

# **HIGH SCHOOLS**

## **Scranton High School**

Mr. John Coyle, Principal

Mr. David Mitchell, Assistant Principal

Mr. Michael Montoro, Assistant Principal

Mr. Simon Williams, Assistant Principal

## **West Scranton High School**

Mr. Robert Gentilezza, Principal

Mr. Robert DeLuca, Jr., Assistant Principal

Mr. Michael Kraky, Assistant Principal

# **PARENT/STUDENT HANDBOOK**

## **2014-2015**

## 2014-2015 CALENDAR SCRANTON SCHOOL DISTRICT

<b>TEACHER IN-SERVICE DAY (ACT 80)</b>	-	Monday, August 25, 2014 <b>No school for students</b>
<b>FACULTY WORKSHOP</b>	-	Tuesday, August 26, 2014 <b>No school for students</b>
<b>SCHOOLS OPEN</b>	-	Wednesday, August 27, 2014
<b>LABOR DAY</b>	-	Monday, September 1, 2014 Schools will be closed.
<b>COLUMBUS DAY (OBSERVED)</b>	-	Monday, October 13, 2014. Schools will be closed.
<b>TEACHER IN-SERVICE DAY (ACT 80)</b>	-	Tuesday, October 28, 2014 <b>No school for students.</b>
<b>ELECTION DAY</b>	-	Tuesday, November 4, 2014. Schools will be closed. <b>Official local school district holiday</b>
<b>VETERANS' DAY</b>	-	Tuesday, November 11, 2014. Schools will be closed. <b>Official local school district holiday</b>
<b>THANKSGIVING VACATION</b>	-	Thursday, November 27, Friday, November 28, 2014, schools will be closed. Schools will reopen on Monday, December 1, 2014.
<b>CHRISTMAS VACATION</b>	-	Wednesday, December 24, 2014 through Friday, January 2, 2015. Schools will reopen Monday, January 5, 2015.
<b>MARTIN LUTHER KING DAY</b>	-	Monday, January 19, 2015. Schools will be closed. <b>Official local school district holiday.</b>
<b>PRESIDENTS' WEEKEND</b>	-	Friday, February 13, 2015 and Monday, February 16, 2015. <b>Schools will be closed.</b> <b>Official local school district holiday</b> Schools will reopen Tuesday, February 17, 2015.
<b>EASTER</b>	-	Thursday, April 2, Friday, April 3 and Monday April 6, 2015 schools will be closed. <b>Official local school district holidays.</b> Schools will reopen Tuesday, April 7, 2015.

<b>PRIMARY ELECTION DAY TEACHER IN-SERVICE DAY (ACT 80)</b>	-	Tuesday, May 19, 2015 No school for students.
<b>MEMORIAL DAY (OBSERVED)</b>	-	<b>Monday, May 25, 2015. Schools will be closed. Official local school district holiday.</b>
<b>GRADUATION – WEST HIGH GRADUATION - SCRANTON HIGH</b>	-	<b>Friday, JUNE 5, 2015 - 8:00 p.m. Friday, JUNE 5, 2015 - 6:00 p.m.</b>
<b>SCHOOLS CLOSE</b>	-	Friday, June 5, 2015. Last day of school for students.
<b>FACULTY WORKSHOP (ACT 80 DAY)</b>	-	Monday, June 8, 2015– Teachers report for meetings. (No school for students.)

## CALENDAR 2014 – 2015

**In the event that days must be used because of emergency conditions schools will be scheduled to remain open in the order indicated below:**

1. Friday, January 2, 2015
2. Friday, February 13, 2015
3. Thursday, April 2, 2015
4. Monday, April 6, 2015

The 2014-2015 school calendar provides for 180 pupil days and 185 teacher workdays to include two faculty workshops on Tuesday, August 26, 2014 and Tuesday, June 9, 2015; three Act 80 In-service Days on Monday, August 25, 2014, Tuesday, March 10, 2015 and Tuesday, May 19, 2015. **If weather or other emergencies require the closing of schools beyond the provisions indicated above, the school year will be extended beyond the June 8, 2015 closing date. Act 80 In-service Days are dependent upon approval by P.D.E.**

The school calendar for the 2014-2015 school year is based on one hundred eighty (180) days for students.

<u>FIRST SEMESTER</u>	<u>DATES OF QUARTER</u>	<u>REPORT CARD DAYS</u>	<u>TEACHING DAYS IN QUARTER</u>
1 <sup>st</sup> Quarter	August 27, 2014 October 31, 2014	November 12, 2014	45
2 <sup>nd</sup> Quarter	November 3, 2014 January 23, 2015	February 4, 2015	47
<b><u>SECOND SEMESTER</u></b>			<b>NUMBER OF DAYS FIRST SEMESTER <u>92</u></b>

3 <sup>rd</sup> Quarter	January 26, 2015 March 27, 2015	April 8, 2015	43
4 <sup>th</sup> Quarter	March 30, 2015 June 9, 2015	June 12, 2015	45
		<b>NUMBER OF DAYS SECOND SEMESTER</b>	<b><u>88</u></b>
		<b>TOTAL NUMBER OF DAYS FOR YEAR</b>	<b><u>180</u></b>

**NUMBER OF PUPIL DAYS PER MONTH**

August	-	3	February	-	18
September	-	21	March	-	22
October	-	21	April	-	19
November	-	16	May	-	19
December	-	17	June	-	5
January	-	19			
<b>NUMBER OF PUPIL DAYS</b>	-	<b>180</b>			
<b>NUMBER OF TEACHER DAYS</b>	-	<b>185</b>			

**NOTE: Students will only attend a maximum of 180 days and teachers will work a maximum of 185 days in accordance with the Collective Bargaining Agreement (CBA).**

**We built four (4) snow days into the calendar. These days are Friday, January 2, 2015, Friday, February 13, 2015, Thursday, April 2, 2015 and Monday, April 6, 2015. (The last day of school for teachers and students will remain the same as listed on page one. (Note: Unless we have more than 4 snow days.)**

**CALENDAR  
2014– 2015**

**PRELIMINARY PSSA & KEYSTONE TESTING WINDOWS - 2014-2015**

- April 13- April 17, 2015** - **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Reading**
- April 20 – April 24, 2015** - **3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade Math**
- April 27 – May 1, 2015** - **4<sup>th</sup> & 8<sup>th</sup> Grade Science**

- May 4 – May 8, 2015 - Make-ups (as listed on the PDE website)
- Wave 1 Dec. 3-17, 2014 - Keystone Exams Testing Window WINTER
- Wave 2 Jan. 7-21, 2015
- May 13-27, 2015 - Keystone Exams Testing Window SPRING
- July 27-31, 2015 - Keystone Exams Testing Window SUMMER
- TBD - 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> Grade PASA Math and Reading
- TBD - 4<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> Grade PASA Science
- TBD - Grades K–12 ACCESS for ELLS
- TBD - NAEP (in selected schools)

**PAYROLL DUE**

September	5, 19
October	3, 17, 31
November	14, 28
December	12, 26
January	9, 23
February	6, 20
March	6, 20
April	3, 17
May	1, 15, 29
June	12, 26
July	10, 24
August	7, 21

**PAY DAYS**

September	12, 26
October	10, 24
November	7, 21
December	5, 19
January	2, 16, 30
February	13, 27
March	13, 27
April	10, 24
May	8, 22
June	5, 19
July	3, 17, 31
August	14, 28

# **POLICIES OF THE SCRANTON SCHOOL DISTRICT**

*The Scranton School District, in partnership with the entire community, enables all students to achieve their full potential as they grow into responsible and productive citizens.*

## **WE BELIEVE THAT:**

- Education in a safe and motivating environment is a shared responsibility of the entire community;
- Academic, interpersonal, and career exploration skills are keys to success in a technological global society;
- Diversity is to be recognized, encouraged, and celebrated;
- Standards-based curriculum and instruction ensure equitable learning opportunities for all children.

**Scranton School District**

*425 North Washington Avenue  
Scranton, PA 18503-1305*

**BOARD OF SCHOOL BOARD DIRECTORS**

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Kyle Donahue

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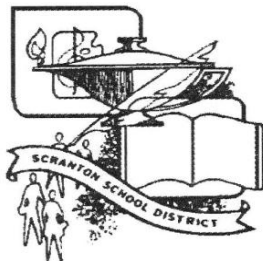
Facilities and Grounds

**Kathy Bevilacqua**

Director of Transportation

**Virginia Orr**

Board Secretary



Dear Parents and Students:

The Scranton School District (SSD) has developed Student/Parent Handbooks in order to ensure that all parents, students, faculty, and staff are aware of all Scranton School District educational programs and policies. Just as last school year, the SSD Student/Parent Handbooks are once again posted on our website at [www.scrsd.org](http://www.scrsd.org). **Parents who do not have internet access or who prefer to have a paper copy should request a copy from their child’s school. The following items require your immediate attention. The forms must be returned to your child’s school by Friday, September 13, 2013:**

1. Policies Sign-Off Sheet (“SECTION C”)
2. School Lunch Form
3. Scranton School District Physical Form (Grades 1, 6, 11)
4. Scranton School District Acceptable Use Policy for Network and Internet Access
5. Media Release Form
6. Scranton School District Dental Consent Form (Grades 1, 3, 7)
7. Sharing Information with Medicaid/SCHIP
8. Sharing Information with Other Programs
9. Military Recruitment Form

Please contact your child’s principal if you have any questions or concerns regarding the Student/Parent Handbook.

Thank you for choosing the Scranton School District and public education. We look forward to working with you and your child throughout the school year.

Sincerely,

***John Marichak***

Acting Superintendent of Schools  
Scranton School District

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I would like a printed copy of the Parent/Student Handbook

\_\_\_\_\_ **Print Student Name**

\_\_\_\_\_ **Parent Signature**

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# Section A

The Scranton School District affirms that all employment practices, student enrollment practices, and curriculum offerings will be handled without discrimination based on sex, race, color, religion, age, national origin, handicaps, or disabilities in compliance with the Title IX of the Educational Amendments of 1972; Titles VI and VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990. For information regarding civil rights or grievance procedures, services, activities, programs and facilities that are accessible to and usable by persons with disabilities, contact:

Mr. William Gaynord, Title IX/Handicapped Compliance Officer  
Scranton School District  
425 North Washington Avenue  
Scranton, PA 18503  
570-348-3403

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY/PROTECTION OF PUPIL RIGHTS AMENDMENT NOTIFICATIONS**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school is not required to provide copies and may charge a fee if copies are requested.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is listed below:

**Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

They include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of student, except for hearing, vision, or scoliosis screenings or any physical exam or screening permitted or required under State law;
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The Scranton School District will develop and adopt policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Scranton School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Scranton School District will also directly notify parents and eligible students, in the School District Handbook, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

### **Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA) requires the Scranton School District to notify you and obtain consent or allow you to opt out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

### **SCRANTON SCHOOL DISTRICT PARENT INVOLVEMENT POLICY**

The Scranton School District recognizes that a child’s education is a responsibility shared by the school and family. The school and parents must work together to support education.

The district will work with parents to establish programs and practices to enhance parent involvement at each Title I school.

Programs and practices will consist of but be limited to:

- Implementation of school/parent compacts
- Annual Parent Meeting
- Parent involvement workshops
- Attendance at parent conferences

The district supports professional development opportunities for staff members to enhance their understanding of parent involvement strategies.

Title I schools will receive parent involvement funds to support activities.

The effectiveness of the Title I Parent Involvement Policy will be reviewed annually.

### **NOTICE TO PARENTS: RIGHT TO REVIEW TEACHER QUALIFICATIONS**

As a parent of a student in a building that receives Title I federal funds, you have the right to know the professional qualifications of the classroom teachers that instruct your child.

Federal law allows you to ask for certain information about your child's classroom teachers and requires the district to provide that information in a timely manner.

You have the right to ask for the following information:

- Whether Pennsylvania has licensed or qualified the teacher for the grades or subjects he/she teaches.
- Whether Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to request any of this information, please contact the Scranton School District Personnel Office at 570-348-3403.

### **INTEGRATED PEST MANAGEMENT NOTIFICATION**

The Scranton School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. 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. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage 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 product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these 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 notification registry. If you would like to be placed on the registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (e.g., stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. 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 school or **Mr. Jeffrey Brazil, IPM Coordinator, at 570-348-3464.**

### **INTERNET POLICIES**

**Signature page for the *SSD Acceptable Use Policy* is in Section C of this handbook; it has been sent home in your child's handbook packet and must be returned to your child's school.**

## Acceptable Use Policy for Network Services and Internet Access

### **Description of the Scranton School District Wide Area Network (SSD WAN)**

The SSD WAN is an education/administrative computer network that is operated by the Scranton City School District. The purpose of this network is to provide our students, faculty, and staff access to educational resources that will enhance and support the work being performed in both the classroom and workplace.

SSD WAN provides connections to computers in educational institutions, administrative offices, and thousands upon thousands of computers throughout the world. This interconnected network of computers is commonly referred to as "the INTERNET". Through SSD WAN, educators, administrators, and students are able to access information from around the world and bring it to their computers via this electronic superhighway.

Through SSD WAN, the Scranton School District provides our faculty, students, and staff with access to Internet E-Mail capability, browsing tools, as well as Internet informational resources. This access is a privilege, not a right. It will be made available only as long as the account holder abides by the Scranton School District's Acceptable Use Policy. Inappropriate use may lead to suspension of user privileges and possible legal consequences. By signing the attached registration form, SSD WAN account holders unconditionally agree to abide by the terms and conditions of use of the Scranton School District Wide Area Network, as outlined below. Attached registration documents are legally binding and indicate signing party (parties) who have read the terms and conditions carefully and understand their significance.

Of primary importance to the School District is the safety of our students while utilizing the District network. The Scranton School District, as required by CIPA, utilizes a network content filter that blocks access to unacceptable material. This material includes, but is not limited to pornography, child pornography, sexual acts or conduct, and other obscene material that may be deemed harmful to minors. The school district will require all students to complete an Internet safety course. This course will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

### **Please Be Aware**

The Scranton School District makes no guarantees about the service it is providing through its computer network system. The district will not be responsible for any damages you or your equipment may suffer from its use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any and all information obtained via the internet is at the account holder's own risk. The Scranton School District denies any and all responsibility for the accuracy or quality of information obtained through the Scranton School District's Network Service.

The superintendent and his/her designees will deem what is considered inappropriate use and their decision is final. These designees may terminate an account at any time without advance notice. Faculty members and staff may request, deny, revoke, or suspend specific individual accounts. Each account holder is required to notify system administration of account information changes (address, employment, enrollment, etc.). Account holders may be required to submit a new registration form whether occasional or periodic. Presently there are no associated access fees for this service. The Scranton School District does not guarantee future access will remain free of any fees nor unlimited/unrestricted service. **Please note** – Electronic mail, although considered private, is not guaranteed to be private. Individuals operating the systems may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communication and information accessible via the network system should be assumed to be private property. In cases of misuse or suspicion of misuse of the network or services the Scranton School District Administration reserves the right to access any files on the system.

