



TITUSVILLE HIGH SCHOOL

2010-2011 STUDENT HANDBOOK

High School Office
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This agenda belongs to:

NAME _____

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STUDENT NO. _____



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TENTATIVE SCHOOL CALENDAR

2010-2011

Professional Days.....	Tuesday - Wednesday, August 24-25, 2010
First Day for Students.....	Tuesday, August 31, 2010
Labor Day.....	Monday, September 6, 2010
Professional Day.....	Friday, October 1, 2010
Act 80 Days.....	Thursday, November 18 PM, Friday November 19, 2010
Thanksgiving Vacation.....	Thursday - Monday November 25 – November 29, 2010
Christmas Vacation.....	Thursday-Friday December 23 - December 31, 2011
Martin Luther King, Jr. Day.....	Monday, January 17, 2011
Professional Day.....	Friday, February 18, 2011
President's Day.....	Monday, February 21, 2011
Vacation Day.....	Friday, March 18, 2011
Easter Vacation.....	Thursday - Tuesday April 21 - 26, 2011
Professional Day.....	Friday, May 6, 2011
Memorial Day.....	Monday, May 30, 2011
Last Day for Students.....	Wednesday, June 8, 2010
Professional Day.....	Thursday, June 9, 2010

Each year this guidelines and procedures handbook is updated and reviewed in order to address current issues regarding student conduct and behavior while attending Titusville Area Schools. The handbook is provided to all students in order for every student to understand the guidelines and procedures of our school. The administration reserves the right to recommend to the school board of education any revisions to this handbook at any point during the school year.

AUTHORITY OF THE FACULTY

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

HANDS ON POLICY

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

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

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

ATTENDANCE INFORMATION

ABSENCE FROM SCHOOL

The federal No Child Left Behind Act (NCLB) requires that all schools improve toward a 90% attendance rate. If schools do not show steady improvement toward 90% attendance the school will be placed on a warning list after one year and will then be placed in a school improvement program after two consecutive years. 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.

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 homeroom 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; driver's license testing and any other unapproved personal business will be recorded as illegal absences.
5. Excuses stating "personal or personal reasons" WILL NOT be accepted.

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 homeroom 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. Once an unlawful absence has been recorded, the district truancy elimination plan will be implemented. Parents/guardians may contact the building principal regarding the truancy elimination plan.

LATE TO SCHOOL/CLASSES

1. Any student who arrives at his homeroom 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 student arrives to school after 9:30 a.m., the student will be considered absent from school for 1/2 day. If the student does not have a valid written excuse, he/she will be assigned two hours of detention.

3. If a student arrives to school after 8:25 a.m. without a valid written excuse, he/she will receive consequences as defined in the offenses and dispositions portion of this handbook.
4. 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, he/she will be assigned two hours of detention.
5. A student leaving the building prior to 1:30 p.m. will be considered absent from school for 1/2 day.
6. 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.
7. Any student arriving to class after the bell rings will be considered late for class. Students accumulating six tardies per quarter will be subject to assigned detention according to school policy.

STUDENT TRIPS AND/OR VACATIONS

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 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.
2. 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.
3. 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.

ACADEMIC INFORMATION

TITUSVILLE GRADUATION REQUIREMENTS

Chapter 4 of the Pennsylvania School Code defines minimal requirements for graduation. Requirements shall include: 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 Reading, Writing and Mathematics.

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; vo-tech students 24.00 credits)
2. Students must complete and earn a passing mark on their graduation project.

And fulfill one of the following three options:

1. Earn proficient or advanced scores on the PSSA in reading, writing, and mathematics given during their junior year or on the PSSA Re-Take administered at the end of October of their senior year.
2. Or earn at least a 2.50 (Grade 9-12) by the end of their senior year.
3. Or participate in a Proficiency Program that will provide remedial instruction to assist the student in obtaining a passing proficiency level in Reading, Writing and Mathematics. (Spring semester senior year)

Those seniors who can complete their education requirements during summer school can participate in graduation exercises with their classmates. It is the student's responsibility to check as he schedules and passes courses to be sure that these requirements are being met.

GRADING

Report cards are marked with percentages:

A	Superior	90-100	B	Above Avg.	80-89
C	Average	70-79	D	Below Avg.	60-69
E	Failure	50-59	F	Failure	Below 50

I Incomplete W Withdrawn

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

6. Cheating or attempted cheating will not be tolerated. The student may receive a zero (0) for the assignment, or for the nine-week grading period, the semester, or the year.
7. The final grade for all courses will be determined by averaging all nine weeks grades and the final exam (weighted at 20%).
8. Any failed classes in grades 9 -12 must be made up in summer school or in a following school year. A student must have achieved a minimum grade of 50 percent in the course to be eligible for summer school remediation. It is the student's responsibility that all graduation requirements are met.

HONOR ROLL

High School: A student must obtain a 3.0 average, without any D's, to be on the honor roll. A 3.5 average without any D's will achieve high honors. An incomplete grade will remove a student from the honor rolls.

Middle School: A student must obtain a Numeric Grade Average (NGA) of 92% or above to be on the High Honor Roll. A student must obtain an (NGA) of between 85% - 91.99% to be on the honor roll. An incomplete grade or any percentage obtained below 70% will remove the student from the honor rolls.

SCHOLASTIC LETTERS

This award may be earned by any student grades in nine through twelve. Because the award is intended to recognize Titusville High School's "*best of the best*," there is a slight difference from the honor roll requirements. The student must be on the annual honor roll which is calculated using the final grade for the year.

REPEATING COURSES

Students may repeat courses to improve grades. Duplicate credit will not be awarded. School counselors will annually review repeated courses and award the appropriate grade and credit within the student information system.

HOMEWORK

There is no set policy limiting the amount of homework that is to be given by each teacher. The amount of homework will vary with the individual class and material being covered at that time. As a guideline, the administration recommends that each teacher take into consideration the other subjects a student has when assigning outside work. Each student has the responsibility of completing the homework assignment(s) and turning them in on the day designated by the subject teacher.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

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>
Reading	3 - 8, 11
Writing	5, 8, 11
Mathematics	3 - 8, 11
Science	4, 8, 11

All school districts are mandated by law to participate in the reading, mathematics, science, and writing assessment each year. As part of each assessment in reading, writing, 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 writing assessment requires students to respond to topics in different types of writing; narrative/imaginative, persuasive, or informational.

