

# POLICIES AND PROCEDURES FROM A - Z

Students are expected to read and abide by the policies and procedures highlighted in this handbook. Please also see the Central Bucks Calendar/Handbook for complete “Code of Rights, Responsibilities and Student Discipline” and “Disciplinary Procedures and Responses”.

\*Please Note: The School Board Policies supersede the policies and procedures listed in this handbook.

All School Board Policies are available at [www.cbsd.org](http://www.cbsd.org).

\*The School Board Policies outlined in this handbook are not listed in their entirety.

## AFTER SCHOOL ACTIVITIES

Students are encouraged to participate in after school activities. After school activities may include athletics, clubs, and community service.

Attendance at all programs, either as a participant or as a spectator, is a privilege and with it goes the responsibility of maintaining acceptable behavior.

Students who stay after school must be under direct supervision of a teacher or adult sponsor. Students must also be picked up in a timely fashion after activities (i.e. practices or games).

Students who are not involved in a scheduled after school activity are expected to leave the premises immediately at regular dismissal times. Students who are involved in a school activity after the regular school day should establish a plan for communicating with their parent/guardian so that they can be picked up at the end of the activity.

## ALCOHOL AND CONTROLLED SUBSTANCES

Students are prohibited from using, distributing, being under the influence of alcohol or controlled substances, and/or possessing drug paraphernalia. A student who is found doing any of these things will face disciplinary actions by the school and may face criminal charges by the police.

Alcohol, narcotic drugs, and mood-altering chemicals shall include any of the following: alcohol or malt beverages, controlled substances, illegal and abused substances, medications not approved and registered by the health office, and substances which are intended to alter mood. Examples of the above are marijuana, hash, steroids, chemical solvents, glue, capsules and pills not approved and registered by the health office, and any look-alike chemical.

The staff of your school works hard to keep it free of drugs and alcohol. Periodically, or as the situation warrants, a dog may be used to sniff the air around lockers, desks, bags, purses, book bags or vehicles that are on district property or at a district-sponsored event.

If a student demonstrates symptoms of possible drug/alcohol use (e.g., staggering, slurred speech, dazed appearance, odor of controlled substances, incoherence, inability to respond), the student shall be examined by the school nurse and, if necessary, taken to a medical facility for further treatment.

## First Offense

Anytime a student is suspected of the use or possession of controlled substances, a thorough investigation will take place. The investigation may include a search of the student's locker, possessions, and clothing. (refer to CBSD Board Policy 226: Searches) It will include interviews of possible witnesses. If suspected illegal substances are found, they will be turned over to the police for analysis. At the conclusion of the investigation if there is confirmation that use did in fact take place, or, if a student is found in possession of alcohol/drugs, mood altering substance, look-alikes or a student admits use, the following procedures will be followed for first time violators. Following an informal hearing, the student will be suspended (out of school) for a period of five days and assigned probation. The student will be referred to the student assistance team. They will evaluate the student and make a recommendation regarding an evaluation by the Bucks County Council on Alcoholism and Drug Dependence (BCCADD). The student may be required to participate in an alcohol and/or drug awareness program. Evidence of involvement with BCCADD or submission of a plan for counseling shall be a condition of readmission to school. A readmission conference with parents is required. Students who become involved with the BCCADD program must complete the entire program. Failure to do so may result in a request for a central office hearing.

A record of the incident becomes a permanent part of the student's cumulative file.

## Second Offense

If a student is found in violation of this policy for the second time, an informal hearing will be held and the student will be suspended (out of school) for a period of ten days. The student will also be referred to the student assistance team who will evaluate and make a recommendation for further disposition of the case. A formal hearing will be arranged before the central office administration to determine possible expulsion and need for legal prosecution and potential conditions of return. A record of the incident becomes a permanent part of the student's cumulative file.

If the student is adjudicated in juvenile court or convicted in a court of competent jurisdiction of the charges of transferring drugs/alcohol, recommendation for a central office hearing shall be made for the student's exclusion for the protection of other students.