### **Outline for Acceptable Use of SSD WAN**

Successful operation of the network requires that each account holder regard SSD WAN as a shared resource. It is important that each member conduct themselves in a responsible, ethical, and polite manner while utilizing the network. The following is a list of guidelines and behaviors that may lead to suspension and to termination of access

privileges. In severe cases it is the intent of the Scranton School District to prosecute offenders to the fullest extent of the law. The following list not considered to be inclusive:

- When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your employer/school.
- Students must never agree to “meet” with someone they met online without first discussing it with their parents/guardian. If the parents agree to the meeting, students must ensure that the meeting is in a public place and that one of their parents accompanies them.
- Using the District’s Computers for illegal, inappropriate, or obscene activities, or in support of such activities, is strictly prohibited.
- Access shall be granted only to the authorized owner of the account. Account owners are responsible for all activity within their account. Do not use another individual’s access account or allow another individual to use your account.
- Each account holder is obligated to notify system administrators of all potential and identifiable security problems. Do not inform or demonstrate security problems to anyone other than a system administrator. All users identified as a security risk or having a history of problems with other computer systems may be denied access to the system.
- SSD WAN is a shared resource and must be used in moderation. Please be aware that there are other users who will want to use this network. You are expected to utilize your access time efficiently.
- SSD WAN is intended for education and research. It is not to be used for private business concerns. The Scranton School District will not be responsible for any financial obligations arising from unauthorized use of the District network for the purchase of products or services.
- Account holders are to remove old electronic mail messages in a timely fashion and are advised that system administrators may remove such messages if not attended to regularly by the account holder.
- All account holders who access another network will be subject to the network’s acceptable use policy.
- Any violation or attempts to violate, the security of the Scranton School District’s network system will result in immediate termination of the account holder’s access privileges and legal prosecution to the fullest extent allowable by law.
- Vandalism, defined as any malicious attempt to harm or destroy data of another account holder or any of the computers and networks connected to the Internet, inclusive of SSD WAN, will result in immediate termination of access privileges and prosecution to the fullest extent allowable by law. Inclusive to this, but not limited to, are the uploading, deliberate downloading and creation of computer viruses.
- The transmission or posting of threatening material or use of abusive, vulgar, profane, obscene, or other inappropriate language may result in suspension or termination of account holder’s access privileges.
- The transmission of copyrighted material in violation of copyright laws may result in suspension or termination of account holder’s access privileges.
- The transmission of personal addresses or telephone numbers of faculty, students, and staff is prohibited and may result in the suspension or termination of account holder’s privileges.
- The participation in “CHAT” rooms without direct supervision from system administrators by students is prohibited and may result in the suspension or termination of account holder’s access privileges.
- The transmission and or participation in any activity in violation of any Federal, State, or Local laws is strictly prohibited and may result in termination of account holder’s access privileges as well as district disciplinary action. Violations will also be reported to appropriate legal authorities.

## **MEDICAL INFORMATION**

The School Health Law requires medical examinations in Grades 1, 6, and 11. These grades were selected because they represent critical periods of growth and development in a child’s life. The school physician will do these physical examinations during the school year. Parents will be asked to sign a consent form. If the parents do not

desire the school physician to conduct the examination and would rather it be done by a family physician, they must make arrangements during the summer for the private physical and have the official form completed and signed. All immunization records should be included. The school has appropriate forms.

It will be necessary for all children, Grades K-12, to receive the Varicella #2 (second dose) in order to meet the Pennsylvania Department of Health's requirements, to be allowed to attend school in the Scranton School District.

**Parents must provide proof of vaccination (Varicella #2, second dose) or history of the disease.**

All children entering 7<sup>th</sup> grade **MUST** have the following immunizations to be able to attend school:

1. 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)  
(if 5 years has elapsed since last tetanus immunization)
2. 1 dose of meningococcal conjugate (MCV)

**PROOF OF THESE IMMUNIZATIONS MUST BE SUBMITTED BEFORE SCHOOL ADMITTANCE.**

Please make an appointment with your child's health care provider or attend a free immunization update through the Regional Hospital/Health Kids Immunization Schedule (form enclosed). If your child has already received the required immunizations, please provide written documentation to the school nurse.

**IF YOUR CHILD REQUIRES ANY IMMUNIZATIONS, WRITTEN PROOF THAT HE/SHE HAS RECEIVED THE REQUIRED IMMUNIZATIONS MUST BE PROVIDED TO THE SCHOOL NURSE. ANY STUDENT WHO DOES NOT PROVIDE THIS DOCUMENTATION WILL BE PROHIBITED FROM ATTENDING SCHOOL UNTIL THE INFORMATION IS PROVIDED.**

If you have any questions, or need additional information, please call your child's school nurse. **If you do not have health insurance or your insurance does not cover the cost of the immunizations, please update through Regional Hospital of Scranton Healthy Kids Immunization Schedule (form enclosed).**



**“HEALTHY KIDS” 2013 IMMUNIZATION SCHEDULE**

***Moses Taylor Pediatric Office – An affiliate of Commonwealth Health  
2013***

<b>LOCATION</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Trinity Congressional Church 229 S Main Ave Scranton	MONDAY 7th 9AM- 12:30PM		MONDAY 4th 9AM- 12:30PM		MONDAY 6th 9AM- 12:30PM	No Clinics In June	MONDAY 22nd 9AM- 12:30PM		MONDAY 23 <sup>TH</sup> 9AM- 12:30PM		MONDAY 25 <sup>TH</sup> 9AM- 12:30PM	
United Methodist Church Blakely St Dunmore PA	MONDAY 14th 9AM- 12:30PM		MONDAY 11 <sup>TH</sup> 9AM- 12:30PM		MONDAY 13 <sup>TH</sup> 9AM- 12:30PM	No Clinics In June	MONDAY 29 <sup>TH</sup> 9AM- 12:30PM			MONDAY 30th 9AM- 12:30PM		MONDAY 2nd 9AM- 12:30PM
Sacred Heart of Jesus Parish Ctr 1101 Willow St Peckville PA	MONDAY 21st 9AM- 12:30PM		MONDAY 18 <sup>TH</sup> 9AM- 12:30PM		Tuesday 28 <sup>ST</sup> 9AM- 12:30PM	No Clinics In June		MONDAY 5 <sup>TH</sup> 9AM- 12:30PM		MONDAY 7 <sup>TH</sup> 9AM- 12:30PM		
Family Center 431 N 7 <sup>th</sup> Ave Scranton PA	MONDAY 28 <sup>th</sup> 9AM- 12:30AM		MONDAY 25 <sup>TH</sup> 9AM- 12:30PM		MONDAY 20 <sup>TH</sup> 9AM- 12:30PM	No Clinics In June		MONDAY 12 <sup>TH</sup> 9AM- 12:30PM		MONDAY 14 <sup>TH</sup> 9AM- 12:30PM		
St Eulalia Church Blue Shutters Rd Elmhurst PA		MONDAY 4 <sup>TH</sup> 9AM-12:30 PM		MONDAY 29 <sup>TH</sup> 9AM- 12:30PM		No Clinics In June		MONDAY 19 <sup>TH</sup> 9AM- 12:30PM		MONDAY 21st 9AM- 12:30PM		
Hilltop Manor Belvedere Drive Scranton PA		MONDAY 11 <sup>TH</sup> 9AM- 12:30PM		MONDAY 8 <sup>TH</sup> 9AM- 12:30PM		No Clinics In June	MONDAY 1st 9AM- 12:30PM	MONDAY 26 <sup>TH</sup> 9AM- 12:30PM		MONDAY 28 <sup>TH</sup> 9AM- 12:30PM		
United Methodist Church Morgan Highway Clarks Summit		MONDAY 18 <sup>TH</sup> 9AM- 12:30PM		MONDAY 15 <sup>TH</sup> 9AM- 12:30PM		No Clinics In June	MONDAY 8 <sup>TH</sup> 9AM- 12:30PM		MONDAY 9 <sup>TH</sup> 9AM- 12:30PM		MONDAY 11 <sup>TH</sup> 9AM- 12:30PM	
Holy Rosary Center 300 W Market St Scranton PA		MONDAY 25th 9AM- 12:30PM		MONDAY 22 <sup>ND</sup> 9AM- 12:30PM		No Clinics In June	MONDAY 15 <sup>TH</sup> 9AM- 12:30PM		MONDAY 16 <sup>TH</sup> 9AM- 12:30PM		MONDAY 18 <sup>TH</sup> 9AM- 12:30PM	
South High-rise Apts 60 S Main St Carbondale				MONDAY 1st 9AM- 12:30PM		No Clinics In June			Tuesday 3rd 9AM- 12:30PM		MONDAY 4 <sup>TH</sup> 9AM- 12:30PM	

**An adult must accompany all children. You must have a copy of all other immunization records. Each clinic is limited to 30 children. If there are any questions, please call 570-770-7471.**

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

The Scranton School district recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it understands that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed. Before any prescribed medication may be administered to any student by district personnel or self-administered by a student during school hours or school sponsored activities, the Scranton School District requires that:

- The physician must complete the prescription medication form.
- The parent/guardian must sign the consent form for prescription medication.
- Requests for long-term administration of medications must be renewed at the beginning of each succeeding school year. Any change in dosage or frequency of a medication must be documented in writing by the prescribing physician.
- All medication to be given during school hours must be delivered directly to the school nurse by the parent or responsible adult in the original pharmaceutically dispensed and properly labeled container with a childproof cap. Up to a two-week supply will be accepted. Medication will be recorded and logged in with the date, name of child, name of medication, and amount delivered. This log should be cosigned by the parent and the person receiving the medication. When someone other than the parent brings the medication to school, it should be placed in a sealed envelope by the parent.
- Unused medication will be returned to parents, in person, for disposition. If the medication is not picked up with ten days of notification, the school nurse may destroy or discard unused or expired portions. If the medication is a controlled substance, a witness must be present.
- All medications must be stored in the original container in a locked cabinet in the medical room or in the refrigerator in the medical room when refrigeration is indicated on the label. The medical office and, under certain conditions, the principal's office are the only acceptable places where medication can be administered.
- When the medical room is not located on the same floor as the principal's office, then a medication cabinet with lock will be provided for the principal's office. All medication can then be stored and administered from this office.
- If a student must have emergency access to his or her medication, such as an asthma inhaler or an EpiPen, a locked area in the student's classroom would be the storage place.

**APPROVED PERSONS TO ADMINISTER MEDICATION:** All medications must be administered in the school medical room or principal's office by one of the following: the school nurse, the parent; or the student when the physician has so directed by written order. The self-administration of medication must be done under the observation of a staff member. It shall be deemed that whenever a district employee administers medication to a student in accordance with this policy, he or she shall be acting within the scope of his or her duties.

**HIV/AIDS: The Preventable Epidemic** - This is a comprehensive health curriculum for all students Kindergarten to Grade 12. It provides students with knowledge, attitudes and skills to make health-promoting decisions. It motivates students to maintain and improve health rather than merely preventing disease. An important and vital part of this program is to build all students' personal and social skills to prevent HIV/AIDS infection and other important health problems. Materials from this program are available at your child's school for your review. There will also be an "HIV/AIDS: The Preventable Epidemic" orientation meeting which will give you a chance to review course materials and get answers to any questions you may have. **If you do not wish your child to participate in this program, please notify the school principal within 10 days.**

## **DENTAL HEALTH SERVICES**

The goal of the Scranton School District is to ensure the right of every school age student to achieve and maintain their highest attainable state of dental health to obtain maximum benefits from their education with improved health.

The Scranton School District shall provide dental health services for students of school age who are attending either public or private schools under the Pennsylvania Department of Health, Chapter 23 School Code.

The School Health Law requires dental examinations on students entering Pennsylvania schools for the first grade, third grade, and seventh grade. Children who transfer from other school systems shall be examined as soon as possible after transfer regardless of their age if an adequate dental record is not made available by the original school. The dental examinations may be conducted by the family dentist and the forms submitted to the school. The forms are included in the student handbook. The Scranton School District encourages families to have as many children examined privately as possible to prove continuity in the dental care of the child.

Dental examinations will be provided by the School Dentist based on parental request. Request forms are included in the student handbook at the beginning of the school year for the examination to be completed by the School Dentist or the private dentist.

Parents/guardians are required to review these forms and submit the appropriate form to the Scranton School District nurse by October 1<sup>st</sup> of the new school year.

The School Dentist will provide dental examinations on students with parental consent. The services offered by the School Dentist will include:

1. Basic dental evaluation.
2. Referrals for dental follow up.
3. Education.

## **ANIMALS/PETS**

Animals and pets are prohibited on District/school property without consent from the Principal or site supervisor. Guide dogs and service animals are exceptions to this policy.

## **PLEDGE OF ALLEGIANCE**

The Pennsylvania School Code was recently amended to require schools to recite the Pledge of Allegiance at the beginning of each school day. Students are allowed to decline to recite the Pledge; however, the school district is required to notify the child's parents, in writing, of their child's refusal.

## **SPECIAL EDUCATION NOTICE**

### **Annual Notice to Parents of Children Who Reside in the Scranton School**

In compliance with state and federal law, notice is hereby given by the Scranton School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: autism/pervasive development disorder; blindness or visual impairment; deafness or hearing impairment; developmental delay; mentally gifted; mental retardation; speech and language impairment; multi-handicapped; neurological impairment; other health impairments; physical disability; serious emotional disturbance; special learning disability.

If you believe that your school-age child may be in need of special education services and related programs, or that your young child (age three 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 the Special Education Office, 425 N. Washington Avenue, Scranton, PA 18503.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the office listed above or any building principal.

*Confidentiality: All information gathered about your child is subject to the 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 for this information. For information about these policies and procedures, as well as about rights of confidentiality and access to educational records, you may contact in writing the office named above or any building principal or any building principal.*

In compliance with state and federal law, the Scranton 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 of school age with a physical or mental disability that 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.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Special Education Office at 570-348-3438.

## **IN LOCO PARENTIS**

Designated professional employees are given in loco parentis status by Section 1317 of the Pennsylvania School Code.

“Every teacher, Vice-Principal and Principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”

## **HAZING POLICY**

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

**Definitions:** For the 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, membership, or affiliation with any organization recognized by the school board.

Endangerment of physical health of an individual shall include, but not be limited to, any brutality of a physical nature. This includes: whipping, beating, and branding, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substances or other forced physical activity that could adversely affect the physical health and/or safety of the individual.

Endangerment of the mental health of an individual shall include, but not be limited to, any form of mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, 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 group, shall be presumed to be a forced activity, even if a student willingly participates.

The Scranton School Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, moderator, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The school district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Scranton School Board encourages students who have been subject 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 discipline to any individual that violates this policy.

Students, administrators, moderators, parents, coaches, volunteers and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

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

- Publication in handbooks.
- Verbal instructions by the coach or moderator at the start of the season or program.

### **Guidelines for handling complaints about Hazing and Consequences/Appropriate Remedial Actions:**

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The development and maturity levels of the parties involved.
2. The levels of harm.
3. The surrounding circumstances.
4. The nature of behavior(s).
5. Past incidences or continuing patterns of behavior.
6. The relationships between the parties involved, and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations.

### **Reporting Procedure:**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. While submission of a written incident report to the Principal or his/her designee is not required, the reporting party is encouraged to put their complaint in the form of a written incident report. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **Investigation:**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of hazing.

### **Reporting Procedure – Hazing:**

The Board of Education recognizes the need for a procedure to be in place for persons to report and investigate allegations of hazing. For the purposes of this Regulation, “behavior” shall mean acts, or planned acts, of hazing as defined above. Unless otherwise noted, “Building Principal” means the Principal and/or designee of the school building.

The following complaint procedures shall be used for an allegation(s) of hazing:

**1. Reporting Incidents of Hazing:**

- a. Any person with any information regarding actual and/or planned hazing of a pupil by any school employee or other pupils must report the information to the Building Principal.
  - (1) If the Building Principal deems it appropriate, he/she may immediately notify the parents/legal guardians of the alleged pupil(s) who may be, or was, the victim of this behavior and the accused pupil(s) who may or did this behavior.
  - (2) The Building Principal will not disclose the name(s) of the person(s) accused or alleged victim(s) to the other party prior to completing a preliminary investigation.
- b. The school district can learn of this behavior through other means such as from a witness to an incident, an anonymous letter or telephone call, web-based reporting systems, and/or locked boxes throughout the school where it can be submitted without fear of being observed.
- c. In the event the Building Principal determines, after a preliminary investigation, that hazing may have occurred, the Building Principal shall notify the parent(s) or legal guardian(s) of all involved pupils and any other involved individuals of the process to be followed in investigating a report or complaint.

