

Towanda Area School District

Primary and Elementary Handbook for Students and Parents



Pre-Kindergarten

through

Sixth Grade

TOWANDA AREA SCHOOL DISTRICT
SCHOOL CALENDAR

August 24, 2010	Teacher In-Service Day (No School)
August 25, 2010	Teacher In-Service Day (No School)
August 26, 2010	First Day for Students
September 6, 2010	Labor Day (No School)
October 8, 2010	Early Dismissal (Act 80)
October 11, 2010	Teacher In-Service Day (No School)
November 24, 2010	Early Dismissal (Thanksgiving Vacation)
November 25, 26, 29, 30, 2010	Thanksgiving vacation (No School)
December 23, 2010	Early Dismissal (Winter Holiday)
December 24-31, 2010	Winter Holiday Vacation (No School)
January 14, 2011	Early Dismissal (Act 80)
January 17, 2011	Teacher In-Service (No school)
February 21, 2011	President's Day (No School)
March 14-25, 2011	PSSA Testing (Reading/Math)
March 25, 2011	Early Dismissal (Act 80)
March 28-April 1, 2011	PSSA Testing (Writing)
April 4 - 8, 2011	PSSA Testing (Science)
April 21, 2011	Early dismissal (Spring Break)
April 22-25, 2011	Spring Break (No School)
April 26, 2011	Teacher In-Service (No School)
May 20, 2011	Early Dismissal (Act 80)
May 27, 2011	Last day for school for students
May 30, 2011	Memorial Day (Vacation Day)
May 31, 2011	Teacher In-Service Day
June 1, 2011	Last day of school for teachers (Trade off Day)



INDIVIDUAL STUDENT PICTURE SCHEDULE

J. Andrew Morrow
Towanda Area Elementary

Tuesday, September 14, 2010 at 8:30 AM
Tuesday, September 21, 2010 at 8:30 AM

SPRING PHOTOS

J. Andrew Morrow
Towanda Area Elementary

Wednesday, February 16, 2011
Thursday, February 17, 2011



Dear Parent/Guardian,

It is a pleasure to welcome our students and their families to the 2010-2011 school year. Every family, parent, and student gets a chance to make a new beginning at the start of every school year and we are excited to be a partner in that process.

The teachers and staff are excited and look forward to providing each student with the best education we can provide. The school staff has worked hard over the summer months in preparation for the implementation of our new academic initiatives and experiences for our students. We want you to be well informed about our new curriculum opportunities so please plan to attend the open house scheduled for your elementary school.

The Parent/Student Handbook provides parents and families with the necessary information for a smooth start as well as a reference throughout the school year. The handbook lists and describes all of the current policies, routines, and procedures established by the Towanda Area Elementary Schools. Please pay particular attention to the *Safe Schools and Weapons Policy* and the *Compulsory Attendance Policy*. The entire handbook will once again be posted on the Towanda Area School District Web page. Any or all parts of this handbook can be printed from home if necessary.

We ask that you take time to read this handbook carefully. If you have any questions regarding any of the information addressed within the handbook, please do not hesitate to call the school office.

In closing, I encourage you to take the time to become actively involved in our school and particularly in your child's education. Thank you for your continued commitment to education and I look forward to seeing you soon.

Sincerely,

Pamela Hosterman
Elementary Principal

TOWANDA AREA SCHOOL DISTRICT
PRE-KINDERGARTEN THROUGH GRADE 6
PARENT/STUDENT HANDBOOK

2010-2011

VISION

A community dedicated to preparing all students to be responsible, contributing citizens and life long learners.

PROPOSED MISSION

Our mission is to achieve educational excellence by preparing students with skills and knowledge necessary to:

Reach their potential

Accept responsibilities

Communicate effectively

Collaborate in their own learning

Respond to the needs of the changing society

Create, innovate and produce

Understand diversity

Through an interactive process which:

Provides experiences, challenges and rewards

Supports and nurtures a positive climate

Fosters continuous improvement using effective measurement and feedback

Involves students, parents, staff, and community

TABLE OF CONTENTS

<p>Calendar, Picture Schedule1</p> <p>Principal's Greeting2</p> <p>Vision & Mission Statement3</p> <p>Table of Contents.....4</p> <p>Board of Directors.....5</p> <p>Administration, Secretarial Staff6</p> <p>Asbestos, Bicycles.....7</p> <p style="padding-left: 20px;"><i>Bradford County Daycare</i>.....7</p> <p>Breakfast, Building Placements.....8</p> <p style="padding-left: 20px;"><i>Cafeteria Facilities</i>.....8</p> <p>Elementary Staff9</p> <p>Compulsory Attendance10</p> <p style="padding-left: 20px;">Compulsory attendance11</p> <p style="padding-left: 20px;"><i>Absence Form</i>12</p> <p>Open House13</p> <p>Crossing Guard, Custody Documentation.....13</p> <p style="padding-left: 20px;"><i>Debts, Dress</i>.....13</p> <p>Drug Policy14</p> <p>Educational Materials, Educational Trips15</p> <p style="padding-left: 20px;"><i>Educational Trip Form</i>.....16</p> <p style="padding-left: 20px;">.....17</p> <p>Field Trips, Fire Drills.....18</p> <p style="padding-left: 20px;"><i>Health Program</i>19</p> <p style="padding-left: 20px;"><i>Health Program</i>20</p> <p style="padding-left: 20px;"><i>Health Program</i>.....21</p> <p>Response to Intervention21</p>	<p><i>Integrated Pest Management</i>22</p> <p><i>Lost and Found, Non-Discrimination Policy, Newsletters</i>.....22</p> <p><i>Parent-Teacher Conf., Parental Requests</i>.....23</p> <p style="padding-left: 20px;"><i>Parking</i>.....23</p> <p>Parties, Privacy Rights24</p> <p>Privacy Rights, Programs25</p> <p>Religious Release, Report Cards.....26</p> <p style="padding-left: 20px;"><i>Request for Homework</i>.....26</p> <p style="padding-left: 20px;"><i>Safe Schools & Weapons Policy</i>.....26</p> <p>School Day, School Rules and Regulations27</p> <p style="padding-left: 20px;"><i>Strike Form</i>.....28</p> <p>Security, Smoking/Tobacco Products29</p> <p style="padding-left: 20px;"><i>Social Skills</i>29</p> <p><i>Special Education Services</i>.....30</p> <p><i>Technology Access</i>.....31</p> <p style="padding-left: 20px;"><i>Technology Access</i>.....32</p> <p>Toys at School, Transfers/Withdrawals33</p> <p>Transportation Policy33</p> <p style="padding-left: 20px;"><i>Transportation Policy</i>.....34</p> <p style="padding-left: 20px;"><i>Transportation Policy</i>.....35</p> <p>Visitors, Walking Activities36</p> <p style="padding-left: 20px;"><i>Weather Emergencies</i>.....36</p> <p>T.A.S.D. Title 1 Program37</p> <p style="padding-left: 20px;">Complaint Resolution Process37</p> <p style="padding-left: 20px;">Parents Right to Know38</p> <p>School Day - Building Schedules.....39</p>
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TOWANDA AREA SCHOOL DISTRICT
BOARD OF EDUCATION
2010-2011

