

J. Andrew Morrow Primary School
&
Towanda Area Elementary School

Parent Student Handbook



Policies, Practices, and Notices.
2018-2019 School Year



Towanda Area School District

Mission Statement:

The Towanda Area School District's MISSION is focused on learning –centered, engaging, positive experiences for all.

- Educate: Learning-centered dynamic education
- Engage: Learners are engaged by building relationships.
- Encourage: Encouraging others by promoting diversity, individuality, and social-emotional well-being

Mission Impact Statement:

By focusing on the recurring performance of our mission, we serve our learners and realize our vision.

Vision Statement:

The Towanda Area School District's VISION is to educate, engage, and encourage all learners.

Literacy Mission Statement:

The Towanda Area School District Comprehensive Literacy Plan will provide for all stakeholders by providing the critical foundation that will enhance literacy learning for all students. The plan will outline an integrated, aligned, and comprehensive set of literacy experiences for students.

Literacy Vision Statement:

The Towanda Area School District Comprehensive Literacy Plan includes robust literacy opportunities for all students from Birth to Grade 12. With strong literacy skills, students will be prepared to achieve both personal and professional goals throughout their lifetime.

Title 1 School Wide Program Goals:

It is the goal of the Towanda Area School District Title 1 Program that our students meet proficiency or advanced levels in reading as measured by DiblesNext, Study Island, and the PSSA. Measures to achieve our goals are:

- An RTII model to provide appropriate, tiered interventions
- Teachers of reading will assess and monitor student progress using standard assessment tools including Fountas and Pinnell guided reading records
- Universal screenings to help adapt instruction and provide interventions

- On-going data analysis using the Assessment Cycle Format
- Professional development to support literacy teachers through Title, SAS Online Literacy and Math Modules, MAP, Multiple Measures Data Analysis, Collins Writing, Foundations of Literacy, LETRS and Professional Learning Communities for each grade level and content area.

SchoolWay Mobile App:

The Towanda Area School District uses a mobile app to distribute information for the district, each of the three schools, and athletic department. The public is welcome to subscribe to the app, which is hosted by SchoolWay. The app can be downloaded through your app store. Additional information is available online through the district website. Users can subscribe to the information that they wish to receive through push notifications and published material. This is a great way to stay on top of school happenings and athletic schedule changes.

Towanda Area School District Calendar:

TOWANDA AREA SCHOOL DISTRICT
2018-2019 School Calendar

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First Day - Teachers Aug. 23 - First Day - Students</p> <p>Vacation Days: Aug. 31, Sept. 3- Labor Day Nov. 21-26 - Thanksgiving Dec. 24-31 - Winter Holidays Jan. 1 - New Year's Feb. 18 - Pres. Day Apr. 19-22 - Spring Break May 27 - Memorial Day</p> <p>Teacher In-service Days: Aug. 20, 21, 22 Jan. 21 Oct. 8 May 30 Apr. 18 trade-off day parent/teacher conferences)</p> <p>Act 80 Days Nov. 27 Dec. 21 Feb. 4</p> <p>End Report Card Per-9Wks: Oct. 29 Jan. 17 March 26 May 29</p> <p>Last Day of School: May 29 - Students May 30 - Teachers</p> <p>○ = In-Service □ = Vacation Days () = End of Nine Wks ○ = PIAA Season Begins ◇ = Act 80 Day</p>
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ALL SNOW DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR
APPROVED BY THE SCHOOL BOARD ON JANUARY 15, 2018

Towanda School District Board of Education:

Brady Finogle

Board Member

1697 Dunn Hill Road
Monroeton, PA 18832

Mark Gannon

Board Member

P.O. Box 327
Towanda, PA 18848

Brooks Greenland

Board Member

1834 Patton Hill Road
Towanda, PA 18848

John Hennessy

Board Member

15 Olive Street
Towanda, PA 18848

Guy Maryott

Treasurer

198 Canton Avenue
Monroeton, PA 18832

Peggi Munkittrick

Board President

172 Burgess Drive
Towanda, PA 18848

Stacy Schoonover

Board Member

80 Leons Road
Wysox, PA 18854

Evelyn Sherburne

Vice President

100 Ward Avenue
Towanda, PA 18848

Matthew Tavani

Board Member

221 North Fourth Street
Towanda, PA 18848

Cheryl Vaughn

Board Secretary

805 Fourth Street
Towanda, PA 18848

Towanda Area School District Address/Phone Numbers:

Superintendent's Office

410 State Street
Towanda, PA 18848

570-265-9894

Business Office

410 State Street
Towanda, PA 18848

570-265-9154

Towanda Junior/Senior High School

1 High School Drive
Towanda, PA 18848

570-265-2101

Towanda Area Elementary School

420 State Street
Towanda, PA 18848

570-265-6131

J. Andrew Morrow Primary School

101 North Fourth Street
Towanda, PA 18848

570-265-4991

TOWANDA AREA SCHOOL DISTRICT ADMINISTRATION

Superintendent of Schools
Superintendent's Secretary
Superintendent's Office

Mr. Dennis Peachey
Mrs. Cheryl Vaughn
570.265.9894

Elementary Principal
Elementary Principal's Secretary
Elementary School Secretary
Elementary Principal's Office
Elementary School Office

Ms. Susan Higley
Mrs. Kelly Bassett
Mrs. Gwen Sheehan
570.265.2005
570.265.6131

J. Andrew Morrow Principal
J. Andrew Morrow Principal's Secretary
J. Andrew Morrow School Secretary
J. Andrew Morrow School Office

Mrs. Karen Beirne-Getz
Mrs. Barbi Elliott
Mrs. Linda Lundy
570.265.4991

JR/SR High School Principal
JR/SR High School Principal's Secretary
JR/SR High School Assistant Principal
JR/SR High School Office

Mrs. Rebecca Stanfield
Mrs. Toni Lamphere
Mr. Bryan Bechdel
570.265.2101

Director of Special Education
Special Education Secretary
Special Education Office

Mrs. Dawn Hart
Mrs. Lorraine Bovier
570.268.2008

Principal of Academic Affairs
Office of Academic Affairs

Mr. Joel Spinney
570-265-2101

Business Manager
Business Manager's Secretary
Business Office

Mrs. Doreen Secor
Mrs. Shari Williams
570.265-9154

Accounting Supervisor
Accounting Office

Mrs. Valerie Miller
570.268.2019

Food Service Director
Food Service Office

Mrs. Kim Daum
570.268.2010

Transportation Coordinator
Transportation Office

Ms. Magdalen
570.268.2017

TOWANDA AREA ELEMENTARY SCHOOL FACULTY & STAFF

THIRD GRADE

Miss Elizabeth Maurer
Mrs. Julie Larson
Mrs. Merideth Lezak
Mrs. Mary Smith
Mrs. Madeline Bailey

FOURTH GRADE

Mrs. Marlene Gulyas
Mr. Gregory Hughey
Mrs. Shawna Klinger
Mr. Eric Lloyd
Mr. Mark Vail

FIFTH GRADE

Mrs. Amy Belosky
Miss Kaitlyn Fraunfelter
Mrs. Tiffanie Jayne
Mr. Leo Schultz
Miss Kyleene Mullen

SIXTH GRADE

Mrs. Kelley Guerin
Mrs. Darlene Innocenzo
Mrs. Laurie Kapson
Mr. Kevin O'Neil
Mrs. Amy Schultz

ITINERANT

Mrs. Kathy Minard – Health, Wellness and Character Education
Mr. Karl Raffin – Physical Education
Mr. Duane Smith – Music/Band
Mrs. Cathy Orshal – Technology
Mr. Mark Vaughn – Art Education

LITERACY COACH/PRE K COUNTS LIASON

Mrs. Valerie Hugg

RESOURCE COACH

Mr. Kevin Route

CUSTODIAL

Mr. Jack Hagadorn (Head Custodian)
Mr. Kolyn Mott
Mr. Kolton Thompson
Ms. Billie Jo Johnson

LEARNING SUPPORT

Mrs. Treena Miller
Mrs. Sara Nash
Mr. Kevin Route
Mrs. Kacie Tuttle

SCHOOL COUNSELING

Mrs. Nina Muto

TITLE 1

GIFTED & ENRICHMENT

Mrs. Ann Smith

LIFE SKILLS

Mrs. Susan Persun

SCHOOL PSYCHOLOGIST

Mrs. Darla Locke

HEALTH OFFICE

Ms. Jackie Vanderpool

SPEECH

Mrs. Laura Steele

ESL INSTRUCTION

Mrs. Paula Eckroth

PARAPROFESSIONALS

Mrs. Tyra Abma
Ms. Brynn Bumbaco
Mrs. Faye Cook
Mrs. Wendy Davidson
Miss Macy Elliott
Mrs. Sydney Keeney
Ms. Tara Livezey
Ms. Kelly McNally
Mrs. Lois Walter

FOOD SERVICE

Mrs. Lori Bozman
Ms. Cindy Arrison
Ms. Carla Coe
Mrs. Julie Lantz
Mrs. Amy Calaman

J. ANDREW MORROW PRIMARY SCHOOL FACULTY & STAFF

PRE-KINDERGARTEN

Mr. Matthew Johnson
Mrs. Catherine Napp

KINDERGARTEN

Mr. Herbert Kinney
Mrs. Jillian Ault
Miss Taylor Madden
Mrs. Amy Savercool
Mrs. Kristine Watkins
Mrs. Susan Wilcox

FIRST GRADE

Mrs. Wendy Alderfer
Mrs. Amanda Evans
Mrs. Rachel Finogle
Mrs. Megan Gilson
Miss. Erica Crawford
Mrs. Darcy Thompson

