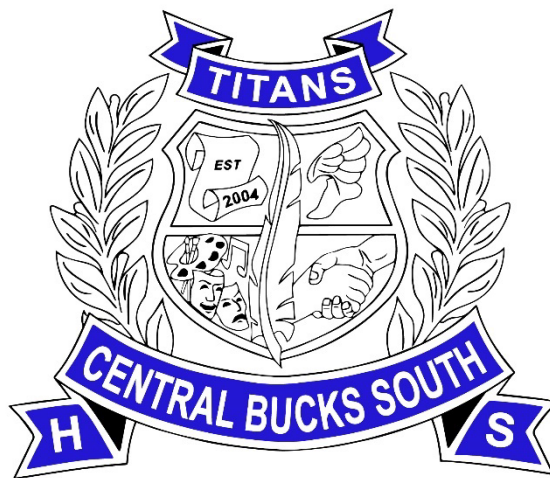


Central Bucks High School – South

Student Handbook

2024-2025



Principal

Jason H. Bucher

House Principals

Jennifer M. Opdyke, Joseph A. Piselli, & Brian J. Scholl

School Counselors

Laura Ladley, Taryn Barrett, Patrick Chapman, Thomas Hill,
Jessica Kirwan-Shaw, Michele McGroggan, & Kerry Monk

Student & Emotional Support Counselors

Rachel Davis & TBD

This document is designed to assist our students and families with an understanding of the policies and procedures that will inform their high school experience. Parents/guardians and students are also directed to review and familiarize themselves with the district's family handbook, found on the website at www.cbsd.org/handbook. The Family Handbook provides parents with some general facts about the district's programs and services. It also offers some specific information about school rules and policies that pertain to every student, no matter which school a child attends.



Central Bucks High School South

Value Statements



The Central Bucks South community will:

Demonstrate excellence in

- Academic Standards
- Collaborative teaching/learning
- Extra-curricular endeavors
- Enthusiastic life-long learning habits
- Creative thinking and quality craftsmanship

Model responsible citizenship through

- Respect for self and others
- Responsible choices and behaviors
- Open-mindedness
- Tolerance
- Positive attitudes

Encourage a positive school climate through

- Caring and supportive attitudes
- Concern for all members' physical and emotional safety
- Experiencing and expressing school pride

Demonstrate pride in

- School building and grounds
- Self and others
- All of our endeavors

Vision Statements

Students – Central Bucks South students will:

- Be respectful of each other, themselves, adults, the community, and facilities
- Assume responsibility for their own learning as well as their own actions
- Develop a connection to CB South that reflects and promotes school pride

Parents – Central Bucks South parents will:

- Act as partners in the educational process of their children
- Serve as effective role models in citizenship and life-long learning
- Provide support through their involvement in school functions and activities

Teachers – Central Bucks South teachers will:

- Continue to develop professionally by being active members of a collaborative learning community
- Create learning environments that are safe, positive and inclusive
- Foster student success through high expectations, collaborative learning and a challenging curriculum

Administration – Central Bucks South administrators will:

- Be accessible, visible and responsive to students, staff and community
- Support and promote a safe and successful learning environment for students and staff
- Model and promote the vision of the professional learning community

Staff – Central Bucks South staff will:

- Promote a sense of pride and ownership in the school
- Demonstrate an involvement in the development and improvement of the school community
- Contribute to a safe and caring climate

Community – Central Bucks South will be recognized as:

- A community of excellence
- A safe and caring learning environment
- A leader in innovation and sound educational practices

CB SOUTH HIGH SCHOOL

BELL SCHEDULES 2024-2025

First Day of School

7:25-7:45 Titan Forum
7:50-8:45 Block 1
8:50-9:45 Block 2
9:50-10:00 Titan Forum
10:00-12:05 Class Meetings & Lunches
12:10-1:05 Block 3
1:10-2:05 Block 4
2:10-2:30 Titan Forum

Regular School Days

7:25-8:48 AM - Block 1
8:53-10:16 AM - Block 2
10:20-10:30 AM - Titan Forum
10:33-11:36 AM - Lunch & Learn
11:39-1:02 PM - Block 3
1:07-2:30 PM - Block 4

Extended Forum - 60 min

7:25-8:36 AM - Block 1
8:41-9:52 AM - Block 2
9:56-10:56 AM - Titan Forum
10:59-12:02 PM - Lunch & Learn
12:05-1:15 PM - Block 3
1:20-2:30 PM - Block 4

