

# **Titusville Area School District**



## **2023-2024 Student & Parent Handbook**

**Including Transportation Information**

Approved by the School Board of Directors on June 19, 2023

*The mission of the Titusville Area School District, a partnership with parents and community members, is to ensure that all students are challenged by quality academic and social experiences to achieve their fullest potential as life-long learners.*

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## DISTRICT AND BUILDING CONTACT INFORMATION

District Website: [www.gorockets.org](http://www.gorockets.org)

### ***Superintendent of Schools, Gr K4-12***

Mrs. Stephanie Keebler  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 3410  
Email: [skeebler@gorockets.org](mailto:skeebler@gorockets.org)

### ***Assistant Superintendent, Gr K4-12 Transition & R.O.C. Online***

Mr. Michael McGaughey  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 3481  
Email: [mmcgaughey@gorockets.org](mailto:mmcgaughey@gorockets.org)

### ***Food Service/Transportation, Gr K4-12***

Mr. Mike Hlad, Director  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814) 827-2715, Ext. 3460  
Email: [mhlad@gorockets.org](mailto:mhlad@gorockets.org)

### ***Student Services, Gr K4-12***

Mrs. Amy Herman, Director  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814)827-2715, Ext. 3421  
Email: [aherman@gorockets.org](mailto:aherman@gorockets.org)

### ***Learning, Gr K4-12***

Mr. Jesse Maine, Director  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814) 827-2715, Ext. 3491  
Email: [jmaine@gorockets.org](mailto:jmaine@gorockets.org)

### ***Special Education, Gr K4-12***

Mrs. Nancy Wright, Director  
301 East Spruce Street  
Titusville, PA 16354  
Phone: (814) 827-2715, Ext. 3491

### ***Early Childhood Learning Center, Gr K4-K5***

Mrs. Stephanie Beck, Principal  
330 East Spruce Street Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 7410  
Email: [sbbeck@gorockets.org](mailto:sbbeck@gorockets.org)

### ***Hydetown School, Gr 1-5***

Mrs. Stacy Houck, Principal  
12294 Gresham Road Titusville, PA  
16354  
Phone: (814) 827-2715 Ext. 4410  
Email: [shouck@gorockets.org](mailto:shouck@gorockets.org)

### ***Main Street School, Gr 1-5***

Mrs. Jessica Millard, Principal  
117 West Main Street  
Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 5410  
Email: [nwright@gorockets.org](mailto:nwright@gorockets.org)

### ***Pleasantville School, Gr 1-5***

Mr. Shawn Fink, Principal  
374 North Main St  
Pleasantville, PA 16341  
Phone: (814) 827-2715 Ext. 6410  
Email: [sfink@gorockets.org](mailto:sfink@gorockets.org)

### ***Titusville Middle School, Gr 6-8***

Miles O'Shea, Principal  
415 Water Street  
Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 2410, 2411  
Email:

### ***Titusville High School, Gr 9-12***

Mr. Phil Knapp, Principal  
302 East Walnut Street  
Titusville, PA 16354  
Phone: (814) 827-2715 Ext. 1410  
Email: [pknapp@gorockets.org](mailto:pknapp@gorockets.org)  
Email: [nwright@gorockets.org](mailto:nwright@gorockets.org)

## INTRODUCTION

The purpose of this handbook is to provide parents, guardians and other interested parties with information that will assist in better understanding public education in the 21st century. Accountability, local control and flexibility, options for parents are the cornerstones of our education system. We have included topics that parents may find to be helpful information. We trust that the information contained in this publication is presented in a clear, understandable format. Thank you for your interest in your child's education and we look forward to working with you.

## AUTHORITY OF THE FACULTY

There is no division of authority among the faculty members of the Titusville Area School District. All teachers are responsible for corrections at any time or place in the building or school property during the school day. Student conduct should be such that correction is unnecessary. The discipline of a student is the responsibility of the parents, but when a student is in school such responsibility turns to the teacher and administration under the *law of "loco parentis."* No matter which school a student attends, every student is under the supervision of all teachers on every campus. This supervision is extended to all school events held before, during or after school that are directly observed and supervised by school district staff, and on school district vehicles. (owned, rented, leased or contracted)

## HANDS ON POLICY [Policy 218.3 Student Restraint](#)

In an effort to protect all students and staff's health, safety and welfare while in the building or on school property during school hours, faculty and staff may place hands on a student with **no intent to harm** in the following situations:

- To separate students who are fighting or in the judgment of the faculty/staff person about to fight
- To defend themselves
- To come to the aid of a student. Example: student trips, falls and becomes dizzy. The faculty/staff person can help them to their feet and steady them with a hand on their arm as they are walked to the nurse's office.
- A faculty/staff person gives a direct order to a student and the student refuses to follow through. The faculty/staff person is to repeat the order and if the student still refuses, they may place their hand between the shoulder and elbow of the student and escort them to the office.

Faculty and staff must take such action as to in no manner be called deliberately indifferent to the health, safety and welfare of the student(s).

## NON-DISCRIMINATION POLICY [Policy 103 Nondiscrimination/Discriminatory Harassment - School and Classroom Practices](#)

The Titusville Area School District does not discriminate in the operation of any of its programs, services, or facilities on the basis of race, color, age, religion, gender, sex/sexual orientation, marital status, pregnancy, ancestry, handicap/disability, creed, (including the ability to speak English). Discrimination can, under certain circumstances, include harassment on the basis of race, gender, disability, creed or national origin by District employees, contractors, directors, or students.

Any student or third party who believes they or others have been subject to discrimination may report, either directly or through his or her parent or guardian, to the principal of the building where he or she attends school. If the building principal is the party whom the child or his parents or guardian believe is responsible for an act or acts of discrimination, or if the child does not attend public school, the child or his or her parents or guardian may complain to the Special Education Director at (814) 827-2715.

Any member of the community, staff member or contractor who believes that the District has discriminated against him or her on the basis of race, gender, disability, creed, or national origin in the operation of any program, service or facility, may complain to the Superintendent of Schools at (814) 827-2715. Any person complaining of discrimination will be requested to submit their complaint in writing unless they are unable to do so.

### USDA Nondiscrimination Statement

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard*

of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [USDA Complaint Form](#) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail, fax or email as provided below:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Anti-discrimination Notice

The Titusville Area School District does not discriminate in the operation of any of its programs, services, or facilities on the basis of race, gender, disability, creed, or national origin (including the ability to speak English). Discrimination can, under certain circumstances, include harassment on the basis of race, gender, disability, creed, or national origin by District employees, contractors, directors, or students.

Any school age child who believes that he or she has been or is being subjected to any such discrimination may complain, either directly or through his or her parent or guardian, to the principal of the building where he or she attends school. If the building principal is the party whom the child or his parents or guardian believe is responsible for an act or acts of discrimination, or if the child does not attend public school, the child or his or her parents or guardian may complain to the Special Education Director at (814) 827-2715.

Any member of the community, staff member, or contractor, who believes that the District has discriminated against him or her on the basis of race, gender, disability, creed, or national origin in the operation of any program, service, or facility, may complain to the Superintendent of Schools at (814) 827-2715. Any person complaining of discrimination will be requested to submit their complaint in writing unless they are unable to do so.

## PUBLIC COMPLAINTS [Policy 906 Public Complaints](#)

The Board welcomes inquiries, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution.

Attempts to resolve public concerns and complaints of district residents shall begin with informal, direct discussions among the affected parties, following the established guidelines and district organizational structure. Only when informal meetings fail to resolve the issue shall more formal procedures be utilized.

In accordance with law, the Board shall adopt a written procedure that provides parents/guardians, public agencies, other individuals, and organizations a means to submit and resolve complaints alleging violations in the administration of educational programs under the Every Student Succeeds Act of 2015 (ESSA). The complaint procedure shall be available to the public, a copy maintained in each school, and be distributed annually to parents/guardians and staff.

## COMPLAINT RESOLUTION PROCESS FOR ESSA PROGRAMS

The Every Student Succeeds Act of 2015 (ESSA) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Titusville Area School District has adopted the following procedures:

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

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

### Local Complaint Procedures

1. *Referral* – Complaints against the Titusville Area School District will be received in writing by each building Principal.
2. *Acknowledgement* – The Principal will acknowledge receipt of the complaint in writing.
3. *Investigation* – The Principal will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action by the



District is required. If the problem cannot be informally resolved, it will be referred to the Federal Programs Coordinator.

4. *Opportunity to Present Evidence* – The Federal Programs Coordinator may, in his or her discretion, provide for the complainant and/or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. *Report and Recommended Resolution* – Once the Federal Programs Coordinator has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to the complainant; complainant’s representative, Superintendent, and Principal.
6. *Right to Appeal* – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
7. *Follow-Up* – The Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
8. *Time Limit* – The period between Titusville Area School District’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

**Filing a Complaint** - Complaints should be addressed as follows:

Mrs. Stephanie Beck, Principal  
Early Childhood Learning Center  
330 East Spruce Street  
Titusville, PA 16354

Dr. Miles O’Shea, Principal  
Titusville Middle School  
415 Water Street  
Titusville, PA 16354

Mr. Shawn Fink, Principal  
Pleasantville Elementary School  
374 North Main Street  
Pleasantville, PA 16341

Mr. Philip Knapp, Principal  
Titusville High School  
302 East Walnut Street  
Titusville, PA 16354

Mrs. Jessica Millard, Principal  
Main Street Elementary School  
117 West Main Street  
Titusville, PA 16354

Dr. Jesse Maine, Director  
Titusville Area School District  
Federal Programs & Curriculum  
301 East Spruce Street  
Titusville, PA 16354

Mrs. Stacy Houck, Principal  
Hydetown Elementary School  
12294 Gresham Road  
Titusville, PA 16354

## **PENNSYLVANIA ACCOUNTABILITY SYSTEM**

Beginning in 2013, Local Education Agencies (LEA) was held accountable under the ESEA flexibility provision that allows for a departure from the "Adequate Yearly Progress" (AYP) nomenclature, which identified schools in categories ranging from Making AYP to Corrective Action. In accordance with the Waiver, Pennsylvania will use a four specific Annual Measurable Objectives (AMO) as the Required Federal Reporting Measures (RFRM): Participation Rate, Graduation or Attendance Rate, Closing the Achievement Gap: All Students, and Closing the Achievement Gap: Historically Underperforming Students. Federal accountability will report differentiated recognition status for Title I schools that may be designated as Reward: High Achievement, Reward: High Progress, Focus, or Priority based on the AMOs and other federal requirements associated with each designation. Information regarding each school’s academic growth and achievement data can be obtained from the Pennsylvania School Performance Profile at <http://paschoolperformance.org/>.

## **HIGHLY QUALIFIED STAFF**

Occasionally, the school district must hire a teacher who does not possess a proper certificate for the subject being taught. In such a situation, an emergency certificate is requested for the teacher. If the teacher uses the emergency certificate for four consecutive weeks in the same subject area, the district is required to send written notes to the parents of the students in those classes.

### **Request for qualifications for classroom teacher or paraprofessional**

Every Student Succeeds (ESSA) requires our district to hire only highly qualified teachers and to notify the parents of all students they may request information about the professional qualifications of any teacher providing instruction to their child. Our district will respond in a timely manner to parents’ request for such information. The information to be released consists of:

- Whether the teacher has met state qualifications for the grade levels and subjects taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree of the teacher and any other graduation certification or degree held by the teacher.
- Whether the student is provided services by paraprofessionals and, if so their qualifications.

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following:

- Completed at least two (2) years of study at an institution of higher learning
- Obtained an Associate's or higher degree
- Met a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications. The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request. School Board Policy #304.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Parochial and private schools at the elementary school levels do not generally receive such funding and, therefore, are not subject to FERPA. The statute is found at 20 U.S.C. s 1232g and the Department's regulations are found at 34 CFR Part 99.

Under FERPA, schools must generally afford parents; access to their children's education records; an opportunity to seek to have the records amended-some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records. If you have any questions, contact your building principal.

## **HEALTH INSURANCE PORTABILITY AND PRIVACY ACT (HIPAA)**

We are required by applicable federal and state law to maintain the privacy of students' health information. In most cases, this requirement arises from the Family Educational Rights and Privacy Act ("FERPA"). A separate notice required by FERPA is provided annually in the Student Handbook. However, in certain circumstances, another federal law also applies to students' health information. This other federal law is called the Health Insurance Portability and Accountability Act ("HIPAA"). HIPAA requires us to provide this Notice describing our privacy practices, our legal duties, and students' rights concerning their health information. We must follow the privacy practices described in this Notice while it is in effect as those practices relate to the types of students' health information protected by HIPAA ("Protected Health Information" or "PHI"). Although this Notice is written from the perspective of a student's health information, most decisions concerning PHI will be made by the student's parent or guardian. This Notice takes effect on the effective date indicated below.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all PHI that we maintain, including PHI we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request. Students, parents, and legal guardians of students may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact the Office of Student Services.

## **SURVEYS**

Surveys conducted by outside agencies, organizations and individuals shall be approved by the Board, based on the Superintendent's recommendation, prior to administration to students. All surveys and instruments used to collect information from students shall relate to the district's educational objectives. [Policy 235.1 Surveys](#)

## **TOBACCO USE**

The Titusville Area School District recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. Tobacco use is prohibited at any school sponsored activity, in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district.

## **PARENT TEACHER GROUP – Grades K4-8**

The Parent Teacher Group (PTG) provides a way for parents and community members to get involved. Buildings with students in grades K4-8 have a PTG that works as a liaison between the school and the community. Each PTG has a slate of officers who plans and coordinates activities throughout the school year. One of PTG's most important functions is fundraising. PTG funds pay for student field

trips and other events. All parents are encouraged to get involved with PTG activities.

## **PUBLIC ATTENDANCE AT SCHOOL EVENTS** [Policy 904 Public Attendance at School Events](#)

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events. The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises. A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board. For more information see School Board Policy 904.

## **INTEGRATED PEST MANAGEMENT**

Integrated Pest Management is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions. IPM is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.

If an infestation occurs we will use any mechanical means available to remove the pest. Lastly, we will employ the use of chemical pesticides which will only be applied by a certified applicator and only after proper notification has been accomplished as described in the plan. The IPM Plan is on file at the Titusville Area School District, Administration Office, 301 East Spruce Street, Titusville, PA.

[Policy 716 Integrated Pest Management](#)

## **ASBESTOS HAZARD EMERGENCY RESPONSE**

In 1986, Congress passes the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and related according to condition and potential hazard. Every three years, Titusville Area School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing were inspected and found to be in good condition. Questions regarding the Management Plan may be directed to the Director of Building and Grounds.

## **CURRICULUM AND INSTRUCTION**

### **ACADEMIC STANDARDS**

The State Board of Education passed Chapter 4 of the Pennsylvania Code with purpose of establishing rigorous standards and assessments to facilitate the improvement of student achievement and to provide parents and communities a measure by which school performance can be determined.

Chapter 4 defines the purpose of public education; delineates academic standards; defines requirements for strategic planning; provides requirements for instruction at primary, intermediate, middle and high school levels as well as for vocational and special education; delineates graduation requirements; establishes certificates of proficiency; and describes profiles for school performance.

Our curriculum, a series of planned instruction, is aligned with the academic standards in each subject so that it is coordinated and articulated and implemented in a manner designed to result in the achievement at the proficient level by all students.

### **DEVELOPMENTAL EDUCATION PROGRAMS**

The Titusville Area School District has adopted an educational program structure that addresses the learning needs of children based upon their stage of growth and development. There are five program levels, Early Childhood (Pre-K through K), Primary Education (Grades 1-2), Intermediate Education (Grades 3-5), Middle School (Grades 6-8) and High School (Grades 9-12). For more information, contact your building principal or visit the website at [www.gorockets.org](http://www.gorockets.org). If you are viewing this document online, click on the program title to be directed to the program description.

### **TITLE I PROGRAM**

The Titusville Area School District recognizes the need to provide Title I parents with assistance in understanding National Educational Goals, State content standards and student performance standards, state and local assessments, how to monitor a child's progress, work with educators and participate in decisions relating to the education of their children.

The school district will maintain building and district-wide parent advisory committees. The involvement of these committees will include parental input in the areas of planning, review and improvement of the district's Title I program.

Title I Funds will be used to:

- Help parents become full partners in their child's education by providing materials and training to work with their children.
- Educate the entire school staff on how to work with parents of Title I students.
- Coordinate and integrate district and building parental involvement programs.
- Develop roles for community-based organizations (i.e. literacy council, head start, even start).
- Ensure that information is sent home regarding educational progress.
- Provide annual informational meetings for parents of Title I students.
- Conduct an annual evaluation of parental involvement.
- Provide school-parent compacts that outline shared responsibility for improved student achievements.

## Parent Involvement Policy

Authority - Section 1118 of Title I of Every Student Succeeds Act of 2015 referring to parental involvement maintains that in order to receive funds, activities by schools to increase parental involvement are vital to the Title I program. These activities and procedures must be planned and implemented on a continuing basis.

The Titusville Area School District is committed to and supports the mission of providing educational opportunities that enhance the quality of life. We believe that every person is important and has the right to a quality of life. We believe that every person is important and has the right to a quality education and recognize that the educational process is a shared responsibility of the entire community (parents, families, school staff and communities).

We define parental involvement as an ongoing process that will optimize parents' opportunities to assist in their child's education and enhance communication between the home and school.

To this end, we have incorporated into our strategic plan the development of a comprehensive partnership plan to promote parental involvement and community utilization. The plan is unique to each of the educational levels (i.e., early childhood, elementary, secondary) and provides a framework for ideas that support parental involvement. Implementation of the plan is a shared responsibility among all involved in the educational process and volunteers who reflect a genuine interest in school involvement. [Policy 908](#)

### [Parental/Family Engagement](#)

## Curriculum Review by Parents

Parents/guardians have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Upon request by a qualifying parent or qualifying student under this policy, the school district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Parents/guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs. For more information about curriculum review, [Policy 105.1 Review of Instructional Materials by Parents/Guardians and Students](#)

## TITUSVILLE GRADUATION REQUIREMENTS [Policy 217 Graduation Requirements](#)

(Subject to change dependent upon PDE regulation)

In order to graduate from Titusville High School a student must meet the graduation requirements that have been set by the Titusville Area School Board of Directors. These graduation requirements are determined in part by the Chapter 4 Academic Standards established by the Commonwealth of Pennsylvania. It is the responsibility of the students to insure that all graduation requirements are met. Be sure that you are in good standing with the number of credits you have earned, since **grade level does not indicate graduation date**. If students or parents have questions concerning graduation requirements, they should contact their school counselor.

**Titusville High School Graduation Requirements are as follows:**

1. Students must earn the required number of credits for graduation as outlined in this course description booklet for their class.

## CREDIT REQUIREMENTS FOR ALL GRADES

<u>Subject Areas</u>	<u>Credit Requirements</u>
English	4.00 credits
Social Studies	4.00 credits (3.0 VT)
Math	3.00 credits
Science	3.00 credits
Wellness Ed	4.00 credits
Freshman Seminar	1.00 credit

Humanities	1.00 credit
Elective Courses	5.00 credits
	<b>25.00 total credits (24.00 Vo-Tech)</b>

And fulfill one of the following two options:

- 2a. Earn proficient or advanced scores on the Keystone Exams in the areas of Algebra I, Biology and English Literature. These assessments are end of course exams usually given in May. If a proficient or advanced score is not earned, students will have an opportunity to retest.
- 2b. Participate in a proficiency program that will provide remedial instruction to assist the student in obtaining proficiency in Algebra I, Biology and English Literature.

**FOR THE GRADUATING CLASSES OF 2022 AND BEYOND:**

Students can meet the statewide graduation requirement by:

- Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be available in August 2019.
- Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student’s career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

## **ACT 1 OF 2022: SUPPORTING GRADUATION FOR STUDENTS EXPERIENCING EDUCATION INSTABILITY**

Students experiencing homelessness, and youth who have been adjudicated or are involved in the juvenile justice system often attend multiple schools in a year. These students who experience such “education instability” face barriers to high school graduation due to lost or unrecognized credits or a student’s inability to take a course required by their last school.

Act 1 of 2022 (Act 1) was enacted to remove educational and graduation barriers for students who move between school entities due to homelessness, adjudication, foster care, and juvenile justice or court-ordered placements. Act 1 requires school entities assign a point of contact, adopt clear policies and practices to apply credit for satisfactorily completed coursework, and develop a graduation plan for students experiencing education instability. Act 1 also includes protections to facilitate equal access to school, including participating in extracurricular opportunities. If you feel your child may qualify for Act 1 support, please contact the high school principal.

### **GRADING [Policy 213 Assessment of Student Progress](#)**

Report cards are marked with percentages:

Superior	90-100	Above Avg.	80-89
Average	70-79	Below Avg.	60-69
Failure	50-59	Failure	Below 50

1. Teachers will establish their classroom grading policy within the above guidelines.
2. An incomplete is given when a student has not been able to complete the required work in a given grading period due to illness or a medical excuse. Failure to complete assignments within 10 school days after the date the grading period ends will result in a failing grade.
3. Students who have been legally absent up to three consecutive days will have three days to make-up the work missed during the absence. Students missing more than three consecutive days will have the same number of days, not to exceed ten days, to make up the work missed during the absence. For example: seven consecutive days of absence would permit the student seven days to make up work. It is the responsibility of the student for making arrangements with the teacher for making up missed work. Any assignment not completed during this time frame may result in a failing grade for that assignment. Any assignment made prior to the date of the absence should be completed immediately upon returning to school.
4. Under unusual circumstances, the principal may extend the make-up period.
5. Any student withdrawing from a course must do so before the third week of a one-credit course or second week of a one-half credit course. Withdrawal after the third week of a one-credit course or second week of a one-half credit course will receive a

W.F. (withdraw fail) on their records and the failing grade will be tabulated in their grade point average. Student initiated changes must be accompanied by parental and teacher consent.

6. Cheating or attempted cheating will not be tolerated. The student may receive a zero (0) for the assignment, or for the nine-week grading period, the semester, or the year.
7. The final grade for all courses will be determined by averaging all nine weeks' grades and the final exam (weighted at 20%).

## POWER SCHOOL

PowerSchool is a web-based program which allows parents to get more involved in their child's day-to-day education. It gives parents timely information about their child's progress in school. With a click of the mouse parents will have access to grades, attendance, assignments, and even their child's teacher.

The only requirement for this service is internet availability. Parents can receive their password by visiting the guidance office and presenting identification. This password allows them to log-on and view timely student information in a secure, user-friendly environment. Parents can find the link for this service by logging on to our school district website at [www.gorockets.org](http://www.gorockets.org).

## HOMEBOUND EDUCATION PROGRAM

The Titusville Area School District has provided limited instructional support to students who have been diagnosed with illnesses or suffered injuries that prevent them from attending school regularly. The intent of this document to clearly define the school district's policy toward providing homebound instructional support, procedures for requesting homebound instructional support and guidelines that are to be followed by the parents, students, faculty and homebound instructor.

### Interpretation of the State Law

Our homebound program is authorized by the Pennsylvania State Board of Education under the following sections under Chapter 11, of the Pennsylvania School Code. 22 Pa. Code Chapter 11 Annex A January 21, 2004 (#006-279) Page 14. 11, 25 Temporary excusals due to illness or other urgent reasons.

- (a) A principal or teacher may, upon receipt of satisfactory evidence of mental, physical or other urgent reasons, excuse a student for nonattendance during a temporary period, but the term "urgent reasons" shall be strictly construed and does not permit irregular attendance. A school district shall adopt rules and procedures governing temporary excusals that may be granted by principals and teachers under this section. Temporary excusals shall not exceed three months.
- (b) A School District, Area Vocational Technical School, Charter or Independent School may provide students temporarily excused under this section with homebound instruction for a period not to exceed three months.

A School District, Area Vocational Technical School, Charter or Independent School, may request approval from the Department of Education to extend the provision of homebound instruction, which shall be reevaluated every three months.

When a student receives homebound instruction, the student may be counted for attendance purposes as if in school. A school district shall be reimbursed for homebound instruction provided to a student under section 2510.1 of the Public School Code of 1949 (24 P.S. § 25-2510.1).

- (c) A school district shall adopt policies that describe the instructional services that are available to students who have been excused under this section. The policies shall include statements that define the responsibilities of both the district and the student with regard to these instructional services.

## DISTRICT ASSESSMENT

The Titusville Area School District believes that the primary purpose of assessment is to provide information in order to improve instruction. The district has developed its assessment program that follows the principles set by the National Center for Fair and Open Testing. Those principles are as follows:

Assessment systems are fair to all students in order not to limit students' present education and future opportunities. Assessment results are a means to reflect a student's knowledge, understanding and achievement.

Assessments are designed to minimize the impact of biases on the student's performance, including: biases of persons developing or conducting the assessment, evaluating the performance, or interpreting or using the results; biases caused by basing assessments on the perspectives or experiences of one particular group; and biased format or content, including offensive language or stereotypes.

Educators and assessment and content experts construct assessment systems that support learning by all students in a diverse population with variety of learning styles.

Assessment systems allow for multiple methods to assess students' progress toward meeting learning goals and for multiple but equivalent ways for students to express knowledge and understanding.

Assessment systems require the participation of every student. [Policy 127 Assessments](#)

## Assessment of the Educational Program

The Board directs the Superintendent or designee to develop and implement a Comprehensive Plan for the continuing qualitative assessment of the progress of the educational program toward the goals established by the Board and state regulations. To this end, he/she shall recommend such assessments and methods as may be indicated by generally accepted professional practice and best professional judgment.

The Board reserves the right to review local assessment measures and to approve those which serve a legitimate purpose without infringing upon the personal rights of the students or their parents. The Board shall also grant parents the right to have their student excused from state assessments upon receipt, by the school district, of a written request from the parents.

The results of any assessment may be released by the Superintendent or designee using district wide data, or by principals employing school data, but such data may not be traceable to individuals.

The district shall submit to the Department of Education for approval the district assessment plan as a component of its comprehensive plan and provide all data required, including data from the district assessment plan. Such data shall not include the student's name, identification number or any individually identifiable information and shall be provided when the Secretary of Education requires it.