SECOND GRADE

Mrs. Sarah Adams
Mr. Kevin Clark
Mr. Ted Foust
Mrs. Jennifer Lane
Mrs. Ashley Roy
Miss Kelly Stockholm

LEARNING SUPPORT

Ms. Sheree Schoonover

PARAPROFESSIONALS

Mrs. Eileen Alesky
Ms. Julie Arnold
Mrs. Margaret DeMarco
Ms. Cassandra Edsell
Mrs. Lois Urey
Mrs. Danielle Kellogg
Mrs. Erin Lattimer
Mrs. Judy Lines
Mrs. Megan Birdsall-Decker
Mrs. Patricia Shumway
Mrs. Julie Johnson
Mrs. Melanie Palfreyman
Miss Kaleesha Rivera
Mrs. Megan Roberts
Miss Carlyn Edsell
Mrs. Wendy Davidson
Mrs. Teresa Fullmer
Mrs. Kerri Martin

CUSTODIAL STAFF

Mr. Robert Horton (Head Custodian)
Mr. Evan Hitchcock
Mr. Jacob Cook

TITLE 1

Mrs. Mandee Carr

SCHOOL NURSE

Ms. Vicky Birdsall
Ms. Jackie Vanderpool

ITINERANT

Mrs. Kathryn Minard – Early Literacy
Mrs. Tammy Jones - Library
Mrs. Cathy Orshal - Technology
Mr. Vincenzo Mignano - Music
Mr. Karl Raffin – Physical Education
Mr. Mark Vaughn - Art

SPEECH

Miss Natalie Wheaton

SCHOOL COUNSELING

Mrs. Nina Muto

SCHOOL PSYCHOLOGIST

Mrs. Darla Locke

DATA LIASON/PRE-K COUNTS

Mrs. Valerie Hugg

ESL INSTRUCTION

Mrs. Paula Eckroth

FOOD SERVICE

Mrs. Lisa Mead
Mrs. Patsy Harris
Mrs. Llanina Sweitzer
Mrs. Megan Birdsall-Decker

NOTICE TO PARENTS/GUARDIANS:

A major component of a successful school environment is the involvement and support of the parents/guardians of their students and the school programs and activities. The administration recognizes this and seeks opportunities throughout the school year to bring parents/guardians into the school environment under certain circumstances as deemed appropriate and safe by the administration. The main priority of the administration each and every day is the health, safety and welfare of the students that walk through the school house doors. To that end, parents/guardians will be permitted in the building for special events designated by the principal's discretion. All visitors are required to register with the building secretary at each school and wear a visitor badge. The badge system is a security measure.

If a parent wishes to have a conference with a teacher, or wishes to visit a classroom, necessary arrangements must be made in advance. A teacher cannot leave an entire class during school time for a parent conference. Please feel free to call and leave a message for your child's teacher. All teachers have voicemail and access to e-mail. The teacher will return your call at their earliest convenience.

ATTENDANCE POLICY:

The School Board members and district staff believe that it is extremely important for students to be present for class daily to gain the greatest academic benefit from the learning process. All families want what is best for their children, but they do not always realize how absences can add up to academic problems. Sometimes children are allowed to miss school when it is not absolutely necessary. Our students and families making daily attendance a priority enables them to do well in the classroom and eventually in a job. We appreciate everyone's efforts to avoid taking extra days off because this can add up to too much learning time lost and leave your child behind in school.

No more than (5) five school days each school year per student will be approved for educational trips or non-school sponsored trips. Non-school sponsored trips may include but are not limited to 4H, scouting, religious youth group, and athletic events. It is recognized that family circumstances may require a student to be absent from school for what is termed a non-school sponsored trip. In order for such an absence to be considered excused, the request must comply with [Board Policy 204](#), Attendance and the corresponding Administrative Regulations. The educational value of the trip must be articulated to the district on the appropriate form.

If you have any questions or require assistance, please contact the principal of the school which your child attends.

Attendance in school is required by the State of Pennsylvania. Any student who is absent will be subject to the following:

- Parents will be contacted each day a student is absent.
- Any student absent on the day of an event or activity may not participate in that activity unless approved by administration.
- A student who has been absent from school will, upon his or her return to school, present a written excuse to the main office. This excuse must be signed by the parent or guardian and must state the date and cause of the absence. Failure to produce an excuse within three days may cause the absence to become illegal or unlawful.

If a student's absence is unexcused, his or her parent will be contacted by letter. After the third unexcused absence letter, a School Attendance Improvement Plan meeting will be held. If such absences continue, a charge may be filed in the District Magistrate's office.

Students and parents are reminded that regular class attendance is necessary for a student to achieve credit for a course since class activities and student participation make up a large portion of the student's grade. Excessive days absent will most certainly lead to low school achievement.

ABSENCES:

Students must attend 5 ½ hours of school to be considered a full day. A student must attend 4 hours of school to be considered a half day. This may be waived for medical reasons with the permission of the Principal.

Unlawful/Unexcused Absences: The parent of a student having more than **three (3)** days of unlawful absences is liable for prosecution. Attendance Improvement Plan meetings may be held to discuss options and coordinate efforts and resources to assist in improved attendance. Students who accumulate **10 or more days** of absence may be required to present a doctor's excuse for each successive absence.

Teachers have the option of not allowing missed work to be made up from an unexcused absence or class cut.

Students 17 years of age and/or over will be allowed ten (10) consecutive days of unexcused absence before the student may be removed from the school rolls.

COMPULSORY SCHOOL ATTENDANCE PROCEDURES

The T.A.S.D. Attendance Policy can be found at www.tsd.k12.pa.us.

When a child must be kept home, please report the absence to the school as promptly as possible.

UPON THE RETURN TO SCHOOL, A WRITTEN EXCUSE IS REQUIRED FOR ALL CHILDREN K-4 THROUGH SIXTH GRADE. On page 13 you will find a blank excuse that may be used, or you may write your own.

The following procedures are meant to accompany the district policy guidelines and should be followed when addressing student absences:

1. All absences must be excused by way of a written excuse signed by the parent, guardian, or person in parental control. After an absence, the parent/pupil has three (3) school days to turn in the appropriate written excuse. After three days, the absence will be classified unexcused if the pupil is 17 years old or older. It will be classified unlawful if the pupil is under 17 years of age.
2. Legal reasons for absence are listed in policy guidelines and include:
 - A. Illness of the child
 - B. Recovery from accident of the child
 - C. Death in the immediate family
 - D. Family emergencies for which approval has been granted by the building principal or designee, ie: immediate family member is hospitalized or may be seriously ill, fire, death of a family member.
 - E. Counseling of the child
 - F. The following require **PRIOR APPROVAL** to be considered excused:
 1. Approved educational trips for which written permission has been requested by parents and granted by the building principal or designee prior to the trip. Educational trips must be requested before the trip is taken on the appropriate form (see a copy of the form on page 13). Educational trips are recorded as excused absences on the report card. Failure to submit the educational trip form 5 days prior to the trip may result in non-approval. When completing the form the educational purpose must be clearly explained, failure to do so may result in a request to redo the form or non-approval.

2. Other absences approved by the principal or designee
3. Take your child to work day (with prior approval). One day per year is designated nationally for this endeavor. Check with your employer for details. If the child requests and is granted pre-approval, no absence is recorded on the report card, similar to a field trip. If no pre-approval is requested the excuse is recorded on the report card as excused as long as an excuse is received within 3 days. If no excuse is received within 3 days, the absence is recorded as illegal/unexcused.
4. Religious release time
5. Court ordered visitations supported by documentation

G. Unexcused absences shall include but not be limited to the following:

1. Hunting
2. Fishing
3. Shopping
4. Visiting friends
5. Oversleeping
6. Missing the bus
7. Any absence incurred for the convenience of the parent, ie: out of town travel, weddings, family reunions.
8. Working at a job that is not a part of an approved diversified occupations curriculum or for which appropriate working permit has not been obtained.
9. Lack of transportation (For K-4 students and those who have been suspended from the bus)

* Children are permitted by law to have 3 unexcused/illegal absences per year. Some of these kinds of absences may be necessary or deemed appropriate by a family even though they are unexcused/illegal. It would be advised to use these absences sparingly. Certificates for 100% attendance are awarded at the end of the school year. *Students are to be commended for excellent attendance.*

A student will be considered tardy if he/she arrives after 8:00am.

At Towanda Elementary School Instruction in classrooms begins promptly at 8:10 am. Teachers will take attendance at 8:10 am for a normal start, non-delayed day. Any student arriving after 8:00 am will be required to be signed in by an adult and provide a reason for being tardy. At J. Andrew Morrow Classes will start at 8:00am and attendance will be taken at this time.

If a student arrives after 10:00 am or leaves prior to 2:00 pm, they will be considered ½ day absent.

A child must report to school punctually in order not to miss important work. If students leave or come to school after the start of the school day, they must be signed in/out in the school office by an adult, and given a reason for late/early arrival or departure. **Parents may not walk their child to the classroom so as not to interrupt the classroom teacher and academic schedule.**

No child will be allowed to leave the school property for any reason whatsoever during the school day unless he/she is signed out by his/her parent, legal guardian or parent designee. This rule is strictly enforced for the safety of your child.

"TAKE YOUR CHILD TO WORK DAY":

This event will not be counted as an absence if the student gets prior approval. One day per year is designated nationally for this endeavor. Check with your employer for details.

"Take Your Child to Work Day" forms are available in the office. If the student's pre-approved request is granted, no absence is recorded on the report card, similar to a field trip. If no pre-approval is requested the excuse is recorded on the report card as "excused" as long as a written excuse is received within 3 days. If no excuse is received within 3 days, the absence is recorded as "unexcused". **Permission must be granted by home school.**

CURRICULUM:

The Towanda Area School District maintains a rigorous curriculum aligned with the Pennsylvania State Standards. This curriculum sets forth goals for each course and subject, and outlines practices designed to enable students to demonstrate their knowledge and skills.

