

**TITUSVILLE  
MIDDLE & HIGH SCHOOL**

**STUDENT HANDBOOK**

**2018-2019**

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***This agenda belongs to:***

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## 2018-2019 Tentative School Calendar

Professional Day.....	Thursday, August 23, 2018
First Day for Students.....	Tuesday, August 28, 2018
Labor Day.....	Monday, September 3, 2018
Professional Day.....	Friday, October 5, 2018
Act 80 Days.....	Full Day - Thursday, November 8, 2018
.....	Full Day - Friday, November 9, 2018
Thanksgiving Vacation.....	November 22-26, 2018
Christmas Vacation.....	December 24 – December 31, 2018
New Year's Day Holiday.....	Tuesday, January 1, 2019
Professional Development.....	Friday, January 18, 2019
Martin Luther King, Jr. Day.....	Monday, January 21, 2019
Professional Development.....	Friday, February 15, 2019
President's Day.....	Monday, February 18, 2019
Act 80 Day .....	Thursday, March 14, 2019
Professional Development.....	Friday, March 15, 2019
Easter Break.....	Thursday, April 18 – Tuesday, April 23, 2019
Act 80 Day.....	Friday, April 20, 2019
Professional Day/Prom.....	Friday, May 3, 2019
Memorial Day.....	Monday, May 27, 2019
Last Day for Students.....	Thursday, June 6, 2019
Professional Day.....	Friday, June 7, 2019
Graduation.....	Friday, June 7, 2019

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 – TASD BOARD POLICY 218.3

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 – TASD Board Policy 204

Regular attendance and being on time to school 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 teachers 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 6<sup>th</sup> and 10<sup>th</sup> day of absence from school, each letter more direct as to the legal ramifications that may be imposed.

Titusville Area School District takes a proactive approach to student attendance. Parents/guardians are notified of each unlawful (unexcused or unverified) absence. Upon the instance of three unlawful absences, parents/guardians will be offered a Student Attendance Improvement Conference (SAIC). The purpose of the conference is to examine the student's absences and reasons for the absences in an effort to improve attendance. The outcome of the SAIC is a written Student Attendance Improvement Plan (SAIP). Further unlawful absences may result in a citation being filed with the District Magistrate against the student or parent/guardian and/or recommendations for services.

### Early Dismissal from School

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

1. Present the written excuse, with reason and telephone number of the office where the appointment is to be held, to his first period teacher so that the appointment is registered on the daily bulletin.
2. Present the excuse to his classroom teacher at the time of leaving and sign out in the office.
3. Pick up a validation form from the doctor or dentist office to verify the appointment and return it to the school office when they return to school. School officials may check the validation of the appointment at any given time.
4. Hunting, hair appointments, shopping, work, babysitting; driver's license testing and any other unapproved personal business will be recorded as illegal absences.
5. Excuses stating "personal reasons or family emergency" WILL NOT be accepted. In extreme cases, parents should contact the building principal.

### Excuses and Tardiness – TASD Board Policy 204

1. After an absence, a student (regardless of age) must present upon his/her return to school a written excuse signed by his/her parent or guardian to his/her first period teacher during first period. (Special forms are provided to each student.)
2. The excuse must clearly explain why and when the absence occurred. General statements that do not give a valid reason for absence (i.e., personal reasons, or out of town) are not acceptable and will be recorded as unexcused absences.
3. All student absences are considered to be unverified (UNV) until a valid written excuse is submitted to the attendance secretary **within three days** after returning to school. If the excuse is not submitted within that time, the absence will be recorded as illegal. If the student is under the age of 17, steps will be taken to file truancy. Students missing more than three consecutive days will have the same number of days, not to exceed ten days, to make up the work missed during the absence. For example: seven consecutive days of absence would permit the student seven days to make up work. Under unusual circumstances, the principal may extend the make-up period.
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.
5. Any student with a consecutive absence of five (5) 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 ten (10) days.

Once an unlawful absence has been recorded, the SAIP will be implemented. Parents/guardians will be contacted by the building principal regarding a SAIC. In the event the parent/guardian cannot attend the SAIC, the conference will be held with the student and a copy of the SAIP will be sent home for parent/guardian to review.

