

# TITUSVILLE AREA SCHOOLS ELEMENTARY HANDBOOK 2017-18



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

Visit our website at [www.gorockets.org](http://www.gorockets.org).

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## **AUTHORITY OF SCHOOL PERSONNEL**

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

## **HANDS ON POLICY**

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

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

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

## **SAFETY AND SECURITY**

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

## **PARENT TEACHER GROUP**

The Parent Teacher Group (PTG) provides a way for parents and community members to get involved. Each building has a PTG that works as a liaison between the school and the community. Each PTG has a slate of officers who plans and coordinates activities throughout the school year. One of PTG's most important functions is fundraising. PTG funds pay for student field trips and other events. All parents are encouraged to get involved with PTG activities.

## **ENROLLMENT REQUIREMENTS**

Enrollment for Pre-Kindergarten (K-4) program: Child is not less than four (4) years and no months before the first day of the school term.

Enrollment for Kindergarten (K-5) program: Child is not more than five (5) years and six (6) months of age before the first day of the school term.

All children must be enrolled in first grade prior to eight (8) years of age.

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

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

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

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

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

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

## **ATTENDANCE**

Students must be in school in order to receive the full array of learning experiences. Good attendance promotes good performance; therefore if a child is absent from school, the absence must be for an important reason (i.e. illness, bus route cancellation, or lengthy medical appointment). Each absence will be reviewed; school officials will determine if an absence is lawful or unlawful. (Children who contract communicable conditions are not permitted in school until a physician or the school nurse recommends that they be in school, i.e., ring worm, head lice, scabies, conjunctivitis or pink eye, strep throat.)

**Within 3 days after a child has been absent, the school is to receive a written excuse** stating the date(s), the reason for the absence, and the parent/guardian's signature. (This also pertains to children who have arrived late or left school during the school day). The excuse must clearly explain when and why the absence occurred. **General statements that do not give a valid reason for absence (i.e., personal reasons, out of town, the car wouldn't start) will be considered unlawful absences. *Excuses must be submitted for all absences and are to be submitted within three days following an absence or the absence becomes unlawful. Unlawful absences lead to implementation of the district truancy elimination plan and possible truancy filing with the district magistrate.*** For more information regarding the truancy elimination plan, contact the building principal.

Students arriving between 8:15 - 9:30 will be marked tardy (late). Students arriving between 9:31 and 12:45 or leaving between 11:01 and 12:45 will be considered absent 1/2 day. Students leaving school before 11:00 will be considered absent a full day. Students who leave after 12:46 will be considered present all day (see chart).

<b>Arriving 8:15– 9:30</b>	<b>Arriving 9:31-12:45</b>	<b>Arriving After 12:46</b>
<b>Tardy</b>	<b>AM Absence</b>	<b>Full Day Absence</b>

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

The school district is responsible for promoting regular attendance. Children who are frequently absent and/or consistently tardy receive instruction that is interrupted and of a lesser quality. In accordance with attendance regulation, letters are mailed home after 6 and 10 absences. **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 is required for all absences beyond 10 days.** If a child is not in school regularly, is chronically tardy, or consistently leaves early, *school officials are required to proceed with measures that discourage poor attendance.*

## **LATE TO SCHOOL**

All students arriving late to school or leaving early must sign in or out of the office. Parents must sign in students. Any student who arrives at school between 8:15 A. M. and 9:30 A. M. (K4 PM, 12:30-1:15) will be considered tardy (late) and must report to the school office to receive a tardy slip. Total tardy time minutes will accumulate and be counted as unlawful absence days.

## CHANGES TO A STUDENT'S DAILY ROUTINE

These procedures have been put into place for your child's safety and security. Children are to arrive and leave school by the same means.

### Late Arrivals/Early Dismissal

Anytime a child arrives late or leaves early, the parent or the parent's designee must accompany the child to the office to sign the child "in" or "out."

### Pick-up by Another Adult

If an adult other than you is picking up your child, they must be on the pick-up list, and you must send a note with your child in the morning.