Extended Forum - 30 min

7:25-8:43 AM - Block 1
8:48-10:06 AM - Block 2
10:10-10:40 AM - Titan Forum
10:43-11:46 AM - Lunch & Learn
11:49-1:07 PM - Block 3
1:12-2:30 PM - Block 4

Half Day

7:25 - 8:10 AM - Block 1
8:15 - 9:00 AM - Block 2
No Titan Forum
No Lunch & Learn
9:05-9:50 AM - Block 3
9:55 - 10:40 AM - Block 4

Two Hour Delay

9:25-10:21 AM - Block 1
10:26-11:22 AM - Block 2
No Titan Forum
11:25-12:30 PM - Lunch & Learn
12:33-1:29 PM - Block 3
1:34-2:30 PM - Block 4

CB SOUTH HIGH SCHOOL

BELL SCHEDULES FOR MBIT STUDENTS 2024-2025

MBIT - Regular Day

7:20AM - AM Bus Departs CB South
10:40 AM - AM Bus Returns to CBS
10:30 AM - PM Students dismissed for Lunch
11:05 AM - PM Bus Departs CB South
2:30 PM - PM Bus Returns to CB South

MBIT & CBSD Half Day

7:20AM - AM Bus Departs CB South
10:40 AM - AM Bus Returns to CBS for dismissal
11:05 AM - PM Bus Departs CB South
2:30 PM - PM Bus Drives students to CBS or home Late Bus style
*PM Students should bring a lunch to eat at MBIT

When MBIT has a Regular Day, but CBSD is Closed

AM Students provide own transportation to CB South
7:20AM - AM Bus Departs CB South
10:45 AM - AM Students returned to CB South or taken home Late Bus Style

PM students provide own transportation to CB South
10:35 AM - PM Bus Departs CB South
2:30 PM - PM Bus Returns to CB South or taken home Late Bus style

Academic Information

For additional information about the high school courses of study and graduation requirements, please view the [Program of Studies Guide](#).

Academic Integrity (Plagiarism/Cheating)

Plagiarism/Cheating is defined as the copying of someone's work and representing it as your own OR allowing someone to copy your work. Cheating may include, but is not limited to, copying work while taking a test, quiz, or exam. It includes sharing or copying work for an assignment including, but not limited to, term papers, book reports, projects, homework, etc. Laptops, cell phones, graphing calculators, etc. used inappropriately during assessments will be treated as cheating. Plagiarism in any form (including AI), whether intentional or unintentional, is unacceptable. Any student found cheating or plagiarizing will receive behavioral and academic consequences. Students in the National Honor Society run the risk of being removed from the program.

Currently CBSD is in the process of developing a policy and procedures for the use of AI. That content will be added to this section once it has been approved by the School Board.

1st Offense	<ul style="list-style-type: none">• Must retake the assessment/assignment in a different form.• Conference with teacher, parent, and counselor• Detention and/or additional consequences may apply.
2nd Offense	<ul style="list-style-type: none">• Must retake the assessment/assignment in a different form.• Conference with teacher, parent, counselor, and House Principal.• Student is removed from all extra-curricular activities pending successful completion of assignment.• Saturday Detention and additional consequences may apply.
3rd Offense	<ul style="list-style-type: none">• Must retake the assessment/assignment in a different form. No credit will be received.• Student must attend a meeting with administration to determine appropriate consequences.

Equal Opportunity Policy

It is the policy of the Central Bucks School District to offer equal opportunities for girls and boys in the Central Bucks Schools. The School Board policy adopted in June 1976 notes that the district is not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the building principal.

Class Rank & GPA

Class rank is not reported to colleges for admission purposes, but the district does report the student's grade point average (GPA). The GPA is based on weighted and non-weighted grades from all classes taken in grades 9-12. Concern for grade-point average should not keep students from selecting a challenging program and should not be used as an excuse for dropping a course in order to take one that seems easier. Colleges are more interested in the academic rigor of a student's program than they are in the student's GPA.

Critical Course Change

Changes in course requests will **only** be honored for the following two reasons: (1) failure to meet the required prerequisite; or (2) a level change that must be approved by the building principal.

Final Examinations

In courses with common district final examinations, finals may not be administered prior to the scheduled date and time. If a student misses a final examination(s) due to an excused absence, then they are responsible to make it up on the scheduled make-up day. If the student does not return prior to the last day of school, then they are responsible to schedule an appropriate date/time upon their return.