### **Late To School/Classes**

1. Any student who arrives at his first period after the morning tardy bell or comes to school during or after the first period until 9:30 a.m. will be considered tardy.
2. If a bus arrives after the morning tardy bell all students on that bus must sign in at their respective offices upon arrival. The student will not be considered tardy to school.
3. Any student arriving to class after the bell rings will be considered late for class. Students accumulating tardies within each quarter will be subject to assigned consequences according to school policy as designated by the building principal.
4. If a student arrives to school after 9:30 a.m. or leaving prior to 1:30 p.m. will be considered absent from school for 1/2 day. If the student does not have a valid written excuse, the absence will be unexcused and will accumulate toward truancy charges.
5. If a student arrives to school after 12:45 p.m. the student will be considered absent a full day. If the student arrives to school without a valid written excuse, the absence will be unexcused and will accumulate toward truancy charges.

Once an unlawful absence has been recorded, the student attendance improvement plan (SAIP) will be implemented. Parents/guardians will be contacted by the building principal regarding a student attendance improvement conference (SAIC). In the event the parent/guardian cannot attend the SAIC, the conference will be held with the student and a copy will be sent home for the parent/guardian to review.

### **Student Trips and/or Vacations – TASD Board Policy 204**

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

## **ACADEMIC INFORMATION**

### **Titusville Graduation Requirements-TASD Board Policy 217**

(Subject To Change Dependent Upon PDE Regulation)

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

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

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

### **FOR THE CLASSES OF 2020, AND BEYOND:**

And fulfill one of the following two options:

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

**CREDIT REQUIREMENTS FOR ALL GRADES**

<u>Subject Areas</u>	<u>Credit Requirements</u>
English	4.00 credits
Social Studies	4.00 credits (3.0 VT)
Math	3.00 credits
Science	3.00 credits
Wellness Ed	4.00 credits
Freshman Seminar	1.00 credit
Humanities	1.00 credit
Elective Courses	5.00 credits
	<b>25.00 total credits</b>
	<b>(24.00 Vo-Tech)</b>

**Grading – TASD Board Policy 213**

Report cards are marked with percentages:

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

1. Teachers will establish their classroom grading policy within the above guidelines.
2. An incomplete is given when a student has not been able to complete the required work in a given grading period due to illness or a medical excuse. Failure to complete assignments within 10 school days after the date the grading period ends will result in a failing grade.
3. Students who have been legally absent up to three consecutive days will have three days to make-up the work missed during the absence. Students missing more than three consecutive days will have the same number of days, not to exceed ten days, to make up the work missed during the absence. For example: seven consecutive days of absence would permit the student seven days to make up work. It is the responsibility of the student for making arrangements with the teacher for making up missed work. Any assignment not completed during this time frame may result in a failing grade for that assignment. Any assignment made prior to the date of the absence should be completed immediately upon returning to school.
4. Under unusual circumstances, the principal may extend the make-up period.
5. Any student withdrawing from a course must do so before the third week of a one-credit course or second week of a one-half credit course. Withdrawal after the third week of a one-credit course or second week of a one-half credit course will receive a W.F. (withdraw fail) on their records and the failing grade will be tabulated in their grade point average. Student initiated changes must be accompanied by parental and teacher consent.
6. Cheating or attempted cheating will not be tolerated. The student may receive a zero (0) for the assignment, or for the nine-week grading period, the semester, or the year.
7. The final grade for all courses will be determined by averaging all nine weeks' grades and the final exam (weighted at 20%).

**Honor Roll**

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

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

**Scholastic Letters**

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

## Repeating Courses

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

## Homework – TASD Board Policy 130

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)

*(Subject to change dependent upon PDE regulation)*

### Grades 3-8

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

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

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

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

### Keystone Exams – High School

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

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

## VENANGO TECHNOLOGY CENTER – TASD BOARD POLICY 115

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

If a student is absent more than 10 days from Venango Technology Center, he or she will receive a written warning regarding attendance and possible removal from the program. After 15 days of absence, the student will be removed from the program. Under unusual circumstances, the principal may extend the attendance guidelines. Any student who violates or cannot comply with the policies including transportation to and from the Technology Center, risks being removed from the program and rescheduled into a regular high school program. Students may not drive or ride to or from Venango Technology Center without a valid driving pass. Passengers will not be permitted.