- **Anabolic Steroids**

Students involved in school related activities are prohibited from using anabolic steroids except for valid medical purposes. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. The following minimum penalties are prescribed for any student athlete found in possession or use of anabolic steroids:

- 1) For first violation, suspension from school athletics for the remainder of the season.
- 2) For second violation, suspension from school athletics for the remainder of the season and for the following season.
- 3) For third violation, permanent suspension from school athletics.

No student shall be eligible to resume participating in school athletics unless a medical determination has been submitted verifying that no residual evidence of steroids exists.

## **ANIMAL DISSECTIONS**

A student may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts thereof, as part of their course of instruction.

A student who chooses to refrain from participation in or observation of a portion of a course of instruction shall be offered an alternative education project for the purpose of providing the student an avenue for obtaining the factual knowledge, information or experience required by the course of study. If tests require harmful or destructive use of animals, students shall be offered alternative tests. A student shall not be discriminated against based upon his or her decision to exercise the right afforded that student by this section. Lowering a grade because a student has chosen an alternative education project or test is strictly prohibited.

## **ATHLETICS**

Sports are an important part of life in middle school. Students in middle school have the opportunity to participate on ten or more teams. Our school is a member of the Bucks County League, which includes not only the other middle schools in Central Bucks, but also schools from surrounding districts.

The goals of the interscholastic athletic program are to provide an opportunity for students to develop their skills, participate on a team and learn teamwork.

### **Eligibility:**

Students must be both physically and academically eligible to compete on an interscholastic team. To qualify physically, a student must have a physical examination by a doctor. Forms are available in the office and online at [www.cbsd.org](http://www.cbsd.org). The examination must take place after June 1<sup>st</sup> of the current calendar year and before the student is permitted to practice or

participate in the sport. Once a sports physical form is on file, a student may play an additional sport simply by having the doctor complete a recertification form. A second complete physical is not required.

Academic eligibility is achieved by maintaining satisfactory grades. A student athlete is evaluated every week during the season. If a student has one or more F's as a cumulative average, he/she will be placed on academic probation for the following week but may attend practices and any competitions scheduled that week. At the end of that one week probationary period, if grades have not improved to 60% cumulative average or higher, then the student is ineligible and may continue to practice but may not compete until academically eligible. If a student has two or more D's during a weekly grade check, he/she will be given a warning requiring improvement of academic standing or risk ineligibility.

### **Family ID and Registration:**

Before a student can participate in a sport, a completed, signed and dated Section 6, of the PIAA physical, must be turned-in, or uploaded to Family ID. In addition, each family must register through the link on their school's website. Each student must be registered on FamilyID for each season that they participate. For example, if a student is registered and plays football in the fall, they must be re-registered in the winter to play basketball. Multiple accounts should NOT be created.

### **Insurance:**

All student athletes must have an insurance responsibility waiver form signed by a parent / guardian prior to participating in athletic programs. This form is included in the FamilyID registration.

### **Transportation:**

The school district **does not** provide a late bus. Students must have a previously arranged ride home at the conclusion of all practices and games.

### **Ninth Grade Sports:**

All Central Bucks freshman student-athletes will have the opportunity to try out for high school athletic teams. At the beginning of each athletic season, the high school coach will determine those student-athletes that will participate at the high school level. The team rosters will be determined within a specific time frame according to the start of each season.

Any ninth grade athlete that competes for a high school team will be transported by a Central Bucks bus from their middle school to their high school practices or games. Holicong students will be permitted to walk to their high school.

Any student-athlete interested in trying out for a high school sport in their freshman year should contact their respective high school athletic office. Athletes are expected to adhere to the Code of Conduct which is listed on page five.

## **ATTENDANCE**

### **General Attendance Notes:**

All students are to be in their seats by the ringing of the tardy bell or the scheduled start of any class.

Students must have a hall pass to be out of class (restroom, office, nurse, guidance, and library).

Once students arrive on school property, they may not leave the grounds without office approval.

### **Excused Absences:**

Excused absences include illness, quarantine, death in the immediate family, religious holidays, home emergencies and health care directly related to the student. For each excused absence, an "excuse card," note, email, fax or call to the main office within three (3) days of the student's return is required. "Excuse cards" are available in the main office. State law requires that an explanation of absence be stated for an absence to be excused.