**2. Building Principal's In-Depth Investigation:**

- a. The Building Principal will begin an immediate in-depth investigation in the event he/she believes behavior may have been present after a preliminary investigation. The Building Principal, at his/her discretion, may request the School Resource Officer assist in the investigation. The Building Principal will promptly investigate all alleged complaints, whether or not a formal complaint is filed, and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed by the Building Principal no more than ten working days after receiving notice.
- b. When a pupil or the parent/legal guardian of a pupil provides information or complains about hazing the Building Principal will initially discuss what action the pupil or parent(s) or legal guardian(s) is seeking in response to the behavior.
- c. The Building Principal's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged behavior, interviews with any pupils who may have been hazed by any school employee or other pupils and any other reasonable methods to determine if this behavior existed. The Building Principal will request, if relevant to an investigation, the parent(s) or legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if the behavior exist(ed).
- d. The Building Principal will provide a copy of the Board Policies and Regulation Hazing to all persons who are interviewed with potential knowledge and to any other person the Building Principal feels would be served by a copy of such documents.
- e. The Building Principal will explain the avenues for formal and informal action, including a description of the complaint procedure that is available for hazing complaints and an explanation on how the procedure works.
- f. Any person interviewed by the Building Principal may be provided an opportunity to present witnesses and other evidence.
- g. The Building Principal and/or Superintendent may contact the School Resource Officer and/or law enforcement agencies if there is potential criminal conduct by anyone.
- h. The school district administration may take interim measures during a Building Principal's investigation of a complaint in order to alleviate any conditions that prohibit the pupil from assisting in the investigation.
- i. If there is a dispute about whether behavior occurred, the following types of information may be helpful in resolving the dispute:
  - (1) Statements made by any witnesses to the alleged incident.

- (2) Evidence about the relative credibility of the alleged accused or alleged victim.
  - (3) Evidence that the alleged accused has been found to have hazed and/or harassed, intimidated or bullied others may support the credibility of the pupil claiming the behavior.
  - (4) Evidence that the alleged victim's reaction or behavior after the alleged behavior.
  - (5) Evidence about whether the pupil claiming the behavior against them filed a complaint or took other action to protest the conduct soon after the alleged incident occurred.
- j. The scope of a reasonable response also may depend upon whether a pupil or parent/legal guardian reporting the behavior asks that the pupil's name not be disclosed to the accused or that nothing be done about the behavior.

**The Building Principal:**

- (1) Will provide an overview of the Hazing Policy to the pupil, parent and/or legal guardian. In the event the pupil, parent(s) or legal guardian(s), request the pupil's name remain confidential, the Building Principal will inform the pupil, parent and/or legal guardian that the request may limit the school district's ability to respond.
- (2) Will evaluate the confidentiality request in the context of its responsibility to provide a safe environment for all pupils. The factors to be considered shall be the seriousness of the alleged behavior, the age of the pupils involved, whether there have been any other complaints or reports. And the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.
- (3) May use other means available to address the behavior. Steps may be taken to limit the effects of the alleged behavior and prevent its reoccurrence without initiating a formal complaint and revealing the identity of the complainant. These steps may require training at the site where the problem occurred, taking a pupil survey concerning any problems that may exist, or other systematic measures where the alleged behavior occurred.
- (4) By conducting a limited investigation without revealing the name of the victim the Building Principal may be able to learn about or confirm a pattern of behavior based on claims of different pupils that were hazed by the same individual. The Building Principal may place an individual on notice of allegation of behavior and counsel appropriately without revealing, even indirectly, the identity of the pupil who notified the school district.

**3. Investigation Results:**

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Building Principal will prepare a summary of findings to the parties. At that least shall include the person(s) providing notice to the school district and the pupil(s) who were alleged to be the victim of the hazing behavior.
- b. The Building Principal shall make a determination whether hazing behavior was present.
- c. If the Building Principal concludes the behavior was not, or is not present, the investigation is concluded.
- d. If the Building Principal determines the behavior has occurred, the school district administrators and staff shall take reasonable, age-appropriate, and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the hazing, such as counseling, warning, and/or disciplinary action, as specified in pupil and/or staff discipline policies and regulations. The steps will be based on the severity of the behavior or any record of prior incidents or both. A series of escalating consequence may be necessary if the initial steps are ineffective in stopping the hazing.
- e. The school district administrators may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the person(s) to apologize to the victim(s), dissemination of information, and distribution of new policy statements or other steps to communicate the message that the Board does not tolerate hazing and will be responsive to any pupil that reports such conduct.
- f. The school district administrators will take steps to avoid any further hazing behavior and to prevent any retaliation against the pupil, who made the complaint, was the subject of the behavior, or against those who provided the information or were witnesses. The Building Principal will inform the victim pupil and



his/her parent how to report any subsequent problems and make follow-up inquiries to see if there have been any new incidents or retaliation.

- g. All grievances and accompanied investigation notes will be maintained in a confidential file by the Building Principal.

#### **4. Building Principal's Investigation Appeal Process:**

- a. Any person found by the Building Principal's investigation to be guilty of any hazing type behaviors, or any pupil, who believes they were hazed, but not supported by the Building Principal's investigation, may appeal to the Superintendent. The Superintendent will review the Building Principal's report and any other information he/she deems appropriate, to make a determination. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will review the Building Principal's report and the Superintendent's determination, along with any other information the Board deems appropriate to make a Board determination. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

Parents or pupils not satisfied with the resolution by the school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations:

U.S. Department of Education  
Office of Civil Rights (OCR) Case Resolution  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington DC 20202-1100  
1-800-421-3481

### **BULLYING POLICY**

The Scranton School Board of Education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

**"Harassment or bullying"** is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

**"Harassment"** is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;

- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

**“Bullying”** is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupils actual or perceived distinguishing characteristics (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Scranton School Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Scranton School Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Scranton School Board of Education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Scranton School Board of Education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

**Factors for Determining Consequences:**

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

**Factors for Determining Remedial Measures:**

## **Personal**

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

## **Environmental**

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments difficult or inflammatory situations
- Staff ability to prevent and de-escalate
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension and expulsion.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved student/parent handbook. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

## **Example of Consequences**

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to administrator
- In-school suspension
- Out-of-school suspension
- Legal action
- Expulsion or termination

## **Examples of Remedial Measures**

### **Personal**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration.
- Restorative justice.
- Corrective instruction or other relevant learning or service experience.
- Supportive discipline to increase accountability for the bullying offense.
- Supportive interventions, including participation in an Intervention by the Student Assistance Program, Peer Medication, etc.
- Behavioral management plan, with benchmarks that are closely monitored.
- Involvement of school administrator.

- Student counseling.
- Parent conferences.
- Student treatment.
- Student therapy.

**Environmental (Classroom, School Building, or School District)**

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach.
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying.
- School culture change.
- School climate improvement.
- Adoption of research-based, systemic bullying prevention programs.
- Modifications of schedules.
- Adjustments in hallway traffic.
- Modifications in student routes or patterns traveling to and from school.
- Targeted use of monitors (e.g., hallway, cafeteria, bus).
- Parent conferences.
- Referral to family counseling.
- Involvement of parent-teacher organizations.
- Involvement of community-based organizations.
- Development of a general bullying response plan.
- Peer support groups.
- Law enforcement involvement (e.g., school resource officer, juvenile officer).

The Scranton School Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee.

All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Scranton School Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Scranton School Board of Education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Scranton School Board of Education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The Scranton School Board of Education requires school officials to annually disseminate the policy to all students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall

develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

## **SCRANTON SCHOOL DISTRICT ATHLETIC/EXTRA-CURRICULAR CODE OF CONDUCT**

### **I. ATTENDANCE**

1. Students leaving school early due to an illness and students absent from school due to an illness are not allowed to participate in any extra-curricular activities after school on that day.
2. Students who are excused early for issues not related to illness are allowed to participate in after school activities.
3. Students must arrive no later than 11:00 a.m. and must attend four (4) class periods to be eligible to participate in an after school extra-curricular activity.
4. If a student believes he/she should be allowed to participate when absent from school due to extenuating circumstances, he/she must attain approval from an administrator. PIAA Rules state that examples of excused extenuating circumstances would be death in the immediate family or near relative, court subpoena, or a religious activity/function in which the church requires members to attend.
5. A student who is late to school any time within the duration of a sport or school activity and accrues four (4) unexcused tardies to school will be denied participation for the next athletic contest or activity. Every late thereafter will result in exclusion from subsequent athletic events or activities. The four (4) accrued late arrivals are tallied from the beginning of the sports season, regardless of when the student began participating, through the end of the sports season including any play-off time. Note: For activities and clubs that are held year round, students that accrue more than three (3) unexcused tardies per quarter are not eligible to participate for the two weeks following the 3<sup>rd</sup> tardy.
6. Students who are excused from school due to an approved overnight family field trip are not allowed to participate in any extra-curricular activity during the approved family field trip.

### **II. ATHLETIC AND EXTRA/CO-CURRICULAR CODE OF CONDUCT**

In order to give students an opportunity to participate in sports or extra-curricular activities, the Scranton School District provides a variety of programs for students. All students in good scholastic standing are urged to try out for teams or extra-curricular activities.

When a student participates in a school sponsored sport or extra/co-curricular activity, he or she must obey all regulations governing athletics and extra-co-curricular activities at Scranton Schools. These regulations have been set by the Athletics and Stadium Committee and are considered by that committee to be necessary in the development of the physical ability and mental attitude that a participant must have. There is much research that supports the philosophy that participating in such activities has a positive effect on academic performance and promotes positive behaviors. Activities give the students the opportunity to represent their school in a variety of ways. The manner, in which they conduct themselves, in all areas of their school and personal lives, has an impact on the reputation of the school. These students also act as role models for other students. Therefore, good conduct and character, both during and outside of a school activity is a requirement for participation in all extra-curricular activities. **PLEASE REFER TO THE "SAFE SCHOOLS POLICY" SECTION FOR EXAMPLES OF PROHIBITED CONDUCT.**

1. The penalty for a first violation of the code for use or possession of alcohol, drugs, tobacco, steroids, or engagement in misconduct will result minimally, in restricting a student from participation in their sport or activity for a period of two weeks, but not to exceed four (4) athletic contests or activities, beginning immediately on the date the administrator determines a suspension will be imposed. (Note: A prorated suspension may apply in a situation where there may be limited opportunity to participate in an activity. For example – a school play that may run only 2 or 3 nights. The school principal will have discretion in determining the duration of the suspension in such cases.) A student that is restricted from participation will not be allowed to practice, participate in contests/activities, or travel with the

extra-curricular group. Non-participation will be invoked during the season in which the student is presently participating in. If the student is not presently participating, the non-participation will be invoked in the beginning of the next season of participation. If a student violates the code by the use or possession of alcohol, drugs, tobacco, steroids, or engagement in misconduct a second time, that student, at the discretion of the school administration, can be suspended from the sport or activity for the remainder of the school year and will not receive any rewards for participating in the activity affected. A third violation can result in suspension from sports and other activities for the remainder of the student's high school career.

2. The use or possession of alcohol, drugs, steroids, acts of vandalism, stealing, or gross misconduct are considered major offenses and will require additional disciplinary action. Violations of this type may result in suspension beyond the two week period for a first offense and may be considered severe enough to have a student removed from a team or activity for an entire season. Any student who has committed a violation of the code will be referred to the Student Support Team and may be required to undergo drug and alcohol assessment.
3. Students and their parents/guardians are responsible for full restitution for damages to property that occurs because of acts of vandalism. The athletic director, advisor, and high school principal will review disciplinary problems with the parties involved.
4. These aforementioned repercussions will be in addition to any other school wide consequences.

### **III. SCHOOL AND PIAA RULES**

1. No student shall be eligible to represent the high school and/or intermediate school in any athletic contest unless he/she has been examined by a school or family physician. Wrestlers must also obtain from the physician, prior to the beginning of practice, a certification of the minimum weight class at which they may wrestle for the entire season. A PIAA certificate to this effect, signed by both physician and parent, shall be filed in the office of the athletic director.
2. Amateur Status & Awards – To be eligible to participate in a sport, you must be an amateur in the sport. You will lose your amateur status in a sport for at least a year if:
  - (a) You, your school, an organization which you represent or your parent/guardian receives money or property for a related to athletic ability, performance, participation or services.
  - (b) You accept compensation for teaching, training or coaching a sport. You may receive money and customary compensation for acting as an instructor in or officiating recreational activities or for serving as a lifeguard at swimming areas.
  - (c) You may receive awards only from your school, the sponsor of an athletic event, the news media, or a non-profit service organization approved by your school principal. Permissible awards are listed as follows: a sweater, jacket, blazer, blanket, shirt, jersey, watch, ring, scroll, photograph, medal, plaque, or similar trophy. All awards must bear appropriate organizational insignia or comparable identification.
3. Students who are suspended (either in or out of school) or who are denied participation as a disciplinary consequence for any length of time in any extracurricular activity, may not participate in their activity for the periods of suspension or period of denied participation.  
Note: Participation is defined as attendance at rehearsals, practices, performances, games, etc.
4. Students must arrive no later than 11:00 a.m. and must attend four (4) class periods to be eligible to participate in an after extra-curricular activity.
5. The Athletic Director will have copies of the daily attendance summary available for coaches in the AD Office.
6. Any forms that are required to be signed (i.e. PIAA physical, insurance, athletic code, etc.) must be signed and returned to the Athletic Director or activity supervisor prior to any participation in any extra-curricular activity.
7. Specific team rules will be determined by the coach and approved by the Athletic Director. These are to include, but are not limited to, rules governing attendance at practice sessions and games. When developed, these rules will be approved by the Athletic Director and kept on file in the office of the Athletic Director and the building principal. All rules must not be contrary to school rules.

8. Profane and obscene language will not be tolerated. The use of profane and obscene language during practice sessions or at athletic contests by any athlete will result in disciplinary action.
9. Unless an acceptable excuse is given to the coach, any athlete that quits the team, before the end of the season, shall be ineligible to participate in any sport during the remainder of the season. If, after trying out for a sport within a two week period, an athlete wishes to leave the team, the coach must be consulted. With the coach's permission, the student may try out for another sport.
10. All athletes must travel to and from all athletic contests with the squad unless permission is granted to do otherwise by the principal. Students who do not travel with the squad without proper permission will be subject to disciplinary action.
11. At away games, athletes are the guest of the host school. Proper conduct is expected and reflects the team, community and the athlete in a positive manner.
12. Proper dress is expected of all student athletes. Coaches, with the Athletic Director's approval, will set the standard of dress for the individual teams. Any team uniforms, which do not meet the dress code for the school day setting, will not be worn during the school day. **(Example: skirts must not be more than 5" above the knee when standing in the erect position.)** The coach is responsible to monitor and submit a copy of any graphics or text that will be printed on any team clothing, whether initiated by the coach, student or parent. No money will be collected or clothing produced until the athletic director and assistant principal give approval.
13. Any violations of sportsmanship conduct will result in negative consequences for the students at the discretion of the coach/moderator and principal.
14. Scranton School District training rules for athletic squads stress sound principles for healthy living. Prohibition on the use and possession of drugs, alcohol, tobacco products, chewing tobacco, stealing, vandalism, hazing or gross misconduct apply to a participant while he/she is a student of the Scranton School District.