Peggi Munkittrick, *President*
RR 6 Box 6085A
Towanda, PA 18848

Pete Alesky, *Vice President*
RR 1 Box 3364
Monroeton, PA, 18832

Susan Portnoff, *Treasurer*
513 Third Street
Towanda, PA 18848

Robert Hettich
13 Locust Avenue
Towanda, PA 18848

Evelyn Sherburne
100 Ward Avenue
Towanda, PA 18848

Keith Lamphere
RR 2 Box 3084
Monroeton, PA 18832

Robert Fetterman, DVM
6 Foster Road
Towanda, PA 18848

David Rice
R.R.#2, Box 168R
Wysox, PA 18854

Mrs. Cheryl Vaughn, *Secretary*
805 S. Fourth Street
Towanda, PA 18848

ADMINISTRATION

Superintendent of Schools Mrs. Diane Place

Superintendent's Secretary Mrs. Cheryl Vaughn

Superintendent's Office 265-9894

Elementary Principal Mrs. Pamela Hosterman

Assistant Elementary Principal Mr. Mike Wells

Elementary Principal's Secretary Mrs. Kelly Vargason

Elementary Principal's Office..... 268-2005

Special Education Director Mr. James Wojcak

Special Education Director's Secretary Mrs. Lorraine Bovier

Special Education Office 268-2008

Business Manager Mrs. Doreen Secor

Business Manager's Secretary Mrs. Pauline Watkins

Business Office 268-2011

Accounting Supervisor/Grants Coordinator..... Mrs. Valerie Miller

Accounting Office..... 268-2019

Transportation Director..... Mrs. Shari Williams

Transportation Office 268-2017

Food Service Supervisor Mrs. Kim Daum

Food Service Office..... 268-2010

ELEMENTARY SCHOOL BUILDINGS

<u>SCHOOLS</u>	<u>SECRETARY</u>	<u>TELEPHONE</u>
J. Andrew Morrow	Main Office	265-4991
J. Andrew Morrow	Mrs. Linda Lundy	268-2030
J. Andrew Morrow	Mrs. Gwen Sheehan	268-2007
J. Andrew Morrow	Miss Kathy Field	268-2045
Towanda Area Elementary	Main Office	265-6131
Towanda Area Elementary	Mrs. Barbi Elliott	268-2071

ASBESTOS MANAGEMENT PLAN

The Towanda Area School District has an Asbestos Management Plan in place. This management plan can be reviewed at the Business Office during normal business hours.

The District complies with the Federal AHERA (Asbestos Hazard Emergency Response Act) by performing mandated six-month cycle asbestos surveillance inspections and total re-inspections every three years.

If you have any questions concerning the Towanda Area School District's Asbestos Management Plan, please contact the District's Business Manager at the Towanda Area Elementary School Building, State Street and Western Avenue, Towanda, or call (570) 265-9154 during regular business hours.



BICYCLES AND OTHER TOYS

Bicycles, skateboards, in-line skates, scooters, skate shoes/"heelies" and snowboards **may not** be brought or ridden to school. This is a safety precaution.



BRADFORD COUNTY DAYCARE

The Towanda Area School District makes accessible before and after school child care to students age 4 - 12, in conjunction with Bradford County Day Care. 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 265-1760.

Bradford County Day Care (Main Office)

Tom Guinane (Agency Director)
Nancy Callear (Assistance Director)
Sherry Morgan (Caseworker/Registrations)

J. Andrew Morrow Building

Before and After School Age Child Care
Erin Wanck (Supervisor)

TELEPHONE

265-1760
265-1760
265-1760
265-1760

TELEPHONE

265-1157



BREAKFAST

A universal free breakfast program will be offered to all elementary students, kindergarten through grade 6 in the classrooms from 7:45 a.m. to 8:00 a.m. 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.



CAFETERIA FACILITIES - BREAKFAST/LUNCH

Breakfast/lunch facilities are available to children in grades Kindergarten through 6th, attending the Towanda Area School District. A computerized point of sales program will be used. **Parents are encouraged to send in checks or cash in a sealed envelope, which are deposited into student's individual cafeteria accounts.** If parents do not want their child to purchase a la carte items using the money in their accounts, they must notify the cafeteria manager. Children who carry their own lunch to school may purchase milk to supplement what they bring from home. **Free milk is only provided for a child who takes the full lunch.**

Your child's health and school progress are influenced greatly by the kind of meal he/she eats. By encouraging him/her to use the school cafeteria, you are assured that your child will receive an adequate meal. If you pack your child's lunch, please include nutritious food items. Soda, candy and other non-nutritious foods are discouraged, as noted in the T.A.S.D. wellness policy.

Students will be allowed to charge their school lunch if they forget their lunch money or a bag lunch, but they must bring the money the following day or the parent will be called and they will have to bring the money to school before lunch time. Students may not charge their lunch the last week of school. If lunch money is forgotten, the parent will be notified and the money must be brought in before 11:30 a.m.

