

TOWANDA SCHOOL DISTRICT MISSION

The Towanda Area School District will provide a positive learning environment that uses ongoing assessment data and research-based instructional strategies to help every student meet with academic, occupational and social success.

VISION STATEMENT

The Towanda Area School District will prepare students to be responsible, productive citizens. The District will strive to challenge and educate students to the highest extent possible by providing a rigorous academic, standards-based curriculum at all levels. The Towanda Area School District community will work together to help students achieve academic success, develop responsibility, and be able to live and work in a cooperative manner, and understand and value education as a life long learning process

ALMA MATER

Hail, Hail, Towanda
Crowned by the hills
To thee we raise a song
No rival stills. Truth, valor, loyalty
May to thee belong. Hail **THS!**
Towanda, be our song

BELL SCHEDULE

8:00	to	8:10	Homeroom
8:13	to	8:53	Period 1
8:56	to	9:36	Period 2
9:39	to	10:19	Period 3
10:22	to	11:02	Period 4
11:05	to	11:45	Period 5
11:48	to	12:28	Period 6
12:31	to	1:11	Period 7
1:14	to	1:54	Period 8
1:57	to	2:37	Period 9
2:40	to	3:10	Period 10

GUIDANCE DEPARTMENT

A variety of services to meet the needs of students are provided in the Guidance Office. Personal, academic, scheduling, and career/college issues may be discussed with the guidance counselors. Official student records and transcripts are kept within the office. Information about career and college resources may be found on the school district website at www.tsd.k12.pa.us, or in the Guidance Office publication “Guidance Services Handbook” and can be obtained from your counselor. Students and parents seeking information or other services are always welcome. However, it is preferable that an appointment be made in advance.

To help our office better assist students, please contact the guidance office regarding any change in address or phone number, custody agreements or Protection from Abuse Orders.

COLLEGE APPLICATIONS

The guidance office will send out official transcripts to any college for which a student requests. Below, are listed ways to request this information depending on type of application.

PAPER APPLICATIONS

Students are asked to stop by the guidance office to fill out a request form. Please check with the college as to additional requirements which may be needed such as teacher or counselor letters of recommendation and essays which vary by college. The student should also bring down the application fee with the completed application. Please be mindful of application deadlines for individual colleges, and allow ten days for the transcript request to be processed by the guidance office and mailed out.

ONLINE APPLICATIONS

Students are asked to stop by the guidance office to fill out a request form. Please check with the college as to additional requirements which may be needed such as teacher or counselor letters of recommendation and essays which vary by college. The application fee for online applications is completed by the student with either a credit card or mailing a check separately. If a student applies to college online, they need to fill out the request form as well. Colleges do not notify the guidance office when a student has applied. Please be mindful of application deadlines for individual colleges, and allow ten days for the transcript request to be processed by the guidance office and mailed out.

MILITARY RECRUITERS REQUEST FOR STUDENT INFORMATION

The No Child Left Behind Act and the National Defense Authorization Act of 2002 requires high schools to provide to military recruiters, upon request, access to secondary school students and directory information on those students. In accordance with those Acts, military recruiters are entitled to receive the name, address, and telephone listing of juniors and seniors in high school. Providing this information is also consistent with the Family Educational Rights and Privacy Act.

If you do not wish the Towanda Area School District to release your child's name, address, and phone number, you must submit a letter in writing to the guidance office by September 20, 2011.

AP/Dual Enrollment Credit

Students who take dual enrollment courses at Towanda Jr.-Sr. High School thru Keystone College will need to request an official transcript directly from Keystone College in order to request credits for transfer to their respective college. Please be advised that due to budgetary constraints at the state level, students will now need to pay a tuition fee for each course they are enrolled in.

WITHDRAWAL FROM SCHOOL

Parents and his/her student should make arrangements for withdrawal from school in the Guidance Office. The student is responsible for cleaning his/her locker, returning books to teachers, and obtaining signatures on the withdrawal form. A forwarding address and new school to which the student will be enrolling should be left with the Guidance Office secretary.

NORTHERN TIER CAREER CENTER

The following courses are offered through the Northern Tier Career Center covering two years in grades 11 and 12:

Medical Office Assistant	Health Assistant
Building Construction	Automotive Mechanic
Auto Body Fender & Repair	Machine Shop
Diesel Engine Mechanics	Electronics
Computer Service Tech.	Agriculture
Cosmetology	Food Management,
Welding	Production and
	Services

All students attending the Northern Tier Career Center will use the transportation provided by the Towanda School District unless the student is participating through an approved co-op program and has notified the principal or assistant principal. On days when Northern Tier students

do not have classes at the career center, those students will remain at Towanda Junior/Senior High School unless a parent or guardian provides written approval for their student to be dismissed. NTCC contact number is 265-8111.

