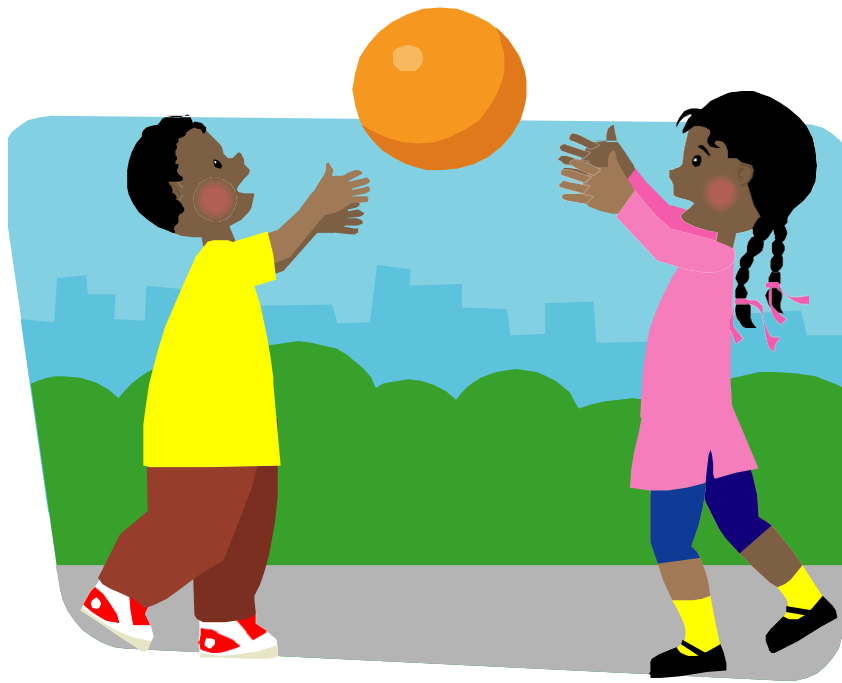


# TITUSVILLE AREA SCHOOLS ELEMENTARY HANDBOOK 2018-19



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

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

## DISTRICT AND BUILDING CONTACT INFORMATION

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## TABLE OF CONTENTS

Authority of School Personnel .....	4
Hands on Policy .....	4
Safety and Security .....	5
Parent Teacher Group.....	5
Enrollment Requirements .....	5
Attendance .....	6
Late to School .....	7
Changes to Daily Routine .....	8
Children Need to Know .....	9
Preventing Misplaced Children.....	9
Vacation or Trip Requests.....	10
Bus Privileges.....	10
Transportation .....	11
Walking and Bicycling.....	11
School Wellness .....	11
Cafeteria Services.....	12
Head Lice Policy.....	12
Guidelines... ..	12
Lice/School Attendance Procedure .....	13
Student Performance .....	14
Student Progress .....	14
Homework.....	15
Assessment .....	15
After-School Hours.....	16
Elementary Student Assistance Program .....	16
Student Behavior .....	17
Items to and from School.....	18
Electronic Devices .....	19
Acceptable Use Policy .....	19
Google Apps for Education.....	21
Caring for Property.....	21
Borrowing School Property .....	21
Appropriate Dress and Adornment.....	21
Disciplinary Action .....	22

## **AUTHORITY OF SCHOOL PERSONNEL**

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

## **HANDS ON POLICY**

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

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

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

## **SAFETY AND SECURITY**

The primary responsibility of the Titusville Area School District is the education of its students. Students have the right to a safe, secure, and peaceful school environment. Students, faculty and support staff has the right to be protected from harm and to work in an environment conducive to learning. School district personnel, parents, students, community members, and others are responsible for ensuring that our schools have climates where optimum learning can take place. The district's All Hazards Plan regarding school safety and crisis intervention provides specific details on current practices and procedures that should be followed

under certain circumstances. The educational experiences that our children participate in will be enhanced by conscientiously supporting school efforts that provide safe and secure school buildings and grounds.