**TOWANDA AREA
ELEMENTARY SCHOOL**

**J. ANDREW MORROW
PRIMARY SCHOOL**

Faculty:

Mrs. Sally Burlingame
Mrs. Cindi Webster
Mrs. Karen Beirne-Getz
Mrs. Donna Feusner
Miss Miriam Geiger
Mrs. Jeryl Mullen
Mrs. Amy Savercool
Mrs. Susan Wilcox
Mrs. Anne Howard
Mrs. Amanda Evans
Mrs. Amy Reilly
Mrs. Darcy Thompson
Mrs. Michele Haggerty
Mr. Greg Bellows
Mr. Ted Foust
Mrs. Ashley Roy
Mrs. Melinda Miller
Mrs. Kathryn Minard
Mrs. Liz Edsell

Aides:

Mrs. Theresa Steele
Mrs. Julie Palmer
Mrs. Brenda Chilson
Mrs. Donna Montague
Mrs. Margaret DeMarco
Mrs. Eileen Alesky
Mrs. Patricia Shumway
Mrs. Vicki Mulno
Mrs. Diane Zechman

Custodial Staff:

Mr. Kevin Sheehan
Mrs. Karen Jacobi
Ms. Macey Hitchcock
Ms. Vickie Watkins

Food Service Staff:

Ms. Lisa Mead
Mrs. Bonnie Dixon
Mrs. Lola Holcomb
Mrs. Kathy Marconi

Faculty:

Mrs. Carrie Watkins-Smith
Ms. Shawna Wygrala
Mrs. Kristine Watkins
Mr. Josh Streeter
Mrs. Catherine Orshal
Mr. Stephen Davenport
Mrs. Corlis Campbell
Mrs. Deneen Lantz
Mr. Leo Schultz
Mrs. Amy Owen
Mrs. Marlene Gulyas
Mr. Mark Vail
Mr. John VanAllen
Mrs. Sarah Adams
Mrs. Jennifer Lane
Mrs. Debra Ferguson
Mr. Kevin O'Neil
Mrs. Amy Schultz
Mrs. Mary Smith
Ms. Kylee Mullen
Mrs. Stacy Mount
Mrs. Kelly Madden
Mrs. Treena Miller
Mr. Kevin Route
Mrs. Susan Persun

Aides:

Mrs. Sandy Chilson
Mrs. Maggie Huber
Mrs. Julia Johnson
Mrs. Trixie Kilmer
Mrs. Susan Vaughn

Custodial Staff:

Mrs. Diane Landmesser
Mrs. Merri Falsey
Mr. Ronald Butts
Mrs. Peggy Johnson

Food Service Staff:

Mrs. Lori Bozman
Mrs. Julie Lantz
Mrs. Janet Spencer
Mrs. Sonya Abrams
Mrs. Patsy Harris

ELEMENTARY STAFF

TITLE 1 FACULTY

Mrs. Fran Baumgartel
Mrs. Judy Douglas
Mrs. Debra Jones
Mrs. Stephanie Rockwell
Mr. Roman Shuman

HEALTH CARE STAFF:

Mrs. Linda Neiley
Mrs. Vicky Birdsall

ITINERANT FACULTY

Mrs. Tiffanie Jayne
Mrs. Tammy Jones
Mr. Karl Raffin
Mr. Joel Spinney
Dr. Gary Hettinger
Mr. Mark Vaughn
Mr. Duane Smith

**EDUCATIONIAL SUPPORT
STAFF:**

Mr. Scott Smith
Mrs. Jennifer Farley
Mrs. Val Hugg
Mrs. Patricia Webb
Mrs. Darla Locke
Mrs. Alison Sims
Mrs. Merideth Lezak

COMPULSORY SCHOOL ATTENDANCE
POLICY PROCEDURES

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 12 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 16). Educational trips are recorded as excused absences on the report card.
 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-4th 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 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 give 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.

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. Telephone calls regarding this matter **will not be acceptable** unless in the event of an emergency.

Parents will be notified by certified mail of the status of student absences after 10 and 15 days of absence. Illness days, approved educational absence days and other excused absences count towards the 10 and 15 day notification of absence as per the approved school policy.

The approved school policy in its entirety is available to parents upon request.

EXCUSE FORM FOR ABSENCE OR TARDINESS

Towanda Area Elementary School

This form should be used for all tardies, absences or early dismissals. Extra copies are available from the student's teacher or from the main office. This form is to be completed by the parent/guardian. **If the excuse is not submitted within 3 school days following the student's absence, the absence will be considered UNEXCUSED/ILLEGAL.** When there are THREE (3) or more consecutive absences, a doctor's note is required upon returning to school.

Student's Name: _____ Grade: _____

Today's Date: _____

Absent on (List date(s)) :

Due to:

OR

Will be tardy, dismissed early, or will be arriving late on (please list date(s)) :

Due to a Doctor/Dental Appt in (list name of city):

With Dr. (list doctor's name and or clinic name):

Parent or guardian's signature ONLY:

OPEN HOUSE SCHEDULES

J. Andrew Morrow Primary - Wednesday, September 15, 2010 - 6:00 p.m. - 7:00 p.m.
Towanda Area Elementary - Thursday September 16, 2010 - 6:00 p.m. - 7:00 p.m.

** Dates are subject to change.



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. Children must cross at the proper points even when accompanied by an adult for safety reasons.

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 insure compliance.



DRESS

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 or short. Outdoor clothing should be appropriate for the weather conditions and labeled. All children are expected to go outside at recess time and should have a coat, hat, mittens, snow-pants and boots. Students not wearing snow-pants and boots will not be permitted on the snow.

Halter or spaghetti strap tops, tube tops, midriff shirts, muscle shirts, spandex shorts, sneaker/roller skates, high heels, platform footwear, flip flops and bedroom slippers for all children grades K-4 through sixth grade are not permissible at any time. Hats may not be worn inside the building. Shirts and clothing that promote drugs, alcohol, tobacco products or offensive language are also prohibited. Messages on clothing that may be offensive to other students or staff members may not be worn. Heavy chains, large hoop earrings, altered accessories, or anything that can cause injury may not be worn. For safety reasons, piercing accessories may not be worn at any time during gym classes. As a guideline, shorts and skirts 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.

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

DRUG POLICY

PURPOSE: The Towanda Area School District recognizes that trafficking in drugs* is a real and present danger to young people. The district accepts the fact that neither the cause nor the solution is entirely within the control or jurisdiction of the school district. It therefore encourages and expects cooperative efforts from all segments of the community, which includes, but is not limited to, the churches, the medical and social welfare professionals, parents, and the citizenry at large.

The school district desires to deter students from the use of drugs or trafficking in drugs, especially when they are under the jurisdiction of the school district.

*DEFINITION: In the Towanda Area School District, the use of the word, "drug" or "drugs" differs from the use of the words "prescribed drugs" and "medicines". Drugs are defined as controlled substances, dangerous drugs, narcotic drugs, "look-alike" drugs, hallucinogenic amphetamines or barbiturates, or any medication, which if used excessively can be harmful physically or psychologically.

Prescribed drugs and medicines are either prescribed for the individual student by a practitioner of the healing arts or being taken by the student at the direction of his/her parent or guardian. Refer to page 18 (Medications) for specific instructions.

