2025-26 Family Handbook

20 Welden Drive
Doylestown, PA 18901
www.cbsd.org | 267-893-2000
information@cbsd.org

View an online version of this handbook at www.cbsd.org/familyhandbook

CENTRAL BUCKS SCHOOL DISTRICT MISSION STATEMENT

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

About the 2025-26 Central Bucks School District Family Handbook

The Central Bucks School District Family Handbook is designed to keep students and families informed about the district and its schools. CBSD families are equal partners in education. Both CBSD and parents/guardians share a responsibility for helping children and young adults achieve academically and grow up to be healthy, self-confident, responsible adults.

Parents/guardians depend on CBSD to provide students with competent instruction, appropriate materials and supplies, and the programs and services to support and develop students academically, physically, socially, and emotionally. The district depends on families to provide children with love, guidance, and a sense of self-esteem; to make sure students come to school on time with adequate rest, proper nutrition, and in good health; and to show support for education and interest in school.

This handbook provides parents/guardians with some general facts about the district's programs and services and offers some specific information about school rules and policies that pertain to every student, no matter which school a child attends. Individual schools may provide greater detail within their own school handbook for students.

Please note – this handbook is subject to change. The most up-to-date version can be found on the district's website at www.cbsd.org/familyhandbook.

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PORTRAIT OF A GRADUATE

The district brought together community members, teachers, students, business leaders, school board directors, administrators, and others in the development of a comprehensive plan to set the course for the district through 2026.

During that process, a "Portrait of a Graduate" was developed. Central Bucks expects students to acquire and demonstrate a broad base of knowledge as a foundation for continued learning. The Portrait of a Graduate is a visual representation of the skills and attributes that the district wishes its graduates to embody and possess. It is the goal of Central Bucks School District that upon graduation from any of the district's high schools, CBSD graduates will be:

- Adaptable Innovators
- Balanced Individuals
- Critical Thinkers
- Effective Communicators
- Resilient Learners
- Responsible Citizens
- Thoughtful Collaborators

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. 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

Related School Board Policies: 103 (Discrimination/Harassment Affecting Students) and 103.1 (Nondiscrimination of Students Eligible for Special Education Services)

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 the "Title IX" section of this handbook.)

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 the district's Pupil Services Department, 16 Welden Dr., Doylestown, PA 18901 or 267-893-2000. Title IX concerns pertaining to students and student athletes should be directed to Principal of CB West Mr. Lyndell Davis at ldavis@cbsd.org, 267-893-2509, and/or 375 W. Court St., Doylestown, PA 18901.

For other ADA information and Title IX concerns pertaining to employees, contact Interim Director of Human Resources Cathy Rossi at crossi@cbsd.org, 267-893-2000, and/or 20 Welden Drive, Doylestown, PA 18901.

Open Records (Right to Know) requests should be sent to the district's right to know officer via email at openrecords@cbsd.org.

COMMUNICATION

Good communication is essential if parents/guardians, their schools, and the district at large are to be equal partners in education. Schools and the district 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), email blasts, emergency text messages, the CB

mobile app, and district Facebook, Instagram and X (Twitter) accounts. Parent/guardian input is equally valued.

Back-to-School Nights

Each school holds a back-to-school night for parents/guardians 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 an asynchronous back-to-school night midyear that provides teachers an opportunity to introduce themselves to parents they did not meet in the fall. Parents/guardians can find the dates of their school's back-to-school night(s) on the district website.

Directory Information and Photographs

Related School Board Policy: 216 (Student Records)

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. Directory information with parent/guardian permission includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; and grade level.

Directory information does not include a student's Social Security Number; 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 to promote good news happening in the district. 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/guardians 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. Students involved in the arts, music, and/or theater performances 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, primarily from the district's Communications and Community Engagement Department, take photos and videos of students for district media and publications such as yearbooks, the district website, district-operated social media accounts, community displays, video productions, and to share with external media. These photos and videos may or may not use the students' names. The photographs and videos are not used for commercial purposes.

If you do not wish to have your child(ren) photographed and/or video recorded, or the name(s) of your child(ren) used in this way, please indicate that you "DO NOT" consent to this use when completing your annual student information update for the district or by contacting CBSD Central Registration.

Parent/Guardian Conferences

Several calendar days are scheduled during the school year for parent/guardian conferences. Additional kindergarten conferences are held. For the 2025-26 school year only, half-day and full-day kindergarten students have separate schedules for conferences. You can view these schedules here.