Upon request by a parent/guardian or student, the district will make available existing information about the curriculum, including the academic standards to be achieved, instructional materials and assessment techniques. Please submit a written request to the building principal, specifying the material you wish to review.

DISMISSAL DUE TO ILLNESS:

Students will be released from school due to illness only by the health room professional. The health room professional will determine the need for a student to be dismissed from school. This applies to all students, no matter what their age. Students who sign out ill must do so through the health room professional. If they sign out on their own, it will be considered cutting class. For those few times the health room professional is not available, the secretarial staff will determine if a student should be dismissed for medical reasons. Parents will be contacted immediately so that they may provide transportation home. Students who do not sign out of school using the proper procedure may be subject to disciplinary action. If students use a personal phone without permission to call for pick-up they will be disciplined under the code for failing to follow school rules.

PERMISSION TO LEAVE SCHOOL:

Upon furnishing a written excuse from a parent or guardian that states the time and reason for the excuse, the student may be allowed to leave the building while school is in session. Students need to submit their excuse to the student's school office by 8:15am. Excused appointments are as follows: doctor, dental, counseling appointments or funerals. In order to be excused the following criteria must be met: Parent or guardian physically signs out the student or prior parental arrangements are made.

An appointment verification form must be filled out by personnel at the scheduled appointment and turned in to the office the day following the appointment. Faxes will be accepted from doctor's offices to the fax in your child's building. J. Andrew Morrow's fax number is 570-265-6831 and Towanda Area Elementary School's fax number is 570-265-5070. Failure to submit this form to the appropriate office within this time frame will result in the following:

- A. Dismissal will be unexcused
- B. Notification to parent/Guardian
- C. Consequences as outlined in the discipline code

An appointment with a doctor or a dentist is sufficient reason for an early dismissal or late arrival. **The child must be picked up or dropped off inside the school by the parent and also signed in/out in the school office. The child will not be allowed to wait outside.**

A student must have written permission, with the bus number indicated that they are to ride from his/her parent or legal guardian to give his/her teacher in order to ride any other bus than the one assigned to him/her on their emergency card. Calls regarding this matter **will not be acceptable** unless in the event of an emergency.

Parents will be notified by mail of the status of student absences after 10 days of absence. Illness days, approved educational absence days and other excused absences count towards the 10 day notification of absence as per the approved school policy.

The approved school policy in its entirety is available to parents upon request and can be viewed at www.tsd.k12.pa.us.

(Excuse form can be found Below)

Towanda Area School District

<p>Excuses must be turned in within three days. After three days the absence will become unexcused without an excuse. Arrival after 10:00 AM or leaving before 2:00 PM will be considered a half day absence. Children are permitted by law to have three unexcused or unlawful absences a year. After ten days of absences a doctor's note must be submitted for all subsequent absences or they will be unlawful. If a student accumulates 10 tardies / early dismissals, this will be filed with the District Magistrate</p>	
Excused Absences	Unlawful / Unexcused Absences
<p>Legal Reasons for Absences:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Illness of a child <input type="checkbox"/> Visits to doctor, dentist, orthodontist, etc. <input type="checkbox"/> Recovery from an accident of the child <input type="checkbox"/> Death in the immediate family <input type="checkbox"/> Counseling of the child <input type="checkbox"/> Principal approval for family emergencies <input type="checkbox"/> Impassable roads <p>PRIOR approval to be considered excused (5 days prior to absence):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved educational trips _____ (limited to five days per year) <input type="checkbox"/> Take your child to work day (1 day) on national day _____ <input type="checkbox"/> Religious release time _____ <input type="checkbox"/> Court ordered visitation _____ 	<ul style="list-style-type: none"> <input type="checkbox"/> No excuse after three days <input type="checkbox"/> Shopping <input type="checkbox"/> Visiting friends and/or family <input type="checkbox"/> Oversleeping <input type="checkbox"/> Missing bus <input type="checkbox"/> Out of town travel to weddings, family reunions, etc. <input type="checkbox"/> Lack of transportation to school <input type="checkbox"/> Hunting and Fishing <input type="checkbox"/> Without prior approval for educational trips, take child to work day, religious release, court ordered visitation <input type="checkbox"/> Other: _____

DATE OF ABSENCE(S): _____ TODAY'S DATE: _____

REASON FOR EXCUSED ABSENCE: _____

STUDENT NAME: _____ TEACHER NAME: _____ GRADE: _____

PARENT/ GUARDIAN SIGNATURE: _____

Must have written excuse signed by parent or guardian

EDUCATIONAL OR FAMILY TRIP:

All educational or family trips must have prior administrative approval or the absence will be unexcused. The parent or guardian must request, in writing, for approval at least 5 school days before the actual trip. On this page you will find a copy of the Towanda Area School District Educational Trip Approval Form. This form is to be submitted to the school **BEFORE** the trip commences. It will then be sent to the principal's office for approval. A copy will be sent home to the parent after this process has been completed. **Approved educational absence days are recorded on the report card as absences.** If the Educational Trip Approval Form is not completed before the trip, the absence is considered unexcused. Students will be responsible to make up work missed during the trip. It is important to remember that teachers need advance notice to prepare make-up homework. **(SEE FORM BELOW)**

Towanda Area School District

Educational trip: REQUEST FORM

This form is to be submitted at least (5) five school days before the trip commences. It is your child's responsibility to turn this form in to the office prior to the planned trip with teacher acknowledgements. Families with more than one student participating must complete more than one form.

Parent/Guardian Name: _____ Phone: _____

1. Destination: _____

2. **Day(s) the student(s) will be missing school: _____

3. Explain the educational significance of the proposed trip to the student and include points of particular educational interest or value.

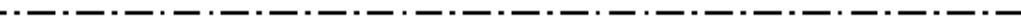
4. State the reasons why the educational trip cannot be taken on days when school is not in session.

5. Student will be accompanied by parent or guardian. Yes _____ No _____

6. Name(s) of school age students attending the trip, the building, and grade level to which they are assigned:

<u>Student</u>	<u>Grade Level</u>	<u>Building</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian _____ Date _____



Approved: _____ Not Approved: _____

Non-approval could result in absences being counted as unexcused, and be subject to the school district's attendance policies.

**Limited to (5) five days per school year

Administrator

Date

TOWANDA AREA SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

204-AR-10. ASSIGNMENT SHEET

(Student's Name) _____ will be absent from _____ until _____ to participate in an approved educational trip. Please provide the student with any assignments you know s/he will be missing during this absence. If you are unable to provide assignments in advance of the absence, please note the arrangements you have made with the student to make up the work upon his/her return. All work must be completed by the dates indicated.

Failure to complete the work as described could result in a lower grade or a loss of credit for the assignments. Approved days of this trip will be marked excused in the office. Disapproved days will be recorded as unexcused.

Building Principal

Date

(NUMBER PLUS TITLE CENTERED AND ALL CAPS) - Pg. 2

Towanda Area School District Educational Trip Request

Teachers: Before signing below, please make sure that the principal has approved and signed this form. Please indicate below that the student has discussed with you the assignments that should be completed when they return.

Date	Teacher's Name	Comments/Assignments

Student: A copy of this assignment sheet is to be given to the building principal before you leave on the trip.

Assignment reviewed by principal

Date

Initials

MEDIA:

There are many times when the media covers an event at the Towanda Area School District. If a parent or guardian does not wish for their student to be presented in the media (pictures, video, internet, etc.), they must convey this request to the school administration in writing at the beginning of the school year. We will send a form home within the first week of school for you to specify your wishes. Please be sure to return this form to the school as soon as possible.

STUDENT ASSISTANCE PROGRAM:

Towanda Area School District has assembled a Student Assistance Program (SAP) that assists in identifying issues and providing assistance to students who are experiencing difficulties in learning and academic achievement, who are having problems in relating to the school/classroom environment, or showing signs of substance abuse. Anyone may submit a referral of concern. The SAP utilizes an outside agency to meet with students for an evaluation, with parental permission.

EMERGENCY INFORMATION CARDS:

Emergency information cards will be sent home with all students. These forms are kept on file at the school so that parents, relatives, or doctors may be contacted in case of an emergency. It is necessary that the information on these cards be accurate and up-to-date. People listed to call in case a parent cannot be reached should be local and be able to pick up a sick or injured student if necessary. Any changes to this information must be reported immediately to the main office.

The nurse or delegated school staff member will contact the parents in the event of illness or accident. The parent is responsible for transporting the child within a reasonable time frame (within one hour). If the parent cannot be contacted, a staff person will call the emergency numbers on your child's health card. Transportation may be provided by the school only if there is an unusual circumstance or the parent has no other possible means of transportation.

The parents will be contacted to bring clean clothing for a child in the case of soiled or wet clothes at school at which point the parent would be responsible for cleaning their soiled child. The school does not provide spare clothing except in extreme emergencies. Children who get their clothing wet on the playground will be expected to experience the consequences of their actions.

GUIDELINES FOR SCHOOL ATTENDANCE WHEN YOUR CHILD IS ILL:

The following information should be used as a guideline for keeping an ill child home:

(also see page 18 for communicable and contagious diseases)

FEVER: Any child with a temperature of 100 or higher should stay home until the temperature is normal for a 24-hour period. If a child develops a fever of 100 degrees or higher during the school day, he or she will be sent home when necessary.

DIARRHEA/VOMITING: Any child that experiences an episode of diarrhea or vomiting the previous night or in the morning before school should remain at home. The child may return to school 24 hours after the last episode.