The Secretary of Education may develop tests or other assessment devices or contract for the development of one or more portions of the assessment devices and for related services necessary for the conduct of the assessment program.

Parents may obtain an explanation of the assessment results from qualified school personnel.

## PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

(Subject to change dependent upon PDE regulation)

The PSSA is continually being evaluated and refined. The state assessments are conducted in the English language in the following areas:

<u>Subject</u>	<u>Grade</u>
English Language Arts	3 - 8
Mathematics	3 - 8
Science	4, 8

All school districts are mandated by law to participate in English Language Arts, Mathematics and Science assessment each year. As part of each assessment in English language arts, Mathematics and Science, students are asked to respond to multiple-choice questions. They are also asked to respond in writing to items about reading passages and to explain in writing how they determined the answers to mathematical problems. Such performance assessment items focus on students' understanding and problem solving skills. The English Language Arts assessment requires students to respond to topics in different types of writing: narrative, persuasive, or informational.

These different assessment tools serve to measure performance and help districts to develop curriculum or plan academic programs. Student assessment results for the PSSA are reported based on four performance levels. The four levels of performance are as follows: advanced, proficient, basic and below basic.

Students caught cheating on the PSSA test will face consequences for cheating as outlined in the Student Behavior section of this handbook.

## KEYSTONE EXAMS – HIGH SCHOOL

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subjects. The following Keystone Exams are required: Algebra I, Literature and Biology. Keystone Exams will be administered upon completion of the course or on a retest.

The Keystone Exams are one component of Pennsylvania's proposed system of high school graduation requirements. Keystone Exams will help school districts guide students toward meeting state standards.

## SCHOOL CALENDAR

First Day of School .....	August 29, 2023
Labor Day .....	September 4, 2023
Professional Day .....	October 6, 2023
Act 80 Days .....	November 9-10, 2023
Thanksgiving Break .....	November 23-27, 2023
Christmas Break .....	December 22, 2022 – January 1, 2024

Martin Luther King Day .....	January 15, 2024
Professional Day .....	January 19, 2024
Professional Day .....	February 16, 2024
Presidents Day .....	February 19, 2024
Act 80 Day .....	March 15, 2024
Easter Break .....	March 28-April 2, 2024
Professional Day & Prom .....	May 3, 2024
Memorial Day .....	May 27, 2024
Last Day of School .....	June 5, 2024
Professional Day .....	June 6, 2024
Graduation.....	June 7, 2024

Note, changes may be made to the calendar throughout the year, the current calendar can be found on the district website under the district information tab.

## **ADMISSION / ENROLLMENT REQUIREMENTS** [Policy 200 Enrollment](#)

Enrollment for pre-kindergarten (K4) is not less than four (4) years and zero (0) months and for kindergarten (K5) is not less than five (5) years and zero (0) months before August 1.

All children must be enrolled in first grade prior to six (6) years of age. Prior to enrolling, every child must have the required immunizations as required by law and regulations as follows:

**K- 4 Students:** 4 DPT, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella (Chicken Pox)

**K- 5 Students through 12th grade:** 4 DTP (Last one after 4th birthday), 4 Polio, 2 MMR, 3 Hepatitis B, and 2 Varicella (Chicken Pox)

**7th Grade Students also need:** 1 Tdap, 1 MCV (meningitis)

Upon enrollment a cumulative, informational folder is compiled for each child. This file is confidential and may be used to help professionals plan the best educational programs and experiences.

When registering, the parent/guardian of each student who registers for entrance to school will submit a photo identification of themselves, and submit proof of age of student (official birth certificate/copy of birth certificate/hospital record of birth/birth registry), proof of residency (acceptable documentation with the property address includes: a deed, a lease, current utility bill, property tax bill, vehicle registration, driver's license, DOT identification card. Note that the district may require more than one form of residency confirmation be provided.

## **STUDENT ATTENDANCE**

Regular attendance and promptness are vital to student success. Frequent absences result in poor achievement, even if a student is conscientious about making up work. There is no way to make up a class lecture or class discussion and interactions with the teacher and classmates.

All students may be legally absent from school due to sickness or for "urgent reasons" such as when the bus cannot run on their particular road, quarantine, or death in the family. Most absences for other reasons are unexcused and classified as parental neglect. Hunting has been and will continue to be an unexcused absence. An absence becomes an excused absence only when the proper school officials classify it as such. Any unexcused absence may be subject to the student attendance improvement process.

Upon request, the office will collect class assignments to send home after a student has missed three or more days. Upon their return, students are responsible to check with all their teachers to receive any other missing class assignments, even if the office sent home assignments.

Titusville Area School District takes a proactive approach to student attendance. Parents/Guardians are notified of each unlawful (unexcused or unverified) absence. Periodic absentee letters are mailed home to keep parent/guardians informed as to a student's attendance status. Upon the instance of three unlawful (unexcused or unverified) absences building principals will offer to have a Student Attendance Improvement Conference (SAIC). The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services. The outcome of the SAIC is a written School Attendance Improvement Plan (SAIP). Further unlawful absences may result in citation filed against the student or parent with the District Magistrate and/or recommendations for services. [Policy 204 Attendance](#)

### **Early Dismissal from School**

In cases when a student is required to be excused from school for a doctor's or dentist's appointment, or funeral, the following procedures must be followed: (Forms for early dismissal are available in your respective office). Each student must:

1. Present the written excuse, with reason and telephone number of the office where the appointment is to be held, to his first



period teacher so that the appointment is registered on the daily bulletin.

2. Present the excuse to his classroom teacher at the time of leaving and sign out in the office.
3. Pick up a validation form from the doctor or dentist office to verify the appointment and return it to the school office when they return to school. School officials may check the validation of the appointment at any given time.
4. Hunting, hair appointments, shopping, work, babysitting, personal reasons, out of town, car problems and any other unapproved personal business will be recorded as illegal absences.
5. Excuses stating "personal reasons or family emergency" WILL NOT be accepted. In extreme cases, parents should contact the building principal.

## Excuses and Tardiness

1. After an absence a student, regardless of age, must present upon his return to school a written excuse signed by his parent or guardian to his/her first period teacher during first period. (Special forms are provided to each student.) Parents may also submit excuses electronically via an online form.
2. The excuse must clearly explain why and when the absence occurred. General statements that do not give a valid reason for absence (i.e., personal reasons, or out of town) are not acceptable and will be recorded as unexcused absences.
3. All student absences are considered to be unverified (UNV) until a valid written excuse is submitted to the attendance secretary **within three days** after returning to school. If the excuse is not submitted within that time the absence will be recorded as unlawful (UNL). Through the age of 18, steps will be taken to file truancy. Students missing more than three consecutive days will have the same number of days, not to exceed ten days, to make up the work missed during the absence. For example: seven consecutive days of absence would permit the student seven days to make up work.
4. The school is required by law to bring legal action, including notification of the Children and Youth Agency; against the parent/guardian and the student if there is not regular attendance. (Any student under the age of 18)
5. Any student with a consecutive absence of five days or more will be required to present a doctor's excuse for that absence. A doctor's excuse will be required for any absences over 10 days.
6. Any student with a total number of absences that exceeds six (6) unlawful and/or eighteen (18) cumulative absences will not be eligible to attend the Prom. Special circumstances will be reviewed by the building principal.

Once three unlawful absences have been recorded, the Student Attendance Improvement Plan will be implemented. Parents/guardians will be contacted by the building principal regarding the Student Attendance Improvement Conference (SAIC). In the event the parent/guardian cannot attend, the SAIC, the conference will be held with the student and a copy of the SAIP will be sent home to parent/guardian for review.

## Student Trips and/or Vacation

1. Any student wishing to go on vacation, attend an educational or religious experience, or make a college visitation with his parents must go to the office or online and pick up a trip form. This form should be filled out by the parents and returned to the office at least (3) days in advance of the trip for approval. Both parents and students alike should be aware that any trip/vacation beyond (5) days will be recorded as illegal/unexcused absences. Trips will be approved at the discretion of the principal dependent on grades and attendance. Trips that take the student past (10) days total absences for the year will not be approved.
2. Parents must fill out a trip form for each child in their respective school building in the district.
3. Prior to the trip, it is the student's responsibility to make arrangements for make-up work to be completed within the specified period of time given for absences.
4. If a student leaves on a trip and misses a final exam, and fails to make it up by the end of the semester, the grade will automatically become a zero. The final exam grade will be included when calculating the final grade for the course.

## STUDENT SERVICES

The Student Services Department coordinates several auxiliary programs and support services for students K-12. This department is responsible for overseeing the student information system, which includes tracking attendance, grade reporting, course history, transcripts and discipline. Support programs such as school health program, school counseling, school safety and security, student assistance, mental health counseling, drug-free schools, and child accounting programs are all supervised and directed through this department.

### [Policy 146 Student Services](#)

## Food Service - Community Eligibility Program

Titusville Area School District participates in the Community Eligibility Provision (CEP). This program is available to schools and districts that are participating in the National School Lunch and School Breakfast Programs. All enrolled students are eligible to receive a nutritious breakfast and lunch each school day at **no charge** district wide.

Nutritious breakfasts and lunches are provided at every school. Students have approximately thirty minutes at lunch time in the school cafeteria. When students follow the cafeteria rules and obey the adults who are supervising the lunchroom, lunchtime is more relaxing, enjoyable, and safe. No student will be denied a school breakfast or lunch. Students who do not bring a breakfast or lunch to school will be provided a meal by the school.

## Cafeteria Services Program – [Policy 808 Food Services and Meal Charges Accounts Attachment](#)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail, fax or email as provided below:

U.S. Department of Agriculture,  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue SW  
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)  
*Titusville Area School District institution is an equal opportunity provider.*

Our cafeteria utilizes a school lunch software program that establishes a personal account for each student. Parents and students can make pre-payments into this account for meals. Accounts are accessed through the use of the student's school identification number. Pre-payments are a great way to eliminate the need for students to carry cash while in school.

In using the cafeteria, the following guidelines should be followed to make its use pleasant and wholesome:

1. Students will form in orderly lines and take their turns being served.
2. Proper behavior is required in the cafeteria at all times.
3. Students must report to their assigned lunch periods in the cafeteria. Skipping lunch will be considered equal to skipping a class period. Students must be accounted for at all times.
4. Students may take a single serving beverage to the cafeteria. Liter size or larger bottles are not permitted.
5. Food deliveries from outside the school are prohibited.
6. Students may not be permitted to buy items from the cafeteria at times other than their assigned lunch period.
7. The cafeteria will not cash checks for students. Parents may write checks to make a deposit in a student account or purchase an individual lunch.
8. Stealing food in the cafeteria is theft and will be handled as such.

## National School Lunch Program

Numerous scientific studies have suggested a strong link between child nutrition and learning in school. This supports the importance of the availability of school meals programs in improving the educational performance of our children.

Every school day the National School Lunch Program (NSLP) serves nutritious meals to more than 30 million children nationwide. These healthy meals enhance our children's readiness to learn.

## **Program Structure**

The NSLP is a federal and state reimbursement program for each meal served that meets federal requirements. All NSLP sponsors are required to offer free and reduced-price lunches to eligible children. Reimbursement rates are established annually by the United States Department of Agriculture (USDA). Sponsors are entitled to receive USDA commodities for each lunch they serve. The variety of commodities sponsors may receive depends on product availability and market prices.

## **Participation**

Any public school, intermediate unit, charter school, area vocational technical or career technology school, public residential child care institution, and tax exempt non-public school or residential child care institution may apply to be an NSLP sponsor.

## **Qualifications for Free or Reduced-Priced Lunches**

Children from families with incomes at or below 130% of the poverty level, and children in families receiving Temporary Assistance for Needy Families (TANF) and children in families receiving food stamp benefits are eligible for free lunches. Children in families whose income is between 130% and 185% of the poverty level are eligible for reduced price lunches.

## **Meal Requirements**

To qualify for reimbursement, NSLP sponsors must meet certain requirements depending upon the menu option they have selected for their school. In the Traditional and Food Based Menu Options, they have specific minimum requirements in four food components that consist of five food items. The components are Breads/Grains, Fruit/Vegetable, Meat/Meat Alternate and Fluid Milk. The serving sizes/amounts vary depending on the age of the students. The NuMenu and Assisted NuMenu Options are based on three menu items: an entrée, side dish and milk.

## **Cafeteria School Lunch Accounts [School Lunch Account](#)**

Our cafeteria utilizes a school lunch software program that establishes a personal account for each student. Parents and students can make pre-payments into this account for meals. Accounts are accessed through the use of the student's school identification number. Pre-payments are a great way to eliminate the need for students to carry cash while in school. To put money in a child's account, the student takes their money to the cafeteria cashier and/or school office to be deposited in their account. Payments can be made by cash or check. Make checks payable to your child's school cafeteria (i.e. Hydetown School Cafeteria, Titusville Middle School Cafeteria, etc.) The cafeteria will not cash checks for students. Canadian money cannot be accepted.

## **Returned Check Policy**

The Titusville Area School District reserves the right to subject all returned checks to a \$30.00 service charge payable by the responsible party/parties.

## **School Counseling Program**

The school counselor plays a major role in developing and implementing an effective school counseling program for individual students that involves the cooperation of parents, teachers, administrators, and other specialists. The school counselor is the key, working directly with the student to meet the student's developmental needs to provide a meaningful educational experience. The school counselor will maintain a high level of ethical behavior and will abide by standards as outlined in the American School Counselor Association's Ethical Standards for School Counselors. (Revised 2010) The lists of specific activities are meant to provide the reader with an overview of the types of activities that the counselor may conduct in a school. It is by no means meant to represent a school counselor's entire list of activities in which they may be involved.

## **School Orientation**

The school counselor will provide information to individual students and groups of students to help ease the transition into new school situations. The school counselor will be an active member of the district's transition planning team.

## **Academic Guidance**

The school counselor will assist students with their course selection, determining appropriate placement, monitor the student's progress and assist the classroom teacher with matching various styles of learning to appropriate instruction.

## **Student Evaluation and Support**

The school counselor assists with monitoring student performance and progress and developing a plan when a particular individual is

experiencing frustration and academic failure.

### **Attendance Monitoring**

The school counselor will review student attendance patterns. Regular student attendance is encouraged and reinforced. If nonattendance becomes an issue, appropriate intervention and possible referrals are made.

### **Career Development**

Comprehensive career development includes awareness, exploration and planning in order to make appropriate post- secondary plans. Competencies are developed in the areas of self-knowledge, career planning, and educational/vocational development. The school counselor will assist in accomplishing these goals through individual or group counseling and instruction in the use of technology-assisted career exploration and planning.

### **Career Education Program**

The school counseling department utilizes the *Career Cruising* software program as a major component of the career education program. *Career Cruising* engages students in an interactive process that builds self-knowledge, encourages them to explore occupations and schools, and helps them plan for the future. Each student will develop a Career Planning Portfolio as a part of the program.

School counselors will also make classroom presentations on various topics of interest including, study skills, interviewing techniques, scholarship information, making post-high school plans, etc.

The Titusville Area School District has developed a comprehensive Chapter 339 Plan in accordance with state guidelines. The Chapter 339 Plan outlines the planned activities for students in grades K4-12. For details: [Chapter 339 Plan](#)

### **Wellness/Prevention**

The school counselor will initiate and promote programs and activities for all students that develop positive coping skills and support healthy behaviors.

### **Counseling**

Counseling of individuals and groups occurs in a variety of contexts. Examples are personal and social development, educational planning, and coping with specific life situations as they arise.

### **Assessment**

Assessments through interviews, observation, standardized testing and surveys may be used to identify specific strengths and weaknesses and to determine appropriate educational interventions and services.

### **Intervention**

Appropriate intervention services may need to be provided to the student by school staff or by other professionals as arranged by the school team. Student Assistance Teams or Crisis Intervention Teams are most frequently involved in providing this service for students who are exhibiting signs of depression, chemical abuse, academic difficulties, or other behaviors that are harmful. Also included in this category is the management of crisis situations in the school, including the coordination of community support services in the school in the time of crisis.

### **Placement**

The school counselor will participate as a member of the team that is responsible for placing students in the educational setting that is most appropriate for meeting the students' needs. In addition to regular education schedule changes, this could involve placement in a special education program, Title I program, homebound instruction, alternative education, or specialized tutoring services.

### **Community Referral**

The school counselor will make appropriate out-of-school referrals. When the needs of a student extend beyond the available services of the school, referral to community resources is necessary. Community agency support, medical services, or residential services may result from such referrals. School assessment and intervention services are explored before such referrals are made.

### **Case Management**

Services must be coordinated and responsibility assigned for each student. A school counselor is assigned the role of case manager for

every student receiving services.

## Consultation

By virtue of their expertise in human relations, the school counselor may advise in the areas of curriculum development, instructional processes, human growth and development, and other emerging issues.

## Parent Education

Promoting student progress requires that parents be well informed about the parental role in student success. The school counselor will conduct parent seminars or clinics on a variety of subjects.

## Record Maintenance

An accurate set of school records is kept for all students. The school counselor will monitor, collect, maintain, and disseminate student records as well as protect the confidentiality of the records.

# CHILD/STUDENT ABUSE

## Reporting Suspected Child Abuse

### Suspected Child Abuse Mandated Reporting Requirements

- (a) *General rule.* Under 23 PA C.S. § 6311 (relating to persons required to report suspected child abuse), licensees who, in the course of the employment, occupation or practice of their profession, come into contact with children shall report or cause a report to be made to the Department of Public Welfare when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse.
- (b) *Staff members of public or private agencies, institutions and facilities.* Licensees who are staff members of a medical or other public or private institution, school, facility or agency, and who, in the course of their employment, occupation or practice of their profession, come into contact with children shall immediately notify the person in charge of the institution, school facility or agency or the designated agent of the person in charge when they have reasonable cause to suspect on the basis of their professional or other training or experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Upon notification by the licensee, the person in charge or the designated agent shall assume the responsibility and have the legal obligation to report or cause a report to be made in accordance with subsections (a), (c) and (d).

Teachers who suspect that a child has possibly been abused should report the information to their building principal, school nurse, or school counselor who will then conduct an investigation of the situation.

Definition: Intervention should occur when a school employee has *reasonable cause* to suspect sexual abuse, sexual exploitation, non-accidental serious physical injury, non-accidental serious mental injury, or serious physical neglect of a child under the age of 18. The injury, abuse, or neglect may be caused by the acts or omissions of the child's parents, person(s) responsible for the child's welfare, any individual residing in the same home as the child, or any paramour of the child's parent.

### Mandated Reporter Training:

Act 126 of July 2012 requires that school entities, and their independent contractors who have direct contact with children, complete mandatory training on, among other issues, child abuse recognition and reporting. The training must be for a minimum of three hours every five years and must address:

- recognition and reporting of child abuse;
- recognition and reporting of sexual misconduct;
- the Professional Educator Discipline Act, including the mandatory reporting requirements contained within it;
- the school entity's policies related to reporting of suspected abuse and sexual misconduct; and
- the maintenance of professional and appropriate relationships with students.

Every incident of suspected child abuse must be reported immediately. In determining whether reasonable cause of suspected child abuse exists, a school employee should consult with the building administrator, Director of Student Services, school counselor, and/or school nurse. If reasonable cause is determined to exist, the report **MUST** be made.

1. The employee themselves must make the report.
2. It is preferred that child abuse reports are made on-line through the Department of Public Welfare Child Welfare Portal. The ChildLine toll free number, 1-800-932-0313, may also be called.
3. The building administrator, school counselor, nurse or staff person involved will assist the employee in making the report of

suspected child abuse.

Written reports shall be made and faxed within 48 hours on the form (CY-47) supplied by the Department of Public Welfare and forwarded to:

Crawford County Children and Youth Services  
CCC&YS18282 Technology Drive, Suite 101  
18282 Technology Drive, Suite 101  
Meadville, PA 16335  
814-724-8380, or toll free: 1-877-334-8793

Venango County Children and Youth Services  
Human Services Complex  
1 Dale Avenue  
Franklin, PA 16323  
Phone: (814) 432-9743; Fax: (814) 432-9728

Warren County Children and Youth Services  
Warren Human Services  
285 Hospital Drive  
Warren, PA 16365  
814-726-2100; or toll free: 1-866-641-3488

## **SUICIDE AWARENESS AND PREVENTION**

The Board is committed to protecting the health, safety and welfare of the district's students and the school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's publicly accessible Internet website.

### **Protocols for Administration of Employee Education**

All district employees, including but not limited to administrators, teachers, school nurses, secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention. Furthermore, all bus and van drivers employed by independent contractors to transport students of the district and all student teachers shall receive information regarding risk factors, warning signs, response procedures, referrals and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades six (6) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

[Policy 819 Suicide Awareness, Prevention & Response](#)

## **PARENT CONFERENCES**

In the elementary schools, the teachers will try, as far as possible, to have a personal conference with the parents of each student in their rooms. Specific dates and times for the conference will be set up about six (6) to nine (9) weeks after school has started. In situations where personal conferences are not possible, written reports of the progress of these students will be sent home.

In the secondary schools, the student assistance teams will meet for the purpose of identifying struggling students and those who are not meeting with success in the pursuit of their courses. The duty of this group will be to notify the school counseling department, the students and the parents of the situation in each case. Parental notification can be made by phone or by letter.

[Policy 212 Reporting Student Progress](#)

## **PROMOTION AND RETENTION**

It is policy #215 Promotion and Retention of the Titusville Area School Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. A student will be promoted when he/she has successfully, in the opinion of his/her teachers, achieved the learning outcomes established for the present level.

At the elementary level, students will progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best interest of the students involved. Exceptions will always be made after prior notification and explanation to each student's parents, but the final decision will rest with the school authorities.

At the middle level, students will progress annually from grade to grade. Exceptions will be made when students fail courses worth two (2) credits. Such students will be retained, unless skills are remediated during summer school.

At the high school level, students will progress annually from grade to grade. Any failed classes in grades 9-12 must be made up either through credit recovery or in the following years. It is the student's responsibility that all graduation requirements are met.

[Policy 215 Promotion and Retention](#)

## SCHOOL HEALTH PROGRAM

Medical services are coordinated by school nurses. Nurses supervise school related health matters, accidents and emergencies. The school nurses monitor immunization and health records and gather emergency information. They schedule and assist with student health exams, dental exams, vision screenings, hearing screenings and body mass index screenings.

A student must have permission from a teacher in order to go to the nurse's office. No student may leave the building or contact a parent due to illness without the nurse or office approval. Emergency Student Information forms are sent home at the beginning of the school year. Please complete and return your child's emergency form as soon as possible. In the event of an accident or emergency, every attempt is made to notify a parent or a designee, as directed on the emergency information form. Pay particular attention to the Medical Information section. Also, include several available alternative persons who can be contacted when you are not available. Please keep the information updated by notifying the school when changes occur.

As per school policy and procedures, 911 will be called if deemed necessary by school officials. The student will not be readmitted to school until the child is seen by a physician.

Health needs during a field trip can be arranged by completing the field trip medication form. Parents are encouraged to complete this form and conference with the school nurse and/or the building principal prior to the trip.

### Medications

Students are NOT PERMITTED to self-medicate while in school, with the exception of emergency inhalers and epi-pens. All medications must be dispensed through the nurse's office. Parents are responsible for bringing the medication to the nurse. Medication, which includes all pills, prescription and over-the-counter, is not to be sent to school. This includes aspirin products. Students bringing medication to school is a violation of the Drug and Alcohol Policy. Proper consent forms and / or prescription must accompany any medication (form available on district website). Medications must be in a properly labeled prescription bottle. The label must include the correct student name, correct name of medication, correct dosage of medication, and the correct time medication is to be given. Ask the pharmacist to give you a separate bottle for at school, if the student also must take the medication at home.

Medications will ONLY be given during the designated medication dispensing time. The only exceptions are: asthma, diabetes, severe allergy or emergency medications; which will be given as needed. If medications are required at any other time, the parent is responsible for giving those medications.

Provisions are made for responding to your child's health needs that may include administering common over-the-counter health remedies (Tylenol, Maalox, and cough drops), as indicated on the emergency form. These will be administered only with parent permission and if deemed necessary by the school nurse or designated school personnel. Tylenol will be given for headaches or menstrual cramps. Maalox will be given for stomachaches without vomiting or diarrhea. Cough drops will be given for sore throats or cough. Students are NOT permitted to carry their own supply of these medications. [Policy 210 Use of Medications](#)

### EPI-PEN and Asthma Medications

In order to carry asthma or epi-pen medication, students must complete the following steps every school year; have your physician complete the physician notification form including permission to carry the medication in school, return a signed permission form by the parent to the school nurse and the student must be able to demonstrate to the school nurse proper technique and responsibility for using the medication. For more information you may contact your school nurse. [Policy 210.1 Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors](#)

### Food Allergy Management

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

[Policy 209.1 Food Allergy Management](#)

### **Student Accident Insurance**

The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools. For more detailed information about the school accident insurance, please reference school board [Policy 211 Student Accident Insurance](#) and/or [Bollinger Insurance Group Plan Accident Insurance](#)

### **Varicella Mandate**

The school nurse is required to report to the Pennsylvania Department of Health any cases of chicken pox and the parent should expect to be contacted by the Pennsylvania Department of Health.

### **Health Screenings**

The school nurse or designee will complete the following mandated screenings:

Growth Screening (Height/Weight/BMI)	Students attending K4-12th grades
Vision Screening	Students attending K4-12th grades
Hearing Screening	Students attending K4-3rd, 7th, and 11 <sup>th</sup> grades
Scoliosis Screening (curvature of spine)	Students attending 6th & 7th grades

### **Health Examinations**

In compliance with the School Code, the Board shall require that students of this district submit to health and dental examinations to:

- Protect the school community from the spread of communicable disease.
- Ensure that the student's participation in health, safety and physical education courses meets his/her individual needs.
- Ensure that the learning potential of each child is not lessened by a remediable physical disability.