DELEGATION OF RESPONSIBILITY: School administrators and teachers may act "in loco parentis" and establish reasonable rules and regulations to protect any and all students enrolled in the public schools from the acts of one or several of the membership.

Information received from other students, teachers or citizens of community that drugs may be present or located within the building or on the person of a particular student or students will be used to determine the actual presence of drugs.

With authorization of the superintendent or a designee, a trained handler may be used for an inspection on or within school property to detect the presence of drugs.

GUIDELINES:

At present, the school district does provide a drug education program in grades K-12.

A student, while under the school's jurisdiction, who is found to possess or be involved in the transmission of the object or substance suspected of being of alcoholic content or a drug, shall be subject to the following course of action.

An attempt will be made to positively identify the object or substance as being an alcoholic beverage or a drug. If positive identification is made, the following course of action will taken:

- A. The student's parents shall be contacted and an invitation extended to them to come to the school. **The student shall be suspended within existing discipline policy guidelines.**
- B. Where reasonable suspicion exists, a search shall be made of a student's person, personal property, locker(s) or property.
- C. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.
- D. The District Superintendent or a designee will be notified.
- E. Any additional action deemed necessary will be recommended to the Board by the District Superintendent, dependent upon the circumstances surrounding the incident.

A student, while under the school's jurisdiction, who is suspected to be under the influence of alcohol or other intoxicating beverages or a drug, shall be subject to the following course of action:

- A. When it seems that emergency medical attention is necessary, the student shall be taken immediately to the nearest medical facility.
- B. Isolate the student from the other students.

- C. Parents or guardians shall be contacted immediately by the building administration and the student shall be taken home or removed from the school for medical attention. If parents or guardians cannot be contacted, a decision to get medical attention for the student shall be made by the building principal or the District Superintendent or a designee.
- D. The proper authorities will be notified (may constitute one or more of the following):
- School Nurse
 - Physician
 - Law Enforcement Agency
 - Juvenile Probation Officer, through the superintendent or a designee.
- E. Appropriate disciplinary action will be recommended to the School Board by the superintendent, depending upon the surrounding incident. In each instance where disciplinary action involves probation or suspension, the school authorities will endeavor to involve the student in appropriate rehabilitation experiences or activities. The school will attempt to arrange for psychological or social services appropriate to the students' needs. The school will continue to work closely with authorities and institutions in the community particularly concerned with juveniles and will seek their advice and assistance in dealing with students who violate this policy. The school will make every effort to encourage cooperative action on the part of the offender, his/her parents, school personnel, and the agencies mentioned above in planning a program or rehabilitation.



EDUCATIONAL MATERIALS AND BOOKS



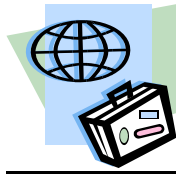
Educational materials are made available at no cost to students. However, if an item is broken by a student, he/she will be charged the replacement cost of the item.

Each student is issued appropriate subject books for use during the school year. These books are valuable and must be handled with care. The life of a textbook is 5 - 10 years. If at any time a book is lost or vandalized, the student is assessed the price of replacing the book. Excessive wear or abuse to a book in any one year reduces the life of the book. Monetary charges will be assessed for damages, based on the age and the condition of the book at the time of distribution.

Students are encouraged to use bookcovers to protect books from possible damage. Students and parents should be sure that temporary covers do not stick to the cover of the book, and therefore cause damages.

EDUCATIONAL TRIP APPROVAL FORM

On the following page you will find a copy of the Towanda Area School District's 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 mailed 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.



EDUCATIONAL TRIP APPROVAL FORM

Towanda Area School District
Towanda Area Elementary School
Educational Trip Approval Form

_____ Date

Student's Name _____

Parent/Guardian Signature _____

Student's Teacher and School Name _____

Dates of Trip _____

Please describe nature of trip/educational activities:

Date approved _____

Date not approved _____

Elementary Principal

This form must be submitted before the trip commences.
*** Approved educational absence days are recorded on the report card as absences.**

FIELD TRIPS K-4 THROUGH SIXTH GRADE

The field trip is a part of the instructional day. All instructional day rules (including dress code) apply. Field trips are a privilege. Children may be excluded from field trips by the Principal due to behavioral infractions.

1. Field trip permission form must be completed.
2. For safety and liability reasons students must be transported to and from the field trip by the school.
3. If a child is not feeling well or has a scheduled appointment, **please do not send the child to school on field trip day.**
4. Please dress children appropriately for weather and outdoor conditions. Dressing in layers may be a good idea for changing weather conditions.
5. School sponsored events are for students. Parents attending may not bring siblings or other children to these events.
6. Students not going on field trips are still expected to attend school.

FIRE DRILLS / OTHER PRACTICE DRILLS

The purpose of a fire drill is to establish a routine for the efficient and safe removal of students and teachers from a school building in the event of a fire or other emergency. Teachers and students should consider emergency building evacuation seriously. Absolutely no talking, laughing, running, pushing or shoving should be allowed. Order and control, not speed, are the primary purposes of the fire drills.

A fire bell will signal a fire alarm. At the beginning of the year students should be acquainted with the fire drill exiting procedure for his/her room.

The following point must be observed during any fire drill:

1. The teacher shall appoint a student to lead the line to the designated place outside the building. The teacher shall be the last one out of the classroom.
2. Monitors should be appointed to see that all windows and doors are closed upon leaving the room and the lights turned off.
3. The teacher must call the roll from the register after reaching the designated place outside.
4. All people must remain outside until the signal is given to return to the building.

The daytime building custodian will be responsible for sending a copy of the fire drill report to the elementary principal and to each building secretary each month. Other practice drills (lockdown procedure, emergency weather drills, etc.) will be scheduled and practiced in all buildings. They must also be documented and kept in the building file.

The following guidelines are proposed for implementation for students unable to walk down stairs due to a temporary condition in the event of a fire drill. These guidelines are not intended for students with a permanent disability when procedures have already been established.

- 1) Any student who is temporarily unable to use stairs should have access to a key to the elevator for all situations excluding fire drills if the doctor's orders state such a need.
- 2) Parents of the injured student should meet with the school nurse prior to the return to school to establish a list of routines and procedures for fire drills, recess, physical education, or any other school activity that would need to be adjusted to meet the student's needs.
- 3) The school nurse should be contacted by the custodian in advance of a planned drill.
- 4) Ample time should be given to the school nurse to allow for the removal of the student from class to the nurse's office so that participation in the drill would take place from the first floor.