UPPER RESPIRATORY INFECTION: Any student under a physician's care for bronchitis, pharyngitis, strep throat, or any other upper respiratory infection which warrants antibiotics may, with written permission from the doctor, return to school while being treated as directed by the physician. A child that has a cold, which is not accompanied

by a fever or severe cough, may attend school. A cold accompanied by a fever may indicate a more serious problem, and the child should stay home.

CONJUNCTIVITIS (PINK EYE): This may be highly contagious depending on the cause. Children may return to school with the written permission of the physician.

CHICKEN POX: The child may return to school when all vesicles are scabbed over (7-10 days).

LICE: The child may return to school after treatment and when judged to be non-infective by the school nurse (student will be checked by nurse between days 10-14). Student return is also subject to professional judgment of the school nurse.

Emergency information must be kept current. Please notify the main office of any changes throughout the school year.

Any injuries occurring at home or during non-school hours should be addressed with appropriate medical follow-up at the time of the injury. The elementary school is not staffed or equipped to treat injuries that occur outside of the school.

GUIDELINES FOR COMMUNICATION BETWEEN PARENTS AND FACULTY/STAFF:

1. Communication between parents and faculty/staff is necessary for effective student learning and is encouraged.
2. Mutual respect between parents and staff is required for effective communication.
3. Parents are encouraged to make their initial contact with the teacher when an issue arises.
4. Parents may communicate with faculty/staff by written note, email, phone, or in person. Phone calls and face-to-face meetings will be accommodated at an agreed upon time. Check with your student's teacher for his or her availability.
5. Notes or email should be utilized to communicate brief information. All substantial issues should be communicated in person or by phone.
6. Timely messages such as transportation changed need to be left with office staff. Teacher schedules do not always allow them opportunity to check Dojo messages and emails for last minute changes.
7. Meetings with your student's teacher need to be made in advance by appointment. The purpose for the meeting must be communicated in advance.
8. Depending on the teacher's availability, it may be impossible to accommodate requests for unscheduled meetings.
9. Discussion and communication should focus on the student's learning needs and not on the character or personality of the parent or faculty/staff member.
10. Use of profanity or harassing statements is not acceptable in professional communication.
11. Faculty/Staff will make every effort to respond to parents within 48 hours. There may be extenuating circumstances that would extend the teacher's response time.

CAFETERIA:

A computerized point of sale program will be used in the cafeteria. Parents are encouraged to send in checks or cash in sealed envelopes. Money received will be deposited into your student's individual cafeteria account. If you do not want your student to purchase a la carte items using the money in their accounts, you must notify the cafeteria manager. Students that carry their own lunch to school may purchase milk to supplement what they bring from home. Free milk is provided only to a student that takes a full lunch.

Students will be allowed to charge their school lunch if they forget their lunch money or a bag lunch. A phone call will be made to notify parents when a student's charges exceed \$5.00. All money owed should be paid on the next school day. Students may not charge their lunch the last week of school. If lunch money is forgotten, the parent will be notified and money must be brought in before 11:30am.

When a student reaches \$5.00 in lunch charges a Skylert phone call will go out to the household. When the charges reach \$25.00 we will notify the District Magistrate's Office to file a civil complaint for reimbursement. The Magistrate's Office will charge a filing fee each time we file a claim with them. Parents will be obligated to pay the lunch charges as well as the filing fees.

(Permission to charge document Page 18)

BREAKFAST

A universal free breakfast program will be offered to all elementary students in grades Pre-K through 6th in their classrooms from 7:45 am to 8:00 am daily. Please make sure your child arrives in this time frame in order to receive breakfast.

In the event of a delayed start, breakfast will not be served.

**TOWANDA AREA SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
PERMISSION TO CHARGE FOR STUDENT SCHOOL LUNCH**

I _____ give permission for my child/children to charge their school lunch in the event that their account does not have funds available. I understand that I will continue to be notified of the lack of funds by automated calls and personal calls from the school. Once my child's account reaches \$25 I understand that charges may be filed for Theft of Service as outlined below.

§ 3926. Theft of services.

(a) Acquisition of services.—

- (4) Where compensation for service is ordinarily paid immediately upon the rendering of such service, as in the case of hotels and restaurants, refusal to pay or absconding without payment or offer to pay gives rise to a presumption that the service was obtained by deception as to intention to pay.

I have read the above and understand that failure to repay the school lunch charges is a Theft of Service.

Parent/Guardian Signature: _____

Date: _____

CLASSROOM INTERRUPTIONS:

In order to preserve the learning time in our building, classroom interruptions should be limited. Students and/or teachers will not be called to the phone or asked to leave their classrooms unless there is an emergency situation. Students and/or teachers will be notified of messages and will return calls as soon as possible. Conferences with teachers may be arranged by contacting the classroom teacher.

COMMUNICABLE AND CONTAGIOUS DISEASE:

Any child showing signs of communicable illness shall be excluded from school. No child suffering from acute conjunctivitis (pink eye), impetigo, scabies, pediculosis (head lice), ringworm, chicken pox or other contagious illness shall be permitted to attend school. Such exclusions are to continue until the physician's office or the school nurse declares the child non-contagious. The school has the right to require the approval of a physician before a pupil is allowed to return to school.

Children should be kept home when any of the following symptoms are noted: acute cold, swollen glands or sore throat, sores or rash on skin, vomiting, diarrhea, persistent coughing, or an elevated temperature (above 100° F orally). A written excuse is required when the child returns to school. If a written excuse is not received within 3 days, the absence will become illegal/unexcused.

TIME-IN WITHOUT A DOCTOR'S EXCUSE-

Children are expected to participate in all school activities including recess and physical education when they are in attendance unless they have a note from a physician's office stating the specific conditions to be avoided and the reason. The only area where a child (who has been medically excluded by a physician) can be supervised at lunch recess is the "time-in" room.

CROSSING GUARDS:

Crossing guards are provided by the school district at York Avenue, at two locations on North Fourth Street, and at the corner of State Street and Western Avenue for the safety of the school children. For safety reasons children must cross at the proper points even when accompanied by an adult. For safety purposes do not drop students off at the corners by the crossing guard. Please use the designated parent drop off areas.

CUSTODY/LEGAL DOCUMENTATION:

It is the responsibility of the parent to bring any custody documentation or changes to said document to the school to be kept on file in the office. Please make sure that a copy of any changes are brought to the school office as soon as possible to ensure compliance.

DISCIPLINARY POLICIES – GENERAL STUDENT

Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations.

Students should not interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the student to:

Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

Assume that until a rule is waived, altered, or repealed, it is in full effect.

Assist the school staff in operating a safe school for all students enrolled therein.

Attend school daily, except when excused, and be on time at all classes and other school functions.

Make all necessary arrangements for making up work when absent from school. If a student inadvertently brings or finds contraband (knife, drugs, alcohol) on a person or on school property, he/she must immediately report to an administrator in order for no penalty to occur. The police will be called to investigate the following incidents: theft, vandalism, weapon possession, drug/alcohol incidents, fighting or assault, disorderly conduct, and other criminal violations. Pending the results of the investigation, charges may be filed with the police or magistrate.

DRESS AND GROOMING:

All students are required to comply with the Towanda Area School District Board of Education approved dress and grooming policy, #221. This policy may be found on the school district web page. The dress and grooming policy is not an exhaustive list. Any items deemed to create a distraction, disruption, present a potential threat to the health, safety or welfare of students or adults, or are deemed inappropriate by administration will not be permitted.

All children are expected to come to school neatly and appropriately dressed. Indoor clothing should be simple, labeled, safe, sturdy, not too tight/loose, long/short. Outdoor clothing should be appropriate for the weather conditions and labeled. All children are expected to go outside during recess time and should have a coat, hat, mittens, snow-pants, and boots. Students not wearing snow-pants and boots will not be permitted in the snow.

Halter or spaghetti strap tops, tube tops, midriff shirts, muscle shirts, spandex shorts, sneaker/roller skates, boots with heels, high heels, light up or flashing shoes, platform footwear, flip flops, and bedroom slippers are not permissible at any time. Hats and hoodies may not be worn in the building. Shirts and clothing that promote weapons, drugs, alcohol, tobacco products, or offensive language are not permitted to be worn by anyone. Messages on clothing that may be offensive to other students and staff may not be worn. Heavy chains, large loop earrings, altered accessories, or anything with the potential to cause injury may not be worn. For safety reasons, piercing accessories may not be worn at any time during gym class. As a guideline, skirts and shorts should be at fingertip length or longer when standing. Lined mesh athletic shorts may be worn if underwear cannot be seen through the garment. At no time may a student be barefoot. Students are required to wear athletic shoes and dress appropriately for gym class. Parents may be called to provide alternate clothing for students as needed.

Zipper front shirts, sweaters, and sweatshirts need to be zipped up to the same area as the top 2-3 buttons on a shirt. If the student chooses not to zip their shirt, sweater or sweatshirt they need to be wearing a dress code approved shirt underneath it. Hoods on sweatshirts or hoodies need to be kept down during the school day. Skirts/skorts/shorts need to be worn at the waist and be no shorter than mid-thigh (the "fingertip rule" will be used to determine the proper length of these items.) Slits on skirts, jumpers or dresses must be no higher than mid-thigh. Dresses need to have the same neckline as shirts.

HATS/HOODS/HEADBANDS/HEAD SCARFS:

Headwear items are not to be worn inside the building at any time. Leave them at home, in your car, or in your locker. Wearing these in the building may warrant their confiscation. Repeated violators are subject to the discipline code.

We request that **all adults** serve as role models by wearing appropriate clothing and removing hats upon entering the building.

DRILLS:

Various drills are held periodically throughout the school year to promote student safety. Students are advised to listen carefully to instructions issued by the teacher and the public address system. The success of these drills is dependent upon the assistance and cooperation of students and faculty/staff. Students are expected to follow the direction of the faculty/staff for the duration of all drills.