Fifteen (15) days of cumulative lawful absences verified by parental notification will be permitted during a school year. Absences beyond fifteen (15) days may require an excuse from a physician. In cases when a physician's note is required, absences not documented by a physician's note will be considered unlawful.

In serious attendance situations, the school will coordinate a school/family conference to discuss the cause of the student's excessive absences and develop a mutually agreed upon Truancy Elimination Plan (TEP). This plan may be required when a physician's note is required for all absences and may be required when the student has accumulated three (3) unlawful absences. The purpose of the TEP is to resolve the attendance issue.

Additionally, the state requires holding a meeting for and developing a Student Attendance Improvement Plan (SAIP) for students with 4 or more "unlawful" absences (absences that are accounted for by parent, doctor, or other acceptable note or which exceed the 15 allowed days). During a SAIP meeting, the school will discuss the cause of the student's excessive absences and develop a mutually agreed upon SAIP. This plan may be required when a physician's note is required for all absences and may be required when the student has accumulated three (3) unlawful absences. The purpose of the SAIP is to resolve attendance issue.

### **Homework Requests:**

Students are encouraged to contact fellow students or refer to electronically posted assignments (i.e. Parent Portal, teacher websites, Canvas etc.) to get homework for the day. Parental requests for homework may be made only after three (3) consecutive days of absence. *It is the responsibility of the student to contact teachers to make arrangements to make up missed work.* After two weeks, work not made up can result in a grade of "F".

### **Unexcused/Illegal absences:**

*Students are required by Pennsylvania law to attend school regularly and promptly.* Unexcused absences include truancy, employment, oversleeping, missing the school bus, babysitting, visiting relatives, working at home, recreational activities, shopping, and staying home to do school work. Students with an unexcused absence are expected to make up the time missed and will not receive credit for the work missed.

*After three (3) days of illegal absence, parents will receive an invitation to a SAIP meeting. If the SAIP is not successful, a summons shall be served, a hearing will result, and possible consequences (including a \$300 fine, court costs, prohibition from applying for a driver's learning permit for a designated period of time and/or community service) may be imposed.*

### **Lateness to School:**

Students must report to the office for attendance accounting when arriving late. *Such reasons as missing the bus, oversleeping, etc. are not valid excuses for lateness.* Every unexcused lateness, from the third time (and all succeeding times), will result in a consequence. Late time may be accumulated and count toward illegal absences from school. Unexcused lateness in excess of half the school day will be considered an unlawful absence.

### **Appointments during the School Day:**

Students may be excused for short periods of time during the day for medical appointments. A note from parents should be taken to the office prior to the start of the school day on the day of the appointment. If the time involved is early morning, a parent should call the office that morning. Parents/guardians must pick up students in the office.

**In order to take part in any after-school event (including dances and games), students must attend school for at least half of that day. At the middle/high school levels, students need to report to school by 10:30 AM.**

### **Family/Educational Trips:**

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/guardians must notify the office in writing at least three days prior to the absence so the student can obtain school work that will be missed by using the Approved Absence Request Form. All work missed must be made up by the student. An administrator must approve all absences for family travel.

Only two separate absences for family travel per school year will be excused, and the total number of days missed must not exceed five (5) days. Days exceeding these guidelines are considered unlawful and/or unexcused.

Students may also be excused from school for educational tours or trips, which are defined as non-

school sponsored trips taken by the student without immediate family members in attendance. 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.

An administrator must approve all such requests and will consider whether there is sufficient reason why the trip is scheduled during school hours and whether the trip is educational in nature. It is the student's responsibility to see that all make-up work is obtained from teachers and completed.

## **BIKES**

Bicycle riding is allowed. Students must follow building safety rules and secure (with a lock) bicycles in the bike rack.

## **BOOKBAGS**

Students are to carry only books and/or district issued laptops to classes. All book bags will be placed in lockers upon arrival to school and remain there until the end of the school day. Students are permitted to go to their lockers before school, before and after lunch, and after school.