These different assessment tools serve to measure performance and help districts to develop curriculum or plan academic programs.

LEVELS OF PERFORMANCE

Student assessment results for the PSSA are reported based on four performance levels. The four levels of performance are: advanced, proficient, basic and below basic.

Students who do not attain results at the proficient level in reading, mathematics, science, and writing in grade 11 will retake the assessment in grade 12. A student who has already attained the proficient level cannot retake the assessment to try to reach the advanced level.

Levels of performance on the PSSA do have an impact on graduation requirements. Please refer to the section on graduation requirements on page 5 in this handbook.

VENANGO COUNTY TECHNOLOGY CENTER

All students enrolled at Titusville High School are eligible to attend the Venango County Technology Center located in Oil City. There are sixteen certified technology center programs to select from. We consider it a privilege for our students to attend this school program and expect that all of our students follow the attendance, academic and behavioral policies.

If a student is absent more than 10 days from Vo-Tech, they will receive a written warning regarding attendance and possible removal from the program. After 15 days of absence the student will be removed from the program. Under unusual circumstances, the principal may extend the attendance guidelines. Any student who violates or cannot comply with the policies which includes; transportation to and from technology center, risks being removed from the technology center program and rescheduled into a regular high school program. Students may not drive or ride to or from Vo-Tech without a valid driving pass.

LIBRARY/MEDIA CENTER PROCEDURES

The library is to be used for recreational reading or research. Students will not come to the library to do assignments unless the assignments require the use of library facilities. Common courtesies such as quietness, careful use of materials, checking out materials to be used outside the library, and returning used library materials to the proper place should be carried out at all times. The principals, teachers and librarians will work out details of library usage for each student. Students may check out all materials necessary to complete their work. Any materials, which may be taken out of the library, are checked out for two weeks and may be renewed as often as needed. The only two items that cannot be checked out are magazines and reference materials. However, in the case of reference books, many of these same reference books have duplicate copies on the regular shelf and may be checked out.

NETWORK & INTERNET ACCEPTABLE USE POLICY

DEFINITIONS

Access to the Internet - A computer shall be considered to have access to the Internet if the computer is connected to a computer network which has access to the Internet. 20 U.S.C. § 6801.

Child Pornography - Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or
4. Such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. 18 U.S.C. § 2256.

Computer - Includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer. 20 U.S.C. § 6801.

District Network - All components necessary to effect its operation, including, computers, copper and fiber cabling, switches, servers, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software, and other computers and/or networks to which the District Network may be connected, such as the Internet or those of other institutions.

Educational Purpose - Includes use of the network and electronic communications systems for classroom activities, professional or career development, and to support the District's curriculum, policy and mission statement.

Harmful to Minors - Any picture, image, graphic image file or other visual depictions that:

1. taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and
3. taken as a whole lacks serious literary, artistic, political, or scientific value as to minors. 20 U.S.C. § 6801; 47 U.S.C. § 254(h)

Incidental Personal Use - Use by an individual employee for occasional personal communications. Personal use must comply with this policy and all other policies, procedures and rules, and may not interfere with the employee's job duties and performance, with the system operations, or with other system Users. Under no circumstances should the employee believe their use is private, the school district reserves the right to monitor access and use of its network.

Minor - An individual who has not attained the age of eighteen.

Obscene - Analysis of the material meets the following elements:

1. whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;
2. whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and
3. whether the work taken as a whole lacks serious literary, artistic, political, or scientific value. 18 U.S.C. § 1460

Sexual Act and Sexual Contact - As defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3).

Technology Protection Measure(s) -A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. 20 U.S.C. § 6801; 47 U.S.C. § 254; 47 U.S.C. § 254(h).

User - Person who has a network account with logon and password or who is an elementary or middle school student who has been granted access to a computer.

Visual Depictions - Undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words. 18 U.S.C. § 1460; 18 U.S.C. § 2256.

Websense – Titusville Area School District's chosen Internet Filtering Product.

INTERNET MISSION

Titusville Area School District considers access to its computer systems, including the Internet, to be a powerful and valuable educational and research tool. The school district directs the use of computers and computer-related technology in district classrooms and buildings solely for the purpose of advancing and promoting the educational process.

INTENT

The Board of Education, through the Superintendent of Schools, or his designee, shall establish regulations governing the use and security of the district's computer systems. All Users of the district's computer systems shall comply with this policy and those regulations. Failure to comply may result in suspension of access to the district's computer systems and/or other appropriate penalties.

It is the intent of the district to make Internet access available to further the learning of students in the district. This resource should be used to enhance the curriculum or assist students and staff in meeting their specific educational research needs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications which are not suitable for school age children. The Titusville Area School District views information gathered from the Internet in the same manner as other reference materials are identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

At school, student access to and use of the Internet will be under teacher direction and will be monitored as any other classroom activity. The Titusville Area School District, however, cannot prevent the possibility that some users may access material that is not consistent with its educational mission, goals and policies. When using the district's access to the Internet, users are expected to abide by the policies established by the district which include generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

ACCEPTABLE USE

The students' acceptable use of the Internet will include the following:

- using the Internet to research assigned classroom projects
- respecting and upholding copyright laws and other applicable laws or regulations
- respecting the rights and privacy of others by not accessing private files
- following all regulations posted in the computer lab or other rooms where computers are in use
- following the directions of the adult in charge of the computer lab or other rooms where computers are in use
- High school students will be given email accounts. These accounts are to be used for educational purposes as outlined within this acceptable use policy.

UNACCEPTABLE USE

The students' unacceptable use of the Internet will include the following:

- misrepresenting themselves or others on the internet
- giving out personal information on the internet
- attempting to disable or circumvent the internet filtering system is prohibited
- using the Internet for any illegal purpose
- using impolite or abusive language
- violating the rules of common sense or etiquette
- changing any computer files that do not belong to the user
- using the system for commercial use
- using an account other than their own or misrepresenting their identity
- creating and/or distributing a computer virus over the network or Internet
- using the system to illegally transfer software, otherwise known as pirating
- revealing personal addresses or telephone numbers of students or staff
- using the Internet in such a way that would disrupt the use of the Internet by others
- causing damage deliberately or willfully to computer equipment or data or assisting others in doing the same
- accessing materials that are inconsistent with the school's code of conduct and district's educational goals or showing others how to do the same

CONSEQUENCES OF VIOLATION

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access;
- Suspension or revocation of computer access;
- Discipline by administration;
- Legal action and prosecution by the authorities.
- Students who have lost network privileges for an extended period of time will have accommodations made that will allow them to complete course requirements.

