

Titusville Area School District



2019-2020 Parent Handbook

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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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.

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, audiotope, 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.
This institution is an equal opportunity provider.

Antidiscrimination 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

Ms. Jessica Stover, 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. Nancy Wright, Principal
Main Street Elementary School
117 West Main Street
Titusville, PA 16354

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 Measureable 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.

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, [Public Attendance at School Events](#)

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 located at 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. If you are viewing this document online, click on the program title to be directed to the program description.

TITLE I PROGRAM

Purpose

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.

Guidelines

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](#)

Graduation Requirements

Chapter 4 of the Pennsylvania School Code defines minimal requirements for graduation.

Requirements shall include the following: course completion and grades, completion of a graduation project and results of local assessments aligned with the academic standards. The Pennsylvania Department of Education requires that all high school graduates demonstrate proficiency in the academic areas of Algebra I, Biology, and English Literature.

Thus, the Titusville Area School District Board of Education has outlined the graduation requirements as follows:

1. Students must earn the required number of credits for graduation as outlined in the high school course description booklet for their class. (25.00 credits; Venango Technology students 24.00 credits) High School level classes taken at the Middle School will count as High School credits beginning with the class of 2021.

FOR THE CLASSES OF 2019, 2020, 2021:

And fulfill one of the following two options:

2a. Earn proficient or advanced scores on the Keystone Exam 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.

It is the student's responsibility to check as he/she schedules and passes courses to be sure that these requirements are being met.

[Policy 217 Graduation Requirements](#)

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

District Assessment Policy

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.

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.

STUDENT ATTENDANCE

2019-2020 Tentative School Calendar

Professional Day.....	Thursday, August 22, 2019
First Day for Students.....	Tuesday, August 27, 2019
Labor Day.....	Monday, September 2, 2019
Professional Day.....	Friday, October 4, 2019
Act 80 Days.....	Full Day - Thursday, November 7, 2019
.....	Full Day - Friday, November 8, 2019
Thanksgiving Vacation.....	November 28-December 2, 2019
Christmas Vacation.....	December 23 – December 31, 2019
New Year's Day Holiday.....	Tuesday, January 1, 2020
Professional Development.....	Friday, January 17, 2020
Martin Luther King, Jr. Day.....	Monday, January 20, 2020
Professional Development.....	Friday, February 14, 2020
President's Day.....	Monday, February 17, 2020
Act 80 Day	Thursday, March 19, 2020
Professional Development.....	Friday, March 20, 2020
Easter Break.....	Thursday, April 9 – April 14, 2020
Professional Day/Prom.....	Friday, May 1, 2020
Memorial Day.....	Monday, May 25, 2020
Last Day for Students.....	Thursday, June 5, 2020
Graduation.....	Friday, June 5, 2020
Professional Day.....	Monday, June 8, 2020

Note, changes may be made to the calendar, for the current tentative school year calendar go to the district website:

[2019-2020 School Year Tentative Calendar](#)

ENROLLMENT REQUIREMENTS

Children may enroll in the K-4 program if they are 4 years and no months of age before the first day of the school term or the K-5 program if they are 5 years and 6 months of age before the first day of the school term. All children must be enrolled in first grade prior to 8 years of age.

Prior to enrolling, every child must be immunized. PA state law requires the following immunizations upon entering first grade:

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
- 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. In order to remain in compliance with audit procedures we are required to have on file documents for Proofs of Residency which must include a copy of a lease, deed, mortgage settlement sheet, signed sales agreement or recent tax receipt. 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. School Board policy #200.

Absence from School

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 discipline.

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 teacher's to receive any other missing class assignments, even if the office sent home assignments.

In accordance with the attendance regulations, periodic absentee letters are mailed home to keep parent/guardians informed as to a student's attendance. These informational letters are mailed on the 6th and 10th day of absence from school, each letter more direct as to the legal ramifications that may be imposed.

Titusville Area School District takes a proactive approach to student attendance. Parents/Guardians are notified of each unlawful (unexcused or unverified) absence. Upon the instance of three unlawful (unexcused or unverified) absences, parents and guardians 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 appointment, funeral, dentist, 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; 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.)
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 illegal. If the student is under the age of 17, 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 17)
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 an unlawful absence has 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.

