are also canceled unless otherwise noted on the district's website.

Occasionally, bad weather occurs after school starts, and the superintendent may decide that it is in the best interest of student safety to close schools early. Parents should be alert to this possibility, and make sure that their children know what to do if they are dismissed early and no one is at home.

School Make-Up Days and Graduation Dates

Graduation dates for the three high schools will be approved by the board in the spring. Parents should avoid disappointment by not making assumptions about when graduation will occur when planning family vacations or the arrival of relatives from out of town for the ceremony.

School Enrollment Policy ([Board Policy 201](#))

To be eligible for kindergarten, children must be five years old before September 1st of the year of intended enrollment in kindergarten. First grade students should be six years old before September 1st of the year of intended enrollment in first grade.

School Hours

Elementary Schools

"A" Schools - Bridge Valley, Cold Spring, Doyle, Gayman, Jamison, Mill Creek, Pine Run, and Titus	Regular Hours: 8:35–3:15 p.m. AM Kindergarten: 8:35–11:10 a.m. PM Kindergarten: 12:40–3:15 p.m.	<u>Early Dismissal:</u> 11:55 a.m. <u>2-Hour Delay</u> Grades 1-6: 10:35 a.m. Kindergarten (Modified) AM Students 10:35 a.m. - 12:20 p.m. PM Students 1:30 p.m. - 3:15 p.m.
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"B" Schools - Buckingham and Kutz	Regular Hours: 8:50 a.m.–3:30 p.m. AM Kindergarten: 8:50–11:25 a.m. PM Kindergarten: 12:55–3:30 p.m.	<u>Early Dismissal</u> : 12:10 p.m. <u>2-Hour Delay</u> Grades 1-6: 10:50 a.m. Kindergarten (Modified) AM Students 10:50 a.m. - 12:35 p.m. PM Students 1:45 p.m. - 3:30 p.m.
"C" Schools - Barclay, Butler, Groveland, Linden, and Warwick	Regular Hours: 9:05 a.m.–3:45 p.m. AM Kindergarten: 9:05–11:40 a.m. PM Kindergarten: 1:10–3:45 p.m.	<u>Early Dismissal</u> : 12:25 p.m. <u>2-Hour Delay</u> Grades 1-6: 11:05 a.m. Kindergarten (Modified) AM Students 11:05 a.m. - 12:50 p.m. PM Students 2 p.m. - 3:45 p.m.

Middle Schools:

Regular Hours: 7:25 a.m.–2:30 p.m.

Early Dismissal: 10:45 a.m.

2-Hour Delay: 9:25 a.m.

High Schools:

Regular Hours: 7:25 a.m.–2:30 p.m.

Early Dismissal: 10:40 a.m.

2-Hour Delay: 9:25 a.m.

School Safety

Central Bucks has taken a variety of steps to keep schools safe for students. Each school has a detailed emergency plan, that includes lock-down procedures and drills for school evacuation and shelter-in-place emergencies.

- School administrators and local law enforcement have worked cooperatively to review all school safety plans.
- Our facilities with a single entrance during school hours and are constructed so that all visitors must be "buzzed" into the building and check in with the main office.
- All visitors are required to present state-issued identification, which will be used to produce a visitor's badge.
- Our facilities are equipped with card access for all staff along with exterior security cameras located around the perimeter of each building.
- Staff members and visitors must sign in at the front office and wear district identification badges at all times.
- All schools have crisis prevention and intervention teams which have developed plans to respond to the unique needs of each building. Additionally, there is a district-level critical response team to provide support and resources to our buildings.

Transportation

CBSD will transport elementary students living a distance greater than one and one half miles from school, and secondary students who live more than two miles from school, unless students must walk on roads declared hazardous by the Pennsylvania Department of Transportation. The district provides transportation to and from school for students in grades 1 through 12.

Kindergarten students attending the morning session are transported to school and those attending the afternoon session are transported from school. Kindergarten, first grade, and special needs students must be met at the bus stop by a parent, guardian, or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per school [Board Policy 810](#).

Questions about bus stops and bus routes should be addressed in one of the following ways:

1. Through the website: www.cbsd.org/bus.
2. E-Mail: transportation@cbsd.org.
3. Phone: 267-893-4000, follow menu.
4. Mail: Central Bucks School District Transportation Department, 320 West Swamp Road, Doylestown, PA 18901.

All requests for establishing new stops must be made by mail/email. It may be difficult getting through in September by phone due to the high volume of calls, so we suggest you use the website or mail/email.

In the event that you experience a transportation emergency please call 267-893-4000. Stay on the line and your call will go to the first available staff member.

