

**MADIT** Middle Bucks  
**IVDIT** Institute of Technology  
*Preparing tomorrow's workforce today*



**Student Handbook  
&  
Parent Guide  
2024-2025**

**Adopted: September 3, 2024**

## TABLE OF CONTENTS

Introduction .....	3
Staff Directory .....	4
Daily Schedule .....	5
Health and Safety Plan .....	5
Student Expectations .....	5
Student Records .....	7
Student Grievance/Complaint Procedure .....	8
Student Evaluation and Grading .....	9
Senior Awards and Recognition Ceremony .....	12
Educational Field Trips/Clinical Experiences .....	12
Career and Technical Student Organizations (CTSOs) .....	12
Student Services .....	13
Threat Assessment Team .....	16
Safe2SaySomething .....	16
Attendance .....	17
Medical .....	20
Medication Dispensing .....	20
Drugs and Alcohol .....	21
Harassment .....	22
Dating Violence .....	24
Weapons .....	24
Searches and/or Inspections .....	24
Audio-Visual Equipment .....	25
Classroom/Lab Telephones .....	25
Use of Personal Electronic Devices (BYOD) .....	25
Hall Passes .....	26
Student Obligations (Financial and Forms/Documents) .....	26
Use of Technology .....	27
Parking Permits and Student Drivers .....	27
Continuous Improvement System .....	28
General Safety .....	29
Evacuation Procedures .....	30
Corporal Punishment/Use of Force .....	31
Before Session Conduct .....	31
Transportation .....	31
Lockers/Book Bags .....	31
Disciplinary Consequences .....	32
Reassignment from Middle Bucks .....	36
Assault .....	36
Discipline Guidelines and Consequences .....	37

## STATEMENT OF EQUAL OPPORTUNITY

The Middle Bucks Institute of Technology does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Inquiries may be directed to Middle Bucks Institute of Technology, Title IX Coordinator or Section 504 Coordinator at 2740 York Road, Jamison, PA 18929 or 215-343-2480.

## **INTRODUCTION**

### **Welcome**

Welcome to the 2024-2025 school year! We sincerely wish that the upcoming school year will be productive and satisfying as you grow into a contributing member of society.

The staff is anxious to work with you to develop your work-related skills and a solid knowledge of the fundamentals needed to be successful in the workplace. Middle Bucks Institute of Technology has earned a reputation as a leader in Career and Technical education, and we are proud of the programs we offer. Our programs are reflective of best practices, and we keep abreast of changes in the various career pathways.

Again, best wishes for a successful and safe 2024-2025 school year.

Sincerely,



Dr. Mark Covelle  
Administrative Director  
Middle Bucks Institute of Technology

### **Mission Statement**

Middle Bucks Institute of Technology's mission statement is a declaration of the school's purpose, which is to provide rigorous and integrated educational experiences required for higher education or work. It articulates why we exist and gives shared meaning to the work of everyone in the school.

### **Our Mission**

*Preparing tomorrow's workforce today*

### **Vision Statement**

Middle Bucks Institute of Technology provides students with the necessary technical, academic, and employability skills to enter, compete, and advance in their future education and careers.

### **Shared Values**

Middle Bucks Institute of Technology promotes the following primary values:

- Shared Vision
- High Expectations
- Dignity and Respect
- Collaboration
- Commitment to Change
- Continuous Improvement
- Global Awareness

## STAFF DIRECTORY

Staff may be contacted by phone or e-mail. Please do not contact teachers by phone during instructional hours. The school's phone number is 215-343-2480. E-mail address for any staff member is their first initial, last name, followed by @mbit.org.

Staff	Title	Extension
Anders, Warren	Facility Manager	118
Appleton, Sherry	Teacher - Medical & Health Professions	242
Carr, Mike	Teacher – Public Safety	228
Castineira, Sean	Teacher - Sports Therapy & Exercise Management	102
Ciarlone, Paul	Teacher - Automotive Technology	239
Covelle, Mark	Administrative Director	100
Davey, James	Teacher - Multimedia Technology	230
Doherty, Lauren	Assistant Director	120
Duncan, Maura	Teacher - Cosmetology	201
Egge, Angela	Special Education Teacher	260
Flood, Stacey	Special Education Teacher	277
Gale, Matthew	Supervisor of Career & Technical Education	243
Gregory, Stephanie	School Counselor (Students A-L)	249
Guinan, Steven	Work-Based Education Teacher/Coordinator	263
Haimovitz, James	Teacher - Welding Technology	257
Haney, Tina	Teacher - Early Childhood Education	212
Hellwig, Laurinda	School Counselor (Students M-Z)	110
Houghton, Katherine	Teacher - Web Design & Interactive Media	122
Hutchison, Robert	Teacher - Networking & Operating Systems Security	207
Lachmuth, Katie	Special Education Teacher	271
Malinowski, Craig	Teacher – Architecture & Construction Engineering	121
Martinelli, Chris	Teacher – Welding Technology	257
McCuen, John	Teacher – Plumbing & Heating Technology	226
McDowell, Randall	Teacher - Electrical Technology	269
Midgett, Cynthia	Teacher - Dental Occupations	213
Mikkelson, Stephanie	Teacher - Cosmetology	248
Moyer, Lynda	Teacher - Medical & Health Professions	214
Peralta, Joanne	Teacher – Cosmetology	202
Reimel, Ron	Teacher - Collision Repair Technology	237
Rich, Lise	Special Education Teacher	116
Roach, Malcolm	Teacher - Construction Carpentry	264
Rosenau, Brad	Teacher – Commercial Art & Advertising Design	279
Schwarz, Robert	Teacher - Automotive Technology	238
Shores, Kimberly	Attendance Officer	107
Smith, Gregory	Teacher - Horticulture Landscape & Design	225
Stafford, Michael	Teacher - Culinary Arts & Science	215
Swoyer, Pamela	Work-Based Education Teacher/Coordinator	262
Sykes, Michael	Teacher - Building Trades Occupations	259
Taufalele, Amanaki (Naki)	School Safety & Security Officer	283
Taylor, Kristen	Teacher - Culinary Arts & Science	274
Webber-Kuhn, Sarah	School Nurse	234
Young, Edward	Teacher – Engineering Related Technology	209

## **DAILY SCHEDULE**

7:30 a.m.	Main Office opens
7:40 a.m.	Morning session students report to class
7:45 a.m.	Morning session classes begin. Doors are locked. Late arrivals go to the SIC/Main Office for a late pass.
10:20 a.m.	Morning session ends. Dismissal for all students.
11:25 a.m.	Afternoon session students report to class.
11:30 a.m.	Afternoon session classes begin. Doors are locked. Late arrivals go to the SIC/Main Office for a late pass.
2:00 p.m.	New Hope-Solebury dismissed
2:10 p.m.	Afternoon session ends. Dismissal for all students.
4:00 p.m.	Main Office closed

## **MIDDLE BUCKS INSTITUTE OF TECHNOLOGY HEALTH AND SAFETY PLAN**

Middle Bucks Institute of Technology's Health and Safety Plan addresses how MBIT will maintain the health and safety of students, educators, and other staff, for all instructional and non-instructional school activities during the 2024-2025 school year. The Health and Safety Plan has been tailored to the unique needs of MBIT and its mission to "Prepare Tomorrow's Workforce Today" by providing career training. The plan can be viewed in its entirety on the school's website.

## **STUDENT EXPECTATIONS**

The following rights and responsibilities are derived from Chapter 12, Pennsylvania Code, Title 22, Education (1984).

### **Student Responsibilities**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

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

Students are responsible for any financial obligations that they have incurred during their schooling at Middle Bucks Institute of Technology as outlined in this handbook. Seniors who have outstanding obligations will not receive a Certificate of Achievement and their Student Mastery Report from Middle Bucks Institute of Technology.

Any educational opportunity which is sponsored by MBIT (e.g., field trip, cooperative education experiences, shadowing, etc.) must adhere to all school policies. This includes the school's tobacco policy.

It is the responsibility of the students to do the following:

- Comply with all local, state, and federal laws.
- Conform to reasonable standards of socially acceptable behavior.
- Respect the rights, person, and property of others.
- Abide by constituted authority and respond to those who hold authority.
- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Assume that until a rule is waived, altered, or repealed in writing, it is in effect.
- Assist the school staff in operating a safe school by exhibiting self-discipline and encouraging others to do so.
- Share responsibility for maintaining a positive learning environment by volunteering information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet established standards and not to cause disruption to the educational processes.
- Exercise proper care and respect when using public facilities and equipment.
- Attend school daily and be on time to all classes and other school functions.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by Commonwealth and local school authorities.
- In the event the school determines that law enforcement should be contacted related to any incident occurring on the school campus, the Director or designee will immediately notify the Superintendent of Record, the Superintendent of the student or the student's sending school, and the building principal of the school of the sending school district where the student attends.

## **Student Rights**

Guardians of all students between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their child(ren) attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school.

Students have the right to express themselves unless such expressions materially and substantially interfere with the educational process, threaten immediate harm to the welfare of the school or community, encourage unlawful activity, or interfere with another individual's rights.

Students have a right to confidential communications with school personnel. However, where the health, safety, or welfare of the students or other persons is clearly in jeopardy, confidential information may be revealed to the student's parents or other appropriate authorities, including law enforcement.

In addition, students have a right to:

- A safe, meaningful learning environment.
- An appropriate and challenging curriculum.
- Protection from physical or verbal abuse.
- Be disciplined in private, when possible.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the Middle Bucks Institute of Technology (MBIT) receives a request for access. The parents or an eligible student should submit a written request that identifies the record(s) they wish to inspect to the Administrator responsible for the program area. MBIT will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. A written request that clearly identifies the part of the record they want changed and specifies why it is inaccurate or misleading must be provided. If MBIT decides not to amend the record as requested by the parent or eligible student, written notification of the decision advising them of their right to a hearing regarding the request for amendment will be provided. This will include information regarding the hearing procedures.
3. 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 MBIT or one of its participating districts as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom MBIT has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, MBIT discloses education record without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## PUBLIC RECORDS

The Executive Council recognizes the importance of public records as the record of the school’s actions and the repository of information about this school. The public has the right to access and procure copies of public records, with certain exceptions, subject to law, Executive Council policy and administrative regulations. S.B.P. 801

## **Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that MBIT, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from your child's education records. However, MBIT may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow MBIT to include this type of information from your child's education records in certain school publications. Examples can include, but are not limited to, brochures showing a student's role in a project or presentation, annual reports, honor roll, graduation programs or other recognition lists.