EDUCATIONAL MATERIALS AND BOOKS:

Educational materials are made available to all students. If an item is broken, damaged, or lost by a student, the cost to repair and/or replace the item shall be borne by the student.

Students will be responsible for the use of school district supplied materials, books and technology. Students will be held accountable for the condition of the items when they are returned.

ELECTRONIC DEVICES:

The Towanda Area School District is not liable for the loss, damage, or misuse of any electronic devices brought to the school by a student.

Our Schools recognizes the potential benefits to student owned electronic devices in school. Our student population are digital natives whose lives and future successes are critically linked to a networked or connected environment and learning experience.

We are continually evaluating our policies and procedures on the use of personal devices throughout the school day as a learning tool. These situations will be addressed on a case-by-case basis at the discretion of the building principal and administration.

Your child's teacher will advise you about show and tell and also what you should and should not send to school. Unless otherwise approved by your child's teacher, **students should not bring toys or living creatures to school.** It is never wise to send expensive toys, collections or family heirlooms to school. The school will not be held responsible for lost, stolen or broken items. Radios, recorders, remote control cars, cameras, lasers, electronic devices (including cell phones, pagers and fidget spinners), collections, collectible cards (Pokemon cards, Yugio and others), heirlooms, blow pens, markers and other such items should be left at home. If a child plays with a toy during instructional time, it will be confiscated, and the parent will be required to

pick up the item at the building office. A second offense for any item will result in permanent confiscation of the toy or device until the end of the school year.

The staff of J. Andrew Morrow Primary and Towanda Area Elementary highly discourages bringing of cell phones to school. If the parents feel that the child needs a cell phone, the cell phone may not be used at any time during the school day, as this disrupts the learning process. If a student's cell phone goes off or if a student chooses to use his or her cell phone during the school day, the staff will confiscate the cell phone and parents will need to retrieve it from the Principal. Students who violate the cell phone policy will be addressed through disciplinary procedures.

TOWANDA AREA SCHOOL DISTRICT COMPUTER, INTERNET, AND NETWORK:

ACCEPTABLE USE POLICY CAN BE VIEWED AT www.tsd.k12.pa.us

This policy covers all students during the school day from 7:45am to 3:10pm and any after school and tutoring situations.

- **Educational** usage in the classroom will be at the discretion of the individual classroom teacher as part of a designed lesson. Educational uses include appropriate reading, research, calculator, writing, calendar, and assignments. ****Free usage during any instructional down time, or teacher created study hall time is prohibited.**
- Unless instructed by the teacher, electronic devices are to be turned off or disabled. This would include vibrate mode or airplane mode on cell phones. Devices are not to become a distraction to the educational process.
- **No texting, games or social media outlets.** Educational usage only during instructional time or between classes.
- No Phone calls are to be made or received during the school day. If a call is to be made, use the school office phone.

BICYCLES AND OTHER TOYS:

Bicycles, skateboards, skates, scooters, snowboards, skate shoes, wheeled backpacks or heeies and other similar items may not be brought or ridden to school without permission from the administration. This is a safety precaution.

BIRTHDAY PARTIES

TAES BIRTHDAY PARTIES:

Please make arrangements with your student's teacher prior to sending in food and/or refreshments for a birthday. Parents and guardians are expected to make every effort to send in food and/or refreshments that comply with the Towanda Area School District Wellness Policy.

These items must be dropped off at the main office prior to your student's lunch. **Food and refreshments sent in for birthdays will be distributed during the student's lunch, in the cafeteria. Parents will not be permitted to stay and distribute the birthday treat.** Balloons, gifts, flower arrangements, etc. are not permitted and will be sent back upon delivery. We will not deliver these types of items to students in the building as they pose a potential safety risk.

Outside party invitations may be distributed under the direction of the classroom teacher.

NOTE: TAES does NOT do holiday parties because there are scheduled positive behavior reward parties scheduled throughout the school year.

JAM BIRTHDAY PARTIES:

If you wish to send an edible birthday treat in celebration of your child's birthday, please make arrangements with your child's teacher before the date. Please consult the Towanda Area School District's Wellness Policy for nutritional guidelines of what to send in to your classroom. Please leave the treat with the building secretary. In an effort to preserve the instructional day, parents will not be permitted to distribute the birthday treat in the classroom. The teacher will be responsible for serving the treat. The teacher will recognize the child's special day and distribute the treat the last few minutes of the school day. We cannot host birthday parties.

Please do not send balloons as they pose health and safety risks in the school and on the bus. We also ask that you not send extravagant gifts for special occasions such as flower arrangements from floral shops. If you choose to send bouquets, please have it delivered to the child's home. **They will not be delivered to a child in school.** We recognize children on their special days.

Outside birthday party invitations may be distributed under the direction of the classroom teacher if every child in the classroom is on the guest list.

JAM HOLIDAY PARTIES:

Parties are planned for the following days: Fall Festival, Winter Holiday and Valentine's Day. These are scheduled for the last hour of the day. Only the room parents assigned to the party can attend. Room parents should not bring siblings or other children to the classroom parties. **PARTIES WILL NOT BEGIN PRIOR TO 2:00PM UNLESS THEY HAVE BEEN SCHEDULED ON AN EARLY DISMISSAL DAY.**

The parties are arranged by the teachers. Please do not send in refreshments unless the teacher or room parent has contacted you.

Specific information will be sent home prior to each party.

FIELD TRIPS K-4 THROUGH 6th GRADE:

The field trip is a part of the instructional day. All instructional day rules (including dress code) apply. The only students permitted to attend the field trip are those within the classroom(s) scheduled for the planned event. Field trips are a privilege. Children may be excluded from field trips by the Principal due to behavioral infractions.

1. No verbal permission will be granted as written permission and medical forms are required.
2. Field trip permission form and medical form must be completed for every field trip.
3. For safety and liability reasons students must be transported to and from the field trip by the school unless otherwise designated by the principal.
4. If a child is not feeling well or has a scheduled appointment, **please do not send the child to school on field trip day.**
5. Please dress children appropriately for weather and outdoor conditions. Dressing in layers may be a good idea for changing weather conditions.
6. School sponsored events are for students. Parents attending may not bring siblings or other children to these events.
7. Students not going on field trips are still expected to attend school.

HEALTH OFFICE:

Medications that are prescribed for administration once, twice or three times a day are to be given at home unless the child has a script from a physician's office stating the need for administration during school hours and the directions for administration. The Towanda Area School District recognizes that administration of medication to students during the school day

may be necessary under certain circumstances. The administration of medication during the school day may be permitted when:

1. Physician's script is obtained, as stated above
2. Failure to administer medication during the school day would place the student at risk
3. The student would not be able to attend school if medication was not administered during school hours

Prior to medication being administered to students during the school day by school district personnel, the Board of Education requires the written request of the parent or guardian. The written request, completed by the parent or guardian, must include the following:

MUST have "Medication Administration Consent/Licensed Prescriber's Order"

Towanda Area School District
Medication Administration Consent / Licensed Prescriber's Order

Student Name: _____ DOB _____ Date _____

School: _____ Grade/Teacher _____

When it is necessary for children to receive medication at school, parent/guardian must sign a Medication Consent, and a licensed prescriber must sign the Medication Order. All medications, prescription and over the counter medicines, must be delivered by a parent/ guardian or responsible adult in an **original pharmacy labeled container**. We may accept up to a thirty-day supply of medicine.

Medication Consent: To be completed by parent/guardian

I give permission for my child, _____, to receive the following medication ordered by a licensed prescriber during the school day.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name (printed) _____ Phone: _____

Medication Order: To be completed by prescribing physician

Name of medication: _____ for treatment of _____ (diagnosis)

Dose _____, Route _____, Frequency _____, Time _____

Side effects: _____

Emergency Response: _____

The student is competent and able to self-administer medication as indicated by circling one or more of the following, (epi pens, asthma inhalers and insulin only) while practicing proper safety precautions.

Yes _____ No _____

The student is capable of safe self-monitoring of blood glucose while practicing proper safety precautions.

Yes _____ No _____

Medication administration may be withheld while student is on a school field trip:

Yes _____ NO _____

Discontinuation date: _____

Allergies: _____

Licensed Prescriber signature: _____ Date: _____

Licensed Prescriber name printed _____ Phone: _____

All medication must be delivered to the school health office in the original container by the parent or guardian. Students are not permitted to bring medications to school. This includes, but is not limited to: over the counter medication; prescription medication; cough drops; liquid cough and cold syrups; throat spray; Tylenol; Advil; aspirin; etc. Multi-dose inhalers may be carried by students after the correct forms are completed and returned to the school health office.

Students that bring medications to school, on their person or in their possession, will be subject to disciplinary action as violation of the school district drug and alcohol policy.

Do not send over the counter medications to school, i.e.: cough drops, liquid cough and cold syrups, throat sprays, Tylenol or aspirin, etc. For safety reasons such items will be taken from the child and can be picked in the office by an adult.

HEALTH OFFICE SCREENINGS/EVALUATIONS:

Students in all grades are screened yearly for vision and growth. Annual hearing screening is done in most elementary grade levels. Parents or guardians are notified of any suspected concerns and advised to schedule an appointment with a private health care provider. Referral forms are to be returned to the school as soon as possible.

Physical exams are offered to K4, kindergarten and sixth grade students in accordance with state school laws. Dental screening exams are offered to kindergarten and third grade students. However, we encourage these exams to be done by your own family physician/dentist in order that your child receive more coordinated services. Physical forms are available for you to pick up if you choose to have your child seen by your own physician or dentist.