## LIBRARY/MEDIA CENTER 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 –TASD Board Policy 815

### Purpose

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

### Authority

The Titusville Area School District reserves the right to monitor and log network use and fileserver space utilization by district users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the school district. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications, Internet access, or other computer files sent and received on the school computer network or stored in his/her directory. The school computer network's system operator, or other authorized school employee, may, at any time, review the subject, content, and appropriateness of electronic communications, Internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered. The district recognizes the importance of teaching acceptable use and online safety to students. The district curriculum shall include instruction for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response.

### Definitions

The **Titusville Area School District computer network** includes all local area networking and wide area networking within the school community as well as all online and direct-wired networking such as Internet to which the school network may be linked.

**Digital technology** shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind, that is based on digital technology which is:

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

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

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

### Guidelines

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

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



these guidelines.

The school district is not, through digital technology that is being made available to administrators, teachers, or students, creating a public forum, an open public forum, or a limited public forum. Digital technology may not be used by administrators, teachers, or students for speech or expressive conduct:[4]

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

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

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

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

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

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

This policy applies to employees and approved volunteers using digital technology while at work within the Titusville Area School District and while using digital technology when away from work. This policy does not apply to content that is unrelated to the Titusville Area School District, its Board of School Directors, students, parents/guardians, vendors, and all current and former employees.

Employees and approved volunteers are not permitted to use the Titusville Area School District letterhead in any Internet posting unless authorized by the administration.

Employees and approved volunteers are personally responsible for what they post.

Employees and approved volunteers may not establish a Titusville Area School District social media site without permission.

### **Use of Personal Electronic Devices**

The Board adopts this policy in order to maintain an educational environment that is safe and secure for district students and employees.

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item may not be returned until a conference has been held with a parent/guardian.

### **Mobile Devices**

The policy and guidelines in this section apply in its entirety to students in grades 9-12 only. For students in grades K4 – 8, mobile devices can be used with the exception of cell phones. Cell phones are not permitted to be used by these students during school hours. Cell phones must remain in their lockers or backpacks and are to be shut off. Other mobile devices such as personal digital e-readers, tablets and laptops may be used in school for instructional purposes only.

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

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

## **Acceptable Use**

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

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

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

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

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

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

## Security

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

1. Employees and students shall not reveal their passwords to another individual.

2. Employees or students shall not use the user I.D. and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **Password Policy**

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

## **Safety and Protection of Personal Information**

All staff and students in grades 6-12 are given a district email address. When sending electronic messages, students and staff shall not include personal information such as addresses and phone numbers that could identify themselves or other students and staff. Internet I.D. and passwords are provided only for personal use. Students and staff shall not share their password or use anyone else's password, regardless of how the password was obtained. Those who suspect that someone has discovered their password shall change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

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

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

## **Copyright Infringement**

Students and staff shall not:

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

## **Commercial Use**

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

## **Consequences for Inappropriate Use**

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

- a. Suspension or termination of employment for employees.
- b. Suspension or expulsion for students.

## **Electronic Images and Photographs**

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

## **Cyberbullying**

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

## **No Expectation of Privacy**

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

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

## **Content Filter**

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

## **Appropriate Uses and Digital Citizenship**

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

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

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

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

## **Who's On The Internet?**

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

## **STUDENT ATHLETICS AND EXTRACURRICULAR ACTIVITIES TASD Board Policy 122 & 123**

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

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

### **Behaviors and Etiquette**

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

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

### **Extracurricular Eligibility**

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

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

### **School Attendance and Athletics/ 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. Those students arriving after 8:25 a.m. must have a doctor or dentist excuse or be on a school approved trip. Parent excuses will not be accepted. Also, every student will be expected to be in school the morning after a scheduled event. Students must be in school on a Friday to be eligible to participate on a weekend, unless prior permission has been given by the school administrator.