Grading Interpretation and Values

	Percent	For GPA Computation Non-Weighted Classes	For GPA Computation Weighted Classes	Interpretation
A	93-100	4.0	5.0	Advanced
A-	90-92	3.6	4.6	
B+	87-89	3.4	4.4	Proficient
B	83-86	3.0	4.0	
B-	80-82	2.6	3.6	
C+	77-79	2.4	3.4	Proficient
C	73-76	2.0	3.0	
C-	70-72	1.6	2.6	
D+	67-69	1.4	2.4	Basic
D	63-66	1.0	2.0	
D-	60-62	.6	1.6	
F	0-59	0.0	0.0	Below Basic

Other grades

I - Incomplete work*

S – Satisfactory

U – Unsatisfactory

* If incomplete work is not made up after a reasonable period of time, the student will fail the course as a result of lack of completion. A “reasonable period of time” is defined as two weeks beyond the marking period. In the case of an extended absence resulting in an “Incomplete,” students are expected to complete work within a two-week period upon return. All exceptions to the two-week deadline will need administrative approval.

Honor Roll

Distinguished Honors: GPA of 4.0 or better

High Honors: GPA of 3.6 or better

Honors: GPA of 3.0 or better

Reassessment Guidelines

Please review the [CBSD Reassessment Guidelines](#).

Report Cards

Report cards are issued four times a year electronically as noted on the district calendar. Each marking period is nine weeks in length. Parents and students are urged to discuss report cards. Parents and students may view their grades online with the correct username and password for Parent Portal. If there are any questions, please contact the guidance counselor.

Success Plan

The Success Plan is required of all CB students before graduating.

Please note: All SUCCESS PLAN DEADLINES must be met to avoid disciplinary action and/or loss of privileges.

Attendance Policies & Procedures

Attendance policies at CB South conform to [CBSD Board Policy 204](#) and to the Pennsylvania School Code dealing with [Compulsory Attendance](#).

Please review the [2024-2025 Student Attendance Letter](#) from The Central Bucks School District.

"Every child of compulsory school age having a 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."

Absences

Absence	Definition	Potential Interventions/Consequences
Excused absence	Granted for illness, death in the family, religious holidays, health care, educational vacations, college visits, family trips, and exceptionally urgent reasons.	<ul style="list-style-type: none">• Excused absences beyond 10 require a note from a licensed practitioner of the healing arts• Student Attendance Improvement Conference• Academic progress may be affected
Unexcused absence	Reasons such as employment, car trouble, oversleeping, missing the bus, working at home, unauthorized dismissal from school, and remaining at home to do schoolwork.	<ul style="list-style-type: none">• After 3 unexcused absences a Student Attendance Improvement Conference is required• Truancy citation may be filed• Academic progress may be affected
Excused tardy	Granted for same reasons as excused absences. <i>*Tardy minutes can add up to absences.</i>	<ul style="list-style-type: none">• After 10:30 AM is considered a full day absence• Missed time may lead to a Student Attendance Improvement Conference• Academic progress may be affected
Unexcused tardy	May be declared for same reasons as unexcused absences. <i>*Tardy minutes can add up to absences.</i>	<ul style="list-style-type: none">• Detention hours and additional consequences may apply• Missed time may lead to a Student Attendance Improvement Conference and/or truancy citation• Academic progress may be affected
Class cut	An intentional avoidance of class, whether it be by departing the school or school campus or presence in an unauthorized area of the building	<ul style="list-style-type: none">• Progressive discipline including, but not limited to, detention hours, Saturday detentions, and in-school suspensions
<ul style="list-style-type: none">• Absences that exceed state limits may result in school attendance improvement plans, truancy citations, referrals to agencies such as Bucks County Children & Youth Services.• Missing 10 days of a semester long course or 20 days of a yearlong course may result in the loss of credit attainment.• Any student early dismissals due to illness must be approved through the nurses' office. If a student does not go through the nurses' office, the absence will be marked as unexcused. Dismissals for illness, excused or unexcused, are subject to attendance guidelines listed above.		

For more specific information on student absences, please visit the [CB South Attendance](#) website.

Student Life

Athletics

All information about CB South Athletics can be found here - <https://cbsathletics.com/> or by calling 267-893-3006.