Discipline procedures for a violation of the above:

First Offense	Two week suspension from activity.
Second Offense	Suspension for the remainder of the school year.
Third Offense	Permanent suspension from all sports/extra-curricular activities.

#### IV. ACADEMIC AND CURRICULAR REQUIREMENTS (PIAA)

1. You must pursue a curriculum defined and approved by your principal as full-time curriculum.
2. You must maintain a passing grade in the approved curriculum weekly and throughout each grading period and for the school year. Your school will determine what constitutes as a passing grade. Eligibility will be determined using the weekly grade verification sheets turned in on Fridays by teachers to the administration.
3. Any student failing more than one (1) subject will not be allowed to participate in any extra-curricular activity until proof of passing is approved by the principal or his designee. (Note: PIAA Rules require a minimum of 1 week.) Eligibility for the first grading period is based on your final grades from the preceding school year.
4. Any student who fails more than one (1) subject during a marking period or quarter will lose their eligibility for the first fifteen (15) school days of the next grading period. The fifteen (15) school days shall commence on the day that report cards are issued.
5. Post-graduates shall not be eligible to participate in interscholastic sports.

#### V. PERIODS OF ATTENDANCE AND PARTICIPATION AND GRADE REPETITION (PIAA)

1. You will lose your eligibility when you have been in attendance more than eight semesters beyond the eighth grade. If you repeat a grade after eighth, you will be ineligible as a senior.
2. A junior/high/middle school student may not participate in any sport for more seasons than there are grades in his school above the sixth grade.

3. All-Star Contests – All-Star Contests may only involve senior students who will not be involved in the same sport again in their high school career.
4. Out-of-Season Participation – All PIAA sports have a defined season. If any team conducts practice and/or plays a contest after the concluding date for PIAA season or previous to the starting date in a sport, you will lose your eligibility for one year in that sport.
5. Age – You may not have reached your 19<sup>th</sup> birthday by June 30<sup>th</sup> immediately preceding the school year (15<sup>th</sup> birthday where interscholastic competition limited to grades 7 and 8; 16<sup>th</sup> birthday where limited to grades 7 through 9).

## **TOBACCO POLICY**

**Rationale:** The Scranton City School District strongly supports a smoke-free school environment for the benefit of its students, faculty, staff and visitors. The use of tobacco in any form by students, faculty, staff, or visitors to the school campus are strictly prohibited. Possession and use by students are prohibited to reduce the risks of fire, secondhand smoke inhalation, poor health, and further drug experimentation or use.

**Definition:** For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. Electronic cigarettes and water vapor devices also are prohibited.

**Content:** The Scranton City School District prohibits the use of tobacco in all forms by school staff, faculty, visitors, and students. Students are prohibited from using and/or possessing tobacco products on school grounds, at school-sponsored activities, and in areas under school jurisdiction, including but not limited to school buses, sporting events, field trips, bus stops, and parking lots whether or not school is in session.

**Secondhand Smoke:** Because of the concerns for the safety of our school staff, students, visitors and faculty, the district prohibits the use and/or possession of tobacco products. Because of the risks associated with smoking and the effects of secondhand smoke, all use of tobacco products is prohibited on school grounds.

**Prevention Education:** In an attempt to help students realize the negative effects of tobacco products, all students in the district are educated on the dangerous effects of tobacco through K-12 health classes.

**Advertising/Sponsorship Prohibition:** The advertising or sponsorship of tobacco in any form is strictly prohibited on school grounds, school-related property, or at school-sponsored activities. Students, staff, faculty, and student visitors are prohibited from wearing attire that publicizes the use or possession of tobacco in any form. Faculty, staff, or students failing to comply with this requirement will be subjected to the appropriate discipline measures contained within the Student Discipline Policy.

**Support Programs:** The district realizes that tobacco addiction is very powerful and difficult to overcome. Students and staff afflicted with tobacco addiction will be provided with information regarding cessation programs. Students in violation of the district tobacco policy may be referred to the District Student Assistance Program and will be subjected to the Student Discipline Policy. They may also be referred to Lackawanna County Commission on Drug and Alcohol and/or Quit Line for help dealing with tobacco addiction. Staff and faculty members in need of help with tobacco addiction may also be referred to these sources of assistance.

**Communication of Policy:** The Scranton City School District Tobacco Policy will be disseminated to students and parents through student handbooks. Notices and signs will be posted to indicate the smoke-free environment.

**Enforcement:** District students who violate the district tobacco policy by possessing or using tobacco on school grounds, at school-sponsored activities, or in areas under school jurisdiction will be subjected to consequences at the discretion of building administrators. This also includes any type of electronic cigarette or water vapor devices. These consequences may include parental notification, detentions, in and out of school suspensions, smoke cessation programs, and legal action. Staff and faculty violations should be considered, after the first offense, as insubordination and subject to disciplinary action, including referral to the district magistrate.



**The Board of Directors of the Scranton School District resolves that playgrounds, tracks, playing fields, stadiums and/or school campuses in the Scranton School District be designated as tobacco-free. Appropriate signage will be posted designating tobacco-free areas. Violators will be subjected to immediate ejection from the Scranton School District facilities.**

## **TRUANCY**

A parent who fails to comply with the provisions of the Public School Code regarding compulsory attendance could be ordered to pay of a fine not exceeding \$300.00 and pay court costs, or be sentenced to complete a parenting education program offered and operated by a local school district, medical institution or other community resources. In default of payment of such fine and costs or completion of the parenting program, a parent could be sentenced to the county jail for a period not exceeding five days.

The child and every parent, guardian or person in parental relation, must appear at a hearing established by the district justice. If the parent charged with a summary offense shows that he or she took every reasonable step to ensure attendance of the child at school, he or she shall not be convicted of the summary offense.

The district justice may suspend a parent's sentence, in whole or in part, provided that the child is no longer habitually truant from school without justification.

In lieu of or in addition to another sentence, the district justice may order the parent, guardian or person in parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six months.

If a parent is not convicted of a summary offense because he or she took every reasonable step to ensure attendance of the child at school, a child who has attained the age of 13 and fails to comply with the provisions of this act or who is habitually truant from school without justification, commits a summary offense and shall, upon conviction, be sentenced to pay a fine not exceeding \$300.00 or be assigned to an adjudication alternative program pursuant to 42 Pa. C.S. 1520 (the utilization of this statute is governed by PA rules of criminal procedure 160-162 relating to Accelerated Rehabilitative Disposition in summary cases). For any child who has attained age 13 and who fails to pay a fine or comply with the adjudication alternative program, the district justice may allege the child to be a dependent child under 42 Pa.C.S. 6303. The failure of a child to pay a fine or comply with the adjudication alternative program shall not constitute a delinquent act under 42 Pa.C.S. Chapter 63. The district justice may suspend a child's sentence or adjudication alternative, in whole or in part, provided that the child is no longer habitually truant from school.

Any child who has not attained the age of 13 who fails to comply with the compulsory attendance provisions of this act and is habitually truant may, in lieu of prosecution under other provisions of the act, be referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. Chapter 63. The district justice may suspend a child's sentence or adjudication alternative, in whole or in part, provided that the child is no longer habitually truant from school. Any child who has not attained the age of 13 years who fails to comply with the compulsory attendance provisions of the act and is habitually truant from school shall be referred by the school district for services or possible disposition as a dependent child under 42 Pa.C.S. 6302.

A child who is convicted of violating 1333 shall be required to have his or her operating privilege to be suspended for a period of 90 days by the Department of Transportation. Upon a second or subsequent conviction, the Department must suspend the child's operating privilege for six months.

The Department of Education is to formulate recommendations for the General Assembly concerning the establishment and funding of effective community based anti-truancy pilot programs. The Department of

Education is required to seek advice for judges, probation officers and representatives from the PCCD and the JCJC in formulating these recommendations.

State, municipal, port authority, transit authority, housing authority, and school police officers are provided with the same arrest powers as attendance officers and home and school visitors with regard to the arrest or apprehension of a child who fails to attend school in compliance with the provisions of the act.

### **APPROVED HIGH SCHOOL UNIFORM POLICY (May 7, 2012)**

**Cited Reference: PA School Code 24-PS, 13-1317-3**

The Scranton School District has adopted a policy which mandates school uniforms for all students. School uniforms are mandatory and the UNIFORM POLICY will be strictly enforced according to the attached discipline guidelines.

#### **Amendments – All Grade Levels**

The vendor or any individual building principal may not amend this policy unilaterally. The School Board or Central Administration must approve all changes to this Uniform Policy.

#### **Subsidy – All Grade Levels**

Families may qualify under certain income guidelines for uniform subsidy. Please see your principal for further information and application.

#### **Guidelines**

- All students must attend school each day in uniform.
- All tops must be either plain (NO LOGO) or embroidered and/or monogrammed with either “SSD” on left collar and/or “Scranton School District” on the left chest, as shown on uniform models on the school website.
- Embroidery color will be navy, white, or khaki.
- All uniform pieces will be in accordance with the models and styles available on the Scranton School District website or displayed at the high school.
- All uniform pieces must be appropriately sized for the student, that is, they must be no more than one regular size larger than the student actually measures. Extra wide, extra full, extra long, or baggy or sagged pants and shorts are not acceptable.
- No visible emblems, tags, or logos are allowed on uniform clothing except for the District monogramming/embroidery.
- All colors are solid, that is, without patterns, designs, checks, etc.
- Uniforms may be purchased at store/vendor of your choice, so long as they conform to the Uniform Policy.
- Non-uniform day fund-raising is limited to four (4) days per year and other days, as designated by the school administration.
- A long sleeve pullover spirit-wear top in school colors to be worn over the approved uniform may be acceptable upon the approval by the Superintendent of Schools.

#### **Approved Clothing – (High School)**

##### **GIRLS**

##### **TOPS**

Golf shirt, short or long sleeves, collar trimmed in navy  
Standard golf shirt, short or long sleeves  
Standard plain, button down collar, unembellished blouse with collar  
¾ Sleeve, cotton shirt, button down collar  
Standard oxford style, button down shirt  
Standard mock turtleneck

##### **COLORS**

White, Blue, Pink,  
Gold, and Burgundy

**NO Hoodies**

**BOTTOMS**

Long pants  
Standard shorts  
Standard skirt/skort, flair pants  
Standard jumper, cord jumper, cord pants – seasonal

**COLORS**

Navy Blue, Khaki  
Navy Blue, Khaki  
Navy Blue, Khaki  
Navy Blue, Khaki

**NO cargo pants, NO cargo shorts, NO mini skirts, NO floor length skirts.**

**BOYS**

**TOPS**

Standard golf shirt, short or long sleeves  
Standard oxford style shirt, short or long sleeves, button down collar  
Standard mock turtleneck

**COLORS**

White, Blue, Pink,  
Gold, and Burgundy

**NO Hoodies**

**BOTTOMS**

Standard pants  
Standard shorts  
Cord pants – seasonal

**COLORS**

Navy Blue, Khaki  
Navy Blue, Khaki  
Navy Blue, Khaki

**NO cargo pants, NO cargo shorts.**

**Boys and Girls Optional Attire (High School)**

<b>Tech. Vest</b>	Embroidered
<b>Crewneck Sweatshirt</b>	Embroidered
<b>Sweater Vest</b>	Embroidered
<b>Crewneck Sweater</b>	Embroidered
<b>Cardigan V-Neck</b>	Embroidered

**COLORS**

Navy Blue  
Navy Blue  
Navy Blue  
Navy Blue  
Navy Blue

**All of the above items must be worn with the mock turtleneck, oxford or golf shirt underneath.**

**GYM UNIFORM (High School)**

Standard navy blue sweatpants, wind pants or shorts  
Standard navy blue sweatshirt with district logo  
Standard plain T-shirt in navy blue, white, burgundy, gold or royal blue  
School Spirit apparel  
School Uniform

**ARTICLES OF NON-COMPLIANCE:**

No hooded tops.

No cargo pants, baggie/skateboard pants, spandex pants, stirrup pants, yoga pants, stretch pants, or skinny jeans.

No clothing should have rips, tears or holes.

No denim tops or bottoms or look-a-like denim/corduroy pants.

No medical-type scrubs. Both cotton and velvet-type sweatpants will not be allowed.

All short bottoms (skirts, skorts, shorts or dresses should be worn no more than three inches above the top of the knee.

No bare midriff or low-cut scoop-neck tops.

No tank-tops, tube-tops, halter-tops or sleeveless shirts.

No t-shirts, off-the-shoulder garments, or sheer clothing.

No article of clothing deemed offensive, gang-related, or sexually suggestive; or condoning violence, drug/alcohol/tobacco use, suicide, or vulgar language.

No hats, caps, headbands or bandanas.

No chains, dog collars or spike bracelets/necklaces.

No exposed body-piercing jewelry, including tongue rings. Band-Aids covering a piercing will not be acceptable. Earrings and single nose stud are acceptable.

No display of any undergarments.

### **Discipline Guidelines for Non-Compliance with the Uniform Policy**

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | <u>Warning</u> – Student will be required to either change into a school uniform provided by the school or will change into a school uniform provided by his/her parent. Refusal to do either will result in an out-of-school suspension. Parent will be contacted.      |
| <b>2<sup>nd</sup> Offense</b> | <u>Detention</u> – Student will be required to either change into a school uniform provided by the school or will change into a school uniform provided by his/her parent. Refusal to do either will result in an in-school suspension and the parent will be contacted. |
| <b>3<sup>rd</sup> Offense</b> | <u>In-School Suspension</u> – Work will be provided for the student and parent will be contacted.  |
| <b>4<sup>th</sup> Offense</b> | <u>Out-of School Suspension</u> - Parent will be contacted and student will be sent home. The Principal will exercise discretion in dealing with unique circumstances.   |

Note: When possible, the school will attempt to provide a student who is wearing a non-compliant top with a top that is in compliance.

### **VISITORS TO SCHOOLS POLICY**

**Purpose:** The Board welcomes and encourages visits to school by parents or guardians or by other taxpayers of the community or interested educators. To insure order in the schools, it is necessary for the Board to establish guidelines governing such school visitations.

**Delegation of Responsibility:** The School Code provides that the sole responsibility to make regular visits to the various schools in the district and to report to the Board concerning such visits is vested in the District Superintendent. Therefore, the District Superintendent has the authority and responsibility to implement these guidelines.

**Procedure for School Visitation:** The district Superintendent or Building Principal shall have the authority to prohibit entry of any person to a school of this district unless or until the following procedures have been complied with:

- A person visiting the school must provide valid identification.
- If the visitation is for a parent or teacher-initiated parent conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher or counselor.
- Upon arrival at school, a person visiting school for this purpose shall register at the office of the principal prior to proceeding to the conference site.
- If the visitation is for any other purpose, arrangements must be made in advance through the office of the Building Principal.
- All visitors must register at the Office of the Building Principal upon arrival.
- No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the Building Principal.
- No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the Building Principal and the District Superintendent.
- Where a specified period of observation by a parent or guardian of his/her child or by a recognized professional on behalf of the parent or guardian is approved by the Director of Special Education as a necessary part of the evaluation of an exceptional or thought to be exceptional student.

## **SAFE SCHOOLS POLICY – LACKAWANNA COUNTY**

**Preface:** In accordance with the Memorandum of Understanding previously signed by the School District and local law enforcement agencies, the District may request the assistance of law enforcement official at any time in the implementation of District policy. The District will notify law enforcement officials of any violation of this policy as noted below.

**Statement of Policy:** The School District recognizes that the twin problems of in-school violence and drug abuse may threaten the safety and education of every student in this School District. The District's over-riding policy is to provide every student with a safe place for learning. Any weapons on school property, or threats of violence by or against students, take away from every student the sense of safety that is necessary for effective learning. Likewise, the presence of illegal drugs and paraphernalia poisons the clean atmosphere that is necessary for our students to do their best.