### **NCAA Eligibility Requirements**

Student athletes must register with the NCAA Eligibility Center, the respective eligibility center if planning to participate at the division one and two levels. A qualified student athlete can practice, compete and receive an athletic scholarship as a freshman. Consult your school counselor for more information concerning NCAA guidelines or visit the NCAA Eligibility Center website at [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org) or the NAIA Eligibility Center at: [www.playnaia.org](http://www.playnaia.org)

## Physical Exams for Athletics

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

## School Athletics/Activities

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

## 2018-2019 INTERSCHOLASTIC SPORTS PROGRAMS

### HIGH SCHOOL

#### FALL

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

#### WINTER

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

#### SPRING

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

### MIDDLE SCHOOL

#### FALL

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

#### WINTER

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

#### SPRING

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

## 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.

### School Wellness

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

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

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

The Coordinated School Health Council shall serve as an advisory committee regarding student health issues. The Council may examine related research, assess student needs and current school environment, raise awareness about student health issues, and collaborate with appropriate community agencies and organizations. Contact the TASD Superintendent if you would like to participate in the development, implementation and periodic review and update of the School Wellness policy and/or be a part of the Coordinated School Health Council. See TASD Board Policy 246 for detailed information.

## **Cafeteria Services**

### 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 mail, fax or email provided below:

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

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

This institution is an equal opportunity provider.

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

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

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

## **Career Education Program**

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

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

The Titusville Area School District has developed a comprehensive Chapter 339 Plan in accordance with state guidelines. The Chapter 339 Plan outlines the planned activities for students in grades K4-12. Please review the Chapter 339 Plan on the Student Services page of the district's website for details regarding career education.



## School Counseling Program – TASD Board Policy 112

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

## Student Assistance Program – TASD Board Policy 236

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, school counselors, and nurse 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](http://www.gorockets.org).

## 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. This includes through text messaging. Such dismissals may be deemed unlawful.

## Medications – TASD Board Policy 210

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, both prescription and over-the-counter medication, 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 the school's designated medication time. The only exceptions are: asthma, diabetes, severe allergy or emergency medications; which will be given as needed. If medications are required at any other 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 the High School 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. 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 – TASD BOARD POLICY 113**

The Titusville Area School District provides a full continuum of special education services for exceptional children from pre-school through age 21. These services 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 the Director of Special Education.

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

### **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 All Hazards Plan provides specific details on current practice and procedures that should be followed under certain circumstances regarding school safety and crisis intervention.

### **Assembly Procedures**

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

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

### **Care of School Property**

The books, working materials, equipment, and furniture that the students of this school need to use daily are the property of the Titusville Area School District. They are purchased with public funds. Your parents pay taxes to provide these funds. Be assured that

any waste or misuse of these materials, equipment and furniture results in a loss that your own parents must pay for. Students that deface school property will be required to make restitution and may be assigned consequences, suspended from school and face possible court action.

### **Change of Address**

When a student's family moves or has new information, such as phone number, email addresses and any changes to emergency information, it is the parent's and student's responsibility to notify the office immediately. In order to remain in compliance with audit procedures we are required to have on file documents for Proof of Residency which may include a copy of a lease, deed, mortgage settlement sheet, signed sales agreement, or recent tax receipt.

### **Dance Information/Junior Prom**

Our school dances are provided for the enjoyment of those students who are enrolled in the Titusville Middle School or Titusville High School. All middle school students who enter the building for the dance must remain at the dance until it is over or a parent/guardian has arrived at the door to pick them up. At the high school, students who leave the dance will not be permitted to re-enter. School dress code regulations and code of conduct will be enforced for dances.

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

### **Dress Code - TASD Board Policy 221**

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

1. Wearing apparel must not be torn or altered in appearance and the sagging of pants will not be tolerated. You must be neat and clean at all times.
2. Sunglasses are not to be worn in school unless accompanied by an office permit. Tinted glasses may be worn if prescribed by a doctor.
3. Mid-section exposure of the body is not permitted under any circumstances. Halter-tops, tube tops, spaghetti straps, and inappropriate make-up and chains are not permitted to be worn. All shirts must have a shoulder seam width of at least three fingertip's width.
4. Safe and appropriate footwear must be worn.
5. The length of shorts and skirts/dresses must be at least fingertip length. Excessively tight pants that are not modest are not permitted.
6. All hairstyles must be maintained in good taste. Keep in mind all the sanitary requirements of proper grooming. Safety needs pertaining to clothing and hairstyles must be followed according to the instructor's direction.
7. Hats are not to be worn in the building and are subject to the same guidelines that govern the general dress code.
8. Pajama tops, bottoms, and/or slippers may not be worn.

