

TITUSVILLE AREA SCHOOLS ELEMENTARY HANDBOOK 2020-2021



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.

Visit our website at www.gorockets.org.

Approved by the School Board of Directors on May 18, 2020

DISTRICT AND ELEMENTARY BUILDING CONTACT INFORMATION

District Website: www.gorockets.org

Superintendent of Schools, Gr K4-12

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

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: sbeck@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

Main Street School, Gr 1-5

Mrs. Nancy Wright, Principal
117 West Main Street
Titusville, PA 16354
Phone: (814) 827-2715 Ext. 5410
Email: nwright@gorockets.org

Pleasantville School, Gr 1-5

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

Assistant Superintendent, Gr K4-12

Special Education, 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

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

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

Curriculum & Federal Programs, Gr K4-12

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

TABLE OF CONTENTS

Authority of School Personnel	4
Hands on Policy	4
Safety and Security	4
Parent Teacher Group	4
Admission / Enrollment Requirements	5
Attendance	5
Late to School	6
Changes to Daily Routine	6
Children Need to Know	6
Preventing Misplaced Children.....	7
Vacation or Trip Requests	7
Bus Privileges.....	7
Transportation	8
Walking and Bicycling.....	8
School Wellness	8
Head Lice Policy, Guidelines & Procedures.....	9
Bed Bugs... ..	10
Cafeteria	10
Student Performance & Progress	11
Homework.....	12
Assessment.....	12
After-School Hours	12
Elementary Student Assistance Program	12
Student Behavior	13
Items to and from School	14
Electronic Devices& Acceptable Use Policy	14
Caring for Property	15
Borrowing School Property	16
Appropriate Dress and Adornment.....	16
Peer Mistreatment, Bullying and Harassment	16
Title I Anti-Harassment Procedures	19
Hazing	23

AUTHORITY OF SCHOOL PERSONNEL

There is no division of authority among the personnel of the Titusville Area School District. All the adults are responsible for monitoring and managing students' behavior in school buildings, on school grounds, and at other school related activities. When children are not at school, the parents are responsible for guiding and supervising their children. When children are at school, the adults of the school are responsible for guiding and supervising; this is called *the law of "loco parentis."* No matter which school a student attends, every student is under the supervision of school personnel. This supervision applies to all school functions, transportation in school district vehicles and events on school property.

HANDS ON POLICY

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).

SAFETY AND SECURITY

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, faculty and support staff have the right to be protected from harm and to work in an environment conducive to learning. School district personnel, parents, students, community members, and others are responsible for ensuring that our schools have climates where optimum learning can take place. The district's Emergency Operations Plan regarding school safety and crisis intervention provides specific details on current practices and procedures that should be followed under certain circumstances. The educational experiences that our children participate in will be enhanced by conscientiously supporting school efforts that provide safe and secure school buildings and grounds.

PARENT TEACHER GROUP

The Parent Teacher Group (PTG) provides a way for parents and community members to get involved. Each building has 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.

ADMISSION / ENROLLMENT REQUIREMENTS

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 the first day of the school term.

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, 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. 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.

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).

Arriving 8:15– 9:30	Arriving 9:31-12:45	Arriving After 12:45
Tardy	AM Absence	Full Day Absence

Leaving 8:15 – 11:00	Leaving 11:01-12:45	Leaving After 12:46
Full Day Absence	PM Absence	No Record of Absence

LATE TO SCHOOL

All students arriving late to school or leaving early must sign in or out of the office. Parents must sign in students. Any student who arrives at school between 8:15 A. M. and 9:30 A.M. (K4 PM, 12:30-1:15) will be considered tardy and must report to the school office.

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.

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 PM.

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 7:30 A.M. until 7:55 A.M. and again from 3:00 P.M. until 3:25 P.M.

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 to meet you at the bus where you may be required to present your valid photo ID.

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.

VACATION OR TRIP REQUESTS

Any parent wishing to have a child excused for a vacation, educational trip, or religious experience must obtain a "Request for Excusal from School Attendance" from the school office. To be considered for approval, the form needs to be completed and returned to the school office at least three days prior to the proposed absence. Upon obtaining approval, make-up work arrangements need to be made by contacting your child's teachers.

If a child has missed more than six days of school and/or has not been receiving proficient/ satisfactory report card marks, parents should avoid requesting an excusal. Any trip/ vacation request beyond five days will not be approved. Any days of school missed without approval or trip days that extend beyond five days will be recorded as illegal/ unexcused absences. Parents must fill out a trip form for each child in their respective school building in the district.

BUS PRIVILEGES Policy 810.3 [Transportation Video/Audio Recording](#)

Children who are eligible for transportation to and from school have the privilege of riding an assigned school bus. The school buses are operated by qualified drivers whose ultimate concern is safety. Children are expected to follow the bus rules and obey the bus driver.