Each student shall receive a comprehensive health examination upon original entry, while in sixth grade and in eleventh grade. These examinations will be conducted by the school physician. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

Each student shall receive a comprehensive dental examination upon original entry, while in third grade and in seventh grade. These examinations will be conducted by the school dentist. A private examination conducted at the parents' request and at their expense will be accepted in lieu of the school examination.

For each student transferring to the schools of this district, the Superintendent or designee shall request an adequate health record from the transferring school. The individual student records of health examinations shall be maintained as a confidential record subject to statute and the policies of this district.

A student who presents a statement signed by his/her parent or guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that the student presents a substantial health menace to the health of other persons.

Where it appears to school health officials or teachers that a student deviates from normal growth and development or where school examinations reveal conditions requiring health or dental care, the parent or guardian of the student shall be so informed; and a recommendation shall be made that the parent consult a private physician or dentist.

The parent shall be required to report to the school the action taken subsequent to such notification. When the parents or guardians inform the school of financial inability to provide an examination, the school shall advise them of the availability of public assistance. Where no action is taken, the school may conduct further examinations.

Parents and guardians of student who are to be examined shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parent or guardian attend. [Policy 209 Health Examinations & Screenings](#)

### **Communicable Diseases / HIV Infection**

The Titusville Area School District is committed to providing a safe, healthy environment for its students and employees. The purpose of the district policy shall be to safeguard the health and well-being of students and staff while protecting the rights of the individual. Please refer to board policies: [Policy 203 Immunizations and Communicable Diseases; Policy 203.1 HIV Infection](#) and [Policy 314.1 HIV Infection Employees](#)



## Head Lice Policy

Pediculosis (head lice), unfortunately, is a yearly problem for schools nationwide. It can be a very frustrating problem for parents, teachers, administrators and nurses. Head lice affect all aspects of a community. Personal hygiene and environmental cleanliness are not associated with head lice. Head lice are not a health hazard. They do not jump, fly or hop; they crawl. There are no simple cures or solutions for this problem. The district has developed a policy for lice control. To support this policy, we request that parents continually check their student(s) for head lice.

### Guidelines

1. If a student is suspected to have head lice, the student will be sent to the health office for a private examination by the nurse or administrator.
2. If the student is found to have lice and/or nits, the nurse will determine if the student can finish the day or be sent home based on age of child and extent of infestation.
3. The parent or guardian will be notified by phone that their student has been found to have lice and will need to be treated before returning to school. Referral to his/her physician will also be recommended.
4. The nurse will discuss treatment of head lice and give written guidelines to parent if needed.
5. The student will be permitted to return to school as early as the next day after being treated and has no live lice on inspection. If live lice are found, student will be sent home and referred to physician. If no live lice are found, student can return to class. If nits (lice eggs) but no live lice are found, student can return to classroom. Parents will be encouraged to check their student daily for the next two weeks at home.
6. The school will offer information about lice and the recommended treatment of lice.
7. Students with several repeat episodes of infestations may require referral to family physician or Student Assistance Program.
8. All school head checks will not be scheduled. Mass head checks have not been proven to have a significant effect on head lice cases in a school setting. If a student is suspected of having head lice, a confidential check in the health office will be done.

### Lice/School Attendance Procedure

Each infestation or reinfestation is permitted a three (3) day legal excuse. Each time a student is sent home because of lice infestation, the student may need to be absent while proper action to eliminate lice has been carried out. In this case, a student may be lawfully absent for three (3) days. Any additional absences beyond three (3) days, without a doctor's order, will be considered an unlawful absence.

On the fourth (4<sup>th</sup>) day of re-entry, if the student's hair remains infested then a three (3) day legal period is not appropriate, and unlawful absences will begin to be recorded. Section 1354 of the Pennsylvania School Attendance Law states that following three (3) days of unlawful absences, the parent(s) will be notified and possible fine or arrest or both may occur.

Numerous unlawful absences due to head lice will require notification of the county's Children and Youth Services.

### Resources

- American Academy of Pediatrics
- Centers for Disease Control
- National Association of School Nurses
- Infectious Disease in Children

## Bed Bugs

Bed bugs are a continuing problem across the United States, and even internationally. Virtually any place where people stay or travel could potentially have bed bugs. Schools are no exception to this problem because of the number of people- students, teachers, and staff- that may unknowingly encounter bed bugs somewhere in their travels or from visitors to their home and workplaces. Bed bugs do not transmit disease, but they can cause significant itchiness, anxiety, and sleeplessness. Bed bug infestations are also very difficult and expensive to control.

The Pennsylvania Department of Health does not recommend students with bed bugs be removed from school.

If a bed bug is found on a student, it may indicate that the student has bed bugs at home. However, bed bugs can crawl onto or off of a person (or their belongings) at any time, so it is also possible that the bed bug was brought to school by someone else. If a suspected bed bug is found on a student or a student's belongings, the following procedures will be followed:

- The student will be discreetly removed from the classroom so that the school nurse or a qualified individual can examine the student's clothing and other belongings. Any bugs found will be removed and collected for identification. Try to keep the specimens as intact as possible.
- If a confirmed bed bug was found on a student, then the school principal or nurse will contact the student's parents or guardian to inform them of the bed bug presence on their child. Educational materials will be provided to the parent.
- If evidence of infestation at home, then encourage parent to treat for infestation and refer to community resource coordinator for assistance as needed.
- Students will not be excluded from school due to bed bugs.
- Student will be provided with plastic bags or bins in which to store their belongings at school in order to prevent any bed bugs from spreading to other students' belongings. If infestation is found at home, this procedure may be followed until successful treatment of the home has been verified.

If a bed bug is found in the classroom, the building principal will be notified. The building principal will notify the Director of Buildings and Grounds and the Director of Student Services.

Sources: Pennsylvania Department of Health, EPA (Environmental Protection Agency)

### **Children’s Health Insurance Program (CHIP)**

The Children’s Health Insurance Program (CHIP) provides insurance to families whose income is above Medical Assistance limits, but cannot afford to purchase insurance privately. CHIP covers routine checkups, immunizations, hospitalization, dental exams, eye exams and eyeglasses, prescriptions, hearing services, and other health services. Call the Healthy Kids Network, 1-800-986-KIDS, to find out if your family qualifies for CHIP or contact your school nurse.

## **SCHOOL WELLNESS POLICY**

Titusville Area School District recognizes that student wellness and proper nutrition are related to students’ physical well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.
5. School parties must only include three or fewer items containing added sugar as the primary ingredient, **and** must also provide fresh fruit or vegetables and water, 100% juice, or low-fat, non-fat milk.

The Wellness Committee shall serve as an advisory committee regarding student health issues. The Committee may examine related research, assess student needs and current school environment, raise awareness about student health issues, and collaborate with appropriate community agencies and organizations. Contact the T ASD Superintendent if you would like to participate in the development, implementation and periodic review and update of the School Wellness policy and/or be a part of the Wellness Committee.

[Policy 246 School Wellness](#)

## **SAFE AND DRUG-FREE SCHOOLS PROGRAM**

The objective of this comprehensive program is to provide opportunities for all to be involved in positive and responsible ways to bring about a safe and drug-free community. The Local or Consortium Advisory Council can serve many different roles of which several, but not all, are listed below:

- Design a coordinated and comprehensive violence, tobacco, alcohol, and other drugs prevention strategy;
- Assess the school and community’s risk and protective factors, needs, and resources;
- Develop performance measures(objectives), performance indicators (outcomes), science- or researched-based programs, and activities;
- Provide program continuity and consistency over time;
- Create linkages and involvement with the community through representation;
- Promote a shared vision with the home, school, and community;
- Provide feedback and periodic evaluation of activities for the school’s violence, tobacco, alcohol, and other drug use prevention program(s);
- Enhance school prevention programs with community support; and
- Provide the school with a different perspective on prevention programs and performance measures.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is a school-based program that is designed to help students and their families remove barriers to learning that may be affecting the child’s overall success in school.

In Pennsylvania, every middle and high school and some elementary schools have a Student Assistance Program. In our district, each school building has a SAP team made up of school staff members. The SAP team is focused on helping students and their families access both school and community support services.

Barriers to learning can be present in different areas of a student’s life. They can be academic, behavioral, or social. Examples of barriers to learning include: academic skills below grade level; low PSSA scores; poor attendance/tardiness; inability to focus in class; aggressive

or withdrawn behavior; poor social skills or peer relationships; grief, loss, or separation issues and family or home environment issues.

SAP services are available at no cost to any student enrolled in the Titusville Area School District.

Students can be referred to the Student Assistance Program in different ways. Some students are referred by teachers or other school personnel. A parent, guardian, or family member can also make a referral. Students themselves can even go directly to the SAP team to ask for help.

*Improvement occurs when families and schools work together*, and parents are encouraged to be involved in all steps of the SAP process. Participation in SAP is voluntary. Parent or guardian permission is required for a student to enroll in the program. If permission is not given, the SAP team will not work with the student.

The SAP team and the school will respect the child and family's privacy at all times. The basic steps that the SAP team will take when working with a student are: the team will gather information about the child's performance in school from all school staff involved with the student. Parents will be asked to share observations and discuss their concerns; the team and the family will then develop a plan of action to help the student achieve success in school. The plan may include services within the school and/or services from a community agency. The SAP team will continue to work with the student and his/her family. They will monitor the child's progress and success in school.

## **STAND TALL PROGRAM**

STAND TALL is a school-based organization that develops a positive peer pressure group in the schools. The members of STAND TALL vow to abstain from the use of drugs and alcohol and volunteer to be randomly drug tested to prove it.

Students who are members of the STAND TALL organization also participate in cross-age teaching opportunities. They make anti-drug and alcohol presentations to our elementary school children through programs such as On Applebee Pond and TATU. They also participate in leadership conferences and workshops and sponsor special events and assemblies. They work cooperatively with county drug and alcohol agencies to build effective prevention programs.

## **PEER HELPER/PEER MEDIATION PROGRAMS**

The Peer Helper/Peer Mediation program is an effective method for students to deal with conflict. Peer helping is a training experience where young people learn to help fellow students solve problems, demonstrate positive social skills, and serve as a role model in a social situation. The goal is improved peer relationships where students choose cooperation rather than conflict and communication rather than combat.

## **STUDENT RIGHTS AND RESPONSIBILITIES [Policy 235 Student Rights](#)**

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of student of the district. At the same time, no student shall be deprived equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines. Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district. No student shall be required, as a part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political or religious affiliations.
2. Mental and psychological problems potentially embarrassing to the student or his/her family.
3. Sexual behavior and attitudes.
4. Illegal, antisocial, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged and comparable relationships, such as those with lawyers, physicians, and ministers.
7. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

## **STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

### **[Policy 220 Student Expression/Distribution and Posting of Materials](#)**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. Titusville Area School District respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The school board also recognizes that exercise of that right must be limited by the district's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The school board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, or discipline and order on school property or at school functions including but not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or district rules or regulations.
5. Are likely to do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

## **MIGRANT STUDENTS**

Titusville Area School District has established a program to address the needs and provide appropriate services to migrant students attending district schools.

The district program for migrant students includes procedures to:

- Identify migrant students and assess their educational and related health and social needs.
- Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students.
- Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
- Provide parents an opportunity for meaningful participation in the program.
- Provide advocacy and outreach programs for migrant students and their families.
- Provide professional development for district staff.

The district shall provide materials to parents regarding their role in improving the academic achievement of their child.

The Superintendent or designee shall develop procedures to notify and involve parents in the development, implementation and evaluation of the district's program for migrant students. [Policy 142 Migrant Students](#)

## **STUDENTS EXPERIENCING HOMELESSNESS, FOSTER CARE AND OTHER EDUCATIONAL INSTABILITY** [Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability](#)

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

### **Defining Homelessness**

Section 725(2) of the McKinney-Vento Act defines "homelessness children and youth" as any individual who lacks a fixed, regular, and adequate nighttime residence. Furthermore, this includes:

- Children and youth who are:
  - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
  - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - living in emergency or transitional shelters; or
  - abandoned in hospitals;
- Children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.
- Unaccompanied homeless youth, including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

### **PROVISIONS OF THE ACT:**

#### **School Placement Process**

Students who are experiencing homelessness and unaccompanied youth have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family

finds permanent housing. A school district must provide you with a written explanation of its position and inform you of your right to appeal the decision if they believe attending the school of origin is not in the best interest of your child.

### **Enrollment of Students**

Schools are to immediately enroll students experiencing homelessness and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.

### **Transportation**

In the case where the educating district is different from the district where the student is temporarily residing, students shall receive transportation to and from the school of origin, if necessary.

### **Food Services**

Immediately upon enrollment, students who are experiencing homelessness and unaccompanied youth are entitled to receive a daily, free school lunch.

### **Title I**

Students who are experiencing homelessness and unaccompanied youth are entitled to Title I educational services. Title I services include academic assistance for students within the classroom. All students in grades kindergarten through fifth grade are screened three times per year to determine academic programming needs.

### **Resources**

A resource manual has been developed to assist homeless families find the information and resources they need.

### **Dispute Resolution Process**

If a dispute arises over school selection or enrollment for a student eligible under the McKinney-Vento Act:

The child or youth shall be immediately enrolled into the school in which enrollment is sought, pending resolution of the dispute. Titusville Area School District will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

If Titusville Area School District disputes the identification of an individual, the student and parent/guardian will be contacted in writing to communicate their concerns. The Homeless Liaison will maintain communication until the dispute is resolved.

If dissatisfied with the school's decision, the parent, guardian, or youth may appeal the decision to the state level. Contact information will be provided by the Homeless Liaison to do so.

Contacts include:

Amy Herman, Titusville Area School District Homeless Liaison  
814-827-2715, ext. 3421  
[aherman@gorockets.org](mailto:aherman@gorockets.org)

Wendy Kinnear, PA Regional Coordinator  
724-458-6700  
[wendy.kinnear@miu4.org](mailto:wendy.kinnear@miu4.org)

Pennsylvania Department of Education  
[www.education.pa.gov/homeless](http://www.education.pa.gov/homeless)

## **HOME SCHOOL EDUCATION**

### **Participation in Regular Classes/Activities**

The Titusville Area School District is committed to providing a quality education for all students. Therefore, home schooling students, as residents of this district, are provided with the opportunity to participate in district classes and/or activities if they choose.

To determine eligibility to participate in district classes and/or activities, home schooling students are required to comply with specific criteria as set forth by the Titusville Area School District. These criteria are referred to as Operating Procedures.

Titusville Area School District reserves the right to accept or deny applications as they deem necessary. Decisions will be based on compliance of the application to requirements, number of participants, impact on program and other considerations that would be specific to the area of application. **Policy 137 Home Education Programs**

## LIMITED ENGLISH PROFICIENCY PROGRAM

The Titusville Area School District provides an appropriate planned instructional program for identified students whose dominant language is not English.

The purpose of the program is to increase the English language proficiency of eligible students so that they can attain the academic standards adopted by the Board and achieve academic success.

The school district provides a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program includes bilingual-bicultural or English as a Second Language instruction. The program meets the three-pronged test of program compliance:

- sound research-based education theory
- sufficient resources and staffed by appropriate prepared personnel
- periodic program evaluation

The district has established procedures for identification of students whose dominant language is not English. The Home Language Survey is completed for every student in the district and filed in the student's permanent record folder through graduation. For students whose dominant language is not English, assessment of the student's English proficiency level is completed to determine the need for English as a Second Language instruction.

Students have access to and should be encouraged to participate in all academic and extracurricular activities available in the district. Communication with parents includes information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible. [Policy 138 English as a Second Language/Bilingual Education Program](#)

## STUDENT BEHAVIOR

Students are subject to the handbook guidelines on their way to and from school, within the Safe and Drug Free School Zones, while at school, at school-sponsored activities and off-campus. Inappropriate or dangerous behavior en- route to school, during school or at school-sponsored activities and off campus when student expression or conduct materially and substantially disrupts the operations for the school or the administration reasonably anticipates that the expression or conduct is likely to materially or substantially disrupt the operations of the school and that threatens the health, safety and welfare of our students may lead to detention, suspension, and/or loss of attendance/participation privileges at all extra-curricular activities. [Policy 218 Student Discipline](#)

### Classroom Conduct

Throughout every school day you will be constantly supervised by state certified teachers. They are trained for your betterment. You will obey their directions at all times. Opposing or badgering any teacher in any manner that would discredit them will not be tolerated. Complaints will be made privately to the teacher. If you are not satisfied, then see the principal. You will not use class time to voice your complaints.

### Telephone

A student who uses the telephone to make a false 911 call or to make any threatening telephone calls will be subject to disciplinary and criminal action, including possible expulsion from school.

School telephones are not for student use except when given permission by school personnel. Students at the middle school are not permitted to make cell phone calls during the school day. Disciplinary consequences may be levied.

### Use and Care of Books

Each student should make every effort to care for their books and other materials. A student's name must be written in ink inside the cover in order to identify the owner if it is lost. Students will be assessed for a book lost or returned in damaged condition. For this reason, be sure to report to your teacher any defects or damage to a book when it is issued to you.

## FLAG SALUTE AND PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag. Students will be asked to recite the pledge of allegiance at the beginning of each school day and we are required to have a United States flag in each classroom. All students are asked to stand during this period.

## DUE PROCESS REQUIREMENTS FOR SUSPENSIONS

For all suspensions not exceeding 3 days the minimum procedural requirements are as follows:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians are notified in writing.

For all suspensions exceeding 3 days up to 10 days the minimum requirements are as follows:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians and the superintendent of the district are notified in writing.
3. The parents or guardians and the student are notified of the reasons for the suspension in writing.
4. Sufficient notice of the time and place of the informal hearing must be given.
5. There is a right to question any witnesses present at the hearing.
6. There is a right of the student to speak and produce witnesses on his or her own behalf.
7. The district must offer to hold the informal hearing within the first five days of the suspension.

In all suspension cases, the student has the responsibility to make up exams and school work missed due to the suspension and must be permitted the right to complete these assignments under the guidelines set by the district.

## STUDENT CONFIDENTIALITY AND RECORDS

### Annual Notification of Rights

1. The District shall give parents or eligible students an annual notice to inform them of their rights and procedures to:
  - a) Inspect and review the student's educational records;
  - b) Seek amendment of the student's educational records that the parents or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
  - c) Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent;
  - d) File with the Department a complaint concerning alleged failures by the District to comply with the requirements of FERPA and this plan.
2. The District shall effectively notify parents and guardians of students identified with disabilities of their requirements.
3. The District shall effectively notify parents who have a primary or home language other than English of their rights.
4. State where copies of the annual notice may be obtained.
5. Titusville Area School District Policy provides authority relevant to student records.
6. Titusville Area School District gathers student data through representational consent as defined in the Pennsylvania regulations. [Policy 216 Student Records](#)

### Fees

The District may charge a reasonable fee for copies of educational records which are made for parents, students, and eligible students under FERPA or statutes and regulations of Pennsylvania, PROVIDED, that the fee does not exceed the expense of duplication, does not effectively prevent the parents and students from exercising their right to inspect and review those records. The school district may not charge a search or retrieval fee but may charge the actual cost of reproduction and postage. Copies may be made only of information relevant to that student.

### Directory Information

Directory Information is information that is not personally identifiable information and is information that would not generally be considered harmful or an invasion of privacy if disclosed. Depending on the circumstances, it could be, but is not limited to, a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of the members of athletic teams, and degrees, honors, awards received, and the most recent educational agency or institution attended. The Family Educational Rights and Privacy Act (FERPA) require schools to provide parents and eligible students with an opportunity to opt out of disclosing directory information. Disclosure of the student in a special education or a remedial class could be harmful or an invasion of privacy therefore would be a violation of FERPA. Class rosters, class schedules, and social security numbers and other identification numbers may not be disclosable as directory information.

### Military Recruiter Access and Student Recruitment

In accordance with law, the district is permitted to disclose required information about secondary students to representatives of the Armed Forces of the United States. Military recruiters shall have access to secondary students' names, addresses, and telephone numbers, unless the student or parent requests that such information not be released without prior written parental consent. The district shall annually notify parents of their right to request student information not to be released to military recruiters without their written consent. [Policy 250 Student Recruitment](#)

### Change of Address

When a student and his family move or have new information, such as: phone number, e-mail addresses and any changes to emergency information, it is the student's responsibility to notify the office immediately. For more information regarding student records and confidentiality, contact the Director of Student Services.

## SPECIAL EDUCATION

The Titusville Area School District provides a full continuum of special education services for exceptional children from pre-school through age 21. These services would include: autism support, support for developmental delays, emotional support, learning support, hearing support, multi-handicap support, gifted support, life skills support, vision support, speech and language support and physical support. The district realizes its responsibility to provide each exceptional child with a free appropriate public education (FAPE) to meet his/her unique learning needs in the least restrictive environment possible.

## PROTECTED HANDICAP STUDENTS

Chapter 15, Protected Handicapped Students, further protects otherwise qualified handicapped students who fall under Section 504 eligibility requirements but are excluded from Chapter 14, Special Education Programs and Services. (See Section 15.1) Further, section 15.3 states that, "A school district shall provide each protected handicapped student enrolled in the district, without cost to the student or family those related aids, services or accommodation which are needed to afford the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent appropriate to the students' abilities. Under Section 15.6 parents are given the right to initiate an evaluation and provision of services. If the parent wishes to initiate the evaluation process, he/she should contact the building principal or the Director of Special Education.

## IDEA/CHILD FIND

Local school districts and the Riverview Intermediate Unit have developed policies in accord with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school aged children, including those with disabilities.

### Special Education Programs

Each school district provides appropriate special education programs and related services, and early intervention programs that are:

- a. Provided at no cost to parents
- b. Provided under the authority of a school entity, directly, by referral or by contract
- c. Individualized to meet the educational or early intervention needs of the child
- d. Reasonably calculated to yield meaningful educational or early education benefits and progress
- e. Designed to conform to an Individual Education Program (IEP)

Special education is designed to meet the needs of each student with a disability, including "specifically designed instruction" conducted in the classroom, home community settings, hospitals, institutions or other settings. Instruction also is provided in skill areas, such as physical education, speech and vocational education.

Early Intervention programs are "appropriate programs of educational development, specially designed to meet the needs of eligible young children and address the strengths and needs of the family." Programs are provided to children with needs in any of the following developmental areas: physical, sensory, cognitive, language and speech, social/emotional, fine/gross motor and self-help. Related services available to students include transportation, developmental and other supportive services that help a student benefit from special education. Examples include: speech pathology and audio logy, psychological services, physical and occupational therapy, social work services, school health services, early identification and assessment, medical services for diagnosis or evaluation, parent counseling and education, rehabilitation counseling services and assistive technology services.

### Children Served in Special Education Programs

Special education services are available to children who;

1. Have one or more of the following physical or mental disabilities:
  - a. autism
  - b. emotional disturbance
  - c. deafness
  - d. deaf-blindness
  - e. hearing impairment
  - f. specific learning disability
  - g. mental retardation
  - h. multiple disabilities
  - i. other health impairment
  - j. orthopedic impairment
  - k. speech/language impairment
  - l. visual impairment
  - m. traumatic brain injury; and
2. Have been determined in a multidisciplinary evaluation to need special education.



Early intervention services are available to children who are at least three years of age, but less than the age for beginning school, and who have a 25% delay in one or more of the following physical or mental disabilities:

- a. autism/pervasive developmental disorder
- b. serious emotional disturbance
- c. neurological impairment
- d. deafness/hearing impairment
- e. specific learning disability
- f. mental retardation
- g. multiple disabilities
- h. other health impairments
- i. physical disability
- j. speech/language impairment
- k. blindness/visual impairment
- l. traumatic brain injury

## **Referral of Children for Screening and Evaluation**

Local school districts and the Riverview Intermediate Unit have procedures to identify children needing special education. Those procedures are “screening” and “evaluation”. If a disability is suspected, teachers, other personnel or parents may refer a child for screening or evaluation. Parents suspecting that a child may have a disability and need special education or early intervention services can request a screening or an evaluation by contacting the special education office or building principal in their local school district.

## **Screening of Children**

Screening of children, “using immediately available data sources such as health records, cumulative records, enrollment records and report cards, “is conducted for hearing, vision, motor skills and speech and language. Screening may lead to intervention by the Child Study Team (CST), made up of the building principal, regular classroom teacher, support teacher and others as appropriate. The team will communicate with the parents about the child’s needs and the instructional support services that will meet those needs.

## **Evaluation of Children**

Before evaluation, parents are told the following information:

- a. Who referred the child for evaluation
- b. Why the child was referred
- c. How to review the child’s school records
- d. What procedures and types of evaluation will be used
- e. The schedule for the evaluation process
- f. The rights of the parent regarding consent for evaluation

Evaluations are conducted by a group of qualified professionals to determine such things as the child’s learning ability, behavior patterns, physical abilities and communication skills. The team is made up of the parents, a teacher, school administrator and school psychologist. The team may include a special education teacher, supervisor, speech therapist, counselor and other staff as necessary. Methods used in the evaluation include observation, review of records and group and individual testing. Information is gathered from school personnel, child study team, medical personnel and parents.

Results of the evaluation are reviewed by the team to determine if special education services are needed. If special education placement is recommended, parents are part of the team that determine the disability and develops and Individual Education Program (IEP) for the child. No evaluation may be conducted without the written parental permission. Parents who do not consent to an evaluation may be asked to attend a conference with the teacher, principal, psychologist and possibly other special education staff.

## **Student Records and Confidentiality**

The Riverview Intermediate Unit and school districts are required by law to keep records of all students receiving special education and early intervention services. These records also include all school-age persons in detention homes, state schools and hospitals and Private Residential Rehabilitative Institutions. Included in these records are:

- a. birth date, address, telephone number and other general information
- b. achievement test results
- c. psychological test results
- d. teacher progress reports
- e. comprehensive evaluation reports; and
- f. routine medical records

As a child is reevaluated every three years, information is added to his or her file. The Riverview Intermediate Unit and school districts have developed policies to ensure that all records are confidential. Only identified school personnel are permitted to see the child’s file. One exception allows the disclosure of special education records without consent to

official of another school in which a student is enrolled or intends to enroll. Anyone else must have written approval of the parent to see the file or to receive copies of information in the file.