GENERAL GUIDELINES AND PROCEDURES

1. Each individual seeking issuance by the School District of a User account must submit a signed User Agreement and Waiver Form, as well as a Parent/Guardian Consent and Waiver Form if the User is a student. Signatories to these waiver forms agree to hold the School District harmless for materials acquired or contacts made on the School District's network or on the Internet.
2. Each individual in whose name an access account is issued shall be responsible at all times for its proper use. Each User with an account will be issued a log-in name and password.
3. Users using any of the School District's computers, servers, network, including the Internet, should not expect, nor does the School District guarantee, privacy for Internet activity or any other use of School District's computer network. The School District reserves the right to access and view any and all material stored on its equipment or any material used in conjunction with its network.
4. The District will cooperate fully with the District's Internet Service Provider, local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.
5. Guidelines for access to information have already been established in the Library Bill of Rights of 1980. These principles can be applied to the Internet as well. This document states that "attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights; however, school librarians are required to devise collections that are consistent with the philosophy, goals, and objectives of the school district." This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.
6. Materials on the Internet can be considered part of a vast digital library. Electronic database and information search tools to access the Internet are becoming part of school media centers and libraries, and many public libraries offer some type of Internet access as part of their services. Users should be aware that use of the Internet and/or email is not guaranteed to be private. System operators will have access to all user accounts, including email. Messages relating to or in support of illegal activities will be reported to the proper authorities.
7. Access to the Internet via the Titusville Area School District is a privilege not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the District.

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

The Titusville Area School District School Board of Education, through policy and annual review, establishes an Extracurricular Student Code of Conduct and/or By-laws for those students who participate on district athletic teams, in clubs or activities. Students participating in our programs will sign the code of conduct or by-laws to be kept on file.

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

BEHAVIORS AND ETIQUETTE

All student extracurricular participants/athletes will follow the "code of conduct" which has been established to remind our extracurricular participants/athletes that they represent the community, school, and coaches/advisors and are expected to conduct themselves with class and dignity. Any breach of this code of conduct on school property, at school sponsored events, on their way to and from school, within the Safe and Drug Free School Zones, or off-campus could result in the student extracurricular participant/athlete being declared ineligible, suspended or removed from the activity, club or team. For the purposes set forth, the student extracurricular participants/athletes conduct expectations will commence from the first meeting day or first day of practice or audition through and including 24 hours after the last competition or performance.

This athletic information will be reviewed at a mandatory parent meeting held prior to the start of the season. Attendance at this meeting is required once per school year.

EXTRACURRICULAR ELIGIBILITY

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

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

SCHOOL ATTENDANCE AND ATHLETICS/EXTRACURRICULAR ACTIVITIES

All students must be in school by **8:25 a.m.** in order to practice or be eligible to participate in the athletic/extracurricular event. Also, every student will be expected to be in school the morning after a scheduled event. Students must be in school on a Friday to be eligible to participate on a weekend, unless prior permission has been given by the school administrator.

NCAA ELIGIBILITY REQUIREMENTS

Student-Athletes must register with The NCAA Eligibility Center if planning to participate at the division one and two levels.. A qualified student-athlete can practice, compete and receive an athletic scholarship as a freshman.

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

PHYSICAL EXAMS FOR ATHLETICS

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

SCHOOL ATHLETICS/ACTIVITIES

A variety of sports and activities are made available before, during and after school hours. Students are strongly encouraged to participate in a sport or activity. Athletic and activity offerings may be adjusted due to the number of participants.

2010-2011 Interscholastic Sports Programs

FALL

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

SPRING

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

WINTER

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

OFFICE OF STUDENT SERVICES

The Office of Student Services coordinates several auxiliary programs and support services for students K4-12. 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.

CAFETERIA SERVICES

In the operation of child food programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Any person who believes he or she has been discriminated against in any USDA related program should write to: Secretary of Agriculture, Washington, DC.

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 in grades 6-12 will not be permitted to charge their meals.
2. Students will form in orderly lines and take their turns being served.
3. Proper behavior is required in the cafeteria at all times.
4. No more than 7 students seated per table.
5. 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.
6. Students may take a can of soft drink to the cafeteria.
7. No food or drink should be removed from the cafeteria.
8. Food deliveries from outside the school are prohibited.
9. Students may not be permitted to buy items from the cafeteria at times other than their assigned lunch period.
10. The cafeteria will not cash checks for students. Parents may write checks to make a deposit in a student account or purchase or purchase an individual lunch.
11. Stealing food in the cafeteria is theft and will be handled as such.

CAREER EDUCATION PROGRAM

The high school guidance department utilizes the Choices web-based software program as a major component of the career education program. Choices engages high school 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 be encouraged to develop a Career Planning Portfolio as a part of the program.

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

GUIDANCE PROGRAM

1. All students are encouraged to use our guidance services by visiting our guidance offices. Guidance counselors will try to assist students with career development, classroom achievement, and personal success.
2. Any student may ask to see a counselor. Appointments must be made in advance with the guidance secretary or one of the counselors. Also, counselors may ask to see the students. Students must have their hall pass signed before reporting to the guidance office. No student should report to the guidance office without his classroom teacher knowing the whereabouts of the student. Teachers may request that students not report at that particular time. In this event, students should see the counselor during non-class time to reschedule an appointment.
3. Also, no student may use the excuse *"I stopped by the guidance office"* as a valid excuse for being late to class. These students will be considered tardy for class.
4. All students using the guidance office during the school day must have a signed pass and remain only for the assigned time. Students visiting college campuses should arrange them with the assistance of the guidance counselor and fill out the proper form with one of the counselors.

STUDENT ASSISTANCE PROGRAM

The purpose of the student assistance team is to accept referrals concerning 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. Anyone may refer a 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.

POWERSCHOOL

PowerSchool is a web-based program which allows parents to get more involved in their child's day-to-day education. It gives parents timely information about their child's progress in school. With a

click of the mouse parents will have access to grades, attendance, assignments, and even their child's teacher.

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

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.

SCHOOL NURSE 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 a pass from a teacher in order to go to the nurse's office. If the nurse's office is closed, the student will report to the main office. No student may leave the building or contact a parent due to illness without the nurse or office approval.