**NOTE:** It is imperative that you notify MBIT of any change in address, phone numbers, or e-mails immediately. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want MBIT to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing by October 1 of each new school year. MBIT has designated the following information as directory information (Note: MBIT may, but does not have to, include all the information listed below):

- Student's name, address, and telephone listing
- Participation in officially recognized activities and sports
- Photograph
- Degrees, honors and awards received
- Date and place of birth
- Major field of student
- Dates of attendance
- Grade level

## **STUDENT GRIEVANCE/COMPLAINT PROCEDURE**

Consistent with school policy #219, should a student have a serious grievance/complaint that directly affects his/her participation in the educational program at MBIT, the student should first make the complaint known to the teacher of the program or the School Counselor. The parties involved shall attempt to resolve the issue informally and directly. If the complaint is not adequately resolved at this first level, the student shall prepare a written statement detailing the nature of the complaint and the facts surrounding the complaint. The complaint shall be submitted to the Director or a designee who will review the complaint and meet directly with the student to resolve the issue. If unresolved at this level, the complaint may then be forwarded on to the Administrative Director and then, ultimately, to the Executive Council for review. The student may seek the help of a parent or guardian at any step of the complaint process.



## **STUDENT EVALUATION AND GRADING**

The purpose of the evaluation and grading procedure is to accurately measure student achievement and communicate the rate of achievement to both students and parents on a continuous basis. Evaluation and grading shall be criterion referenced and outcome oriented, in accordance with Policies #105, #111, and #213. Parents and guardians may view student grades by signing into the Parent Portal.

### **Grading Components**

Competence in the work place involves the ability to use knowledge, perform skills, and exhibit positive attitudes. Consequently, evaluation and grading include measures from each of these three domains. Following are some examples of how each domain is assessed.

#### **1. Knowledge/Theory**

Assessment of this domain may use written evaluations and should include, but is not limited to, written tests and quizzes, oral tests and quizzes, written and oral reports, homework, and safety tests.

#### **2. Skills**

This portion of the grade is determined by the number of skills (i.e., tasks/competencies) completed and the level of achievement at which the skills were completed (i.e., the quantity and quality of work completed). Assessments of skills occur using performance assessment instruments (i.e., rubrics, rating scales, and check lists) and are included in every learning guide. Skill assessment includes, but is not limited to, demonstration of safety practices, operation of equipment, use of hand/power tools and instruments, completion of projects and jobs, live work, basic skill competencies, and experiments.

#### **3. Employability Skills**

This portion of the grade is determined by the student's ability to consistently demonstrate behaviors that are required by school and industry. The following factors serve as a minimum in qualifying this very important domain: promptness or tardiness, dress, safety equipment, preparedness, attendance and dependability, enthusiasm/initiative, the ability to work as a team member (i.e., peer relationship), lab clean up, safe work habits, appropriate language, student notebooks/portfolios, time on task, and the ability to follow rules and teacher directives.

#### **4. Computation of Interim Progress Grades for Cooperative Education students**

For students on active co-op assignment only: The "Progress" category will have 4 choices for instructors, "O, S, N, and U". This represents Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory. This letter grade is only provided at the time of the Interim Progress Reports.

#### **5. Computation of Quarterly Grades**

Unless otherwise approved by administration, the weighing of grading components for each marking period occurs as follows:

- Knowledge 35%
- Skill/Application 40%
- Employability 25%

## 6. Computation of Final Grades

All final grades are in numerical form and can be translated into a letter grade using the following scale:

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
F = 0-59	IN = Incomplete	NG = No Grade
WP = Withdrawn Passing	WF = Withdrawn Failing	M = Medical

For computation purposes, a student cannot receive less than a 40% during the first three marking periods. During the last marking period only, teachers may give any percentage grade (i.e., 0% -100%). Therefore, a student's final grade is based upon the numerical average of all four marking periods. Students receiving two consecutive marking periods of failing marks shall receive an overall failing grade, regardless of their numerical average. Students who wish to transfer to a different program shall have a 70% in the current program or administrative approval to be eligible. In addition, students must successfully complete 75% of the technical competencies each year of the program in order to be eligible to be promoted to the next level.

### Occupational Assessment (NOCTI)

Similar to the state-mandated PSSA test students take to assess their academic skills, career and technical students are assessed in their occupational area of study during their senior year. This state-mandated test is developed by the National Occupational Competency Testing Institute (NOCTI). The NOCTI exam has a written and performance component. Business and industry representatives score the performance component of the exam. All seniors who by the end of the reporting school year, were reported as having earned or successfully completed at least 50% of the minimum technical instructional hours required for PDE program approval are required to take NOCTI. The only exceptions to this are those identified students who have an Individualized Education Plan (IEP) that specifically excludes the student from statewide assessments.

### Progress Reports

Students should receive informal progress reports from their instructor on a regular basis. Students should know their grade and should understand why they have earned a particular grade. If a student is unsure of his/her grade, the student should ask the teacher (in an appropriate manner) and give a reasonable time for the teacher to process the request (e.g., mark recent assignments, update grades, etc.). Students may discuss any discrepancies with their grades at an appropriate time (e.g., before or after class).

Students will receive a formal *Interim Progress Report (IPR)* approximately in the middle of each marking period. The student's parent/guardian will be notified via email &/or phone call when the IPR is available on the parent portal for review. Students will also receive a marking period grade after the marking period ends. Guardians should expect to receive formal progress reports eight times a year (4 IPRs and 4 marking period report cards). Guardians should contact the School Counselor (ext. 249) if they have not seen these formal progress reports.

### Failures

If it becomes likely that a student's last marking period percentage grade will be low enough to cause a failing grade for the year, the teacher should meet with the Administrator and School Counselor to discuss the specific circumstances. This meeting should take place in sufficient time to notify the parents and to

counsel the student. Additionally, students who fail two consecutive marking periods shall automatically receive a failing grade for the year. Students who ultimately do fail for the year will not be permitted to continue in that particular career or technical program.

## **Homework**

### THE PURPOSES FOR WHICH THE TEACHER ASSIGNS HOMEWORK ACTIVITIES INCLUDE:

- ✓ Helping a student master a skill.
- ✓ Encouraging a student to learn new things.
- ✓ Assisting a student to understand what is being taught.
- ✓ Developing a sense of responsibility, independence, organization and good study skills.
- ✓ Acquainting parents with what their child is learning in the classroom.

### GENERAL PRINCIPLES CONCERNING HOMEWORK:

- ✓ The purpose for which a homework activity is assigned will be shared with the student.
- ✓ Activities will be necessary, beneficial and clearly explained to the student.
- ✓ Homework will be relevant to the area of study, be reasonable in length, and be appropriate to the maturity and ability level of the student.
- ✓ Teachers will acknowledge completion of homework assignments and /or provide feedback on all homework activities via the online parent portal.
- ✓ Homework assignment will not be used as a disciplinary action for misbehavior of an individual student or group of students.
- ✓ Failure to complete a homework assignment may subject the student to a lower grade.

### STUDENT RESPONSIBILITIES:

- ✓ Complete homework assignments given by the teacher.
- ✓ Record and clarify homework assignments, using the resources provided by the school, prior to the due date of the assignment.
- ✓ Strive for neatness, accuracy and improvement with each assignment.

### PARENT RESPONSIBILITIES:

- ✓ Show a positive interest in all school activities and provide encouragement to students.
- ✓ Provide students with a suitable place and adequate time for homework.
- ✓ Examine homework assignments and homework progress.

## **Extended School Day**

At times, students may desire to stay at Middle Bucks beyond their scheduled class time. In order to do so, students must receive prior approval by their instructor, MBIT administration, and their participating sending school before remaining at Middle Bucks.

## **Course Credit**

Since students attending Middle Bucks come from different school districts, individual districts determine credits for each program. Middle Bucks issues grades for coursework while each school district determines credit, according to their school district policy. Each school district establishes the weighting of programs. Students should see their sending School Counselor if they have any credit concerns.

## **SENIOR AWARDS AND RECOGNITION CEREMONIES**

Seniors who have completed at least one year in a technical program at Middle Bucks may participate in the school's awards and recognition ceremonies. Traditionally, these events are at the end of the school year and the student's family is invited to attend. Students who are serving an out-of-school suspension or have outstanding debts may not participate in these events. The school administration reserves the right to prevent any student from participating in these events if circumstances warrant such decision. In these instances, the school will notify the student and parent about the decision.

## **EDUCATIONAL FIELD TRIPS AND CLINICAL EXPERIENCES**

Educational field trips and clinical experiences are intended to provide opportunities to further enrich the educational process for students. Therefore, teachers will provide a related assignment for students to complete, creating structure and meaning to the field trip or clinical experience. These assignments are considered part of the student's evaluation process and part of the student's overall grade.

The school's administration and Executive Council approve all field trips and clinical experiences. Students must complete the appropriate Field Trip permission form and receive written approval from their parent/guardian in order to participate in a field trip.

All students participating in the field trip/clinical experiences must travel to and from the field trip on school-provided transportation unless pre-approved by the administration. Students are not permitted to drive their own vehicles on field trips or clinical experiences. Costs related to field trips are the responsibility of the student.

Students who are participating in a clinical experience must meet the following criteria in order to participate:

1. Must have a 75% average.
2. No major discipline issues (no ISS or OSS).
3. Attendance not to exceed 10% of the total enrollment days at the time of the clinical experience.
4. No referrals to the Student Intervention Center in the two-week period prior to the date of the clinical experience.

## **CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

Middle Bucks Institute of Technology expects all of its students to participate in SkillsUSA, a national organization for career and technical students. Students may also participate in additional student organizations such as HOSA (Health Occupations Students of America), PBA (Pennsylvania Builders Association), and FFA (Future Farmers of America). CTSOs promote leadership, professional development, and awareness of democratic processes.

The CTSOs hold social events, participate in community projects, and assist in school-sponsored activities. The organizations also hold local, state, and national competitions in all of the career and technical areas. Students who are active members have the potential of earning scholarships or other financial awards. Each program at Middle Bucks elects class representatives who may become an elected officer. These students have the opportunity to run as state or national officers. The annual activity fee for students is \$30.00, which includes membership in SkillsUSA.

All students participating in CTSO sponsored trips must travel to and from the destination on school-provided transportation unless pre-approved by the administration. Students are not permitted to drive their own vehicle on CTSO sponsored trips. Costs related to trips are the responsibility of the student.

Students must complete the appropriate permission form and receive written approval from their parent/guardian in order to participate in a trip.

The administration approves all permission forms based on the following criteria:

1. Academic standing - minimum of a C average
2. Attendance - unexcused and excused absences not to exceed 10% of total enrollment days as of the due date of the permission form.
3. No Out of School Suspensions
4. No outstanding financial obligations owed to MBIT

In addition, MBIT has a chapter of the National Technical Honor Society (NTHS). Students can be nominated by his/her teacher once they are a 200 level student and meet all of the criteria for induction.

## **STUDENT SERVICES**

### **Guidance Services**

If a student expresses an immediate and urgent need to see the School Counselor or a teacher determines a student needs immediate assistance, the teacher should issue a pass and permit the student to go to the Main Office. If the School Counselor is unavailable, the student may meet with another staff member from Student Services. Teachers will use good judgment in determining if the student needs immediate assistance or if the student can schedule an appointment to meet with the appropriate staff member at a more convenient time.