LOST AND FOUND:

Both J. Andrew Morrow and Towanda Area Elementary School maintains a lost and found container. Articles and items that are not claimed at the end of the school year will be discarded. Please feel free to come in and look through the lost and found if your child has lost something at school.

PARENT-TEACHER CONFERENCES:

Conferences will be held in November. Specific information and details regarding conferences will be sent home as we approach that time of the school year. Approximately 15 minutes will be allotted for each conference. Adherence to this time frame is expected by all to ensure parents and guardians have equal time with their student's teacher.

PARKING:

Parking is not permitted in front of the main entrance of the building during arrival and departure times of the school day. Parents and guardians are required to follow specific parking and pick-up/drop-off procedures. Do not leave a vehicle running during arrival and departure time while parked. Students and/or children are not to be left unattended in a vehicle while you are picking a student up in the main office.

Cars must not be parked in front of the main entrance of a building at designated times, generally during arrival and departure. This is enforced because of safety and fire regulations. Please follow the specific parking procedures and policies for your child's school. Additionally, handicap accessible busses need to park in close proximity to the school. Vehicles waiting for children are not permitted to stop in front of the entrance. Parents must not encourage children to cross to the opposite side of the street or to run across a parking lot unaccompanied. This may cause serious accidents.

PBIS – POSITIVE BEHAVIOR INTERVENTION AND SUPPORT:

We are continuing to focus on the implementation of a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student choice and behavior, with the goal of creating a positive school environment. This program addresses positive, responsible choice and behavior for students in the classroom, hallways, cafeteria, bus, playground, etc. The ultimate goal is to provide individual students the supports and rewards they need to make positive choices and demonstrate responsible, appropriate behavior.

PBIS is a three-tiered system focusing on the primary level (school-wide), secondary level (classroom), and the tertiary level (individual) of systems and support. Students are recognized, rewarded, and or disciplined individually for their choices and the consequences that accompany their choices, both positive and negative.

All students demonstrating responsible choices and positive behavior will be a part of the monthly rewards that occur at a classroom, grade, or building level. Those students exhibiting difficulty in making positive choices and demonstrating positive behavior will be provided an alternate activity outside the monthly reward.

The schools implement a "Caught Being Good" program that will recognize students daily. These students will be rewarded for demonstrating positive behavior in various situations and locations in the building throughout the school day. A reward system is in place for these students for each time they are caught being good.

PROCEDURES CONCERNING SCHOOL PROBLEMS:

When inquiring about a concern parents and the public should follow these procedures:

1. Contact your student's teacher and/or school counselor
2. Contact your student's principal
3. Contact your student's district administration office and ask for the appropriate department (i.e. Transportation, Special Education, Business Office, etc.)
4. Contact the Superintendent
5. If all contacts fail to resolve the concern, submit a written request to meet with the Superintendent and President of the School Board

PROGRESS REPORTS & REPORT CARDS:

Report cards will be issued four times a year, after the completion of each nine week marking period as set by the Towanda Area School District school calendar. Report cards will be sent home with students. Final report cards will be sent home on the last student day of the school year.

Progress reports are sent home at the mid-point of each marking period for those students that are in danger of receiving a failing grade for that marking period.

RELIGIOUS RELEASE:

Consent forms for students to participate in religious release time class are available in the office of each school building. No student will be permitted to leave school to attend without the completed form being returned to the main office prior to the class. Please direct all questions regarding the religious release time and/or the corresponding state law to the building principal.

REQUEST FOR HOMEWORK:

Parents and/or guardians may request homework through the main office for a student that is absent **three** or more days. This request may be made on the **third** consecutive day of absence. Please make every effort to request work early in the school day of the third consecutive absence. Teachers will need time to organize the assignments and get them to the main office for pick up. When at all possible, work should be picked up in the main office at the end of a school day by a parent or guardian. All requested homework is expected to be completed and returned in a timely manner.

Work may be requested in advance for principal approved educational field trips.

RTII (RESPONSE TO INTERVENTION AND INSTRUCTION):

The faculty and staff will use a core curriculum to provide dynamic learning experiences for our students. Through various methods of assessment, we gather data to monitor student progress toward achieving proficiency at each grade level. Any student that is not making adequate progress will be provided additional instruction and support that aligns with their specific

academic needs. The duration of this support will be determined by the specific student and the learning need. The school team will monitor the intervention and make decisions regarding adapting, increasing, or removing supports based on need. These decisions will be made in partnership with the parent or guardian of the student.

SCHOOL DAY:

The school day at the TAES & JAM school begins at 7:45 a.m. Students will not be permitted in the building prior to that time unless an emergency situation dictates it. Students are dismissed at 2:50 pm from JAM and at 3:00 pm daily at TAES. Parent pick up will occur as soon as the buses have left at each school.

SCHOOL RULES AND REGULATIONS:

All students, staff, and faculty are expected to follow the school rules: 1) Respect yourself and others; 2) Follow directions; 3) Respect materials and property; 4) Be Safe

Towanda Area Elementary

PRIDE

Prepared

Respect

Integrity

Dedication

Excellence

PRIDE is expected for our Mighty Knights!

Rules and regulations will be taught to all students each school year. Teachers will instruct students in these standards of conduct.

SECURITY OF BUILDING AND STUDENTS:

The health, safety, and welfare of our students is our top priority each and every day. As the world around us changes and building security is a constant concern, we need to make sure that we are taking the necessary steps to ensure student safety during the school day.

In order to protect your children to the greatest degree possible while they are in school, each building will implement a system that identifies visitors in the building and also a check and balance system to verify that any child leaving the building has been properly signed out at the office by an adult who is authorized.

With the exception of approved parent volunteers for special events in the building, or certain activities where parents are invited in, only school personnel will be permitted in the building during the school day. Parents and/or guardians that come to the building for meetings, will be given visitor's badges and will be escorted to the location of their meeting.

Parents and/or guardians will not be permitted to attend the normal, daily activities of their student(s). This includes, but is not limited to: lunch, book fair, field day, picture day, etc.

Neither parents nor visitors will be permitted to be on the playground due to liability issues and safety. We thank you in advance for your cooperation.

SMOKING/VAPING/TOBACCO POLICY

Any student who gets caught smoking/vaping or with any type of tobacco may be required to attend a session of the teen intervene with one of the teen intervene counselors.

"Smoking" and/or "tobacco use" is to include the use and/or possession of tobacco in any form. Tobacco use, to include smoking or simulated tobacco devices, by students is forbidden in school buildings, on buses, and on school property at all times. The Towanda Area School Board

has passed a policy prohibiting the use of tobacco related products in or on school property. Those found in violation will be subject to the penalties found in the agenda as well as Pennsylvania Act 145. Act 145 of 1996 amends the Crimes Code to include language-prohibiting students from possessing or using tobacco in a school building, a school bus or on school property. School districts are granted the authority to initiate prosecution for any such offense. Upon conviction, a student will be found guilty of a summary offense and subject to a fine plus court costs. Fines collected will benefit the student's school district. The court may admit the student to an adjudication alternative in lieu of the fine. Such a summary offense is not reportable as a criminal act. Students may be required to attend a one hour training on usage and effects of tobacco.

SPECIAL EDUCATION SERVICES:

In compliance with state and federal law, notice is hereby given by the Towanda Area School District that it conducts ongoing identification activities for the purpose of identifying students with disabilities that may be in need of specially designed instruction or services. Requests for evaluations and screenings may be made in writing to Mrs. Dawn Hart, Director of Special Services.

The Towanda Area School District will provide to each student with a disability, without discrimination or cost to the family, those services or accommodations deemed necessary to provide opportunity to participate in and obtain the benefits of the school program and activities to the maximum extent possible.

The Towanda Area School District provides services to meet the unique needs of gifted students. Gifted students are identified in accordance with state law and district policy. You may contact Mrs. Dawn Hart if you believe your student(s) may qualify for gifted education services.

In compliance with state and federal law, notice is hereby given by the Towanda Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder
2. Blindness or visual impairment
3. Deafness or hearing impaired
4. Developmental delay
5. Mentally gifted
6. Intellectually disabled
7. Multi-handicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluations, processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Dawn Hart, Director of Special Education.

Further information on special education services may be obtained through the special education office.

SOCIAL SKILLS PROGRAM:

A social skills program may be offered to students in grades Kindergarten through 2nd grade. The brief classes will be offered in the regular classroom by the elementary guidance counselor with the assistance of the regular classroom teacher and the school social worker. Students struggling with social skills and making friendships could be invited with parent permission to join a group such as the friendship club.

At TAES a social skills program may be offered to students in grades 3rd through 6th. The brief classes will be offered in the regular classroom by the elementary guidance counselor, social workers, local community agencies, or assistance of the regular classroom teacher. Students struggling with social skills and making friendships could be invited with parent permission to join a group such as the friendship club.

STUDENT RECORDS:

In compliance with state and federal law, the Towanda Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protection for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In compliance with state law, the Towanda Area School District provides services designed to meet the unique needs of gifted students. The Towanda Area School District identifies "gifted" students on a case-by-case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

For further information on the rights of parents and children, provisions, services, evaluations and screening (including purpose, time and location), and rights to due process procedures, you may contact Dawn Hart or a building principal.

Confidentiality: All information gathered about your child is subject to all confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

More detail is available on the district website www.tsd.k12.pa.us .

A parent or designated representative will have access to the student's education records after submitting a written request to the building principal. Parents are permitted to inspect and review the records within a reasonable period of time of their request.

TRANSFERS/WITHDRAWALS:

There are procedures that must be followed in the event you leave the Towanda Area School District. If you are planning to do so, please notify the building secretary in order to make the transition go smoothly. Students are not withdrawn until we receive an official records request from the school your child is transferring to.