Late to School / Classes (Secondary)

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.

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 database management system, which includes tracking attendance, grade reporting, course history, transcripts and discipline. Support programs such as school health program, school guidance, standardized testing and assessment, service learning, school lunch, school safety and security, student assistance, mental health counseling, drug-free schools, child accounting and district technology programs are all supervised and directed through this department.

[Policy 146 Student Services](#)

Food Service - Community Eligibility Program

Titusville Area School District is implementing a new provision known as the Community Eligibility Provision (CEP) beginning with the 2019-2020 school year. This program is available to schools and districts that are participating in the National School Lunch and School Breakfast Programs. All enrolled students of the Early Childhood Learning Center (ECLC), Hydetown Elementary School, Main Street Elementary School, Pleasantville Elementary School and the Titusville Middle School are eligible to receive a nutritious breakfast and lunch each school day at **no charge** to elementary and middle school student's households.

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 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 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, Chapter 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 pursuance 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.

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 th 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 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 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 (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
- 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 Coordinated School Health Council shall serve as an advisory committee regarding student health issues. The Council 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 Coordinated School Health Council. [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 purpose of the academic support team is to identify students who are having problems (academic or other), evaluate the cause of these problems, and help the student get whatever help he/she may need. The team is composed of several teachers and support staff who are concerned about the well-being and academic achievements of students. Parents or teachers may refer their child to the team if they feel there is an academic problem or other concern. Parents may then be contacted to discuss their child's difficulty and possible solutions. The District currently operates a student assistance program K4-12.

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 department 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

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.

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

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](#)

HOMELESS STUDENTS [Policy 251 Homeless Students](#)

The Titusville Area School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The school officials shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with the federal and state law and regulations.

Homeless students are defined as individuals lacking a fixed, regular night time residence, which includes the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
- Living in emergency, transitional, or domestic violence shelters.
- Abandoned in hospitals.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as migratory children in conditions described in previous examples.
- Living as runaway children.
- Abandoned or forced out of homes by parents or caretakers.
- Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

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](#)

BUS BEHAVIOR

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. Any misbehavior will be reported to the principals, and necessary discipline will be assigned. The student may forfeit the privilege of riding the bus with misbehavior. 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. [Policy 810 Transportation](#); [Policy 810.3 Transportation Video Audio Recording](#)

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. Thank you for your cooperation and understanding.

Bus Passes

There will be no daily bus passes issued. A bus registration form must be filed if you are riding a bus to and from school (5) 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.

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.

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.

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 purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Titusville Area School District by providing unique resources and the opportunity for collaborative work. Network facilities shall be used to support the district's curriculum and to support communications and research for students, teachers, administrators, and support staff.

Authority

The Titusville Area School District reserves the right to monitor and log network use and files server space utilization by district users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the school district. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received on the school computer network or stored in his/her directory.

The school computer network's system operator, or other authorized school employee, may, at any time, review the subject, content, and appropriateness of electronic communications, Internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

The district recognizes the importance of teaching acceptable use and online safety to students. The district curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

Definitions

The Titusville Area School District computer network includes all local area networking and wide area networking within the school community as well as all online and direct-wired networking such as Internet to which the school network may be linked. Digital technology shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind,

that is based on digital technology which is:

1. Owned, leased, or licensed to the school district.
2. Provided directly or indirectly by the school district to its employees or students.
3. Accessed by or through digital technology that is owned, leased, or licensed to the school district.

Digital technology includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; mobile devices; voicemail; email; wikis; blogs; and such similar technologies.

User I.D. shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

Guidelines

Users of computer networks and other digital technology have certain privileges, rights, and responsibilities. General guidelines for use are provided within this policy, and specific guidelines for use are provided within the user agreement which shall be signed by all students and staff members who use the network. In general, these require efficient, ethical, and legal utilization of the network resources. The use of network resources, including the Internet, is a privilege, not a right, and inappropriate use shall result in a cancelation of those privileges.