#### ***Student/Teacher Referral***

All requests for non-emergency counseling should be made via a phone call to the School Counselor. The student will be notified of an appointed date and time by the School Counselor via a phone call or e-mail to the instructor. If the student is absent or cannot keep the appointment, the student will be sent to the Main Office to reschedule the appointment.

#### ***Teacher/Parent Conferences***

All teacher/parent conferences involving behavioral issues or other concerns with a student may include the School Counselor, Special Education Teacher or an Administrator.

#### ***Student Career Objective***

The Pennsylvania Department of Education requires that every student enrolled in career/technical education have a career objective on file at the school. The School Counselor will use the *Student Career Objective Form* to gather this information. The forms are maintained in each student's file. The forms are updated annually during the period of attendance at MBIT.

## **Work-Based Education Teacher/Coordinators**

### ***Employment Assistance***

MBIT provides assistance to enrolled students in securing employment. If a student wishes to utilize this service, appointments may be made to see one of the Work-Based Education Teacher/Coordinators.

### ***Work-Based Education***

Work-based education at MBIT supplements and enriches a student's program of study and provides a transitional experience to prepare for entry into an occupational field or college. It provides students with breadth and depth in their career or technical program. Business and industry also benefit from work-based education which helps to provide a pool of qualified technicians. Collectively, the school and business/industry as partners can better prepare students and address labor market needs than can either on their own.

### ***Other Services***

Students have the opportunity to participate through the Federal Bureau of Apprenticeship and Training and the Pennsylvania Apprenticeship and Training Council in a number of the trade areas. Students may also participate in shadowing experiences, clinical experiences, externships and internships.

Each of these experiences are integral components to the overall educational philosophy of Middle Bucks.

### **Cooperative Education - Application and Approval**

If the student is a minor, a work permit must be obtained. This is issued at the student's home school. A *Cooperative Education Training Agreement* must exist and be signed by the student, employer, the MBIT teacher, sending School Counselor, parent or guardian, and Work-Based Education Teacher/Coordinator. The student must have a social security card.

Students will be eligible for a cooperative education position based upon the completion of the *Cooperative Education Teacher Recommendation* form and approval by a coordinator. Attendance records, grades, behavior, and student readiness will be variables considered. The student's performance and ability to benefit from such an experience are paramount. Students must provide their own transportation.

Following are some minimal requirements for students wanting to participate in paid cooperative educational experiences;

- Employment must be in the student's career field and the experience must provide the student with valuable and meaningful learning.
- The training site must meet established criteria and be approved by the Work-Based Education Teacher/Coordinator responsible for that program.

A student is not considered enrolled in a cooperative education experience until written notification has been provided to the teacher, employer, and student.

While participating in a cooperative education experience, the student must fulfill the following requirements:

- The student must attend class at MBIT once a week, at the specified time, for a minimum of one hour.
- The student must have consistent attendance and no excessive tardiness at the training site and his/her participating school.
- When absent from the job, the student is required to inform the employer and the Work-Based Education Teacher/Coordinator in advance.
- When held, the student is required to participate in a banquet at the end of the school year. The student is responsible for the cost of his/her meal and that of his/her guest (i.e., employer).

Students may be withdrawn from the cooperative education experience if any of the following occur:

- The job is a non-beneficial experience for the student.
- Academic grades fall below a "C" average.
- The student has excessive absences or tardiness at home school or on the job.
- The student does not abide by the terms of the training agreement and program requirements.
- An employer is unhappy with the student's performance and requests the school to withdraw the student or directly terminates his/her employment.

*If a student withdraws from the cooperative education experience, he/she is obligated to report to his/her regular MBIT class/lab area on a regular attendance schedule.*

## **Special Education/Instructional Support Services**

The Special Education staff at MBIT provides assistance for any student who may have barriers to learning. The Special Education staff consists of a team of Special Education Teachers and a number of instructional assistants. The staff attempts to:

- Assist in the implementation of a student's Individualized Education Plan (IEP), which is developed by the sending school district.
- Provide direct assistance in the laboratory by reinforcing the development of specific occupational skills and safety.
- Adapt, develop, or acquire additional related career/technical instructional materials.
- Assist teachers in developing methods necessary to work effectively with students who are experiencing barriers to learning.
- Provide academic services to students who require help with reading, writing, and math.
- Make arrangements for peer tutoring.
- Perform assessments of identified students to determine their appropriate placement in an approved career or technical program.

Teachers may refer students to a Special Education Teacher whenever it is deemed that one of the above services may be needed by a student to have a successful educational experience. Students are expected to request additional assistance when needed as well.

## **Student Assistance Program (SAP)**

At times, students are referred to Student Services staff for reasons that may be preventing them from learning. The SAP is a confidential process that is designed to help those who need assistance in overcoming specific barriers that impede the learning process. These "barriers to learning" may warrant further investigation through the formal Student Assistance Program process. Referrals may come from any staff member. The School Counselors will handle all referrals and will then direct the information to the student's sending school Student Assistance Program.

## **Student Intervention Center (SIC)**

The Student Intervention Center (SIC) provides assistance and support to students who exhibit continuous inappropriate behaviors that impede the student's success and/or disrupt the learning process of others. The purpose of this assistance and support is to help students develop self-discipline and the skills necessary to react in a more positive manner while in the educational environment. The SIC is designed as a positive approach to helping students who exhibit self-defeating behaviors. Students may be required to complete a behavioral learning assignment or a class assignment. Any behavioral learning assignment completed by the student will remain in the student's discipline file. Any class work is forwarded to the student's instructor. Should a student be absent on a day he/she is assigned to the SIC, the assignments will carry over to the next day the student is in school. Students in SIC may be required to meet with an Administrator or may be required to enter into a behavioral agreement as outlined in this handbook. A parent conference may result from repeated visits to the SIC.

## **Threat Assessment Team**

In June of 2019, legislation was enacted to assist schools in creating safer environments. The implementation of a Threat Assessment Team was added to the Pennsylvania School Code. One of the acts, Article XIII-E, Threat Assessment was added to the Pennsylvania School Code. The law states that each school entity (school district, intermediate unit, area career and technical school, charter school, regional charter school, or cyber charter school) shall establish at least one threat assessment team. In accordance with the legislation, the School Safety and Security Committee (SSSC), Pennsylvania Commission on Crime and Delinquency (PCCD), and key stakeholders from across Pennsylvania developed model procedures and guidance materials to help local schools establish and operate threat assessment teams.

In accordance with this law, a Threat Assessment Team has been developed at MBIT. Threat assessment is not designed to replace existing supports, referrals, and services provided through other school-based intervention efforts like SAP, suicide prevention and awareness, Safe2Say Something Crisis Teams, etc. MBIT promotes and monitors coordination between its Threat Assessment Team(s) and other school-based teams to ensure appropriate referrals and responses, including evaluating relevant data and conducting after-action reviews to identify and learn from successes and challenges. Threat Assessment Teams are responsible for the assessment of and intervention with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, or others.

The PCCD defines a threat as, “a communication or behavior that indicates an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that would cause harm to self or others. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means. These actions can be considered a threat regardless of whether it is observed by or communicated directly to the target of the threat or observed by a third party, and regardless of whether the target of the threat is aware of the threat.”

The ability of the Threat Assessment Team to respond and intervene to a potential threat early is contingent upon the reporting of potential threats immediately. If a student, parent or guardian, or any school staff member has concerns about a possible threat posed by an individual, they should report the concern immediately through any of the following avenues:

- Contact MBIT Administration directly.
- Complete a Safe2Say Referral to remain anonymous.
- Contact a School Counselor.

More information on MBIT’s Threat Assessment Team can be found on the school’s website.

## **SAFE2SAY SOMETHING**

Our students often are aware of the problems their peers are facing, so we must empower them to know the danger signs and give them the tools to help each other with the assistance of trained and caring adults. As you know, most conversations are taking place on social media, therefore it is critical that we teach our students to be looking out for one another as these digital conversations are taking place. S2SS teaches them what to look for in text, video and photos while empowering them to act quickly to help a fellow student.

The S2SS program is being provided through Sandy Hook Promise (SHP), a nation-wide non-profit organization. SHP’s programs are in 50 states – with 10,000+ schools and over 5.5 million students and



adults trained. They have a track record, reputation, and knowledge of how to work effectively with kids, parents, and teachers to improve school safety and culture. The program is age-appropriate and research-based. They also have funding to provide and sustain the program at NO COST to our school (and all schools statewide).

We anticipate that S2SS will help stop acts of violence, suicides, and gun threats; it will help reduce bullying and cyberbullying; help intervene upon cutting, drug use, racial conflicts, and other violent and victimization acts.

Students and parents can access further information on our website ([www.mbit.org](http://www.mbit.org)) or make a report by downloading the App (Safe2Say).

## ATTENDANCE

The Attendance Policy at Middle Bucks conforms to the Pennsylvania School Code sections 1326 and 1333 that states “every child of compulsory school age having legal residence in this Commonwealth is required to attend a day school in which the subjects and activities prescribed by the standards of the State Board of Education are taught.” It is even more critical that students attend regularly at Middle Bucks, due to the "learning by doing" nature of the programs. Attendance in school is a direct indicator to employers as to what they may expect from a student. Employers are just as interested in attendance as in grades.

Ten (10) days of cumulative lawful absences verified by parental notification will be permitted during a school year. Absences beyond ten (10) days may require an excuse from a physician. In cases when a physician’s note is required, absences not documented by a physician’s note will be considered unlawful. Missed work cannot be made up for full credit until an excuse note is received.

In serious attendance situations, Middle Bucks will coordinate, in conjunction with the sending district, an Attendance Improvement Conference to discuss the cause of the student’s excessive absences and develop a mutually agreed upon written Attendance Improvement Plan (AIP). This plan will be required when the student has accumulated three (3) unlawful absences and/or when a physician’s note is required for all absences. The purpose of the Attendance Improvement Plan is to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques.

**If a student is absent, a parent/guardian is required to provide verification within three (3) days of the student’s return to school. This can be provided in any of the following forms: a written note, a fax to 215-343-8626, an email to [Absent@mbit.org](mailto:Absent@mbit.org), completion of the attendance form on the school’s website, or via telephone to 215-343-2480, extension 107. *Please note that excuse notes or calls to the home school are not forwarded to our attendance office, therefore Middle Bucks must be notified separately.***

Examples of absences from school considered to be “excused” include:

- Illness or quarantine
- Death in the family
- Educational trip or family travel; limited to five (5) days. Requires prior written request and approval of MBIT administration.
- Emergency reason as approved by MBIT administration
- Religious holidays
- Suspension from school

- Required court appearance
- Post-secondary school visitation as approved by MBIT administration
- Attendance at school approved activities (including sports) subject to prior administrative approval from both MBIT and the sending district

An absence from school shall be determined to be “unexcused” for the following but not limited to:

- Willful or neglectful failure to come to school
- Truancy
- Employment
- Parent neglect
- Oversleeping
- Missed bus
- Car problem
- Hunting or fishing
- Shopping
- Childcare or other work at home
- Visiting relatives or friends
- Volunteer fire calls

The Attendance Officer will contact a student's parent or guardian. This is usually done using the school’s automated dialing system.