Parent/guardian conferences are ideal times for parents/guardians 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/guardians come prepared with some specific questions to ask about their child(ren)'s academic progress and social adjustment. Parents/guardians also have information which can help teachers understand a child's behavior and school performance.

Parents/guardians do not have to wait for scheduled conference days to talk with their child(ren)'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/Guardian Involvement

All schools have an active group of parents who meet monthly. Elementary schools each have a Parent-Teacher Organization (PTO) or a Home and School Association (HSA). Secondary schools have parent councils that meet monthly with the principal. These groups provide a forum for parents/guardians' concerns and a sharing of

ideas. In addition, parents/guardians are routinely included on important district-wide committees and task forces.

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

Parent/guardian conferences, back to school nights, college information programs, and school performances and athletic events in which their children participate should be a priority for parents/guardians. Commitment to attend academic events sends a clear message to children and young adults that education is important.

Report Cards

Related School Board Policy: 212 (Reporting Student Progress)

Elementary student achievement is reported on a trimester (three times a year) basis. Report cards are posted to the Parent Portal each trimester. In addition to the three elementary report cards, conferences are held at the end of the first trimester in December and second trimester in March, where parents/guardians and students meet with the teacher to discuss growth, strengths, and goal areas. Secondary report cards are available at the end of each marking period and can be viewed in the Parent Portal.

When Parents/Guardians Have a Concern

Related School Board Policy: 906 (Public Complaints)

From time to time, every parent/guardian has questions and special concerns. The first person for parents/guardians to contact is the one who can answer a question, address a concern, or resolve a complaint most directly.

For example, parents/guardians with concerns about a child's academic achievement or behavior in class should contact 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/guardians 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: Public Complaints and this "Pathways for Effective Communication" resource on the district website.

GENERAL INFORMATION

Attendance Requirements

Related School Board Policy: 204 (Attendance)

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/guardians must ensure that their child(ren) between the ages of 6 and 18 are 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 found in Board Policy 204.

Parents/guardians are legally responsible for ensuring that their children attend school, and they may be fined in district court if their children are illegally absent more than three (3) 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/guardians 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

Related School Board Policy: 204 (Attendance)

Parents/guardians can submit absence requests via the Parent Portal at www.cbsd.org/parentportal. The following items are some key points to be aware of.

- Parents/guardians 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/guardians will not be required to submit an excuse either electronic or written.
- Parents/guardians can also still call the school to report an absence, but emails will not 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 notifying the parent/guardian of the absence.
- An email will also be sent reminding the parent/guardian that the student was marked absent. Information regarding how to use the Parent Portal to report an absence can be found at www.cbsd.org/attendance.

Family Travel

Related School Board Policy: 204 (Attendance)

Students may also be excused from school for educational tours or trips, the criteria for which is defined in Policy 204. Requests for such trips must be sent by the parent/guardian in writing at least three (3) 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 make-up 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/guardians must notify the principal in writing at least three (3) 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 (2) extended absences for family travel per school year will be excused and the total number of days missed must not exceed five (5) 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/guardians 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/guardians 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.

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 School District 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 three to eight and Science in grades four and eight.

Keystone Exams Algebra/Biology/Literature: The Algebra and Biology Keystone Exams are taken by students while enrolled in these 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), Star Reading and Math Assessments, 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 three, six, nine, 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

Related School Board Policy: 206 (Assignment Within District)

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.

For enrollment in a special education class, when all the requirements of law and the district have been met for such placement and agreed to by the parents/guardians. Transportation in this instance will be provided by the district.

The school-based team (principal, leadership team, etc.) may recommend a transfer to another district school only after parents/guardians and the team have exhausted all possibilities to support the student within the home school. The receiving school

must have adequate space to accommodate the incoming student as determined by the building's operational capacity and overall class-size guidelines. 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.

New residents or current residents who have moved within the district **MUST** register with Central Registration before any attendance exception request will be considered.

Free and Reduced Price Meals

Information about free or reduced meal payment options, including an online application, is 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 or Reduced-Price 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 meals. 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 or Reduced-Price 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.

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.

The district will permit students to charge a full meal and/or offer a reimbursable meal when the student forgets or loses their 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 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/guardian and not to the student. Reasonable efforts will be made by the district to collect unpaid meal charges from parents/guardians; these efforts will not have a negative impact on the student involved.