These guidelines are for planned fire drills only. Students should be instructed by the physician and parents how they are to manage stairs in the event of an emergency evacuation situation.



HEALTH PROGRAM

The Towanda Area School District shall not be responsible for the diagnosis or treatment of student illness.

MEDICATIONS -

Medications that are prescribed for administration once, twice or three-times-a-day are to be given at home unless the child has a note from the physician's office stating the need for administration during school hours. The Board recognizes that the administration of medication to students while in school may be necessary under certain circumstances. The administration of medication to a student during school hours in accordance with the direction of a parent or family physician will be permitted only when:

1. failure to take medication would jeopardize the health of the student.
2. the student would not be able to attend school if medication was not administered during school hours.

Before any medication may be administered to any student by district personnel during school hours, the Board shall require the written request of the parent or guardian. A standard request form shall be completed by the parent or guardian, stating the following:

1. Date
2. Student's Name
3. Reason for medication
4. Medication, dosage, how administered, time schedule, and length of time to be administered in school
5. Any limitation of school activities
6. Physician's name and telephone number
7. Parent's signature

All medication must be delivered to a school staff member in the original container by an adult. Medications will be administered at noon unless arrangements are made with the school nurse. Request for long term administration of medication must be renewed at the beginning of each school year. Parents are responsible for immediately notifying the school of all changes in medication or dosage, and for maintaining a supply of medication at school.

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 up in the office by an adult.

Multi-dose inhalers may be carried by students after the correct forms are completed and presented to the school nurse.

PARENT CONTACT -

Emergency cards are to be sent home, completed and returned to school immediately. Any changes should be noted. The nurse or a 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.

Parents will be contacted to bring clean clothing for their 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.

HEALTH EVALUATIONS -

Children in all grades are screened yearly for vision and growth measurement. Annual hearing screening is done in most elementary grades. Parents are notified of any suspected problem and advised to have the child seen by a private provider. Referral forms are to be returned to the school as soon as possible.

Physical exams are offered to pre-kindergarten, 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 receives more coordinated services. Forms are available from the nurse's office.

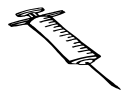
COMMUNICABLE AND CONTAGIOUS DISEASES -

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 exclusion is 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: an acute cold, swollen glands or sore throat, sores or rash on the 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 the 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.



REQUIRED IMMUNIZATION-

Each child must have received the following immunizations prior to entering school:

- Tetanus & diphtheria (4 required - 1 dose on or after the 4th birthday)
- Pertussis (3 doses required)
- Polio vaccine (3 required)
- Measles (2 required, recommended to be given as MMR)
- Hepatitis B (3 required, given at prescribed time intervals)
- Chicken pox (1 dose if child has not had the disease)

Please note that failure to have any of these immunizations may result in the exclusion of your child until completed. If you have any questions on this matter, please contact our school nurse, as soon as possible for clarification or for assistance in assuring your child's protection.

** It is the responsibility of the student's parents to notify the bus driver of any medical condition that may cause problems while their child is riding. The school nurse will only share this confidential information with bus drivers if a written request is received from a parent. Conditions that may cause incidents on the bus ride include diabetes, seizure disorders, vision or hearing problems, heart disorders, and severe allergies.

THE SCHOOL NURSE OR HEALTH CARE ASSISTANT CAN BE REACHED AT THE FOLLOWING NUMBERS IN EACH SCHOOL BUILDING:



J. ANDREW MORROW	268-2012
TOWANDA AREA ELEMENTARY	268-2021

HEALTH COUNCIL

Our district has a council of school and community members, which addresses health issues that affect our students. The council meets bi-monthly and can be contacted through the school nurses. Interested persons are invited to join.

RESPONSE TO INTERVENTION

The teachers and staff of the Towanda Area Elementary Schools will use a core curriculum to teach students to read and become proficient in math. Through various methods of assessment, we will gather data to monitor student progress toward achieving proficiency in these two subjects at each grade level. Students who are not making adequate progress will be provided additional instruction and support that matches their specific academic needs. This support can last for a few weeks or may last much longer depending on the progress the student demonstrates. The school team, along with parents, monitors the interventions and makes decisions about adapting, increasing or removing supports based on student performance. Parents who have a concern regarding the academic or behavioral progress about their child should contact the school office to set up an appointment.



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 only when unauthorized persons do not have access to the areas 72 hours prior to application and for two days following the 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
P.O. Box 231
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.

LOST AND FOUND

Each building maintains a lost and found container. At the end of the school year articles that are not claimed are discarded. Please feel free to come in and look through the lost and found if your child has lost something at school.

NON-DISCRIMINATION POLICY AND STATEMENT

The Towanda Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title IX.

NEWSLETTERS

A newsletter will be published quarterly and may be accessed through the district website. A paper copy will be sent home with your child's report card.



PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held the week of November 15 - 19, 2010 for grades K-5 - 6th. K-4 teachers will notify parents of their conference dates in November or January.

A conference is a sharing of information through which both parent and teacher gain a better understanding of the child's progress and needs. Approximately 15 minutes will be allowed for each conference. It is very important that our conferences follow a definite time schedule to insure each parent equal time.

PARENTAL REQUESTS

The Towanda Area Elementary Schools do not accept parental requests for a specific classroom teacher in the current school year or upcoming school year. The teachers and the principal consider teaching and learning styles, personalities, behavioral issues, special needs and the best interest of all children when placements are made. The elementary principal makes the final decision of classroom placement of all students. Please do not write a letter requesting a specific teacher.



PARKING

Cars must not park 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 buses need to park in close proximity to the school. Vehicles waiting for children are not permitted to double park, nor are they 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 the parking lot unaccompanied. This may cause serious accidents.

***Please do not leave a car running during arrival and departure time and/or children unattended in a vehicle when you pick up a student in the school building.**

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. PARTIES WILL NOT BEGIN PRIOR TO 2:00 P.M. 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.

FALL FESTIVAL	Friday, October 29, 2010
WINTER HOLIDAY	Tuesday, December 22, 2010
VALENTINE'S DAY	Monday, February 14, 2011

* Specific information will be sent home prior to each party.



BIRTHDAY PARTIES - K-4 - 6th Grades

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 them 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.

PRIVACY RIGHTS OF PARENTS & STUDENTS

The Family Education 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.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. There are different categories of information: Education Records, Personally Identifiable Information and Directory Information. Education Records consist of information directly related to a student, which is maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student's identity easily traceable.

Education Records and Personally Identifiable Information cannot be disclosed or released without written parent consent or, if a student is over eighteen, without student consent.