### **PARENT TEACHER GROUP**

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

### **ENROLLMENT REQUIREMENTS**

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

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

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

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

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

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

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

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

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

## **ATTENDANCE**

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

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

The school district is responsible for promoting regular attendance. Children who are frequently absent and/or consistently tardy receive instruction that is interrupted and of a lesser quality. In accordance with attendance regulation, letters are mailed home after 6 and 10 absences. Any student with a consecutive absence of five days or more will be required to present a doctor's excuse for that absence. A doctor's excuse is required for all absences beyond 10 days. If a child is not in school regularly, is chronically tardy, or consistently leaves early, school officials are required to proceed with measures that encourage good attendance.

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

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

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

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

**LATE TO SCHOOL**

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

## CHANGES TO A STUDENT'S DAILY ROUTINE

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

### Late Arrivals/Early Dismissal

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

### Pick-up by Another Adult

If an adult other than a parent is picking up a child, they must be listed as an emergency contact, and the parent must send a note with the child in the morning. The note must include:

Reason for the change

Time the child is to be excused

Who will be picking the child up and other necessary details

Signature of Parent/Guardian

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

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

Sign the child out of school

### Child Going Home with Another Student

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

### Leaving During School Hours

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

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

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

Phone calls will only be accepted until 2:15 PM.



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

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

Thank you for your cooperation and understanding.

#### Pick-up at Bus Hub

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

Notify the school office of your emergency

The school will in turn notify the Transportation Director to meet you at the bus Present your valid ID

#### **CHILDREN NEED TO KNOW**

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

#### **PREVENTING MISPLACED CHILDREN**

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

## **VACATION OR TRIP REQUESTS**

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

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

## **BUS PRIVILEGES**

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

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

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

## **TRANSPORTATION**

Daily bus passes are not issued. A bus registration form must be filed if you are riding a bus to and from school (5) days a week from one location to one location. Drop off points may be a different location from the pick –up point, but they must be consistent. If other daily arrangements are needed, it will be the responsibility of the parent(s) to provide them. Please contact the Director of Transportation for questions regarding transportation.

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

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

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

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

## **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 T ASD Superintendent if you would like to participate in the development, implementation and periodic review and update of the School Wellness policy and/or be a part of the Coordinated School Health Council. See T ASD Board Policy 246 for detailed information.

## **CAFETERIA SERVICES**

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

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

### *USDA Nondiscrimination Statement*

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

*Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audio-tape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

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

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

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

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

*This institution is an equal opportunity provider.*

## **HEAD LICE POLICY**

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

### **Guidelines**

1. If a student is suspected to have head lice, the student will be sent to the health office for a private examination by the nurse or administrator.
2. If the student is found to have lice and/or nits, the nurse will determine if the student can finish the day or be sent home based on age of child and extent of infestation.
3. The parent or guardian will be notified by phone call that their student has been found to have lice and will need to be treated before returning to school. Referral to his/her physician will also be recommended.
4. The nurse will discuss treatment of head lice and give written guidelines to parent if needed.
5. The student will be permitted to return to school as early as the next day after being treated and has no live lice on inspection. If live lice are found, student will be sent home and referred to physician. If no live lice are found, student can return to class. If nits (lice eggs) but no live lice are found, student can return to classroom. Parents will be encouraged to check their student daily for the next two weeks at home.
6. The school will offer information about lice and the recommended treatment of lice.
7. Students with several repeat episodes of infestations may require referral to family physician or Student Assistance Program.
8. All school head checks will not be scheduled. Mass head checks have not been proven to have a significant effect on head lice cases in a school setting. If a student is suspected of having head lice, a confidential check in the health office will be done.

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

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

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

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

## **Resources**

American Academy of Pediatrics Centers for Disease Control  
National Association of School Nurses Infectious  
Disease in Children

## **STUDENT PERFORMANCE**

### ***STUDENT PROGRESS***

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

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

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

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

O	Outstanding
S	Satisfactory
I	Improving
N	Need for Improvement

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

login by visiting their child's school office.