Statement of Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339. This institution is an equal opportunity provider.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online, from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- Fax: 833-256-1665 or 202-690-7442
- Email: program.intake@usda.gov

School Closings, Delayed Openings, and Early Dismissals

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

- A pop-up alert on the district website (www.cbsd.org)
- Text message for those parents/guardians who registered
- Email to parent/guardian addresses registered in the Parent Portal
- Local television news
- Via social media: @CBSDSchools on X (Twitter) and Instagram, and @CBSchools on Facebook
- CBSD mobile app

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

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

If schools are closed because of inclement weather, all activities scheduled in school buildings in the evening are also canceled unless otherwise announced by the district.

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/guardians 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

The graduation date for CB East, CB South and CB West is typically confirmed when the district's annual instructional calendar is approved by the School Board.

The 2025-26 and 2026-27 annual calendars have been approved; graduation for the Class of 2026 is scheduled for June 11, 2026 and graduation for the Class of 2027 is scheduled for June 10, 2027. If for some unforeseen reason the date of graduation must change, it will be shared with the community once the decision is finalized.

For the 2025-26 school year, the first day that school must be closed due to weather or another emergency (a "snow day") will be a traditional snow day. Snow days two (2) to six (6) will be flexible instructional days. Any snow days after six (6) will be added to the end of the school year.

School Enrollment Policy

Related School Board Policy: 201 (Admission of Students)

The district's entry age for kindergarten is five (5) years before September 1, in accordance with state law and regulations. Please refer to Policy 201 for details on early admission.

First grade students should be six (6) years old before September 1 of the year of intended enrollment in first grade.

School Hours

Elementary Schools

School	Regular Hours	Modified Hours
"A" Schools Bridge Valley Cold Spring Doyle Gayman Jamison Mill Creek	**FDK-6** 8:35 a.m.–3:15 p.m. **AM K** 8:35–11:10 a.m. **PM K** 12:40–3:15 p.m.	**Early Dismissal** 11:55 a.m. **Two-Hour Delay** FDK-6 10:35 a.m. AM K 10:35 a.m.-12:20 p.m.

School	Regular Hours	Modified Hours
Pine Run Titus		PM K 1:30-3:15 p.m.
"B" Schools Buckingham Kutz	**FDK-6** 8:50 a.m.–3:30 p.m. **AM K** 8:50–11:25 a.m. **PM K** 12:55–3:30 p.m.	**Early Dismissal** 12:10 p.m. **Two-Hour Delay** FDK-6 10:50 a.m. AM K 10:50 a.m.-12:35 p.m. PM K 1:45-3:30 p.m.
"C" Schools Barclay Butler Groveland Linden Warwick	**FDK-6** 9:05 a.m.–3:45 p.m. **AM K** 9:05–11:40 a.m. **PM K** 1:10–3:45 p.m.	**Early Dismissal** 12:25 p.m. **Two-Hour Delay** FDK-6 11:05 a.m. AM K 11:05 a.m.-12:50 p.m. PM K 2-3:45 p.m.

Middle Schools (Holicong, Lenape, Tamanend, Tohickon, Unami)

- Regular Hours: 7:25 a.m.–2:30 p.m.
- Early Dismissal: 10:45 a.m.
- Two-Hour Delay: 9:25 a.m.

High Schools (CB East, CB South, CB West)

- Regular Hours: 7:25 a.m.–2:30 p.m.
- Early Dismissal: 10:40 a.m.
- Two-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 lockdown 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.

Learn more on the district's "Safety in Action" webpage.

Transportation

Related School Board Policy: 810 (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.

During the 2025-26 school year, the district will provide transportation to and from school for students attending CBSD's pioneer full-day kindergarten program through grade 12. The full-day kindergarten program will be implemented districtwide in 2026-27.

During 2025-26, half-day kindergarten students attending the morning session are transported to school and those attending the afternoon session are transported from

school. Kindergarten, first grade, and students with special needs must be met at the bus stop by a parent/guardian, or responsible older sibling. If no parent/guardian is available after a series of attempts to drop off, the driver will contact the school and the Transportation Department and the child will be returned to school per Board Policy 810.

Questions About Bus Stops and Bus Routes

- Through the website: www.cbsd.org/bus
- Email: transportation@cbsd.org
- Phone: 267-893-4000, follow menu
- 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 only ride the bus to which they have been assigned unless your student has an approved Alternate Bus Stop Request. Parents/guardians may pick up Alternate Bus Stop Request forms from schools or on the website and return them to the schools or Transportation Department. Requests are due by May 1 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 1 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 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, parent/guardian 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/guardians 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 the section in this handbook titled "Search and Surveillance of Student Lockers and Cars" under "Policies, Regulations, and Discipline."