[Alternate Bus Stop Request](#)

Your student may ride only the bus to which they have been assigned unless your student has an approved Alternate Bus Stop Request. Parents may pick up Alternate Bus Stop Request forms from schools or on the website and return them to the schools or Transportation office. Requests are due by May 1st each year for the upcoming school year in order to guarantee a response before the opening of school. Transportation will process requests submitted after May 1st but, because of routing requirements, requests submitted in the summer may not be processed until the third week of school.

Requests for alternate bus stops must be renewed annually. The Central Bucks Transportation Department will approve requests for childcare or shared custody situations as long as the following criteria are met:

- Requests must be for every morning and/or afternoon for the entire school year (Exception: shared custody situations).
- Stop must be within district boundaries.
- Change cannot result in overcrowding a bus.
- Childcare is not applicable to middle or high school students. On the secondary level, only shared custody situations will be approved.
- UNDER NO CIRCUMSTANCES will requests be approved for student employment, medical appointments, religious instruction, scouts, joint student projects, parents' vacations, or any other non-emergency activity.

Transportation Tips and Reminders

- Bus stop information may be found in the Parent Portal beginning in August for the following school year.
- Students who misbehave and violate safety rules may lose the privilege of riding the school bus. If a child should be suspended from the school bus, parents are legally responsible for transportation to and from school.
- Sports/music equipment/backpacks must fit on your student's lap or under their seat to be transported.
- Students must be at bus stop five minutes prior to scheduled pick up time.
- If your student misses the bus, they may not go to next bus stop and board the bus.
- Students may only use the bus stop to which they are assigned.
- Students are expected to follow the bus driver's directions, obey all safety rules, and treat others with courtesy.

If an emergency occurs and your student needs to be dropped off at a different location, call your student's principal and the principal will issue an Emergency Transportation Pass for that afternoon only. *For information on transportation surveillance, see "Search and Surveillance of Student Lockers and Cars."*

Services for Students

Central Bucks provides a variety of services for students, including remediation, special education, health care, enrichment programs, and child-care.

Assistance Teams

All schools have assistance teams that meet regularly to discuss individual students. The team reviews students' progress and suggests strategies for students who are experiencing academic, behavioral, or social challenges. At the elementary level, Multi-Tiered System of Support Teams (MTSS) provide assistance; at the secondary level, this support is provided by the Child Study Team/ Multi-Tiered System of Support Teams (MTSS). Depending on the student concern, the team may include the parent, the principal, counselor, school psychologist, reading specialist, and appropriate teachers. The team will identify the problem and recommend an action plan.

Secondary schools each have a Student Assistance Program Team (SAP) of staff members who take a proactive approach to drug, alcohol, and mental health problems. Team members work with at-risk students and their parents and make referrals to community agencies to facilitate treatment/ aftercare.

Health Services

School nurses provide health services to both public and nonpublic school students, as required by law. Staff nurses are present in all schools when the certified school nurse is not in the building. A health services brochure which describes the health program in detail is available at each school and at www.cbsd.org/health.

Pennsylvania requires certain health examinations ([Board Policy 209](#)) during certain grade level years while attending school. These include: a medical examination at school entry and grades 6 and 11; dental examinations at school entry and grades 3 and 7; hearing tests at school entry and grades 1, 2, 3, 7, and 11; and vision, height, and weight checks every year. School districts are also required to assess

BMI (Body Mass Index) at every grade level. School nurses also screen students in grades 6 and 7 for scoliosis, an abnormal curvature of the spine.

Parents are urged to have their family doctor and dentist conduct physical and dental examinations because they know their child best, but the school will provide the exams when requested. Pennsylvania Interscholastic Athletic Association (PIAA) regulations require a physical examination before a student can train or practice for a sport. These examinations are done by the student's physician. If a student participates in a second sport during the same school year, it is not necessary to get another complete physical; the parent can re-certify the student after a review of the student's health history checklist.

Vaccination Requirements for Attendance in Pennsylvania Schools

For entrance in all grades:

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

**Usually given as DTP or DTaP or if medically advisable, OT or Td*

***A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

****Usually given as MMR*

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion. If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan ([red and white card](#)) within the first five days of school for obtaining the required immunizations or risk exclusion. If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan ([red and white card](#)) within the first five days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

On the first day of 7th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

For attendance in 12th grade:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade

On the first day of 12th grade, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance for all grades, 7th grade and 12th grade continue to be required in each succeeding school year. These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in [28 Pa. CODE CH.23](#) (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Use of Medications in School ([Board Policy 210](#))

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

All controlled medications must be hand-delivered to the school nurse by a parent or guardian at which time it will be counted and signed for (including stimulants).