DIVERSIFIED OCCUPATIONS PROGRAM GUIDELINES

1. Decisions made by the training center regarding student employment will be backed by Towanda High School.
 - a. Students dismissed from employment due to major offenses (theft, etc.) will NOT be placed for the remainder of the school year in the D.O. program. A new schedule will be made for that student.
 - b. For minor infractions, the employer and school will make arrangements for consequences, if any. Repeated minor infractions will result in dismissal from the D.O. program.
2. Unexcused absences are not permitted
 - 1st infraction: warning
 - 2nd infraction: suspension from program for period of time
 - 3rd infraction: dismissal from D.O. program
3. D.O. students must arrive by 9 a.m. unless signed verification of appointment is produced to the office with a copy given to the D.O. supervisor, if student is planning on working that same day. Students failing to follow this procedure will be subject to the same consequences under the unexcused absences rule for D.O. students.
4. 2nd semester placements will be done on a case-by-case situation. Students chosen for this

MUST have a position prior to the beginning of the semester.

5. Students placed in the D.O. program do so with the understanding that they will have until the official add/drop date of the 1st semester to secure employment, otherwise that student will be given an alternative schedule which will not include the D.O. program.
6. Students frequently given discipline actions may be dismissed from the D.O. program. The following policy will be followed:
 - 3rd pink slip: written warning
 - 4th pink slip: suspension from the D.O. program for a period of time
 - 5th pink slip: dismissal from the D.O. program.

INDEPENDENT APPRENTICESHIP PROGRAM

This program is reserved for 11th and 12th grade students in good academic standing who wish to apprentice in an occupation that he/she is interested. Students are chosen for the program based on prior year grades, discipline, and attendance records. A student may be pulled from this program for several reasons: failure in a subject either the semester prior or during the apprenticeship, several unexcused absences, or several discipline referrals. If pulled, the student will be scheduled to take another course, if possible.

CREDIT FOR FAILED SUBJECT

A student wishing information in regards to obtaining credit for a subject that has been failed, should schedule an appointment with his/her guidance counselor.

FINAL EXAMINATIONS

Final examinations will be given at the end of each course at the end of the year. Only seniors with an “A” average will be exempt from final exams. Unexcused absences during a final may result in a zero for the exam.

INCOMPLETE GRADES

Five days after report cards go home incompletes will be automatically changed to an F, unless otherwise changed by the teacher due to work handed in.

WORKING PAPERS

Work permit applications may be obtained in the Principal’s office. At the time of application, a parent or guardian must bring the student’s birth certificate. Additional information about this process may be obtained in the Principal’s office.

STUDENT DEBTS

All report cards, awards, diplomas, and participation in school activities shall be denied to a student who owes money to the school for lost books, damaged school property, a purchase, or borrowed athletic equipment.

TEXTBOOKS/ LIBRARY BOOKS

At the beginning of the school year, all pupils are furnished with books by the school district. Each pupil is held responsible for all the books issued to him or her. All books must be covered. Students will be required to pay for any lost or damaged books before the final report card is given. Library books damaged or not returned must be paid for before final report cards are given. Students will be charged replacement cost of any book damaged or lost. Books that are out of print and cannot be replaced will be charged \$15.00.

SEPARATIONS - DIVORCES

It is the intent of the Towanda Area School District to remain neutral toward families split by divorce or separation. We do not want to take sides with one parent against the other where there may be possible conflict over children attending school in this district. If you have a court decree, which established you as legal guardian, you will want to provide the district a copy of such document for attachment to your child's permanent record. We will use this as a legal base for working with the custodial parent.

In the absence of such a document, you must be aware that we cannot deny either parent access to his or her child. We cannot withhold information or refuse to see or work with the other parent. We cannot keep the other parent from picking up his/her child from school.

The Towanda Area School District wants to protect all children from emotionally upsetting situations. Whatever the parent can settle outside the school to forestall any confrontations should be pursued.

COURSE PROGRESSION

Grade 9

English:	Accelerated English I, English I
Math:	Algebra II, Algebra I, Pre Algebra
Science:	Accelerated Biology, General Sci.
Social Studies:	Accelerated American History II, American History II

Grade 10

English:	Accelerated English II, English II, Practical English 10
Math:	Accelerate Geometry, Algebra I,

Algebra II
Science: Accelerated Chemistry, Academic
Biology
Social Studies: Accelerated World History I, World
History I

Grade 11

English: Accelerated English III, English III,
Practical English 11
Math: Statistics, Pre-Calculus, Algebra II,
Geometry
Science: Accelerated Physics, Chemistry,
Environmental Science
Social Studies: Accelerated World History II, World
History II.

Grade 12

English: AP English, English IV, Practical
English 12
Math: Calculus, AP Calculus, AP Statistics,
Alg. III, Statistics, Survival Math,
Analysis/Trigonometry.
Science: AP Chemistry, AP Biology,
Accelerated Physics II,
General Physics, Anatomy &
Physiology
Social Studies: AP History, Principles of Democracy

ADDITIONAL REQUIRMENTS

Wellness (9), Physical Education (10-12, Community
Service, Graduation Project

ACADEMIC SUCCESS PROGRAM

The Towanda Jr/Sr High School may choose to offer an
after school tutoring program for students who are failing
multiple subjects. The availability of this program will be

dependent on adequate funding and personnel. Tutoring will be held on select days after school and Saturday mornings.