The note must include:

- Reason for the change
- Time the child is to be excused
- Who will be picking the child up and other necessary details
- Signature of Parent/Guardian

### Before picking up the child/children, this person must:

- Stop at the office before picking up the child/children
- Present a valid driver's license or valid photo ID
- Sign the child out of school

### Child Going Home with Another Student

If your child is planning on going home with another student, two notes are required; both you and the other child's parent must send a note to the office in the morning that describes the arrangement. TASD bus transportation is not to be used for these individual arrangements; therefore you will need to make transportation arrangements for your child to go home with another student's family.

### Leaving During School Hours

If a child needs to leave during school hours, a note requesting the change needs to be presented at the office in the morning.

### Change of Transportation Arrangements/Not Riding Regular Bus

If you are changing transportation arrangements, meaning that your child is not riding home on their regularly scheduled bus, a note requesting the change needs to be presented at the office in the morning. End of the day phone calls are discouraged, however, your child must be picked up by 2:35 or they will be sent home via their regular transportation. Phone calls will only be accepted until 2:15 PM.

**The Titusville High School and ECLC buildings form the transportation hub of the school district. All busses are assigned parking spots on Drake Street, Spruce Street and Kerr Street for students transferring between busses and attending these two schools.**

**For the safety and security of our students Spruce Street, between Drake and Kerr Streets, is closed to traffic from 7:30 A.M. until 7:55 A.M. and again from 3:00 P.M. until 3:25 P.M.**

**Thank you for your cooperation and understanding.**

### Pick-up at Bus Hub

In the event of an emergency and you need to meet your child/children at the THS bus hub before they go home on their transfer bus, you must

Notify the school office of your emergency

The school will in turn notify the Transportation Director to meet you at the bus

Present your valid ID

## **CHILDREN NEED TO KNOW**

Families and schools share the responsibility of helping children learn how to be safe. To further ensure your child's safety, please make sure your child knows the following information about him/herself: first and last name, street address, parents' names, and phone number.

## **PREVENTING MISPLACED CHILDREN**

1. Once a routine is established, try not to change it.
2. If a change is necessary, try to plan the change well in advance. In the morning of the day the change is to occur, give a signed and dated note to the teacher and the child. Give instructions to all who are involved (child, teacher, grandparents, babysitters, neighbors and friends).
3. Provide the school office with the name, address and phone number of your babysitter (or person designated to be responsible for your child in your absence).
4. Include as many emergency numbers on your child's emergency card as possible. (Please keep these numbers current.)
5. Please **DO NOT** call us during the day to request a change; this practice leads to mistakes and confusion.
6. Instruct your child to go straight home after school; he/she is not allowed to go to a neighbor or classmate's house until going home first.
7. Make it clear to your child that he/she should **NEVER** leave the school without permission from his/her teacher.
8. Do not tell a child you **"might"** pick him/her up. This will only confuse your child.
9. Children **WILL NOT** be permitted to wait outside of school buildings.

## VACATION OR TRIP REQUESTS

Any parent wishing to have a child excused for a vacation, educational trip, or religious experience must obtain a “Request for Excusal from School Attendance” from the school office. To be considered for approval, the form needs to be completed and returned to the school office at least 3 days prior to the proposed absence. Upon obtaining approval, make-up work arrangements need to be made by contacting your child’s teachers.

If a child has missed more than 6 days of school and/or has not been receiving proficient/satisfactory report card marks, parents should avoid requesting an excusal. **Any trip/vacation request beyond (5) days will not be approved. Any days of school missed without approval or trip days that extend beyond (5) days will be recorded as illegal/unexcused absences.** Parents must fill out a trip form for each child in their respective school building in the district.

## BUS PRIVILEGES

Children who are eligible for transportation to and from school have the privilege of riding an **assigned** school bus. The school buses are operated by qualified drivers whose ultimate concern is **safety**. Children are expected to follow the bus rules and obey the bus driver. The rules require that children remain seated in their assigned seats; that they keep their hands, feet and all objects to themselves; and that they keep the noise level at a minimum. Children who do not follow the rules and/or who disobey the bus driver will be reported and consequences will be prescribed. **Misconduct leads to suspension of bus privileges.** Students will receive consequences for not riding their assigned bus or transfer bus.