Parents can review the child's file and challenge the validity of any record or report, or challenge the maintenance of information on file. Records are reviewed periodically by school personnel, and any no longer needed to plan the child's education program are destroyed. However, parents are notified first and permitted to review or copy this information. Federal regulations give both natural parents access to their child's education records unless there is a court order, state statute or legally binding document prohibiting access.

#### [Policy 113.4 Confidentiality of Special Education Student Information](#)

### **More information about special education programs**

Detailed printed information about special education services and programs and school district policies (#113) is available from all schools upon request. Anyone interested should contact the principal of the child's school, special education office or the school district superintendent's office.

Information and communications are in English, but will be provided in the native language or other mode of communication used by the parents, if appropriate. Questions regarding services for special needs children can be addressed to the following personnel in your local school district: Mr. Michael McGaughey, Director of Special Education at 814-827-2715, ext. 3481.

### **Discipline of Exceptional Students**

Discipline of exceptional students in the Titusville Area School District follows existing district policy except where Pennsylvania Special Education Standards and Regulations concerning corporal punishment use of aversive, suspension/expulsion, etc. are in question. In those situations, the Titusville District follows procedures outlined in Section 342.36 and Chapter 14.35 of the State Regulations and Standards. A district Behavior Management Policy that emphasizes positive techniques and parent involvement has been developed and may be accessed upon request.

### **Section 504**

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria for special education services under the Individuals with Disabilities Education Act might nevertheless be eligible for special protections and for adaptations in and modifications to their school program or the physical environment of school buildings, grounds, vehicles, and equipment, when such adaptations or modifications are required to enable the student to access or participate meaningfully in academic or nonacademic programming or extracurricular activities.

Children are entitled to such protections, adaptations, and modifications if they have a physical or mental disability that substantially limits participation in or access to an aspect of the school program or facilities, whether academic or non-academic in nature. Parents are entitled to a written plan describing the adaptations and modifications that the public school is proposing to implement for their child. This written plan is called a "service agreement" or "accommodation plan." It is based on a pre-placement evaluation that the public school must conduct free of charge to determine whether a child has a disability and, if so, the educational needs of the child. Parents of children with disabilities and who are thought to have disabilities are entitled to receive written notice prior to implementation of any proposed evaluation, program, or placement, or prior to any change thereto.

Parents who have reason to believe that their school-age child might have a disability have the right to request a pre-placement evaluation of their child at any time, even if their child is not currently attending public school. Parents who have complaints concerning the evaluation, identification, program, placement, or provision of services to a student, or any change thereto, may request an informal conference with the public school and, if that conference fails to resolve the dispute, a due process hearing. The hearing must be held before an impartial hearing officer at a time and location convenient to the parents. Parents have the right to request a free written or electronic transcript or recording of the proceedings, to present evidence and witnesses disclosed to the public school, to confront evidence and testimony presented by the public school, to review their child's complete educational record on request before the hearing, to receive a written decision from the hearing officer, and to be represented by counsel of their choice. An appeal may be taken from the decision of the hearing officer to a court of competent jurisdiction.

### **Special Education Services**

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, some school age children with disabilities who do not meet the eligibility criteria for special education services under the Individuals with Disabilities Education Act might nevertheless be eligible for special protections and for adaptations in and modifications to their school program or the physical environment of school buildings, grounds, vehicles, and equipment, when such adaptations or modifications are required to enable the student to access or participate meaningfully in academic or nonacademic programming or extracurricular activities.

Children are entitled to such protections, adaptations, and modifications if they have a physical or mental disability that substantially limits participation in or access to an aspect of the school program or facilities, whether academic or non-academic in nature. Parents are entitled to a written plan describing the adaptations and modifications that the public school is proposing to implement for their child. This written plan is called a "service agreement" or "accommodation plan." It is based on a pre-placement evaluation that the public school must conduct free of charge to determine whether a child has a disability and, if so, the educational needs of the child. Parents of children

with disabilities and who are thought to have disabilities are entitled to receive written notice prior to implementation of any proposed evaluation, program, or placement, or prior to any change thereto.

Parents who have reason to believe that their school-age child might have a disability have the right to request a pre-placement evaluation of their child at any time, even if their child is not currently attending public school. Parents who have complaints concerning the evaluation, identification, program, placement, or provision of services to a student, or any change thereto, may request an informal conference with the public school and, if that conference fails to resolve the dispute, a due process hearing. The hearing must be held before an impartial hearing officer at a time and location convenient to the parents. Parents have the right to request a free written or electronic transcript or recording of the proceedings, to present evidence and witnesses disclosed to the public school, to confront evidence and testimony presented by the public school, to review their child's complete educational record on request before the hearing, to receive a written decision from the hearing officer, and to be represented by counsel of their choice. An appeal may be taken from the decision of the hearing officer to a court of competent jurisdiction.

## **Service Animals**

The Board adopts this policy to ensure that individuals with disabilities are permitted to participate in and benefit from district programs, activities and services, and to ensure that the district does not discriminate on the basis of disability. The work or tasks performed by a service animal shall be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The Board shall permit individuals with disabilities to use service animals in district buildings; on district property; and on vehicles that are owned, leased or controlled by the school district, in accordance with this policy and applicable state and federal laws and regulations. [Policy 718 Service Animals in Schools](#)

## **Gifted Education**

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students. The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days. The Board may enter into a cooperative agreement with other educational institutions to provide gifted education services and programs. The Board directs that the district's gifted education program shall provide the following:

1. System to locate and identify all students within the district who are thought to be gifted and in need of specially designed instruction.
2. Screening and evaluation process that meets state requirements, to determine students' educational needs.
3. Procedures to determine whether a student is mentally gifted.
4. Gifted Individualized Education Plan (GIEP) developed, and subsequently modified, for each student based on his/her unique needs and the written report of the Gifted Multidisciplinary Team (GMDT).
5. Safeguards for the due process rights of gifted students.
6. Notification to teachers of their responsibilities to each of their identified gifted students, as provided in the student's Gifted Individualized Education Plan (GIEP).

The district shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines.

The district shall make the Permission to Evaluate Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. [Policy 114 Gifted Education](#)

## **EDUCATIONAL TECHNOLOGY SERVICES**

### **Policy 815 Acceptable Use of Computer Networks, Digital Technology, Internet and Internet Safety**

## NETWORK & INTERNET ACCEPTABLE USE

### Purpose

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### Definitions

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

### Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## ADMINISTRATIVE GUIDELINES

The Titusville Area School District has purchased a Chromebook for students in grades K4-12 of the Titusville Area School District (TASD). The student will be permitted to use a Chromebook with predetermined applications installed.

All TASD students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Titusville Area School District are provided for the purpose of supporting the educational mission of the School. The School's goal in providing Chromebooks is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent- and Student School Handbooks. It is understood that members of the Titusville Area School District community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Titusville Area School District retains sole right of possession of the Chromebooks and related equipment. The Chromebooks will be issued to students for use according to the guidelines set forth in this document. The Titusville Area School District retains the right to collect and/or inspect the Chromebooks at any time, and to alter, add, or delete installed software or hardware.

## **1. CHROMEBOOK STUDENT RULES**

- Respect and protect their own privacy and the privacy of others
  - Use only your assigned Titusville Area School District accounts.
  - Keep personal information such as: name, address, phone number, etc. offline.
  - Keep your passwords secret.
  - Have permission before posting images or video of other students to the Internet.
- Respect and protect your school's electronic resources

- Observe all network security practices.
  - Conserve, protect, and share these resources with other students and internet users.
  - Titusville Area School District is not responsible for damages to personal technologies or electronic communication devices, but we expect you to treat school property as if it were your own.
  - Treat equipment with care, report any damages, security risk or violations immediately to your building principal or ROC contact.
- Respect and protect the copyrighted/intellectual property of others
    - Cite all sources appropriately.
    - Follow all copyright laws.
    - Use electronic communication devices appropriately to assure academic integrity, cheating will result in loss of privileges and/or discipline.
- Respect and practice the principles of community
    - Communicate only in ways that are kind, responsible, respectful and lawful.
    - Use electronic devices for schoolwork only during class time.
    - Report threatening or offensive materials to a teacher or administrator immediately.

### **1.1 Receiving Your Chromebook**

- Chromebooks will be distributed at the beginning of the school year during which time the teachers will orient the students to the proper care and use of the technology device. Parents & students must sign and return the Chromebook Acceptable Use documents before the Chromebook can be utilized by their child.

### **1.2 Chromebook Check-in**

- Elementary and Middle School Chromebooks will be returned daily to the proper charging station.
- Middle School and High School Chromebooks will be returned by the last day of school.
- Students who withdraw from TASD must surrender the Chromebook and related equipment.

### **1.3 Check-in Fines**

- Unapproved removal of the Chromebooks/district devices from school property will result in a theft report being filed with the Titusville Police Department.
- The student/family will be responsible for any damage to the Chromebook, consistent with the School's Chromebook Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.
- Failure to return the Chromebook at the end of the year will result in the student being billed for the device.

## **2. TAKING CARE OF YOUR CHROMEBOOK**

- Students are responsible for the general care of the Chromebook/district devices they have been issued for use by the school. Chromebooks that are broken or fail to work properly must be reported to the teacher and principal for an evaluation of the equipment as soon as the damage occurs.

### **2.1 General Precautions**

- The Chromebook is school property and all users will follow this policy and the Titusville Area School District acceptable use policy for technology.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of TASD.
- Chromebooks must never be left in an unlocked locker, school cubby or any unsupervised area.
- Students' personalization of Chromebooks must conform to school policy and be appropriate.

### **2.2 Carrying Chromebooks**



- The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:
- Chromebooks must always be within the protective Chromebook case provided by TASD.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the Chromebook screen.

### 2.3 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not "bump" the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.

## 3. MANAGING YOUR FILES & SAVING YOUR WORK

### 3.1 Saving Work

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

## 4. SOFTWARE ON CHROMEBOOKS Google Apps for Education

- Chromebooks and other mobile devices integrate with the Google Apps for Education suite of productivity and collaboration tools designed specifically for educational institutions.
- All work is stored in the cloud and is accessible using the Titusville School District student's account 24/7 from any internet connected computer. Every child is assigned a Google account.

### 4.1 Originally Installed Software

- Titusville Area School District will synchronize the Chromebooks to contain the necessary Apps for school work. The software/Apps originally installed by Titusville Area School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Management software will be installed on Chromebooks to monitor use.

### 4.2 Inspection

- TASD reserves the right to monitor, record, and investigate the usage by any Student suspected of violating any law, policy, or guideline. This investigation can only be initiated with the expressed permission from TASD's Superintendent or his/her designee. TASD has the right to use the information gained in this way in any discipline and/or criminal proceedings. TASD reserves the right to immediately and temporarily suspend the access rights of any Student suspected of violating any law, policy, or guideline.

### 4.3 Procedure for re-loading software

- If technical difficulties occur or illegal software is discovered, the Chromebook will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of Chromebook use.

### 4.4 Software upgrades

- Upgrade versions of licensed software/Apps are available from time to time. The technology department will periodically update and inspect the Chromebooks.

## 5. ACCEPTABLE USE

The use of the Titusville Area School District technology resources is a privilege, not a right. The privilege of using the technology

resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The District's Acceptable Use Policy shall be applied to student infractions.

### Cyberbullying

Cyberbullying is bullying which is carried out through an online service such as email, chat room, discussion group or instant messaging; or through mobile phone technologies such as short message services (SMS). It may also include inappropriate use or distribution of images, videos or audios of another person. Any form of cyberbullying **will not be tolerated** under any circumstances. If a student accidentally accesses inappropriate content, they should move on without drawing unnecessary attention, and inform your teacher quietly if needed. Students should not access chat-rooms or social networking sites that are not moderated or approved by the District, and should never give out any personal details over the internet.

### No expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to usage of any district technology, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view monitor and record use of student technology at any time for any reasons related to the operation of the district.

#### a. Monitoring Software

1. Teachers, school administrators, and the district technology services department staff may use monitoring software that allows them to view the screens and activity on student mobile devices.

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#### a. Monitoring Software

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### Content Filter

The District utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All mobile devices, regardless of physical location at school, will have all internet activity filtered and monitored by the district.

### Appropriate Uses and Digital Citizenship

School-issued mobile devices should be used for educational purposes and students are to adhere to the Titusville School District Technology Use Agreement and all corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering

to the following:

1. **Respect Yourself:** I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property:** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

**Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.**

#### **5.1 Parent/Guardian Responsibilities are to:**

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Provide internet access

#### **5.2 School Responsibilities are to:**

- Provide Email access to its students. Provide data storage areas through Google Drive or other district file storage. These will be treated similar to school lockers. Titusville Area School District reserves the right to review, monitor, and restrict information stored on or transmitted via Titusville Area School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

#### **5.3 Students Responsibilities are to:**

- Use Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to Chromebook.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Help Titusville Area School District protect our Chromebooks by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their Chromebook in the charging cart after they are finished working to protect their work and information.
- Keep their Chromebook within its protective case at all times
- Inform a teacher or administrator of any email containing inappropriate or abusive language or subject matter that is questionable.
- Immediately turn in their Chromebook if damaged or malfunctioning for inspection, ~~and~~ repair or replacement.
- **Return Chromebook to the office at the end of the school year. Students who withdraw from TASD must return the Chromebook on the date of withdrawal.**

#### **5.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.).
- “Jailbreaking” of your Chromebook (Voids your CHROMEBOOK warranty)
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Titusville Area School District web filter through a web proxy.
- Students are not permitted to use another student's Chromebook.

## 5.5 Chromebook Care

- Students will be held responsible for maintaining Chromebooks and keeping them in good working order.
- Chromebooks that malfunction or are damaged must be reported to teacher and the School Office. The school will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with insurance deductible cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.
- Chromebooks that are stolen will be reported immediately to the Office and the Titusville Police Department.

## 5.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the Titusville Area School District Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the Titusville Area School District Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action.

## 5.7 Student Discipline

- If a student violates any part of this policy, ~~he/she~~ **they** will be subject to school and or classroom disciplinary measures relative to the offense or classroom preparedness rules.

# 6. PROTECTING & STORING YOUR CHROMEBOOK

## 6.1 Chromebook Identification

- Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:
  - Serial number
  - Titusville Area School District school label with barcode

## 6.2 Storing Your Chromebook

- Elementary Chromebooks are to be returned to the proper charging station.
- Middle School and High School Chromebooks should be kept in the protective cases provided by the district.

### 6.3 Chromebooks Left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the School Office.

## 7. COST OF REPAIRS

- Students will be held responsible for ALL damage to their Chromebooks including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Repair Cost Structure:

<u>Damage</u>	<u>Cost to Students*</u>
• Screen	\$90
• Systemboard	\$120
• Keyboard	\$60
• Outer Top Case	\$50
• Outer Bottom Case	\$50
• Power Adapter	\$40
• Battery	\$50
• Camera	\$35
• Touchpad	\$30
• Hinges	\$13
• Wireless Card	\$10
• Carrying bag	\$25

### Use of Personal Electronic Devices

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item may not be returned until a conference has been held with a parent/guardian.

### Mobile Devices & Chromebook Care

Titusville Area School District provides a Chromebook for each student in grades K4-12. These devices are provided for instructional purposes. Acceptable use of the Chromebook is as defined throughout this policy.

Students are required to take proper care of the Chromebook during the school day, while traveling to and from home, and at home while working on assignments. General care guidelines for Chromebooks are:

1. Keep your charger in your case, so you don't lose it.
2. Always close your Chromebook before you carry it.
3. Carry the Chromebook with two hands.
4. If a case is provided, the Chromebook should remain in the case at all times.
5. Do not run while carrying your Chromebook.
6. Keep food and drink away from your Chromebook.
7. Make sure your Chromebook case has enough room for the Chromebook. Keep books and papers in a different location.
8. Report any problems with your Chromebook as soon as you are aware of a problem.

Cell phone use is permitted during the school day by students in grades 9-12. Procedural guidelines, as defined by the high school administration, are in place regarding the extent of high school student use of cell phones, both for instructional or personal purposes. Consequences for inappropriate use of cell phones are contained within the disposition codes of the student handbook policy.

Students in grades K4-8 are not permitted to use cell phones during the school day. Students in these grade levels must turn off their cell phone and place it in their cubby or locker for the school day. Consequences for inappropriate use of cell phones are contained within the disposition codes of the student handbook policy.

# STUDENT ATHLETICS AND EXTRACURRICULAR ACTIVITIES

## Sportsmanship and Conduct

The Titusville Area School District Board of Education in partnership with the Pennsylvania Athletic Directors Association (P.S.A.D.A.), the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) and District X recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement. The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest. The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork. [Policy 122 Extracurricular Activities; Policy 123 Interscholastic Athletics](#)

We believe:

- That participation in sports is a privilege that should never be taken for granted; and
- That parents should provide a supportive, positive athletic environment where children will be able to enjoy sports' participation and maintain a proper perspective concerning winning; and
- Those parents should allow and encourage their children to experience fun in their participation on athletic teams and minimize the pressure on them. The focus should be to learn the lessons' in life and to be a positive team member; and
- That parents should teach their children to model respectful behavior, to handle frustrations and to understand what is best for the team rather than what is the athlete's personal best interest; and
- That athletes should be given the opportunity to participate in a variety of sports so that they can be introduced to multiple skills that are necessary athletic development; and
- That parents should be positive role models especially with regards to good sportsmanship. They need to demonstrate respect to parents, team members, coaches, and officials. Public confrontation will not be tolerated. Parents should refrain from crossing the line from being a supportive to being a negative and adversarial parent. Athletes need to compete without parental coaching from the sidelines; and
- That adults need to separate their ego from the accomplishments of their children. Adults also need to view money and time dedicated on a child's sports experience as an investment in which children demonstrate a positive and admirable effort and not an investment on which they expect a monetary return; and
- Those parents should always provide unconditional love and support regardless of the athletic performance of their child. Mistakes made in competition should not result in negative responses from a parent; and
- That parents need to teach their children to embrace their role as a team member and to reinforce the importance of always focusing on the elements that they can control – attitude, effort, and contributions to the team. Children need to honor the game in which they are participating and competing with integrity.

It is very important we as a school community work together to make our athletic programs successful, therefore we must set the following guidelines:

1. Parents/Guardians will not discuss playing time, team strategies, or other team members with the coaches or school administration.
2. Parents/Guardians will not call the coach at his/her residence unless it is to inform the coach of a player being absent from practice as outlined in the team rules.
3. Parents/Guardians will communicate concerns not associated with playing time, team strategies, or other team members to the Athletic Director.
4. Parents/Guardians will not enable their child and they will encourage their child to discuss concerns with the coaching staff.
5. Parents/Guardians will conduct themselves in a sportsmanlike manner at home and away games/contests.
6. Parents/Guardians will respect the team rules adopted by the coaches and will accept all consequences if rules are broken.
7. Parents/Guardians understand their son/daughter must abide by the rules set forth by the Agenda/Student Handbook of the Titusville Senior/Middle Schools, the Extracurricular Code of Conduct, and the rules governing the Pennsylvania Interscholastic Athletic Association.

Parents/guardians must agree to abide by all statements listed above and understand that any violation of these expectations could result in the loss of parent/guardian privileges to attend home athletic contests for the season or some portion of the season.

## Extracurricular Code of Conduct

To the Parent/Guardian and Participating Student:

Please read carefully and sign to indicate that you have read and agree to abide by the following Code of Conduct. It is also important that you understand this document in no way alters the disciplinary policies set forth in the Handbook Agenda of the Titusville Middle and High Schools and any rules and regulations that have been established by the coach, director, or advisor of the activity. The Titusville Area School District School Board of Education, through policy and annual review, establishes an Extracurricular Student Code of Conduct and/or Bylaws for those students who participate on district athletic teams, in clubs or activities.

IN GENERAL:

Representing the Titusville Area Schools in extracurricular activities is a privilege that carries with it responsibilities to the school, to the team/activity, to the student body, and to the community. The student is expected to act in a manner that will reflect favorably on all of the above. Failure to comply with these expectations will result in disciplinary action, suspension or dismissal from the extracurricular

activities.

This Code of Conduct outlines some of the violations that can result in disciplinary action. The intent of each disciplinary action is to reinforce the student's responsibility for his/her conduct and how it impacts the school, fellow participants, family, and student. Throughout this document "School Administrator" means either the superintendent or building principal.

### **I. ON-CAMPUS:**

A. Possession and/or use, mimic of use, sale, and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical, medication or drug; abused chemical not approved by the health office; or alcohol is strictly prohibited on school property, at school-sponsored events within the Safe and Drug Free School zone, on school buses, en-route to and from school by any mode of travel, and during the entire time that a student is out of town in order to participate in an extracurricular activity.

1. The first violation will result in disciplinary action as outlined in the Handbook Agenda of the Titusville Middle and High Schools. This is to include referral to the Student Assistance Program.
2. The second violation will result in the student being removed from all extracurricular activities for the remainder of the school year.
3. The third violation will result in the student being removed from all extracurricular activities for the remainder of his/her career at the school he/she currently attends.

B. Possession, use, sale or distribution of tobacco products (cigarettes, snuff, cigars, etc.) will lead to the following in accordance with Safe and Drug Free Schools Act.

1. The first violation will result in disciplinary action as outlined in the Handbook Agenda of the Titusville Middle and High Schools. The student must complete the tobacco education packet.
2. The second violation will result in the student being removed from all extracurricular activities for the remainder of the school year.
3. The third violation will result in the student being removed from all extracurricular activities for the remainder of his/her career at the school he/she currently attends.

### **II. OFF-CAMPUS:**

A. Possession and/or use, mimic of use, sale, and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical, medication or drug; abused chemical not approved by the health office; or alcohol is strictly prohibited off school property. Off-campus violations will be investigated on a case-by-case basis. The school administrator will have the authority to suspend, dismiss or impose suitable discipline on a student that is involved in off-campus activity.

1. First violation
  - a) Validity of information will be investigated by building principal.
  - b) Incident will be referred to the Extracurricular Disciplinary Council for disciplinary action. Such action may include but is not limited to the following: detention, suspension from school, suspension from participation, reduction of playing/participation time, loss of letter, loss of leadership role, removal from the activity, loss of banquet attendance, and loss of honors/awards associated with activity.
2. Second violation
  - a) Validity of information will be investigated by building principal.
  - b) Incident will be referred to the Extracurricular Disciplinary Council for disciplinary action. Such action may include but is not limited to the following: detention, suspension from school, suspension from participation, reduction in playing time, loss of letter, loss of leadership role, removal from activity, loss of banquet attendance, and loss of honors/awards associated with activity.
  - c) In addition to the above a student may be removed from all extracurricular activities for the remainder of the school year.
3. Third violation
  - a) Validity of information will be investigated by building principal.
  - b) Incident will be referred to the Extracurricular Disciplinary Council for disciplinary action. Such action may include but is not limited to the following: detention, suspension from school, suspension from participation, reduction in playing time, loss of letter, loss of leadership role, removal from activity, loss of banquet attendance, and loss of honors/awards associated with activity.
  - c) In addition to the above a student may be removed from all extracurricular activities for the remainder of his/her career at the school he/she currently attends.

Students caught in possession of, using, selling or distributing tobacco products (cigarettes, snuff, cigars, etc.) off-campus will be referred to the building principal to determine validity of incident. If the incident has been determined to be valid the student will have to complete the tobacco education packet. This procedure will be used for any subsequent offenses.

### **I. SCHOOL ATTENDANCE:**

A. A student must be in school by 8:25 a.m. in order to practice or be eligible to participate in an extracurricular activity.

B. A student must be in school on a Friday to participate on a weekend, unless prior permission has been given by the school administrator.

## II. ACADEMIC ELIGIBILITY:

A. An athlete must abide by all regulations set forth by the Pennsylvania Interscholastic Athletic Association.

B. The School District's policy is a weekly grade check system at which time if a student is failing two or more subjects he/she will be declared ineligible for the following Sunday through Saturday night. A teacher will mark a student ineligible if the student is failing his/her course for the current grading period only.

## III. THEFT:

A. Stealing of any property or failure to return equipment or knowingly being in possession of stolen equipment will result in disciplinary action as outlined in the Handbook Agenda of the Titusville Middle and High Schools.

B. A student who does not return equipment will not be permitted to participate in the next extracurricular activity in which he/she chooses to participate, until such equipment has been returned or compensated.

## IV. VANDALISM:

A. A student who vandalizes school equipment or equipment of another school will be required to make restitution of such equipment.

B. The student will receive disciplinary action as outlined in the Handbook Agenda of the Titusville Middle and High Schools.

## V. HAZING:

A. Any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student, is strictly prohibited. All complaints of possible hazing shall be made immediately to a school administrator. Upon notification, an investigation will be conducted. The Title IX coordinator will be notified, if warranted by the investigation. Consequences will follow in accordance with Title IX regulation in the Handbook Agenda of the Titusville Middle and Senior High Schools.

As outlined in the Pennsylvania School Code of 1949, the School Administrator will have the authority to suspend, dismiss, or impose suitable discipline on a student. The School Administrator reserves the right to convene the Extracurricular Disciplinary Council on a case by case basis in a matter involving a student in an extracurricular activity to determine the discipline to be imposed.

This Code of Conduct begins with the first practice or audition date and ends 24-hours after the last competition or performance.

## Extracurricular Eligibility

**Athletic Eligibility:** All student athletes who participate in interscholastic athletics at a school which is a member of the PIAA must adhere to PIAA eligibility rules. If you fail to comply with PIAA rules, you will lose your eligibility to represent your school in interscholastic athletics. If you participate while ineligible, your school and/or team will be penalized. The principal of your school is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. The following are things that impact the eligibility of a student: age, amateur status and awards, attendance, consent of parent/guardian, pre-participation physical examination, transfers, period of time after eighth grade, participation, and grade repetition, outside participation, academic and curricular requirements, all-star contests, national high school/interscholastic championships, and out of- season participation.