With parent permission, acetaminophen, antacids (e.g. Tums), antihistamines (e.g. Benadryl), and ibuprofen may be administered according to the manufacturer's suggested dosage. **Parents must grant permission within the parent portal via the annual student information update that takes place during the summer months.** Administration of specific non-prescription medications is available to all students under the guidelines of the district's chief medical director. These medications include cough drops, throat spray, and antibiotic ointment.

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

A nurse will not be available to administer medications on field trips. Parents must package oral medications at home and deliver this package to the teacher in a sealed envelope. Medications that must be delivered in person need to be given directly to your child's teacher by a parent. On the envelope, please indicate your child's name, teacher, and the time the medication needs to be given. The child will be required to self-administer the oral medication under the supervision of the teacher. If your child requires an Epi-Pen or inhaler, parents must provide this medication and send it in with the student. In the event the student is unable to self-administer the Epi Pen in an emergency, the trained school staff will assist with administering this medication.

Homebound Instruction

When a physician states that a student will be absent for 10 or more consecutive school days, the district will provide homebound instruction. Homebound Instruction is coordinated through the Pupil Services Department and school personnel.

McKinney Vento Act (Homeless Act)

The McKinney-Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. [B.E.C. 42 U.S.C. 11431](#) outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our

responsibility clear. With the huge number of homeless children currently attending Philadelphia public schools, we must provide proper educational support and services.

McKinney-Vento Act Basics At-a-Glance:

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs
- Help from school with basic high school graduation needs and expenses

Where can I find more information for Pennsylvania?

You can visit the [PA Education for Children and Youth Experiencing Homelessness](#) site. Questions may be directed to the office of pupil services at 267-893-2000.

Child Find

In compliance with state and federal law, Central Bucks School District conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education, services for protected handicapped students, and gifted services. If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

If you believe your child may be in need of any of these services, an evaluation process designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon request. Request for evaluation and screening are to be made in writing to the principal of your child’s school or the Director of Pupil Services, Central Bucks School District, 16 Welden Drive, Doylestown, PA 18901.

Protected Handicapped Students ([Board Policy 103](#))

The Central Bucks School District recognizes its responsibility to provide reasonable services, aids, and/or accommodations to students with disabilities. The services, aids, and/or accommodations allow a

student with a disability to have access to general education curricula and to extracurricular activities. The district complies with the Rehabilitation Act of 1973, Section 504, the Americans with Disabilities Act of 1993 and Chapter 15 of the Pennsylvania school code. The district conducts ongoing identification activities for the purpose of identifying students who may be in need of accommodations due to their disabilities.

If your child has a disability and you believe that services, aides, and/or accommodations needed to access the general education curricula and extracurricular activities, requests for an evaluation should be made in writing to the principal of your child's school. You are a member of the team that completes the evaluation and determines eligibility. If your child is found eligible, the team will decide what, if any, services, aids, and/or accommodations are needed. A written Service Agreement detailing any services, aids, and/or accommodation will be developed.

Special Education

Central Bucks provides special education programs and services for students with disabilities. Most special education programs and services are provided within the district. Eligibility for special education is determined after a student receives a Comprehensive Multidisciplinary Evaluation. If eligible for special education services, an IEP is developed. The Individual Educational Program (IEP) describes the specially designed instruction needed by the student and the type of program and the level of service.

Gifted Program

The district's Program for Enrichment (PEN) provides services to students who qualify for gifted education. Eligibility for the program is determined by a gifted evaluation.

If eligible, a gifted IEP is developed which describes the goals and specially designed instruction to be provided. Additional information regarding the screening, evaluation, program and parent and student rights may be obtained from the Pupil Services Department by calling 267-893-2021.

Additional information regarding screening and referral procedures, programs and services, parent and student rights, and confidentiality of information may be found at www.cbsd.org/rights or by calling the Pupil Services Department at 267-893-2021.

Policies, Regulations, and Discipline

School Board Policies

Many of the procedures and regulations contained within this handbook are authorized by or rooted in policies approved by the Central Bucks School District's Board of School Directors. Parents and guardians should familiarize themselves with these policies, available on the district's website at www.cbsd.org/policies. A particular policy may be found by number or keyword – simply visit the "BoardDocs" site linked to the district's website and click the "Search" tab. Enter a keyword or policy number to find the related policy.

School Handbooks/Regulations/Discipline

This handbook detailing district and school rules and regulations is accessible online for all elementary, middle, and high school students. Please note – this document is subject to change, and the most up to date version may always be downloaded from the district's website at www.cbsd.org/handbook.