The district understands the importance of teachers and students engaging, collaborating, learning, and sharing in digital environments. Students are required to demonstrate proficiency in several Pennsylvania Academic Standards for Science and Technology that relate to digital literacy skills and the use of current technology tools to design and apply advanced multimedia techniques. The district has developed the *Titusville Area School District Guidelines for Using Web 2.0 Online Collaborative Media Tools* to provide direction for teachers, students, and the school district community when using online media tools such as wikis, blogs, glogs, podcasts, video conferencing, or other online interactive media tools commonly referred to as Web 2.0 applications. Online media tools should be used only to support the curriculum and enhance teaching and learning. By accessing, creating, or contributing to any blogs, wikis, glogs, podcasts, or other media for classroom or district use, teachers and students agree to abide by the district's acceptable use policies and these guidelines.

The school district is not, through digital technology that is being made available to administrators, teachers, or students, creating a public forum, an open public forum, or a limited public forum. Digital technology may not be used by administrators, teachers, or students for speech or expressive conduct:

1. That materially and substantially interferes with the education process.
2. That threatens immediate harm to the welfare of the school community, or to any individual(s).
3. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile.
4. That encourages unlawful activity.
5. That interferes with another individual's rights.
6. That constitutes libel, slander, or defamation.
7. That is sexually, racially, or ethnically related; that is offensive, threatening, or an affront to the sensibilities of others; and that is unlawful under the standards of the antidiscrimination laws of the United States.

All expressive conduct or material (whether verbal, written, or graphic) created; downloaded; maintained; copied; pasted; harvested; or otherwise obtained; used; or transmitted by, to, from, or with the district's digital technology is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral, and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by administrators, teachers, or students shall be:

1. Age appropriate.
2. Consistent with the rules of grammar, spelling, sentence structure, and format being taught by the district.
3. Consistent with the abilities of the student.

Communication by employees reflects on the school district. Consequently, expressive activity through digital technology shall exhibit good grammar, proper style, and good spelling. Any and all emails by an employee to any parent/guardian or student that is sent by the employee in his/her capacity as a school district employee shall be sent on and through the email account assigned by the school district. Employees are prohibited from using personal email accounts for school district business.

Employees and approved volunteers may not represent that they are communicating the views of the Titusville Area School District unless authorized by administration. Employees and approved volunteers may not act in any manner which creates the false impression that they are communicating on behalf of or as a representative of the Titusville Area School District.

Employees and approved volunteers must abide by the established school district policies regarding confidentiality and record release information of any kind when using any digital technology. This applies even if the organization, Board of School Directors, students, parents/guardians, and all current and former employees are not identified by name, but the disclosed information may enable someone to identify the individual.

This policy applies to employees and approved volunteers using digital technology while at work within the Titusville Area School District and while using digital technology when away from work. This policy does not apply to content that is unrelated to the Titusville Area School District, its Board of School Directors, students, parents/guardians, vendors, and all current and former employees. Employees and approved volunteers are not permitted to use the Titusville Area School District letterhead in any Internet posting unless authorized by the administration.

Employees and approved volunteers are personally responsible for what they post.
Employees and approved volunteers may not establish a Titusville Area School District social media site without permission.

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

The policy and guidelines in this section apply in its entirety to students in grades 9-12 only. For students in grades K4 – 8, mobile devices can be used with the exception of cell phones. Cell phones are not permitted to be used by these students during school hours. Cell phones must remain in their lockers or 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.

Mobile devices are powerful communication tools. They have the ability to not only enable voice-to-voice conversations, but they allow us to communicate via text messaging, email, and on many devices via the world-wide web. To completely ban mobile devices from the classroom is to cut students off from the very world for which we are preparing them. However, for the very same reasons mobile devices can be considered a classroom distraction. Therefore, the following guidelines have been created to support educators who choose to empower students to use their devices for instructional purposes:

1. Have an instructional objective. Using technology in the classroom is typically very engaging for students. However, technology should be more than just engaging. It should empower teachers and students to meet objectives they cannot otherwise meet.
2. Communicate with parents/guardians. Even though this language is now a part of the Student Handbook, parents/guardians may not remember signing or they may wish to change their permission selection once they know how the cell phones are being used in class. For example, most cell phones that students carry are paid for and belong to their parents/guardians. Prior to students using their cell phones as a classroom tool, teachers will notify parents/guardians in this regard.
3. Teachers may check student accounts on the public drive to see if permission for the use of mobile devices was granted by parents/guardians.
4. Rules for the use of mobile devices are made to ensure the devices are being used for instructional purposes. Devices that are being used in any other way are in violation of the district policy regarding the use of electronic devices.
5. Rules are:
 - a. When using mobile devices to access the Internet, students are required to connect using the TASD network.
 - b. Mobile devices need to be on vibrate.
 - c. Mobile devices need to be in pockets or backpacks until it is time to use the devices.
 - d. Mobile devices can only be used in class for academic/learning purposes.
 - e. Any activity conducted on mobile devices in class cannot be published without permission of teacher and/or students who are involved in the text/image/video/audio file (e.g., no publishing a photo of a class project on any social networking site without permission).
 - f. Students will use appropriate mobile device etiquette by respecting the privacy of others' device numbers and using appropriate language with their mobile communication.

Acceptable Use

The use of the computer network and other digital technology must be in support of education and research and consistent with the educational objectives of the Titusville Area School District. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Use of any district computer or other digital technology, unless and until the individual has signed an acknowledgement in the form prescribed by the district attesting to the individual's understanding of the rules governing acceptable use of computers and other digital technology, is prohibited.

Students are required to submit an acceptable use agreement signed by the student and a parent/guardian at the beginning of each school year. As long as the student remains in the same school building, the acceptable use agreement shall remain in effect until September 30 of the following year to provide ample time for students to return a new signed agreement. Any student who moves from one building to another at the end of the school year must submit a signed agreement prior to being allowed to use the district's computer network.

The determination as to whether a use is appropriate lies solely within the discretion of the school district.

The use of the computer network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. More specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.

4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized use of network facilities or digital technology for fraudulent reproduction, installation, distribution, communications, or modification of materials in violation of copyright laws.
7. Use of the network to access obscene, sexually explicit or pornographic material, or failure to report (to a teacher for students and to the network administrator for district employees) any time when s/he inadvertently visits or accesses a pornographic site.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
10. Use of the network to intentionally "hack" into anyone else's computer and willfully, maliciously, or through reckless indifference obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and pseudonyms.
12. Loading or use of unauthorized games, screensavers, programs, files, or other electronic media.
13. Use of the network to disrupt the work of other users.
14. Destruction, modification, or abuse of network hardware and software.
15. Quoting personal communications in a public forum without the original author's prior consent.
16. Use of any district computer unless and until a confidential user I.D. and password has been assigned to the student or employee.
17. Use of any district computer without using his/her user I.D. and password.
18. Terminating use of any district computer without logging off the computer.
19. Attempting to bypass any blocking software that may be used or installed by the district.
20. Violating the district's Code of Student Conduct or any other applicable policy of the district.
21. Intentionally entering any secure or confidential area of the district's systems, network(s), computers or other digital technology without proper authority.
22. Violating the legal rights of others.
23. Knowingly infecting or planting any virus, pornography, or other prohibited content or software on anyone's computer or other digital technology.
24. Use of any software or Internet site in violation of any applicable licensing agreement or applicable terms of use.
25. Use of any data mining or similar data gathering and extraction methods in violation of any person's or entity's rights.
26. Use of digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act.
27. Deleting or removing any program, application, security feature, or virus protection from any district computer or other digital technology.
28. Violating any applicable criminal statute pertaining to computers, property, or electronic devices, including Chapter 76 of the Crimes Code, relating to computer offenses (18 Pa. C.S.A. §7601 et seq)

Security

System security is protected through the use of user I.D.'s and 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, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Employees or students shall not use the user I.D. and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person. Users are not to use a computer that has been logged in under another student's or teacher'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.

Password Policy

Students will be assigned a password protected account for access to the computer network and Internet. However, all passwords will be static and will remain the same throughout the school year unless a breach in security warrants the network administrator to change the password.