Except for special permission, the lockers are not to be visited at other times due to the traffic flow problem.

## **BULLYING AND HARASSMENT**

*For complete details of the policy on Bullying/Harassment, please refer to Board Policy 448.* Any student who intentionally inflicts, or attempts to inflict, physical or emotional pain on another student is guilty of bullying or harassment. Bullying is more than a one-time event and happens repeatedly over time. The bullying could be physical (e.g. hitting, pushing), verbal (e.g. name calling, taunting, spreading nasty rumors), visual (e.g. obscene gestures, unwelcome pictures), or social (e.g. exclusion from a group).

When the harassment is based on gender, it is considered sexual harassment. It could include all the forms listed above plus inappropriate touching, unwelcome advances and jokes of a sexual nature.

Digital harassment (e.g. texting and social media) is considered the same as verbal harassment.

If you think you are the victim of harassment, tell your teacher, guidance counselor or any other adult in your building. They will take steps to protect you and to restore a safe environment.

Students found guilty of bullying and harassment will be subject to disciplinary measures including, but not limited to, detentions and suspensions.

## **CAFETERIA**

Specific rules and regulations regarding the cafeteria are covered with the student body during the first few days of school each fall. Every student at a table is responsible for the cleanliness of that table. After purchasing lunch and/or drinks, students are to report

to and remain at their table. Students are expected to follow common rules of respect, courtesy and consideration (for staff, students, and the building) while in the cafeteria. The noise level must be kept reasonable. Students are to remain in the cafeteria for the entire lunch period unless excused by a supervisor.

## **CELL PHONES/ELECTRONIC DEVICES**

Unless approved/directed by a teacher for academic purposes, the use of cell phones/electronic devices during the school day is prohibited. All cell phones/electronic devices should be in the "power off" position and kept out of sight during school hours. The use of electronic imaging devices (i.e. cameras on phones) associated with cell phones/electronic devices or any similar type of communications technology is absolutely prohibited at all times.

**Using a personal cell phone to text or call a parent, in order to be picked up, for any reason, is also prohibited.** If a student is ill, they should see the nurse. The nurse will contact parents/guardians if necessary. Not following this procedure will result in regular cell phone violation consequences.

The inappropriate use of cell phones/electronic devices or cell technology features will be addressed through disciplinary procedures.

***The school is not responsible for the loss or damage of personal articles.***

## **CHEATING**

Cheating in any form is unacceptable behavior. Cheating is cause for a student to lose membership/eligibility in the Honor Society. Students found to be cheating on tests, quizzes, projects, or copying homework or any written work will receive consequences as deemed appropriate to the incident. Plagiarism of any type (including electronic) is considered cheating. Teachers will notify parents of the incident. When plagiarism is suspected, the teacher and the student will develop a plan for the assignment to be redone. Additionally, students may receive a non-academic consequence.

## **CODE OF CONDUCT & DISCIPLINE**

Student participation in any co-curricular, extracurricular or athletic activity is a privilege, which may be revoked or suspended when the established rules or regulations are violated. Students who desire to participate in any extracurricular, co-curricular or athletic activities are expected to properly conduct themselves at all times. Each program may establish rules, which apply specifically to that program. Any violation of law, or conduct by a student participant, that is determined to be detrimental to the extracurricular, co-curricular or athletic program, by the coach/advisor and school administration, may result in suspension and/or dismissal from the sport/activity. *For complete details of the policy on extracurricular, co-curricular*

activities and athletics, please refer to [www.cbsd.org](http://www.cbsd.org) and search "policy 122."

## **COMPUTERS**

The school district provides many computers for student use, including some district-issued laptops. Additionally, each computer provides efficient on-line access. To maintain the integrity of the network and to ensure that all students have access to full functioning computers, students are expected to abide by the Central Bucks Technology Agreement for Students.