SUMMER SCHOOL

Students are reminded that should a course be failed during the regular school year, it is in their best interest to make up the course during summer school at Towanda Junior/Senior High, or any other recognized summer school within the area. Students should check with their guidance counselor for further information.

GPA AND CLASS RANK

The GPA and class rank is computed using the following table for all classes worth .5 credits or more. Grades will be reported numerically for report cards/progress reports. Skyward is available for parents to view student grades.

A+	(98 – 100)	4.00
A	(95 – 97)	3.83
A-	(92 – 94)	3.67
B+	(89 – 91)	3.33
B	(86 – 88)	3.00
B-	(83 – 85)	2.67
C+	(80 – 82)	2.33
C	(77 – 79)	2.00
C-	(74 – 76)	1.67
D+	(71 – 73)	1.33
D	(68 – 70)	1.00
D-	(65 – 67)	.67
F	(64 – 40)	.00

Honor Roll

1. Honor Roll will be determined each marking period by calculating all courses worth .5 credits or more.
2. A grade of 73% or below low, regardless of credit, will disqualify a student from the Honor Roll (unless otherwise waived by the administration).

3. Honor Roll will be awarded to students with an 89% or above.
4. Any student found guilty of cheating during the semester will forfeit their right to honor roll.

RESEARCH PAPER REQUIREMENTS

Both the course of study for English IV and the writing curriculum for grade 12 require the successful completion of a research paper to receive credit for English IV. Failure to successfully complete this component of the program will result in failure of the course and subsequent failure to graduate. Below are the basic requirements:

- Research paper will be due at the end of the **second marking period**.
- Those who do **NOT** fulfill the requirements of the research paper will be placed in an English tutorial during 10th period until the Term Paper requirements are completed. (10th period Open Campus is suspended)
- Prepare a paper of 10 pages (2500 words of text) that is consistent with the THS Stylesheet.
- Paper must be an **original** presentation of an **approved** topic.
- Intermediate deadlines must be met.
- Intermediate steps include: Topic selection, Working bibliography, 75-100 Note cards, 5 approved sources, Controlling purpose, Sentence outline, Rough draft, and Final draft.
- The paper will be worth at least 2 test grades in English IV.
- The final paper must meet content and time constraints.
- The paper will be typed using double spacing and 12 point, Times New Roman font.

- The final paper will include: a Title page, Sentence outline, 10 pages of text, and the Works Cited page.
- Should the final paper be turned in late, the paper will lose 1 letter grade for every day late including weekends and holidays.
- Should there be extenuating circumstances where a paper must be completed outside the English IV class, permission may be granted and deadlines established by the entire English department and administration.
- **Plagiarism will result in failure for the project.** The student must re-do and re-submit an acceptable paper in order to graduate. Plagiarism is “to steal and pass off the ideas, words, and writing of another as one’s own; without acknowledging the source” (Merriam-Webster’s Collegiate Dictionary).
- Students found guilty of plagiarism will also be subject to the discipline code.

National Honor Society

Each year, students in grades 10-12 are selected to apply for membership to the Towanda Chapter of the National Honor Society (NHS) based on a cumulative GPA of 89% or higher. Applications are reviewed by a Faculty Council and on the basis of Scholarship, Service, Leadership and Character the Council selects members for induction. The induction ceremony occurs in the spring of each year. Once inducted, members are required to uphold the standards of Scholarship, Service, Leadership and Character that were the basis for their selection. If a member falls below these standards, the chapter will follow the discipline and dismissal procedures outlined in Article X of the NHS Constitution. If the member commits an offense that is “a flagrant violation of school rules or civil

laws,” a Faculty Council hearing will be held to determine whether the offense warrants dismissal. If the Faculty Council recommends to dismiss, an appeal can be made to the Principal. The Principal is the last step in the process and the decision of the Principal will be final. A student who resigns or is dismissed from NHS is not eligible for membership in the future.

ATHLETICS

The students of the Towanda Junior/Senior High School participate in the following sports and activities:

Softball	Baseball	Basketball	Golf
Wrestling	Volleyball	Tennis	Football
Soccer	Track & Field	Cross Country	Cheerleading
Swimming & Diving			

managers/statisticians/scorekeepers that are involved with above teams are subject to the same rules found in the Activities Code of Conduct.

ACTIVITIES

National Honor Society	I.R.C.	French Club
Medical Careers Club	Drama Club	Yearbook
Student Council	S.A.D.D.	K-Dettes
Spanish Club	Senior Play	Forensics
Band & Chorus	FBLA	

In order to participate in athletics, a student must either carry school insurance or present evidence to the athletic director showing that he/she is insured through his parents. All students participating in varsity sports are required to have a complete physical examination. All eligible players must be pronounced physically fit by a physician.

To be eligible for athletic contests or team practices, a pupil must be in attendance at school for 3 ½ hours. If the pupil

fails to meet this attendance requirement, he or she shall be ineligible to participate in any athletic contest or team practice on that day of absence. Unique situations will be handled on a case by case basis by Administration.