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

Violations of the dress code will warrant the appropriate disciplinary action and may result in consequences up to and including suspension. Parent contact may be made.

### **Driving to School (High School only)**

School parking lots are reserved for faculty, staff and visitors during school hours. Students must use on street parking and are reminded that the safe and drug free school zone extends 1000 feet from the school in every direction.

### **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.

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

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

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

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

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

### **Hallways**

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

1. Loitering in halls or restrooms will not be tolerated.
2. Personal music players with earbuds or headphones may be used on buses and while walking to and from school. At the middle school, use of these devices is not permitted in the building. High school students are permitted to use personal music players with earbuds or headphones.
3. Students will be permitted to carry water during the school day in the hallways and classrooms provided the bottle is clear. No glass bottles are permitted in the building. Beverages are permitted in the cafeteria during lunch.

### **Restrooms**

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

### **Returned Check Policy – TASD Board Policy 622**

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

### **Student 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 – TASD Board Policy 226**

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 any time, to exclude authorized school district personnel from entry to a locker or bookbag. Searches will be conducted without consent of the students. Searches will be conducted without any prior notice to students. All items inside a locker are also subject to the search policy; including bookbags, coats, gym bags, etc. Any inappropriate or illegal materials that are confiscated may be used as evidence against the student in disciplinary proceedings.

No sharing of lockers! You are prohibited from using a friend's locker. You are not permitted 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. Administration is not responsible for searching for lost or stolen items.

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 & Backpacks**

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

### **Football Game Policy**

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

Also, bookbags, gym bags and backpacks are not permitted to be brought inside the stadium by a patron. A patron with a bookbag, gym bag and/or back pack will not be permitted to enter the stadium. Bicycles, skates, scooters, footballs, frisbees, and skateboards are not permitted inside the stadium. Students or adults removed for behavioral reasons will not be issued a refund.

### **Telephone**

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

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

### **Use and Care of Books**

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

### **Visitors to Our School**

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

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

# TITLE IX: ANTI-HARASSMENT PROCEDURES – TASD BOARD POLICY 248

## Purpose

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

## Authority

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

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

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

## Definitions

### Harassment

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

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

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

### Sexual Harassment

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

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

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

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

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

## **Delegation of Responsibility**

In order to maintain an educational environment that discourages and prohibits harassment, the Board designates the Superintendent as the district's Compliance Officer.[2]

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

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

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

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

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

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

## **Guidelines**

### Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

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

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

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

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

#### **Step 2 – Investigation**

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

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

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

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigation may involve the review of any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the building principal.

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

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

### **Step 3 – Investigative Report**

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

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

### **Step 4 – District Action**

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

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

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

### Appeal Procedure

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

### **Hazing – TASD Board Policy 247**

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

Karen Jez  
Administration Office  
301 East Spruce Street  
Titusville, PA 16354



## VIOLENCE AND WEAPONS POLICY – TASD BOARD POLICY 218.1 & 218.2

### Terrorist Threats/Acts

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

### Definitions

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

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

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

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

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

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

### Searches Conducted By School Officials

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

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

### Weapons

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

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

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

and follow Board policy.

## 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.

### Daily Bus Expectations– TASD Board Policy 810.3

When riding the bus to and from school, students 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 their am/pm bus ride. Any misbehavior will be reported to the principals, and necessary discipline will be assigned.

Middle school students assigned to a transfer bus are required to ride this bus and may not walk to the high school to make their transfer bus home.

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.