The agreement contains, but is not limited to, restriction on:

- connecting to or disconnecting any device from the network
- attempting to bypass or circumvent district filtering software
- introducing a virus to a computer
- copying a software application without permission
- viewing, downloading, creating, or transmitting inappropriate or offensive materials
- using school computers, and district-issued Office 365 products, to engage in illegal or non-school related activities
- attempting to access restricted programs, sites, or other people's files/folders

Violation of the agreement may result in disciplinary action including the loss of computer privileges.

***For more information on School Board Policies relating to the 1:1 Laptop Initiative, and the User Agreement, please visit [www.cbsd.org/Page/39234](http://www.cbsd.org/Page/39234).***

## **DANCES**

Dances are exclusive events for currently enrolled students at this school. **A student may not attend another CB middle school's dance.** No out of building guests are permitted to attend the dances. Appropriate dress and behavior are expected and required. All school rules apply at dances.

## **DETENTION**

Individual teachers may assign detention for misbehavior in the classrooms, or administrative detention may be assigned for various reasons, such as misconduct in the halls or cafeteria, or for major offenses within the school. As an alternative to detentions, a student may be assigned community service. All detentions are well-supervised and are a time to engage in worthwhile school work. When assigned, the school will notify parents of a detention.

Failure to report to an assigned detention will result in a higher level consequence. Any misbehavior during detention will result in a higher level consequence (up to a suspension).

## **DISPLAYS OF AFFECTION**

Open displays of affection (handholding, kissing, hugging, etc.) are considered inappropriate and are not permitted.

## **EARLY/WEATHER DISMISSALS**

Students must have a plan for destination, safety, and supervision in the event schools are dismissed early because of inclement weather or any other reason.

## **FIELD TRIPS**

All school rules and regulations apply to school field trips. Teachers may deny trip permission or require that a student be accompanied by his/her parent(s) on a field trip. Payments for field trips and other activities must now be made using the [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) website. Families must register and add each student to the free account, in order to be able to access specific events. Payments may be made using check, credit card or money order.

## **FIGHTING**

Fighting, of any type (including "play-fighting") is strictly prohibited at school, on the bus, at bus stops or during any school-related activity. If a student engages in fighting, consequences may include, but are not limited to, school suspension and disorderly conduct or assault charges filed by the police. To prevent a fight, students should tell parents or an adult at school if there is a possibility that a fight may occur.

## **FRESHMAN DANCE/DAY**

Freshman Day is a celebration of a student's completion of middle school. It is held near the end of the school year. The day consists of many indoor and outdoor activities. A Freshman Dance is also held; this occurs on the same day in some schools.

Activities associated with Freshman Day and the Freshman Dance are for currently enrolled ninth graders only. No guests from other schools, former students, or seventh/eighth graders will be permitted to participate in activities associated with Freshman Day or the Freshman Dance.

## **GRADES**

Report cards are available online according to the dates listed on the district calendar. To request a paper copy of a report card, contact your guidance office. Grades are available through the Parent Portal. In addition to grades you will be able to view the following: reports, health, attendance, assessments, schedule, demographic information, and contact information. Interim Progress Reports are not printed but may be viewed through Parent Portal at the mid-point of the marking period. To access the Parent Portal, go to [www.cbsd.org](http://www.cbsd.org), click on "Parent Resources," click on "Parent Portal Help," select link "Parent Portal Activation Key" and complete "Parent Portal Online Request Form."

The following grading system is used:

Grade	Percent	Interpretation	<b>Middle School Grading System</b>
A	93 – 100	Advanced	
A-	90 – 92		
B+	87 – 89	Proficient	
B	83 – 86		
B-	80 – 82		
C+	77 – 79	Proficient	
C	73 – 76		
C-	70 – 72		
D+	67 – 69	Basic	
D	63 – 66		
D-	60 – 62		
F	0 – 59	Below Basic	

For Grade Point Average (GPA):

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.6	B-	2.6	C-	1.6	D-	0.6
B+	3.4	C+	2.4	D+	1.4	F	0.0

Honor Roll criteria requires a GPA of 4.0 or higher for Distinguished Honors, a GPA of 3.6 for High Honors and a GPA of 3.0 for Honors. All subjects are included in the requirements of Honor Roll.