P.I.A.A. START DATES FOR 2011-2012 SEASONS

The following are the **official** P.I.A.A. start dates of the athletic seasons for the 2011-2012 school year. These dates will be used when calculating items such as student eligibility as it pertains to behavioral referrals and the amount allowed per season.

Fall 8/15/11 **Winter** 11/18/11 **Spring** 3/5/12

P.I.A.A. ELIGIBILITY

The pupil must be passing at least 4 full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided in this section, he or she shall be ineligible from that Sunday through the next Saturday.

In order to be eligible for interscholastic athletics, a pupil must have passed at least 4 full-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5 of the P.I.A.A. handbook.

ACTIVITIES CODE OF CONDUCT

CODE	CONSEQUENCES
1. Use or possession of any form of alcohol or illegal drugs is prohibited.	Any infraction of this policy will result in the suspension of the extra-curricular participant for the remainder

	of the sport season. A second violation of this policy will result in suspension from all activities for the remainder of the school year.
2. Use or possession of any form of tobacco products is prohibited.	The first tobacco infraction will result in a four-calendar week suspension from the sport. During this suspension, the student will stop all tobacco use. The second infraction of this policy will result in the suspension of the extra-curricular participant for the remainder of the sport season.
3. Missing a game or practice without an excuse acceptable to the coach is prohibited.	Missing a game or practice will be subject to the coach's disciplinary action. Team rules will be explained in an evening "meet the parents night" scheduled before the first competition.
4. Students participating in athletics or extra-curricular activities are subject to the disciplinary policies found in the Student Agenda.	See the following pages in the Student Agenda.
5. Students are responsible for all equipment/supplies issued. Any loss or damage beyond normal wear and tear is the responsibility of the student.	Students who do not live up to this responsibility risk the withholding of their report cards and letter award. They will also be billed for equipment damaged or not handed in.

<p>6. The conduct and language of the student will not cause embarrassment to Towanda Area School District, the team, the coaching staff, advisors, parents or guardians, and the community as a whole.</p>	<p>Students will be held to the team rules and the Towanda Area School District Disciplinary Code.</p>
<p>7. Student activities transportation will be furnished by the school to and from games/activities. A student may be released to a parent or acting guardian after an away event/activity. In order for a coach to release the student to their parents or guardians, a note must be presented to their coach by the parent/guardian. This may be done up until departure from the event.</p>	<p>Subject to the coaches disciplinary action.</p>
<p>8. Proper grooming will be expected.</p>	<p>Subject to the coaches disciplinary action.</p>
<p>9. Cooperation with any investigation relative to the Code of Conduct will be required.</p>	<p>Student will be held to the discipline code on this matter.</p>
<p>10. Involvement in any hazing defined by the THS hazing policy will not be tolerated.</p>	<p>Student will be held to the discipline code on this matter and law enforcement may be called to investigate.</p>

*** The administration/school board reserve the right to make modifications to the Activities Code of Conduct***

ATHLETES RECEIVING DETENTION

A fourth student behavioral referral which stipulates detention hours to be served will mean that the extra-curricular participant will be suspended two games or events. The suspension will take place at the next two scheduled events. One game or event includes all performances for an entire 24-hour period. The second game or event would include another entire 24-hour period.

Five or more student behavioral referrals which stipulate the serving of detention hours will automatically remove said student from all extra-curricular activities for the remainder of that sports season.

The consequences outlined above are limited for each participant's sports season. The official P.I.A.A season start-dates will be used to determine behavioral eligibility.

STUDENTS SUSPENDED ATHLETICALLY FOR DETENTION VIOLATIONS CAN PRACTICE, BUT MAY NOT DRESS FOR ANY EVENTS.

ATHLETES SUSPENSION FROM SCHOOL

Upon receiving their first suspension from school, any extra-curricular participant will be prohibited from participation for a minimum of two games or events. One game or event includes all performances for an entire 24-hour period. The second game or event would include another entire 24-hour period. **Students serving suspensions may not practice or dress for an event during the suspension.**

The second suspension from school will cause the participant to forfeit their eligibility for the remainder of that sports season.

CODE OF CONDUCT PROCEDURES

1. All investigations will proceed in the most timely fashion possible.
2. Parental participation in any investigation will begin at the first available opportunity. Parents will be notified in writing or by phone call.
3. Investigations will be directed by the high school administration in cooperation with the athletic director, coaches or advisors.
4. A review committee, consisting of the assistant principal, athletic director, and two (2) faculty members or coaches will determine the merit of each individual case.
5. An appeal (by student or parent) can be made to the principal who will forward the appeal to the School Board Activities Committee which consists of (3) board members and the High School Principal. The committee will review the evidence and render its decision. (If appealed, the penalty is delayed and the student may participate in activities pending the outcome of appeal.)

* these procedures may be reviewed and modified per school board approval*

INFORMATIONAL

1. Once a student declares his or her intent to participate in an activity, he/she is covered by this code for the entire season.
2. Coaches and advisors are responsible for holding meetings with students and parents to specifically review the activities code.
3. “Well groomed” and “embarrassment” is defined by coaches, advisors and administrators.

4. Athletes will not receive a varsity letter in their sport if they quit the team, are removed from the team for disciplinary actions, and/or have a code of conduct violation.