Violation of the following rules may result in the suspension of bus riding privileges:

1. Students must sit down immediately upon entering the bus and REMAIN SEATED until departure. Students are not to change seats while the bus is in motion.
2. There are to be no loud or shrill noises or boisterous conduct which may distract the driver. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing.
3. All parts of the body must be kept inside of the bus and feet must be on the floor.
4. No obscene language or gestures. No profanity of any type is permitted. No verbal abuse of any kind, whether towards students or adults. (Bullying)
5. No littering in or out of the bus is permitted.
6. Students may not throw objects nor use objects such as a water gun on the bus.
7. No inappropriate display of affection.
8. Possession or use of tobacco products and E-cigarettes while on the bus will result in state mandated fines, in addition to consequences outlined in penalties for infraction.
9. Chasing after the school bus.
10. Eating and drinking on the bus is prohibited. (This includes gum chewing.)
11. Refusing to follow directions of the bus driver or failing to comply in the spirit of cooperation: The driver is in charge and his/her orders are to be followed at all times.
12. Horseplay and tapping
13. The use of sprays while on the bus

Violation of the following rules will result in the immediate suspension of bus riding privileges:

14. Destruction of school property such as cutting or ripping a seat cover will not be permitted. In addition to making restitution, the student will lose his or her bus riding privileges.
15. Physical harm to other students.
16. Defiant refusal to obey the driver; such as but not limited to getting off the bus without driver permission.
17. Fighting, wrestling, pushing, tapping, general horseplay, etc.
18. Use of flammable materials. (This includes the use of matches, lighters, etc.)
19. General harassment and bullying.
20. Weapons.
21. Gross misconduct that endangers the lives of the driver, students or any other passengers.
22. Misconduct not otherwise defined or violations of school disciplinary code.

### Penalties for Infractions

General Infraction Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

- One (1) day bus suspension on the third (3<sup>rd</sup>) offense
- Three (3) day bus suspension for the fourth (4<sup>th</sup>) offense
- Five (5) day bus suspension for the fifth (5<sup>th</sup>) offense

Gross Misconduct Infraction Numbers 14, 15, 16, 17, 18, 19, 20, 21, 22

- Five (5) days bus suspension for the first (1<sup>st</sup>) offense
- Fifteen (15) days bus suspension for the third (3<sup>rd</sup>) offense
- Removal for semester or school year for the fourth (4<sup>th</sup>) offense

Depending upon the severity of any gross misconduct infraction an immediate bus suspension for the school year could be determined to be the most appropriate disciplinary measure.

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.

**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.*

## **CLASSROOM CONDUCT**

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

### **Due Process Requirements for Suspensions**

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

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

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

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

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

### **Penalties for Infractions of Our School Code**

#### **Definition of Terms**

**Detention** will be assigned as necessary.

**Student-Teacher Meeting** is a meeting held between the student and teacher to review behavioral concerns and expectations.

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

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

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

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

## **Detention**

Students arriving late to detention receive additional consequences. Only parents can reschedule detention. Please note that transportation to and from detention will not be provided by the school district.

Detention is held Monday through Thursday  
Middle School Hours: 3:15 to 4:15 p.m.  
High School Hours: 3:20 to 4:20 p.m. and 6:50 to 7:50 a.m.

## **Offenses and Dispositions**

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

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

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

**Disposition: First Offense: Five-Day Suspension.**

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

**Succeeding Offenses: Ten-Day Suspension.**

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

### **DC 02: Assaults on School Employee**

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

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

### **DC 03: Ethnic Intimidation**

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

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

### **DC 04: Extortion/Theft**

**Definition: Theft by Unlawful Taking:**

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

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

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

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

### **DC 05: Fighting**

**Definition: Fighting (Mutual altercation)** is a student confrontation with another student in which the altercation is mutual, requiring

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

**Disposition: First Offense:** Immediate Suspension

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

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

**Succeeding Offenses:** Immediate Suspension – Minimum Five Days.

School officials will also:

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

#### **DC 07: Intimidation/Racial Intimidation/Hate Crimes**

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

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

#### **DC 09: Harassment**

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

1. Strikes, shoves, kicks or otherwise subjects the other person to physical contact, or attempts or threatens to do the same;
2. Follows the other person in or about a public place or places; or
3. Engages in a course of conduct or repeatedly commits acts that serve no legitimate purpose.
4. Engages in cyberbullying and harassment using inappropriate negative communication with peers and/or adults through online communication means, i.e. social networking sites, etc.
5. Communications to or about such other persons any lewd, lascivious, threatening or obscene words, language, drawings or caricatures;
6. Communicates repeatedly in an anonymous manner;
7. Communicates repeatedly at extremely inconvenient hours; or
8. Communicates repeatedly in a manner other than specified in sections (5), (6) and (7).