The School District wishes to establish and maintain conditions that will deter students from using school facilities, grounds, and activities as a center for any manner of drug or alcohol abuse. Likewise, the School District wishes to maintain the safest possible facilities, free from weapons, violence, or the threat of violence. Although the district will make every effort to develop and implement programs aimed at prevention, decisive corrective actions will be taken when necessary.

The School District publicly acknowledges and accepts its leadership responsibility in addressing and opposing the epidemic of dysfunctional or self-destructive behaviors that block growth and inhibit learning. The District further acknowledges the establishment of prevention programs and services within the School District that will formally establish our commitment to the prevention of teenage suicide. Through curriculum, classroom activities, community support and resources, Student Assistance Programs, and strong and consistent administrative and faculty effort, the School District will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by the entire student population. The School District pledges cooperation with all law enforcement agencies to keep our schools safe from weapons, violence, or the threat of violence.

The primary purpose for any action on the part of the school staff is the protection of the health, safety and welfare of students, staff and school property.

### **Definitions:**

**Contraband:** Any controlled substance, drug, inhalant, cosmetic, weapon, or any other object deemed prohibited by the school, which is possessed by any person not entitled to possess that item.

**Distribution:** Actual or attempted transfer from one person to another of a controlled substance or other drug. Distribution includes the delivering, selling, passing, sharing, or giving any drug from one person to another.

**Drug/Mood Altering Substance/Alcohol:** Any alcohol or malt beverage, any drug listed in Controlled Substance Drug Device and Cosmetic Act, as amended, as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter the mood. Examples of the above include but are not limited to beer, wine, liquor, cocaine, crack cocaine, heroin, hallucinogens (LSD, mushrooms), marijuana, anabolic steroids, hashish, chemical solvents, inhalants, glue, counterfeit substances, and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the school district's policy for the administration of medication to students in school.

**Counterfeit Substances:** Are any substances which, in their overall finished appearance, are substantially similar in size, shape, color, marking, or packaging to a specific controlled substance.

**Drug Paraphernalia:** All equipment, products and material of any kind which are used, intended for use, or designed for use in manufacturing, converting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Drug paraphernalia includes any utensil or item that, in the school's judgment, can be associated with the use of drugs, alcohol or mood altering substance. Examples include, but are not limited to, roach clips, pipe bowls, cigarette-rolling papers, etc.

**Furnishing:** Supplying, giving, providing, or allowing possession of an item on school property or on any location under the jurisdiction and control of the school district.

**Jurisdiction and Control of the School District:** School buses, school grounds, and the site of any athletic, social, educational or any other function sponsored in full or in part by the school, whether or not held on school property.

**Manufacture:** Production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or the packaging or repackaging of such substance or article, or the labeling or re-labeling of the commercial container of such substance or article.

**Notification:**

**Parental Notification:** Includes, at a minimum, immediate personal contact by the principal or his/her designee of the parent(s) or guardian. At the discretion of school officials, parental notification need not precede nor supersede investigative actions. (Contact by U.S. mail is generally insufficient to constitute parental notification, but may be required because of extenuating circumstances.)

**Law Enforcement Notification:** Includes the immediate contact by the principal or his/her designee of the local police department(s) for the town in which the school is located or in which the off-campus incident occurs. If the police department cannot be contacted or cannot respond, the principal shall immediately contact the Lackawanna County District Attorney's Office.

**Personal Property:** Items that are in the actual or constructive possession of people enrolled in or employed by the school district. Personal property includes, but is not limited to, all backpacks, book bags, gym bags, purses, clothing or any other items that are used for the purpose of storing or transporting personal property.

**Plain View:** The observance of any item which can be seen by a school official while on school property or any property under the jurisdiction and control of the school district. As an example, any item seen in an open locker by a teacher standing in a common area, such as a hallway, is in plain view.

**Possession:** Holding, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or as defined by this policy.

**Probable Cause:** Specific articulate facts and circumstances that would lead a reasonable person to believe that the item sought is at a particular location and will be found if that area is searched.

**School Official:** A school employee or any person authorized by the School District to act under these provisions.

**Reasonable Suspicion:** A belief, based on articulate circumstances, that a violation of the law or of school rules has occurred, and that a search will turn up evidence of that violation.

**School Property:** Building facilities and grounds, school campus, school parking areas, and any facility being used for a school function or school sponsored trip. **All lockers shall remain the property of the school district and may be entered at any time by District officials.**

**Weapon:** Any item used to injure another person or to destroy property. Weapons include, but are not limited to, knives, cutting instruments, nun-chuck sticks, mace, firearms (handguns, rifles, shotguns, etc.), and BB/pellet guns. Weapons may also include counterfeit or replicas, whether or not they are operable.

### **Prohibited Conduct**

The following acts and/or the causing thereof by a student or employee of the School District while on school property or while under the jurisdiction and control of the school district or its authorities are hereby prohibited:

1. The possession of any weapon, as defined in Section III above, by a student on school property or at a school-sponsored event.
2. The threat of violence, by or against any student on school property or at a school-sponsored event. This prohibition includes situations where either the threat of the threatened violent act occurs at school or at a school-sponsored event.
3. Any act of violence by or against any student on school property or at a school-sponsored event.
4. Being under the influence, or having consumed, injected, or ingested any controlled substance, alcohol, non-controlled substance, marijuana, including prescription drugs not registered with the school nurse as required in Section VI.
5. The manufacture, sale or delivery, holding, offering for sale, soliciting to possess, or possession of alcohol, marijuana, any controlled substance, or other drug, including a prescription drug.
6. The use or possession of drug paraphernalia for the purpose of manufacturing, packing, storing, containing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance.
7. The manufacture, sale, or delivery, holding offering for sale, or possession of a non-controlled substance that has a stimulant or depressant effect on humans, other than a prescription drug, which, or the label or container of which, substantially resembles specific controlled substance.
8. The sale or delivery, holding, offering for sale, or possession of non-controlled substance upon the express or implied representation that the substance is a controlled substance; or upon the express or implied representation that the recipient, in turn will be able to distribute or sell the substance as a controlled substance.
9. Suspected or possible violations of the above stated conduct will have consequences as set forth in Section V.

### **Consequences of Prohibited Conduct**

- A. Any student found by the principal or his/her designee to be in violation of the policy set forth herein shall be subject to the following guidelines:

#### **Situation Guidelines**

1. **The possession of a weapon by a student on school property or at a school-sponsored event is suspected based upon uncorroborated information from reliable sources, but there is no direct observation by a school official of a violation of the law or of regulations.**

- a. Immediate Action: School officials investigate information to confirm the presence of a weapon. No steps will be taken which could or will endanger either the suspected student or other students in the area.
  - b. Investigation: At the discretion of a senior school official present. School officials may request law enforcement assistance.
  - c. Parental Notification: Parents of the suspected student will be notified. Investigation will not be delayed pending parental notification.
  - d. Law Enforcement Notification: Not required. Law enforcement officials may be notified and their assistance requested by the senior school official present based upon the credibility and seriousness of the threat.
  - e. Consequences: At the discretion of school officials.
- 2. School officials confirm the presence of a weapon on school property or at the school-sponsored event.**
- a. Immediate Action: School officials will take immediate action to isolate and protect students from the weapon. School officials will remove all students and staff to a position of safety away from the weapon. If the weapon is in the possession of a student or other person, school officials will attempt to isolate that student or person from the rest of the student body and staff. The safety of all students and staff is paramount. **School officials must request assistance from local law enforcement authorities immediately.** On arrival at the scene, law enforcement officials will immediately take control to the extent necessary to protect students and staff.
  - b. Investigation: School officials will request immediate assistance from local law enforcement officials to investigate the weapon and the threat posed.
  - c. Parental Notification: If the weapon is located in the possession of a student, that student's parents will be notified immediately. No actions designed to assure the safety of the student body will be delayed pending parental notification.
  - d. Law Enforcement Notification: **Immediate**
  - e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.
- 3. A threat of violence is made, in writing or verbally, by or against any student while on school property or at a school-sponsored event.**
- a. Immediate Action: The senior official present will isolate the person issuing the threat from the rest of the student body, particularly the object of the threat.
  - b. Investigation: The senior school official present will investigate the nature and seriousness of the threat. School officials may call upon local law enforcement officials for assistance in the investigation.
  - c. Parental Notification: School officials will immediately notify the parents of any student issuing a threat against anyone on school property or at a school-sponsored event. No protective or investigative action will be delayed pending parental notification.
  - d. Law Enforcement Notification: At the discretion of the senior school official present, depending upon the nature and seriousness of the threat.
  - e. Consequences: At the discretion of school officials, except where investigation reveals a violation of the law.
- 4. A weapon is used by or against a student while on school property or at a school-sponsored event.**
- a. Immediate Action: The senior school official present will take immediate steps to protect all students and staff by isolating them from the weapon and the violent offender. **School officials will notify law enforcement immediately.** For the safety of all involved, law enforcement officials will take control of the scene immediately upon arrival.
  - b. Investigation: The use of a weapon is a violation of the laws of the Commonwealth as well as of school policy. Therefore, all investigation will be directed and conducted by law enforcement officials with the cooperation of school officials.
  - c. Parental Notification: School officials will immediately notify the parents of any student known to use a weapon on school property, as well as the parents of any student against whom a weapon is used. No protective or investigative action will be delayed pending parental notification.
  - d. Law Enforcement Notification: **Immediate**



- e. Consequences: Academic consequences at the discretion of the School District. Potential legal consequences at the discretion of law enforcement.
- 5. The possible use of drug/mood-altering substance/alcohol by a student is suspected based on corroborated information from reliable sources but there is no direct observation by a school official of violation of law or school regulation.**
- a. Immediate Action: The student is informed of available help and encouraged to seek assistance.
  - b. Investigation: Referral to the Student Support Team.
  - c. Parental Notification: Parents will be notified. (At the discretion of school officials parental notification need not precede nor supersede investigative actions.)
  - d. Law Enforcement Notification: Not required.
  - e. Consequences: At the discretion of the Student Support Team.
- 6. Based on direct observation by a school official, a student demonstrates symptoms of drug/mood altering substance/alcohol use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond and/or odor of alcohol. If this situation occurs off the school property see Section V.B.4 (below).**
- a. Immediate Action: The person detecting the activity will summon the school nurse and the Principal or his/her designee. If necessary, the student will be transported to a medical facility at parental expense.
  - b. Investigation: The Principal or his/her designee will investigate the incident. This may include a search of the student, his/her locker, and other personal property.
  - c. Parental Notification: Parents will be notified of the incident.
  - d. Law Enforcement Notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 7. A student possesses drug-related paraphernalia or counterfeit drugs and/or indicates the intention to sell or distribute counterfeit drugs.**
- a. Immediate Action: The person detecting the activity will secure the item and summon the principal or his/her designee, who will confiscate the paraphernalia or substance.
  - b. Investigation: The Principal or his/her designee will search the student and his/her locker. The student's care and other personal property may be searched.
  - c. Parental Notification: Required.
  - d. Law Enforcement Notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 8. At a school-sponsored function, a school official observes a student demonstrating obvious symptoms of possible drug/mood altering substance/alcohol use.**
- a. Immediate Action: The parent will be notified. Student will be detained until parent arrives or parent makes arrangements for student. If necessary, student will be transported to a medical facility at parental expense. The chaperone/advisor will notify the Principal or his/her designee.
  - b. Investigation: The Principal or his/her designee will search the student and his/her locker. The student's car and other personal property may also be searched.
  - c. Parental Notification: Required.
  - d. Law Enforcement Notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.
- 9. A student possesses, uses, or is under the influence of drugs/mood altering substance/alcohol.**
- a. Immediate Action: The person detecting the activity will summon the school nurse and the Principal or his/her designee.
  - b. Investigation: The student, his/her locker and personal property will be searched by the Principal or his/her designee in the presence of the police.
  - c. Parental Notification: Required.
  - d. Law Enforcement Notification: Required.
  - e. Consequences: To be determined by school officials and local law enforcement officials.

**10. A student is distributing a drug or controlled substance or is furnishing alcohol on school property or in a location in the jurisdiction and control of the School District.**

- a. Immediate Action: The person detecting the activity will summon the Principal or his/her designee.
- b. Investigation: The student, his/her locker and personal property will be searched by the Principal or his/her designee in the presence of the police.
- c. Parental Notification: Required.
- d. Law Enforcement Notification: Required.
- e. Consequences: To be determined by school officials and local law enforcement officials.

**B. Handling of confiscated weapons, drugs, drug paraphernalia, etc.**

All weapons, drugs, drug paraphernalia, and/or alcohol found or confiscated on School District property will be turned over to the Principal or his/her designee. In the case where an item is found in a location other than on school property, the item will be turned over directly to the Superintendent or his/her designee.

Confiscated material will be labeled with the following information: date and place found, person confiscating or finding the item. The item should then be turned over to the appropriate local law enforcement officials on the same day when possible. When immediate turnover is not possible, the confiscated material will be stored in a secure location on school property.

**SEARCH POLICY**

In certain situations, the District or an individual school principal may decide that circumstances warrant a generalized search of a school or an individual search of specific student(s). The United States Supreme Court and the Supreme Court of Pennsylvania have held that properly conducted searches in schools do not violate the United States or Pennsylvania Constitutions.

The Courts have held that students have a limited privacy interest at school; that schools have a compelling interest in maintaining a safe and secure environment; and that a reasonable conducted search does not violate a student's limited privacy interest. Courts have held that a school search is reasonable if:

- It is justified at its inception.
- If the search is reasonable related in scope to the circumstances which justified the search.
- Handheld or stationary metal detectors may be used in Scranton School District buildings.

The Supreme Court of Pennsylvania has held that a canine drug sniff constitutes a search and is limited by the Pennsylvania Constitution. The court held that the use of a drug-sniffing canine requires a reasonable suspicion, the same justification required for any other search of a student by school administrative personnel. Finally, both Courts have held that school lockers are school property and are subject to search at any time by the District.

**A. Blanket or General Search**

1. Definition: Search of the entire school, including student lockers, students, and their personal property which is on school property.
2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place and that a search will yield evidence of that activity.
3. Example: A principal has the following information:
  - information from students that illegal drug activity is taking place
  - observations from teachers of suspicious activity by students, such as passing small packages between themselves in the hallways

- increase use of the Student Assistance Program
- calls from concerned parents
- students in possession of large amounts of cash

Justification for reasonable suspicion does not require all the above and is not limited to the above. Reasonable suspicion may be based on any similar information indicating a violation of the law or of school policy. The principal may, with or without prior notice, search student lockers. The principal may request the assistance of local law enforcement. **Note: This example is taken from a search conducted at Harbor Creek High School, Erie County, Pennsylvania. The Pennsylvania Supreme Court held that search to be legal under both the United States and the Pennsylvania Constitutions. (Commonwealth v. Cass, 1998 WL 3264 (Pa) (January 7, 1998))**

## **B. Individual Search**

1. Definition: Search of an individual student, his/her locker, and/or his/her personal property which is on school property or under school district jurisdiction and control.
2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place or has taken place and that a search will yield evidence of that activity.
3. Example: A student is caught smoking in a restroom in violation of school rules. In searching for evidence relative to this violation, the Principal or his/her designee may make a reasonable search of that student's possessions. The Principal or his/her designee may properly find and seize evidence of further illegal activity, such as drug/alcohol possession or possession of weapons. **Note: This example is taken from a search that was upheld by the United States Supreme Court. (New Jersey v. T.L.O., 469 U.S. 325 (1985))**
4. Example: As a result of school-wide locker search, drug paraphernalia is found in an individual student's locker. That student's personal property may be searched for further evidence of a violation of the law or school policy.