DANCE COURTS/FESTIVALS/SPECIAL INVITATIONS

The Towanda area school district wishes to be represented by students who shed a positive light on our school. Students selected to represent our school will be held accountable by using the Code of Conduct. Any student chosen to represent the school district is subject to Administrative review.

ATTENDANCE

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

1. Parents will be contacted each day a student is absent.
2. Any student absent on the day of an event or activity may not participate in that activity unless approved by administration.
3. A student who has been absent from school will, upon his or her return to school, present a written excuse to the homeroom teacher or 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.
4. If a student is absent illegally three or more days, his or her parents will be contacted by letter. If such absences continue, a charge may be filed in either the magistrate's office or county court.
5. 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

1. Students who accumulate 15 or more days of absence may be required to present a doctor's excuse for each successive absence.
2. Students must attend 5 hours of school to be considered a full day. A student must attend 3½ hours of school to be considered a half day. This may be waived for medical reasons with the permission of the Principal or Assistant Principal.
3. Unlawful/Unexcused Absences: The parent of a student having three (3) days of unlawful absences is liable for prosecution.
4. Teachers have the option of not allowing missed work to be made up from an Unexcused absence or class cut.
5. Students 17 years of age and/or over will be allowed ten (10) consecutive days of unexcused absences before the student may be removed from the school rolls.
6. Unlawful/Unexcused absences are absences due to reasons other than one of the following:
 - Death in the Family
 - Family Emergency
 - Illness
 - Weather conditions
 - Family trip that receives prior approval.
 - Doctor and dental appointments
 - Counseling
7. **“Take your child to work day”** 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”.

CLASS-WIDE “SKIP” DAYS

If administration suspects that a day has been designated as a class-wide skip day, parents may be called and/or a doctor’s excuse may be required when the student returns, in order for the excuse to be legal and for it to not be considered a day of cutting school.

EXCUSED/UNEXCUSED LATENESS

A student who is late in arriving to school (after 8:10) must stop at the main office and secure an admission slip. The admission slip will admit the student to class. All unexcused tardies after 4 will result in disciplinary action. Chronic unexcused tardiness may cause the student to lose their driving to school privilege. See the discipline code for consequences of 4 or more unexcused tardies.

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 Principal or Assistant Principal will determine if a student should be dismissed for medical reasons. Parents will be contacted immediately so that they may provide transportation (permission to walk) home. Students who do not sign out of school properly may be subject to disciplinary action. Students must have the permission of the nurse or the office to use their cell phone to call home. If they use a personal

phone to call for pick-up they will be disciplined under the code for cell phone use.

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. No classes are to be missed except for doctor, dental, counseling appointments or funerals. In order to be excused, the following criteria must be met:

1. Parent or guardian physically signs out the student or prior parental arrangements are made.
2. Appointment verification form must be filled out by personnel at the scheduled appointment and turned in to the high school office the day following the appointment. Faxes will be accepted from doctor's offices to the high school fax number: 268-2069. Failure to submit this form to the high school 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.

EDUCATIONAL, FAMILY TRIP, OR COLLEGE VISIT

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. The same conditions apply to a student visiting a college. In this case, a "College Visit" form must be submitted **5** school days prior to the visit. Students are expected to obtain assignments prior to taking any type of trip.

FIELD TRIPS

Field trips are part of a well- rounded education. Students participating in field trips have certain responsibilities:

1. Must have approval of all academic teachers.
2. Parental permission.
3. Students will obtain assignments prior to field trip.
4. The students may be assigned a project involving the field trip to complete an assignment for a missed class.
5. Students who do not makeup class assignments from a prior field trip will not be permitted to attend the next field trip.

DISCIPLINARY POLICIES

1. Student responsibilities include regular attendance, conscientious effort in classroom work, and conformance to school rules and regulations.
2. 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.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the student to:
 - A. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
 - B. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - C. Assume that until a rule is waived, altered, or repealed, it is in full effect.
 - D. Assist the school staff in operating a safe school for all students enrolled therein.

- E. Attend school daily, except when excused, and be on time at all classes and other school functions.
- F. Make all necessary arrangements for making up work when absent from school.
- G. 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.

The following list of consequences includes offenses which occur in school and at school-related events. This list is meant to be a sampling of offenses and consequences and may be altered if needed for certain situations.