TRANSPORTATION:

In an effort to keep all students safe while being transported to and from school, all buses are equipped with a bus camera that also has audio capability. Both video and audio recordings of student bus rides will be available for use by administration this year.

All buses are equipped with **video cameras that also record audio** as a necessary step in an attempt to ensure student safety. Audio and video are made available to administration to determine the validity of complaints, discipline, and safety concerns.

STUDENT CONDUCT ON BUS: The student should abide by the following rules:

1. The School bus is to be considered an extension of the classroom and students are required to abide by the rules of the bus.
2. Riding a school vehicle is a "privilege and not a right"
3. Be at the bus stop and ready to board the bus at the designated time.
4. Remain relatively quiet to prevent distracting the bus driver.
5. Remain in the seat while the bus is in motion.
6. Go directly to seat when entering the bus.
7. Cross the road in accordance with instructions from school authority.
8. Keep head, arms and hands inside the bus.
9. Fighting, yelling and use of obscene language is prohibited.
10. No eating or drinking on the bus.
11. No use or possession of alcohol, drug, vaping, or tobacco products are allowed.
12. No throwing of objects or destruction of property.
13. No weapons are permitted. If they are needed for instructional purposes in school, the parents must transport such items.
14. Obey bus driver at all times.
15. Help keep the bus clean and sanitary.
16. Be alert to traffic when leaving the bus.
17. Stay off roadways at all times while waiting for the bus.
18. Remain seated until the bus comes to a complete stop.
19. Wait for the bus to come to a complete stop before attempting to get on or off.
20. All pupils may be required to take ridership classes on bus behavior and safety as planned and scheduled by the school administration.
21. Large items are not to be taken on the bus unless they are kept under control by the students.
22. Do not sleep on the bus so that you can hear any directions from the driver, especially in the case of emergency.
23. No animals or pets are allowed on the bus.

DISCIPLINE: Overview

1. School bus rules are to be posted in the front of the bus.
2. Bus drivers and principals are responsible for disciplining the students in a fair and consistent manner while they are on the bus.
3. Bus drivers are not to administer corporal punishment and not to use physical force except to protect students and self.
4. Drivers will report discipline problems to the school principal in person when possible and issue a "Bus Conduct" discipline referral on Skyward.
5. A copy of the bus conduct report will be kept on file by the School Principal and the Transportation Director.
6. When in the judgement of the bus driver a student's action on the return trip to home poses an immediate threat to the safety and welfare of other passengers, the driver can refuse to pick up the student the next morning only if he can contact the principal in advance.
7. During the period of time when a student is suspended from riding the bus, parent or guardian is responsible for transporting the student to and from school.

8. Drivers and principals are to know which students are categorized as "exceptional" (mental and physical disabilities). Students categorized as "exceptional" will be handled according to special State and Federal laws and rulings. The Special Education Director should be contacted by the principal as needed. In no case shall an exceptional student be suspended from school transportation without consulting the Special Education Director.
9. The rules that apply for regular transportation runs also for all school athletic and field trips. Teacher and coaches are responsible for making sure students know the bus riding rules.

DISCIPLINE STEPS FOR INFRACTIONS:

1. The bus driver will handle minor infractions (loud talking, eating on bus, not staying in seat, bad language, throwing objects, hands and arms out the window, etc.) in this order.
 - a. Talk to the student.
 - b. Document and date the occurrence in a transportation notebook which should be kept on the bus.
 - c. When a student has three documented occurrences the driver will issue a bus conduct report to the Principal stating the incident and sighting the previous problems and the dates they occurred.
2. Major infractions (weapons, fighting, controlled substance, destruction of property, etc.) will be reported by the bus driver to the Principal immediately. A bus conduct form will be issued.
3. The Principal will process minor infractions as follows:
 - a. Review the bus conduct report.
 - b. Will discipline as required to promote safety on the bus with consideration of the driver's recommendations.

PARENTAL RESPONSIBILITY:

Responsibilities include:

1. It is the responsibility of the district to set up safe and appropriate bus stops, and it is the parent's duty to get their children to the bus stop.
2. Have students at the bus stop five (5) minutes minimum before the scheduled time of arrival by the bus and be prepared to wait up to fifteen (15) minutes minimum in case the bus is late.
3. Provide necessary protection of children when going to and from bus stop.
4. Dress students appropriately for waiting at the bus stop.
5. Accept responsibility for proper conduct of their children.
6. Make reasonable effort to understand and cooperate with those responsible for pupil transportation.
7. Keep their children home when busses are operating during inclement weather, if parents feel this is necessary.
8. Take necessary steps to prevent their children from sleeping on the bus.

In order to alleviate any miscommunication and insure that students are safely transported from school, all requests for student transportation changes must be made in writing and given to the office first thing in the morning.

TRANSPORTATION CHANGES:

Bus # changes – Provide a full name and exact address of where student(s) are to be delivered.

If you need to request or make a change in your student(s)' daily transportation, you will need to notify the main office. No changes will be accepted after 10:00 a.m. unless approved by the building principal. All changes must be requested in writing by a parent or legal guardian. These changes should be limited to emergency situations only. There will be NO BUS CHANGES for Kindergarten students until October 1st.

VOLUNTEERS:

Only approved and legally documented volunteers may serve as room parents for classroom parties, field trips, and assistance and pre-scheduled times within the classroom and school. For more information please visit www.tsd.k12.pa.us and follow the tabs Parent>Volunteer>Volunteer Manual where you can learn how to obtain the required clearances free of charge. Please submit the following documentation to the school office to start the approval process:

- a. Completion of the District Volunteer Application form
- b. PA ChildLine Clearance
- c. PA State Police Clearance
- d. FBI Finger Printing
- e. Mandated Reporter Training Certificate of Completion

Once approved, the parent volunteer is permitted to serve as mutually agreed upon with the principal and classroom teacher.

WALKING ACTIVITIES FOR ELEMENTARY STUDENTS:

Elementary students routinely have the opportunity to walk to various activities. A sampling of activities would include but not be limited to nature walks, fitness walks, parades, and their own neighborhood Fall Festival parade. The walking activities are directly related to their curriculum. The building secretary always knows when a class is out of the building.

Parents will be notified in advance when students will be traveling from building to building within the district. However, these walking activities are not field trips. Field trip permission slips will be sent home for organized field trips as always.

WEATHER EMERGENCIES:

If serious weather conditions make it too dangerous for buses to travel, the Towanda Area Schools will be closed. Parents will be notified through the Parent Skylert System for school closings, delayed starts, and early dismissals. Notice of such closing will be given over two radio stations: WATS Sayre, WTC-FM in Towanda, Wiggle in Troy as well as the district website: www.tsd.k12.pa.us TV Station Channel 16, WBRE and others also reports school closings. Listen for announcements of school closings between 6:30AM and 7:00AM. Specific mention will be made if the Towanda Area Schools are to be closed or if there is to be a delay.

Parents and pupils are requested to please not call the school offices for information concerning the emergency closing of schools. The radio announcements will be made frequently thereby making the telephone calls unnecessary.

In the event that weather conditions mandate the closing of schools after they are in session, your child should have a specific pre-arranged place to go to if you are not at home. The schools do not have the personnel to cover all of the phone calls and to deliver the messages.

YMCA SCHOOL AGE CHILD CARE:

The Towanda Area School District makes accessible before and after school childcare to students age 5-12, in conjunction with the YMCA SACC Program. A flexible, quality program is provided to meet the needs of working parents and those enrolled in training programs. The site is also open to Towanda District students in emergency or pre-planned drop-in situations. To register and for more information call 570-268-9622.

LOCATION

J. Andrew Morrow Building

TELEPHONE

570-268-YMCA(9622)

TITLE I:



Towanda Area School District Elementary Title I Schoolwide Program

In 1965, the federal government passed the Elementary and Secondary Education Act which includes the Title I program. The purpose of this law is to help students at risk in basic subject area such as reading and math that may not have the resources to afford additional help or tutoring. The amount of funds that a school district receives is based on their poverty, which is determined by the number of students that receive a free or reduced lunch.

On January 8 2002, Title I became a part of the No Child Left Behind act. It stresses the use of standards and benchmarks to monitor the progress of all students. Every school that receives Title I funding is required to make Adequate Yearly Progress (AYP) meaning that most students are reaching the benchmarks for their grade level. This is determined by the Pennsylvania state test or the PSSA that is given to all students in 3rd through 11th grade.

Towanda Area School District has two elementary schools, J. Andrew Morrow Primary School and the Towanda Area Elementary School. Both are RTII (Response to Intervention and Instruction) schools where students are screened three times a year; fall, winter, spring. The DibelsNext screening is used in grades kindergarten to sixth to monitor student progress and evaluate our instruction. We presently screen for literacy skills in K4-6th and numeracy skills in K4-1st Grade. Scores are reviewed and compared to national norms. Some students will receive intervention, extra instructional support to insure they are making progress. Parents are informed if their child is to receive any extra assistance. Student progress is monitored within the intervention group and they may be dismissed if adequate progress is made or benchmarks are reached.

The Towanda Area School District Title I program is schoolwide. This means that all students and teachers are considered part of the program, whether they receive an extra intervention or not. This makes all students eligible to use and receive materials purchased through the Title I budget. Formerly, only students identified for the program had access to these materials. Title I intervention teachers are reading specialists and our instructional aides are Highly Qualified.

A dominant feature of the Title I law is the involvement of parents in their child's education. Since our program is schoolwide, we partner with our Parent Teacher Organization, PTO, to plan, review, and monitor our program. Meetings are held monthly at the Towanda Area Elementary School and all parents are encouraged to join and take an active part in their child's education.