If a student needs to leave school for an early dismissal, the parent or person designated in our computer system (Power School), must present a valid photo identification.

Students who miss the bus must remain at the sending school, obtain permission from an MBIT administrator to drive, or receive a ride from a parent or guardian. Students are not permitted to drive to Middle Bucks without prior approval from an MBIT administrator.

**Students are expected to attend Middle Bucks when school is in session even if their home school is closed. Alternate transportation is usually provided by the students’ sending school district; the alternate transportation plans can be found on the sending school districts’ websites.**

### **Missed Assignments**

Every student will have the opportunity to make up any missed assignments for excused absences regardless of the reason for the absence. This should be arranged with the individual teacher. All work must be made up by the student on his/her own time and completed by the deadline established by the instructor.

- If the work is not made up, the student will receive no credit, and this will be reflected in his/her grade.
- Until the absence is verified, the student will not be permitted to make up any missed work for credit.
- **Any student who expects to be out for an extended period of time must assume responsibility in requesting assignments. The parent may also make requests.**

When students are absent from school or a class for a valid (excused) reason, they are responsible for contacting the teacher to make up the work. If a student is absent for an extended period, arrangements can be made with the instructor. **It is the student's responsibility to request make-up work and get it completed within the specified time.** A student whose absences are not verified may not receive credit for missed work.

## **Absences**

Any missing work that is not completed within the designated period shall be graded as a "0". A teacher may only issue an incomplete grade ("I") under extreme circumstances and after discussion with the School Counselor. Any incomplete grade which remains after two weeks after the end of the marking period converts to an "F" (40). Incomplete grades cannot be given for the fourth marking period.

Overall, attendance patterns are reflected in the employability component of the quarter grade.

## **Unexcused Absences**

Any student who does not attend Middle Bucks without legitimate verification (e.g., written documentation, parent phone call, etc.) is in violation of school rules. Consequences for unverified unexcused absences shall result in parent contact, home school contact, an attendance improvement conference and written plan, and/or referral to District Justice. The law defines "truancy" as three (3) or more school days of unexcused absence during the current school year by a child subject to the compulsory school attendance law. The law identifies "habitually truant" as six (6) or more school days of unexcused absences during the current school year by a child subject to the compulsory school attendance laws. Students who are habitually truant will be subject to an attendance improvement plan, a recommendation to withhold course credit for the student, possible truancy citation, and possible reassignment from the program.

## **Unexcused Lateness**

Students arriving to Middle Bucks after a home school bus would ordinarily arrive must report to the Attendance Officer and receive a late pass before going to class. Students will be admitted with an excused tardy slip if:

- A parent/guardian accompanies the student to the attendance office and gives a valid reason for being late.
- The student has written documentation to verify the lateness. The documentation must be signed by parent/guardian and the attendance office must verify the signature.
- The parent/guardian calls to confirm with the Attendance Office that their child will be late for a valid reason (as detailed previously). Written documentation must be provided to the attendance office within three school days of the student's lateness.

Because lateness is a major interruption in the educational process, it will be monitored closely. Students who are late to class and/or school without an excused reason will receive an unexcused Tardy. Students who are Tardy with no accepted excuse on more than 10% of scheduled days are considered excessively late and will receive progressive consequences, including a suspension or permanent loss of driving privileges.

## **Behavioral/Attendance Agreements**

When it is deemed that a student has demonstrated a pattern of aggressive behavior, disruptive behavior, or has poor attendance, the Administrator may direct the development of a behavioral agreement or an attendance agreement. This should include the following components.

- The School Counselor or Special Education Teacher (when appropriate) shall develop a written behavioral or attendance improvement plan and review its contents with the Administrator for approval.

- A meeting with the student, parent, and instructor will be scheduled and facilitated by the School Counselor and/or Special Education Teacher (if a special needs student) to review and sign the behavioral agreement and/or attendance improvement plan. Consequences of violating the behavioral agreement and/or the attendance improvement plan will be clearly stated in the agreement.

The School Counselor or Special Education Teacher and student will meet on a regular basis to discuss the student's progress in fulfilling the requirements of the behavioral agreement and/or attendance agreement. The teacher will also monitor the student's progress and provide input to the School Counselor/Special Education Teacher.

## **MEDICAL**

It is the responsibility of Middle Bucks Institute of Technology to provide the healthiest and safest environment possible for all students and staff. However, it is the parent's responsibility to provide a place for their child when he/she becomes sick. The certified school nurse is available to care for your child for an illness or injury occurring while at Middle Bucks Institute of Technology.

Please encourage your child to be seen in the Health Office if they're not feeling well and to refrain from calling you via their cell phone. If the school nurse determines the student needs to go home, the nurse will contact the parent/guardian.

In an effort to help protect the school community from unnecessary illness, please keep your child at home if any of the following are present:

- Illness that prevents a student from participating in activities.
- An elevated temperature of 100.0 degrees or more in the last 24 hours.
  - Student may not return to school until fever free for 24 hours without the use of fever reducing medication (Tylenol/Motrin).
- Has vomited in the last 24 hours.
  - Student may return when appetite returns to normal and there is no more vomiting for 24 hours.
- Repeated episodes of diarrhea in the last 24 hours.
  - Student may return to school when diarrhea free for 24 hours.
- Suspected pink eye (conjunctivitis).

## **MEDICATION DISPENSING**

All medication, both prescription and non-prescription, must be kept in the school health office. **No medication will be administered to any student without proper completion of the Medication Dispensing Form.** The form should also be used for non-prescription drugs when prescribed by a physician or dentist. Medication will be administered to students during school hours only when such medication is needed by the student to remain in school. All medication to be administered by school personnel must be delivered in the original and properly labeled container directly to the school health office, school principal or his/her designee in its original prescription container along with a Medication Dispensing Form. Medication in baggies, aluminum foil, envelopes, old pill container or other family members' bottles is not acceptable and will not be administered.

## **SPECIAL NOTE:**

Prescribed drugs and medicines brought to school must be registered with and taken in the presence of the School Nurse. A note from either the parent, guardian, or attending physician, which gives permission to the School Nurse to supervise the taking of the medicine must accompany the student and be presented to the School Nurse or must be in the hands of the administration before the taking of a prescribed drug will be permitted. The only exception to this policy applies to students directed by a physician to carry an inhaler or EpiPen on their person. A copy of the physician's order must be on file in the school health office.

Any student that is required to take medication or drug of any type during school hours or while on school premises is required to notify the School Nurse. The medication or drug should be delivered to the School Nurse. A complete check may be made to determine whether it is necessary for the medication to be taken during school hours. If students must take the medication during the school day, the procedure is as follows: The School Nurse shall obtain accurate information regarding the medication. All medication must be accompanied by authorization in writing (MBIT Medication Form). The form giving the student's name, the time, amount, duration, and the name of the medication, must be signed by the parent and physician. The medication itself must be in a container with a label having the following information: the student's name, the time, amount, duration and name of the medication, and the prescribing physician's name. All prescribed medication must have pharmacy label.

Only medications which are absolutely necessary during the school day will be administered. Except in an emergency, no medication will be given during the first period of the day in absence of written instructions from the student's physician.

## **DRUGS AND ALCOHOL**

Students are prohibited from possessing, using, distributing, manufacturing, or being under the influence of any controlled substance and/or alcoholic beverage while on school property during the school day as well as any school sponsored activity. Also prohibited is the distribution or possession of any drug paraphernalia and/or drug look-alikes. (Examples: to include but not limited to are marijuana, K2, hash, THC-based vape juice, steroids, chemical solvents, capsules and pills not approved and registered by the health office, and any look-alike chemical.)

Middle Bucks recognizes its responsibility to protect the health, safety, and welfare of all students as well as maintain and improve the rapport among students and staff. The school and its employees shall be committed to the enforcement of all existing laws, regulations, and guidelines as adopted by federal, state, local, and school authorities. In cooperation with each of the sending schools, Middle Bucks will work to educate, prevent, and intervene in the use of drugs and alcohol by students enrolled at the school.

In all situations, strict confidentiality will be maintained, and all parties involved will share in this responsibility. Information will be limited to all initial parties who have knowledge of the situation and will only be extended to the appropriate medical personnel, school administrators and School Counselor, local law enforcement agencies, and parents/guardians.

All incidents involving drugs or alcohol will be referred to the sending school administration for referral to appropriate Student Services, such as Student Assistance Programs (SAP) and/or the Council of Southeast PA, Inc.

## HARASSMENT

Middle Bucks Institute of Technology strives to provide a safe, positive learning climate for students in the school. Therefore, consistent with Title IX and MBIT Policies #248 and #348, unlawful harassment including ethnic and sexual harassment and discrimination by any employee, student, contracted individuals, vendors, or volunteers is prohibited. MBIT is committed to maintaining an educational environment in which harassment in any form, including bullying/cyber bullying, hazing and discrimination, is not tolerated.

The term *harassment* includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability which creates an intimidating, hostile or offensive educational environment. Harassment deprives a student of educational aid, benefits, services, or treatment. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

*Ethnic harassment* includes the repeated, unwelcome, and offensive use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

*Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of a student's academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-up calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, sexting (text messaging with content of a sexual nature), or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.
- *Hazing* is defined as "harassing by exacting unnecessary or disagreeable work" or an "initiation process involving harassment." Act 31 of 2016 expands current law to make hazing an offense when done to any person as a condition for initiation or admission into any organization.

### **Bullying/Cyber Bullying**

“Bullying” shall mean engaging in behavior that prevents or discourages another student from exercising his/her right to education. Bullying behavior is defined as intentional hurtful behavior perpetrated repeatedly in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance, etc.). Such prohibited behavior includes the use of threats, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, or school visitors or exclusion of anyone physically, psychologically, socially or sexually. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

- The law allows school entities to define bullying to encompass acts that occur **outside** a school setting if those acts meet the following criteria: (1) an intentional electronic, written, verbal or physical act, or a series of acts; (2) directed at another student or students; (3) that is severe, persistent or pervasive; and, (4) that has the effect of doing any of the following: (i) substantially

interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

- Cyber-Bullying shall mean bullying that occurs by use of electronic devices through means of e-mail, instant messaging, text messages, blogs, cell phones, apps, and websites.

The school will annually inform students, staff, and parents, through the publication of the student and staff handbooks, that unlawful harassment of students will not be tolerated. Additionally, Middle Bucks will provide training for students and staff concerning all aspects of unlawful harassment. Each student is responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment. Each staff member is responsible to maintain an educational environment free from all forms of unlawful harassment.