Towanda High School Behavior Referral Policy (1992-93 rev. 2009)

OFFENSE	INCIDENTS					
	1 ST .	2 ND .	3 RD .	4 TH .	5 TH .	6 TH .
Bus Misconduct	A	C	G	H	Ia	Ib
Pass Abuse	B	B	B	C	D	F
Disrupt Class	A	B	C	C	D	F
Staff Disrespect	O	O	O	O	F	F
Unexcused lates to class	A	B	B	C	C	D
Profanity	O	O	O	O	O	F
Profanity at staff	F	F	F	F	F	F
Tobacco/Lighters	C	D	E	F	F	F
Theft	O	F	F	F	F	F
Class Cut	B	C	D	E	F	F
Fighting or Assault	F	F	F	F	F	F
Weapons Possession	F	F	F	F	F	F
Drug/Alcohol Possession or usage	F	F	F	F	F	F
Plagiarism/Cheating	O	F	F	F	F	F

Vehicle Violations	C	C	L	J	K	K
4 Unexcused tardies to school	A	B	L	M	J	D
Harassment/Threats	O	O	O	O	O	O
Dress Code Violation	A	B	C	C	D	D
Computer abuse	O	O	O	O	F	F
Possession of sexually inappropriate material	O	O	O	O	F	F
Possession of drug paraphernalia or look-alikes	P	P	P	P	P	P
Vandalism	O	O	O	O	O	O
Hazing	O	O	O	O	O	O
Cell Phone/Electronic Devices	A	B	C	D	E	F
Inappropriate Hallway Behavior	A	B	B	C	C	D
Inappropriate Lunch Behavior	A	B	B	C	C	D
Insubordination	O	O	O	O	O	O

A: 1 detention

B: 2 detentions

C: 3 detentions or After School Detention

D: 2 days OSS/ISS

E: 3 days OSS

F: 3 to 10 days OSS

G: Up to one week bus suspension

H: Up to two-week bus suspension

Ia: Suspended from bus for up to 30 school days.

Ib: Suspended from bus for 30 school days to one year

J: 3 detentions and banned from parking on school property for the remainder of the school year.

K: Vehicle may be towed at owner's expense.

L: 3 detentions and

M: 3 detentions & banned

banned from parking on school property for 20 school days

from parking on school property for 40 school days

N: 1 to 3 days OSS

O: 3 detentions or 1 to 10 days OSS

P: 1 to 10 days OSS

***Note: In school suspension may be used in lieu of other consequences, at the discretion of the Principal or Assistant Principal.**

The seriousness of any incident requiring suspension may result in a referral to the Superintendent for expulsion proceedings.

SERVING YOUR DETENTION

All detentions received as a result of disciplinary infractions will be made up during the next available detention setting and continue until the time is made up. Skipping detention will result in being escorted to the detention room but **NOT** receiving credit for that period. Any arrangements contrary to this must be cleared in advance with the Principal or Assistant Principal. If the detention is not completed according to the policy the student could be given a day of ISS or could result in Out of School Suspension. Students may choose to serve their detentions after school as well in order to finish them more quickly. But, this is in addition to, not in lieu of Lunch Detention.

The following options for detention will be offered:

Lunch Detention: Every day during lunch periods

After School Detention: 3:15 – 5:15

The Administration reserves the right to hold Friday night and Saturday morning detentions for severe and chronic violators.

Out-of-school suspension is imposed by the Principal or the Assistant Principal anywhere from 1 to 10 days per offense. During this time, students are to remain at home and are not allowed to participate in or attend school activities. Trespassers on school property without permission while under suspension will be prosecuted.

When a student reaches the third offense in any area, a contact may be made with parents, and they may be asked to meet with school personnel to discuss the student and discipline referral. Depending on the seriousness of any situation, the parents may be contacted earlier to meet.

Expulsion from school will be implemented by the school board. Students expelled from school will not be permitted to return to school until the next school year or until a time agreed upon by the school board. Students who are disciplined for violating school rules will face probation or restriction from participating in club activities or on athletic teams. Students who are members of teams or clubs should become familiar with these penalties by reading the Activities Code or by talking to their coach or advisor.

CELL PHONES/PAGERS/ELECTRONIC DEVICES

Towanda Area School District understands that cell phones are a part of our society. We are aware that it is convenient for students to have a cell phone for communication with their parents after the school day. But, in order to prevent distractions and problems during the school day, we insist that all cell phones and electronic devices be turned off and be out of sight (pocket, purse, locker) during regular school hours (7:45-3:10). Students caught using an electronic

device, having it turned on, or having it out in plain sight must turn over the device to the teacher/administrator. For the first offense the device may be picked up by the student at the end of the day. Starting with the second offense, parents must pick up the cell phone at the school at their earliest convenience. Repeat offenders may be required to leave their cell phone at home, or turn it in to administration upon entering the school building. Students bringing expensive items (cell phones, I Pods, electronic games, laptop computers, etc.) do so at their own risk. The school district is **NOT** responsible for items that are lost or stolen. Students should **NOT** sell or trade expensive items in school.

Bus Procedures

Towanda Area School District provides transportation for many of our students. The rules for students on the bus are the same as they are for students in class. TASD buses are monitored through the use of audio and video technology. Students will obey bus rules and seat assignments provided by the individual drivers.

TOBACCO POLICY

“Smoking” and/or “tobacco use” is to include the use of tobacco in any form. Tobacco use, to include smoking, 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 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 of up to \$50.00 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.

S.T.A.R. PROGRAM

The Student Transition and Recovery program is for students who have committed offenses that would warrant school disciplinary action. Any student committing offenses may be admitted into the program based on administrative approval. Both one-day and 30-day programs are available. The S.T.A.R. program may be given in lieu of a stricter consequence. Admission to the S.T.A.R. program is contingent upon parental cooperation unless court ordered.