SERVICES FOR STUDENTS

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 Supports Teams (MTSS) provide assistance; at the secondary level, this support is provided by the Child Study Team/MTSS. Depending on the student concern, the team may include the parent/guardian, 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 (SAP) Team 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/guardians and make referrals to community agencies to facilitate treatment/aftercare.

Health Services

Related School Board Policy: 209 (Health Examinations)

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 during certain grade level years while attending school. These include:

- A medical examination at school entry and grades six and 11
- Dental examinations at school entry and grades three and seven
- Hearing tests at school entry and grades one, two, three, seven, and 11
- Vision, height, and weight checks every year

School districts are also required to assess Body Mass Index (BMI) at every grade level. School nurses also screen students in grades six and seven for scoliosis, an abnormal curvature of the spine.

Parents/guardians are urged to have their family doctor and dentist conduct physical and dental examinations because they know their child(ren) 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/guardian can re-certify the student after a review of the student's health history checklist.

Vaccination Requirements to Attend PA Schools

For entrance in all grades:

- Four (4) doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the fourth birthday); (*Usually given as DTP or DTaP or if medically advisable, OT or Td)*
- Four (4) doses of polio (fourth dose on or after fourth birthday and at least six months after previous dose given); (*A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose)*
- Two (2) doses of measles, mumps, rubella (*Usually given as MMR)*
- Three (3) doses of hepatitis B
- Two (2) doses of varicella (chickenpox) or evidence of immunity

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 (5) 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 (5) 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 (5) days of school for obtaining the required immunizations or risk exclusion. The medical plan must be followed or risk exclusion.

For attendance in seventh grade:

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

On the first day of seventh 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:

- One 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 12th 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, seventh 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 PA School Code (28 Pa. CODE CH.23: Immunization Requirements). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Use of Medications in Schools

Related School Board Policy: 210 (Use of Medications)

Students must register all medications brought to school with the school nurse. This includes non-prescription 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/guardians 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/guardian at which time it will be counted and signed for (including stimulants).

With parent/guardian permission, acetaminophen, antacids (e.g. Tums), antihistamines (e.g. Benadryl), and ibuprofen may be administered according to the manufacturer's suggested dosage. **Parents/guardians must grant permission within the Parent Portal through the annual student information update process that takes place during the summer months.** Administration of specific non-prescription medications is available to all students under the guidelines of the school physician. 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. For more information, view Policy 210: Use of Medications.

Parents/guardians 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/guardian. 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 EpiPen or inhaler, parents/guardians must provide this medication and send it in with the student. In the event the student is unable to self-administer the EpiPen 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 district's 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 the district's responsibility clear. Children who are experiencing homelessness and attending Pennsylvania public schools must be provided proper educational supports 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/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 Meals
- 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 website. Questions may be directed to the district's Pupil Services Department at 267-893-2000.

Additional Resources

- Education for Homeless Children and Youth
- Community Resource Guide
- Bucks County Resource Directory

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, services for protected students with disabilities, 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 their eligibility is 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 Students with Disabilities

Related School Board Policy: 103.1 (Nondiscrimination of Students Eligible for Special Education Services)

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 are 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 School District 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 Individualized Education Program (IEP) is developed. The IEP describes the specially designed instruction needed by the student and the type of program and the level of service.

Gifted Program (Program for Enrichment)

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 Individualized Education Plan (IEP) is developed which describes the goals and specially designed instruction to be provided. Additional information regarding the screening, evaluation, program, and parent/guardian 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/guardian and student rights, and confidentiality of information may be found here 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/guardians should familiarize themselves with these policies, accessible at www.cbsd.org/policies. A particular policy may be found by number or keyword – simply visit the district's "BoardDocs" website and click the "Search" tab. Enter a keyword or policy number to find the related policy.

School Handbooks/Regulations/Discipline

The most updated version of this handbook detailing district and school rules and regulations for all elementary, middle, and high school students is accessible online at www.cbsd.org/handbook.

Parents/guardians 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/guardians aware of district policies of particular interest to parents/guardians, especially the Code of Rights, Responsibilities, and Student Discipline, which applies to all students regardless of grade or school.