### **Reporting Harassment Concerns**

Middle Bucks Institute of Technology encourages students who have been harassed to promptly report such incidents to the designated employees as outlined in this policy. The school requires that complaints of harassment be investigated promptly, and corrective action taken when allegations are verified. Confidentiality of all parties is maintained, consistent with the school's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment. Students may report harassment complaints to their teacher, School Nurse or School Counselor, and/or Administrator. All employees who receive harassment complaints from a student shall report such to the Administrator. If the Administrator is the subject of a complaint, the student shall report the complaint directly to the Administrative Director.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure. Upon obtaining the written complaint from a student or staff member, the Administrator promptly conducts an impartial, thorough, and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated. After investigating the complaint, the Administrator prepares a written report summarizing the investigation and recommends a disposition of the complaint. Copies of the report are available to the complainant, the accused, the Administrative Director, and others directly involved, by submitting a written request.

If the investigation results in a substantiated charge of harassment, the Administrator shall take prompt corrective action to ensure the harassment ceases and will not recur.

Any retaliation against a person making a complaint is strictly prohibited.

A substantiated charge against a staff member shall subject such staff member to disciplinary action and may include discharge. If it is concluded that a student has made false accusations, such students shall be subject to disciplinary consequences, consistent with the student discipline guidelines described in this handbook.

If the complainant or accused is not satisfied with the Administrator's decision, s/he may file a written appeal to the Administrative Director. The Administrative Director shall review the initial investigation and report and may conduct a reasonable investigation. The Administrative Director shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, Administrator, and others directly involved, as appropriate.

## **DATING VIOLENCE**

Middle Bucks Institute of Technology strives to provide a safe, positive learning environment for all students free from dating violence. Therefore, consistent with MBIT Policy #252, dating violence is prohibited at all times.

Dating Violence shall mean behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control the person's dating partner.

Dating Partner shall mean a person regardless of gender, currently or previously, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term. Students who have been subjected to dating violence are encouraged to promptly report such incidents to any staff member.

## **WEAPONS**

The Pennsylvania Criminal Code, §912, makes possession of a weapon on school property or on a school bus a first-degree misdemeanor that is punishable by a fine of up to \$10,000 and/or imprisonment of up to five years. The "weapon" can be any instrument or implement capable of inflicting serious bodily harm and specifically includes, but is not limited to, a knife, cutting instrument, cutting tool, a nunchaku, stick, firearm, shotgun, or rifle. MBIT also considers any student in possession of a weapon facsimile to be in violation of school policy.

Any student in possession of any of the above-mentioned instruments on school property will be subject to the policies of their sending school. This can include a ten-day out-of-school suspension from Middle Bucks Institute of Technology, referral to police and reassignment from Middle Bucks and/or expulsion.

## **Act 26 of 1995**

Act 26 of 1995, §1317.2, of Pennsylvania's School Code, states that a school district or career and technical school shall expel, for a period of not less than one year, any student who is determined to have possession, use or transfer of a weapon on any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity. Weapons can be any instrument or implement capable of inflicting serious bodily harm and includes, but is not limited to, a knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, or rifle. The Administrative Director of Middle Bucks Institute of Technology may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student (i.e., student with an IEP), the school shall take all steps necessary to comply with the Individuals with Disabilities Education Improvement Act (Public Law 91-230, 230, 20 U.S.C. Section 1400 et seq.). Any expulsion would be conducted according to all applicable state regulations and the student's sending school policy.

## **SEARCHES AND/OR INSPECTIONS**

The Middle Bucks Executive Council authorizes administrators to conduct random searches including but not limited to the student's locker, desk, vehicle parked on school property, purse, pockets, clothing, or any other items based on reasonable suspicion of improper use.

In order to attempt to reduce or discourage the presence of weapons, dangerous materials, controlled substances, drugs, non-authorized medication, or alcohol, MBIT Board Policy #226 also authorizes the use of trained dogs with their handlers. Random inspection by the search dog may be announced or unannounced and may be made at the discretion of the school administrator.



When administration has a reasonable suspicion that the item, locker, or vehicle contains material that poses an immediate threat to the health, welfare and safety of students in the school, the student's possessions, including the student's vehicle parked on school property, will be searched with no prior warning required for that search. Law enforcement officials may also be contacted and involved in the search process.

## **AUDIO-VISUAL EQUIPMENT**

Televisions and audio-visual equipment in the classrooms and laboratories are intended for educational purposes only. The use of films or cable programming shall be directly related to the approved curriculum. Students are prohibited from using this equipment without prior approval from their instructor(s). Under no circumstances may students view any film with no rating or that has a motion picture rating above "PG".

## **CLASSROOM/LAB TELEPHONES**

The school telephones are for school-related business and should only be used by staff members or students obtaining permission by a staff member. As a rule, phones are not for student use. Use of phones by students to call other labs or for personal use is prohibited. Students who must use a phone for emergency purposes must obtain permission from a staff member. Teachers are expected to appropriately evaluate whether a student's request to use a school phone is truly an emergency and deny any requests that do not constitute an emergency.

## **USE OF PERSONAL ELECTRONIC DEVICES (BYOD)**

The use of personal electronic devices on Middle Bucks Institute of Technology's network is permitted only on designated networks. When a user connects a personal electronic device to a School network or School technology resources, the guidelines identified in School Board Policy 815 – Acceptable Use of Electronic Resources apply. Users are subject to the same levels of monitoring and access as if a School-owned device were being utilized. Users who connect a personal electronic device to a School network explicitly waive any expectation of privacy in the content exchanged over Middle Bucks Institute of Technology's technology resources.

Student use of personal electronic devices in the classroom is at the sole discretion of the classroom teacher and may be prohibited by the teacher. If a substitute/guest teacher is present, use of personal electronic devices will be prohibited. Administrators may also prohibit the use of personal electronic devices in classrooms and common areas of the school if they are determined to be disruptive to the educational process. The use of personal electronic devices may be used in authorized areas or as determined by the Administrative Director as follows:

- For educational or instructional purposes.
- Before and after school, in the cafeteria or other common areas.
- Under extreme and/or emergency circumstances, which must be approved by the Administrative Director or designee. In such cases, the student's use must be supervised by a school professional.

The use of personal electronic devices may **not** be used in unauthorized areas or as determined by the Administrative Director, on the school's property, and while attending school sponsored events as follows:

- In locker rooms or bathrooms.

- To make an audio or video recording; unless directed by a teacher to do so as part of an educational assignment. (Including but not limited to cell phones, smart watches, GoPro style cameras, and drones.)
- During tests, examinations, and/or assessments, unless the teacher authorizes such use. When personal electronic devices are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as purses, backpacks, and lockers and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.
- To cheat, engage in unethical conduct, and threaten academic integrity.
- To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyber bully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing/accessing personal and/or academic information/data without consent.

The possession of non-school owned laser pointers, or laser pointer attachments by students are strictly prohibited by the Executive Council on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the school.

In accordance with the Video Voyeurism Prevention Act of 2004, secret videotaping or photographing of improper images or individuals without knowledge or consent is illegal and will result in an out of school suspension and a referral to police.

An inappropriate use of smart phone or personal technology devices will be addressed through the progressive disciplinary procedures beginning on page 33. In addition, MBIT assumes no liability for theft or damage of any smart phones or personal technology devices.

## **HALL PASSES**

Any student who leaves the lab or classroom area must sign out and sign back in on a *Student Sign-Out Sheet*. Teachers will not excuse students from their assigned areas except for essential reasons. No more than one student at a time will be excused from a classroom. Students leaving their class must be given a hall pass.

## **STUDENT OBLIGATIONS (FINANCIAL & FORMS/DOCUMENTS)**

Students are responsible for the proper use and security of any supplies, materials, tools, textbooks, forms, etc. assigned to them. Failure to submit or return these items to the school when requested will obligate the student to replace the item or pay for the cost to replace the item. Students who do not turn in the appropriate forms (e.g., Internet agreement, Health form, etc.) will not be permitted to participate fully in class activities and may be subject to progressive disciplinary consequences. Students are responsible for the costs of field trips, selected clothing and tools, and any fundraising items assigned to them. Failure to return or pay for these items shall be considered an outstanding obligation. Fines or penalties for tobacco possession, parking, etc. that are not paid will constitute an outstanding obligation. Students are also responsible for any damaged equipment that results from horseplay, vandalism, or carelessness.

The following procedures shall occur when an outstanding obligation exists:

- During the first month of school, students should submit any obligation to their instructor. Teachers will restrict the participation of students in CTSO events.
- Receipts should be issued, and all monies collected must be turned into the Main Office each day.

- Seniors who have outstanding financial obligations will not participate in the Senior Awards or Recognition Ceremonies, or receive their Certificate of Achievement and Student Mastery Report.

## **USE OF TECHNOLOGY (MBIT Owned and/or maintained)**

MBIT students who have access to technology shall abide by the rules set forth in MBIT Policy #815, Use of Technology. They will include the following procedures:

- Before accessing the Internet, all students will have appropriate Internet training and will read the Use of Technology Policy.
- Students will successfully complete a sequence of instruction, which will include but not be limited to instruction on network access, use, acceptable vs. unacceptable uses, network etiquette, social media guidelines, and the consequences of abuse of privileges and responsibilities.
- Students will indicate their agreement with the provisions of the policy by signing the *Internet Access User Agreement* form. A parent or guardian must sign the *Parent/Guardian Acknowledgment* form indicating his/her agreement with the policy and consent to allow his/her student to access and use the Internet.
- Teachers are responsible for overseeing the completion of all Internet agreement paperwork. After all paperwork is completed and collected, the original agreement forms will be maintained by Student Services and a list of those students will be submitted to IT Department. Teachers are not permitted to allow student's access to the Internet without all paperwork completed.

### **Internet Filtering and CIPA Compliance**

Middle Bucks Institute of Technology utilizes content and message filters to prevent users from accessing material through School technology resources that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with Middle Bucks Institute of Technology's educational mission.

Students may submit a written request that a legitimate website or educational resource not be blocked by Middle Bucks Institute of Technology's filters for a bona fide educational purpose. Such requests must be either granted or rejected within five (5) school days pursuant to the established procedure per School Board Policy 815; Acceptable Use of Electronic Resources.

## **PARKING PERMITS AND STUDENT DRIVERS**

Students are transported to and from MBIT in the district busses. The privilege of parking on school property is extended to juniors and seniors who meet the following criteria:

- Maintain a C or higher grade (IPR & MP grades)
- Absences not exceeding 10%
- Tardies not exceeding 10%
- No OSS
- Agree to attend MBIT on days when the sending school is closed

Parking is limited to the number of available parking spaces on our campus. The parking fee is \$30.00 which helps defray the cost for parking security. Only those students who qualify and properly register their vehicles are permitted to park on school property. Violation of parking/driving rules will result in a \$10.00 fine per occurrence and loss of driving privilege.