HATS/HOODS/HEADBANDS

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.

APPROPRIATE DRESS

While a student's right to dress as he/she chooses may not be arbitrarily limited, school officials do have the right to prohibit attire which is disruptive to the educational process or which constitutes a health or safety hazard. Clothes should be clean and without holes in inappropriate areas. Students are responsible for personal hygiene including clothing. School officials may impose limitations on a student's participation in the regular instructional program where there is evidence that the lack of personal hygiene constitutes a health hazard.

Any garment produced by or specifically for the Towanda Area School District and approved by the administration is permitted. Exceptions to the mandatory dress code will be made on a case-by-case basis by administration.

PROHIBITED ITEMS:

- Outdoor coats and jackets, sunglasses, and gloves may not be worn in school.
- Articles that could cause harm to another or damage to property may not be worn in school. Examples of such articles chains or jewelry with metal spikes.
- Excessively tight or loose clothing.
- Hats, bandannas, and other such head coverings may not be worn in school.
- Clothing which is revealing or suggestive may not be worn. Examples include, but are not limited to, low cut shirts, tank tops, halter tops, camisole tops, bare midriffs, boxer shorts, excessively tight jeans or skirts and trousers not appropriately worn around the waist.
- Articles of clothing/accessories, which promote, encourage or depict any form of drugs (including alcohol and tobacco); obscene, suggestive or vulgar language or actions; gang activities; or depicts, refers to, or mentions groups that promote destruction and violence.
- Any article of clothing that disrupts the educational process.

STYLE OF DRESS

- Undergarments must not be visible.
- All pants/shorts must be worn at the waist

- Shirts need to be buttoned to at least the top 2 to 3 buttons. No tank tops unless covered with another garment.
- 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.
- Slits on skirts, jumpers or dresses must be no higher than mid-thigh.
- Dresses need to have the same neckline as shirts.
- Tops, pants, etc. must be worn in a manner that no midriff and/or undergarments are visible at any time.

Spirit Days/Special Dress Day Occasions will be announced in advance by student council or administration. At such times appropriate dress guidelines will be issued. On these occasions students will dress and groom themselves in a manner suitable for the event being sponsored.

LOCKERS AND LOCKS

Every student will be assigned a locker in which to keep his/her books and belongings. No student should use the locker of another student or enter another student's locker without permission. The school is not responsible for any personal items taken from a locker. Items stored in the gym lockers should be placed in a locker and secured with a lock. Hall and gym lockers are school property and may be searched. The search may be conducted by an administrator or a police officer with trained dogs.

If the administration finds just cause to conduct a locker search, the student will be informed, if possible. If possible, the student will be present at the time of the

locker search. Items confiscated during such searches will be held by school administrators pending further investigation or disciplinary action. Contraband or unlawful items, the possession of which violates school rules and regulations, school district policy, state laws and/or federal laws, shall not be returned to the student or to any representative of the student. Such items shall be turned over to law enforcement officials or will be disposed of by the school.

TECHNOLOGICAL DEVICES

Headphones and handheld electronic devices are permitted during lunches only. Students violating this policy may have their devices confiscated and may be subject to disciplinary action.

LOITERING IN THE BUILDING

All pupils, individuals or groups, should be out of the building by 4:00 PM unless supervised by a teacher, coach or other responsible adult. At no other time, either at night or on Saturday or on Sunday, should pupils be in the building for any reason unless supervised by a teacher, coach, or other responsible adult.

PASSES

When in the halls, students must have a pass at all times, except when classes are changing. Students are given an agenda book at the beginning of each school year which contains hall passes to be used if a student needs to leave an assigned area for any reason. If a student loses his or her agenda book, extra hall passes may be purchased in the front office. Not having a pass when one is needed or being in an area without permission will be considered pass abuse. Please see the disciplinary code for the consequences.

VISITORS

Students will not be permitted to bring visitors into the school building without permission from the Principal or Assistant Principal. All visitors to Towanda Area High School must report to the main office, sign in and receive a visitor's pass. Visitors not registered with the office are subject to civil prosecution.

PARKING

All students wishing to park on school property must have their car registered with the front office and must place the parking decal in the car in clear view. The upper parking lot is reserved for faculty members, PSSA reward students, and for students with an approved medical excuse. All other students should park in the lower parking lot. Students choosing to use school property to park their vehicles do so with the understanding that trained dogs may search the parking area and/or the cars parked there at any time. Any student, who loses his or her parking privilege due to discipline referrals, is at risk for having their vehicle towed at their expense if they continue to park on school property.

EXCUSE IN PHYSICAL EDUCATION

If a pupil is not physically able to participate in a physical education class, the parent must call the school health room professional requesting that the pupil be excused on that day. He or she may be requested to dress for the class, but need not take part in the activities. If a physical condition prohibits a pupil from taking part in a physical education class, a statement of such incapacity must be obtained from the attending doctor and presented to the health room professional. Any extended medical excuse from physical education will require written coursework in lieu of taking part in the class.