**TOWANDA AREA SCHOOL DISTRICT TITLE I PROGRAM
COMPLAINT RESOLUTION PROCESS
As required by ESSA**

It is the goal of the Towanda Area School District's Title I program to address all concerns and/or complaints about our program and /or procedures fairly, openly, and with upmost urgency. However, if a mutual agreement cannot be reached, these are the procedures for filing an official complaint.

Submitting a Complaint

The complaint must be a written, signed statement filed by an individual or an organization and it must include:

- a. A statement that the Pennsylvania Department of Education or the Towanda Area School District (TASD) has violated a requirement of the federal statute or regulations which apply to a requirement of the federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meeting or correspondence with PDE or the Towanda Area School District regarding the complaint.

The written complaint must be sent to the office of the superintendent:

Mr. Dennis Peachey, Superintendent
Towanda Area School District
410 State Street
Towanda, PA 18848

Complaints Resolution Procedures

1. **Referral** – Complaints against the Towanda Area School District Title I program or appeals for their decision regarding complaints will be referred to the Regional Coordinator.
2. **Notice to the Towanda Area School District** – the Regional Coordinator will notify the superintendent that a complaint or appeal has been received, will provide a copy, and will direct TASD to respond.
3. **Investigation** – After receiving the TASD's response, the Regional Coordinator will determine whether further investigation is necessary. If necessary, the Regional Coordinator may carry out an independent investigation on site at the Towanda Area School District.
4. **Opportunity to Present Evidence** – The Regional Coordinator may, in his or her discretion, provide for the complaint, the complaint's representative, or both, and the TASD to present evidence. Such presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5. **Report and Recommended Resolution** – Once the Regional Coordinator has finished any investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint or appeal. The final report will give the name of the party bringing the complaint or appeal, the nature of the complaint or appeal, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Regional Coordinator will issue the report to all parties to the complaint or appeal. The recommended resolution will become effective upon issuance of the final report.
6. **Follow-up** – The Regional Coordinator will insure that the resolution of the complaint or appeal is implemented.
7. **Time Limit** – The period between PDE's receipt of complaint or appeal and its resolution shall not **exceed sixty (60) calendar days. The Towanda Area School District will comply with the resolution as soon as possible.**

8. **Extension of Time Limit** - The chief of the Division of Federal Programs may extend the 60 day time limit if exceptional circumstances exist with respect to a particular complaint or appeal.
9. **Right to Appeal** – Either party may appeal the final resolution to the United States Secretary of Education.

Filing the Complaint

Complaints are to be addressed to:

Susan McCrone, Division Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

Towanda Area School District Assessment and Instruction in the Elementary Schools

The elementary schools in the Towanda Area School District follow the guidelines of Response to Instruction and Intervention (RTII) which is a part of the individuals with Disabilities Education Act (IDEA). It requires universal screenings three times a year, meaning that all regular education students are given both individual and group assessments to monitor progress. We use the DIBELS Next online assessment and data management system.

What is DIBELS Next?

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of assessments that are predictive of reading acquisition and later reading achievement. These assessments give teachers the data necessary for providing students with the appropriate reading instruction. The assessments also identify students who are more likely to need support.

How does DIBELS Next Work?

The Benchmark Assessments are given to all students three times per year. Students are given the assessments that match the grade level they are assigned. The Progress Monitoring Assessments are given more frequently for students who are receiving strategic or intensive instructional interventions. Strategic and Intensive interventions are usually provided by Title I teachers. They use the progress monitoring tools to evaluate the effectiveness of the instructional changes and additional services that have been provided.

Literacy Skills Screened by DIBELS Next

Each of these assessments are individual screenings where the student is asked to provide this information to a teacher. These are one minute timed assessments where the teacher records the student responses.

First Sound Fluency – Kindergarten

Phoneme Segmentation Fluency – K and 1

Letter Naming Fluency - K and 1

Nonsense Word Fluency – K-2

DIBELS Oral Reading Fluency – 1-6

DAZE – Grades 3-6

This assesses the student's ability to construct meaning from text using word recognition skills, background information, prior knowledge, and reasoning skills. This is a three-minute group assessment given once a student is in third grade or when a student reads forty correct words per minute.

**TOWANDA AREA SCHOOL DISTRICT TITLE I PROGRAM
PARENTS' RIGHT TO KNOW
Regulations 200.61**

Your child's school receives Title I funding and is included under the regulations of the ESSA that became law on January 8, 2002.

ESSA requires:

- Increased accountability for states and school districts
- Greater choice for parents, especially those in low performing schools
- Greater flexibility for state and local education agencies in the use of federal funding

Under ESSA, parents have a right to request personal qualifications of their child's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he/she teaches
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived
- The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive specific information about your child's teacher or paraprofessional, please contact the Elementary Principal, Ms. Susan Higley at 570-268-2005 or the J. Andrew Morrow Principal Mrs. Karen Beirne-Getz at 570-265-4991.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

TASD PROCEDURE ON MANDATED REPORTING OF CHILD ABUSE:

An employee suspects child abuse when the alleged perpetrator is NOT an employee of the school district.

In these cases, the employee may be directed to the nurse or guidance staff for assistance in making the mandated report of suspected child abuse immediately to the Childline at 1-800-932-0313 or the local CYS office. The principal will be notified that the report was made.

An employee suspects child abuse and the alleged perpetrator IS a school district employee.

If a school employee has reason to believe that a student has been victimized by a school district employee, a report must be made to the principal or assistant principal, and the administrator must make the suspected abuse report to the appropriate enforcement agency and/or Childline.

TASD BULLYING PREVENTION PROGRAM:

The Towanda Area School District is committed to providing a safe, positive learning environment for district students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the School Board prohibits all forms of bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and interferes with a student's education or disrupts the orderly operation of the school.

The administration and staff have put the following interventions in place to help ensure a positive, bully-free school environment:

- The installation of cameras throughout the Towanda Area School District to provide protection for students.
- Grades 3rd through 6th the Abuse and Rape Crisis Center will provide Life Skills Lessons.
- Safe School Helpline to encourage anonymous reporting of bullying for students, parents and community. Reports may be made 24 hours a day, 7 days a week by calling 1-800-418-6423 ext. 359.
- For Kindergarten through 6th Grade, students participate in Second Step Program
- Conflict resolution and mediation is conducted as needed by administrators and/or guidance counselors.
- Students involved in bullying may be referred for individual and small group counseling through the Student Assistance Program.
- Appropriate disciplinary action is taken with any student found to be engaged in bullying behavior.
- School pride activities are implemented to help foster a positive school environment.

TOWANDA AREA SCHOOL DISTRICT HAZING POLICY:

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy, hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

AUTHORITY:

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing. The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy. The Board encourages students who have been subjected to hazing to promptly report such incidents to the building Principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building Assistant Principal or Principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers, and district staff that hazing of district students is prohibited, by means of:

- Distribution of written policy
- Publication in handbook
- Verbal instructions by the coach or sponsor at the start of the season or program
- Posting of notice will be found in the student handbook, and the Towanda School District web page.

COMPLAINT PROCEDURE:

When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building assistant principal or principal.

The assistant principal or principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

The assistant principal or principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.

If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct and Discipline Code. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

UNLAWFUL HARASSMENT:

It is the policy of the Towanda Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the district who engages in conduct which constitutes unlawful harassment shall be subjected to disciplinary action up to and including expulsion. Any student who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his/her attendance at school, shall have the right to file a complaint under Section VI, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 p.s. Section 951-963; the Code of Conduct for Education, 22 PA Code Section 235.10, 22 PA Code Section 12.1 et seq. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment for the purposes of this policy: The term unlawful harassment, includes, but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or disability.

Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to: Submission of such conduct is explicitly or implicitly required of the recipient; or Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.

Specific examples of sexual harassment include but are not limited to: Sexual flirtations, advances, touching, or propositions; Verbal abuse of a sexual nature; Graphic or suggestive comments about an individual's dress or body; Sexually degrading words to describe an individual; and/or Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive sexual

activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

CONSEQUENCES OF VIOLATION:

Any student in the Towanda Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others;

- Severity of the misconduct;
- Pervasiveness or persistence of the misconduct;
- Effect on the victim or victims;
- Intent of the perpetrator;

COMPLAINT PROCEDURE:

Student and unlawful harassment complaints from students should be reported to employees of Towanda Area School District. Employee complaints should be reported to one of the building administrators.

LEGAL NOTICES

FERPA NOTICE:

The Family Educational Rights and Privacy Act (FERPA) is a federal law which protects the confidentiality of student educational records by guaranteeing parents or eligible students (students 18 years of age or older) rights pertaining to the collection, maintenance, amendment, access, and disclosure of student information. If you want to inspect your child's records, receive a copy of records, or amend a record, please contact your school principal. Towanda School District Policy #216 presents a more detailed explanation regarding the confidentiality of student records. A copy of this policy may be obtained by contacting the Superintendent's Office at 570-265-9894 or logging on the school district web site at <http://www.tsd.k12.pa.us/> and searching under the policy button.

PPRA NOTICE:

The Protection of Pupil Rights Amendment (PPRA) requires Towanda Area School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student, survey, analysis, or evaluation of one or more of eight areas. A copy of this policy may be obtained by contacting the Superintendent's Office at 570-265-9894 or logging on the school district web site at <http://www.tsd.k12.pa.us/> and searching under the policy button.

INTEGRATED PEST MANAGEMENT NOTICE:

The Towanda Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to the IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to use to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals

are used, the school will try to use the least toxic products when possible. Applications will be made after a 72 hour publicly posted notification.

The treated area will need to be vacant 6 hours after application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please request in writing to be placed on the registry. Send requests to:

Business Manager
Towanda Area School District
410 State St.
Towanda, PA 18848

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the District will prepare a new notification registry. If you have any questions, please contact the Business Manager at (570) 265-9154.