Students who have permission to drive on a regular or temporary basis must abide by the driving regulations outlined. Each vehicle must be registered and display a proper MBIT parking permit. Student drivers are NOT permitted to transport fellow students during the following times:

- AM MBIT Students – Passengers may not ride from MBIT to your sending school.
- PM MBIT Students – Passengers may not ride from your sending school to MBIT.

Exceptions to the Student Driving Passenger Policy will be made under the following circumstances:

- The transportation of a sibling.
- Students with medical restrictions that temporarily prohibit transportation by bus (i.e.: concussion or broken leg).
  - A doctor’s note must be provided.
  - Approval from MBIT and the student’s sending school must be obtained.
  - Approval from the parent/guardian of the student driver and approval from the parent/guardian of the student passenger must be obtained.
- Student drivers wishing to bring passengers must complete a Passenger Approval Form which can be obtained from SIC.

By registering and/or parking a car on MBIT property, you are consenting to a search of the car upon the request of administration for the purpose of preventing its use for illegal purposes and to protect the welfare of the student body. The student’s signature on the Student Automobile Registration Application form is proof that the student received the STUDENT DRIVING AND PARKING RULES and that he/she assumes the responsibility for complying with these regulations.

### **Temporary Parking Permits**

Temporary permits are available for medical appointments, days when MBIT is open but the sending school is closed or school-related activities where a parking permit is a necessity. To obtain a temporary parking permit, a student must provide a note from a parent or guardian requesting permission for their student to drive at least 24 hours in advance of the anticipated date. In addition, the student must sign their vehicle in at the Student Intervention Center (SIC). **Vehicles parked on MBIT property without a valid permit, or prior authorization are subject to a fine and/or other disciplinary consequences (i.e., detention, suspension, etc.)** Sophomores are not permitted to drive to MBIT.

### **CONTINUOUS IMPROVEMENT SYSTEM**

Students are encouraged to participate in the Continuous Improvement System (CIS). This system enables MBIT to address issues/concerns within the organization utilizing the following courses of action:

- Define, measure and analyze
- Establish objectives
- Search for solutions
- Evaluate and implement
- Measure and verify
- Formalize changes

#### **How does the CIS work for students at MBIT?**

- A student recognizes a problem at MBIT.
- The student asks his instructor or the receptionist at the main office for a Continuous Improvement Form.
- The student fills out the form and submits it to the Main Office.

- The CIS manager checks the form and assigns the issue to a committee to work on the issue.
- The student receives a response and if necessary, the committee's results are enacted.

Involvement of all staff and students is key to identifying ways to improve our school. The CIS will enable MBIT to establish a quality system where everyone is aware of their part in the organization by:

- Providing consistency in the performance of work.
- Ensuring that the most important functions are carried out.
- Defining goals and objectives for quality.
- Establishing records to prove your achievements and facilitate their repetition.
- Discovering the causes of poor performance and minimizing or eliminating them.
- Establishing a common language across the organization.
- Providing accountability within the system rather than in a vacuum.

## **GENERAL SAFETY**

As a Career and Technical Center, our first concern is for our students' safety. Due to the large number of dangerous items at the school, Middle Bucks will not tolerate horseplay and dangerous behavior.

**Skateboards and Roller Shoes are not permitted on school grounds or in the building.** Behavior of this type may lead to removal of the student from the school. Consequences for these actions are outlined in this handbook. The following are some general safety guidelines.

### **Exterior Doors**

All exterior doors will be locked at 7:45 for the AM session and 11:30 for the PM session. Students shall not open any door to allow anyone to enter, even if it is a student they know. Any student arriving after these times should enter through the main entrance and report to the main office. Students exiting the building must do so through the doors in the main lobby or through the GG doors adjacent to the server room.

### **Pest Management**

In an effort to protect every student from pesticide exposure, Middle Bucks Institute of Technology has implemented Integrated Pest Management procedures to manage structural and landscape pests and the toxic chemical used for their control in order to alleviate pest problems causing the least possible hazard to people, property and the environment. Please contact MBIT's Facility Manager if you would like to be provided with notification of individual applications of pesticides.

### **Automatic External Defibrillator (AED)**

Certified staff members are the only persons authorized to use the school's Automatic External Defibrillator (AED). Provided the student has the proper certifications, a student can use the AED in the event of an emergency. Students tampering with the AED are subject to disciplinary action as outlined under "Endangerment."

### **Hard Hats or Helmets**

Hard hats or helmets should be worn whenever the possibility of injury exists because of falling objects. All students, teachers, and guests shall use hard hats during construction of the student-built house project.

## **Eye Protection/Ear Protection**

Wearing of safety glasses is required in the following lab areas at all times: HVAC & Plumbing, Collision Repair Technology, Automotive Technology, Residential Construction, Electrical Technology, and Welding Technology.

Safety glasses shall be worn in all other lab areas when students are using grinding wheels, working with hot hazardous items, pounding or chipping, or working with hazardous materials or equipment. Teachers are expected to enforce the use of safety glasses and other safety devices for their labs.

MBIT will provide the first pair of safety glasses to students. Students are responsible for providing additional pairs. Students can purchase additional safety glasses during regular school hours in the School Store.

Ear protection shall be worn in Collision Repair Technology. Ear protection should also be worn in any lab or area where noise is a factor (e.g., Welding Technology, Residential Construction, etc.).

## **Matches and Lighters**

Students are not to carry matches, lighters or other highly flammable materials in the pockets of their work clothes, uniforms, etc. This is most important in those lab areas where hot sparks or particles may cause these items to be ignited. If a student is found to be in possession of matches and lighters, school personnel should confiscate the item. Any staff member who confiscates such an item should report the incident to the administration and turn in the item.

## **Clothing Requirements/Dress Code**

Middle Bucks expects students to dress in a safe and professional manner. Flip flops and open toed shoes are not allowed in the lab area. Dress should not distract the student or others from the learning process. Each teacher is responsible for enforcing the appropriate dress in his/her respective lab or classroom. At no time should any student be allowed in a work area without safe and professional dress. Students not prepared for lab work must be assigned to an area within the lab or classroom where guided study can take place. Disciplinary consequences may occur for students unwilling to comply with these requirements (see section on Disciplinary Guidelines and Consequences).

The Dress Code requires students to wear:

1. A uniform appropriate for the trade or profession, including required footwear.
2. Clothing that is free of pictures or wording that contains profanity, vulgarity, or the ridiculing of any person or group, or the reference to alcohol, tobacco, or illegal activity.
3. At no time are hats or hoods permitted in the theory rooms, classrooms or offices. Students may wear hats in the labs if appropriate for trade areas at the discretion of the teacher.

**If an administrator deems an article of clothing inappropriate, the student will be asked to cover the article of clothing or change into something that meets the code before being allowed to return to class.**

## **EVACUATION PROCEDURES**

There may be times when students and school personnel must evacuate the building. Students are to follow the directives of their teacher or other school staff. The staff at Middle Bucks will follow the procedures outlined in their Crisis Response Manual. Middle Bucks routinely practices emergency evacuation procedures in order for students and staff to be prepared in case of an emergency. Students and school personnel must safely exit the building quickly and move to the designated locations. Precious

time and lives can be lost looking for people who are wandering. As with all safety procedures, we expect all students to approach fire drills with a sense of seriousness.

### ***ALL STUDENTS ARE TO REMAIN WITH THEIR CLASS.***

Should the fire alarm sound during the break between A and B session:

- The staff members assigned to monitor the cafetorium shall direct the students to exit from either the rear exit door, also designated as the handicapped exit, or the door near the restaurant.
- Students shall exit in an orderly, safe, and quiet fashion as quickly as possible and listen to the directives given by the area monitors.

### **CORPORAL PUNISHMENT/USE OF FORCE**

While school personnel are not authorized to use physical punishment, physical restraint may be necessary in the following emergencies:

- Self-defense
- Quelling a disturbance
- Obtaining possession of weapons or other dangerous objects
- Protection of persons or property

Physical action in such situations is not considered "corporal punishment" but a means of controlling dangerous circumstances

### **BEFORE SESSION CONDUCT**

All of the school rules and procedures continue to apply while students are in the cafetorium or waiting for the buses.

- Students are to congregate in designated areas (lobby, cafetorium, courtyard, and flagpole area, etc.) prior to start of session.
- Students should exit through the main lobby or 2<sup>nd</sup> floor exit near the Nurse's office.
- All students must put trash in garbage cans, and clean any wrappers or food from their tables.
- Students may use the bathrooms in the cafetorium during the break between sessions.
- Excessively loud talking or shouting is not permitted.
- Throwing tennis balls, basketballs, footballs, or Frisbees, is only allowed in the flagpole area.
- All food and drinks must be consumed in the designated areas before reporting to the classroom.
- Food and drinks are not permitted in the classroom unless otherwise authorized by the teacher.

### **Transportation**

All students required to use bus transportation to/from Middle Bucks must remain at least 10 feet from the curb where the bus loads (designated by the yellow lines) until it comes to a complete stop. Walking to and from MBIT is not permitted unless the student lives in a development adjacent to the school grounds and has written parent permission. See Administration for map delineating the area where students are permitted to walk to school and the appropriate route for students to use. Violation of any of these rules will result in an appropriate consequence as per the sending school policy.

### **LOCKERS/BOOK BAGS**

Students will be provided with a locker or a location designated by their teacher to store their book bags and other personal items. Failure to return the lock will result in a \$5.00 replacement fee. All students are to secure their personal belongings in their locker during instructional time. Personal belongings are not to be placed at students' desks or work stations. **It is the responsibility of the student to keep a**

**clean, secured locker.** A teacher and/or an administrator may conduct locker inspections periodically. The teacher shall report destructive or unsatisfactory conditions of lockers. Only school-owned locks are permitted for use on student lockers. **Middle Bucks Institute of Technology is not responsible for any lost or damaged items.**

Lockers are the property of Middle Bucks Institute of Technology and as such, students have no right or expectations of privacy. They are provided and maintained for the legal and proper use of students. **Therefore, school authorities have the right to inspect and/or search a student's locker at any given time.** *If there is reasonable suspicion that a student's locker or personal belongings contain material that pose a threat to the health, welfare, and safety of students and/or staff, school authorities may search and confiscate the item(s) in question without prior warning to the student.* Items which may be deemed as posing a threat to the health, welfare, and safety of the students and staff include, but are not limited to, firearms, explosives, weapons, drugs, drug paraphernalia, tobacco products, electronic cigarettes, vaporizers, lighters, or matches, etc. If necessary, local police will be contacted to assist in the search.