The rules require that children remain seated in their assigned seats; that they keep their hands, feet and all objects to themselves; and that they keep the noise level at a minimum. Children who do not follow the rules and/or who disobey the bus driver will be reported and consequences will be prescribed. Misconduct leads to suspension of bus privileges. Students will receive consequences for not riding their assigned bus or transfer bus.

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. For more information, see School Board Policy 810.3.

TRANSPORTATION

Daily bus passes are not issued. A bus registration form must be filed if you are riding a bus to and from school five days per week from one location to one location. Drop off points may be a different location from the pickup point, but they must be consistent. If other daily arrangements are needed, it will be the responsibility of the parent(s) to provide them. Please contact the Director of Transportation for questions regarding transportation.

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.

Note: Parents, if you are driving your child to school, please use the entrance/exit that is recommended.

SCHOOL WELLNESS Policy 246 [School Wellness](#)

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 or no 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.

Wellness Committee

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 TASD 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. For more information see School Board Policy 246.

HEAD LICE

Pediculosis (head lice), unfortunately, is a yearly problem for schools nationwide. It can be a very frustrating problem for parents, teachers, administrators and nurses affecting 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 call 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 re-infestation 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 (4th) 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, and 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, and EPA (Environmental Protection Agency).

CAFETERIA SERVICES

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, district-wide, are eligible to receive a nutritious breakfast and lunch each school day at **no charge**.

Nutritious breakfasts and lunches are provided at every school. Menus are sent home monthly. 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.

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, audio-tape, 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 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.
Titusville Area School District is an equal opportunity provider.*

STUDENT PERFORMANCE

Student Progress

At the Early Childhood Learning Center, 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.

At the elementary grades 1-5, 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

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. A variety of tutoring programs are available before or after school. Please see your child's building principal for specific information.

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.

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. In order for the teacher to have ample time to prepare make-up work, please make requests in the morning and pick up the assignments in the afternoon.

Homework

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.

Assessment

The Titusville Area School District uses performance assessments to determine what children know and are able to do. District assessments are given in the fall, winter and spring. The English Language Arts (ELA) and Math PSSA (Pennsylvania System of School Assessment) is given in grades 3 through 5 in the spring. Students in grade 4 are given the PSSA science assessment in the spring. Students caught cheating on the PSSA test will face consequences for cheating as outline in the Student Behavior section of this handbook. Classroom assessments are administered continuously. Assessment results are useful for monitoring progress, planning instruction, setting goals, measuring "proficiency" in relation to the state standards and more.

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)

ELEMENTARY STUDENT ASSISTANCE PROGRAM

The Elementary Student Assistance Program (ESAP) 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 elementary school building has an ESAP team made up of school staff members. The ESAP team is there to help 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.

ESAP services are available at no cost to any student enrolled in the Titusville Area School District who attends the Early Childhood Learning Center, Hydetown, Main Street, or Pleasantville Elementary Schools.

Students come to the Elementary 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 ESAP 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 ESAP process. Participation in ESAP is voluntary. Parent or guardian permission is required for a student to enroll in the program. If permission is not given, the ESAP team will not work with the student.

The ESAP team and the school will respect the child and family's privacy at all times.

The basic steps that the ESAP 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 ESAP team will continue to work with the student and his/her family. They will monitor the child's progress and success in school.

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

ELECTRONIC DEVICES and ACCEPTABLE USE POLICY

Policy 815 [Acceptable Use of Computer Networks Digital Technology Internet and Internet Safety](#)

Cell phones are not permitted to be used by these students during school hours. Cell phones must remain in backpacks and are to be shut off. Other mobile devices such as personal digital e-readers, tablets and laptops may be used in school for instructional purposes only.

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. For more information, see School Board Policy 815.

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 of the Acceptable Use policy may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved. This is a brief overview of the Acceptable Use policy, the entire policy can be found on the district's website, or click this link: [Acceptable Use of Computer Networks Digital Technology Internet and Internet Safety](#)

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.

PEER MISTREATMENT, HARASSMENT AND BULLYING BEHAVIOR

Policy 248 [Harassment](#) Policy 249 [Bullying/Cyberbullying](#)

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 bullying report form as per board policy. 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

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.

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.

The Board prohibits all forms of bullying by district students, and 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.

Discrimination/Discriminatory Harassment

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. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer 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 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.

TITLE IX: ANTI-HARASSMENT PROCEDURES Policy 248 Harassment

Purpose

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.

Authority

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 reprisals 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, 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.[2]

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.

HAZING – Policy 247 [Hazing](#)

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/sexual 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.

If you have any questions you may contact the Title IX Coordinator at the following address and telephone number:

Stephanie Keebler, Superintendent
Administration Office
301 East Spruce Street
Titusville, PA 16354
Phone: 814-827-2715

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



Titusville Area School District
301 East Spruce Street
Titusville, Pennsylvania 16354
(814) 827-2715
www.gorockets.org

Revised: May 2020