Parents should review any additional handbook or other grade-level specific procedures on their child's elementary/middle/high school website and read them carefully.

This handbook is not meant to be all-inclusive, but to make parents aware of district policies of particular interest to parents, especially the [Code of Rights, Responsibilities, and Student Discipline](#) which applies to all students regardless of grade or school.

Computer Use

District policies govern the use of computers and the internet by students. Students, parents, and guardians should review user agreements and documentation provided with student laptop distribution, as well as [Board Policy 815: Acceptable Use of Electronic Resources](#), [Board Policy 816: Electronic Communications and Social Media/Networking](#), and [Board Policy 816.1: Social Media](#). More information may also be found on the [Technology and Innovation department's website](#).

Dress Regulations ([Board Policy 221](#))

Students are expected to dress appropriately during the regular school day and during school activities. "Appropriate" means dress which is not a safety hazard and is not disruptive to learning or to the operation of the school. Good judgment is the key. Clothes that are too revealing or tee shirts with questionable messages or pictures are not appropriate.

Drug and Alcohol Policy ([Board Policy 227](#))

Use or possession of illegal drugs (including "look-alikes") or alcohol is prohibited on school property or on school-sponsored trips. The district's [Substance Abuse Policy](#) is provided to every secondary student.

First offenses require a mandatory five-day suspension and participation in a community drug education program before the student can be readmitted to school. A second offense will result in a ten-day suspension and a central office hearing to determine possible expulsion, need for legal prosecution, and potential conditions of return. Students who sell or transfer controlled substances are subject to legal action, a School Board hearing, and possible expulsion. Police are notified in all cases.

Any senior student who violates this policy during the fourth marking period, whether in school or on a school trip, will automatically be excluded from participation in graduation activities. Parents are encouraged to read the complete policy, which is available on the district website, www.cbsd.org.

Naloxone Administration in Schools ([Board Policy 823](#))

In compliance with PA law under Act 139, the district has developed a policy for the administration of Naloxone for suspected opioid overdose in school. Act 139 allows first responders to administer Naloxone, a life-saving opioid reversal medication, to individuals experiencing an opioid overdose. Additionally, Act 139 provides immunity from prosecution for those responding to and reporting overdoses. No legal action will be taken against a person who reports an overdose.

Naloxone is kept in the health office. The school nurse is responsible for the identification of a suspected opioid overdose. The school nurse will administer Naloxone when appropriate and available. Emergency services will be activated.

Smoking Policy ([Board Policy 222](#))

Smoking on district property, inside and out, by anyone, including staff members and other adults using school facilities, is strictly forbidden. Central Bucks students are not allowed to use or possess tobacco in

any form, including smokeless tobacco and any nicotine delivery device or vaping device, on school property or on school-sponsored trips.

Penalties are in effect for smoking violations by students and staff. A \$50 fee and mandatory enrollment in a smoking cessation program will be imposed for a first offense. A \$100 fee will be imposed for a second offense. Any offense or failure to pay the fine or attend the program may result in suspension, removal from activities, and/or removal of parking privileges. Refer to [School Board Policy 222](#) for further details.

Search and Surveillance of Student Lockers and Cars ([Board Policy 226](#), [Board Policy 820](#))

Student lockers are school property and may be searched by school administration and search canines when appropriate. Cars parked on student parking lots may also be searched under certain circumstances. Illegal or prohibited materials seized during a search may be used against the student in a school discipline hearing.

In addition, the Superintendent may authorize the use of magneto-meters or scanning devices for administrative searches for comprehensive or random entry searches of students and visitors, to schools, school buses, or school programs where circumstances in the community, or information received by the school, raises a heightened likelihood of weapons possession and/or violence in a school or between segments of the student population.

Students and their parents should also be advised that district buses will be equipped with surveillance cameras and other equipment. These cameras and other equipment will record everything that happens on a school bus and will record what is said on the school bus. Appropriate signage will be included on each school bus notifying the students that his/her image and voice are being recorded.

Students and their parents should also be advised that district buildings will be equipped with surveillance cameras & other equipment. These cameras and other equipment will record everything that happens in certain areas of school buildings. Appropriate signage will be included at each school notifying the students that his/her image and voice are being recorded.

Threats Policy ([Board Policy 218.2](#), [Board Policy 218.3](#))

Students who threaten harm to another student or staff member or make suicidal threats are removed from class immediately. If the principal believes the threat was intended, parents and the police are called and the student is suspended for a minimum of three days. A parent conference must be held prior to readmission.