## **DISCIPLINARY CONSEQUENCES**

### **Philosophy**

Middle Bucks Institute of Technology believes that we are responsible for providing each student with opportunities to mature intellectually and socially and to prepare for a career. Students can grow only if they are encouraged to identify and develop their unique attitudes, abilities and interests. This can best be accomplished in an atmosphere which is positive and orderly, and where all individuals treat each other with mutual respect. To guarantee that these opportunities are made available to all students, an assertive discipline model (i.e., Lee Canter) that employs a dual system of consequences and rewards/recognition is used. In keeping with the Pennsylvania School Code, §1317, and MBIT Policy #218, Middle Bucks Institute of Technology believes in the preparation of its students to be lawful and responsible citizens.

One of the most important goals of education is the development of self-discipline and the acceptance of individual responsibility. Equally important is the development of a strong work ethic with emphasis on work place safety. Any breakdown of school discipline will result in an unsafe environment and one not conducive to learning. Therefore, this behavioral code is implemented to be consistent with the components of Chapter 12, "Regulations and Guidelines on Student Rights and Responsibilities" and is committed to assuring equal opportunity and treatment to all students, regardless of race, color, national origin, sex, sexual orientation, or ethnic background.

### **Goals of the Discipline Model**

The goals of the school's discipline code are to guarantee the rights of all staff and students by using an assertive discipline model. This model establishes fair and responsible rules and regulations prohibiting behavior that is disruptive to the work of the school, and, at the same time, establishes guidelines to reward behavior and achievements that exemplify outstanding performance. Also, the discipline model:

- Ensures a positive, supportive and safe school environment.
- Complies with state and local laws.
- Protects and maintains school and personal property.
- Reduces and/or prevents the occurrences of heightened discipline problems through supportive measures.



Specific measures included in this model are:

- Providing an atmosphere of mutual respect within the school and a productive independence.
- Providing some measure of daily success for each student.
- Learning activities geared to the abilities, attitudes and interests of students.
- Referring a student to the School Counselor for counseling and/or other student assistance programs that will assist in the success of the student.

### **Behavior and Disciplinary Consequences**

The disciplinary methodology used at Middle Bucks is the Lee Cantor Assertive Discipline Model of Progressive Discipline. This method incorporates a progression of increasing consequences for students who are violating school rules and policies. These consequences apply to any student who is on school grounds, at any school-sponsored activity, in transit to school or a school activity, or any other action that is related to Middle Bucks Institute of Technology. This can mean a student may receive a school-directed consequence even if the violation took place off school grounds.

#### **Teacher-Directed Consequences:**

1. Initial Response
  - Verbal warning and corrective action
2. Second Responses (one or more of the following depending upon the violation):
  - Parent Contact (telephone or email)
  - Independent classroom assignment/written assignment
  - Behavioral written assignment
  - Private conference
  - Deduction in daily employability grade
  - Removal from group
  - Loss of privileges
  - Extra clean-up duty
  - Others as prescribed in the classroom discipline plan
3. Third Response
  - Referral to Student Intervention Center (SIC)
  - Parent phone contact
4. Fourth Response
  - In-person conference

#### **Administrative Responses:**

- Verbal Reprimand and warning
- Conflict Resolution
- Referral to SIC and parent contact and/or conference
- In-School Suspension (ISS) and parent contact and/or conference
- Out-of-School Suspension (OSS) and parent contact and/or conference
- Police Involvement

## **RESTORATIVE PRACTICES**

In an effort to assist in students in resolving conflicts peaceably, MBIT offers several resources for conflict resolution: School Counselors, School Safety and Security Officer, Special Education Teachers, and administration. A student who is experiencing an interpersonal conflict that is likely to escalate into fighting or other inappropriate behavior is expected to seek assistance from these sources. MBIT has implemented many of the concepts of Restorative Practices. The Restorative Practices concept has its roots in "restorative justice;" a new way of looking at conflict resolution that focuses on repairing the harm done to people and relationships, rather than simply punishing offenders. These practices do not preclude other disciplinary consequences, but provide avenues for healing.

## **SUSPENSIONS**

At Middle Bucks, the Administrative Director, Assistant Director, and Supervisor of Career & Technical Education are the only persons authorized to suspend a student. Suspensions can be issued as "in-school", or "out-of-school" as outlined in this booklet and/or when deemed appropriate by the school's administration. In addition, suspensions are either considered "temporary" (i.e., up to 3 days) or a "full" (i.e., up to 10 days), depending upon the seriousness of the misbehavior.

### **In-School Suspensions (ISS)**

As part of the progressive discipline system, students may receive a consequence of an in-school suspension. Students receiving an in-school suspension from Middle Bucks will serve a session of in-school suspension at Middle Bucks. Students should report directly to their classroom for attendance before reporting to SIC. Students are expected to quietly complete the assigned class work. The School Safety and Security Officer will collect all completed work from the students and submit it to the respective teachers. While serving an in-school suspension, students will be expected to meet the following expectations:

- Student will meet with the School Safety and Security Officer to discuss the guidelines and expectations for serving their in-school suspension.
- Student will be expected to complete appropriate behavioral learning assignments in addition to class assignments.
- Student will enter SIC prepared to complete all necessary assignments.
- Student will not engage in any disruptive behaviors.
- Student will follow rules and expectations outlined. This includes no cell phone or electronic device use unless permission is granted.
- Failure to meet these expectations may result in additional consequences.

Most in-school suspensions will not be longer than three sessions and will be served at Middle Bucks. In some cases as deemed appropriate by the administration, ISS may occur at the home school. All efforts will be made to contact the parent/guardian for any in-school suspension.

### **Out-of-School Suspensions (OSS)**

An out-of-school suspension assigned at Middle Bucks Institute of Technology is binding at the student's high school and prevents him/her from attending any school-related activity until the suspension is over. Middle Bucks Institute of Technology, likewise, honors suspensions given at each home school. These suspensions will be part of a student's discipline record and can be used in an expulsion hearing pursuant to the sending school's student code of conduct. All disciplinary actions are cooperative efforts between Middle Bucks and the student's sending school. Whenever a student is suspended for the third time, a

conference will be held with the student, the student's parent, and the appropriate school personnel to re-evaluate the appropriateness of the career and technical school placement. A decision will be made to either readmit the student on a probationary basis or to re-assign the student to a more appropriate educational program.

### **Temporary Suspension Procedure**

Every effort will be made by an Administrator to meet with the student before the issuance of the suspension. During the meeting, the Administrator will inform the student of the reason for the suspension. The student is afforded the opportunity to respond to the charges before the suspension becomes effective. This should occur under the supervision of a school administrator. The suspension will not be for a period longer than three days. The student and parents are notified of the reasons and duration of the suspension in two ways:

1. The school will send a letter to the guardian's residence informing the guardian of the suspension.
2. The parent/guardian will be contacted by phone or e-mail, if possible.

A conference with the parent, teacher, and school administrator is required before readmission after suspensions of three or more days. The suspension letter shall indicate that it is the parent's responsibility to contact the school to arrange the conference.

Since suspensions are considered "excused absences," students shall be permitted to make up exams and work missed while serving a temporary suspension as outlined in the absence section of this handbook. It is the student's responsibility to secure any missed work immediately upon returning to school.

### **Full Suspension Procedure**

Full suspension shall be reserved for serious and/or persistent infractions of school rules. Because of the need for a complete investigation before a full suspension, all initial suspensions shall be of considered "temporary." After completing the investigation, the school administrator may consider the offense serious enough to warrant a full suspension. An informal hearing will be held with the student, parent/legal guardian within three days after the temporary suspension is issued, at which time the temporary suspension may be extended to a total of 4 to 10 days.

To ensure due process, the following requirements are to be observed with respect to the informal hearing. The school administrator shall give sufficient notice, by letter, to parents/guardians and the student, of the time and place of the hearing. Every reasonable attempt shall be made to meet at a mutually convenient time. A copy of that letter must be forwarded to the sending school principal and School Counselor and placed in the student's file and sending school representation will be requested for the hearing. A student shall have the opportunity to speak on his/her own behalf.

If, after the informal hearing, the Administrative Director or an authorized administrator deems it advisable to administer a full suspension, then the administrator may do so. This outcome must be confirmed in writing by certified mail to the parents and/or legal guardians. A copy of that correspondence shall be forwarded to the sending school principal and School Counselor and also placed in the student's file.

A temporary suspension followed by a full suspension for the same offense may not exceed a ten (10) school day period. The school administrator may request a readmission conference at the conclusion of the full suspension.

Students shall be permitted to make up exams and work missed while being disciplined by full suspension. The work is to be completed within the time guidelines as described in the “Attendance” section of this handbook. It is the student's responsibility to secure this work immediately upon returning to school.

## REASSIGNMENT FROM MIDDLE BUCKS

If it becomes necessary for the Administration of Middle Bucks Institute of Technology to recommend that a student be reassigned from the school, the following will occur:

- The student will receive due process rights as described the previous section. The Administrative Director or an authorized administrator will recommend to the appropriate sending high school administrator that the student be reassigned from Middle Bucks back to the sending school.
- If consensus on reassignment is not reached, the Administrative Director will recommend to the Superintendent of the appropriate school district that the student be reassigned from the school. If consensus is still not reached, a reassignment hearing will be scheduled before the Middle Bucks Executive Council. Such hearing shall be scheduled in accordance with the requirements and regulations of the Pennsylvania Department of Education.
- If a student has an Individual Educational Plan (IEP), no change in placement can occur until the student's IEP team meets to revise the student's educational program as required by law. Accordingly, in the case of a child with a disability, any reassignment under this Student Code of Conduct shall be effective for not more than ten (10) consecutive school days. In the event that the child carries a weapon to a school activity, knowingly possesses or uses illegal drugs, or solicits the sale of a controlled substance, Middle Bucks may reassign the student to the sending school as an interim alternative educational setting. This alternative placement shall not be longer than 45 days, pending a change in the student's educational program as required by law.

Reasons for reassignment from Middle Bucks Institute of Technology include, but are not limited to the following:

- The conclusion that a student is inappropriately placed and unable to succeed in the career or technical component of his/her educational program.
- The student exhibits chronic and/or acute behavior problems creating an unsafe environment for oneself or others.
- Sufficient evidence exists that the distribution of drugs or alcohol or the possession of a weapon has occurred by a student.

## ASSAULT

The Pennsylvania Crimes Code, §2702, makes any attempt to intentionally or knowingly cause bodily injury to a teacher, school board member, school employee or student of any elementary or secondary school while in school or on school business an aggravated assault and a misdemeanor of the first degree punishable by a fine of up to \$10,000 and/or imprisonment up to five years. An assault on a school employee, school board member, or another student will result in an out-of-school suspension of three to ten days, together with a referral to police and a possible recommendation for permanent reassignment from Middle Bucks Institute of Technology.

The following procedural/disciplinary responses shall be instituted for fighting/battery:

- **First Offense** - A 1-3 day out-of-school suspension (OSS) for all involved and up to a five-day suspension for the aggressor. Any student who is extremely violent, uncooperative, or abusive to a staff member may have their suspension extended to a ten-day OSS and shall be charged with disorderly conduct or related charge. If the aggressor has a history of aggression/violence, a reassessment of the student's placement shall take place, and the student may be reassigned from MBIT. One-on-one direct support shall be required for that student to continue in a mainstream

career and technical program.