Video cameras and audio systems are installed on all Northwest School Buses. The information from these tapes can be used for disciplinary action. The cameras and audio systems will be on all buses and vans to help ensure the safety of all students. School Board Policy 810.3

## TRANSPORTATION

**Daily bus passes are not issued.** A bus registration form must be filed if you are riding a bus to and from school (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. Please contact the Director of Transportation for questions regarding transportation.

### **WALKING and BICYCLING** *(when age appropriate)*

Students need to use sidewalks as they walk to and from school. A crossing guard will assist students at some locations. If there is no sidewalk, walkers should face the oncoming traffic and walk on the berm or in the grass. Walkers need to observe safety rules, be safety conscious, and listen to the crossing guards.

When riding bikes to and from school, students need to be safety conscious and observe traffic rules. Bicyclists need to remember to use the cross walks, to listen to the crossing guards and wear a helmet. Bicycles are to be parked in the bike racks.

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

## CAFETERIA SERVICES

Nutritious breakfasts and lunches are provided at every school. Menus are sent home monthly. Students have approximately thirty minutes to eat lunch in the school cafeteria. When students follow the cafeteria rules and obey the adults who are supervising the lunchroom, lunchtime is more relaxing, enjoyable, and safe.

No student will be denied a school lunch; however breakfast is not a mandated meal. Students whose accounts are overdrawn may be denied breakfast. Students who do not bring a lunch to school will be provided a lunch by the school at the parent’s expense.

### *USDA Nondiscrimination Statement*

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

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American*

Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. By mail:

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

2. By fax:

fax: (202) 690-7442; or

3. By email:

email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

## **HEAD LICE POLICY**

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

### **Guidelines**

1. If a student is suspected to have head lice, the student will be sent to the health office for a private examination by the nurse or administrator.
2. If the student is found to have lice and/or nits, the nurse will determine if the student can finish the day or be sent home based on age of child and extent of infestation.
3. The parent or guardian will be notified by phone call that their student has been found to have lice and will need to be treated before returning to school. Referral to his/her physician will also be recommended.

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

### **Lice/School Attendance Procedure**

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

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

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

### **Resources**

American Academy of Pediatrics Centers  
for Disease Control

## **STUDENT PERFORMANCE**

### ***STUDENT PROGRESS***

At the Early Childhood Learning Center, you may learn about your child's progress in a variety of ways such as returned papers, phone calls, notes, conferences, portfolios and report cards. Report cards are sent home after each semester. The numerical marks on the report cards are determined from various activities, tests, projects, class participation, portfolios, homework and assessments. A numerical mark of "3" indicates that your child is "proficient" or performing at the expected level for his or her grade level.

At the elementary grades 1-5, core subject areas are reported to parents as percentage grades. Ranges of performance are designated as follows:

90-100	Excellent
80-89	Good
70-79	Fair
60-69	Needs Improvement

Each of these core subject areas is broken down into sub-categories in which children's progress is assessed using the following rating scale:

O	Outstanding
S	Satisfactory
I	Improving
N	Need for Improvement

Parents can access their child's progress through the PowerSchool system. PowerSchool is a web-based program which allows parents to get more involved in their child's day-to-day education. It gives parents timely information about their child's progress in school. With a click of the mouse parents will have access to grades, attendance, assignments and even an email link to their child's teacher. Parents may receive their login by visiting their child's

school office.

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

If you are concerned about your child's performance or behavior, please contact the teacher or the principal. Efforts will be made between the family and the school to help assure your child's future success.

If your child will be absent for several days, please make arrangements to get assignments so they can be completed at home. If your child has been absent, please make sure that missed assignments are made up as soon as possible. **In order for the teacher to have ample time to prepare make-up work, please make requests in the morning and pick up the assignments in the afternoon.**

## ***HOMework***

Homework helps your child practice skills and develops self-discipline. Homework should help you know what your child is doing at school. Establishing a homework routine, with guidelines, helps children become more successful and responsible. Please encourage your child to **do homework** in a place that is quiet, comfortable and conducive to learning.