There is certain information that can be released without consent, which is called Directory Information. Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The School District designates what information is labeled as Directory Information. It shall include the following: the student's name, address, date and place of birth, major field of study, participation in officially-recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, photograph and the most recent educational agency or institution attended by the student.

Disclosure of information means to permit access to or the release, transfer, or other communication of education records, or the personally identifiable information contained in these records, to any party by means including oral, written or electronic means. This means that information about a student cannot even be shared in conversation without permission. This also applies to other Towanda School District personnel who do not have an educationally relevant reason to possess knowledge of a student.

Written parental consent is necessary for disclosure of personally identifiable information and education records. The consent must (1) specify the records that may be disclosed, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, the Towanda Area School District must maintain a written record of disclosure for the parents to inspect in case information has been released.

Spelling Bee

PROGRAMS PRESENTED BY STUDENTS



3rd GRADE SPELLING BEE:

Towanda Area Elementary School

Wednesday, November 10, 2010 @ 1:00 P.M.

4th GRADE SPELLING BEE:

Towanda Jr/Sr High School Auditorium

Wednesday, November 10, 2010 @ 6:30 P.M.

5th and 6th GRADE SPELLING BEE:

Towanda Jr/Sr High School Auditorium

Thursday, January 13, 2011 @ 6:30 P.M.

Band and Chorus Concerts

Towanda Area Elementary

December 9, 2010	Band/Chorus Concert	6:30 PM
March 24, 2011	3 rd Grade Program	6:30 PM
May 5, 2011	Band/Chorus Concert	6:30 PM

J. Andrew Morrow

December 16, 2010	1 st Grade	6:30 PM
March 10, 2011	2 nd Grade	6:30 PM
April 7, 2011	Kindergarten	6:30 PM

*SNOW & EMERGENCY DAYS MAY CHANGE THE PROGRAM DATES.

PROGRAMS/PRESENTATIONS BY OUTSIDE COMMUNITY GROUPS

In an effort to protect and emphasize the importance of academic instruction of our elementary students, extra curricular programs and presentations will only be hosted during the last hour of the day preferably on Fridays.

RELIGIOUS RELEASE

Consent forms for students to participate in 1st through 6th grade Religious Release Time Classes are available in the office of each school building. You may obtain the form in the school office. No student will be permitted to leave school to attend any religious release program without the completed form being returned to the building secretary. (Section 1546 of the School Code) If you have any question related to State Policy or in completing the consent form, please call your child's principal.

REPORT ON STUDENT PROGRESS

Reports of student progress and performance will be issued four times a year, once every nine weeks. The nine-week marking period ends on the following dates:

October 29, 2010
January 14, 2011
March 22, 2011
May 27, 2011(Last Day of School)

Report cards will be sent home on the 6th school day following the end of the marking period. *THE ABOVE DATES ARE SUBJECT TO CHANGE.*

REQUEST FOR HOMEWORK

If an educational trip is planned or a student is absent for an extended period of time due to illness, please give your child's teacher adequate time to prepare homework. It is important to remember that teachers need advance notice to prepare make-up homework. Whenever possible, please make your request in the morning for an afternoon pick-up in the office. It is expected that all make-up homework will be completed and returned in a timely manner.

SAFE SCHOOLS AND WEAPONS POLICY

Students, employees and others are prohibited from possessing, handling, transmitting or using weapons on school property owned or regulated by the Towanda Area School District. The Districts' policy as it relates to students is included in the Student and Parent Handbook. Teachers should review this information with their students by the end of the first week of school.

- The possession, handling, transmission, or use of any firearm, or
- Any instrument, look-alike, or facsimile weapon which is designed for or represents an instrument designed for the purpose of inflicting bodily harm, or
- Any device or substance, designed for a purpose other than inflicting bodily harm, but used or intended to be used to inflict bodily harm, is prohibited on school property, at school-sponsored events, in school

buses, and in all school vehicles by any student, employee, contractor, or other individual unless it is possessed, transmitted, handled, or used with the express consent of the Towanda Area School District Board of Directors or their designated representative. Law enforcement officers, when acting in their official enforcement responsibilities, will be permitted to official duty weapon use.

Violation of these prohibitions will result in the following disciplinary actions:

- Employees - up to and including termination and/or prosecution under applicable statutes
- Bus Contractors - up to and including termination of contracts and/or prosecution under applicable statutes
- Other individuals - ejection from school property and/or prosecuted under applicable statutes.

SCHOOL DAY - ELEMENTARY BUILDINGS

A complete schedule of the school day in each elementary building can be found at the end of this document.

TARDY ARRIVAL -

In the event that a child is tardy (after 8:00 A.M.), an adult must sign the child in at the building office. The building secretary will send a tardy slip to the classroom with the child. Students signing in after 8:00 a.m. will not receive breakfast.

DISMISSAL -

All students grades Kindergarten - 6th should remain in their classrooms until the dismissal bell rings or children are dismissed by the teacher. Parents are asked to leave their children in school until dismissal time to alleviate congestion in the parking lots and lobbies. The only exceptions are medical excuses or a family emergency.

Parents waiting for their children at the end of the school day must wait in the designated pick up location for their children to be dismissed. The end of the school day gets very hectic and a parent coming in and out of the classroom is very disruptive for the classroom teacher and students.

In the event of severe weather conditions at dismissal time, children will be kept in the building to insure safety. If parents want to enter the building during the severe weather conditions, the child will be released to the parent.

A signed, dated note **must** be presented to the office (preferably in the morning) for approval when a child is to go somewhere other than the regularly scheduled location. If no note is presented, the child **must** be dismissed as usual (designated bus, walk).

SCHOOL RULES & REGULATIONS

The rules and regulations listed below will be taught to all students and followed by all in the elementary schools. Teachers will instruct students in these standards of conduct. A copy of the school rules will be posted in every classroom, in the cafeteria, gym, and media center. A copy will also be given to each student to review with his/her parents. Bus drivers will be given a set of rules pertinent to the transportation of pupils.



BASIC SCHOOL RULES-

1. RESPECT YOURSELF
2. RESPECT OTHERS
3. RESPECT OUR SCHOOL

Monthly Reward

In an effort to promote positive behavior, a monthly reward activity will be scheduled. All children who have not earned 3 strikes during the month will celebrate the reward activity. Every child begins each calendar month with a clean slate. The building secretary is the recorder at each school. Any adult staff person may issue a strike report form and forward the completed form to the building principal. The building principal will sign and add additional comments or consequences if necessary. The completed form will go to the building secretary. The building secretary will send the strike report home with the student or in the mail. This form must be signed and returned to school (see copy of strike form below). The offenses listed on the previous page would earn a strike for a child. Generally speaking, earning a strike constitutes acts of aggression or disrespect/insubordination of an adult. Students and families have responded favorably to earning this privilege and to being advised if their child has committed a behavioral infraction.