MEDICATIONS

Students are **NOT PERMITTED** to self-medicate while in school. 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, is not to be sent to school with students. Students bringing medication to school is a violation of the Drug and Alcohol Policy. Proper consent forms and / or prescription must accompany any medication. Medications must be in 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 student lunch periods. The only exceptions are: asthma, diabetes, severe allergy or emergency medications; which will be given as needed. If medications are required at any other times, the parent is responsible for giving those medications.

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.

SPECIAL EDUCATION SERVICES

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.

MULTIDISCIPLINARY EVALUATION

Parents may request a multidisciplinary evaluation by contacting the building principal or obtaining a parent referral form in any district building office.

RIGHT TO DUE PROCESS AND CONFIDENTIALITY

Parents of thought-to-be exceptional children, exceptional children, and eligible young children shall be given the right to due process (in writing), with explanation; and the confidentiality of personally identifiable information on these children will be protected as guaranteed by state and federal law. Parents may request access to educational records through the building principal.

PROTECTED HANDICAPPED STUDENTS

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

process, they should contact the building principal for the proper forms and further information concerning relevant procedures.

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 use of aversive and 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.

CAMPUS INFORMATION

The primary responsibility of the Titusville Area School District is the education of its students. Students have the right to a safe, secure and peaceful school environment. Students and staff are protected from harm and supported by a climate conducive to learning. Collaboration between members of the entire school, parents and the community is critical to this prevention effort. The district's 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.

ASSEMBLY PROCEDURES

The purpose of assemblies is to provide the student with enjoyable, educational experiences. The student's responsibility is to show respect to those people making the presentation.

In order to get the program started promptly, we request that you come into the auditorium quietly, find your assigned seats, and sit quietly until the program begins. Many individuals and groups who come to perform for us have complimented us. They are very impressed with our good behavior and respect. This is a plus for our school, and we want to keep it that way.

CARE OF SCHOOL PROPERTY

The books, working materials, equipment, and furniture that the students of this school need to use daily are the property of the Titusville Area School District. They are purchased with public funds. Your parents pay taxes to provide these funds. Be assured that any waste or misuse of these materials, equipment and furniture results in a loss that your own parents must pay for. Students that deface school property will be required to make restitution and may be assigned detention, suspended from school and face possible court action.

CHANGE OF ADDRESS

When a student and his family move or have new information, such as: phone number, email addresses and any changes to emergency information, it is the student's responsibility to notify the office immediately. In order to remain in compliance with audit procedures we are required to have on file documents for Proofs of Residency which may include a copy of a Lease Agreement, Settlement Papers or Deed to Property OR three (3) bills that come to the home with your name and address imprinted.

DANCE INFORMATION/JUNIOR PROM

Our school dances are provided for the enjoyment of those students who are enrolled in Titusville High School. All students who enter the building for the dance must remain at the dance until it is over or a parent/guardian has arrived at the door to pick them up. School dress code regulations and code of conduct will be enforced for dances. Guests are only permitted at the Prom.

The junior class of Titusville High School sponsors a Prom the first weekend in May. Students in grades 10, 11, and 12 may attend the Prom. Ninth graders are not permitted to attend. Any guest that is not a student at Titusville High School must be registered and approved by the senior high administration to attend the Prom. Guests must be in at least 10th grade, but not over the age of 20.

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, not modest, or is disruptive to school operations and the educational process in our professional certified opinion. This would include any apparel that would suggest any affiliation or membership in any group or organization that advocates illegal or inappropriate activities. We expect that students will follow the dress code for school events such as concerts and banquets and meet any additional requirements of the instructor/advisor. The following is a list of specific limitations by which students must abide.

1. Wearing apparel must not be torn or altered in appearance and the sagging of pants will not be tolerated. You must be neat and clean at all times.
2. Sunglasses are not to be worn in school unless accompanied by an office permit. Tinted glasses may be worn if prescribed by a doctor.
3. Mid-section exposure of the body is not permitted under any circumstances. Halter-tops, tube tops, tank tops, spaghetti straps, muscle shirts (nothing sleeveless), bandannas, inappropriate make-up and chains are not permitted to be worn.
4. Safe and appropriate footwear must be worn.
5. The length of shorts and skirts/dresses must measure at least six inches from the center of the kneecap.
6. All hairstyles must be maintained in good taste. Keep in mind all the sanitary requirements of proper grooming. Safety needs pertaining to clothing and hairstyles must be followed according to the instructor's direction.
7. Hats are not to be worn in the building and are subject to the same guidelines that govern the general dress code.

8. Pajama tops, bottoms, and/or slippers may not be worn.

Any items (i.e., t-shirts, book-bags, hats and coats, etc.) with sexually suggestive messages or that advertise or advocate tobacco, drug and alcohol related messages, weapons, or are altered in appearance with any inappropriate symbols are strictly prohibited.

Violations of the dress code will warrant the appropriate disciplinary action and may result in detention or suspension assigned.

DRIVING TO SCHOOL

School parking lots are reserved for faculty, staff and visitors during school hours. Students must use on street parking and are reminded that the Safe and Drug Free School Zone extends 1000 feet from the school in every direction.

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.

FIRE DRILL AND SEVERE WEATHER REGULATIONS

Posted in each classroom is the route to follow when the fire bell rings or when a severe weather alert has been issued. The teacher in each of your classes will explain the procedures.

Each time the fire bell rings, you are to assume there is a fire. You, as a student, have the responsibility of maintaining absolute silence. This is of utmost importance so instructions can be heard.

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

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

HALLWAYS

Between each class a student is given four minutes to move to their next assigned room. Students are required to follow the most direct route to their assigned areas. This is plenty of time to get from one class to another. If your locker is not located between your rooms, plan ahead. Students are not permitted to run, yell, sit or push while in the halls.

1. Loitering in halls or restrooms will not be tolerated.
2. Personal music players may be used on buses and while walking to and from school. They are not permitted in hallways and classrooms or cafeteria.
3. No food or drinks are permitted in the hallways. No glass bottles are permitted in the building. Beverages in cans or plastic bottles are permitted in the cafeteria during lunch

LOST AND FOUND

Any items lost are to be turned in to the office or respective office. If you have misplaced anything, go to the office and ask. Clothing, gym bags, and other lost articles are kept in a box inside the receiving room door.

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. 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. Students in violation of the personal communication device policy will receive consequences as outlined in the discipline code.