## ***ASSESSMENT***

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

## ***AFTER- SCHOOL HOURS***

The time a child spends away from school has an influence on how a child performs and progresses in school. A review of research indicates that the following family factors have a positive influence on a child's life-long success:

- ☺ The family has a positive attitude toward learning and school.
- ☺ The family pays attention and is involved in what is going on in school.
- ☺ The family values appropriate behavior and school attendance.
- ☺ The child gets along with others.
- ☺ The family is conscientious of how away -from -school time is spent and strives to have planned activities and routines.
- ☺ The family members read more and watch less TV. (Jimerson & Kaufman, 2003)

## **ELEMENTARY STUDENT ASSISTANCE PROGRAM**

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

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

Barriers to learning can be present in different areas of a student's life. They can be academic, behavioral, or social. Examples of barriers to learning include: academic skills below grade level; low PSSA scores; poor attendance/tardiness; inability to focus in class; aggressive or withdrawn behavior; poor social skills or peer relationships; grief, loss, or separation issues and family or home environment issues.

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

Students come to the Elementary Student Assistance Program in different ways. Some students are referred by teachers or other school personnel. A parent, guardian, or

family member can also make a referral. Students themselves can even go directly to the ESAP team to ask for help.

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

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

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

The Child Assistance Team (C.A.T.) is a district level team comprised of both school and community leaders. The group meets quarterly to brainstorm interventions and services for students and families of our district who are in need of more support than the building level teams can provide.

## **STUDENT BEHAVIOR**

One of the first steps in promoting appropriate behavior is letting children know what is expected of them and letting them know when they have behaved admirably. According to our discipline plan, students need to be informed of what the rules are; what is expected of them and what the consequences are for misconduct. The adults at each school are responsible for monitoring conduct throughout the school day. Most of the students follow school rules and behave very responsibly. Students who do not behave appropriately will be subject to reprimand and consequences.

Some examples of inappropriate behavior and misconduct in school and to and from school may include, but are not limited to:

- ridiculing others, bullying

- using inappropriate language
- disrupting class
- fighting, pushing, shoving
- cheating
- disobeying bus rules
- possessing/using a weapon
- assaulting another person
- being uncooperative
- harassing others, bullying
- leaving school grounds
- destroying school property
- possessing and/or using drugs
- possessing and/or using tobacco
- being disrespectful
- displaying disorderly conduct
- improper computer use
- failure to complete assigned work

Some examples of **consequences** include, but are not limited to:

- behavior practice or revisit
- cleaning up after oneself
- attending “office” time-out
- losing school privileges
- notifying parents/guardians
- missing portions of recess
- attending detention
- experiencing in-school time out
- out of school time out (suspension)
- quiet lunch table time
- loss of privileges for a field trip/school activity

### **ITEMS TO AND FROM SCHOOL**

Please include backpack and pocket checks as part of your families’ daily routine. A backpack/pocket check provides a very meaningful way to gather information. Backpacks often

contain assignments that need to be completed or papers that have been checked; these papers will help you know what your child is learning and how he/she is progressing. You will also be less likely to miss notifications and newsletters.

There are a variety of things that your child may need to bring to school for assignments and activities. However, there are things that should not be brought to school for safety, loss or damage reasons. The following list includes some of the items that your child should NOT bring to school. A backpack/pocket check is a way to make sure your child is not transporting items that are not appropriate.

(Attempts are made to prevent and resolve issues of safety, thievery and destruction related to these items, but success is limited.)

- » Toys of any kind (including toy weapons)
- » Money (except for meals, pictures, book sales, etc.)
- » Glass and sharp objects
- » Valuables and items that could be damaged or stolen
- » Objects that hang from book bags and coat zippers (these are dangerous)
- » Live animals
- » Cologne/Perfume
- » Shoes with wheels

## **ELECTRONIC DEVICES**

For students in grades K4 -5 mobile devices can be used with the exception of cell phones. Cell phones are not permitted to be used by these students during school hours. Cell phones must remain in backpacks and are to be shut off. Other mobile devices such as personal digital e-readers, tablets and laptops may be used in school **for instructional purposes** only.