If the student does not present an immediate threat, parents are called and will be referred to take their child to Crisis Intervention at Doylestown Hospital or to another mental health provider for an evaluation at parents' expense. The results of such an evaluation must be reported to school personnel as part of the determination of what supports the child will need to return to school. Parents who refuse to remove their child from school will be reported to the police and/or the Bucks County Children and Youth Services for appropriate follow-up.

Weapons Policy ([Board Policy 218.1](#))

The district will not tolerate any weapon in school, even when there is no actual or implied threat. This is one way schools can ensure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in possible expulsion from school in accordance with the law.

Any knife, including Scout knives, pen knives, and other pocket-knives, will be considered a weapon. Any device that could conceivably be used as a weapon, even when the device is designated to be used for another purpose, such as a letter opener; and any device which is used to harm another will also be considered a weapon under this policy. In all cases, possessing or using a weapon (as defined above) in school will result in serious disciplinary action, including possible expulsion.

Parental Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) gives parents certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. When a student turns 18 or is a legally emancipated minor, these rights transfer to the student. These include the right to:

Consent to federally funded surveys concerning "protected information." If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information related to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members;
- Privileged or similar relationships recognized by law, such as with attorneys, doctors or ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents, or;
- Income other than that required by law to determine program eligibility.
- A survey that concerns any of these points is called a "protected information survey."
- Opt out of certain surveys and exams. Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or another student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- Inspect certain material. Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students (including any informational materials used in connection with the survey)
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
- Receive notification of district policy. The School District has developed a policy to protect student privacy in the administration of protected information surveys and the collection,

disclosure or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of this policy at least annually at the start of each school year and after substantive changes are made.

Report violations. Parents and eligible students who believe their rights have been violated may file a complaint with: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

Parental Rights under the Protection under Family Educational Rights & Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. When a student turns 18 or is a legally emancipated minor, these rights transfer to the student. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record that they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant or therapist, or online educational service (a list of online educational services used by the district is available at www.cbsd.org/onlineedsvcs); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Parents or eligible students have the right to be notified of the transfer, receive a copy of the records if requested and challenge the content of the record.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that

administers FERPA is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605.

Disclosure of directory information defined as student's name, address, telephone number, electronic mail address, photograph, date and place of birth, dates of attendance, major field of study, participation in sports and activities, and degrees can be made public without parent consent. Parents may request in writing that this information not be released without their consent.

Upon graduation all records are destroyed except for the following information, which is kept for at least 100 years beyond the date the student turns 21: Name, address, phone number, attendance records, classes attended, grades, grade level completed and year completed. Records to be destroyed must be requested by parents or eligible students by June 1st of their year of graduation.

For a complete explanation of parental and emancipated student rights under the Student Records Policy, please consult [School Board Policy 216: Student Records](#).

Environment

Effective October 30, 1987, the Federal Government passed legislation (ASHERA Regulation 40 CFR 763) that requires Local Education Authorities (LEA) to have their schools inspected for the presence of asbestos containing materials by a licensed Building Inspector by October 12, 1988. The law requires that a licensed Management Planner use the building inspection data to develop a building-specific Asbestos Management Plan that details the management method, type, condition, and location of all asbestos containing materials (ACMs) found in each building. The Management Plan also includes information regarding the required three-year re-inspections, six-month surveillance monitoring, and previously abated ACMs.

Copies of the Asbestos Management Plans are on file and available for review in each building during normal business hours. For questions regarding the district's implementation of the ASHERA Regulation, please contact Facilities and Energy Management Operations at 267-893-4020.

The Central Bucks Schools District uses an Integrated Pest Management (IPM) ([Board Policy 716](#)) approach for managing insects, rodents, and weeds. This approach focuses on making the school buildings and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. Techniques for accomplishing this can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. However, from time to time it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the district will use the least toxic product possible and applications will be made only when students and staff do not have access to the area during, and for seven hours (minimum) following the application. Notices will be posted in the treatment area 72 hours prior to the application and for two days following the application.

Parents or guardians of students enrolled in a school may request prior notification of both scheduled and emergency (such as for stinging insects) pesticide applications made at a school. If you would like to receive prior notification, please notify the district in writing at the address given below and include your name, address, telephone number, email address, and on which school's notification registry you

would like to be placed. The primary method of notification will be email (for scheduled applications) and telephone (for emergency applications). Please note in the letter if you do not have access to email.

Exemptions to all notifications include disinfectants and anti-microbial products, self-containerized baits placed in areas not accessible to students, gel type baits placed in cracks, crevices or voids, and swimming pool maintenance chemicals.

Latex can present another environmental concern and is not permitted in CBSD school buildings.

Each year the district will prepare new notification registries. If you have any questions, please contact Facilities and Energy Management Operations at 267-893-4020.