**Towanda Area Elementary Schools
Knight Pride Plan
Notice of Unacceptable Behavior**

On _____, _____
(Date of Incident) (Student's Name)

exhibited unacceptable behavior. This is his/her _____ strike for the month.

(Adult Reporting the Behavior)

(Classroom Teacher)

Expectations for All Students:

**Respect Yourself
Respect Others
Respect Property**

Infraction(s):

Recommendation(s)/Consequence(s):

Principal's Signature

Three unacceptable behaviors in one month eliminate the student from a positive behavior activity. We would encourage you to discuss this problem with your child. Please sign and return. Thank you for your cooperation.

Parent/Guardian Signature: _____

CONSEQUENCES

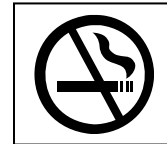
Any of the following consequences may be used for rule violations:

1. Loss of school privileges (including monthly reward activity)
2. Recess restriction
3. Time in for recess
4. Time in for lunch and recess
5. Student conferences with teacher, assistant principal or principal
6. Parent conferences at school or by telephone
7. After school detention
8. In school suspension (Time In)
9. Time out in another classroom
10. Community service
11. Suspension
12. Referral to outside agency

SECURITY OF CHILDREN AND BUILDINGS

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 to take the child from the school. All visitors MUST report to the office to sign in and be issued a badge. All doors will be locked except for the main entrance door.

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



SMOKING/TOBACCO PRODUCTS

All property owned and regulated by the Towanda Area School District is designated as smoke/tobacco free. Offenders could be subject to prosecution by law and disciplinary action as per the discretion of the principal.

SOCIAL SKILLS PROGRAM

A social skills program may be offered to students in grades Kindergarten through 6th. The brief classes will be offered in the regular classroom by the elementary guidance counselors, with the assistance of the regular classroom teacher.

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 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 impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
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 evaluation, 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 Mr. James Wojcak, Director of Special Education.

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 protections 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 is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age 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, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above 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.



TOWANDA AREA SCHOOL DISTRICT
Computer, Internet, and Network
Acceptable Use Policy

Purpose:

Towanda Area School District ("School District") provides Network Services to students and employees for educational purposes. Network Services include all computer and network hardware, software, electronic mail ("E-mail"), and Internet services. Access to the School District's Network Services is a privilege, not a right. This Acceptable Use Policy establishes guidelines for use of all Network Services.

The Internet can be a very effective educational tool for students and employees, but with access to Internet and E-mail comes the possibility to view material that may not be considered appropriate for a school setting. The School District cannot monitor and regulate all information sent or received by persons who use the Internet and E-mail. Therefore, the School District is unable to ensure that all persons using the Internet and E-mail will be prevented from accessing materials that may be inappropriate. The School District believes that the value of the Internet far outweighs the risk of students accessing material that is not consistent with the educational goals of the District.

Procedures:

A. **Educational Use.** The School District provides Network Services to students and staff members for education purposes. Non-school related use including chat rooms, instant messaging, file sharing, personal email access (students only), games, etc. is not permitted. Students are expected to stay on task and not deviate from a lesson when assigned. Students and staff found to be using School District Network Services for non-educational purposes may be subject to disciplinary action.

B. **Monitoring.** The School District reserves the right to log, monitor, and review all student and employee usage of Internet, E-mail, and other network services. This monitoring may be conducted without cause or notice. Student and employee network storage areas are also subject to review. To ensure that the system is being used for appropriate purposes, a member of the Information Technology Department may review student and staff files and communications to maintain system integrity. Students may be monitored by District faculty to ensure proper use of computers and the network system. Persons using the School District's network resources should expect that files and communications stored on district servers and computers will not be private. The School District does not maintain an archive of all E-mail messages.

C. **Filter.** The School District will use a CIPA (Child and Internet Protection Act) compliant Internet content filter to block material that may be inappropriate or offensive. Due to the ever changing nature of the internet it is possible for some inappropriate material to make it through the filter. The Towanda Area School District can not be held responsible for any material accessed that may be inappropriate or offensive. The filter may be disabled by the Information Technology Department at the workstation level for special circumstances.

D. **Access Agreement.** All students and employees who use the Internet, E-mail, and other network resources must agree to abide by all conditions of this policy. All students and employees must sign the School District's Internet, E-mail, and Network Access Agreement located in Appendix A. Students under the age of 18 must also have the Agreement signed by their parent(s)/guardian(s). Students may not use the School District's computers or network system without the approval or supervision of a teacher or District staff member.

Acceptable Use Policy

A. **Prohibitions.** Use of the School District's network system is a privilege. Inappropriate use can result in cancellation of those privileges and the possibility other disciplinary or legal actions including, but not limited to, criminal prosecution, suspension, or in the case of District faculty and staff, termination of employment. The following activities are prohibited:

Sending, displaying, or accessing messages or graphics that may be offensive.

Use of obscene or vulgar language.

Harassing, insulting, or attacking others.

Using network resources for illegal purposes.

Use for commercial purposes.

Use for lobbying or political purposes.

Damage to computers, computer systems, or computer networks.

Illegal installation, distribution, reproduction or use of copyrighted software.

Obtaining, copying or modifying files, passwords, data or information belonging to other users.

Use to misrepresent other users on the network.

Use of another persons E-mail address, user account, or password.

Installation of unauthorized hardware, software, files, or other electronic media.

The creation or upload of computer viruses.

Unauthorized disclosure or use of personal information regarding minors.

Violation of copyright laws.

Attempts to circumvent or disable the Internet content filter or any other security measures.

Using any district computer for the purpose of "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.

Interfering with other user's ability to access their user account.

B. Etiquette. Users are expected to abide by the general rules of network etiquette. These include, but are not limited to the following:

Be polite. General School District rules and policies for behavior and communicating apply.

Use appropriate language.

Do not reveal the personal address or telephone number of yourself or others.

Do not use the Internet or E-mail in any way that would disrupt its use by others.

C. Security. Security on all School District computers is a high priority. All users are required to report any security problems to the Information Technology Department. Do not demonstrate the problem to other users.