RESTROOMS

1. Restrooms are to be used only for the purpose intended. Any other usage such as smoking, loitering, clogging facilities or hiding from school personnel *will not* be tolerated and is subject to appropriate disciplinary action.
2. You will use only the restrooms closest to where you are located. Movement to any other area is prohibited.
3. **It is a privilege to use the restroom during class, do not assume that the teacher must honor every request.** In cases where a student takes advantage, a request may be denied. We urge students to use the restroom between class periods rather than during class time. Before leaving for the restroom you must follow the procedures set up by the teacher, including use of the hall pass.
4. Students who are ill should report to the nurse's office and not to public restrooms (separate restroom facilities are located in the nurse's office).
5. Keep your restrooms clean. Show good sense and respect for others that may wish to use the facility. Report any damage to a restroom to the office immediately.

RETURNED CHECK POLICY

The Titusville Area School District reserves the right to subject all returned checks to a \$20.00 service charge payable by the responsible party/parties.

STUDENT DESKS/TABLES

The classroom teacher, for a variety of reasons, will see fit to assign each student a desk or table. Students will not have the privilege of their own choice unless they receive permission from their teacher. No type of refuse should be placed in any desk or table, nor is writing permissible on the desk surface. Any violation of this type will result in appropriate disciplinary action.

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 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 anytime, 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 school personnel 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 BOOKBAGS

Students **ARE NOT** permitted to carry bookbags during the school day. Bookbags may be brought into the building in the morning and placed in the student's locker. The bookbag must remain there until the school day is over.

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 back pack will not be permitted to enter the stadium. Bicycles, skates, scooters, and skateboards are not permitted inside the stadium.

TELEPHONE

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

School telephones are not for student use except when given permission by school personnel.

USE AND CARE OF BOOKS

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

VISITORS TO OUR SCHOOL

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

All visitors must report to the office immediately upon entering the building. All visitors are required to sign in and receive a visitors badge from the building principals or his/her designate. At the end of a person's visit they must return the badge to the office and sign out.

TITLE IX: ANTI-HARASSMENT PROCEDURES

UNLAWFUL HARASSMENT

The Titusville Area School District prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. All complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified.

DEFINITIONS

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap/disability.

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

Sexual harassment shall consist of sexual advances, requests for sexual favors, and other inappropriate verbal and 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 academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-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 which creates an intimidating, hostile or offensive learning or working environment.

COMPLAINT PROCEDURE

If any unwelcome, offensive or inappropriate behavior occurs or is continuing to occur, the student shall follow the established complaint procedure. All parties should realize that each may file a complaint and be the subject of complaints under these policies.

1. A student shall immediately report a complaint of harassment, orally or in writing, to the building principal, guidance counselor, teacher, or any other authorized employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal shall immediately notify the compliance officer, Superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. The complainant and accused shall be notified of the progress at appropriate stages of the procedure.
3. The building principal shall prepare a written report summarizing the investigation within 15 days unless additional time to complete the investigation is required and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent and others directly involved, as appropriate.

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

DISCIPLINE

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Disciplinary actions shall be consistent with the student code of conduct, board policies, and district procedures, applicable collective bargaining agreements and state and federal laws.

RIGHT TO APPEAL

If the complainant is not satisfied with a finding of no violation of the policy or with the prompt corrective action recommended in the investigative report, she or he may submit a written appeal to the compliance officer within 15 days.

The compliance officer shall review the investigation and the investigated report and also may conduct a reasonable investigation.

The compliance officer shall prepare a written response to the appeal within 15 days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

PROTECTION OF GRIEVANCES

Neither reprisals nor retaliations shall occur as a result of good faith charges.

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

221 North Washington Street

Titusville, PA 16354 Phone: 814-827-2715

VIOLENCE AND WEAPONS POLICY

TERRORIST THREATS/ACTS

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

Definitions

Terrorist threat - shall mean a threat 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:

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

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

SEARCHES CONDUCTED BY SCHOOL OFFICIALS

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

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

WEAPONS

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

The Titusville Area School District prohibits the possession of a weapon as defined. When an administrator has evidence that a student is in possession of a lethal weapon or a look alike in a school building or on school property the following guidelines shall be applied:

Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of this policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board.

A meeting must be convened with parents/guardians, representatives of the school district, and other appropriate social/legal agencies prior to student returning to classroom.

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.

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.

BUS EXPECTATIONS

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

during your am/pm bus ride. 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. Students will only be picked up/dropped off at their assigned bus stop.

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.

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 and the superintendent of the district are notified in writing.

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

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

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

PENALTIES FOR INFRACTIONS OF OUR SCHOOL CODE

Definition of Terms

Detention is assigned after-school.

In-School Reassignment will be used when a student needs a period of time to cool down, complete given assignments for an extended period of time, or may be used in combination with *Out-of-School Suspension* when deemed appropriate and necessary for student discipline.

Out-of-School Suspension is defined as exclusion from school not to exceed ten (10) days per infraction. Student is not permitted on school property during assigned time.

Exclusion is defined as a disciplinary removal from the regular educational placement. This applies to students with an IEP who are suspended for up to 45 calendar days for violations of the disciplinary code involving weapons, drugs or other extremely serious situations.

Expulsion is defined as exclusion from school for any period exceeding ten (10) school days or permanent removal from school. The board shall require, prior to re-admission that the student provide competent and credible evidence that they have complied with board stipulations for re-admittance to school. Student shall be subject to random searches and/or drug testing depending on the nature of the infraction. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow board policy.

RULES FOR DETENTION HALL

No food or drink is permitted in detention hall. Maintain absolute silence at all times. Students must sit up and keep feet on the floor at all times. SLEEPING WILL NOT BE TOLERATED. Report to detention hall with all of the books needed to do class assignments or appropriate reading material. Report to detention hall with pens and/or pencils needed to complete all written work. Desks/tables must be kept clean and the floor around your desk/table must be cleaned up at the end of each session. Defacing of books or desks/tables will not be tolerated. Obey all instructions from the teachers without back talk, muttering or any other form of disrespect. Raise your hand when you wish to leave your seat, you must wait until given permission to approach the instructor's desk. At that time make your request in a quiet tone so you will not disturb others. Students must leave the building immediately after dismissal from detention hall. YOU MAY NOT GO TO YOUR LOCKER!

After-School Detention

Monday -Thursday

Hours: 3:15- 5:15 p.m. - Middle School

Hours: 3:20 – 5:20 p.m. – High School

Please understand that additional time in the detention center will be assigned for any infraction of the above rules. Make sure you go to the restroom and drinking fountain prior to 3:15 p.m.