**Athletic & Extra-Curricular Eligibility:** There will be a weekly grade check system at which time if a student is failing two (2) or more subjects he will be declared ineligible for the following Sunday through Saturday night. A teacher will mark a student ineligible if that student is failing their course for the grading period. Eligibility is dependent, also, on the conditions of the signed extracurricular activity contract.

**Extracurricular Participation by Home Education and Charter/Cyber Students:** The board shall approve participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education or a charter/cyber charter program if the student meets the established conditions outlined in school board policies 137.1 and 140.1. Students shall be given an equal opportunity to compete for positions and participate in extracurricular activities and interscholastic athletic programs. Students are only permitted to participate in the activities at the school building they would be assigned to if enrolled in the district.

**Policy 137.1 Extracurricular Participation by Home Education Students**

**Policy 140.1 Extracurricular Participation by Charter/Cyber Charter Students**

## NCAA Eligibility Requirements

All student athletes must register with The NCAA Eligibility Center. A qualified student-athlete can practice, compete and receive an athletic scholarship as a freshman.



Consult a school counselor for more information concerning NCAA guidelines or visit the NCAA Eligibility Center website at <http://web1.ncaa.org/eligibilitycenter/common>.

## Physical Exams for Athletics

A pre-participation physical examination must be performed by a licensed medical provider in accordance to the procedures set forth by the constitution and by-laws of the PIAA. Questions regarding athletic physical examinations should be directed to the athletic office.

## Concussion Management

The school board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. The policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity. Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet. [Policy 123.1 Concussion Management](#)

## Sudden Cardiac Arrest

The school board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. The policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes. Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

### [Policy 123.1 Sudden Cardiac Arrest](#)

## School Activities / Clubs

Our secondary schools sponsor several clubs, sports and activities in which students may participate. Students are encouraged to take full advantage of these opportunities.

A variety of sports and activities are made available before, during and after school hours. Students are strongly encouraged to participate in a sport or activity.

## Interscholastic Sports Programs

### HIGH SCHOOL

#### FALL

Cross Country Boys and Girls: Varsity  
Football: Varsity, JV  
Golf: Varsity, JV  
Soccer: Boys and Girls Varsity, JV  
Volleyball Girls: Varsity, JV

#### WINTER

Basketball Boys: Varsity, JV  
Basketball Girls: Varsity, JV  
Swimming: Boys and Girls: Varsity  
Wrestling: Varsity, JV

#### SPRING

Baseball Boys: Varsity, JV  
Softball Girls: Varsity, JV  
Tennis: Varsity  
Track & Field Boys and Girls: Varsity

### MIDDLE SCHOOL

#### FALL

Cross Country, Boys and Girls  
Football, 7<sup>th</sup> and 8<sup>th</sup> grade  
Girls' Basketball, 7<sup>th</sup> & 8<sup>th</sup> grade

#### WINTER

Boys' Basketball:  
7<sup>th</sup> and 8<sup>th</sup> grade  
Wrestling 7<sup>th</sup> and 8<sup>th</sup> grade

#### SPRING

Track & Field: 7<sup>th</sup> and 8<sup>th</sup> grade  
Boys and Girls  
Girls' Volleyball: 7<sup>th</sup> and 8<sup>th</sup> grade

## SCHOOL SAFETY

The primary responsibility of the Titusville Area School District is the education of its students. Students have the right to a safe, secure and peaceful school environment. Students and staff are protected from harm and supported by a climate conducive to learning. Collaboration between members of the entire school, parents and the community is critical to this prevention effort. The district's Emergency Operations Plan provides specific details on current practice and procedures that should be followed under certain circumstances regarding school safety and crisis intervention.

## Emergency Preparedness

The school board recognizes its responsibility to safeguard the health and welfare of district students and employees. The board shall provide facilities, equipment and training necessary to minimize the effects of all hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, terrorism, communicable diseases and pandemics. Advance planning and comprehensive implementation are key components in ensuring the protection of the school community. The district, in cooperation with the county Emergency Management Agency and Pennsylvania Emergency Management Agency (PEMA), shall develop and implement an Emergency Operations Plan consistent with guidelines and state requirements. The district must also comply with all requirements of the Pennsylvania Department of Health and Pennsylvania Department of Education. If you have any questions you may contact the superintendent at the following address and telephone number: Administration Office, Superintendent; 301 E Spruce St. Titusville, PA 16354 Phone: 814-827-2715 Ext. 3410. [Policy 805 Emergency Preparedness and Response](#)

## **Persistently Dangerous School Notification**

Under the Every Student Succeeds Act (ESSA), each state must establish standards for identifying “persistently dangerous schools.” In order to develop its policy, the Department assembled a large advisory group consisting of school safety experts, parents/guardians, teachers, school administrators, and representatives of many education interest groups. That advisory group developed proposed standards that were ultimately adopted by the State Board of Education.

The purpose of the standards is to identify those schools that have a record of school safety problems so that the problems will be addressed and corrected to keep students safe. The identification of certain schools as “persistently dangerous” does not change the fact that, for most children, school is one of the safest places for them to be. But it also recognizes that some schools need to take serious steps in order to make their schools safer.

The Department’s standards define a persistently dangerous school as any public elementary, secondary, or charter school that meets any of the following criteria in the most recent school year and in one additional year of the two years prior to the most recent school year:

1. For a school whose enrollment is 250 or less; at least 5 dangerous incidents.
2. For a school whose enrollment is 251 to 1000, a number of dangerous incidents that represents at least 2% of the school’s enrollment; or
3. For a school whose enrollment is over 1000; 20 or more dangerous incidents.

A dangerous incident is defined as a weapons possession incident resulting in arrest (guns, knives, or other weapons) or a violent incident resulting in arrest (homicide, kidnapping, robbery, sexual offenses, and assaults) as reported on the Violence and Weapons Possession Report (PDE-360), which school districts file each year.

After the Department identifies a school as meeting the definition of persistently dangerous, within 10 days the school district (or other entity) that operates that school must offer each student who attends it the opportunity to transfer to a safe public school within the district, including a charter school. Therefore, if a student attends a school that has been identified as persistently dangerous, the parent/guardian will receive an information letter from the school that;

- (1) Notifies the parent/guardian that the school has been identified as persistently dangerous; and
- (2) Offers the parent/guardian the option to transfer their child to a safe school.

It is **important** to note that the parent/guardian is not required to transfer their child to another school. LEA's having one or more schools designated as “persistently dangerous” must notify the parents/guardians of each student attending these particular schools that the schools have been given this designation. LEA's must notify parents/guardians within ten working days from the date that the LEA receives final notice of the “persistently dangerous” designation from the PDE.

In order to transfer the student, the parent/guardian must apply for a transfer using the form supplied by the school. Please note that under the Department’s standards, a student who attends a persistently dangerous school may apply to transfer at any time while the school maintains that designation. If there is not another safe school within the district to which students may transfer, the district is encouraged, but not required, to establish an agreement with a neighboring district to accept the transfer of students.

After the parent/guardian files the application for transfer, the school district is required to carry out the transfer within 30 calendar days. The district is required to provide for transportation for students who transfer to another school. [Policy 143 Standards for Persistently Dangerous Schools](#)

## **Some Additional Issues**

A parent/guardian is not guaranteed to be able to transfer his/her child to the school of his/her choice, but the district is required to consider the particular needs of the student and the parent/guardian in making the transfer decision.

In addition, to the extent possible, the district should allow the student to transfer to a school that is making adequate yearly progress, and one that is not identified as being in school improvement, corrective action, or restructuring. A charter school is only required to accept a student who meets its admission criteria if space is available.

### **Searches Conducted by School Officials**

Under ordinary circumstances, a search of a student, their school lockers, belongings (i.e. book bags, purses) and vehicles by a school official will be "justified" when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The school district will conduct random searches of lockers and book bags in the interest of maintaining a safe and secure educational environment for all students. [Policy 226 Searches](#)

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

### **Visitors to Our School**

For the safety and security of our students, staff, and all visitors to our buildings, entrance security systems are in place. Visitors at all district school buildings will be required to employ the electronic entry buzzer system. An attendant will answer the page and admit visitors after identification. All visitors must report to the office immediately upon entering the building to sign in and receive a visitors badge from the building principals or his/her designate. At the end of a person's visit they must return the badge to the office and sign out.

Students are not permitted to invite a friend or relative to visit their classes. This leads to classroom disruption. If anyone has questions concerning this procedure, please ask your building principal. Your parents are encouraged to visit school at any time after notifying the office.

### **Personal Communication Devices**

The Board prohibits the use of personal communication devices (such as but not limited to cell phones, pagers, beepers, PDA's and DVD players) by students on district property during the school day with the exception of high school students, grades 9-12. While students are attending school sponsored activities, any use of personal communications devices will be at the discretion of the administration or designee. In addition, the Board prohibits possession and use of any device that provides for a wireless, unfiltered connection to the internet by students. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

All personal communication devices will be turned off and placed in the student's locker for the duration of the school day with the exception of high school students, grades 9-12. Students in violation of the personal communication device policy will receive consequences as outlined in the discipline code. [Policy 237 Electronic Devices](#)

### **Drills: Fire, Severe Weather, Safe School Regulations**

Posted in each classroom is the route to follow when the fire bell rings or when a severe weather alert has been issued. The teacher in each of your classes will explain the procedures. Each time the fire bell rings, you are to assume there is a fire. You, as a student, have the responsibility of maintaining absolute silence. This is of utmost importance so instructions can be heard.

A fire drill should not be thought of as a break from class but, rather, as a necessary procedure to learn and practice in order to protect the people in our school.

False fire alarms pulled by students will be subject to criminal and disciplinary action, including expulsion from school.

Safe Security drills will be performed on a regular basis to ensure that students, faculty and staff can demonstrate their ability to position themselves for safety in the event of a school safety crisis. Students are asked to treat all school security drills with the utmost attention.

### **Threat Assessment**

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.

Titusville Area School District has designated the Student Assistance Program team from each school building to serve as the school's Threat Assessment Team. Threat Assessment Teams include individuals with expertise in school health, counseling, school psychology or social work, special education and school administration.

Each member of the Threat Assessment Team has participated in Threat Assessment Team training on:

- Responsibilities of threat assessment team members
- Process of identifying, reporting, assessing, and responding to and intervening with threats
- Identifying and avoiding racial, cultural or disability bias
- Confidentiality requirements under state and federal laws and regulations and Board policies

- Student Assistance Program process
- Youth suicide awareness, prevention and response
- Trauma-informed approach
- Safe2Say Something procedures
- Multi-tiered systems of support
- Positive Behavioral Intervention and support

Students, parents, and staff can report concerns confidentially and directly to a school counselor, Student Assistance Team member or the school principal. Anonymous reporting is also available through the Safe2SaySomething application.

Threat Assessment Teams will document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, and the community or others.

## **Student Lockers and their Use**

All students will be assigned a locker. Lockers must be used by the person assigned to it. Changes cannot be made unless approved by the homeroom teacher or the principal.

All lockers are the property of the Titusville Area School District and school authorities may search a locker at any time with reasonable cause. Students are not permitted, at any time, to exclude authorized school district personnel from entry to a locker or bookbag. Searches will be conducted without consent of the students. Searches will be conducted without any prior notice to students. All items inside a locker are also subject to the search policy; including bookbags, coats, gym bags, etc. Any inappropriate or illegal materials that are confiscated may be used as evidence against the student in disciplinary proceedings.

No sharing of lockers! You are prohibited from using a friend's locker in order to save steps on another floor. We strongly advise you not to give your lock combination to others. Keep your locker closed and locked at all times. Notify the office immediately if your lock is not operating properly.

Any school locker is not a maximum-security safe. Do not use it as such by putting money or other valuables of any kind in it. The school cannot be held responsible for lost or stolen items. Please follow specific instructions regarding care of valuables during physical education classes.

Students are responsible for cleaning any writing, which appears on their locker. Students must keep the interior and exterior of their lockers clean. Do not allow old papers and clothes to accumulate. Periodic checks by your homeroom teacher or principal must find this to be true or disciplinary action will be taken.

Any student visiting their locker during a class period must have a valid hall pass signed by a teacher.

## **Student Fees**

Each student should make every effort to care for their books and other materials. A student fee will be assessed for a lost book or a book returned in damaged condition. For this reason, any damage or defect in a book should be reported at the time it is issued to the student.

Other fees may be assessed according to course or programming needs. Course fees at the secondary level will be advertised in the course description booklet for review prior to registering for the course.

The Titusville Area School District reserves the right to subject all returned checks to a \$30.00 service charge payable by the responsible party/parties.

## **Student Bookbags & Backpacks**

Students **ARE NOT** permitted to carry bookbags or backpacks during the school day. Gym bags may be carried to and from gym class. Bookbags/backpacks may be brought into the building in the morning and placed in the student's locker. The bookbag/backpack must remain there until the school day is over. Additional storage space is available for oversized bags.

## **Football Game Policy**

For the safety of our student body and spectators the district does not permit any patron to enter the game with beverages of any type. All beverages must be purchased at the concession stands located inside the stadium complex. Any container brought to the game

must be thrown away at the gate before entering the stadium.

Also, bookbags, gym bags and backpacks are not permitted to be brought inside the stadium by a patron. A patron with a bookbag, gym bag and/or backpack will not be permitted to enter the stadium. Bicycles, skates, scooters, footballs, Frisbees, and skateboards are not permitted inside the stadium.

Students or adults removed for behavioral reasons will not be issued a refund.

### **Dress Code**

Students shall be allowed reasonable freedom in dress and adornment. However, restrictions will be imposed whenever the mode of dress in question is unsafe or is disruptive to school operations and the educational process in our professional certified opinion. This would include any apparel that would suggest any affiliation or membership in any group or organization that advocates illegal or inappropriate activities. We expect that students will follow the dress code for school events such as concerts and banquets and meet any additional requirements of the instructor/advisor.

## **DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS [Policy 103](#)**

### **Authority**

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

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education or both.

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

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures. This policy prohibits individuals from knowingly making false statements or knowingly submitting false information during the Title IX grievance process outlined in Attachment 3 and during other grievance processes established by Board policy and procedures and/or the Student Code of Conduct. A violation of this prohibition by district students may lead to discipline up to and including referral for expulsion.

The Board directs that the foregoing statement of Board policy be included in all student and staff handbooks, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance officer and Title IX Coordinator.

This Policy 103 references two documents, entitled "103 Attachment 2, Discrimination Complaint Procedures," and "Attachment 3, Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints." The Board intends these two attachments to be substantive components of the Policy and incorporates them by reference into this Policy as if fully set forth herein.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or Title IX Coordinator, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal or Title IX Coordinator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal or Title IX Coordinator, as well as properly making any mandatory policy or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal or any other employee of the district who received the report shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant and, if deemed to be necessary, the reporter if not the complainant, regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures for the complainant. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment of the information supplied by the reporter and/or complainant to determine whether the reported circumstances, if presumed to be true, could constitute Title IX sexual harassment or retaliation. If they do not, they may be addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy. If the reported circumstances, if presumed to be true at this point in the process, meet the definition of Title IX sexual harassment, they shall be addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3. (Also refer to Attachment 3 on how to proceed if/when the complainant refuses to sign a Title IX formal complaint and is requesting that a formal complaint under Title IX *not* be filed by the Title IX Coordinator.) If the reported circumstances, presumed to be true, do not constitute either Title IX sexual harassment or retaliation nor conduct otherwise prohibited in this Policy 103 and Attachment 2, the Title IX Coordinator shall refer the report for follow-up under any other applicable Board policies and/or the Student Code of Conduct.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

If possible the district will refrain from pursuing disciplinary action pursuant to the Student Code of Conduct until such time the Title IX grievance process has concluded. This means suspensions and expulsion referrals may be temporarily postponed until the conclusion of the Title IX grievance process when/if the district, in consultation with the Title IX Coordinator, determines that supportive measures and other non-punitive actions agreed to by the parties (ex. complainant and respondent voluntarily agree to stay away from each other; respondent voluntarily participates in the school district's online/virtual education program or other alternative setting during the grievance process, etc.) result in there being no immediate threat to the physical health or safety of any student or other individual arising from the allegations during the grievance process period.

The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Board policy. When expulsion is necessary because continuation of educational services is not feasible, if, however, the district, in consultation with the Title IX Coordinator, after having taken an initial individualized safety and risk analysis, believes the respondent must be removed from the district's education program or activity on an emergency basis during the Title IX grievance process in order to address an immediate threat to the physical health or safety of an individual, the process outlined in detail in Attachment 3 shall be followed.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

#### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

## Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including, but not necessarily limited to, race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

**Supportive measures** shall mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 301 East Spruce Street, Titusville, PA 16354

Email: mmcgaughey@gorockets.org

Phone Number: (814) 827-2715, ext. 3481

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.



5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

**Guidelines**

**Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

**Disciplinary Consequences**

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Temporary or permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

**Reports of Discrimination**

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

#### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## **HAZING** [Policy 247](#)

### Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### Definitions

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

**Student activity or organization** means any activity, society corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

### Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

#### Title IX Sexual Harassment and Other Discrimination

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

#### Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

#### Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks, presentation at an assembly, and/or verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

#### Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

**The Board directs that** verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

#### Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

#### *Referral to Law Enforcement and Safe Schools Reporting Requirements –*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to

or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

#### Consequences for Violations

##### *Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.

##### *Students -*

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action, up to and including expulsion, as circumstances warrant, in accordance with the Student Code of Conduct. The Compliance Officer/Title IX Coordinator will inform the Board of any incidents of hazing within the District. Additionally, the student may be subject to disciplinary action by the administration, coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine.

##### *Non-Student Violators/Organizational Hazing -*

If the investigation results in a substantiated finding that a coach or sponsor or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer will be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach or sponsor, or volunteer, and/or dismissal from district employment.

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

##### *Criminal Prosecution -*

Any person or organization that who causes or participates in hazing may also be subject to criminal prosecution.

Hazing is any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student, is strictly prohibited. All complaints of possible hazing shall be made immediately to school administrators. Upon notification, an investigation will be conducted. The harassment policy and procedures will be followed with the Title IX coordinator also being notified, if warranted by the investigation. Consequences will follow in accordance with Title IX regulation in the Handbook Agenda of the Titusville Middle and High Schools. If you have any questions you may contact the Title IX Coordinator at the following address and telephone number:

Assistant Superintendent  
Titusville Area School District  
301 East Spruce Street  
Titusville, PA 16354  
Phone: 814-827-2715

## PEER MISTREATMENT, HARASSMENT AND BULLYING BEHAVIOR

Titusville Area School District accepts the responsibility of ensuring an environment that is conducive to learning and fosters a sense of belonging and respect for all students. Students are expected to treat each other with kindness, courtesy and respect. Our school staff holds meetings regularly with students to discuss appropriate ways to treat fellow students. Class meetings with building principals and/or classroom lessons emphasize acceptable ways to treat each other.

Students who need to report peer mistreatment, harassment, or bullying behavior can do so by speaking with any adult in the building or by completing a Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form as per board policy. In addition to completing this form, elementary students may use any of the following methods for anonymous reporting: Counselor Lock Box, student bullying survey, and short statements on the bottom of a quiz or test. Secondary students may use the Safe2Say anonymous reporting system or short statements on the bottom of a quiz or test.

## BULLYING AND CYBERBULLYING [Policy 249 Bullying](#)

### Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### Definitions

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting of the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### Authority

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer/Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisals or retaliation to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

#### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop guidelines to implement this policy.

The Superintendent or designee shall ensure that this policy and guidelines are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

#### **Guidelines**

The Student Code of Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

#### Education

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Code of Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.

8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

The Titusville Area School District Compliance Officer:

Michael McGaughey, Assistant Superintendent  
 301 East Spruce Street  
 Titusville, PA 16354  
 (814) 827-2715 ext. 3481  
 mmcgaughey@gorockets.org

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Neither reprisal nor retaliation shall occur as a result of good faith charges of harassment.

### Definitions

Harassment - Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, and handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of harassment on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name calling, ridicule or mockery, insults or put downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual or to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment - Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Examples of conduct that may constitute 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-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a

person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

## **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits harassment, the Board designates the Superintendent as the district's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The Superintendent shall be responsible to provide training for students and employees regarding all aspects of harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform parents/guardians and students, who are complainants or accused of violating this policy, that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.
5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **Guidelines**

Complaint Procedure – Student/Third Party

### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

### **Step 2 – Investigation**

Upon receiving a complaint of harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation in which case the Compliance Officer will conduct the investigation.

All building principals must have received basic training on the applicable law, this policy and how to conduct a proper investigation.

There shall be an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigation may involve the review of any other information and materials relevant to the investigation. The person



making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the building principal.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the building principal shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### **Step 3 – Investigative Report**

The building principal shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged harassment, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the building principal and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

### **Step 4 – District Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, if not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the district solicitor.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

### **Standards for Victims of Violent Criminal Offenses**

The Pennsylvania Department of Education, as required by the Unsafe School Choice Option provision of the Every Student Succeeds Act (ESSA) of 2015 (Section 1118 of Title I), adopts specific standards for a student who becomes a victim of a violent criminal offense while in or on the grounds of the public elementary or secondary school that s/he attends. School Board policy #144 outlines the purpose, definitions, guidelines and the district's responsibilities. If you have any questions you may contact the Title IX Coordinator at the following address and telephone number: Administration Office, Superintendent; 301 East Spruce Street, Titusville, PA 16354  
Phone: 814-827-2715 Ext. 3410. [Policy 144 Standards for Victims of Violent Criminal Offenses](#)

## **VIOLENCE AND WEAPONS POLICY [Policy 218.1 Weapons](#); [Policy 218.2 Terroristic Threats](#)**

### **Terrorist Threats/Acts**

The Titusville Area School District recognizes the danger that terrorist threats and acts by students' presents to the safety and welfare of district students, staff and community. The district recognizes the need for an immediate and effective response to a situation involving such a threat or act.

## Definitions

Terrorist threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terrorist act - shall mean an offense against property or involving danger to another person.

The Titusville Area School District prohibits any student from communicating terrorist threats or committing terrorist acts directed at any student, employee, Board member, community member or school building. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat or act.

When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student and promptly report the incident to the Superintendent based on further investigation; the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board.
2. If a student is expelled for making terrorist threats or committing terrorist acts, the Board shall require, prior to re-admission that the student provides competent and credible evidence that the student does not pose a risk or harm to others.
3. If a student is expelled for making terrorist threats or committing terrorist acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

## Searches Conducted By School Officials

Under ordinary circumstances, a search of a student, their school lockers, belongings (i.e. bookbags, backpacks, purses) and vehicles by a school official will be "justified" when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. **The school district will conduct random searches of lockers and bookbags/backpacks in the interest of maintaining a safe and secure educational environment for all students.**

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the district's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

## Weapons

Definition: Possession of Weapon on School Property. A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to and from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school. Notwithstanding the definition of weapon in section 907 (relating to possessing instruments of crime), weapon for purposes of this section shall include but not be limited to any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm.

The Titusville Area School District prohibits the possession of a weapon as defined. When an administrator has evidence that a student is in possession of a lethal weapon or a look alike in a school building or on school property the following guidelines shall be applied: Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of this policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board.

A meeting must be convened with parents/guardians, representatives of the school district, and other appropriate social/legal agencies prior to student returning to the classroom. If a student is expelled for possessing a weapon or a look alike, the Board shall require, prior to re-admission, that the student provide competent and credible evidence that the student does not pose a risk or harm to others. If a student is expelled for possessing a weapon or a look alike, upon return to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

## PENALTIES FOR INFRACTIONS OF OUR SCHOOL CODE

Parent Shadowing, Detention, In-School Reassignment, Out-of-School Suspension, Exclusion or Expulsion are penalties that have been approved by the school board of directors as appropriate penalties for student misconduct. Please refer to the Student Handbook

for more detailed information.

## ALCOHOL AND OTHER DRUG POLICY

The School Board of the Titusville Area School District recognizing that the misuse of chemicals is a serious problem with legal, physical, emotional and social implications for the whole school community, adopts the position that students must be chemically free in order that they develop in the most productive and healthy manner possible.

It is therefore this district's policy to prevent and prohibit the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution, and/or intent of distribution of any illegal or controlled mood-altering chemical medication or abused chemical not approved by the health office, on school property, at school- sponsored events, on school buses and en-route to and from school by any mode of travel.

Such prevention and/or prohibition shall occur through a three-faceted program, including (1) education, (2) prevention, and (3) intervention.

Violations of this policy include the possession, use sale, distribution, or mimicking the possession, use, sale or distribution of chemicals as defined and described within the parameters of this policy. The consequences of such violations may result in permanent expulsion from school by the School Board.

This policy will be implemented through the cooperative efforts of the faculty, administration, student assistance programs, instructional support teams, school employee groups, students, parents/guardians, bus drivers, and community agencies of the Titusville Area School District. [Policy 227 Controlled Substances/Paraphernalia](#)

### Terms

**Alcohol and Other Drugs:** May be used interchangeably, shall include any alcohol or malt beverage, controlled substance, or illegal and abused substance or medication not approved and registered by the health office, and any substance which is intended to alter mood. Examples of the above are marijuana, LSD, chemical solvents, glue, prescriptions and over-the-counter medications not approved and registered by the health office and any look-a-like chemical.

**Counseling:** Are defined as services rendered by a certified drug-abuse or mental health specialist.

**Paraphernalia:** Any devices designed for the use of drugs.

**Safe and Drug Free School Zone:** The Public School Code of PA has defined "safe zones of passage between home and school through such measures as drug and weapons free school zones which enhance law enforcement and neighborhood control." The safe and drug free school zone encompasses an area within 1000 feet from property owned by the school district.

**School Property:** Shall include not only actual buildings, facilities and grounds on the school campus, but shall include school buses, school bus stops, school parking areas and vehicles within those parking areas, sidewalks and any facility being used for a school function.

**Student Assistance Program:** Our Student Assistance Program consists of a team of school personnel trained to identify and support students with possible problems that are having a negative impact on their education; (i.e. drug and alcohol, mental health, academic, etc.) and refer them if necessary to the appropriate method of intervention.

### Situation I

A staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may be related to alcohol and other drug use.