Safety and Protection of Personal Information

All staff and students in grades 6-12 are given a district email address. When sending electronic messages, students and staff shall

not include personal information such as addresses and phone numbers that could identify themselves or other students and staff. Internet I.D. and passwords are provided only for personal use. Students and staff shall not share their password or use anyone else's password, regardless of how the password was obtained. Those who suspect that someone has discovered their password shall change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication.

1. Any network user who receives threatening or unwelcome communications shall immediately bring these to the attention of a teacher or administrator.
2. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Copyright Infringement

Students and staff shall not:

1. Copy and forward.
2. Copy and download.
3. Copy and upload to the network or Internet server any copyrighted material without approval by the computer system operator, a teacher, or other school administrator. **Copyrighted material** is anything written by someone else including but not limited to a game, a story, an encyclopedia entry, or software.

Commercial Use

Students and staff shall not use the school district's computer network to solicit sales or conduct business (e.g., by posting an advertisement to a news group or by setting up web pages to advertise or sell a service without the approval of the Board of School Directors).

Consequences for Inappropriate Use:

1. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
2. Failure to follow the procedures and prohibited uses previously listed in this policy may result in loss of network access. Other appropriate disciplinary action may also follow.
3. Illegal use of the network; intentional deletion or damage to files of data belonging to others; and/or copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
4. Violations of this policy by an employee or student may result in corrective action up to and including:
 - a. Suspension or termination of employment for employees.
 - b. Suspension or expulsion for students.

Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

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, he/she 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 use 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.

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 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.

Who's on the Internet?

The global information networks on the Internet are "public places". You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the Internet at the same time; your actions can be "seen" by others on the Internet. If you use a particular service on the Internet, it is likely that someone knows the connections that you are making, knows about the computer shareware that you are using, and knows what you looked at while you were in the system. Because these connections are granted to you as part of the larger scope of the curriculum, the Titusville Area School District has the right to monitor what you do on the Internet to make sure that it continues to function properly for all of its users.

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.

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.

2019-20 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, 7th and 8th grade
Girls' Basketball, 7th & 8th grade

WINTER

Boys' Basketball:
7th and 8th grade
Wrestling 7th and 8th grade

SPRING

Track & Field: 7th and 8th grade
Boys and Girls
Girls' Volleyball: 7th and 8th 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 Safe School and Crisis Management 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 a comprehensive disaster response and emergency preparedness 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](#)

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](#)

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](#)

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.

Title IX ANTI-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 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](#)

Bullying/Cyber Bullying

The school board is committed to providing a safe, positive learning environment for district students. The school board recognizes that bullying/cyber bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Bullying is prohibited within the district.

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 causing a substantial interference with a student's education, creation of a threatening environment or substantial disruption of the orderly operation of the school.

The district encourages students who have been bullied to promptly report such incidents to the building principal or designee. The school board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. The district's bullying/cyber bullying policy shall be reviewed annually with students and be posted in a prominent location within each classroom of all school buildings and on the district's website. For more detailed information, please contact the building principal or reference the school board [Policy 249 Bullying/Cyberbullying](#)

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 administrator. 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 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: Administration Office, Superintendent; 301 East Spruce Street, Titusville, PA 16354 Phone: 814-827- 2715 Ext. 3410. [Policy 247 Hazing](#)

VIOLENCE AND WEAPONS POLICY

Terrorist Threats/Acts

The Titusville Area School District recognizes the danger that terrorist threats and acts by any student 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. [Policy 218.2 Terroristic Threats](#)

Definitions

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.

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

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.

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 the student does not pose a risk of harm to others.

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.

Weapons

The Titusville Area School District prohibits the possession of lethal weapons or look-a-like weapons in a school building or on school property. 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:

The building principal shall immediately suspend the student. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal shall report the student to law enforcement officials. The Superintendent shall recommend expulsion of the student to the Board.

If a student is expelled for possessing a weapon or a look alike, the Board shall require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of 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.

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 and may be reported to the police or other appropriate law enforcement agencies. A meeting must be convened with parents/guardians, representatives of the school district, and other appropriate social/legal agencies prior to student returning to classroom. [Policy 218.1 Weapons](#)

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.

Titusville Area School District
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