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

#### **DC 10: Reckless Endangerment**

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

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

#### **DC 11: Robbery**

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

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

#### **DC 12: Sexual Harassment**

**Definition: Sexual Harassment (Crime against a person)** is discrimination against a student based on the students' submission or rejection of sexual advances and/or requests or creating an atmosphere of harassment based on sexual issues/activity. The unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender based harassment which has the purpose or effect to interfere with the individual performance, work environment, or

participation in school sponsored activities, or creates an intimidating, hostile, or offensive educational environment. This includes students and staff. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, gestures, jokes or pressure to engage in sexual activity.

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

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

#### **DC 14: Threatening a School Official**

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

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

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

#### **DC 15: Arson**

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

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

#### **DC 16: Bomb Threats**

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

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

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

#### **DC 17: Demonstrations/Riot**

##### **Definition:**

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

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

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

#### **DC 18: Disorderly Conduct**

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

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

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

#### **Weapons**

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

**DC 19: Possession of a Firearm**

**Disposition:** Any student who possesses a weapon in, or is responsible for, bringing a weapon into the school environment will be in violation of the weapons policy and will be subject to a minimum of three days of suspension. The building principal shall promptly report the incident to the Superintendent. Based on further investigation, the building principal may report the student to law enforcement officials. The Superintendent may recommend expulsion of the student to the Board. (Reference page 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 detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

**DC 27: Possession/Use of Fireworks or Explosive Devices**

**Disposition:** Any student who possesses or uses fireworks or explosive devices, or is responsible for bringing fireworks or explosive

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

**DC 28: Class Disruption**

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

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

**DC 29/30: Possession, Use, Sale or Distribution of Tobacco, Vaping and Nicotine Products**

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

**Disposition: Within Safe and Drug Free School Zone** (1,000 feet from any district facility):

First Offense: Four Detentions

**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, plus four nights of Detention.

**DC 31/32: Skipping Detention**

**Disposition:**

First Incident: original Detention and additional consequences

Second Incident: original Detention and additional consequences

Further Incidents: original Detention and a three, five or ten day suspension.

**DC 33: Disrespect/Defiance**

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

**DC 34: Bus Disruption**

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

**Disposition:** Refer to TASD Transportation Handbook for infraction codes.

General Infraction Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

- One (1) day bus suspension on the third (3<sup>rd</sup>) offense
- Three (3) day bus suspension for the fourth (4<sup>th</sup>) offense
- Five (5) day bus suspension for the fifth (5<sup>th</sup>) offense

After 5<sup>th</sup> offense depending on misconduct infraction, student may be suspended from the bus for the semester or possible for the school year. District officials will determine the appropriate disciplinary measure.

Gross Misconduct Infraction Numbers 14, 15, 16, 17, 18, 19, 20, 21, 22

- Five (5) days bus suspension for the first (1<sup>st</sup>) offense
- Fifteen (15) days bus suspension for the second (2<sup>nd</sup>) offense
- Removal for semester or school year for the third (3<sup>rd</sup>) offense

Depending upon the severity of any gross misconduct infraction an immediate bus suspension for the school year could be determined to be the most appropriate disciplinary measure.

**DC 37: Lack of Cooperation**



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

**DC 38: Hall Disruption**

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

**DC 39: Tardy to Class**

**Disposition:** Consequences up to and including Detention will be assigned for students who are tardy to class.

**DC 40: Expulsion**

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

**DC 41: Dress Code**

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

**DC 43: Late to Detention**

**Disposition:**

1st Time: original Detention and additional consequences

2nd Time: original Detention and additional consequences

Further incidents: original Detention and a three, five or ten day suspension.

**DC 44: No Work in Detention**

**Disposition:** 1st Incident: Sent to the office (assigned additional Detention) 2nd

Incident: Sent to the office (assigned four additional Detentions),

3rd Incident: Suspension (plus make up already assigned Detention).