## **C. Automobile Search**

A student's automobile is that vehicle that the student drove to school or to the school-sponsored event, regardless of whose name appears on the vehicle registration. A student's automobile parked on school property is considered that student's personal property and shall generally be subject to the same search standard as any other personal property; that is, subject to search under reasonable suspicion.

## **Search and Seizure Policy**

Notice is hereby provided that during the course of the school year, when deemed appropriate by the superintendent and/or his designate, and when based upon reasonable suspicion that the search will uncover evidence that a student or students has violated or is violating a law of the Commonwealth or a rule of the school, blanket searches of students, student lockers, student vehicles located on school property and/or school provided transportation will be conducted. The uniform procedure for said searches is as follows:

- When reasonable suspicion exists, every student, student locker, student vehicle parked on school property, and/or school provided transportation, will be searched in a non-arbitrary manner, in a joint effort between the school and law enforcement authorities such as police, canine units, and the District Attorney's Office.
- With any type of search, every attempt will be made to conduct said search in a manner that will not be detrimental to the administrative/educational functions of the school.
- Every attempt will be made to notify the superintendent, and/or his designate on the morning of, and/or sooner, of impending official action by law enforcement, i.e. canine searches, subpoenas for students, arrests, and search warrants. As much deference as possible will be given to the school's discretion as to

the time of official action most convenient to the school so as not to interfere with the proper administration of school education.

- With regard to searches conducted on school property, when feasible, a “mock” blanket or canine search will be conducted so as to familiarize all participants with the procedures/actions that will occur during such searches. The superintendent and/or his designate will be notified in advance of the “mock” search.

## **UNLAWFUL HARASSMENT**

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

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the school.

The Board encourages students who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The term **harassment** includes but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, sex, national origin, age or handicap/disability that creates an intimidating, hostile or offensive educational environment.

**Ethnic harassment** includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- Submission is such conduct is made explicitly or implicitly a term or condition of a student’s academic status.
- Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services or treatment.
- Such conduct has the purpose or effect of substantially interfering with the student’s school performance or creating an intimidating, hostile or offensive education environment.

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

The district shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment of students will not be tolerated.

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

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

Students shall be informed that they may choose to report harassment complaints to building principals, teachers, counselors, nurses, or administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the superintendent or designated administrator.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcomed, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

### **Complaint Procedure**

A student shall report a complaint of harassment, orally or in writing building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.

The building principal immediately shall notify the superintendent or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment.

In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct and context in which the alleged conduct occurred shall be investigated.

The building 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, the superintendent and others directly involved, as appropriate.

If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

### **Discipline**

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

### **Appeal Procedure**

If the complaint or accused is not satisfied with the principal's decision, he/she may file a written appeal to the superintendent.

The superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. He/she shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal and others directly involved, as appropriate.

## **WEAPONS POLICY OF THE SCRANTON SCHOOL DISTRICT**

The Scranton School district has adopted a ZERO TOLERANCE POLICY concerning students who possess weapons on school property. Students who violate the ZERO TOLERANCE POLICY are subject to expulsion from school. In addition, students who violate the penal code may be charged, arrested, and taken to a detention facility. Expulsion from the Scranton City School District may result in the student's loss of the right to attend school. The student may be placed in an alternative school.

The ZERO TOLERANCE POLICY is designed to ensure the safety of those attending the Scranton City schools and to provide an appropriate learning environment for all students. There can be no acceptable reason for possession of a weapon on school grounds.

This policy statement represents the beliefs and practices of the Scranton School District on weapons. The District has made a strong determined effort to maintain its schools as safe and secure places where students and staff can practice educational activities. The Board of School Directors of the Scranton School District would be remiss if it did not acknowledge the escalating violence on our national landscape as well as the proliferation of dangerous and deadly weapons in America's urban, suburban, and rural communities. To that end, please be advised that: Public Law 167 makes it a criminal offense to possess any weapon in a school building, on school grounds, or on a school bus. The Pennsylvania Crime Code, 18 PA.C.S.A. Section 912 makes it a misdemeanor of the first degree to possess any weapon in a school, at a school program, or on a school bus. Finally, the Public School Code, 24 P.S. Section 5-510 grants school boards the authority to issue rules and regulations regarding the conduct and department of students attending public schools in the district. Judicial decisions have recognized the need to conduct searches of the public upon entry into governmental buildings and programs, as well as searches of individuals based upon reasonable suspicion.

It is, therefore, the determination of the Board of Directors of the Scranton School district to adopt and enforce a ZERO TOLERANCE WEAPONS POLICY consisting of the following articles:

ARTICLE I: Possession of a weapon on school grounds, in school buildings, on school transportation is a violation of the Zero Tolerance Weapons Policy.

ARTICLE II: Any student who violates the Zero Tolerance Weapons Policy will be subject to expulsion from school for a period of not less than one year.

ARTICLE III: For the purpose of this policy, the term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nun-chuck, firearm, BB gun, pellet gun, shotgun, rifle and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. Weapons also shall include look-alike or replica weapons, which are not necessarily operable.

ARTICLE IV: The Superintendent of Schools may authorize the use of magnetometers or scanning devices to further secure the safety of all students, staff, and visitors, at schools, school programs, and on school buses.

ARTICLE V: For the purposes of this policy, objects that have the appearance or characteristics of weapons shall be considered weapons. Possession of such objects also shall be a serious violation of the rules and regulations of the Scranton School District.

ARTICLE VI: A person shall be deemed in violation of this policy when the weapon is found on his/her person. Additionally, an individual will be deemed to be in possession of a weapon if the weapon is found in his/her personal property (for example, book bag, gym bag, and purse) or in a place where the individual exercises exclusive control (for example, a vehicle or the school locker).

ARTICLE VII: Staff members and students observing or otherwise becoming aware of weapons on school property, at school activities, or on school transportation shall report the same to the administration officials immediately.

ARTICLE VIII: To the greatest extent possible, information, which is supplied by students, shall be kept confidential to protect the students making the report.

ARTICLE IX: Because violation of this policy may result in the expulsion of a student, those students subject to discipline for violation of the Zero Tolerance Weapons Policy shall be entitled to a formal hearing pursuant to the hearing policies of the Scranton School District.

ARTICLE X: The Scranton School District shall inform all students, parents, district staff, and the community at large of the policy regarding weapons.

ARTICLE XI: It shall be a defense upon proof that the weapon is possessed and used in conjunction with a lawful supervised school activity or course, for example, home economics class, drama class, etc.

ARTICLE XII: As part of student registration in the Scranton School District, all students, parents/guardians will read, sign, and attest to the reading and understanding of the Zero Tolerance Weapons Policy.

ARTICLE XIII: Disabled students in violation of this policy will follow the guidelines set forth by state and federal regulations.

ARTICLE XIV: Any person found to have violated any of the foregoing Articles shall be referred to the proper authority for prosecution pursuant to the Statutes of the Commonwealth of Pennsylvania and shall be prohibited from entering on school property thereafter.

## **PUBLIC NOTICE – EDUCATION RIGHTS OF HOMELESS CHILDREN & YOUTH**

The Scranton School District is actively seeking to enroll children and youth who are homeless. If you are homeless or know of a child or youth that is homeless and not attending school, please contact the building principal who will provide information and assistance during the enrollment process.

**Who is considered homeless?** Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camp grounds, emergency shelters, cars, bus stations, or other similar settings. If you are not sure, please call.

**What are the education rights of homeless children and youth?** Our schools provide equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

1. Immediate enrollment in school and, when desired or feasible, at the school of origin.
2. Prompt provision of necessary services such as transportation and meal programs.
3. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, vocational education, preschool, etc.
4. Academic assistance through the district's federally funded Title I program.
5. Parent or guardian involvement in school activities.

**What is the school of origin?** The term "school of origin" means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district's responsibility to consider the best interests of the child or youth when making a decision regarding what school he or she should attend. Consideration must be given to placement at the school of origin unless doing so is so contrary to the wishes of the parent or guardian.

**What if there is a disagreement regarding school placement?** The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a

placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

## **No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education**

# **Scranton School District's Wellness Policy on Nutrition**

## **Nutritional Quality of Foods and Beverages Sold and Served in schools in the Scranton School District**

### **School Meals**

The Scranton School District will strive to increase participation in Federal Child Nutrition Programs including the National School Lunch and School Breakfast programs. Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;
- serve only lower-fat (2%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- promote whole grains

Schools should engage students and parents, through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information could be made available on menus, a website, on cafeteria menu boards, placards, or other point-of-purchase materials.

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, “grab-and-go” breakfast, or breakfast during morning break of recess.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

**Free and Reduced-Priced Meals.** Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, schools will utilize electronic identification and payment systems in the five secondary buildings at this time, additional buildings will be added where available in the future; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals, such as “grab-and-go” or classroom breakfast.

**Summer Food Service Program.** Schools in which more than 50% of students are eligible for free or reduced-price school meals will sponsor the Summer Food Service Program for at least six weeks between the last day of



the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.

**Meal Times and Scheduling.** Schools:

- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- will schedule meal periods at appropriate times;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools);
- will provide cafeterias with enough service areas so that students do not have to spend too much time waiting in line;
- will provide dining areas that are attractive and have enough space for seating all students;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide 12 hours of continuing professional development for all nutrition professionals in schools.

**Sharing of Foods and Beverages.** Schools will discourage students from sharing their food or beverages with another during meal and snack times, given concerns about allergies and other restrictions on some children's diets.

**Food Safety and Security.** All foods available in schools will comply with state and local safety and sanitation guidelines. For the safety and security of the food and facility, access to the food service operations is limited to food service staff and authorized personnel only.

**Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)**

**Middle/Junior High and High Schools.** In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

**Beverages**

- All beverages sold will be water, 100% juice and/or light (50% blend) or milk (2%, 1% and non-fat).
- Those not allowed include soft drinks containing caloric sweeteners.

**Foods**

A food item sold individually:

- will have no more 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters);
- will not have sugar as the first ingredient;
- provide minimal trans fatty acids;
- packages will be single serve;
- will not include any foods of minimal nutritional value according to Federal National School Lunch Guidelines; and
- include items that contain greater than 2 grams of fiber per serving.

- Candy will not be served or sold during the school day.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat guidelines).

**Fundraising Activities (including school stores).** To support children's health and school nutrition-education efforts, school fundraising activities will:

- Will limit those during the school day involving food or will use only foods that meet the above nutrition standards for foods and beverages sold individually.
- Will not allow foods of minimal nutritional value (as defined by the National School Lunch guidelines) to be sold during the school day, i.e. candy.
- Will only allow any food items sold as part of a fund raising activity not meeting the nutritional standards for foods and beverages to be available at the end of the school day.
- Will encourage fundraising activities that promote physical activity.
- Will encourage that foods sold as fundraisers are available for sale outside of the school day and will support healthy eating habits by limiting high sugar and high fat foods.

The school district will make available a list of ideas for acceptable fundraising activities (see handbook).

**Snacks.** Snacks served during the school day or in after-school care or enrichment programs will make positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

- If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

**Rewards.** Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

**Celebrations.** Schools should encourage parties that include foods or beverages that meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers (see student handbook).

**School-Sponsored Events (such as, but not limited to, athletic events, dances, or performances).** Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above). The district will disseminate a list of healthy snacks to parents and teachers (see student handbook).

## Scranton School District Strategic Plan 2007-2013

**Goal: FOUR-YEAR GRADUATION RATE** (for districts and schools that graduate seniors)

*Description:* The percentage of students who graduate from Scranton High School and West Scranton High School in four years will increase 1% per year.

**Goal: Improving Community Relations**

*Description:* Scranton City School District strives to maintain active communication regarding district and school based events.

**Goal: MATHEMATICS**

*Description:* At least 56% of all students will be proficient in Mathematics, as measured by the annual state-wide PSSA assessments.

**Goal: READING**

*Description:* At least 63% of all students will be proficient in Reading, as measured by the annual state-wide PSSA assessments.

**Goal: STUDENT ATTENDANCE** (any student **that does not graduate seniors**)

*Description:* Student attendance will meet a 90% threshold and/or show growth.

**Goal: STUDENT PARTICIPATION IN STATE ASSESSMENTS**

*Description:* At least 95% of eligible students will participate in required state-wide assessments.

### Academic Standards

Academic standards describe the knowledge and skills that students should know and be able to demonstrate throughout their public school careers. The Scranton School District provides for attainment of academic standards as per Chapter 4, Section 4.12. The Pennsylvania Academic Standards guide the educational program in these areas in the district:

- 1. Science and Technology:** study of the natural world and facts, principles, theories, and laws in the areas of biology, chemistry, physics, and earth sciences. Technology is the application of science to enable societal development including food and fiber production, manufacturing, building, transportation, and communication. Science and technology share the use of the senses, science processes, inquiry, investigation, analysis, and problem solving strategies.
- 2. Environment and Ecology:** understanding the components of ecological systems and their interrelationships with social systems and technologies. These components incorporate the disciplines of resource management, agricultural diversity, government, and the impact of human actions on natural systems. The interaction leads to the study of watersheds, threatened and endangered species, pest management, and the development of laws and regulations.
- 3. Social Studies:**
  - A. *History:* study of the record of human experience including important events; interactions of culture, race and ideas; the nature of prejudice; change and continuity in political systems; effects of technology; importance of global – international perspectives; and the integration of geography, economics, and civics studies of major developments in the history of Pennsylvania, the United States, and the World.
  - B. *Geography:* study of relationships among people, places, and environments, of geographic tools and methods, characteristics of place, concept of region and physical processes.
  - C. *Civics and Government:* study of the United States constitutional democracy, its values and principles, study of the Pennsylvania Constitution and government including the study of principles, operations, and documents of governments, rights and responsibilities of citizens, how governments work and international relations.
  - D. *Economics:* study of how individuals and societies choose to use resources to produce, and distribute consumer goods and services; knowledge of economics reasoning and basic economics concepts, economic decision making, economic systems, Pennsylvania and the US economy, and international trade.

- 4. Arts and Humanities:** study of dance, theater, music, visual arts, language and literature including forms of expression, historical and cultural context, critical and aesthetic judgment and production, performance and exhibition of work.
- 5. Career Education and Work:** understanding career options in relationship to individual interests, aptitudes and skills including the relationship between changes in society, technology, government, and economy and their effects on individuals and careers; development of knowledge and skill in job-seeking and job-retaining skills and job-retaining skills and, for students completing vocational-technical programs, the skills to succeed in the occupation for which they are prepared.
- 6. Health, Safety, Physical Education:** study of concepts and skills which affect personal, family and community, health and safety, nutrition, physical fitness, movement concepts and strategies, safety in physical activity setting, and leadership and cooperation in physical activities.
- 7. Family and Consumer Science:** understanding the role of consumers as a foundation for managing available resources to provide personal and family needs and to provide basic knowledge of child health and child care skills.
- 8. Mathematics:** study of number system and number relationships, computation and estimation, measurement, mathematical reasoning and connections, mathematical problem solving and communication, statistics, data analysis, probability, predictions, algebra, functions, geometry, trigonometry, and concepts of calculus.