Student Data Privacy

Central Bucks School District takes student data privacy very seriously. We have created a resource to review our practice and policies on privacy of data. Central Bucks does not collect any personal information that is transferred to any non-affiliated third parties. Any disclosures herein shall adhere with the requirements of the Children's Online Privacy Protection Act ("COPPA"), Children's Internet Protection Act ("CIPA"), and the Family Educational Rights and Privacy Act ("FERPA"). Please learn more about our procedures at www.cbsd.org/privacy.

Title IX (Board Policy 104)

Central Bucks School District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. In addition to federal law requirements, Central Bucks School District complies with applicable state and local laws governing nondiscrimination in employment in every location in which the school district has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Central Bucks School District expressly prohibits any form of workplace harassment based on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Improper interference with the ability of Central Bucks School District's employees to perform their job duties may result in discipline up to and including discharge.

Questions or concerns regarding discrimination and/or Title IX violations?

- **Employee Contact:** Lisa Corr, Director of Human Resources | lcorr@cbsd.org | 267-893-2000
- **General Student/Parent Contact:** Alyssa Marton, Director of Pupil Services | amarton@cbsd.org | 267-893-2000
- **Secondary Athletics - Student/Parent Contact:** Charles Malone, Ed.D., Assistant Superintendent for Secondary Education | cmalone@cbsd.org | 267-893-2000

Procedures for a Title IX Complaint

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment. An individual may use this procedure to file a complaint alleging a violation of Title IX.

An individual may file a complaint with the Title IX Coordinator(s) if the complainant believes there was discrimination. The complaint should be filed as soon as possible, preferably within 180 days after the

alleged unlawful discriminatory practice. To file the complaint, the individual may make a verbal statement to the Title IX Coordinator(s) or make a written statement, detailing the violation of the law. It is important that the complainant explain what he or she would like to result from the resolution of the complaint. The complaint can be filed at:

Employees and Applicants

Office of Human Resources
Central Bucks School District
20 Welden Drive
Doylestown, PA 18901
267-893-2000

Students/Parents/Guardians

Central Bucks School District
20 Welden Drive
Doylestown, PA 18901
267-893-2000

If the complaint involves an allegation of employee sexual harassment, the sexual harassment policy and procedures will be followed.

The Title IX Coordinator or designee will interview the complainant within 15 days of receiving the complaint. The complainant may provide the coordinator with the names of witnesses or other relevant information that will be included in the investigation.

The Title IX Coordinator or designee will then interview the individual accused of discrimination. The accused individual will have the opportunity to provide witnesses or other relevant information for the investigation. The Title IX Coordinator or designee will strive to ensure the confidentiality of both parties to the degree possible and will stress that all people interviewed in the course of the investigation must maintain the confidentiality of the parties.

The Title IX Coordinator or designee will attempt to resolve the situation if it is within his or her authority to do so. Depending on the severity of the allegation, the coordinator may take such action(s) prior to the conclusion of the investigation to ensure the safety and well-being of the complaining party and any other persons that might be similarly situated.

The Title IX Coordinator or designee will complete a written report within 30 days of the submission of the complaint. The complainant will receive a copy of the report. The report will detail the facts and allegations made by the complainant. The report shall not be placed in the employee's personnel file.

The Title IX Coordinator or designee will make a recommendation that a violation of Title IX has or has not occurred based on the evidence gathered in the investigation. The investigator shall then disclose the report to the Superintendent along with a recommendation for any, if warranted, corrective action and/or disciplinary action.

The recommendation shall be based on the severity of the offense which shall be determined according to the totality of the circumstances. The intensity, frequency, and duration of the prohibited conduct shall be considered by the investigator. Other factors may include the extent to which the misconduct,

however minor, may serve to isolate, limit, intimidate or otherwise increase the difficulties of job performance or atmosphere in the workplace for the complainant.

Within 15 days of receiving the report and recommendations, the superintendent may choose to follow the recommendation for any action or attempt to resolve the complaint.

The complainant may either accept the proposed recommendation(s) or decide whether or not to pursue other avenues available. If the complainant accepts the resolution and the recommendations are implemented, the complaint will be considered resolved. The Title IX Coordinator will follow up with the complaining party to ensure that no retaliation has occurred.

Retaliation of any kind against anyone who is involved in the investigation of or in making an allegation of discrimination is prohibited and may result in disciplinary action.