Clubs and Organizations

CB South encourages students to become active in the classroom and in extra-curricular activities. Student involvement in school is a contributing factor to fulfillment and success. A complete list of clubs and extracurricular groups can be found in on our [Activities](#) webpage. **Any student who comes to school after 10:30 am without an excused absence or medical note will not be allowed to participate in extra-curricular events on that day.** Exceptions for extenuating circumstances will be considered by an administrator. Students involved in extracurricular activities are expected to abide by the Student Code of Conduct found here in [Board Policy 122](#).

Dances & Proms

CB South students are permitted to bring one guest per CB South student to dances and proms with the signed permission from parents, the guest's school administrator, and the CB South student's House Principal. Like CB South students, guests must follow all school rules and always demonstrate respectful behavior. In order to be a guest at a CB South Prom, you must be in good standing at your respective school. All guests must have a completed guest form and copy of their student ID on file with the House Office. Individuals in grades 9 or below or anyone 21 and over are NOT permitted to attend. At school-sponsored activities, including dances and athletic competitions, it is expected that students and their guests wear appropriate attire for the event.

Student Services Information

School Counselors

Students can arrange for an appointment with their counselor by visiting the Student Services Offices (1st & 3rd Floors) or emailing a request to their counselor. Students are advised to schedule counselor appointments during study halls or Lunch & Learn. Parents may contact the counselor by email or phone.

1 st Floor Student Services Office	3 rd Floor Student Services Office
Taryn Barrett (Kf-Mg) Michele McGroggan (Mh-Re) Patrick Chapman (Rf-To) Laura Ladley (Tp-Z) TBD (Emotional Support Counselor)	Kerry Monk (A-Cn) Tom Hill (Co-Gd) Jessica Shaw (Ge-Ke) Rachel Davis (Student Support Counselor)
Administrative Assistants: Cheryl Reilly and Roshni Stanley	Administrative Assistant: Christine Forbes

Student Assistance Program (SAP)

At-risk behaviors including those of emotional/mental health or created by chemical use are serious problems with legal, physical, ethical, social, emotional, and educational implications. SAP is an action-oriented team whose goal is to identify, assist, intervene, and provide aftercare for at-risk students. The team networks with community resources and district programs already in operation. If you, or someone you know is at-risk due mental health or chemical dependency issues, please go to your counselor for a SAP referral or visit the CB South web page.

Student Conduct

General Information

Proper conduct in the building is considered essential to maintain a safe, educational environment. Students are expected to comply with the following guidelines:

- Show courtesy and respect towards others.
- Use acceptable language at all times.
- Settle differences peacefully and respectfully.
- Obtain a student pass to be in the hallways and lavatories during class time. Passes are issued for the shortest route of travel and for a single destination. Hall wandering is prohibited.
- Keep our school clean, devoid of litter and defaced property. All concerns should be reported to a school employee.
- When asked for your name by a teacher, safety and security monitor, administrator, or any other adult, you must comply. Giving a false name or not giving a name will be considered insubordinate and will result in administrative disciplinary action.
- Students are not permitted to leave the school without permission. **The parking lot is off limits during the school day.** The appropriate house principal must clear all exceptions.

Please be aware that all high schools and school buses in the Central Bucks School District are equipped with electronic surveillance cameras that record video and audio.

Affection

Kissing and close personal contact outside of holding hands is private and to be kept away from school. Any student found to be engaging in such behavior may be referred to their counselor or House Principal.

Bullying

Bullying is a form of harassment that will not be tolerated at Central Bucks High School South. If you or someone you know is being bullied, please report this to a teacher, guidance counselor, or house principal. Please refer to [CBSD Board Policy 249](#) for more information.

Cell Phones & Technology Devices

Cell phones and personal devices will not be permitted during instructional times with the exception of instructor-directed activities or as permitted by the school nurse and/or school administration. Cell phones and personal devices may be used during class transitions and Lunch & Learn. If parents need to contact their student during the school day, they should contact the Main Office. Cell phones and personal devices may not be used to record images or voice recordings of faculty, staff, or other students for personal use or inclusion on any Internet or other media sites. This is a violation of an individual's right to privacy, which the school has an inherent right to protect. The inappropriate use of cell phones or other digital technology features will be addressed through disciplinary procedures. Please refer to [CBSD Board Policy 816](#) for further information on electronic communications. Please see [CBSD Board Policy 815](#) for further information on technology devices and the acceptable use policy.

1 st Offense	2 nd Offense	3 rd Offense
30-minute detention with classroom teacher	60-minute after school detention through administration	Saturday Detention

Controlled Substances

Please see [CBSD Board Policy 227](#) for specific information.