**High School National Honor Society Policy**

**Approved recommendation of the members of the School Board of the City of Scranton**

**WHEREAS**, the National Honor Society is the Nation's premier organization established to recognize outstanding high school students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character, since its inception in 1921, and

**WHEREAS**, the Scranton School District maintains active Charters of The National Honor Society in both Scranton High School and West Scranton High School respectively, and

**WHEREAS**, the Scranton School District and its Board of Education wishes to continue to challenge its high school students to achieve academic excellence as its faculty and staff prepare all students to meet the challenges and opportunities awaiting them in this ever-changing global society, and

**NOW, THEREFORE BE IT RESOLVED** that the Scranton School District and its Board of Education agree to increase the current minimum grade point average required for provisional and full membership in The National Honor Society from an 89.5% unweighted, cumulative GPA to a 92% weighted, cumulative GPA to begin officially with the incoming Freshman Class (Fall 2012) to both Scranton High School and West Scranton High School, who may be eligible to become Provisional Members of The National Honor Society in the 2014-2015 school year when they will be members of the junior class.

# Section B

Bell Schedule  
Graduation Requirements  
Attendance Policy  
Alternative School (SAVES)  
Assemblies  
Absenteeism and Course Completion  
Attire and Grooming  
Athletics  
Book bags, Backpacks, Coats and Jackets  
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Excuses from Class  
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Physical Education Policy  
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Report Cards and Grades  
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Student Assistance Program  
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Student Responsibilities  
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Tardiness to Class  
Tardiness to School  
Telephones  
Textbook Policy  
Tobacco Policy  
Transfers  
Truancy  
Universal Pass  
Vacations During the School Year  
Vandalism  
Visitors  
Weapons

## Bell Schedules:

<u>REGULAR</u>			<u>FACULTY</u>			<u>COMPRESSED</u>		
HR	8:20	8:36	HR	8:20	8:36	HR	9:50	10:03
1	8:40	9:26	1	8:40	9:20	1	10:07	10:42
2	9:30	10:16	2	9:24	10:04	2	10:46	11:21
3	10:20	11:06	3	10:08	10:48	3	11:25	12:00
4	11:10	11:40	4	10:52	11:22	4	12:04	12:34
5	11:44	11:56	5	11:26	11:32	5		
6	12:00	12:30	6	11:36	12:06	6	12:38	1:08
7	12:34	12:46	7	12:10	12:16	7		
8	12:50	1:20	8	12:20	12:50	8	1:12	1:42
9	1:24	2:10	9	12:54	1:34	9	1:46	2:21
10	2:14	3:00	10	1:38	2:18	10	2:25	3:00

## Graduation Requirements

The graduation requirements in the Scranton School District will be standard throughout the district and will include the following:

- Satisfactory completion of 24 Carnegie Units of planned courses will be required.
- Students are required to successfully complete all Carnegie Units with a passing grade of 70%.
- Students will also be required to complete 10 hours of community service in their senior year. (Timeline – September 1 to May 1). All verification forms must be properly signed and verified by May 1 of the senior year.
- Completion of a student graduation project as defined by the Scranton School District appointed Graduation Project Committee.
- Students will complete 1 unit of Family Consumer Science as specified in the Chapter 4 regulations.
- All Seniors are required to take a full compliment of courses.

## Scranton School District Graduation Credit Requirements

Incoming Class of	2017	2018	CTC 2019-2021
	Credits	Credits	Credits
English	4	4	4
Social Studies	4	4	3
Math	4	4	4
Science	3	3	3
Arts/Humanities	2	2	0
Physical Education	1	1	1
Health	0.8	0.8	0.8
Safety	0.2	0.2	0.2
Electives and/or CTC Credits	4	5	8
<b>TOTAL =</b>	<b>24</b>	<b>24</b>	<b>24</b>

**Career Tech (CTC) students will be required to meet the following requirements:**

### Freshman

English – 1  
Math – 1  
Science – 1  
Social Studies – 1  
Elective – 1  
PE - .25  
Health - .40

### Sophomore

English – 1  
Math – 1  
Science – 1  
Social Studies – 1  
CTC – 2  
PE – .25  
Health - .40

### Junior

English – 1  
Math – 1  
Science – 1  
PE - .25  
Elective – 1  
CTC – 3

### Senior

English – 1  
Math – 1  
Social Studies – 1  
CTC – 3  
PE - .25

## OVERVIEW

The Policies set forth in this handbook may be amended at the discretion of the administration.

### ATTENDANCE

A student's attendance at school is very important to the educational process. **If your child is going to be absent from school, please call the school by 9:00am.** Sporadic attendance can be extremely detrimental to your child's educational growth. We trust that your child will attend school regularly and on time. When any student is absent, he/she will bring a **written excuse** stating the date and reason for absence and signed by a parent or guardian on the first day back to school. **REMINDER:** if attendance becomes problematic, a parent excuse **DOES NOT QUALIFY** as a legal excuse. As a means of monitoring student attendance, SSD is part of the Lackawanna County **STARS** Truancy Program. A copy is available at school.

The following steps will be taken in the event of truancy:

- (1) The principal will send a warning letter to the parent(s) of the child(ren) who have missed three (3) days (total) of school and no legal (Doctor's) excuse has been presented to the school, or if a child(ren) has been tardy for a total of one (1) hour.
- (2) If the child(ren) misses two additional days of school and have no legal excuse, the Scranton School District's Children and Youth Truancy Liaison will schedule a Truancy Elimination Plan meeting with the family and the principal. The purpose of the meeting is to identify the barriers to getting the child(ren) to school.
- (3) If the child(ren) misses two additional days beyond the TEP the family will be contacted by the CYS Truancy Liaison. An additional TEP meeting may be scheduled.
- (4) If a child reaches eleven (11) unexcused absences charges will be filed at the magistrate level. A truancy hearing will be held at a designated location. At this hearing, a needs assessment of the family will be done. It is possible that Mediation will be provided to the family. Follow up will continue for two or three months.
- (5) If attendance continues to be an issue following the first hearing, a contempt hearing will be scheduled.

The Pennsylvania Compulsory Attendance defines a student a habitually truant after he or she has three (3) unexcused absences from school. On the day following the absence, the student must present to the homeroom

teacher an excuse signed by the parent/guardian stating the reason for absence. If an excuse is not received within three (3) days of the absence, the absence will be considered UNEXCUSED and/or UNLAWFUL.

### **PERFECT ATTENDANCE GUIDELINES**

“Perfect Attendance” means that a student is at school all day, every day for the entire school year. This means that a student has no tardies, early sign-outs, or full or partial absences (excused or otherwise) on their record. We encourage all of our students to attend school whenever they are well enough to do so. While we understand that children get sick, family emergencies (i.e. funerals) occur, and some appointments cannot be made outside of school hours, **these are not exceptions** to the Perfect Attendance qualifications. We understand that this is an important achievement for many students, but nothing is more important than your student’s health, so do not send them to school if they are ill simply so that they can receive Perfect Attendance at the end of the year.

### **ALTERNATIVE SCHOOL**

A student is eligible for placement in alternative education programs if he/she exhibits, to a marked degree, any of the following;

- Disregard for school authority – persistent violation of school policy and rules;
- Display of or use of controlled substances on school property or during school-related activities;
- Violent or threatening behavior on school property or during school-related activities;
- Possession of a weapon on school property;
- Commission of a criminal act on school property;
- Misconduct that would merit suspension or expulsion under school policy; and
- Habitual truancy.

### **ASSEMBLIES**

During an assembly or class meeting, students should conduct themselves as ladies and gentlemen. Respect should always be shown for speakers, visitors and performers. Students should enter the assembly quietly and quickly and be seated in the seats they have been directed to take. Everyone should become quiet immediately when a speaker approaches the microphone. Students should demonstrate courtesy during class meeting or assembly. Students found guilty of displaying poor manners will forfeit their right to attend future assemblies and will face possible disciplinary action.

### **ABSENTEEISM AND COURSE COMPLETION POLICY**

Regular attendance in school/classes is of the utmost importance to ensure satisfactory course progress and the awarding of credit for a particular subject. Successful completion of tests does not indicate that a student has mastered a particular subject. Instructors’ lectures, in-class discussions, successful completion of homework assignments and class participation are major factors in determining satisfactory course completion and credit attainment. Excessive absenteeism from school will result in credit not being awarded for a particular course or courses.

The following is a brief summary of the attendance policy currently in effect regarding absenteeism and course completion:

- All absences are either legal or illegal.
- All absences will be considered (including approved vacations).
- Students who illegally miss 20 or more days of school will not receive credit for classes taken in that school year.
- Out-of-School Suspensions are illegal absences counted toward the 20-Day Rule.



- Students who illegally miss 20 or more individual classes because of tardiness to school or skipping, will not receive credit for that particular class(es).
- Students who miss more than 20 days of school or class(es) will be able to regain credit for all classes in which a passing grade was issued by taking 2 credits in summer school. Summer school admission is at the discretion of the principal and guidance counselors.
- Special consideration will be given to medical or court assigned absences that are VALID and DOCUMENTED.
- Parents may appeal the decision to a building committee consisting of the Principal, Vice Principal and a faculty member.
- Students who reach 20 days of absence will remain in his/her classes, in good standing (continued attendance, satisfactory deportment and completion of all course requirements), in order to qualify for make-up credit in summer school. \*Summer school will not be an option for students who fail to meet “good standing” requirements. No credit will be assigned unless the student retakes the course(s) in the following academic year.
- Upon reaching 20 days of absence, the student and the parent(s) are notified that credit will not be awarded in the particular course area(s).
- A student who enrolls for less than a full year, (less than 180 days), will have a pro-rated limit of days missed to retain credits. (Example: a student who enrolls for one semester may miss ten days or fewer and still retain credit.)

Students who are absent for more than 10 consecutive days will be dropped from the active membership rolls and/or prosecuted under the compulsory attendance laws. Students who provide legal documentation for excused absence will not be subjected to this policy.

Students who fail to meet all aspects of student responsibility and reach the age of seventeen may be dropped from the rolls. P.A. Code 22-12.1 (See STUDENT RESPONSIBILITIES)

Students illegally absent from any class more than five (5) times in a quarter cannot earn a passing grade for that marking period.

### **ATTIRE AND GROOMING**

As a citizen of the Scranton School District, you are expected to take pride in your personal appearance. When you come to school well-groomed, wearing clothes that are neat, clean and in good taste, it is a positive reflection on you and your parents.

The Scranton School District has approved a Dress Code Policy for Students in the High Schools. A copy of the policy (general information, types/colors of attire, discipline guidelines) is located in Section A of this handbook.

The following articles are considered recreational and are not proper for school – hat, scarves and bandanas, sunglasses and do-rags.

Students are not allowed to wear any fad jewelry, trinkets, chains, apparel, or hairstyles which cause undue distraction in the classrooms or around the building.

The Principal reserves the right to rule in those cases where attire is contrary to your own or other’s best interest.

### **ATHLETICS**

The Scranton School District offers a wide variety of high school athletic activities to its students. The regulations of the P.I.A.A. and the policies of the Scranton School District determine eligibility for participation. Copies of these regulations and policies are available in the office of the athletic director.

- If they have parental consent.

- If they have passed the required physical exam.
- If they have not reached the age of nineteen before July 1<sup>st</sup> of their last year of eligibility.
- If they have not participated for more than four years in high school.
- If they have not failed more than one subject.
- If they are not absent from school during a semester for a total of 20 or more school days. If a student accumulates more than 20 days of absence in a semester, they will be ineligible for P.I.A.A. sanctioned activities until 60 days of attendance has been attained.

A student must be in school in order to participate in any school sponsored activity. Letters will be awarded to those athletes who have completed the requirements of the activity and have been so certified by their coaches. Medals will be presented to those seniors on Awards Day who have completed at least two years in an activity, who have previously lettered, and who participate during their senior year.

The following teams play during the designated season:

FALL: Cross-Country – Football – Golf – Soccer – Tennis (girls)  
 WINTER: Basketball – Swimming – Wrestling  
 SPRING: Baseball – Softball – Tennis (boys) – Track & Field

### **BOOK BAGS, BACKPACKS, PURSES, COATS AND JACKETS**

Book bags and backpacks (large purses) are not permitted in the classrooms, physical education areas, auditorium, library or cafeteria. These items may be brought to school; however they must be secured in the student's locker until the end of the school day. The same is true of purses that resemble backpacks.

Coats and jackets are not to be worn to classes. They must be kept secure in a locker. Any student in violation of this policy will be subjected to a search of such item and may face disciplinary action.

### **BULLETIN BOARDS**

Bulletin boards are located in various areas of the building. All materials to be posted must be approved by the principal. Posters and displays must not be taped or fastened to painted surfaces in the halls or classrooms. It is important for students to keep informed of activities by reading the notices on the bulletin boards, and listening to announcements over the public address system.

### **BUS TICKETS**

Bus tickets for use on any Colts bus may be purchased at a reduced rate in the Main Office before homeroom.

### **CAFETERIA**

The cafeteria staff provides a varied and nutritional meal to the students at a minimal cost. The menu is published weekly in the newspaper.

The Scranton School District is a member of the Federal Lunch program and any students who qualify will be given a free or reduced lunch/breakfast according to their eligibility.

Early in the school year, lunch forms are distributed in homeroom. They must be completed and returned as soon as possible to the Assistant Principal. Eligibility letters will be sent home to parents.

All students must report promptly to the cafeteria for lunch each day. Students must remain in the cafeteria for the entire lunch period. Students are not allowed to eat lunch anywhere outside the cafeteria. All students are required to clean their eating area before the end of their lunch period.

Misbehavior during lunch will result in detention or suspension. Any student who leaves the building during the lunch period will receive a minimum (1) day Out-of-School Suspension.

If a student wishes to leave the cafeteria during lunch (i.e. computer lab, classroom, library) a pass must be obtained from the desired supervised destination prior to entering the lunchroom. Faculty on lunch duty will monitor lavatory usage.

### **DETENTION**

When a student receives a Detention they are to report PROMPTLY on the assigned day and time. Detention is held on a regular basis. Students assigned to detention must do work for the entire time. Parents will be notified either by phone or note of the detention so that the appropriate plans for transportation may be arranged. If a student misses an assigned detention, they may be suspended from school for one day. If a student is absent from school, they should report to detention on the next school day in which they are in attendance. In some instances, lunch detention will be assigned as a first measure for minor misbehaviors.

### **DIRECTORY INFORMATION**

A school may provide directory information without the parent's prior consent if public notice of the categories of information which it has designated as such information occurs and parents are given a reasonable period to advise against such release. Directory information includes the following: name, address, telephone listing, date and place of birth, major field or study, participation on officially designated activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. It should be understood that directory information will be disclosed only for purposes beneficial to the student or the school district superintendent or his designee.

### **DISCIPLINARY PROCEDURES**

This handbook provides students and parents with certain rules and expectations. It is not meant to be a comprehensive listing of every regulation. This school has broad discretionary authority for attempting to increase safety, order, and discipline. It has the right to discipline any student who distracts, disrupts, provokes, or intimidates within the school zone. This authority to discipline, includes, but is not limited to, attempts to stop bullying, hazing, harassment, verbal and physical assaults.

Referral of a student to the Principal/Assistant Principal occurs after teachers have exhausted all other appropriate, preventative, and corrective measures.

Deliberate neglect of schoolwork, insubordination, defacing school property, or any conduct that is disruptive and/or harmful to student, staff, and the reputation of the school or the good of the student body will result in disciplinary action. While not all-inclusive, this may include reprimand, detention, restricted movement, and Out-of-School Suspension. The most severe cases may result in expulsion from school. Whenever a student is suspended, a parent/guardian may be required to come in for a conference with the appropriate administrator before the student can return to school.

During any suspension the student may not attend classes, attend/participate in school activities or visit the school grounds (before, during or after school). A student suspended three or more times in a school year will not be allowed to attend or participate in co-curricular activities. This includes games, concerts, proms, semi-formal dances, plays, dances, clubs, etc.