Appeal Process: If the complaint is not resolved satisfactorily following the procedures identified above, either the complainant or the party alleged to have discriminated may request, in writing, a reopening of the investigation. The written request shall state the reasons for requesting a reopening and shall be delivered to the Commissioner's office within seven business days of receiving the written decision. The Commissioner (or alternate appointed by the Title IX Coordinator if the complaint was filed against the Commissioner) shall decide whether or not to reopen the investigation and, within ten days of receiving the request to reopen the investigation, shall provide written notification of the determination to reopen or not to reopen to the complainant and to the party alleged to have discriminated. If the investigation is reopened, the Commissioner (or alternate) shall require the repetition, as appropriate, of the investigation procedures. The timeline prescribed by the investigation procedure shall apply to any reopening under the appeal process.

The complainant may also, or instead, file a complaint with the NH Commission for Human Rights, the Office for Civil Rights and/or the Equal Employment Opportunity Commission in Boston are listed below.

GENERAL INQUIRIES:

PA Human Relations Commission

Executive Offices

333 Market St., 8th Floor

Harrisburg, PA 17101-2210

717-787-4410 or 717-787-7279 (TTY)

Philadelphia Office

Office for Civil Rights

U.S. Department of Education

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Equal Employment Opportunity Commission (EEOC), Philadelphia Office

801 Market Street, Suite 1300

Philadelphia, PA 19107-3127 1-800-669-4000 or 1-800-669-6820 (TTY)

As part of general orientation, each recently hired employee shall be provided a copy of these procedures and shall be requested to read it and sign a statement acknowledging the procedures.

Complaint Resolution Process for Federal Programs

The Every Student Succeeds Act (ESSA) legislation requires Local Educational Agencies (including school districts) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with legislative requirement, the Central Bucks School District has adopted the following procedures.

Definition: A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

1. A statement that PDE or a Local Educational Agency has violated a requirement of federal statute or regulations which apply to programs under the Every Student Succeeds Act of 2015.
2. The facts on which the statement is based.
3. Information on any discussions, meetings, or correspondence with PDE or the Local Educational Agency regarding the complaint.

Local Complaint Procedures

- *Referral* - Complaints against the Central Bucks School District will be received in writing by the school principal.
- *Acknowledgement* - The school principal will acknowledge receipt of the complaint in writing.
- *Investigation* - The school principal will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the district supervisor with responsibility for Federal Programs.
- *Opportunity to Present Evidence* - The Federal Programs Supervisor may, at his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- *Report and Recommended Resolution* - After further investigation and taking of evidence by the Federal Programs Supervisor, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Supervisor will issue the report to the complainant, the school principal, and the Superintendent.
- *Right to Appeal* - In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
- *Follow-Up* - The Federal Programs Supervisor will ensure that the resolution of the complaint is implemented.
- *Time Limit* - The period between the receipt of a complaint by the school principal and its resolution shall not exceed sixty (60) calendar days.

Filing a Complaint

Complaints should be addressed as follows:

1. Principal of the Child's School
2. Supervisor of Federal Programs
Central Bucks School District
Educational Services Center
16 Welden Drive
Doylestown, PA 18901
267-893-2000
3. Susan McCrone, Chief
Division of Federal Programs
PA Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

Central Bucks School District Disciplinary Procedures & Responsibilities

Levels	Examples	Procedures	Disciplinary Responses
Level I Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.	Classroom or in-school disturbance; Cutting classes (first instances); Inappropriate attire; Inappropriate displays of affection; Disrespectful language or gestures; Cheating and lying; Bus disturbance; non-defiant failure to complete assignments or carry out directions; Tardiness; Lack of respect; Unreasonable noise; Cafeteria misbehavior; Misbehavior on school property; Abusive language; Abuse of school or personal property and equipment, Bullying	Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior requires a parent/teacher conference; conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by staff member.	Verbal reprimand Special assignment Behavior contract Parent conference (person or phone) Withdrawal of privileges Strict supervised study After-school detention, Referral to office
Level II Frequent or serious misbehavior that tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I behaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.	Continuation of unmodified Level I misbehavior Disruptive classroom behavior Insubordination Truancy Repeated tardiness Smoking and vaping Using forged notes or excuses Cutting classes (repeated instances) Failure to serve detention assignments Gambling Bullying	The student is referred to the administrator of appropriate disciplinary action. The administrator meets with the student and/or teacher and decides the most appropriate response. The teacher is informed of the administrator's action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. A parental conference is held as a result of suspension.	Social probation Behavioral contract In-school suspension Teacher/schedule change Referral to outside agency Referral for evaluation Parent-teacher/parent-administrator conference Suspension (up to 5 days) After School detention Saturday Suspension
Level III Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts which might be considered criminal (or illegal) but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.	Leaving school without authority Fighting (simple) Stealing Vandalism (minor) Throwing rocks or other harmful objects Reckless driving on school property Threats to others Continuation of unmodified Level I and II misbehavior Setting off firecrackers Use of obscene language or gestures Violation of controlled substances policy Repeated Bullying behavior	The administrator indicates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A proper and accurate record of offenses and disciplinary action is maintained by the administrator.	Temporary removal from class Temporary or full suspension Alternative program Parent conference and/or hearing Referral for psychological evaluation Charges under Pennsylvania Criminal Code Restitution of property and damages Saturday Suspension SAP referral
Level IV Acts which result in violence to another's person or property, or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the immediate removal of the students from school, the intervention of law enforcement authorities, and action by the Board of School Directors.	Continuation of unmodified Level I, II, and III misbehavior; Vandalism (major); Arson; Theft, possession, or sale of stolen property; Deliberately striking a staff member; Furnishing or selling of drugs and alcohol; Fighting (assault/battery); Extortion; Bomb threat or false alarm; Possession, use or transfer of a weapon.	The administrator verifies the offense, confers with the staff involved and meets with the student. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agency and assist in prosecuting offender. A complete and accurate report is submitted to the superintendent by Board action.	All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an informal hearing. Charges under Pennsylvania Civil Criminal Code or referral to appropriate law enforcement agencies. Referral for SAP referral psychological treatment; Expulsion; Other Board action which results in appropriate placement; Alternative school; Parent hearing; Restitution of property and damages.