Disorderly Conduct

Please see [Pennsylvania Criminal Code Section 5503](#) for specific information.

Discrimination and Harassment

Please see [CBSD Board Policy 103](#) for specific information.

Dress & Appearance

Please see [CBSD Board Policy 221](#) for specific information.

Search by Administrators

School administrators shall have the authority to require students or other persons under their jurisdiction to submit to a thorough search of backpacks, clothing, handbags, wallets, lockers and vehicles. School administrators shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities. Searches shall be conducted with an appropriate witness. Searches may be conducted only when reasonable suspicion exists that illegal or unauthorized material is being concealed. The Central Bucks School District considers student lockers as school district property for the purpose of random searches. Periodically or as the situation warrants, a dog may be used to sniff the air around lockers, desks, bags, purses, items, book bags or vehicles that are on district property or at a district-sponsored event. Please see [CBSD Board Policy 226](#) for more information.

Smoking/Possession of Tobacco Products

For purposes of this policy **tobacco** includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, smokeless tobacco in any form, any nicotine delivery device and **a vaping device** in the possession or use of/or by a student in a school building, a school bus, or on property owned by, leased by, or under the control of the Central Bucks School District or by students at school-sponsored activities that are held off school property. Possession of matches, lighters, or other such items may result disciplinary consequences. Please refer to [CBSD Board Policy 222](#) for specific information. Students found using or in possession of any smoking or tobacco products, including vaping devices, will subject to the following progressive discipline actions:

1 st Offense	2 nd Offense	3 rd Offense
3 hours of detention (may be on a Saturday or after school)	1 day Out of School Suspension	Citation filed through Warrington Police Department
<i>All devices and products are subject to drug testing by the police department. Any device or product found to be a drug will be considered a violation of CBSD Board Policy 227.</i>		

Threats

In the Central Bucks School District, we maintain a safe, caring school community where every child and staff member can feel the safety and security necessary for learning and personal growth to flourish. It is with this goal in mind that we want to address the issue of verbal or physical threats that are made against any member of our community. Please see [CBSD Board Policy 218.2](#) for more information.

If, at any time you hear a student threaten the life of another student or staff member, it is your responsibility as a member of the school community to report what you have heard to a responsible adult in the building.

Vandalism

Any student destroying and/or defacing school property will be immediately suspended and will be held legally responsible for financial restitution. If the case warrants prosecution, the school shall sign the complaint and exercise its legal prerogatives.

Weapons on School Property

The district will not tolerate any weapon in school, even when there is no actual implied threat. This is the only way schools can insure a safe and orderly climate for all students and staff members. **Any student who possesses, uses or transfers a weapon on school property or during a school function shall be considered for expulsion in accordance with the applicable law.** See [CBSD Board Policy 218.1](#) for more information.

Student Discipline

Discipline Referral

Students who are disruptive in the classroom to the extent that the instructor requests assistance may be referred to a House Principal. The case will be reviewed, and administrative action will be taken.

Detention

Detention hours will be issued for various infractions of school rules. Teachers or administrators may issue detentions. Serving the detention time will become a major responsibility of the student and sports or jobs will not be permitted to interfere with the detention. Failure to serve a detention will result in additional disciplinary actions including suspension from school.

Suspension

The following procedure will be followed when a student is suspended from school for unacceptable behavior:

- The student will have a conference with the House Principal. At this time, the student will have the opportunity to respond and explain his or her side of the case.
- Before the end of the day, parent/guardian will be notified of the suspension by telephone.
- For the duration of the suspension the student MUST remain home during school hours or be under the direct supervision of his parents. The student may not attend classes at South or the Middle Bucks Institute of Technology. The student is not permitted on school property during the suspension.
- In some cases, parent/guardian and student must meet with the administration before the student is re-admitted to school.
- The student is required to communicate with all classroom teachers to make up work missed. The usual time allotted for this make-up work is three days unless otherwise agreed.

NOTE: A level III or IV violation of the discipline code by a senior during the 4th quarter may result in suspension of the privilege to participate in graduation ceremonies.

Central Office Hearing

In the event that other disciplinary attempts have met with little or no success, a ten (10) day suspension will be requested and a hearing will be held at the Administration Center. In attendance at this hearing will be the student and parent/guardian, the superintendent, an administrator from CB South, the student's guidance counselor and any school district personnel that the superintendent deems appropriate. At the hearing the student's entire school record will be reviewed.