## **GUIDANCE SERVICES**

The guidance and counseling services include orientation for new students, an organized testing program, individual counseling, group guidance activities and continuation of a cumulative record for each student.

Students may request to see a counselor by scheduling an appointment in the guidance office.

## **HEALTH & SAFETY**

Our commitment to providing a safe and orderly climate is absolute. We therefore prohibit and will not tolerate the possession, use or transfer of any item which can create an atmosphere of alarm and disruption. Any violation in this regard (e.g., via so-called “stink bombs” which emit noxious fumes) is considered a danger to the health, safety and welfare of everyone in the school family. It will result in disciplinary action and referral to authorities if appropriate.

## **HEALTH SERVICES**

The school nurse is responsible only for the emergency care of injuries and sudden illnesses, except special cases under medical care and with the physician's written orders.

All medication, both prescription and non-prescription, must be kept in the Health Office. Medication will be administered to students during school hours only when such is required and accompanied by a doctor's order. **Students may not have medication in their possession.**

No medication shall be administered to any student without proper completion of the CB Medication Dispensing Form. The term “medication” includes prescription drugs as well as over the counter medication, e.g.: Tylenol (acetaminophen), aspirin, cough medicine, cough drops, etc. Completion includes signatures of both the parent/guardian and the physician. A separate form must be used for each medication and be specific as to dosage, e.g., Tylenol-Extra Strength Tylenol.

Parents/guardians may also grant the school nurses standing orders to dispense acetaminophen (generic Tylenol) or ibuprofen to their child. Parents/guardians must note their approval with a signature on the bottom of the census verification form.

Any medication to be administered by school personnel must be delivered directly to the nurse before homeroom. Medication must be brought to school in the original, properly labeled container by the parent or guardian.

A student must have a pass from a teacher to leave class to visit the nurse.

## **INSURANCE**

Students will be given the opportunity to purchase insurance at the beginning of the school year. This insurance will cover students during the time they are under jurisdiction of the school. The school district does not provide accident insurance for any students participating in athletic or club programs and assumes no liability for injuries sustained from participation.

## **LIBRARY**

During the school day, students must have a pass from a teacher to use the library. Between classes, a pass will not be required. If students stay beyond dismissal to use the library, they must have a ride home scheduled.

## **LOCKERS**

A locker is provided for each student to keep personal belongings and books. **Under no circumstances may locker combinations be shared.** Lockers for gym are assigned in the locker rooms by the teacher in charge.

Students are urged not to bring valuables to school. If students do choose to bring valuables to school, they are urged to lock them in their lockers. **The school is not responsible for the loss of any personal items.** Problems with lockers should be reported immediately to the office. Any abuse of school lockers (including kicking, jamming, or defacing) will be considered vandalism.

The administration reserves the right to inspect the lockers at any time. Random checks (including the use of canine “sniff dogs”) of the area surrounding student lockers may be made throughout the school year. *The Central Bucks School District considers student lockers to be school property for the purpose of random searches. (refer to CBSD Board Policy 226: Searches)*

## **LOST AND FOUND**

The school holds unclaimed articles for a period of time. If items are identifiable, they will be returned to students. Students should clearly mark possessions with their name. Unclaimed articles will be donated to charitable causes or disposed of.

## **SCHOOL DRESS**

Students wearing inappropriate clothing (too revealing or containing questionable messages or pictures) will be directed to change into other attire. Disciplinary consequences may also be issued.

Hats/hoods/bandanas are not considered appropriate attire during the school day. Students may wear hats to and from school, but they must be placed in the hall locker before homeroom and remain there until dismissal.

## **SKATEBOARDS**

Skateboards, scooters and roller skates/blades/shoes are not permitted on school property.

## **SMOKING/TOBACCO**

Smoking or the possession of tobacco products is not permitted on school buses or on school property. These rules will be enforced during the regular school day, at all evening events, and on school-sponsored trips. For the purposes of this policy, E-cigarettes and vapes are considered to be a tobacco product, but could also fall under the controlled substance policy. In addition to the following, administrative consequences may be assigned.