Central Bucks Board of School Directors

The board of school directors, known informally as the school board, is a legislative body of citizens who are elected locally and who serve as agents of the state legislature to provide a “thorough and efficient” system of education as mandated by the Pennsylvania Constitution. Each board consists of nine members who serve four-year terms without pay. The superintendent is also an official (though non-voting) member of the board. Board members can be elected at large or by region. Central Bucks has nine voting regions, each of which elects one director.

As the governing body of the school district, the school board has three basic functions: planning, setting policy, and evaluating results. Among other responsibilities, the school board establishes school district policies; adopts an annual budget and sets the tax rate; approves expenditures, contracts, and personnel actions; adopts an annual school calendar; and approves textbooks and courses of study.

School directors are elected for four-year terms. To run for school director, candidates must be: (1) a citizen of Pennsylvania who is at least 18 years old, (2) of good moral character, and (3) a resident of the district at least one year prior to election or appointment. When a vacancy occurs during a member’s term, the board appoints a replacement to serve until the next municipal election. If the original board member’s seat was not up for election at that time, candidates run for the remainder of the term. Municipal elections are held on odd-numbered years.

A president and vice president are elected each year during reorganization the first week in December. Newly elected board members also take office at that time. The board secretary is elected every four years, and the treasurer is appointed annually.

The school board meeting schedule can be found on the district’s website. The board must adopt a meeting calendar each December, which is published in the local newspaper before the first meeting in January. The school board may also plan a special meeting for a designated topic, such as adoption of the budget or the holding of a hearing. All special meetings must be advertised. All business meetings are held at 7:30 p.m. in the Central Bucks Educational Services Center located at 16 Welden Drive, Doylestown, PA. Find this calendar year’s school board meeting schedule [on the website](#).

Members of the public are invited to attend school board meetings. A period for public comment is scheduled at every school board meeting. Citizens who wish to comment during that time may sign up with the board secretary. Each speaker is given three minutes to speak. The board will listen, take comments and questions under advisement, and will not respond at that time. The presiding officer will refer questions to the superintendent for research and response.

Find school board director names, contact information, and more at www.cbsd.org/schoolboard.

Central Bucks Community School

The Central Bucks Community School offers an “Extra Activities Program” all year and coordinates over 25 summer sports and camps, as well as after school programs in art, chess, and sports, etc. This program grows every year to offer a wide variety of activities for not only for the district students but for all families in the area - the epitome of “Community” School.” The office is located in the Central Bucks Educational Services Administration Building, located at 16 Welden Drive in Doylestown.

Central Bucks Aquatics

For over 50 years, the Central Bucks School District has provided the community with the opportunity to engage in various swim programs. Presently, we offer over a dozen programs ranging from introductory swim lessons to a USA Swimming team. Swimming is one of the best forms of exercise and can span a lifetime. Our mission is to provide a safe environment in which the community is supported in developing strong bodies and minds while achieving a healthy lifestyle. Registration details and more information at www.cbsd.org/aquatics.

- Fall program registration opens in June/July.
- Fall program registration continues through early September for some programs.
- Spring program registration opens in January/February.

For more information please visit www.cbsd.org/aquatics or email Jennifer Steinberg at jsteinberg@cbsd.org.