The case will be evaluated and a decision will be made. All in attendance will be notified of the results. The results of such a hearing could mean that the student would be excluded from attending regular classes at CB South.

Safety Procedures

Fire Drills and Building Evacuation Procedures

To ensure rapid and safe exit from the building in case of an emergency, it is required that evacuation drills be performed. Classroom teachers will review evacuation procedures. Student abuse of any fire, safety, and health equipment will result in severe disciplinary actions. Police will be notified.

Other School Information & Resources

Appearance - School Representation

Any shirt, sweatshirt, signs in the building or on school property, logos, electronic representation by any club, activity, team, group, or student at CB South MUST have prior approval by an administrator or athletic director.

Late Arrival/Early Release

Seniors who are scheduled for study hall for the first or fourth blocks may apply for late arrival or early release. Students who are granted that privilege must be either off school property or in their assigned study hall area. They may not wander in the halls. This privilege may be revoked if the student does not meet academic or behavior expectations.

Library

The library is available for students to use. All students are required to help maintain an environment that is conducive to productive work for all library users. Students using the library should be with a class or have a teacher's pass. Failure to comply with these rules could result in the loss of library privileges and possible disciplinary actions.

Lockers

Students may be assigned a locker for protection of personal property. It is the responsibility of the student to keep the locker clean and locked at all times. The school cannot be held responsible for items missing from lockers. Students should not share lockers or combinations with other students. Students may use only their assigned locker. If a student has a problem with their locker, they should report it to their house principal. Student lockers are considered Central Bucks School District property and, if warranted, may be randomly searched. Please see [CBSD Board Policy 226](#) for more information on searches.

Medications

Any student requiring medication in school must follow the following school district policy:

- All medications must be submitted to the health office. **Students may not carry medicine.**
- All medications, including over-the-counter medications, must be accompanied by a physician's order and parent signature.
- Physician's orders for school can be supplied by the doctor on either a prescription pad or by completing the attached form:
- [Medication Dispensing Form](#)

All prescription medications must be in the original container with the pharmacy label attached. Over-the-counter medications are submitted in the original box with the child's name written on it. All controlled substances, for e.g. Ritalin, must be delivered/picked up by a parent/guardian. Controlled substances are counted in the health office and require a verification signature from nurse and parent. For more information about our [Health Office](#), please visit the CB South website.

Messages for Students

Students may pick up routine messages from the receptionist during class transitions. If an emergency message is received for a student, that student will be contacted immediately. Parents should not contact their students via personal cell phones during the academic day so to not disrupt the academic environment.

Military Recruiters – Act 10

Act 10 of 1991 requires school superintendents to provide armed forces recruiters the same access to lists of senior students, as they make available to colleges and trade schools. Students will be notified of the requirements of the act and given 21 days to request, in writing, to be excluded from the list.

Obligations

Obligations may include (but are not limited to): fines and fees, health forms, graduation requirements, unserved detention hours, etc. Activities that may be withheld for outstanding obligations include, but are not limited to, extra-curricular activities, parking permits, field trips, proms, and receipt of a diploma.

Parking

Student parking spaces will be issued through a lottery process. There will be a semesterly fee for parking in the student lots. School Administrators shall have the authority to require students, or other persons under their jurisdiction, to submit to a thorough search of any vehicle on school property per [CBSD Board Policy 226](#).

All students who drive to school must:

- Register their vehicles with CB South and receive an assigned parking spot.
- Obey the campus speed limit of 15 MPH.
- Follow safe-driving procedures at all times.

Violations may result in the loss of driving/parking privileges. For more information about parking at CB South, please visit the [CB South Security](#) page on the CB South website.

Transportation

Students and parents are advised that all school buses are equipped with electronic surveillance cameras that record video and audio. Inappropriate behavior while riding a bus will result in disciplinary actions that may include suspension from riding the bus and possibly suspension from school. Please review the [CBSD Transportation](#) page for more information.

School Visitors

Please reference the [CBSD Board Policy 907](#) on the school district website for complete information on any visitors to the school.

Working Papers

To obtain working papers, students may download an application from the CBSD website, or they may pick up an application from the school receptionist and complete the following steps:

- Show evidence of age (birth certificate or passport)
- Have parents/guardians sign the application.
- Return the completed application to the receptionist and you will be issued working papers. The application is also available on the CB South Webpage.