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

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

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

### ***HOMEWORK***

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

### ***ASSESSMENT***

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

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

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

## **ELEMENTARY STUDENT ASSISTANCE PROGRAM**

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

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

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

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

Students come to the Elementary Student Assistance Program in different ways. Some students are referred by teachers or other school personnel. A parent, guardian, or family member can also make a referral. Students themselves can even go directly to the ESAP team to ask for help.

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

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

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

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



## **STUDENT BEHAVIOR**

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

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

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

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

- behavior practice or revisit
- cleaning up after oneself
- attending "office" time-out
- losing school privileges
- notifying parents/guardians
- missing portions of recess
- attending detention
- experiencing in-school time out
- out of school time out (suspension)
- quiet lunch table time

- loss of privileges for a field trip/school activity

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

Please include backpack and pocket checks as part of your families' daily routine. A back- pack/pocket check provides a very meaningful way to gather information. Backpacks often contain assignments that need to be completed or papers that have been checked; these papers will help you know what your child is learning and how he/she is progressing. You will also be less likely to miss notifications and newsletters.

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

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

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

### **ELECTRONIC DEVICES**

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

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

### **Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety – 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 cancelation of those

privileges.

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

The school district is not, through digital technology that is being made available to administrators, teachers, or students, creating a public forum, an open public forum, or a limited public forum. Digital technology may not be used by administrators, teachers, or students for speech or expressive conduct:[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 libel, slander, or defamation.
7. That is sexually, racially, or ethnically related; that is offensive, threatening, or an affront to the sensibilities of others; and that is unlawful under the standards of the antidiscrimination laws of the United States.

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

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

Communication by employees reflects on the school district. Consequently, expressive activity through digital technology shall exhibit good grammar, proper style, and good spelling. Any and all emails by an employee to any parent/guardian or student that is sent by the employee in his/her capacity as a school district employee

shall be sent on and through the email account assigned by the school district. Employees are prohibited from using personal email accounts for school district business.

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

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

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

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

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

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

### Use of Personal Electronic Devices

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

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

### Mobile Devices

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

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

educators who choose to empower students to use their devices for instructional purposes:

1. Have an instructional objective. Using technology in the classroom is typically very engaging for students. However, technology should be more than just engaging. It should empower teachers and students to meet objectives they cannot otherwise meet.
2. Communicate with parents/guardians. Even though this language is now a part of the Student Handbook, parents/guardians may not remember signing or they may wish to change their permission selection once they know how the cell phones are being used in class. For example, most cell phones that students carry are paid for and belong to their parents/guardians. Prior to students using their cell phones as a classroom tool, teachers will notify parents/guardians in this regard.
3. Teachers may check student accounts on the public drive to see if permission for the use of mobile devices was granted by parents/guardians.
4. Rules for the use of mobile devices are made to ensure the devices are being used for instructional purposes. Devices that are being used in any other way are in violation of the district policy regarding the use of electronic devices.
5. Rules are:
  - a. When using mobile devices to access the Internet, students are required to connect using the 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.

### **CARING FOR PROPERTY**

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

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

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

### **BORROWING SCHOOL PROPERTY**

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

### **APPROPRIATE DRESS AND ADORNMENT**

Students are expected to dress and adorn themselves in garments that are comfortable, safe, modest and appropriate for the weather and learning. Adornment and/or dress that is not appropriate includes spaghetti straps, muscle shirts, chains, face paint, short shorts, improper pictures and words, halter-tops and sunglasses. Athletic shoes (sneakers) are required for physical education and are also the most appropriate footwear for all school activities. For student safety, shoes should fit properly and be tied. Flip-flops are not

permitted. Occasionally, events are planned and students are encouraged to dress in a particular way (i.e., hat day, favorite book character day, outdoor event, field trip).

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

## HARASSMENT – 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.

No 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/sexual harassment policy and procedures will be followed with the Title IX coordinator also being notified, if warranted by the investigation. Consequences will follow in accordance with Title IX regulation in the Handbook Agenda of the Titusville Middle and High Schools.

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

Karen Jez  
Administration Office  
301 East Spruce Street  
Titusville, PA 16354 Phone: 814-827-2715





Titusville Area School District 301  
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