### **First Offense**

Students who violate this rule will be fined (\$50.00) and be required to participate in the district sponsored American Lung Association smoking cessation program, or present evidence of enrolling in and completing a similar program other than ALA.

### **Second Offense**

Students with a second offense will be fined (\$100.00).

### **Third Offense**

Students with a third and/or any subsequent offenses shall be referred to the District Magistrate and may be subject to suspension and/or social probation.

## **SOCIAL PROBATION**

Students displaying persistent misbehavior may be assigned social probation. Social probation may also be assigned for other serious disciplinary infractions that result in an after school or Saturday administrative detention. Additionally, when a student is suspended from school, social probation (30-60 days) may be imposed. The following school privileges may be withheld for this period:

1. attendance at school functions, such as dances and sporting events
2. use of passes during the school day
3. attendance at assembly programs

Social probation may be removed when a marked improvement occurs in behavior.

## **SAP PROGRAM**

The SAP (Student Assistance Program) is an intervention program staffed by teachers, guidance counselors, nurse, administration, and appropriate agencies from the community. SAP members are trained to identify and refer "high-risk" students to appropriate treatment. High-risk concerns may include: substance abuse, physical and sexual abuse, eating disorders, depression, school phobia, suicide gestures and truancy.

REFERRALS for high-risk students come from students, parents/guardians, teachers, counselors, and administrators. If there is a concern for the physical and/or emotional well-being of a student, contact a SAP member.

TEAM INTERVENTIONS occur when the SAP team relays factual information to the students and their families. The goal of the intervention is to encourage the students to seek further assistance in addressing the problems that face them.

For more information please visit your school's website.

## **STUDENT COUNCIL**

Student Council has been organized to:

- ❖ develop attitudes and practices of good citizenship
- ❖ improve student/teacher relationships
- ❖ assist in the management of student affairs
- ❖ provide a forum for student expression
- ❖ provide orderly direction of school activities
- ❖ improve school morale
- ❖ fund projects for improving the school

The Council consists of the officers and elected representatives.

## **SUBSTITUTE TEACHERS**

Students are expected to give complete cooperation to a substitute teacher. Lack of cooperation and any misbehavior with substitute teachers will be considered a serious offense and will result in strong disciplinary action.

## **SUSPENSION**

Suspension is a disciplinary action taken by the administration for serious violations of school rules and regulations. Suspensions may range from one day to an indefinite period. Suspended students may be excluded from school or serve the suspension in other settings at the discretion of the administration. While on suspension, a student may not participate in any extra-curricular activities. All school work missed during a suspension should be made up for credit.

Examples of situations which may result in a suspension are:

1. refusing to obey the directives of a teacher or staff member
2. using foul and/or abusive language or gestures
3. lack of cooperation and/or misbehavior with a substitute teacher
4. interfering with the educational program
5. use, sale, transfer, or possession of illegal drugs or alcohol
6. willfully damaging school property
7. failure to serve detention
8. fighting or “play-fighting”
9. disruptive behavior
10. indecent exposure

If the suspension involves an illegal act or illegal possession of drugs, weapons, etc., police will be notified. Students may also be suspended from class for serious misbehavior and assigned to complete academic work in the office for an extended period of time.

When a student is suspended, it may be necessary for a parent to attend a conference to discuss the suspension. The student, parents/ guardians, assistant principal, principal, dean of students, guidance counselor, and other staff members (when desirable) may take part in the conference. The conference can be held prior to the start of the suspension, during, or at its conclusion. Suspended students are usually assigned social probation upon their return to school.

## **TEXTBOOKS**

Students are issued textbooks by their teachers for use at school and at home. Students are responsible for keeping textbooks covered and in good condition. A student will be charged for a lost or damaged book.

## **THREATS**

Any student who threatens to kill or seriously injure a student or staff member, or threatens suicide or self-harm, will be removed from the classroom immediately. Students threatening harm to others will be suspended for a minimum of three days. The police will be contacted if it is necessary to prevent the student from harming anyone.

Before returning to school, the parent/guardian must have an evaluation performed at their own expense by a mental health provider, preferably a psychiatrist, to determine the student’s risk for harm to self and others. The evaluation results will be reported to the school before the student can return to class.