Consequences of Inappropriate Use

The user will be responsible for all deliberate damages made to computer equipment, systems, or software. Failure by any user to follow the guidelines outlined in this policy may result in loss of access to network services. Illegal activity or use may be reported to the appropriate legal authorities for prosecution. The School District reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

Disclaimer

The Towanda Area School District makes no warranties for the network services it provides. The School District is not responsible for any damages, including loss of data due to delays, incorrect deliveries, or service interruption. The School District is not responsible for the accuracy or quality of information obtained through the Internet or E-mail. No responsibility or liability will be assumed by the School District for any charges incurred by a user.

TOYS AND ELECTRONIC DEVICES AT SCHOOL

K-4

Your child's teacher will advise you about show and tell and also what you should and should not send to school. It is never wise to send expensive toys, collections or family heirlooms to school. The school is not responsible for lost, broken or stolen items. 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.



Grades Kindergarten - 6th

Do not bring toys 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 and pagers), collections, collectible cards (Pokemon cards, Yugio and others), heirlooms, blow pens, markers and other 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 Towanda Area Elementary highly discourages the bringing of cell phones to school. If the parents feel that a 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 serve Time in detention.

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.



TRANSPORTATION POLICY

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.

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 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. Wait for the bus to come to a complete stop before attempting to get on or off.
19. All pupils may be required to take ridership classes on bus behavior and safety as planned and scheduled by the school administration.
20. Large items are not to be taken on the bus unless they are kept under control by the students.
21. Do not sleep on the bus so that you can hear any directions from the driver, especially in the case of emergency.
22. 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" report form provided by the school.
5. A copy of the bus conduct report will be kept on file by the School Principal and the Transportation Director. A copy will be sent to the parent and bus driver.
6. When in the judgment 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, the 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 the regular transportation runs also for all school athletic and field trips. Teachers and coaches are responsible for making sure their students know the bus riding rules.

DISCIPLINE STEPS FOR MINOR INFRACTIONS

1. The bus driver will handle small 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. 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 as follows:

1. First Offense: Talk with the student. Send home a letter or telephone the parents. Issue a strike (a strike could be a loss of recess or planned party).
2. Second Offense: Double the first punishment.
3. Third Offense: Up to a one week bus suspension.
4. Fourth Offense: Up to a two week bus suspension.
5. Fifth Offense: A thirty day bus suspension
6. Sixth Offense: Thirty days to one year bus suspension.

DISCIPLINE STEPS FOR MAJOR INFRACTIONS

1. 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.
2. The principal will use his/her discretion in taking the following progressive steps for bus conduct problems. The principal may also consider the driver's recommendation and may skip any steps in order to maintain safe transportation.
 - A. Conference with the student. One week bus suspension and a bus conduct report sent to parent with future infraction consequences.
 - B. Two week bus suspension
 - C. Suspension from the bus for the remainder of the school year

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 before the scheduled time of arrival by the bus and prepared to wait up to fifteen (15) minutes minimum in the 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 buses are operating during inclement weather, if parents feel this is necessary.
8. Take necessary steps to prevent their children from sleeping on the bus.

VISITORS

All visitors are required to register with the building secretary at each school and to 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 voice mail and access to e-mail. The teacher will return your call at the earliest convenience.

We encourage parents to have lunch in the cafeteria with their children. If you wish to purchase the school lunch, you must call to make your reservation by 9:00 A.M. A parent may also bring a packed lunch. We ask that following lunch you not proceed to the playground. Parents are not permitted to participate in recess on the playground (grounds).

Children will be permitted to use the phone only in an emergency.

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.

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 Link Phone System for school closings, delayed starts, and early dismissals. Notice of such closing will be given over two radio stations: WATS Sayre and WTTC-FM in Towanda as well as the district website: www.tsd.k12.pa.us TV Station Channel 16 also reports school closings. Listen for announcements of school closings between 6:30 A.M. and 7:00 A.M. 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.

Towanda Area School District Title I Program Complaint Resolution Process As required by NCLB

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 the 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. It must include:

- a. A statement that PDE or the Towanda Area School District (TASD) has violated 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, meetings 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;

Mrs. Diane M. Place, Superintendent
Towanda Area School District
State St. & Western Ave
P.O. Box 231
Towanda, PA 18848

Complaint Resolution Procedures

1. **Referral** – Complaints against the Towanda Area School District Title I program or appeals from 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 SD.
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 a 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:

Renee Palakovic
Chief
Division of Federal Programs
Pennsylvania Department of Education

**Towanda Area School District Title I Program
Parents' Right to Know
Regulations 200.61**

Dear Parents/Guardians,

Your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that became law on January 8, 2002.

NCLB 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 NCLB, parents have a right to request professional qualifications of their children'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 school principal, Mrs. Pamela Hosterman.

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.

Sincerely,

Mrs. Fran Baumgartel
Title I Coordinator

SCHOOL DAY FOR STUDENTS

The pupil school day in each of the elementary school buildings will be as follows:

J. Andrew Morrow- Pre-Kindergarten (K-4)	
First Session	8:15 AM - 11:00 AM
Second Session	11:45 AM - 2:30 PM
J. Andrew Morrow- Grades Kindergarten-2	
Starting Time	8:00 AM
Breakfast	7:45AM - 8:00 AM (In Classrooms)
Lunch - Grades - K-5	11:05AM - 11:35 AM (Recess 1:15 PM - 1:45 PM)
Lunch - Grades - 1	11:40AM - 12:10 PM (Recess 12:10 PM -12:40PM)
Lunch - Grades - 2	12:15 PM - 12:45 PM (Recess 12:45 PM-1:15 PM)
Dismissal	Bus Students - 2:50 PM & Walkers - 3:00 PM
Towanda Area Elementary-Grades 3-6	
Starting Time	8:00 AM
Breakfast	7:45AM - 8:00 AM (In Classrooms)
Lunch - Grades 3	11:00 AM - 11:30 AM (Recess 11:30 AM-12:00 PM)
Lunch - Grade 4	11:30 AM - 12:00 PM (Recess 11:00 AM - 11:30 AM)
Lunch - Grade 5	12:10 PM - 12:40 PM (Recess 12:40 PM-1:10 PM)
Lunch- Grade 6	12:40 PM - 1:10 PM (Recess 12:10 PM-12:40 PM)
Dismissal	Bus Students & Walkers 3:00 PM
	Students picked up by parents - 3:05 PM
Towanda Area Jr/Sr High School 7-12	
Starting Time	8:00 AM
Dismissal	3:10 PM