**Immediate Action:** Staff member makes referral by written form to the Student Assistance Team. Investigation: SAP Team members in conjunction with faculty and staff investigate the extent of the problem.

**Notification of Parents:** Parents will be notified immediately and encouraged to be involved throughout the student assistance process.

**Confidentiality:** Limited to those involved.

**Disposition of Substance:** Not applicable.

**Remedial Action:** Counseling sessions and further referral if warranted. Notification of Police: Not Applicable.

### Situation II

A student demonstrates symptoms of possible alcohol or other drug use (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.) This situation will be handled as a medical emergency.

**Immediate Action:** All standard health and first aid procedures will be followed. The student shall not be left alone. **Investigation:** If alcohol or other drug use is confirmed, the principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker desk and all personal property will be searched according to policy. The student shall not be left alone. The SAP Team will be notified.

**Notification of parents:** Yes.

**Confidentiality:** Confined to those with a need to know as mandated by school policy.

**Disposition of Substance:** If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented and submitted to the police for analysis.

**Remedial Action:** If no confirmed chemical involvement, follow standard school health procedure for follow-up. If chemical use is confirmed, refer to core team to investigate student's background and make findings known to parents/guardians, counselors and principals.

**Notification of Police:** Required, if chemicals are involved.

### **Situation III**

The student is caught with or under the influence of alcohol or other drugs for the first time on school property, at school-sponsored events or within the Safe and Drug Free School Zone.

**Immediate Action:** School personnel will confiscate any chemicals, escort the student to the principal's office or summon the principal or designee. The principal will write an anecdotal report of the incident.

**Investigation:** If alcohol or other drug use is confirmed, the principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker desk and all personal property will be searched according to policy. The student shall not be left alone. The SAP Team will be notified.

**Notification of Parents:** The principal will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when the police are involved.

**Confidentiality:** Confined to those with a need to know as mandated by school policy.

**Disposition of Substance:** If a substance is discovered at the time of the incident, it must be sealed, documented, and submitted to the police for analysis.

**Remedial Action:** Refer to the SAP Team to investigate student's background and make findings known to parents/guardians, counselors and principals. Minimum: Five to Ten Day Out-of-School Suspension.

**Maximum:** School board hearing for expulsion from school for up to one calendar year from the date of the hearing. Professional alcohol and other drug evaluation and counseling shall be a prerequisite for re admission to school. In addition, the school may require random drug testing. Other criteria for readmission may be established as necessary.

**Notification of Police:** Required.

### **Situation IV**

The student is caught with or under the influence of alcohol or other drugs again on school property, at school-sponsored events or within the Safe and Drug Free School Zone.

**Immediate Action:** School personnel will confiscate any chemicals, escort the student to the principal's office or summon the principal or his designee. The principal will write an anecdotal report of the incident

**Investigation:** If alcohol or other drug use is confirmed, the principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker desk and all personal property will be searched according to policy. The student shall not be left alone.

**Confidentiality:** Confined to those with a need to know as mandated by school policy.

**Disposition of Substance:** If a substance is discovered at the time of the incident, it must be sealed, documented, and submitted to the police for analysis.

**Remedial Action:** Immediate ten-day out-of-school suspension and referral to school board for a hearing to permanently expel the student.

**Notification of Police:** Required.

### **Situation V**

The student is found using, in possession of, or suspected to be under the influence of alcohol or other drugs when attending as a participant or spectator, any school sponsored function on or off school property, including any athletic or activity event in another

school district, school, or public/private location.

**Immediate Action:** School personnel will confiscate any chemicals, escort the student to the principal's office or summon the principal or his designee. The principal will write an anecdotal report of the incident.

**Investigation:** Notify police or security personnel for assistance. The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker desk and all personal property will be searched according to policy. The student shall not be left alone.

**Notification of Parents:** A parent/guardian will be contacted immediately and the situation described. The parent/guardian will be requested to transport the student home. If parents/guardians are unable or unwilling to transport the student, police will be asked to transport the student home.

**Disposition of Substance:** If a substance is discovered at the time of the incident, it must be sealed, documented, and submitted to the police for analysis.

**Remedial Action:** Refer to the SAP Team to investigate student's background and make findings known to parents/guardians, counselors and principals. Minimum five to ten day suspension. Maximum: School Board hearing for expulsion for up to one calendar year from the date of the hearing. Professional drug and alcohol evaluation and counseling shall be a prerequisite for re admission to school. In addition, the school will require random drug testing. Other criteria for re-admission may be established as necessary.

**Notification of Police:** Required, if chemicals are involved.

### **Situation VI**

There is evidence that a student is engaged in the process of distributing or selling alcohol or other drugs to anyone on school property, at a school function or on school time or within the Safe and Drug Free School Zone.

**Immediate Action:** School personnel will confiscate any chemicals, escort the student to the principal's office or summon the principal or designee. The principal will write an anecdotal report of the incident.

**Investigation:** Police will handle from legal point of view.

**Notification of Parents:** The principal will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when the police are involved.

**Confidentiality:** Confined to those with a need to know as mandated by school policy.

**Disposition of Substance:** If a substance is discovered at the time of the incident, it must be sealed, documented, and submitted to the police for analysis.

**Remedial Action:** Immediate ten day out-of-school suspension and referral to school board for hearing on (a) expulsion for up to one calendar year (b) referral for a drug and alcohol evaluation to determine appropriate intervention (c) provide other suitable schooling. SAP referral. Upon re-admittance to school, the student will undergo random drug testing for a minimum period of one year. Other criteria for re-admission may be established as necessary.

**Notification of police:** Required.

### **Situation VII**

The student is in the possession of drug related paraphernalia on school property, at school-sponsored events or within the Safe and Drug Free School Zone.

**Immediate Action:** School personnel will confiscate the paraphernalia, escort student to the principal's office or summon the principal or designee.

**Investigation:** Notify police or security personnel for assistance. The principal or designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker desk and all personal property will be searched according to policy. The student shall not be left alone. If a substance is found, refer to Situation V for procedures.

**Notification of Parents:** The principal will contact the parent/guardian immediately and describe the situation. The principal will attempt to provide the parent/guardian with an opportunity to be present when the police are involved.

**Confidentiality:** Confined to those with a need to know as mandated by school policy.

**Disposition of Substance:** If a substance is discovered at the time of the incident, it must be sealed, documented, and submitted to the police for analysis.

**Remedial Action:** Immediate 10 day suspension and referral to school board for hearing on (a) expulsion for up to one calendar year (b) referral for a drug and alcohol evaluation to determine appropriate intervention or (c) provide other suitable schooling. SAP referral.

Upon re-admittance to school, the student will undergo random drug testing for a minimum period of one year. Other criteria for readmission may be established as necessary.

Notification of Police: If a substance is found, police will be notified.

### **Situation VIII**

A student volunteers information about personal drug or alcohol usage and asks for help.

Immediate Action: The student is referred to a guidance counselor and is informed of services available and encouraged to seek assistance.

Investigation: The staff member may request advice from the Academic Support Team.

Notification of Parents: If the student is referred to the Academic Support Team, parent notification is mandatory. Confidentiality:

Confined to those with a need to know as mandated by school policy.

Disposition of Substance: Not Applicable.

Discipline: Not Applicable: Directed assistance available.

Notification of Police: Not Applicable.

## **LOCAL RESOURCES**

Middle School Student Assistance Team 827-2715 Ext. 8-2425

High School Student Assistance Team 827-2715 Ext. 8-1425

### **Drug and Alcohol Counseling Information**

Titusville	814-827-3649
Meadville	814-724-4100
Venango	814-432-9744
Alcoholics Anonymous	814-337-4019 or 1-800-227-2421
Northwest Medical Center	814-677-1107
Regional Counseling Center	814-676-5614
National Alcohol Hotline	1-800-Alcohol
National Drug Hotline	1-800-Cocaine
PA Get Help Now Drug & Alcohol Treatment	1-800-662-4357

### **For drug or alcohol-related emergencies call 9-1-1**

#### **Crisis Phone Numbers**

Crawford County	814-724-2732 or 1-800-315-5721
Venango County	814-432-9111
Warren and Forest County	814-726-2100 or 814-726-8413
Suicide Prevention National Lifeline	1-800-273-TALK or <a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a>

*NOTE:* The policies referenced in this handbook can be found on the Titusville Area School District website under the Parent Tab. If you don't have access to the Internet, please ask the building principal for a printed copy. The TASD Website: [www.gorockets.org](http://www.gorockets.org)

# ELEMENTARY

## ATTENDANCE

Students must be in school in order to receive the full array of learning experiences. Good attendance promotes good performance; therefore, if a child is absent from school, the absence must be for an important reason (i.e. illness, bus route cancellation, or lengthy medical appointment). Each absence will be reviewed and school officials will determine if an absence is lawful or unlawful. Children who contract communicable conditions are not permitted in school until a physician or the school nurse recommends that they be in school. Examples of these illnesses are ring worm, head lice, scabies, pink eye, and strep throat.

Within three days after a child has been absent, a written excuse stating the reason for the absence is required. An absence becomes unlawful after three days if a written excuse is not received. Reasons such as personal reasons, out of town, hair appointments, and car problems will be considered unlawful absences. Unlawful absences lead to implementation of the district Student Attendance Improvement Plan (SAIP) and possible truancy filing with the District Magistrate. For more information regarding the SAIP, contact the building principal.

Students arriving between 8:15 - 9:30 will be marked tardy. Students arriving between 9:31 and 12:45 or leaving between 11:01 and 12:45 will be considered absent a half day. Students leaving school before 11:00 will be considered absent a full day. Students who leave after 12:46 will be considered present all day (see chart).

## ECLC

	<b>ARRIVAL</b>	<b>TARDY</b>	<b>FULL DAY ABSENT</b>
K4 AM	8:00 A.M.	8:15 – 10:15 A.M.	10:16 – 10:45 A.M.
K4 PM	12:00 P.M.	12:14 – 2:15 P.M.	2:15 – 2:45 P.M.

## HYDETOWN, MAIN STREET, PLEASANTVILLE

	<b>ARRIVAL</b>	<b>TARDY</b>	<b>FULL DAY ABSENT</b>
GRADES 1-5	8:15 A.M.	8:15 – 9:30 A.M.	After 12:45 P.M.

	<b>LEAVING 8:15 – 11:00 A.M.</b>	<b>LEAVING 11:01 – 12:45 P.M.</b>	<b>LEAVING AFTER 12:46 P.M.</b>
GRADES 1-5	Full Day Absence	P.M. Absence	No record of Absence

Any student with a consecutive absence of five days or more will be required to present a doctor's excuse for that absence. A doctor's excuse will be required for any absences over 10 days.

## CHANGES TO A STUDENT'S DAILY ROUTINE

The following procedures have been put into place for your child's safety and security.

### Late Arrivals/Early Dismissal

Anytime a child arrives late or leaves early, the parent or the parent's designee must accompany the child to the office to sign the child in or out. If an adult other than a parent is picking up a child, they must be listed as an emergency contact, and the parent must send a note with the child in the morning. The note must include the reason for the change, the time the child is to be excused, the name of the person picking the child up, and any other necessary details. Photo ID may be required when someone other than the parent is picking up a student from school.

### Child Going Home with Another Student

If your child is planning on going home with another student, two notes are required. Both you and the other child's parent must send a note to the office in the morning that describes the arrangement. Titusville Area School District bus transportation is not to be used for these individual arrangements. You will need to make your own transportation arrangements for your child to go home with another student's family.

## CHILDREN NEED TO KNOW

Families and schools share the responsibility of helping children learn how to be safe. To further ensure your child's safety, please make sure your child knows the following information about him/herself: first and last name, street address, parents' names, and phone number.

## PREVENTING MISPLACED CHILDREN

- Make sure your child understands their after school arrangements.
- Once a routine is established, try not to change it.
- If a change is necessary, try to plan the change well in advance. In the morning of the day the change is to occur, give a signed and dated note to the teacher and the child. Give instructions to all who are involved (child, teacher, grandparents, babysitters, neighbors and friends).
- Provide the school office with the name, address and phone number of your babysitter (or person designated to be responsible for your child in your absence).
- Include as many emergency numbers on your child's emergency card as possible. Please keep these numbers current.
- Please avoid calling during the day to request a change. This practice leads to mistakes and confusion.
- Make it clear to your child that he/she should never leave the school without permission from his/her teacher.
- Do not tell a child you might pick him/her up. This will only confuse your child.
- Children will not be permitted to wait outside of school buildings.

## STUDENT PERFORMANCE

### Student Progress

At the Early Childhood Learning Center (ECLC), you may learn about your child's progress in a variety of ways such as returned papers, phone calls, notes, conferences, and report cards. Report cards are sent home after each semester. The numerical marks on the report cards are determined from various activities, tests, projects, class participation, homework and assessments. A numerical mark of "3" indicates that your child is "proficient" or performing at the expected level for his or her grade level. The ECLC grade scale is:

The Learner:

- 1- has begun to undertake the learning process, but may need help
- 2- demonstrates basic application of terminology and knowledge
- 3- demonstrates consistent proficiency in the learning target
- 4- applies and expands knowledge beyond the scope of expectations

O-Outstanding, S-Satisfactory, I-Improving, N-Needs Improvement, NM-No Mark

At Main Street and Pleasantville Elementary Schools, core subject areas are reported to parents as percentage grades. Ranges of performance are designated as follows:

90-100	Excellent
80-89	Good
70-79	Fair
60-69	Needs Improvement

Each of these core subject areas is broken down into sub-categories in which children's progress is assessed using the following rating scale:

O	Outstanding
S	Satisfactory
I	Improving
N	Need for Improvement



At Hydetown Elementary School Elementary School, progress is reported to parents according to the following grade scales:

<b>Grade Scale:</b>	Of concepts taught within the standard, Learner
E-Exceeding	Displays an advanced understanding
P-Proficient	Displays a proficient understanding
NY-Not Yet	Does not yet display an understanding

<b>Subject Performance Scale:</b>	
3	Student is consistently working above grade level
2	Student is consistently working at grade level
1	Student is consistently working below grade level

Parents can access their child’s progress through the PowerSchool system. PowerSchool is a web-based program which allows parents to get more involved in their child’s day-to-day education. It gives parents timely information about their child’s progress in school. With a click of the mouse parents will have access to grades, attendance, assignments and even an email link to their child’s teacher. Parents may receive their login by visiting their child’s school office.

If you are concerned about your child’s performance or behavior, please contact the teacher or the principal. Efforts will be made between the family and the school to help assure your child’s future success. A variety of tutoring programs may be available.

If your child will be absent for several days, please make arrangements to get assignments so they can be completed at home. If your child has been absent, please make sure that missed assignments are made up as soon as possible. Please contact the teacher to make arrangements.

## HOMWORK

Homework helps your child practice skills and develops self-discipline. Homework should help you know what your child is doing at school. Establishing a homework routine, with guidelines, helps children become more successful and responsible. Please encourage your child to do homework in a place that is quiet, comfortable and conducive to learning.

## AFTER-SCHOOL HOURS

The time a child spends away from school has an influence on how a child performs and progresses in school. A review of research indicates that the following family factors have a positive influence on a child’s life-long success:

- The family has a positive attitude toward learning and school.
- The family pays attention and is involved in what is going on in school.
- The family values appropriate behavior and school attendance.
- The child gets along with others.
- The family is conscientious of how away -from -school time is spent and strives to have planned activities and routines.
- The family members read more and watch less TV. (Jimerson & Kaufman, 2003)

## STUDENT BEHAVIOR

One of the first steps in promoting appropriate behavior is letting children know what is expected of them and letting them know when they have behaved admirably. According to our discipline plan, students need to be informed of what the rules are; what is expected of them and what the consequences are for misconduct. The adults at each school are responsible for monitoring conduct throughout the school day. Most of the students follow school rules and behave very responsibly. Students who do not behave appropriately will be subject to reprimand and consequences.

Some examples of inappropriate behavior and misconduct in school and to and from school may include, but are not limited to:

- ridiculing others, bullying
- using inappropriate language
- disrupting class
- fighting, pushing, shoving
- cheating
- disobeying bus rules
- possessing/using a weapon
- assaulting another person
- being uncooperative
- leaving school grounds
- destroying school property
- possessing and/or using drugs
- possessing and/or using tobacco
- being disrespectful
- displaying disorderly conduct
- improper computer use
- failure to complete assigned work

Some examples of consequences include, but are not limited to:

- apologizing for behavior, either verbal or written
- behavior practice or revisit
- cleaning up after oneself
- attending office time-out
- losing school privileges
- notifying parents/guardians
- missing portions of recess
- attending detention
- experiencing in-school time out
- out of school time out (suspension)
- quiet lunch table time
- loss of privileges for a field trip/school activity

## ITEMS TO AND FROM SCHOOL

Please include backpack and pocket checks as part of your families' daily routine. A backpack/pocket check provides a very meaningful way to gather information. Backpacks often contain assignments that need to be completed or papers that have been checked; these papers will help you know what your child is learning and how he/she is progressing. You will also be less likely to miss notifications and newsletters.

There are a variety of things that your child may need to bring to school for assignments and activities. However, there are things that should not be brought to school for safety, loss or damage reasons.

The following list includes some of the items that your child should not bring to school. A backpack/pocket check is a way to make sure your child is not transporting items that are not appropriate. Attempts are made to prevent and resolve issues of safety, thievery and destruction related to these items, but success is limited.

- » Toys of any kind (including toy weapons)
- » Money (except for meals, pictures, book sales, etc.)
- » Glass and sharp objects
- » Valuables and items that could be damaged or stolen
- » Objects that hang from book bags and coat zippers (these are dangerous)
- » Live animals
- » Cologne/Perfume
- » Shoes with wheels

## CARING FOR PROPERTY

Students are responsible for caring for school items and property. Public funds are used to provide public education and educational resources. If students misuse, deface, damage or waste school property they are wasting public funds. If students do not take care of school property, restitution and consequences will result.

Student desks, lockers, and cubbies are school property and are not able to be locked. A student may not deny school district personnel entry into a school desk. Desks, lockers and cubbies may be searched at any time. Also, all items that have been brought into the school are subject to searches. Searches will not be conducted without reasonable cause. Any inappropriate materials will be confiscated and may be used as evidence during disciplinary proceedings.

Students are not permitted to bring glass containers, live animals, and perfumes/colognes on buses. Students are to have respect for school buses (seats and floors kept clean).

## BORROWING SCHOOL PROPERTY

Students are permitted to borrow school property such as textbooks, library books, art materials and other materials. Responsible borrowers take care of and return borrowed items. Students who are not responsible for caring for and returning school property will experience consequences.

## **APPROPRIATE DRESS AND ADORNMENT**

Students are expected to dress and adorn themselves in garments that are comfortable, safe, modest and appropriate for the weather and learning. Adornment and/or dress that is not appropriate includes spaghetti straps, muscle shirts, chains, face paint, short shorts, improper pictures and words, halter-tops and sunglasses. Athletic shoes (sneakers) are required for physical education and are also the most appropriate footwear for all school activities. For student safety, shoes should fit properly, have a back and be tied. Flip-flops and slides are not permitted. Occasionally, events are planned and students are encouraged to dress in a particular way (i.e., hat day, favorite book character day, outdoor event, field trip).

Restrictions may be imposed whenever dress and/or adornment is unsafe, disruptive to school operations and/or it interferes with the educational process. School personnel will use professional certified opinions when making decisions regarding dress and adornment. Please contact the building principal if you have questions.

# SECONDARY

Each year this guidelines and procedures handbook is updated and reviewed in order to address current issues regarding student conduct and behavior while attending Titusville Area Schools. The handbook is provided to all students in order for every student to understand the guidelines and procedures of our school. The administration reserves the right to recommend to the school board of education any revisions to this handbook at any point during the school year.

## ATTENDANCE

### Late to School / Classes

1. Any student who arrives at his first period after the morning tardy bell or comes to school during or after the first period until 9:30 a.m. will be considered tardy.
2. If a bus arrives after the morning tardy bell all students on that bus must sign in at their respective offices upon arrival. The student will not be considered tardy to school.
3. Any student arriving to class after the bell rings will be considered late for class. Students accumulating tardies within each quarter will be subject to assigned consequences according to school policy as designated by the building principal.
4. If a student arrives to school after 9:30 a.m. or leaving prior to 1:30 p.m. will be considered absent from school for 1/2 day. If the student does not have a valid written excuse, the absence will be unexcused and will accumulate toward truancy charges.
5. If a student arrives to school after 12:45 p.m. the student will be considered absent a full day. If the student arrives to school without a valid written excuse, the absence will be unexcused and will accumulate toward truancy charges.
6. Any student with a total number of absences that exceeds six (6) unlawful and/or eighteen (18) cumulative absences will not be eligible to attend the Prom. Special circumstances will be reviewed by the building principal.

## ACADEMIC INFORMATION

### Honor Roll

High School: A student must obtain a 3.0 average, without any D's, to be on the honor roll. A 3.5 average without any D's will achieve high honors. An incomplete grade will remove a student from the honor rolls.

Middle School: A student must obtain a Numeric Grade Average (NGA) of 92% or above to be on the High Honor Roll. A student must obtain an (NGA) of between 85% - 91.99% to be on the honor roll. An incomplete grade or any percentage obtained below 70% will remove the student from the honor rolls.

### Scholastic Letters

This award may be earned by any student grades in nine through twelve. Because the award is intended to recognize Titusville High School's "*best of the best*," there is a slight difference from the honor roll requirements. The student must be on the annual honor roll which is calculated using the final grade for the year.

### Repeating Courses

Students may repeat courses at the school to improve grades. Duplicate credit will not be awarded. School counselors will annually review repeated courses and award the appropriate grade and credit within the student information system.

## HOMEWORK [Policy 130 Homework](#)

There is no set policy limiting the amount of homework that is to be given by each teacher. The amount of homework will vary with the individual class and material being covered at that time. As a guideline, the administration recommends that each teacher take into consideration the other subjects a student has when assigning outside work. Each student has the responsibility of completing the homework assignment(s) and turning them in on the day designated by the subject teacher.

## **VENANGO TECHNOLOGY CENTER [Policy 115 Career and Technical Education](#)**

All students enrolled at Titusville High School are eligible to attend the Venango Technology Center located in Oil City pending application based on academic, attendance and behavior. There are several certified technology center programs from which to select. We consider it a privilege for our students to attend this school program and expect that all of our students follow the attendance, academic and behavioral policies.

If a student is absent more than 10 days from Venango Technology Center, he or she will receive a written warning regarding attendance and possible removal from the program. After 15 days of absence, the student will be removed from the program. Under unusual circumstances, the principal may extend the attendance guidelines. Any student who violates or cannot comply with the policies including transportation to and from the Technology Center, risks being removed from the program and rescheduled into a regular high school program. Students may not drive or ride to or from Venango Technology Center without a valid driving pass. Passengers will not be permitted.

## **LIBRARY/MEDIA CENTER PROCEDUES**

The library is to be used for recreational reading or research. Students will not come to the library to do assignments unless the assignments require the use of library facilities. Common courtesies such as quietness, careful use of materials, checking out materials to be used outside the library, and returning used library materials to the proper place should be carried out at all times. The principals, teachers and librarians will work out details of library usage for each student. Students may check out all materials necessary to complete their work. Any materials, which may be taken out of the library, are checked out for two weeks and may be renewed as often as needed. The only two items that cannot be checked out are magazines and reference materials. However, in the case of reference books, many of these same reference books have duplicate copies on the regular shelf and may be checked out.

## **SCHOOL COUNSELING PROGRAM [Policy 112 Guidance Counseling](#)**

1. All students are encouraged to use our counseling services by visiting our school counseling offices. School counselors will try to assist students with career development, classroom achievement, and personal success.
2. Any student may ask to see a counselor. Appointments must be made in advance with the school counseling secretary or one of the counselors. Also, counselors may ask to see the students. Students must have their hall pass signed before reporting to the guidance office. No student should report to the school counseling office without his classroom teacher knowing the whereabouts of the student. Teachers may request that students not report at that particular time. In this event, students should see the counselor during non-class time to reschedule an appointment.
3. Also, no student may use the excuse "*I stopped by the school counseling office*" as a valid excuse for being late to class. These students will be considered tardy for class.
4. All students using the school counseling office during the school day must have a signed pass and remain only for the assigned time. Students visiting college campuses should arrange them with the assistance of the school counselor and fill out the proper form with one of the counselors.

## **STUDENT ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

### **[Policy 122 Extracurricular Activities;](#)**

### **[Policy 123 Interscholastic Athletics](#)**

The Titusville Area School District School Board of Education, through policy and annual review, establishes an Extracurricular Student Code of Conduct and/or By-laws for those students who participate on district athletic teams, in clubs or activities. Students participating in our programs will sign the code of conduct or by-laws to be kept on file.

Representing the Titusville Area Schools in extracurricular activities is a privilege that carries with it responsibilities to the school, to the team/activity, to the student body, and to the community. The student is expected to act in a manner that will reflect favorably on all of the above. Failure to comply with these expectations will result in disciplinary action, which may include suspension or dismissal from the extracurricular activity.

## **BEHAVIORS AND ETIQUETTE**

All student extracurricular participants/athletes will follow the “code of conduct” which has been established to remind our extracurricular participants/athletes that they represent the community, school, and coaches/advisors and are expected to conduct themselves with class and dignity. Any breach of this code of conduct on school property, at school sponsored events, on their way to and from school, within the Safe and Drug Free School Zones, or off-campus could result in the student extracurricular participant/athlete being declared ineligible, suspended or removed from the activity, club or team. For the purposes set forth, the student extracurricular participants/athletes conduct expectations will commence from the first meeting day or first day of practice or audition through and including 24 hours after the last competition or performance.

This athletic information will be reviewed at a mandatory parent meeting held prior to the start of the season. Attendance at this meeting is required once per school year.