- **Second Offense** - A five-day OSS for anyone involved and ten days for the aggressor with police intervention and charges of disorderly conduct, assault, or related charge. A reassessment of the student's placement shall take place, and the student may be reassigned from MBIT. In addition, any student who is uncooperative or abusive to a staff member who intervenes shall be extended to a ten-day OSS and shall be charged with disorderly conduct or related charge.
- **Third Offense** - A ten-day OSS and reassignment to the home school with police intervention and charges of disorderly conduct, assault, or related charge. These consequences may be invoked by the administration before a third offense for a violent assault.

If a student physically assaults a staff member, the student will receive a ten-day OSS and reassignment from Middle Bucks. The police will intervene, and charges of aggravated assault may be issued. The student may also be recommended for expulsion.

## **GUIDELINES AND CONSEQUENCES OF INAPPROPRIATE BEHAVIORS**

In accordance with the disciplinary model used at Middle Bucks, the following progressive consequences will be followed in most circumstances:

- A. Verbal reprimand and a written record with **parent contact by the teacher**
- B. Referral to Student Intervention Center (SIC), **parent contact** and/or conference (depending on situation)
- C. Detention, student conference w/SIC coordinator and/or Administrator, and parent contact and/or conference
- D. In-School Suspension (ISS) and **parent contact** and/or conference
- E. Out-of-School Suspension (OSS) and **parent contact** and/or conference

***The following are guidelines only. They do not represent all types of misbehavior or all resulting consequences!***

<b>Behavior</b>	<b>Definition</b>	<b>Action Referenced Consequences</b>
Activating a false fire alarm	Deliberately pulling fire alarm without cause	10 days suspension; Police referral; possible reassignment from MBIT ; E
Assault of a District Employee	Pushing, shoving, punching, hitting, slapping, or any physical movement intended to inflict bodily harm on a staff or board member.	10-day suspension; police referral and reassignment from Middle Bucks and/or expulsion.
Bus Misconduct	Not adhering to bus rules including loading and unloading procedures.	Progressive; Consequences per home school policies.
Cheating/Fraud	Obtaining or representing school work or information in a dishonest, deceitful, or fraudulent manner.	Student receives failing grade for assignment; Parent contacted. D, E
Committing Arson	Setting a fire in school building, on school campus or school bus.	10 days suspension; police referral; possible reassignment from Middle Bucks and/or expulsion.
Defiance	Failure to abide by school regulations. Failure to comply with a legitimate request or directive by a staff member.	Progressive
Destruction or defacing of school and/or personal property	Any action, which leads to willful damage and/or destruction, or defacing of school or personal property, including computer files and software.	1 - 10 days suspension; Restitution; possible police referral and reassignment from Middle Bucks; D, E
Disorderly Conduct	Severe or violent refusal to cooperate with school officials. Refusal to leave classroom, lab area or cafeteria.	1 - 10 days suspension; Disorderly conduct charges may be filed with local police; D, E
Disrespect	Use of foul and/or obscene language, including hand gestures, directed toward a staff member or in the presence of visitors to MBIT.	D, E
Disruption of school activity or educational process	Behavior hindering any school activity (e.g., loud and unauthorized talking or making noise, non-verbal and/or physical distractions).	Progressive
Dress Code Violation	No uniform or uniform not clean. Clothing that distracts from the educational process. This includes clothing that displays drug or alcohol related symbols, lewd, obscene, or suggestive language or content, or depicting violent behavior and/or symbolism. Items that would normally be prohibited by specific industry standards are inappropriate.	Clothing must be changed, reversed or covered by another article of clothing; Possible parent contact;  Progressive
Drug &/or Alcohol violation	Use or possession of drugs or alcohol and or look-alikes, paraphernalia and or distribution. See section on "Drugs and Alcohol."	Minimum 3-day OSS; Follow guidelines of sending district, police referral.
Eating/Drinking	Eating/Drinking outside designated areas. Purchasing items from the vending machine during instructional time without instructor permission. Eating/Drinking in classroom or lab area without prior authorization from teacher.	Progressive; item will be confiscated until end of instructional time.
Endangerment	Any intentional/deliberate action that is in violation of classroom/school safety procedures that <u>could</u> lead to an injury of a student or damage to school/personal property. This includes tampering with the Automatic External Defibrillator (AED) unit.	1 - 10 days suspension; Restitution; possible suspension of driving privileges; possible police referral and reassignment from Middle Bucks; D, E

<b>Behavior</b>	<b>Definition</b>	<b>Action Referenced Consequences</b>
Failure to comply with individual lab regulations	Failing to follow established rules of individual lab including safety regulations.	Progressive
Granting unauthorized access	Opening doors to a known or unknown person once locked; propping doors open without authorization.	1 <sup>st</sup> Offense – Warning 2 <sup>nd</sup> Offense – ISS 3 <sup>rd</sup> Offense – OSS
Horseplay	Inappropriate physical behavior that could result in a person being hurt.	Progressive
Insubordination	Repeated acts of defiance; To encourage other students to be insubordinate and/or defiant; Lying during the investigation of an incident.	D, E
Instigating or contributing to a conflict	Any action, verbal, physical or otherwise that directly contributes to a conflict.	D, E
Intimidation/ Harassment/ Hazing/ Verbal Assault (Policy #248) *Cyber Bullying (Policy #249)	Any action of torment or threats implied or perceived directed toward the person or property of any student, faculty, or staff member including comments or actions with unwelcome sexual overtones. *Any action in or outside of school that substantially interferes with a student’s education and/or disrupts the orderly operation of the school.	1st Offense – 1 <sup>st</sup> Offense- SIC Referral and Restorative session. 2nd Offense – 3 days OSS 3 <sup>rd</sup> Offense - Up to a 10-day suspension; possible police referral, reassignment from Middle Bucks. D, E
Leaving school grounds without permission	Leaving school grounds without prior administrative approval and parental permission.	D, E Possible result in a 2-week loss of driving permit.
Missing the bus back to home school	Failure to catch your bus back to your home school from Middle Bucks.	Progressive; Attempt to arrange alternative transportation; if no ride is available, the student will remain at MBIT; home school contacted and absence may be considered as unexcused.
Misuse of Computer Systems and Other Technologies	Accessing or transmitting inappropriate material as determined by school personnel and Policy #815 "Internet Access and Usage." The use of personally owned computer software with school systems could constitute vandalism if damages occur to school items. Any attempt to bypass security system.	1 <sup>st</sup> Offense – Warning 2 <sup>nd</sup> Offense - Revoke privileges two weeks. In all cases depending on infraction, student may be referred to police or removed from program. D, E
Pass abuse / Unauthorized area	No pass or misuse of pass. Leaving classroom/lab prior to scheduled dismissal time.	Progressive
Physical Battery	Slapping, hitting, shoving or other physical aggression with the apparent intent to inflict bodily harm.	1 - 10 days suspension determined in consultation with sending school district; police referral and possible reassignment from Middle Bucks. D, E
Possession and/or use of tobacco products	In accordance with PA Act 145 of 1996, §6306.1 and Policy 222, tobacco products shall include all delivery methods of tobacco, including a lighted or unlighted cigar, cigarette, pipe, smokeless tobacco, personal vaporizers, and electronic cigarettes in any form. MBIT may refer any tobacco use or possession violation by a student to a local district justice as a summary offense. This involves a fine of \$50.00, <u>plus court costs</u> . The law includes use and possession of tobacco products in a school building, a school bus, or on school property.	\$50 fine and ISS or OSS in accordance with sending district policy.  If the fine is not paid within <u>five school days</u> , a school administrator may write a citation and refer the violation to the local magistrate.

<b>Behavior</b>	<b>Definition</b>	<b>Action Referenced Consequences</b>
Possession of matches or lighters	Possession of any matches or lighters without specific permission from a school staff member.	Confiscation of Item. Progressive
Possession of obscene material	Being in possession of obscene material.	Items will be confiscated. D, E
Possession of weapons or possessing/ setting off explosive devices;	Possession of dangerous weapons or any weapon facsimile. See section on "Weapons." Possession, exchange, or setting off explosive devices.	10 days suspension; police referral; immediate reassignment from Middle Bucks and/or expulsion; follow guidelines of sending district; E
Public display of affection	Public display of affection deemed inappropriate for school setting.	Progressive
Profanity/ Obscenity	Any use of foul, vulgar, offensive, or obscene language.	Progressive
Sleeping/head down in class	Placing head down on desk or table; falling asleep; being inattentive to class activity.	Progressive; Referred to nurse; Repeated offenders may be sent to SIC; Possible referral to SAP
Tardiness	Excessive unexcused tardiness.	Progressive
Theft of school or personal property	Unauthorized removal of property from known, normal, or established location.	1- 10 days suspension; Restitution, police referral; D, E
Trespassing on grounds	Being on school property or in building without authorization	Written notice; possible suspension & police referral; D, E
Truancy	Confirmed cutting of school; repeated UNX absences.	Progressive; Attendance Improvement Plan; Truancy citation.
Violation of BYOD policy	Using of any type of electronic device or other non-instructional related items (e.g., tablets, cell phones, smart watch, etc.) while in classroom or lab without instructor permission. No electronic device shall be used in the hallways or common areas during instructional time.	1 <sup>st</sup> Offense - Warning – Put item away. 2 <sup>nd</sup> Offense - Confiscation of Item; duration of school day Further offenses will require parent or guardian to retrieve item.
Violation of parking and / or driving regulations.	Not adhering to regulations designed for safety and security of automobile owners, operators and pedestrians. Driving to MBIT and parking in school lot without a permit or without signing in the vehicle. Transporting a passenger between schools without parent permission and approval from both schools or being a passenger between schools without parent permission and approval from both schools. Any act of careless or reckless driving resulting in damage to school property will result in suspension of driving privileges.	Progressive (fine +); 1 <sup>st</sup> Offense – Half session spent in SIC with School Safety and Security Officer 2 <sup>nd</sup> Offense – ISS – 2-week loss of permit. 3 <sup>rd</sup> Offense – OSS – permanent loss of permit.

### **Final Comment on Student Consequences**

Students and parents should realize that the laws of the Commonwealth of Pennsylvania, and local legal jurisdiction do not end at the property line of Middle Bucks Institute of Technology or any other school! If a student's behavior warrants the involvement of the local or state police departments, those authorities will be called upon, and the student will be subjected to their proceedings as well as the school's disciplinary actions. This is extremely important in cases involving theft, fighting, assault, disorderly conduct, drug offenses, vandalism and possession of dangerous/illegal weapons. In such situations, students may be turned over to police for formal arrest and charging procedures, in accordance with local and state laws.