Please note that transportation to and from detention will not be provided by the school district.

OFFENSES AND DISPOSITIONS

The following guidelines are to be used under ordinary circumstances; however, the building principal may take into account special circumstances that surround a specific incident.

DC 01: Assault on Student (Crime against a person)

Definition: Assault is an unlawful attack by one student upon another. By definition there can be no attempted assaults, only completed assaults. The act should intentionally, knowingly, or recklessly cause bodily injury and/or serious bodily injury to a student(s).

Disposition: First Offense: Five-Day Suspension.

Parents of the victim will be encouraged to file charges, depending on the severity of the incident; school officials may also file charges. A parent conference with the principal will be held.

Succeeding Offenses: Ten-Day Suspension.

School officials will also file charges of assault with the local magistrate against all parties involved. A parent conference with the principal and/or the Superintendent will be held.

DC 02: Assaults on School Employee

Definition: Assault on school employee is an unlawful attack by one person upon another. By definition there can be no attempted assaults, only completed assaults. The act should be intentionally, knowingly, or recklessly causing bodily injury or serious bodily injury to an employee(s).

Disposition: Immediate suspension from school and report to police. Begin expulsion proceedings at the discretion of the Superintendent

DC 03: Ethnic Intimidation

Definition: A person commits the offense of ethnic intimidation if, with malicious intention towards the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals., he/she commits an offense with respect to such individual or his or her property or with respect to one or more members of such group or to their property. (Criminal mischief and other property destruction)

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

DC 04: Extortion/Theft

Definition: Theft by Unlawful Taking:

Movable property - A person is guilty of theft if he unlawfully takes, or exercises unlawful control over, movable property of another with intent to deprive him thereof.

Immovable property - A person is guilty of theft if he unlawfully transfers, or exercises unlawful control over, immovable property of another or any interest therein with intent to benefit himself or another not entitled thereto.

1. If amount is \$50 or more but less than \$200 it is a misdemeanor 2nd degree
2. If amount is less than \$50 it is a misdemeanor 3rd degree

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 05: Fighting

Definition: Fighting (Mutual altercation) is a student confrontation with another student in which the altercation is mutual, requiring physical restraint or resulting in injury or property damage. If the incident does not rise to that level, the incident should be classified as minor disruptive behavior or a minor infraction. b) Mutual participation in a fight involving physical violence, where there is no one main offender and no major injury. This does not include verbal confrontations, tussles or other minor confrontations. Law enforcement officers may refer this offense as simple assault.

Disposition: First Offense: Immediate Suspension

Dependent upon the severity of the incident, school officials may:

1. File charges of disorderly conduct against all participants in the incident with the local magistrate.
2. Hold a parent conference with the principal.

Succeeding Offenses: Immediate Suspension – Minimum Five Days.

School officials will also:

1. File charges of disorderly conduct with local magistrate against all parties involved.
2. Hold a parent conference with the principals.

DC 07: Intimidation/Racial Intimidation/Hate Crimes

Definition: Racial/Ethnic Intimidation (Crime against a person) is malicious intent toward another person or property based on race, color, religion or national origin is a hate crime.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 09: Harassment

Definition: Harassment. - A person commits the crime of harassment when, with the intent to harass, annoy or alarm another, the person:

1. Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. Follows the other person in or about a public place or places; or
3. Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 10: Reckless Endangerment

Definition: Reckless Endangering (Crime against persons) is engaging in conduct that places or may place another person in danger of death or serious bodily injury.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 11: Robbery

Definition: **Robbery** is the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 12: Sexual Harassment

Definition: Sexual Harassment (Crime against a person) is discrimination against a student based on the students' submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment. This includes students and staff. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, gestures, jokes or pressure to engage in sexual activity.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

Succeeding Offenses: Immediate Suspension – Minimum Five Days. School officials will also file charges of harassment with the local magistrate against all parties involved. A parent conference with the principal will be held.

DC 14: Threatening a School Official

Definition: Threatening or Intimidating a School Official or a Student (Crime against persons) (Physical, verbal, written, or electronic threat (e.g., internet) or intimidation) is to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.

Disposition: Dependent upon the severity of the incident, a student may be suspended for a period up to ten days and a complaint of disorderly conduct could be filed with the police.

Further Incidents: School principals will file disorderly conduct charges, automatic ten-day suspension and recommendation to the school board for expulsion.

DC 15: Arson

Definition: Arson is the unlawful and intentional damage or attempt to damage any real or personal property by fire or incendiary device. Setting a fire (by match, lighter, fireworks, firecrackers, trashcan fires, Molotov cocktails, or any other incendiary device) providing aid, counsel or pay toward same.

Disposition: Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

DC 16: Bomb Threats

Definition: Crime Code Citation: 2706. Terroristic threats: A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:

1. Commit any crime of violence with intent to terrorize another;
2. Cause evacuation of a building, place of assembly or facility of public transportation; or
3. Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. The term communicates means, conveys in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Disposition: Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

DC 17: Demonstrations/Riot

Definition:

Riot: A person is guilty of riot, a felony of the third degree, if he/she participates with two or more others in a course of disorderly conduct:

(1) With the intent to commit or facilitate the commission of a felony or misdemeanor; (2) With intent to prevent or coerce official action;(3) When the actor or any other participant to the knowledge of the actor uses or plans to use a firearm or other deadly weapon.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 18: Disorderly Conduct

Definition: Disorderly Conduct: A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he:

1. Engages in fighting or threatening, or in violent or tumultuous behavior;
2. Makes unreasonable noise
3. Uses obscene language, or makes an obscene gesture; or
4. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

Weapons

Definition: Illegal Possession of a Weapon: Possession, use or intention of use of any instrument or object to inflict harm on another person or to intimidate any person as defined in the weapons section of this handbook

DC 19: Possession of a Firearm

Disposition: Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 31 Weapons Policy.)

DC 20: Possession of a Knife

Disposition: Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 31 Weapons Policy.)

DC 21/24: Possession/Use of Other Weapon

Disposition: Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 31 Weapons Policy.)