## **EXTRACURRICULAR ELIGIBILITY**

**Athletic Eligibility:** All student athletes who participate in interscholastic athletics at a school which is a member of the PIAA must adhere to PIAA eligibility rules. If you fail to comply with PIAA rules, you will lose your eligibility to represent your school in interscholastic athletics. If you participate while ineligible, your school and/or team will be penalized. The principal of your school is responsible for certifying the eligibility of all students representing your school in interscholastic athletics. The following are things that impact the eligibility of a student: age, amateur status and awards, attendance, consent of parent/guardian, pre-participation physical examination, transfers, period of time after eighth grade, participation, and grade repetition, outside participation, academic and curricular requirements, all-star contests, national high school/interscholastic championships, and out-of-season participation.

**Athletic & Extra-Curricular Eligibility:** There will be a weekly grade check system at which time if a student is failing two (2) or more subjects he will be declared ineligible for the following Sunday through Saturday night. A teacher will mark a student ineligible if that student is failing their course for the grading period. Eligibility is dependent, also, on the conditions of the signed extracurricular activity contract. Questions regarding extra-curricular and athletic eligibility should be directed to the principal's office.

## **SCHOOL ATTENDANCE AND ATHLETICS/EXTRA CURRICULAR ACTIVITIES**

All students must be in school by 8:25 a.m. in order to practice or be eligible to participate in the athletic/extracurricular event. Those students arriving after 8:25 a.m. must have a doctor or dentist excuse or be on a school approved trip. Parent excuses will not be accepted. Also, every student will be expected to be in school the morning after a scheduled event. Students must be in school on a Friday to be eligible to participate on a weekend, unless prior permission has been given by the school administrator.

## **NCAA ELIGIBILITY REQUIREMENTS**

Student athletes must register with the NCAA Eligibility Center, the respective eligibility center if planning to participate at the division one and two levels. A qualified student athlete can practice, compete and receive an athletic scholarship as a freshman. Consult your

school counselor for more information concerning NCAA guidelines or visit the NCAA Eligibility Center website at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org) or the NAIA Eligibility Center at: [www.playnaia.org](http://www.playnaia.org)

## **PHYSICAL EXAMS FOR ATHLETICS**

A pre-participation physical examination must be performed by a licensed medical provider in accordance to the procedures set forth by the constitution and by-laws of the PIAA. Questions regarding athletic physical examinations should be directed to the athletic office.

## **SCHOOL ATHLETICS/ACTIVITIES**

A variety of sports and activities are made available before, during and after school hours. Students are strongly encouraged to participate in a sport or activity. Athletic and activity offerings may be adjusted due to the number of participants

## INTERSCHOLASTIC SPORTS PROGRAMS

### HIGH SCHOOL

#### FALL

Cross Country Boys and Girls: Varsity  
Football: Varsity, JV  
Golf: Varsity, JV  
Soccer: Boys and Girls Varsity, JV  
Volleyball Girls: Varsity, JV

#### WINTER

Basketball Boys: Varsity, JV  
Basketball Girls: Varsity, JV  
Swimming: Boys and Girls: Varsity  
Wrestling: Varsity, JV

#### SPRING

Baseball Boys: Varsity, JV  
Softball Girls: Varsity, JV  
Tennis: Varsity  
Track & Field Boys and Girls: Varsity

### MIDDLE SCHOOL

#### FALL

Cross Country, Boys and Girls  
Football, 7<sup>th</sup> and 8<sup>th</sup> grade  
Girls' Basketball, 7<sup>th</sup> & 8<sup>th</sup> grade

#### WINTER

Boys' Basketball:  
7<sup>th</sup> and 8<sup>th</sup> grade  
Wrestling 7<sup>th</sup> and 8<sup>th</sup> grade

#### SPRING

Track & Field: 7<sup>th</sup> and 8<sup>th</sup> grade  
Boys and Girls  
Girls' Volleyball: 7<sup>th</sup> and 8<sup>th</sup> grade

## CAMPUS INFORMATION

The primary responsibility of the Titusville Area School District is the education of its students. Students have the right to a safe, secure and peaceful school environment. Students and staff are protected from harm and supported by a climate conducive to learning. Collaboration between members of the entire school, parents and the community is critical to this prevention effort. The district's Emergency Operations Plan provides specific details on current practice and procedures that should be followed under certain circumstances regarding school safety and crisis intervention.

### **Assembly Procedures**

The purpose of assemblies is to provide the student with enjoyable, educational experiences. The student's responsibility is to show respect to those people making the presentation.

In order to get the program started promptly, we request that you come into the auditorium quietly, find your assigned seats, and sit quietly until the program begins. Many individuals and groups who come to perform for us have complimented us. They are very impressed with our good behavior and respect. This is a plus for our school, and we want to keep it that way.

### **Care of School Property**

The books, working materials, equipment, and furniture that the students of this school need to use daily are the property of the Titusville Area School District. They are purchased with public funds. Your parents pay taxes to provide these funds. Be assured that any waste or misuse of these materials, equipment and furniture results in a loss that your own parents must pay for. Students that deface school property will be required to make restitution and may be assigned consequences, suspended from school and face possible court action.

### **Change of Address**

When a student's family moves or has new information, such as phone number, email addresses and any changes to emergency information, it is the parent's and student's responsibility to notify the office immediately. In order to remain in compliance with audit procedures we are required to have on file documents for Proof of Residency which may include a copy of a lease, deed, mortgage settlement sheet, signed sales agreement, or recent tax receipt.

### **Dance Information/Junior Prom**

Our school dances are provided for the enjoyment of those students who are enrolled in the Titusville Middle School or Titusville High School. All middle school students who enter the building for the dance must remain at the dance until it is over or a parent/guardian has arrived at the door to pick them up. At the high school, students who leave the dance will not be permitted to re-enter. School dress code regulations and code of conduct will be enforced for dances.

The junior class of Titusville High School sponsors a prom the first weekend in May. Students in grades 10, 11, and 12 may attend the prom. Ninth graders are not permitted to attend. Any guest that is not a student at Titusville High School must be registered and approved by the senior high administration to attend the prom, Sadie Hawkins, and Homecoming dances. Guests must be in at least 10<sup>th</sup> grade, but not over the age of 20.

### **Dress Code [Policy 221 Dress and Grooming](#)**

Students shall be allowed reasonable freedom in dress and adornment. However, restrictions will be imposed whenever the mode of dress in question is unsafe, not modest, or is disruptive to school operations and the educational process in our professional certified opinion. This would include any apparel that would suggest any affiliation or membership in any group or organization that advocates illegal or inappropriate activities. We expect that students will follow the dress code for school events such as concerts and banquets and meet any additional requirements of the instructor/advisor. The following is a list of specific limitations by which students must abide:

1. Wearing apparel must not be torn or altered in appearance and the sagging of pants will not be tolerated. You must be neat and clean at all times.
2. Sunglasses are not to be worn in school unless accompanied by an office permit. Tinted glasses may be worn if prescribed by a doctor.
3. Mid-section exposure of the body is not permitted under any circumstances. Halter-tops, tube tops, spaghetti straps, and inappropriate make-up and chains are not permitted to be worn. All shirts must have a shoulder seam width of at least three fingertip's width.
4. Safe and appropriate footwear must be worn.
5. The length of shorts and skirts/dresses must be at least fingertip length. Excessively tight pants that are not modest are not permitted.
6. All hairstyles must be maintained in good taste. Keep in mind all the sanitary requirements of proper grooming. Safety needs pertaining to clothing and hairstyles must be followed according to the instructor's direction.
7. Hats are not to be worn in the building and are subject to the same guidelines that govern the general dress code.
8. Pajama tops, bottoms, and/or slippers may not be worn.

Any items (i.e., t-shirts, book-bags, hats and coats, etc.) with sexually suggestive messages or that advertise, display images of, or advocate tobacco, drug and alcohol-related messages, weapons, or are altered in appearance with any inappropriate symbols are strictly prohibited.

For safety reasons, students may not attach any type of fabric to their clothing in a cape-like fashion.

Violations of the dress code will warrant the appropriate disciplinary action and may result in consequences up to and including suspension. Parent contact may be made.

### **Driving to School (High School only)**

School parking lots are reserved for faculty, staff and visitors during school hours. Students must use on street parking and are reminded that the safe and drug free school zone extends 1000 feet from the school in every direction.

### **Hallways**

Between each class a student is given sufficient time to move to their next assigned room. Students are required to follow the most direct route to their assigned areas. This is plenty of time to get from one class to another. If your locker is not located between your rooms, plan ahead. Students are not permitted to run, yell, sit or push while in the halls.

1. Loitering in halls or restrooms will not be tolerated.
2. Personal music players with earbuds or headphones may be used on buses and while walking to and from school. At the middle school, use of these devices is not permitted in the building. High school students are permitted to use personal music players with earbuds or headphones.
3. Students will be permitted to carry water during the school day in the hallways and classrooms provided the bottle is clear. No glass bottles are permitted in the building. Beverages are permitted in the cafeteria during lunch.



## Restrooms

1. Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, clogging facilities or hiding from school personnel *will not* be tolerated. Students that deface school property will be required to make restitution and may be assigned Detention, suspended from school and face possible court action.
2. You will use only the restrooms closest to where you are located. Movement to any other area is prohibited.  
**It is a privilege to use the restroom during class. Do not assume that the teacher must honor every request.** In cases where a student takes advantage, a request may be denied. We urge students to use the restroom between class periods rather than during class time. Before leaving for the restroom, you must follow the procedures set up by the teacher, including use of the hall pass.
3. Students who are ill must report to the nurse's office and not to public restrooms (separate restroom facilities are located in the nurse's office). Contacting parents directly instead of going to the nurse is not permitted and may result in consequences.
4. Keep your restrooms clean. Show good sense and respect for others who may wish to use the facility. Report any damage to a restroom to the office immediately.

## Student Desks/Tables

The classroom teacher, for a variety of reasons, will see fit to assign each student a desk or table. Students will not have the privilege of their own choice unless they receive permission from their teacher. No type of refuse should be placed in any desk or table, nor is writing permissible on the desk surface. Any violation of this type will result in appropriate disciplinary action.

## CLASSROOM CONDUCT

Throughout every school day you will be constantly supervised by state certified teachers. They are trained for your betterment. You will obey their directions at all times. Opposing or badgering any teacher in any manner that would discredit them will not be tolerated. Complaints will be made privately to the teacher. If you are not satisfied, then see the principal. You will not use class time to voice your complaints.

## DUE PROCESS REQUIREMENTS FOR SUSPENSIONS

For all suspensions not exceeding 3 days the minimum procedural requirements are as follows:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians are notified in writing.

For all suspensions exceeding 3 days up to 10 days the minimum requirements are as follows:

1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
2. The parents or guardians and the superintendent of the district are notified in writing.
3. The parents or guardians and the student are notified of the reasons for the suspension in writing.
4. Sufficient notice of the time and place of the informal hearing must be given.
5. There is a right to question any witnesses present at the hearing.
6. There is a right of the student to speak and produce witnesses on his or her own behalf.
7. The district must offer to hold the informal hearing within the first five days of the suspension.

In all suspension cases, the student has the responsibility to make up exams and school work missed due to the suspension and must be permitted the right to complete these assignments under the guidelines set by the district.

## PENALTIES FOR INFRACTIONS OF OUR SCHOOL CODE

### Definition of Terms

**Detention** will be assigned as necessary.

**Student-Teacher Meeting** is a meeting held between the student and teacher to review behavioral concerns and expectations.

**In-School Reassignment** will be used when a student needs a period of time to cool down, complete given assignments for an

extended period of time, or may be used in combination with *Out-of-School Suspension* when deemed appropriate and necessary for student discipline.

**Out-of-School Suspension** is defined as exclusion from school not to exceed ten (10) days per infraction. Student is not permitted on school property during assigned time.

**Exclusion** is defined as a disciplinary removal from the regular educational placement. This applies to students with an IEP who are suspended for up to 45 calendar days for violations of the disciplinary code involving weapons, drugs or other extremely serious situations.

**Expulsion** is defined as exclusion from school for any period exceeding ten (10) school days or permanent removal from school. The board shall require, prior to re-admission that the student provide competent and credible evidence that they have complied with board stipulations for re-admittance to school. Student shall be subject to random searches and/or drug testing depending on the nature of the infraction. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with

Disabilities Education Act and follow board policy. This penalty may be enforced for students who demonstrate incorrigible behavior over a period of time.

## DETENTION

Students arriving late to detention receive additional consequences. Only parents can reschedule detention. Please note that transportation to and from detention will not be provided by the school district.

Detention is held Monday through Thursday

Middle School Hours: 3:15 to 4:15 p.m.

High School Hours: 3:20 to 4:20 p.m. and 6:50 to 7:50 a.m.

## OFFENSES AND DISPOSITIONS

The following guidelines are to be used under ordinary circumstances; however, the building principal may take into account special circumstances that surround a specific incident.

### DC 01: Assault on Student (Crime against a person)

**Definition:** Assault is an unlawful attack by one student upon another. By definition there can be no attempted assaults, only completed assaults. The act should intentionally, knowingly, or recklessly cause bodily injury and/or serious bodily injury to a student(s).

**Disposition: First Offense: Five-Day Suspension.**

Parents of the victim will be encouraged to file charges, depending on the severity of the incident; school officials may also file charges. A parent conference with the principal will be held.

**Succeeding Offenses: Ten-Day Suspension.**

School officials will also file charges of assault with the local magistrate against all parties involved. A parent conference with the principal and/or the Superintendent will be held.

### DC 02: Assaults on School Employee

**Definition: Assault on school employee** is an unlawful attack by one person upon another. By definition there can be no attempted assaults, only completed assaults. The act should be intentionally, knowingly, or recklessly causing bodily injury or serious bodily injury to an employee(s).

**Disposition:** Immediate suspension from school and report to police. Begin expulsion proceedings at the discretion of the Superintendent

### DC 03: Ethnic Intimidation

**Definition:** A person commits the offense of ethnic intimidation if, with malicious intention towards the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals, he/she commits an offense with respect to such individual or his or her property or with respect to one or more members of such group or to their property. (Criminal mischief and other property destruction)

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

## DC 04: Extortion/Theft

### **Definition: Theft by Unlawful Taking:**

Movable property - A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.

Immovable property - A person is guilty of theft if he unlawfully transfers, or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another not entitled thereto.

1. If amount is \$50 or more but less than \$200 it is a misdemeanor 2<sup>nd</sup> degree
2. If amount is less than \$50 it is a misdemeanor 3<sup>rd</sup> degree

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

## DC 05: Fighting

**Definition: Fighting (Mutual altercation)** is a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction. Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer this offense as simple assault.

**Disposition: First Offense:** Immediate Suspension

Dependent upon the severity of the incident, school officials may:

1. File charges of disorderly conduct against all participants in the incident with the local magistrate.
2. Hold a parent conference with the principal.

**Succeeding Offenses:** Immediate Suspension – Minimum Five

Days. School officials will also:

1. File charges of disorderly conduct with local magistrate against all parties involved.
2. Hold a parent conference with the principals.

## DC 07: Intimidation/Racial Intimidation/Hate Crimes

**Definition: Racial/Ethnic Intimidation (Crime against a person)** is malicious intent toward another person or property based on race, color, religion or national origin is a hate crime.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

## DC 09: Harassment

**Definition: Harassment.** - A person commits the crime of harassment when, with the intent to harass, annoy or alarm another, the person:

1. Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. Follows the other person in or about a public place or places; or
3. Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose.
4. Engages in cyberbullying and harassment using inappropriate negative communication with peers and/or adults through online communication means, i.e. social networking sites, etc.
5. Communications to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
6. Communicates repeatedly in an anonymous manner;
7. Communicates repeatedly at extremely inconvenient hours; or
8. Communicates repeatedly in a manner other than specified in sections (5), (6) and (7).

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held. Documented cases of cyberbullying and harassment will result in consequences.

#### **DC 10: Reckless Endangerment**

**Definition: Reckless Endangering** (Crime against persons) is engaging in conduct that places or may place another person in danger of death or serious bodily injury.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten--day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

#### **DC 11: Robbery**

**Definition: Robbery** is the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

#### **DC 12: Sexual Harassment**

**Definition: Sexual Harassment (Crime against a person)** is discrimination against a student based on the students' submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender-based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment. This includes students and staff. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, gestures, jokes or pressure to engage in sexual activity.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**Succeeding Offenses:** Immediate Suspension – Minimum Five Days. School officials will also file charges of harassment with the local magistrate against all parties involved. A parent conference with the principal will be held.

#### **DC 14: Threatening a School Official**

**Definition: Threatening or Intimidating a School Official or a Student (Crime against persons)** (Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.

**Disposition:** Dependent upon the severity of the incident, a student may be suspended for a period up to ten days and a complaint of disorderly conduct could be filed with the police.

**Further Incidents:** School principals will file disorderly conduct charges, automatic ten-day suspension and recommendation to the school board for expulsion.

#### **DC 15: Arson**

**Definition: Arson** is the unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same.

**Disposition:** Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

#### **DC 16: Bomb Threats**

**Definition: Crime Code Citation: 2706. Terroristic threats:** A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

1. Commit any crime of violence with intent to terrorize another;
2. Cause evacuation of a building, place of assembly or facility of public transportation; or
3. Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term communicates means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

**Disposition:** Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

## **DC 17: Demonstrations/Riot**

### **Definition:**

**Riot:** A person is guilty of riot, a felony of the third degree, if he/she participates with two or more others in a course of disorderly conduct:

- (1) With the intent to commit or facilitate the commission of a felony or misdemeanor
- (2) With intent to prevent or coerce official action;
- (3) When the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

## **DC 18: Disorderly Conduct**

**Definition: Disorderly Conduct:** A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, him/her:

1. Engages in fighting or threatening, or in violent or tumultuous behavior;
2. Makes unreasonable noise
3. Uses obscene language, or makes an obscene gesture; or
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

## **Weapons**

**Definition: Illegal Possession of a Weapon:** Possession, use or intention of use of any instrument or object to inflict harm on another person or to intimidate any person as defined in the weapons section of this handbook

### **DC 19: Possession of a Firearm**

**Disposition:** Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 60 Weapons Policy.)

### **DC 20: Possession of a Knife**

**Disposition:** Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 60 Weapons Policy.)

### **DC 21/24: Possession/Use of Other Weapon**

**Disposition:** Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 60 Weapons Policy.)

### **DC 22: Terrorist Threats**

**Definition:** Terrorist threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. (I.e. bomb threats)

Terrorist act - shall mean an offense against property or involving danger to another person.

The Titusville Area School District prohibits any student from communicating terrorist threats or committing terrorist acts directed at any student, employee, Board member, community member or school building. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terrorist threat or act.

**Disposition:** When an administrator has evidence that a student has made a terrorist threat or committed a terrorist act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student and shall promptly report the incident to the Superintendent based on further investigation. The building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board.
2. If a student is expelled for making terrorist threats or committing terrorist acts, the Board shall require, prior to re-admission, that the student provide competent and credible evidence that he/she does not pose a risk of harm to others.
3. If a student is expelled for making terrorist threats or committing terrorist acts, upon return to school, the student shall be subject to random searches.
4. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

**DC 25: Verbally Harassing Any School Personnel**

**Definition:** The use of profanity, threats and derogatory remarks directed at any school personnel and/or bus drivers.

**Disposition:** Dependent upon the severity of the incident a student may be suspended for a period up to ten days and a complaint of disorderly conduct could be filed with the police.

**Further Incidents:** School principals will file disorderly conduct charges automatic ten-day suspension and recommendation to the school board for expulsion.

**DC 26: Destruction or Defacement of School Property**

**Definition: Vandalism** is the unlawful desecration of a building or other structure with the intent to commit damage.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 27: Possession/Use of Fireworks or Explosive Devices**

**Disposition:** Any student who possesses or uses fireworks or explosive devices, or is responsible for bringing fireworks or explosive devices into the school environment will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. A meeting must be convened with parents/guardians, representatives of the school district and other appropriate social/legal agencies prior to student returning to the classroom.

**DC 28: Class Disruption**

**Disposition:** Any combination of the following consequences can be implemented at the teacher's or principal's discretion:

Warning in Class; Teacher/Student Conference after Class; Teacher Notifies Parent; Teacher/Student/Office Conference; Parents Are Notified; Detention and Possible Removal from Class; Detention Assigned. Three Days Removal from Class with Failing Grade; Removal from class with failing grade.

**DC 29/30: Possession, Use, Sale or Distribution of Tobacco, Vaping and Nicotine Products**

**Definition: Use of tobacco in schools prohibited.** A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

**Disposition: On school property, district conveyance or within Safe and Drug Free School Zone** (1,000 feet from any district facility).

**First Offense:** Four-session tobacco & vaping health educational class and referral to local district magistrate as per the state anti-tobacco law.

**Second Offense:** Four after school detentions and referral to local district magistrate as per the state anti-tobacco law.

**Further Incidents:** Will result in being assigned additional detention and/or out-of-school suspension and, referral to the local district magistrate as per the state anti-tobacco law.

**DC 31/32: Skipping Detention**

**Disposition:**

First Incident: original Detention and additional consequences  
Second Incident: original Detention and additional consequences

Further Incidents: original Detention and a three, five- or ten-day suspension.

**DC 33: Disrespect/Defiance**

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 34: Bus Disruption**

**Definition:** When riding the bus to and from school, you are the responsibility of the school district. Students must abide by all posted bus rules and regulations. It is the driver's responsibility to assign seats and demand appropriate behavior for obvious safety reasons. Students are not permitted to eat or drink while on the bus.

**Disposition:** Refer to TASD Transportation Handbook for infraction codes.

General Infraction Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

- One (1) day bus suspension on the third (3<sup>rd</sup>) offense
- Three (3) day bus suspension for the fourth (4<sup>th</sup>) offense
- Five (5) day bus suspension for the fifth (5<sup>th</sup>) offense

After 5<sup>th</sup> offense depending on misconduct infraction, student may be suspended from the bus for the semester or possible for the school year. District officials will determine the appropriate disciplinary measure.

Gross Misconduct Infraction Numbers 14, 15, 16, 17, 18, 19, 20, 21, 22

- Five (5) days bus suspension for the first (1<sup>st</sup>) offense
- Fifteen (15) days bus suspension for the second (2<sup>nd</sup>) offense
- Removal for semester or school year for the third (3<sup>rd</sup>) offense

Depending upon the severity of any gross misconduct infraction an immediate bus suspension for the school year could be determined to be the most appropriate disciplinary measure.

**DC 37: Lack of Cooperation**

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 38: Hall Disruption**

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 39: Tardy to Class**

**Disposition:** Consequences up to and including Detention will be assigned for students who are tardy to class.

**DC 40: Expulsion**

**Disposition:** (See Penalties for Infractions of Our School Code: Definition of Terms)

**DC 41: Dress Code**

**Disposition:** Violations of the dress code will warrant the appropriate disciplinary action and may result in detention or suspension.

**DC 43: Late to Detention**

**Disposition:**

1st Time: original Detention and additional consequences  
2nd Time: original Detention and additional consequences

Further incidents: original Detention and a three, five- or ten-day suspension.

**DC 44: No Work in Detention**

**Disposition:** 1st Incident: Sent to the office (assigned additional Detention) 2nd Incident: Sent to the office (assigned four additional Detentions),  
3rd Incident: Suspension (plus make up already assigned Detention).

**DC 46: Throwing Food/Misconduct in Cafeteria**

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 47: Tardy to School without an Excuse**

**Disposition:** First offense: Any student arriving to school without a valid written excuse will be given a warning. Subsequent offenses: Any student arriving to school without a valid written excuse will be assigned Detention.

**DC 48: Use of Profanity/Vulgar Language**

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

Excessive and/or consistent use of profanity will result in a disorderly conduct complaint filed with the local district magistrate.

**DC 49: School Truancy**

**Definition:** Once a student has accumulated three illegal days of absence from school, and the legal process has been set in motion, all consecutive illegal dates will be filed with the district magistrate. These legal procedures remain active as long as the student remains in the same building, with the illegal dates of absence carrying over from year to year. See the building principals for more information regarding the district's truancy elimination plan.

**Disposition:**

First unlawful absence: Courtesy Letter One

mailed Second unlawful absence: Courtesy

Letter Two mailed

Third unlawful absence: Certified Warning Letter mailed, Parent

Conference held Fourth unlawful absence: Truancy citation filed with district  
magistrate

Further unlawful absences will result in continued truancy citations and a referral to Children and Youth Services.

**Note:** In excessive truancy cases, the student may be recommended to the school board for expulsion that will result in placement in an alternative education center. Also, where all other consequences have been exhausted; parent/teacher conferences, referral to the student assistance team for drug/alcohol and mental health assessments, recommendation for psychological testing, the parent/guardian may be required to shadow their student in school.

**DC 50: Leaving the Building or School Block**

**Disposition:** First Offense: One Detention per period cut plus two Detentions. Succeeding Offenses: Two Detentions per period cut plus two Detentions.

**Note:** In cases of excessive cutting of classes and leaving the building; half day and full day truancy can and will be filed. Also, where all other consequences have been exhausted, parent/teacher conferences, referral to the student assistance team for drug/alcohol and mental health assessments, recommendation for psychological testing, the parent/guardian may be required to shadow their student in school.

**Note:** In excessive truancy cases, the student may be recommended to the school board for expulsion that will result in placement in an alternative education center.

**DC 51: Failure to Check In/Out**

**Detention assigned.**



**DC 52: Failure to Report to the Office**

**Disposition:** First Offense: Detention assigned.

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be assigned either detention or suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 53: Forged Document**

**Disposition:** Detention assigned.

**DC 54: Driving or riding to Venango Technical Center without Authorization (high school only)**

Principals reserve the right to remove any student from Venango Technical Center for violating this policy.

**Disposition:** Two Detentions assigned and loss of Venango Technical Center driving permit for 45 days.

**DC 55: Showing Inappropriate Affection**

**Disposition:** Warning to the students by the teacher and notification of warning to the office. Parental notification or conference. One Detention assigned.

Succeeding offenses: Two Detentions assigned. Further incidents may result in a suspension from school.

**DC 56: Possession, use, sale and /or distribution of alcohol**

Refer to SAP to investigate student's background and make findings known to parents/guardians, counselors and principals.