Computer/Technology/Cell Phone Use

Related School Board Policies: 815 (Acceptable Use of Electronic Resources); 816 (Electronic Communications and Social Media/Networking; 816.1 (Social Media)

District policies govern the use of computers and the internet by students. Cell phone policies for students during the school day are also in effect.

Students and parents/guardians should review user agreements and documentation provided with student laptop distribution, as well as the above listed policies.

More information may also be found on the Technology and Innovation Department's website.

Dress Regulations

Related School Board Policy: 221 (Dress and Grooming)

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 questionable in terms of their coverage, messaging and images are not appropriate. Refer questions to the building administration prior to choosing questionable attire.

Drug and Alcohol Policy

Related School Board Policies: 218 (Student Discipline); 227 (Controlled Substances/Paraphernalia)

Use or possession of illegal drugs (including "look-alikes") or alcohol is prohibited on school property or on school-sponsored trips. The district's Controlled Substance/Paraphernalia Policy Substance Abuse Policy (Policy 227) is made available to secondary students via a school student handbook and this Family Handbook.

Violations of this policy will be considered a Level III or IV offense per the district's Student Discipline Policy (Policy 218), which may result in disciplinary consequences up to and including expulsion.

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/guardians are encouraged to read the complete policy.

Naloxone Administration in Schools

Related School Board Policy: 823 (Naloxone Administration in Schools)

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

Related School Board Policy: 222 (Tobacco and Vaping Products)

Smoking on district property, inside and out, by anyone, including staff members and other adults using school facilities, is strictly forbidden. Central Bucks School District 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.

Search and Surveillance of Student Lockers and Cars

Related School Board Policies: 226 (Searches); 820 (Use of Scanning Equipment to Detect Weapons)

Cars, lockers, bags and other items that are reasonably suspected to be housing contraband are subject to a legal search while on district property. Student lockers are school property and may be searched by school administration and search canines when appropriate. Cars parked in 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/guardians should also be advised that district buses are 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 their images and voices are being recorded.

Students and their parents/guardians should also be advised that district buildings are equipped with surveillance cameras and other equipment. These cameras and

other equipment will record everything that happens in certain areas of school buildings. Appropriate signage is included at each school notifying the students that their images and voices are being recorded.

Threats Policy

Related School Board Policies: 218.2 (Terroristic Threats) and 218.3 (Student Threats of Violence)

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/guardians and the police are called and the student is suspended for a minimum of three days. A conference with parents/guardians must be held prior to readmission.

If the student does not present an immediate threat, parents/guardians 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/guardians' 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/guardians who refuse to remove their child from school will be reported.

Weapons Policy

Related School Board Policy: 218.1 (Weapons)

The district will not tolerate any weapon in school, even when there is no actual or implied threat. This is one way that 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 PROTECTION OF PUPIL RIGHTS AMENDMENT

Related School Board Policies: 216 (Student Records); 235.1 (Surveys)

The Protection of Pupil Rights Amendment (PPRA) gives parents/guardians 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." A survey that concerns any of the below points is a "protected information survey." If the U.S. Department of Education funds a survey in whole or in part, a student's parents/guardians 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/guardians, or;
    - Income other than that required by law to determine program eligibility.
- Opt-out of certain surveys and exams.
    - Parents/guardians 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/guardians 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
    - Central Bucks School District has developed Policy 235.1: Surveys 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 district will directly notify parents/guardians 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/guardians 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 FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Related School Board Policy: 216 (Student Records)

The Family Education Rights and Privacy Act (FERPA) affords parents/guardians 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/guardians 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/guardian 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/guardian or eligible student believes are inaccurate.
    - Parents/guardians 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/guardian or eligible student, the school will notify the parent/guardian 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/guardian 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 here); or a parent/guardian 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/guardians 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/guardian consent. Parents/guardians 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 99 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/guardians or eligible students by June 1 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

Related School Board Policy: 716 (Integrated Pest Management)

Since October 1987, the Federal Government has required Local Education Authorities (LEA) to have their schools inspected for the presence of asbestos containing materials by a licensed building inspector. 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 AHERA Regulation, please contact the CBSD Operations Department at 267-893-4020.

Central Bucks Schools District uses an Integrated Pest Management (IPM) 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 of pesticides and for two days following the application.

Parents/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 320 Swamp Rd, Doylestown, PA 18901and 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 267-893-4020.