BREAKFAST

1. Breakfast can be purchased during homeroom or before school.
2. Those students who wish to buy breakfast during homeroom must secure permission from their homeroom teacher.
3. After securing permission from their homeroom teacher students must proceed to the cafeteria and remain there until dismissal.
4. Students may be banned from breakfast if they misbehave in the Cafeteria during this time.

DANCE POLICY

Dances held at Towanda Area Junior/Senior High School will require two security officers as well as two chaperones. All dances shall be approved by the Principal or Assistant Principal. Dances are open to THS students; however; guests may be admitted by the advisor, if cleared in advance. Dances will be either 7th and 8th grade dances or 9th-12th grade events.

TOWANDA AREA SCHOOL DISTRICT 2010-2011 CALENDAR

First Day	Last Day
Aug 25 – Teachers	May 30 - Students
Aug. 29 – Students	May 31 - Teachers

END OF 9 WEEKS

Nov 1	March 22
Jan. 28	May 30

VACATION DAYS

Sept 5	Labor Day
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Nov. 24- Nov. 29	Thanksgiving
Dec. 26-Jan. 2	Winter Holidays
Feb. 20	Pres. Day
April 5, 6, 9	Spring Break
May 30	Memorial Day

EARLY DISMISSALS 1:10 PM

Oct. 7	Act 80
Nov. 23	Thanksgiving
Dec. 23	Winter Holidays
Jan. 13	Act 80
Feb. 17	Act 80
April 4	Spring Break

TEACHER IN-SERVICE DAYS

Aug. 25, 26	Jan. 16
Oct. 10	May 31
April 5(Trade off day)	June 1

All snow days will be made up at the end of the school year

TASD PROCEDURE ON MANDATED REPORTING OF CHILD ABUSE

1. 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.

2. 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.

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

1. The installation of 115 cameras throughout the building to provide protection for students.

2. 7 – 12 grade Bullying Prevention Education Program implemented through Physical Education and Wellness classes.
3. 7th, 8th, & 9th Grade Internet Safety & Healthy Relationship Education Program by the Abuse and Rape Crisis Center.
4. 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.
5. Conflict resolution and mediation is conducted as needed by administrators and guidance counselors.
6. Students involved in bullying may be referred for individual and small group counseling through the Student Assistance Program.
7. Appropriate disciplinary action is taken with any student found to be engaged in bullying behavior.
8. 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.

Definitions

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.

Delegation of Responsibility

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:

(x) distribution of written policy

(x) publication in handbook

(x) verbal instructions by the coach or sponsor at the start of the season or program

(x) posting of notice will be found in the student handbook, and the Towanda School District web page.

Guidelines

Complaint Procedure

1. 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.

2. The Assistant Principal or Principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.

3. 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.

4. 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:

1. 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.
2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
 - A. Submission of such conduct is explicitly or implicitly required of the recipient: or

- B. Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient: or
 - C. 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.
3. Specific examples of sexual harassment include but are not limited to:
- A. Sexual flirtations, advances, touching, or propositions;
 - B. Verbal abuse of a sexual nature;
 - C. Graphic or suggestive comments about an individual's dress or body;
 - D. Sexually degrading words to describe an individual; and/or
 - E. 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;

- A. Severity of the misconduct;
- B. Pervasiveness or persistence of the misconduct;
- C. Effect on the victim or victims;
- D. 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.

**PROGRAMS FOR STUDENTS WITH A DISABILITY,
PROTECTED HANDICAPPED AND GIFTED STUDENTS**

In compliance with state and federal law, notice is hereby given by the Towanda Area School District that it conducts ongoing identification activities as 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 | 8. Neurological impairment |
| 2. Blindness or visual impairment | 9. Other health impairments |
| 3. Deafness or hearing impairment | 10. Physical disability |
| 4. Developmental delay | 11. Serious emotional disturbance |
| 5. Mentally gifted | 12. Specific learning disability |
| 6. Mental retardation | 13. Speech and language impairment |
| 7. Multihandicapped | |

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 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 James Wojcak, director of Special Education.

Section 504 - Chapter 15: 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 extracurricular 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.

Gifted Education – Chapter 16: In compliance with state law, the Towanda Area School District provides services designed to meet the unique needs of "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, provision services, evaluation and screening

(including purpose, time and location), and right to due process procedures, you may contact in writing the person listed above or the building principal.

Confidentiality: All information gathered about your child is subject to 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.

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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
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.

TOWANDA SCHOOL DISTRICT PHONE NUMBERS

Superintendent's Office **265-9894**

Business Office **265-9154**

PO Box 231
Towanda, PA 18848

Towanda Junior/ Senior High School **265-2101**
High School Drive
Towanda, PA 18848

J. Andrew Morrow Primary School **265-4991**
101 North Fourth Street
Towanda, PA 18848

Towanda Elementary School **265-6131**
State & Western Ave
Towanda, PA 18848

TOWANDA SCHOOL BOARD MEMBERS

Dr. Peggi Munkittrick - President	Dr. Robert Fetterman
Pete Alesky- Vice-President	Mark Gannon
Susan F. Portnoff- Treasurer	Evelyn Sherburne
Robert Hettich	Keith Lamphere
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