**DC 46: Throwing Food/Misconduct in Cafeteria**

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

**DC 47: Tardy to School without an Excuse**

**Disposition:** First offense: Any student arriving to school without a valid written excuse will be given a warning.

Subsequent offenses: Any student arriving to school without a valid written excuse will be assigned Detention.

**DC 48: Use of Profanity/Vulgar Language**

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

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

**DC 49: School Truancy**

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

**Disposition:**

First unlawful absence: Courtesy Letter One mailed

Second unlawful absence: Courtesy Letter Two mailed

Third unlawful absence: Certified Warning Letter mailed, Parent Conference held

Fourth unlawful absence: Truancy citation filed with district magistrate

Further unlawful absences will result in continued truancy citations and a referral to Children and Youth Services.

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

parent/guardian may be required to shadow their student in school.

**DC 50: Leaving the Building or School Block**

**Disposition:** First Offense: One Detention per period cut plus two Detentions.

Succeeding Offenses: Two Detentions per period cut plus two Detentions.

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

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

**DC 51: Failure to Check In/Out  
Detention assigned.**

**DC 52: Failure to Report to the Office**

**Disposition:** First Offense: Detention assigned.

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

**DC 53: Forged Document**

**Disposition:** Detention assigned.

**DC 54: Driving or riding to Venango Technical Center without Authorization (high school only)** Principals reserve the right to remove any student from Venango Technical Center for violating this policy.

**Disposition:** Two Detentions assigned and loss of Venango Technical Center driving permit for 45 days.

**DC 55: Showing Inappropriate Affection**

**Disposition:** Warning to the students by the teacher and notification of warning to the office. Parental notification or conference. One Detention assigned.

Succeeding offenses: Two Detentions assigned. Further incidents may result in a suspension from school.

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

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

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

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

**DC 57: Chewing Gum (Middle School only)**

**Disposition:** First Offense: Warning Subsequent

Offenses: Detention assigned.

**DC 58: Sale of Controlled Substance**

**Definition:** See DC63.

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

**DC 59: Cutting Class**

**Disposition:** First Offense: One Detention per period cut. Succeeding

Offenses: Two Detentions per period cut.

**DC60: Cut Class/Leave Building Disposition: Refer to** Disciplinary

Code 50 **DC 61: Out of Assigned Area Disposition:** One Detention assigned

**DC 62: Harassment**

**Disposition:** Refer to Disciplinary Code 09

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

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

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

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

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

**DC 64: Locker Violation**

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

**DC 65: Detention Rescheduled**

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

**DC 66: False Reports to Law Enforcement Authorities**

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

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

**DC 67: Theft or Burglary**

**Disposition:** Refer to Disciplinary Code 04 and 11

**DC 68: Possession of a Potentially Dangerous Object**

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

**DC 69: Use of a Potentially Dangerous Object**

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

**DC 71: Lieu of Detention**

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

**DC 72: Computer/Internet Use**

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

### **DC 73: Bullying**

Definition: 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 detention or be suspended from school for a three, five or ten day period and/or removal from participation in an extracurricular activity at the discretion of school officials. A parent conference with the principal and/or the Superintendent will be held.

### **DC 75: Personal Communication Devices**

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

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

Third Offense: Item will be confiscated and returned only to the parents, plus detention is assigned. Fourth

Offense: Item will be confiscated and returned only to the parents, plus two detentions assigned.

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

## **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. 8-2425  
High School Student Assistance Team .....827-2715 Ext. 8-1425

### **Drug and Alcohol Counseling Information**

Titusville.....814-827-3649  
Meadville .....814-724-4100  
Venango .....814-432-9744  
Alcoholics Anonymous .....814-337-4019  
.....or 1-800-227-2421  
Northwest Medical Center.....814-677-1107  
Regional Counseling Center.....814-676-5614  
National Alcohol Hotline .....1-800-Alcohol  
National Drug Hotline .....1-800-Cocaine

For drug or alcohol-related emergencies call 9-1-1





Titusville Area School District  
301 East Spruce Street  
Titusville, PA 16354  
(814) 827-2715  
[www.gorockets.org](http://www.gorockets.org)

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