STUDENT DATA PRIVACY

Central Bucks School District takes student data privacy very seriously. We have created a resource to review our practices 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

Related School Board Policies: 103 (Discrimination/Harassment Affecting Students) and 104 (Discrimination/Harassment Affecting Staff)

Central Bucks School District provides equal employment opportunities 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, the 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. The 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 the 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: Cathy Rossi, Interim Director of Human Resources | crossi@cbsd.org | 267-893-2000

- General Student and Parent/Guardian Contact and Secondary Athletics: Lyndell Davis, Principal, CB West | ldavis@cbsd.org | 267-893-2509

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 they 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 and Parents/Guardians
Central Bucks West High School
c/o Lyndell Davis
375 West Court Street
Doylestown, PA 18901

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 their 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 10 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 PA Commission for Human Rights, the Office for Civil Rights, and/or the Equal Employment Opportunity Commission in Philadelphia. Contact information for these organizations is 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)

Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
FAX: 404-974-9406; TDD: 800-877-8339
Email: OCR.Atlanta@ed.gov

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 FOR FEDERAL PROGRAMS

The Every Student Succeeds Act (ESSA) legislation required Local Educational Agencies (LEAs), 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 requirements, the district has adopted the following procedures.

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

- A statement that the Pennsylvania Department of Education (PDE) or a LEA has violated a requirement of federal statute or regulations which apply to programs under the Every Student Succeeds Act of 2015.
- The facts on which the statement is based.
- Information on any discussions, meetings, or correspondence with PDE or the LEA regarding the complaint.

Local Complaint Procedures

- Referral - Complaints against 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 their 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, they 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

DISCIPLINARY PROCEDURES AND RESPONSIBILITIES

View the below chart in School Board Policy 218: Student Discipline

Levels	Examples	Procedures	Disciplinary Responses
LEVEL 1 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	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

Levels	Examples	Procedures	Disciplinary Responses
	Bullying		
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 noted 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 administrator's action. A proper and accurate record of the offense and the disciplinary action is maintained by 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	Leaving school without authority Fighting (simple) Stealing	The administrator indicates disciplinary action by investigating the infraction and	Temporary removal from class Temporary or full suspension

Levels	Examples	Procedures	Disciplinary Responses
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.	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	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.	Alternative program Parent conference and/or hearing Referral for psychological evaluation Charges under Pennsylvania Criminal Code Restitution of property and damages Saturday Suspension Student Assistance Program (SAP) referral
LEVEL IV Acts which result in violence to another's person or property, or which pose a direct threat to the safely of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions which result in the	Continuation of unmodified Level I, II, and Ill misbehavior Vandalism (major) Arson Theft, possession, or sale of stolen property	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.	All verified offenses in Level IV will have a mandatory suspension for up to 10 days with an informal hearing Charges under PA Civil Criminal Code or referral to appropriate law

Levels	Examples	Procedures	Disciplinary Responses
immediate removal of the students from school, the intervention of law enforcement authorities, and action by the Board of School Directors.	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	School officials contact law enforcement agency and assist in prosecuting offender. A complete and accurate report is submitted to the superintendent by Board action.	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

CBSD BOARD OF SCHOOL DIRECTORS

The board of school directors, known informally as the school board, is a legislative body comprised of nine Central Bucks 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.

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.

If 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 board 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 at www.cbsd.org/boardcalendar. 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. School board meetings are typically held at 7 p.m. in the Central Bucks Educational Services Center located at 16 Welden Drive, Doylestown, PA 18901.

Members of the public are invited to attend school board meetings. Two periods for public comment are scheduled at every school board meeting: the first takes place before the agenda and is reserved for items on the agenda; the second takes place at the end of the meeting and can concern any topic. Citizens who wish to comment during each period may sign up prior to the start of the meeting. Students are able to speak at both public comment periods about any topic. 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.

CBSD COMMUNITY SCHOOL

The Central Bucks School District 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, sports, and more.

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 Community School office is located in the district's Educational Services Administration Building, located at 16 Welden Drive, Doylestown, PA 18901.

CBSD Aquatics Program

Swimming is one of the best forms of exercise and can span a lifetime.

For over 50 years, the Central Bucks School District Aquatics Program has provided the community with the opportunity to engage in various swim programs. The program's mission is to provide a safe environment in which the community is supported in developing strong bodies and minds while achieving a healthy lifestyle.

Presently, the district offers over a dozen programs ranging from introductory swim lessons to a USA Swimming team. 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 Aquatics Program Coordinator Jennifer Steinberg.