**Disposition:** Minimum: Five to Ten Day Out-of-School Suspension.

Maximum: School board hearing for expulsion from school for up to one calendar year from the date of the hearing. Professional alcohol and other drug evaluation and counseling shall be a prerequisite for re-admission to school. In addition, the school may require random drug testing. Other criteria for re-admission may be established as necessary.

**DC 57: Chewing Gum (Middle School only)**

**Disposition:** First Offense: Warning

Subsequent Offenses: Detention Assigned.

**DC 58: Sale of Controlled Substance**

**Definition:** See DC63.

**Disposition:** Immediate ten day out-of-school suspension and referral to school board for hearing on: (a) expulsion for up to one calendar year (b) referral for a drug and alcohol evaluation to determine appropriate intervention (c) provide other suitable schooling. SAP referral. Upon re-admittance to school, the student will undergo random drug testing for a minimum period of one year. Other criteria for re-admission may be established as necessary.

**DC 59: Cutting Class**

**Disposition:** First Offense: One Detention per period cut.

Succeeding Offenses: Two Detentions per period cut.

**DC60: Cut Class/Leave Building Disposition:**

**Refer to** Disciplinary Code 50 **DC 61: Out of Assigned Area**

**Disposition:** One Detention assigned

**DC 62: Harassment**

**Disposition:** Refer to Disciplinary Code 09

**DC 63: Possession, use, or distribution of a Controlled Substance**

**Definition:** The unlawful use, cultivation, manufacture, distribution, sale, transfer, solicitation, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or look alike or equipment and devices used for preparing or taking drugs or narcotics or their look alike. Infractions include being under the influence of drugs or substances represented as drugs while in school, on school transportation, or at school sponsored events. Use should be reported only if the students are caught in the act of using, are tested and found positive for use by an officer during/after arrest, or are discovered to have used in the course of investigating the incident. This category does not include tobacco.

Refer to SAP to investigate student's background and make findings known to parents/guardians, counselors and principals.

**Disposition:** Minimum: Five to Ten Day Out-of-School Suspension.

Maximum: School board hearing for expulsion from school for up to one calendar year from the date of the hearing. Professional alcohol and other drug evaluation and counseling shall be a prerequisite for re-admission to school. In addition, the school may require random drug testing. Other criteria for re-admission may be established as necessary.

**DC 64: Locker Violation**

**Disposition:** Rules and guidelines for Locker use are described in a previous section of the handbook. Violations of those rules and guidelines will result in a warning, Detention or suspension depending upon the severity and frequency of the violations. Student could lose the privilege of using school lockers.

**DC 65: Detention Rescheduled**

Detention will only be rescheduled when a parent excuse has been submitted prior to the assigned Detention. Every request will be reviewed on a case by case basis.

**DC 66: False Reports to Law Enforcement Authorities**

**Definition: False reports to law enforcement authorities.** (a) Falsely incriminating another – A person who knowingly gives false information to any law enforcement officer with intent to implicate another commits a misdemeanor of (b) Fictitious reports – A person commits a misdemeanor of the third degree if he/she: (1) Reports to law enforcement authorities an offense or other incident within their concern knowing that it did not occur; or (2) Pretends to furnish such authorities with information relating to an offense or incident when he/she knows he/she has no information relating to such offense or incident.

**Disposition:** Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

**DC 67: Theft or Burglary**

**Disposition:** Refer to Disciplinary Code 04 and 11

**DC 68: Possession of a Potentially Dangerous Object**

**Disposition:** Detention, Suspension or Expulsion depending on the circumstances of the incident. Could fall under DC 21: Possession of Weapon.

**DC 69: Use of a Potentially Dangerous Object**

**Disposition:** Detention, Suspension or Expulsion depending on the circumstances of the incident. Could fall under DC 24: Use of Weapon.

**DC 71: Lieu of Detention**

Parents may opt for out of school suspension in lieu of Detention assigned after a conference with the building principal.

**DC 72: Computer/Internet Use**

**Disposition:** The use of our computers and the internet is a privilege, not a right, and inappropriate use could result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to detention, suspension or expulsion or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet specific concerns of the violation.

**DC 73: Bullying**

**Definition:** **Bullying** shall mean an intentional electronic, written, verbal or physical act, or a series of acts: 1) directed at another student or students; 2) which occurs in a school setting; 3) that is severe, persistent, or pervasive; and 4) that has the effect of doing any of the following: substantially interfering with a student's education; creating a threatening environment or substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Both genders can engage in direct or indirect bullying, and it can be either physical or psychological in nature. Bullying can be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students. The behavior can be either overt or covert in nature utilizing various methods of communication. For example, the term cyber bullying is being used to describe bullying behavior which occurs on the Internet.

The term bullying should not be used when there is a mutual confrontation between two students or groups of students. Behavior is clearly bullying when: there is intent to harm – the perpetrator appears to find pleasure in taunting and continues even when the target's distress is obvious. Mutual "teasing" should not be confused with bullying behavior and there is intensity and duration – the taunting continues over a period of time and is not welcomed by the target.

**Cyberbullying:** Bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some

cyberbullying crosses the line into unlawful or criminal behavior. The most common places where cyberbullying occurs are: Social Media, such as Facebook, Instagram, Snapchat, and Twitter; SMS (Short Message Service) also known as Text Message sent through devices; Instant Message (via devices, email provider services, apps, and social media messaging features); Email.  
Disposition: Refer DC 09.

***DC 74: Not Keeping Hands, Feet and Objects to Oneself***

**Disposition:** Dependent upon the severity and frequency of the incidents, student may be either assigned detention or be suspended from school for a three, five- or ten-day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

***DC 75: Personal Communication Devices***

**Disposition:** First Offense: Item will be confiscated and returned at the end of the day. A letter will be sent home. Second Offense: Item will be confiscated and returned only to the parents.

Third Offense: Item will be confiscated and returned only to the parents, plus detention is assigned.

Fourth Offense: Item will be confiscated and returned only to the parents, plus two detentions assigned.

Fifth Offense: Item will be confiscated and returned only to the parents, plus suspension for a three, five- or ten-day period.

# TRANSPORTATION

## TRANSPORTATION TO AND FROM SCHOOL

Transportation to and from school is a privilege. Abuse of this privilege may result in loss of transportation to and from school. When you lose your transportation privileges, you cannot ride a bus owned by the Northwest Bus Company and contracted by the Titusville Area School District during the time of the suspension.

***Video cameras and audio systems are installed on all Northwest School Buses. The information from these tapes can be used for disciplinary action. The cameras and audio systems will be on all buses and vans to help ensure the safety of all students and NW Bus Company employees.***

To perform this service safely and efficiently, the cooperation of the board of education, parents, students, principals, drivers and teachers is necessary.

Special education students will be subject to the same disciplinary procedures, including suspensions from riding the bus as regular education students unless otherwise noted in the student's IEP. The IEP will be reviewed to be sure that there are not any special circumstances that would warrant alternative forms of discipline, especially when a bus suspension is under consideration.

It is to be understood that in the event of a bus suspension, the student is still required to attend school and any absence during the suspension without a valid written excuse will result in school officials following the standard school truancy process.

### Pick-up at Bus Hub

In the event of an emergency and you need to meet your child/children at the THS bus hub before they go home on their transfer bus, you must notify the school office of your emergency. The Transportation Director will meet you at the bus where you may be required to present your valid photo ID.

### Change of Transportation Arrangements

If your child is not riding home on their regularly scheduled bus, a note requesting the change needs to be presented at the office in the morning. End of the day phone calls are discouraged; however, your child must be picked up by 2:35 or they will be sent home via their regular transportation. Phone calls will only be accepted until 2:00 P.M.

### Walking and Bicycling (when age appropriate)

Students need to use sidewalks as they walk to and from school. A crossing guard will assist students at some locations. If there is no sidewalk, walkers should face the oncoming traffic and walk on the berm or in the grass. Walkers need to observe safety rules, be safety conscious, and listen to the crossing guards. When riding bikes to and from school, students need to be safety conscious and observe traffic rules. Bicyclists need to remember to use the cross walks, to listen to the crossing guards and wear a helmet. Bicycles are to be parked in the bike racks. It is strongly recommended that ECLC students not walk to school alone.

*Note: Parents, if you are driving your child to school, please follow the building drop off procedures and use the entrance/exit that is recommended.*

## RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board of Education is the policy-making agent of the transportation system, as well as of all other phases of school operation. It is responsible, by law, for the general operation of transportation. The board delegates the actual responsibility for district control to the Superintendent, and, the board is the agency of appeal concerning administrative decisions.

The Board of Education, through the Superintendent and Transportation Director, plans bus routes and designates the bus stops.

## TITUSVILLE AREA SCHOOL DISTRICT BUS CONDUCT CODE

1. Students must sit down immediately upon entering the bus and REMAIN SEATED in his/her assigned seat throughout the route. Students are not to change seats while the bus is in motion.
2. Students will stay in their assigned seats and keep hands, feet and objects to themselves.
3. Students will follow directions given by the bus driver the first time.
4. Students will observe all safety rules and school policies while waiting for, boarding, riding and exiting from the bus.
5. No loud or shrill noises or boisterous conduct which may distract the driver is permitted. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing. Students will speak in a normal tone of voice and use proper language at all times.
6. All parts of the body must be kept inside the bus at all times.
7. No obscene language or gestures are allowed. No profanity of any kind, whether towards students or adults, will be tolerated.
8. No littering in or out of the bus is permitted.
9. Students are not permitted to throw objects or use objects such as a water gun on the bus.
10. No inappropriate display of affection is permitted.
11. Eating or drinking on the bus is prohibited. (This includes gum chewing.)
12. Possession or use of tobacco products, including E-cigarettes, while on the bus will result in state mandated fines, in addition to consequences outlined in penalties for infraction.
13. Refusing to follow the directions of the bus driver or failing to comply in the spirit of cooperation will not be permitted. The driver is in charge and his or her orders are to be followed at all times.
14. Students are not permitted to spray anything while traveling on the bus. (Example: perfume and deodorant)

## DELAY OR CLOSING OF SCHOOLS

If weather conditions or an emergency situation warrants the delay of school, the following procedure is taken:

Because our first student is picked up between 6:00 AM and 6:15 AM, once the busses leave to travel their routes there is no turning back. School officials cannot call for a delay or closing after 6:00AM. Preferably the decision will be made between 5:00 and 5:30 AM or the night before. Consideration for our students who live in the outlying and rural areas is the focus of the decision. School officials drive several back roads and highways within the district boundaries to evaluate road conditions. Communications are also conducted with the township supervisors and the Penn Dot officials at regular intervals.

Please understand that it is a delicate balance between calling a delay or cancellation or not. Weather can be fickle and conditions can be much worse just a few miles away from us in any direction.

In the unlikely event that a cancellation is necessary following a delay call, that decision will be made no later than 8:00 AM as the busses begin to pick up students by 8:15 AM.

Once a decision has been made to delay or cancel, parents will be notified of the decision via the district automated calling system, media outlets and the district website at [www.gorockets.org](http://www.gorockets.org).

Do not assume that because neighboring districts are delayed or cancelled that Titusville Area School District will follow suit. Our best advice for you is to assume that there will **NOT** be a delay or cancellation when we get winter weather.

The Superintendent will make the decision whether or not school should be delayed or closed.

If school is delayed, it will be by two hours.

Parents and students are advised to listen to the early morning news for school delays or cancellations. Please **do not** call the schools or the bus garage.

## RADIO AND TELEVISION STATIONS

### RADIO

#### FOREVER BROADCASTING STATIONS:

	<u>Franklin</u>	<u>Meadville</u>
FROGGY	98.5 (FM)	100.3 (FM)
MAJIC	99.3 (FM)	104.5 (FM)
WUZZ	107.7 (FM)	94.4 (FM)

### TELEVISION

ACTION NEWS 24 (WJET)

WICU TELEVISION – CHANNEL 12

WSEE TELEVISION- CHANNEL 35

WTAE TV – CHANNEL 4 PITTSBURGH

KDKA TV – PITTSBURGH

WPXI TV - PITTSBURGH

### INTERNET

The Morning Drill – [www.titusvillepalive.com](http://www.titusvillepalive.com)

Titusville Area School District – [www.gorockets.org](http://www.gorockets.org)

## RESPONSIBILITY OF PARENTS

There will be no daily bus passes issued. A bus registration form must be filed in order for you to ride a bus to and from school five days a week from one location to one location. Drop - off points may be a different location from the pick – up point, but they must be consistent. If other daily arrangements are needed, it will be the responsibility of the parent(s) to provide them.

Parents can contribute to the efficient transportation of their children in the following ways:

1. See that children are at their designated bus stop at least five minutes prior to bus arrival time. Drivers are not required to wait for children as all children further down the route would then be forced to wait that much longer.
2. Students **MUST** stay off the roadway at all times while waiting for the bus.
3. Students **MUST CROSS IN FRONT** of the bus when crossing the road or highway.
4. Students must wait until the bus has come to a complete stop and red lights are flashing before attempting to enter or leave the bus.
5. Students and parents will be held responsible for vandalism done to the busses.
6. Students will not be permitted to eat or drink on the bus.
7. Possession or use of tobacco products while on the bus will result in state mandated fines, in addition to the consequences outlined in penalties for infractions.
8. State law prohibits transportation of animals on the bus.
9. Special items and projects should be transported by parents to school rather than on the bus due to space and safety consideration.

10. If a child chases after a bus, the privilege of riding the bus may be revoked for one day depending upon circumstances.
11. School officials and parents share the responsibility of seeing that students are orderly while awaiting the bus.
12. Parents will be responsible for any damage done to a bus by their children and will be required to make restitution to the Northwest Bus Company.
13. Parents are responsible for making sure that adequate, responsible child care is provided after school.
14. In the unlikely event that a bus is involved in an accident or breakdown, all students must remain in their assigned seats on the bus until the investigation has been completed. If need be the driver will initiate the bus evacuation process. Students are to remain with the bus and are not to be released to parents until law enforcement or school officials have authorized the release of the student(s).
15. Drivers are only permitted to let students off at their designated stops.

## RESPONSIBILITIES OF STUDENTS

Students have duties and obligations that contribute to their safe orderly bus riding; and, therefore, are responsible for complying with the following rules:

1. Load and unload from the bus at your designated stop in an orderly manner and avoid crowding and pushing when getting on or off the bus.
2. Students will only be picked up/dropped off at their assigned bus stop. Students will receive consequences for riding a bus other than their assigned bus or transfer bus.
3. Students are required to remain on the bus once they have boarded.
4. Students will stay in their assigned seats and keep hands, feet, and objects to themselves.
5. Students will speak in a normal tone of voice and use proper language at all times. As in a classroom, quiet conversation is permitted. However, there must be absolute quiet at a railroad crossing and other places of danger as specified by the driver. The pupil is under the authority of and directly responsible to the bus driver.
6. Eating, drinking, chewing gum, and littering are not permitted on the bus.
7. Noise on the bus shall be kept to a minimum.
8. Students are not to throw anything while on the bus.
8. Students are not to hang any object or any part of their body out of the bus window.
9. Don't lose your riding privileges. Follow these rules:
  - a. Observe same conduct as in the classroom.
  - b. Be courteous, use no profane language.
  - c. Do not eat, chew gum, or drink on the bus.
  - d. Keep the bus clean.
  - e. Cooperate with the driver.
  - f. Do not cause physical harm to other students.
  - g. Do not be destructive.
  - h. Do not smoke or use tobacco products, including E-cigarettes.
  - i. Stay in your seat.
  - j. Do not get off the bus without the permission of the bus driver or school official.
  - k. Keep head, hands and feet and objects to yourself and inside the bus.
  - l. Do not spray anything while on the bus or at the crosswalk.
10. Cross the street at least ten feet ahead of the bus. Look both ways to make sure vehicles are not ignoring the bus stop sign arm.
11. Students are never permitted to transport animals or potentially dangerous objects such as glass, knives, lighters, etc. on the school bus.

12. When school is dismissed, go promptly to bus.

## **RESPONSIBILITIES OF SCHOOL ADMINISTRATION**

1. The Principal or designee shall see to the orderly loading and unloading of children at the school.
2. The Principal shall see that students are dismissed on schedule and immediately board the buses.
3. The Transportation Director and Superintendent will review parent requests for changes in normal bus assignment.

## **RESPONSIBILITIES OF TEACHERS**

1. Teachers shall dismiss their students at the scheduled time and see that bus riders go promptly to their buses.
2. Teachers are responsible for the behavior of their students on a field trip.

## **RESPONSIBILITIES OF BUS DRIVERS**

1. Regular bus drivers shall conform to all requirements of the State Code, and shall be properly licensed and certified.
2. Drivers will be on the bus or at the bus door from the time students begin boarding.
3. Drivers shall maintain a time schedule and conform to it as closely as traffic conditions, road conditions and safety conditions will permit.
4. Drivers will maintain a list of students, will utilize assigned seating schedules and strictly maintain assigned seats for all students.
5. The bus driver is responsible for the proper behavior of students on the bus during regular runs. Teachers, adult chaperones and coaches have the first responsibility in maintaining discipline when they are with their students on a bus.
6. Drivers are not permitted to let students off the bus once they have boarded the vehicle.
7. Drivers must submit behavior reports as soon as possible after the incident. Reports must be completed accurately and comments written in a manner that describes the incident factually and without bias.
8. Drivers will encourage good behavior by using positive rewards such as:
  - a. Verbal praise
  - b. Positive notes to parents, principals, etc.
9. The driver of a school bus involved in an accident shall follow the guidelines specified in Northwest Bus Service's bus accident/crash policy.
10. All safety precautions must be taken in loading and unloading students.
11. Drivers will walk the length of the bus at the end of each run to check for children who may have fallen asleep.
12. Drivers will monitor and may request that certain objects be left at the front of the bus for safety.
13. Driver is responsible for keeping the bus clean.
14. Drivers are not permitted to eat, drink or use tobacco on the bus.
15. The driver is to report all needed repairs to the bus maintenance department.
16. Buses should be parked where they will not constitute a hazard and are following the posted rules on idling.
17. Language and behavior of drivers and aides will be of a professional manner at all times.
18. Drivers are not permitted to use cell phones or Bluetooth devices while driving the bus. Drivers can use cell phones at stops or when pulled off of the road.



## **GENERAL VIOLATION OF THE FOLLOWING RULES MAY RESULT IN THE SUSPENSION OF BUS RIDING PRIVILEGES**

1. Students must sit down immediately upon entering the bus and REMAIN SEATED until departure. Students are not to change seats while the bus is in motion.
2. There are to be no loud or shrill noises or boisterous conduct which may distract the driver. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing.
3. All parts of the body must be kept inside of the bus and feet must be on the floor.
4. No obscene language, gestures or profanity of any type is permitted. No verbal abuse of any kind, whether towards students or adults (bullying) is permitted.
5. No littering in or out of the bus is permitted.
6. Students may not throw objects nor use objects such as a water gun on the bus.
7. No inappropriate display of affection is permitted.
8. Possession or use of tobacco products and E-cigarettes while on the bus will result in state mandated fines, in addition to consequences outlined in penalties for infraction.
9. Chasing after the school bus, is prohibited
10. Eating and drinking on the bus is prohibited. (This includes gum chewing.)
11. Refusing to follow directions of the bus driver or failing to comply in the spirit of cooperation; the driver is in charge and his/her orders are to be followed at all times.
12. Horseplay and tapping another student are prohibited.
13. The use of sprays while on the bus is prohibited.

## **GROSS VIOLATION OF THE FOLLOWING RULES WILL RESULT IN THE IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES**

14. Destruction of school property such as cutting or ripping a seat cover will not be permitted. In addition to making restitution, the student will lose his or her bus riding privileges.
15. Physical harm to other students.
16. Defiant refusal to obey the driver, such as but not limited to getting off the bus without driver permission.
17. Fighting, wrestling, pushing, etc.
18. Use of flammable materials. (This includes the use of matches, lighters, etc.)
19. General harassment and bullying.
20. Weapons.
21. Gross misconduct that endangers the lives of the driver, students or any other passengers.
22. Misconduct not otherwise defined or violations of school disciplinary code.

## **PENALTIES FOR INFRACTIONS**

### **General Infraction Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13**

- One (1) day bus suspension on the third (3<sup>rd</sup>) offense

- Three (3) day bus suspension for the fourth (4<sup>th</sup>) offense
- Five (5) day bus suspension for the fifth (5<sup>th</sup>) offense  
After 5<sup>th</sup> offense depending on misconduct infraction, student may be suspended from the bus for the semester or possibly for the school year. District officials will determine the appropriate disciplinary measure.

**Gross Misconduct Infraction Numbers 14, 15, 16, 17, 18, 19, 20, 21, 22**

- Five (5) days bus suspension for the first (1<sup>st</sup>) offense
- Fifteen (15) days bus suspension for the second (2<sup>nd</sup>) offense
- Removal for semester or school year for the third (3<sup>rd</sup>) offense

Depending upon the severity of any gross misconduct infraction an immediate bus suspension for the school year could be determined to be the most appropriate disciplinary measure.

## **PROCEDURES FOR BUS DISCIPLINE**

**PINK CARD – First Offense – (given to the student)**

This notice must be signed by the parent or guardian and returned to the bus driver before the student may resume riding the bus.

**BLUE CARD - Second Offense - (copy given to student, bus dispatch and school officials)**

This notice indicates that a conference between the building principal, bus driver, and the student is to be arranged within three days of the receipt of the card. Failure to comply will result in the loss of the student's bus riding privilege until said conference occurs.

**WHITE CARD - Third Offense – (copy given to student, bus dispatch and school officials)**

This notice indicates that the student will be denied bus riding privileges for a specified length of time. The actual number of days will depend on the type of violation that has been committed.

## **AM and PM BUS LOAD/UNLOAD SCHEDULE**

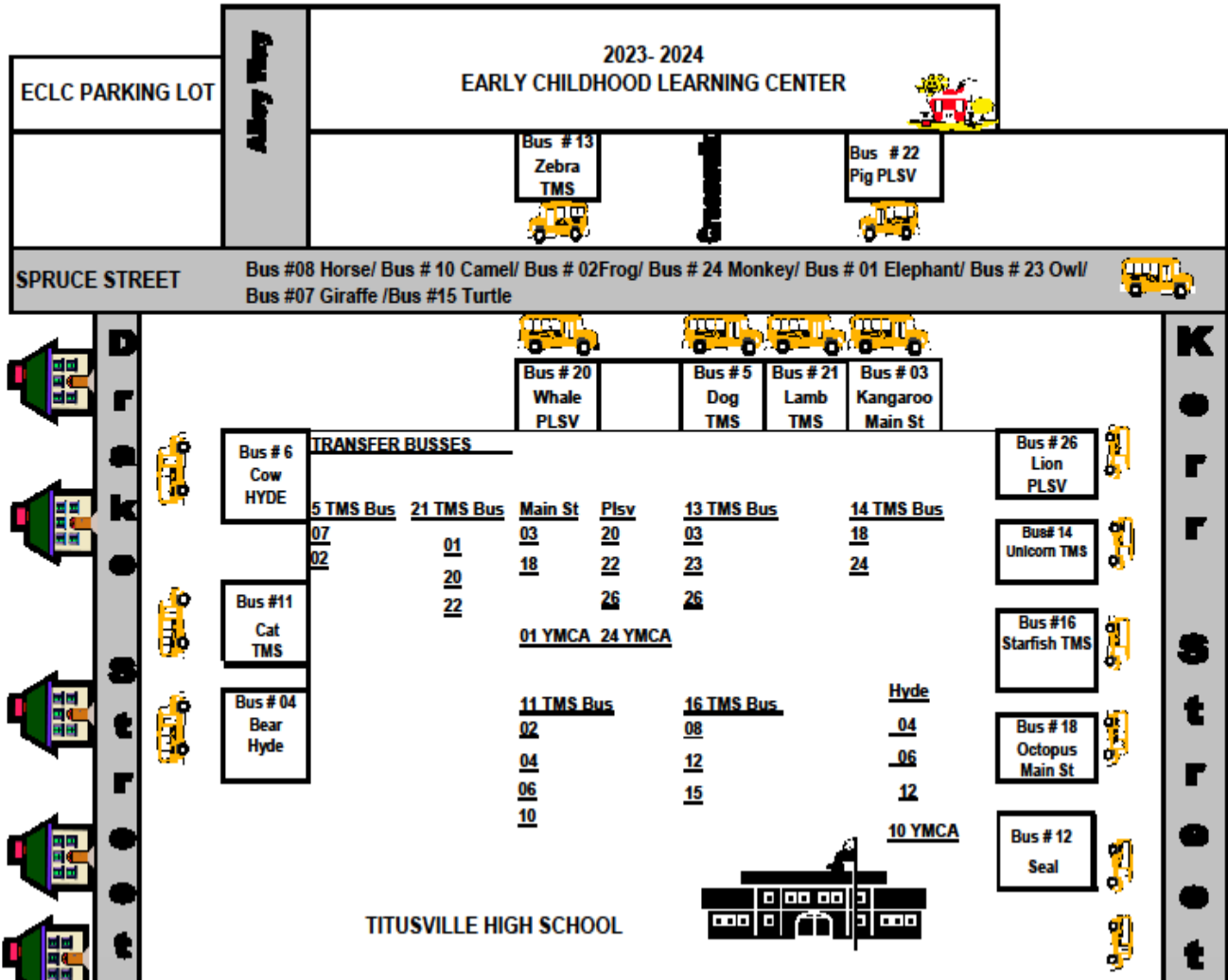
The Titusville High School and ECLC buildings form the transportation hub of the school district. All busses are assigned parking spots on Drake Street, Spruce Street and Kerr Street for students transferring between busses and attending these two schools.

For the safety and security of our students Spruce Street, between Drake and Kerr Streets, is closed to traffic from 7:35A.M. until 7:55 A.M. and again from 3:00 P.M. until 3:22 P.M.

Thank you for your cooperation and understanding.

# 2023-2024 AM BUS UNLOAD/LOAD SCHEDULE

Street Closed 7:35 - 7:55 am



# 2023-2024 PM BUS UNLOAD/LOAD SCHEDULE

East Spruce St Will Be Closed from 3:00 until 3:22pm