The Board prohibits possession and use of any device that provides for a wireless, unfiltered connection to the internet by students. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

## **ACCEPTABLE USE POLICY**

**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. The District recognizes the importance of teaching acceptable use and online safety to students. The District curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms and cyber-bullying awareness and response.**

**Guidelines for use are as follows:**

- I. Computers will be used for educational purposes
  - a. Internet
    - i. Research for classroom activities or projects
    - ii. Educational games
    - iii. Other educational activities (Virtual tours, Video Clips, Etc.)
  - b. Programs will be used for educational purposes
    - i. Word Processing Programs
    - ii. Presentation Programs
    - iii. Spreadsheet Programs
  
- II. A loss of computer privileges will occur if students
  - a. Internet
    - i. Knowingly access inappropriate material or anything that is harmful to minors.
    - ii. Accessing games with no educational value
    - iii. Searching for topics, accessing internet sites, or other online activities that have not been assigned by a faculty or staff member
  - b. Programs
    - i. Inappropriate use of school computer programs
    - ii. Loading files or programs that were not approved by a faculty or staff member.
  - c. Desktop and Hardware
    - i. Abuse to the computer and any hardware
    - ii. Printing without permission
    - iii. Renaming, Rearranging, or Changes of any sort to the desktop
  - d. Privacy
    - i. Accessing folders that are not yours
    - ii. Tampering with files, folders, and documents that do not belong to you

### III. Consequences

- a. Suspension or revocation of internet access
- b. Suspension or revocation of computer access
- c. Discipline by administration

## **GOOGLE APPS FOR EDUCATION**

Google Apps for Education is a service from Google that provides independently customizable versions of several Google products enabled by Titusville Area School District. It features several applications with similar functionality to traditional office suites, including Gmail, Google Calendar, Drive, Docs, Sheets, and Slides.

All work is stored in the cloud and is accessible from any internet connected computer by using the account provided by Titusville Area School District.

## **CARING FOR PROPERTY**

Students are responsible for caring for school items and property. Public funds are used to provide public education and educational resources. If students misuse, deface, damage or waste school property they are wasting public funds. If students do not take care of school property, restitution and consequences will result.

Student desks are school property and are not able to be locked. A student may not deny school district personnel entry into a school desk. Desks are for educational purposes and may be searched at any time. Also, all items that have been brought into the school are subject to searches. Searches will not be conducted without reasonable cause. Any inappropriate materials will be confiscated and may be used as evidence during disciplinary proceedings.

Students are not permitted to bring glass containers, live animals, and perfumes/colognes on buses. **Students are to have respect for school buses** (seats and floors kept clean).

## **BORROWING SCHOOL PROPERTY**

Students are permitted to borrow school property such as textbooks, library books, art materials and other materials. Responsible borrowers take care of and return borrowed items. Students who are not responsible for caring for and returning school property will experience consequences.

## **APPROPRIATE DRESS AND ADORNMENT**

Students are expected to dress and adorn themselves in garments that are comfortable, safe, modest and appropriate for the weather and learning. Adornment and/or dress that is not appropriate includes spaghetti straps, muscle shirts, chains, face paint, short shorts, improper pictures and words, halter-tops and sunglasses. **Athletic shoes (sneakers) are required for physical education and are also the most appropriate footwear for all school activities.** For student safety, shoes should fit properly and be tied. **Flip-flops are not permitted.** Occasionally, events are planned and students are encouraged to dress in a particular way (i.e., hat day, favorite book character day, outdoor event, field trip).

Restrictions may be imposed whenever dress and/or adornment is unsafe, disruptive to school operations and/or it interferes with the educational process. School personnel will use professional certified opinions when making decisions regarding dress and adornment. Please contact the building principal if you have questions.

## **DISCIPLINARY ACTION**

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. If you have any questions about harassment and the complaint procedure you may contact the Title IX Coordinator at the following location:

Karen Jez  
Superintendent  
Administration Office  
301 East Spruce Street  
Titusville, PA 16354  
814-827-2715 Ext. 3410



**Titusville Area School District**

**301 East Spruce Street**

**Titusville, Pennsylvania**

**16354**

**Reviewed: July 2017**