DC 22: Terrorist Threats

Definition: Terrorist threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience. (I.e. bomb threats)

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

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

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

1. The building principal shall immediately suspend the student and shall promptly report the incident to the Superintendent based on further investigation. The building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board.
2. If a student is expelled for making terrorist threats or committing terrorist acts, the Board shall require, prior to re-admission, that the student provide competent and credible evidence that he/she does not pose a risk of harm to others.
3. If a student is expelled for making terrorist threats or committing terrorist acts, upon return to school, the student shall be subject to random searches.
4. In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

DC 25: Verbally Harassing Any School Personnel

Definition: The use of profanity, threats and derogatory remarks directed at any school personnel and/or bus drivers.

Disposition: Dependent upon the severity of the incident a student may be suspended for a period up to ten days and a complaint of disorderly conduct could be filed with the police.

Further Incidents: School principals will file disorderly conduct charges automatic ten-day suspension and recommendation to the school board for expulsion.

DC 26: Destruction or Defacement of School Property

Definition: Vandalism is the unlawful desecration of a building or other structure with the intent to commit damage.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 27: Possession/Use of Fireworks or Explosive Devices

Disposition: Any student who possesses or uses fireworks or explosive devices, or is responsible for bringing fireworks or explosive devices into the school environment will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. A meeting must be convened with parents/guardians, representatives of the school district and other appropriate social/legal agencies prior to student returning to the classroom.

DC 28: Class Disruption

Disposition: Any combination of the following consequences can be implemented at the teacher's or principal's discretion:

Warning in Class; Teacher/Student Conference after Class; Teacher Notifies Parent; Teacher/Student/Office Conference; Parents Are Notified; Detention and Possible Removal from Class; Detention Assigned. Three Days Removal from Class with Failing Grade; Removal from class with failing grade.

DC 29/30: Possession, Use, Sale or Distribution of Tobacco

Definition: Use of tobacco in schools prohibited. A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense. A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.

Disposition: Within Safe and Drug Free School Zone:

First Offense: Eight hours detention

Further Incidents: Will result in being assigned additional detention and/or out-of-school suspension.

On School Property:

Disposition: Referral to local district magistrate as per the state anti-tobacco law for each offense.

DC 31/32: Skipping Detention

Disposition: Detention Truancy: Add two hours

Second Incident: Add four hours

Further Incidents: Detention already assigned following three, five or ten day suspensions.

DC 33: Disrespect/Defiance

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period

and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 34: Bus Disruption

Definition: When riding the bus to and from school, you are the responsibility of the school district. Students must abide by all posted bus rules and regulations. It is the driver's responsibility to assign seats and demand appropriate behavior for obvious safety reasons. Students are not permitted to eat or drink while on the bus.

Disposition: 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.

DC 37: Lack of Cooperation

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 38: Hall Disruption

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

DC 39: Tardy to Class

Disposition: Student will be assigned four hours of detention upon receiving the sixth tardy to school or classes during a marking period. For each subsequent tardy during the same marking period, the student will be assigned an additional two hours of detention. Chronic tardiness may result in out-of-school suspension.

DC 40: Expulsion

Disposition: (See Penalties for Infractions of Our School Code: Definition of Terms)

DC 41: Dress Code

Disposition: Violations of the dress code will warrant the appropriate disciplinary action and may result in detention or suspension.

DC 43: Late to Detention

Disposition: 1st Time: Warning.

2nd Time: Two additional hours

3rd Time: Four additional hours

4th Time: Suspension

DC 44: No Work in Detention

Disposition: 1st Incident: Sent to the office (assigned two additional hours)

2nd Incident: Sent to the office (assigned four additional hours),

3rd Incident: Suspension (plus make up hours of already assigned detention).

DC 46: Throwing Food/Misconduct in Cafeteria

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period

and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

DC 47: Tardy to School without an Excuse

Disposition: First offense: Any student arriving to school after 8:25 AM without a valid written excuse will be given a warning.

Subsequent offenses: Any student arriving to school after 8:25 AM without a valid written excuse will be assigned detention.

DC 48: Use of Profanity/Vulgar Language

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

Excessive and/or consistent use of profanity will result in a disorderly conduct complaint filed with the local district magistrate.

DC 49: School Truancy

Definition: Once a student has accumulated three illegal days of absence from school, and the legal process has been set in motion, all consecutive illegal dates will be filed with the district magistrate. These legal procedures remain active as long as the student remains in the same building, with the illegal dates of absence carrying over from year to year. See the building principals for more information regarding the district's truancy elimination plan.

Disposition:

First Truancy: Eight hours detention assigned.

Second Truancy: Twelve hours detention assigned.

Third Truancy: Twelve hours detention assigned and a letter will be mailed issuing a warning of legal steps that will be taken.

Fourth Truancy: Twelve hours detention assigned.

School officials will file a formal written complaint of school truancy with the local district magistrate and make referral to Children and Youth Services.

Note: In excessive truancy cases, the student may be recommended to the school board for expulsion that will result in placement in an alternative education center. Also, where all other consequences have been exhausted; parent/teacher conferences, referral to the student assistance team for drug/alcohol and mental health assessments, recommendation for psychological testing, the parent/guardian will be required to shadow their student in school.

DC 50: Leaving the Building or School Block

Disposition: First Offense: Two hours of detention per period cut plus four hours of detention.

Succeeding Offenses: Four additional hours detention per period cut plus four hours of detention.

Note: In cases of excessive cutting of classes and leaving the building; half day and full day truancy can and will be filed. Also, where all other consequences have been exhausted, parent/teacher conferences, referral to the student assistance team for drug/alcohol and mental health assessments, recommendation for psychological testing, the parent/guardian will be required to shadow their student in school.

Note: In excessive truancy cases, the student may be recommended to the school board for expulsion that will result in placement in an alternative education center.

DC 51: Failure to Check In/Out

Disposition: Two hours of detention assigned.

DC 52: Failure to Report to the Office

Disposition: First Offense: Two hours of detention assigned.

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the superintendent will be held.

DC 53: Forged Excuse

Disposition: Two hours of detention assigned.

DC 54: Driving or riding to Vo-Tech without Authorization (high school only)

Principals reserve the right to remove any student from Vo-Tech for violating this policy.

Disposition: Four hours of detention and loss of Vo-Tech driving permit for 45 days.

DC 55: Showing Inappropriate Affection

Disposition: Warning to the students by the teacher and notification of warning to the office. Parental notification or conference. Two hours of detention assigned.

Succeeding offenses: Four hours of detention. Further incidents may result in a suspension from school.

DC 56: Possession, use, sale and /or distribution of alcohol

Refer to SAP to investigate student's background and make findings known to parents/guardians, counselors and principals.