## **TRANSPORTATION**

**Bus** — Bus transportation is a privilege. Failure to observe district rules may result in temporary or permanent denial of transportation.

**Bus Changes** — Because of safety regulations, non-emergency requests to ride a bus, other than that regularly assigned, will not be honored. Students are ONLY permitted to ride the bus to which they are assigned. Students are NOT permitted to ride on other buses, even temporarily, for projects, homework, etc. If parents are experiencing child care issues, they may call the office to discuss short-term transportation needs. Changes of longer duration require approval of the transportation department.

On early dismissal days, students are expected to take their normal mode of transportation home.

**Car** — Students are not permitted to drive a car to school. Every student must adhere to this regulation at all times. Students who stay after school for any activities (i.e. games, practices, detentions and dances) must be picked up in a timely fashion.

High school age drivers are not permitted to park in middle school parking lots.

## **VANDALISM**

Students who show disrespect to school property in any manner (including graffiti) will be required to pay financial restitution and are subject to suspension and police intervention.

## **VISITORS**

All visitors to the school must first check in at the Guardian Kiosk with a driver’s license in the lobby outside the main office and receive the school’s visitor’s pass. This pass must be visible at all times.

Students are not permitted to bring guests to school or to any school dances.

Visitation by other students- For health and security reasons, the district does not permit students of other public school districts, private schools, colleges or universities to visit in the Central Bucks classrooms or to shadow Central Bucks students.

## **WEAPONS**

Central Bucks School District will not tolerate any weapon in school, even when there is no actual or implied threat.

Weapons include, but are not limited to: firearms, such as shotguns, pistols, handguns, rifles, or any incendiary device, any knife (including pocket knives, penknives, Swiss Army knives, or Scout knives), cutting instruments, cutting tools, nunchaku, or any other instrument capable of inflicting bodily harm.

Any object used to inflict harm is considered a weapon, no matter what the object’s primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

The school district shall consider expulsion in accordance with applicable law for any student who possesses, uses, or transfers a weapon on school property or during a school function.



**Students are expected to read and abide by the policies and procedures highlighted in this handbook. Please also see the Central Bucks Calendar/Handbook for complete “Code of Rights, Responsibilities and Student Discipline” and “Disciplinary Procedures and Responses.”**

**\*Please Note: The School Board Policies supersede the policies and procedures listed in this handbook.**

**All School Board Policies are available at  
[www.cbsd.org](http://www.cbsd.org)**

**\*The School Board Policies outlined in this handbook are not listed in their entirety.**



# READING STRATEGIES

## Central Bucks School District

Good readers use specific reading strategies to help them make sense of the text and construct meaning as they read.

Good readers PREVIEW a text before reading to think about what they know about the topic and develop initial questions and predictions.

Good readers are actively engaged while reading and use details connected with their own experiences to MAKE PREDICTIONS about what might happen next.

Good readers think about the text and DEVELOP QUESTIONS as they continue to read to answer those questions.

Good readers are actively engaged with text to MONITOR their comprehension and use specific fix-up strategies when they need to clarify their understanding.

Good readers MAKE CONNECTIONS between the information in the text and personal experiences the reader has had, other texts the reader has read, and other experiences gained through various forms of media.

Good readers recognize that authors sometimes convey ideas indirectly and understand that the reader must pay attention to details, MAKE INFERENCES, and 'read between the lines' to understand the text.

Good readers VISUALIZE as they read to construct meaning by creating mental images.

Good readers SUMMARIZE the author's ideas during and after reading to develop their understanding of the text.

Good readers SYNTHESIZE and EVALUATE information within and across texts both during and after reading to develop their understanding of the text.

Good readers notice the new and unusual words authors use and infer meaning when possible to EXPAND THEIR VOCABULARY.

Good readers pay attention to meaning, punctuation, and conventions to help them read with FLUENCY.

Good readers use phonics, word analysis, context, and other cueing systems to DECODE unknown words.

Good readers ADAPT their use of strategies in reading different types of text.