Disposition: Minimum: Five to Ten Day Out-of-School Suspension.

Maximum: School board hearing for expulsion from school for up to one calendar year from the date of the hearing. Professional alcohol and other drug evaluation and counseling shall be a prerequisite for re-admission to school. In addition, the school may require random drug testing. Other criteria for re-admission may be established as necessary.

DC 57: Chewing Gum (Middle School only)

Disposition: First Offense: Warning

Subsequent Offenses: Two hours of detention

DC 58: Sale of Controlled Substance

Definition: See DC63.

Disposition: Immediate ten day out-of-school suspension and referral to school board for hearing on: (a) expulsion for up to one calendar year (b) referral for a drug and alcohol evaluation to determine appropriate intervention (c) provide other suitable schooling. SAP referral. Upon re-admittance to school, the student will undergo random drug testing for a minimum period of one year. Other criteria for re-admission may be established as necessary.

DC 59: Cutting Class

Disposition: First Offense: Two hours of detention per period cut.

Succeeding Offenses: Four hours of detention per period cut.

DC 60: Cut Class/Leave Building

Disposition: Refer to Disciplinary Code 50

DC 61: Out of Assigned Area

Disposition: Two hours of detention

DC 62: Harassment

Disposition: Refer to Disciplinary Code 09

DC 63: Possession, use, or distribution of a Controlled Substance

Definition: The unlawful use, cultivation, manufacture, distribution, sale, transfer, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Infractions include being under the influence of drugs or substances represented as drugs while in school, on school transportation, or at school sponsored events. Use should be reported only if the students are caught in the act of using, are tested and found positive for use by an officer during/after arrest, or are discovered to have used in the course of investigating the incident. This category does not include tobacco.

Refer to SAP to investigate student's background and make findings known to parents/guardians, counselors and principals.

Disposition: Minimum: Five to Ten Day Out-of-School Suspension.

Maximum: School board hearing for expulsion from school for up to one calendar year from the date of the hearing. Professional alcohol and other drug evaluation and counseling shall be a prerequisite for re-admission to school. In addition, the school may require random drug testing. Other criteria for re-admission may be established as necessary.

DC 64: Locker Violation

Disposition: Rules and guidelines for Locker use are described in a previous section of the handbook. Violations of those rules and guidelines will result in a warning, detention or suspension depending upon the severity and frequency of the violations. Student could lose the privilege of using school lockers.

DC 65: Detention Rescheduled

Detention will only be rescheduled when a parent excuse has been submitted prior to the assigned detention. Every request will be reviewed on a case by case basis.

DC 66: False Reports to Law Enforcement Authorities

Definition: False reports to law enforcement authorities. (a) Falsely incriminating another – A person who knowingly gives false information to any law enforcement officer with intent to implicate another commits a misdemeanor of (b) Fictitious reports – A person commits a misdemeanor of the third degree if he/she: (1) Reports to law enforcement authorities an offense or other incident within their concern knowing that it did not occur; or (2) Pretends to furnish such authorities with information relating to an offense or incident when he knows he has no information relating to such offense or incident.

Disposition: Immediate suspension from school and report to the police. Begin expulsion proceedings at the discretion of the Superintendent.

DC 67: Theft or Burglary

Disposition: Refer to Disciplinary Code 04 and 11

DC 68: Possession of a Potentially Dangerous Object

Disposition: After school detention, Suspension or Expulsion depending on the circumstances of the incident. Could fall under DC 21: Possession of Weapon.

DC 69: Use of a Potentially Dangerous Object

Disposition: After school detention, Suspension or Expulsion depending on the circumstances of the incident. Could fall under DC 24: Use of Weapon.

DC 70: Sleeping in Detention

Disposition: Two hours of detention

DC 71: Lieu of Detention

Parents may opt for out of school suspension in lieu of detention assigned after a conference with the building principal.

DC 72: Computer/Internet Use

Disposition: The use of our computers and the internet is a privilege, not a right, and inappropriate use could result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to detention, suspension or expulsion or criminal prosecution by government authorities. The School District will attempt to tailor any disciplinary action to meet specific concerns of the violation. (refer to page 14)

DC 73: Bullying

Definition: A bully is defined as a person who is habitually cruel or overbearing, especially to smaller or weaker people. A bully, therefore, hurts people on purpose; physically, mentally, and/or emotionally.

Disposition: Refer DC 09.

DC 74: Not Keeping Hands, Feet and Objects to Oneself

Disposition: Dependent upon the severity and frequency of the incidents, student may be either assigned after-school detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

DC 75: Personal Communication Devices

Disposition: First Offense: Item will be confiscated and returned at the end of the day. A letter will be sent home.

Second Offense: Item will be confiscated and returned only to the parents.

Third Offense: Item will be confiscated and returned only to the parents, plus two hours of detention assigned.

Fourth Offense: Item will be confiscated and returned only to the parents, plus four hours of detention assigned.

Fifth Offense: Item will be confiscated and returned only to the parents, plus suspension for a three, five or ten day period.

TITUSVILLE AREA SCHOOL DISTRICT ALCOHOL AND OTHER DRUG POLICY

POLICY STATEMENT

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.

All alcohol and other drug policy violations will become a permanent part of a students' record throughout the students' enrollment in the Titusville Area School District. Each prior record(s) will be evaluated when a disposition is being considered.

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: 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 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 SAP Team.

Investigation: SAP Team members in conjunction with faculty and staff investigate the extent of the problem.

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

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 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 re-admission 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.

Notification of Parents: The principal will contact the parent/guardian 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 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 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 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 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 re-admission 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 SAP Team.

Notification of Parents: If the student is referred to the SAP Team, parent notification is mandatory.

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

Disposition of Substance: Not Applicable.

Discipline: Not Applicable: Directed assistance available.

Notification of Police: Not Applicable.

LOCAL RESOURCES

Middle School Student Assistance Team.....827-2715 Ext. 2425
High School Student Assistance Team.....827-2715 Ext. 1425

Drug and Alcohol Counseling Information

Meadville..... 814-724-4100
Venango 814-432-9744
Alcoholics Anonymous..... 814-337-4019
..... or 1-800-227-2421
Northwest Medical Center..... 814-677-1107
Deerfield Behavioral Health Network 814-827-3467
Regional Counseling Center 814-676-5614
National Alcohol Hotline.....1-800-Alcohol
National Drug Hotline..... 1-800-Cocaine

For drug or alcohol-related emergencies call 911

NOTES