### **EARLY SIGN-OUT PROCEDURE**

A student who must leave school early for appointments with doctors or dentists or for any other important reason must bring a written request to the main office immediately upon their arrival at school. This request will contain

the date and time of the early dismissal, a parent's home/cell/work phone number to verify the excuse, the student's grade, the reason, and the signature of the parent/guardian. In all cases, the adult picking up the student will report to the office and sign out the student. The school will request photo identification. No student will be excused unless a parent can be contacted and the excuse can be verified. Please indicate in the note to the main office if the person picking up your child is not listed on the yellow emergency card. We cannot release a student to anyone who is not listed on the emergency card without written permission from a parent/guardian. A student who leaves school early is responsible for any work missed. Students and parents are asked to strictly use the front entrance when both entering and/or leaving the school building during the school day. Every effort should be made to schedule appointments after school.

### **ELECTRONIC EQUIPMENT**

The Board of Education regulates the possession and/or use of selected electronic devices by a student in school buildings, on a school bus, or at any school function as indicated in this policy. For the purpose of this policy "electronic devices" include but are not limited to: IPOD, MP3, CELLPHONES, HEADPHONES, CAMERAS, PERSONAL COMPUTERS, AND LASERS. For the purpose of this policy, personal computers are desktop or laptop computers that are not school property. Where there is a question of the possession of such a device in obstructing or interfering with school operations or student well being, the Principal/Assistant Principal shall make the final determination that a particular item is an electronic device of the type deemed prohibited. Pennsylvania law prohibits the possession by students of cell phones: P.S. 13-1317.1. Cellular telephones will be confiscated and held until retrieved by a parent.

### **DO NOT BRING CELLPHONES TO SCHOOL!**

- The use of IPODS by a student is not permitted in a classroom or school building during the school day. Students may use these devices with headphones outside a school building or on a school bus. Headphones may not be worn inside the building.
- The use of a PERSONAL COMPUTER and other similar technological equipment by a student is not permitted in a classroom or a school building without the permission of a teacher or a principal.
- The use of a CAMERA, or CELLPHONE **is not permitted at any time in a school building during the school day.**
- Lasers are not permitted in school buildings, at school-sponsored activities, or on buses under any circumstances.

### **DISCIPLINARY ACTION**

A student found in violation of this policy will have the subject equipment confiscated. The confiscated equipment will be held and will be returned only to the student's parent or guardian, after a meeting with the school principal or designee. Should the offense occur a second time, the item will be confiscated and not returned for one week, again to the parent or guardian. Any future infractions will result in the device being held for 30 days and the student may be suspended for one day. Student may be suspended up to three (3) school days for refusal to relinquish cell phone to administrator upon request.

Use of a cell phone, camera or recording device in a classroom, locker room, or restroom will result in immediate suspension and will require a parent conference before returning to school.

Confiscated equipment that is not reclaimed through the above return process shall not be held by the school principal beyond the last day of June of the school year. At that time all unclaimed confiscated equipment, together with associated documentation of confiscation, shall be deposited with the Chief School Administrator or designee.

### **ELEVATOR PASSES**

Any student who is permanently or temporarily disabled may be issued an elevator pass/key in the Main Office. No other students are permitted to use the elevator.

## **EMERGENCY CARD**

A medical emergency card, indicating address, telephone number, doctor, or persons to be contacted in the event of an emergency is to be filed at the school your student attends. Parents are requested to keep this card current by notifying the school nurse if there should be any change in this information.

## **EXCUSES FROM CLASS**

Students should not ask to be excused from class except for urgent reasons. If excused from class, students must have a universal pass. If requested, this pass must be presented to teachers on hall duty. Students out of class without a valid (theirs or teacher's) signed Universal Pass will minimally receive a Detention. Students must never leave the building during school hours without permission secured from the Principal or Assistant Principal. Any student outside the building without permission will automatically receive an Out-of-School Suspension.

Students excused for school activities are responsible for all work missed and should have prior approval from classroom teachers.

## **EXCUSES**

Formal written excuses by your parents are required for:

**ABSENCE FROM SCHOOL.** When you are absent from school, your home will be contacted by the Office to verify the reason for your absence. You must present a written excuse to your homeroom teacher on your first day of return to school.

**EARLY DISMISSALS.** If you must leave school during the school day, you must have administrative approval. This will be given only if you have a written note from your parents explaining the situation. Be sure to bring this excuse to the Main Office before school begins. Your home will be contacted to verify the reason for the excuse. Medical and dental appointments should not be made during regular school hours. Students must report to the Main Office before exiting the building.

**EXCUSED FROM PHYSICAL EDUCATION.** Students who are unable to participate in regular or adaptive physical education programs must present a certificate from the family physician. Notes from parents or guardians will be honored for one class only. An excuse from the family physician will be required for additional classes in which you will not be participating.

## **FIGHTING**

Any student who is involved in provoking a fight or involved in violence of any kind may be suspended from school for up to 5 days. The Superintendent may approve suspensions greater than 5 days. Depending on severity, the police may be notified.

## **FIRE DRILLS**

Fire drills are necessary for the safety of the students and the faculty. Everyone should know the specific direction for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, specific exit information is posted in each room. Please read this information and become familiar with the exits close to each room you occupy.

### **GENERAL RULES FOR FIRE DRILLS:**

- Close windows.
- Students will follow designated exit instructions, keep in single file, walk quickly, and refrain from talking.
- The teacher should leave the room last, take the class roll book, close the door, and remain with the class.
- The teacher will take attendance once the students have reached an appropriate distance from the building.
- When the all-clear is sounded, everyone will return to his/her classrooms in an orderly fashion.
- Fire drills are very important and serious exercises that may save lives. You are expected to act accordingly.

## **GRADUATION**

Participation in the senior graduation ceremony is a privilege. The District has the right to establish policies with regard to graduation ceremonies.

Students who wish to participate in graduation/commencement exercises must wear the traditional cap and gown during the ceremony. Alterations or adornments to the cap and gown are prohibited. Students must also wear appropriate attire as established by the building administration.

Students may be excluded from graduation/commencement exercises as a disciplinary measure for violating school policies.

Students will not be allowed to participate in graduation/commencement exercises if they have not met all graduation requirements as set forth by the Commonwealth of PA and the Scranton School District. These requirements may be obtained through the guidance office.

## **GUIDANCE**

Guidance counselors meet individually with students during the school year to assist them in planning their academic program. The guidance counselor helps students select the most appropriate program of studies to ensure success in high school and to plan for the years after graduation.

The opportunities for college, professional and technical schools, and post high school employment increase everyday. All students are invited to explore the various reference materials on occupational training, colleges, financial aid and scholarships available in the Career Resource Room.

Students missing class for guidance counseling should have prior approval from the classroom teacher.

## **HALLWAYS**

Teachers will be in the hallways during the change of classes to ensure proper behavior and efficient movement of students. Students should walk to the right side of the hallway to ensure smooth traffic flow for all involved. In order to alleviate congestion, students are not to congregate in the hallways, at water fountains, or at lockers when passing to class. Students should not stop at the lavatory on their way to class, but rather should report to class and have their universal pass signed. Cameras are also used to observe students in the halls. Misbehavior of students while in the halls or stairwells will be a cause for discipline referral.

## **HOMEWORK ASSIGNMENTS DURING ABSENCE**

Any student absent from classes for a legal reason is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain work and help, if needed, to make up the assignments.

Students absent for several days may request homework assignments be made available. Arrangements for this must be made through the Guidance Department, allowing time for assignments to be requested and collected from subject teachers.

Any student who is truant, cuts class, or leaves school without permission will receive a zero for all class work missed.

## **HOMEROOM**

You are required to be in your homeroom, in your assigned seat, ready to begin the school day by 8:20 am. Attendance will be taken. Opening exercises via closed-circuit television or public access system will be held during this time. Students repeatedly tardy to homeroom will be assigned to detention and/or subject to suspension.

## **HONOR ROLL**

A general grade average of 89.5% or better earns a student a place on the honor roll. Students must also successfully pass all subjects in which letter grades are given and must not receive any incomplete grades in order to receive this distinction.

## **LAVATORIES**

There are numerous lavatories in the building for your convenience. Please do not litter in them. Remember to keep them clean and neat.

## **LIBRARY**

The library is open from 8:00 am to 3:30 pm each school day. Most of the materials in the library circulate for a specific time. You will be notified about the time limits when you checkout the material from the library.

The library is computerized and is equipped with Access PA that allows students to borrow reference materials and books from other libraries throughout the state.

Periodically, the library will be closed for library instruction or research periods scheduled by classroom teachers.

It is essential that students return all materials on time for the benefit of everyone who uses the library. Any lost or damaged material must be replaced at the expense of the borrower.

## **LOCKERS**

Students will be assigned a particular locker. This is the only locker a student should use. Students are not allowed to share lockers or change locker assignments. Sharing lockers is not permitted and will result in disciplinary action. All unauthorized locks will be removed immediately. Students who lose or damage their lock will be assessed a \$5.00 replacement fee.

Gym lockers are also available in both boys and girls locker rooms. They require a combination lock. These lockers are available in the Physical Education office. Lockers in the gym area will be available for all students at a nonrefundable nominal fee. Each Gym Teacher will be responsible for assigning these lockers.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Do not share lockers. Do not leave money or valuables in your locker. Valuable items should be left at home. Lockers are not safes.

All locker difficulties should be reported to the Main Office.

**Lockers are the property of the school district and are subject to search by authorized personnel if reasonable suspicion exists or a random search is conducted. The school district reserves the right to employ trained dogs to aid in the search of lockers.**

**Do not share your locker. Do not allow your friend to place belongings in your locker. Anything found in your locker is your property.**

## **LOST AND FOUND**

The main office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article or anyone looking for lost articles should report to the main office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.



## **PARKING**

### *West Scranton High School*

Student parking is limited to spots available on the city streets surrounding the High School. The parking lots located behind the school and inside the fence between Exits A & D are for Faculty/Staff parking during school hours. No one is allowed to park in front of a driveway (and entrances/exits), in any posted areas (i.e. handicapped parking, fire hydrant, etc.), or blocking another car. Any car found illegally parked will be appropriately ticketed and/or towed at the owner's expense.

### *Scranton High School*

There are a limited number of permit parking spaces available. Seniors will be given the first option to buy a permit followed by Juniors and Sophomores. Before a student permit is issued, which costs \$20.00, a parent/guardian must sign the permit application indicating your understanding that the parking lot is public property and under the control of the school. Students parked illegally will be towed at the owner's expense.

## **PHYSICAL EDUCATION POLICY**

It is imperative that students dress for gym classes and participate to the best of their ability. Students who do not dress for gym will not receive credit for the class. NOTE: Successful completion of four years of physical education is required for graduation.

## **PRIVATE PROPERTY**

Students are reminded to respect the private property of our school neighbors. Students should not deface, litter or loiter on private property. Any student found trespassing on private property will be disciplined.

Students should not bring personal private property to school. **Cell phones, recorders, headsets, pagers, beepers, and electronic games are prohibited.** "If it is not needed for class, do not bring it to school." **The administration will not investigate the loss or theft of any item that is prohibited under this policy.** Purses and other personal items should be secured at all times.

## **REPORT CARDS/PROGRESS REPORTS AND GRADES**

Parents should feel free to contact the guidance office regarding their student's performance at school. Parents may gain access to student progress through SSD Home Access Center at [www.scrsd.org](http://www.scrsd.org), utilizing the Parent Resource tab. A Username and Password will be provided for each student.

Report cards are issued four times each year.

Students receiving an incomplete grade on their report cards must make up the grade within ~~six~~ two weeks of the issuance of the report card or their return to school. Teachers may assign a failing grade for any student not completing the required work within that time.

Any grade below 70% is failing. Failed subjects must be made up during the summer.

## **SNOWBALLS**

Scranton's high school students are expected to show consideration for others and to demonstrate self-control and self-respect. Therefore, students who engage in the act of throwing snowballs during the school day may be assigned out-of-school suspension.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program (SAP) is comprised of a group of volunteer teachers and administrators who meet regularly to discuss at risk issues such as drug and alcohol, attendance, bereavement, behavior, and other issues that may be affecting a student's health and welfare. A student may be referred to the SAP team by friends, family, and teachers or by himself/herself. All SAP meetings held with students and/or parents are held in strict confidence.

\*Note: The SAP Program is not designed to lead to punitive disciplinary action within the confines of the school environment. Guidance counselors are also available to assist students with personal problems or concerns. Additional information regarding the Drug and Alcohol policy of the Scranton School District may be found in another section of this handbook.

## **STUDENT HEALTH SERVICES**

The school nurse is available for any student who feels ill or is injured during the school day. The medical room is located on the ground floor across from the auditorium. Before going to the medical room, students must have their universal hall pass signed by their classroom teacher (this is used for both proper identification and permission). If a student becomes ill during the lunch periods, a teacher on duty in the cafeteria may sign a universal pass.

Only the medical room staff can excuse a student for illness. Medically excused students must sign out at the main office. In all cases when it is necessary for pupils to be excused, parents will be contacted. It is the responsibility of the parents to pick up their child, or to arrange for alternate transportation that must be approved by the Principal or Assistant Principal. Students may never leave the building without permission.

The school must have an emergency card on file in order to conform to the wishes of parents in the event of an emergency. Parents must complete an emergency card for each student and return it to the medical room in the beginning of the school year. Any updates should be made directly to the nurse's office throughout the school year.

Students returning to school after recovering from a communicable disease must be readmitted through the medical room. Communicable diseases include measles, mumps, chicken pox, scarlet fever, conjunctivitis, and others.

All medications (prescriptions and non-prescriptions) must be brought to the medical room by a parent or legal guardian and registered. No student is permitted to carry medication on school property. Failure to abide will result in severe discipline measures.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

- No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- Students should express their ideas and opinions in a respectful manner.

*It is the responsibility of the student to conform with the following:*

- Be aware of all rules and regulations for student behavior and conduct him/her accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.

- Attend school daily and be on time to all classes and school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and refrain from the use of indecent or obscene language in student newspapers or publications.

PA Code 22.12.2 amended February 1984.

### **STUDENT SCHEDULE CHANGES**

So that valuable class time will not be lost, students will not be allowed to change classes that they and their parents have selected after the predetermined “summer change dates” (usually mid July). Student course requests are compiled and distributed to each student in May. These requests are sent home with each student in a letter that outlines the request change dates for the upcoming summer. No course changes will be entertained outside of these dates.

Student schedules will not be changed once the school year begins. The only exception to this rule are computer or counselor error.

### **TARDINESS TO CLASS**

The second time a student is illegally tardy to class during a school year, the student will be assigned detention. Each time the student is tardy thereafter, he/she will be assigned a detention. Students who are habitually tardy may be suspended from school, by the Principal or Assistant Principal, until a parent conference is held. The purpose of this conference is to determine whether suspension or an alternative disciplinary action will be used for future tardiness to class.

### **TARDINESS TO SCHOOL**

All students who arrive in homeroom after 8:25 am are considered tardy to school. Students must present a legal excuse for tardiness (i.e. medical, court, funeral) to the attendance clerk. Each unexcused tardy will be recorded as an illegal absence. The student will receive a zero for all work missed. These absences will be counted towards truancy proceedings. Students will be allowed four unexcused instances of tardiness. (This is cumulative for the remainder of the year; not quarterly.)

Disciplinary action may include detention or out-of-school suspension. Students who are habitually tardy may be suspended from school, by the Principal or Assistant Principal, until a parent conference is held. The purpose of this conference is to determine whether suspension or an alternative disciplinary action will be used for future tardiness to school.

**Attention: Any student who is late to school and does not sign in with the main office may be suspended.**

### **TELEPHONES**

All office telephones are reserved for business purposes. Students will not be called from class to the telephone. Only in an emergency situation will a message be delivered to a student or will the student be allowed to use the phone in the office areas

### **TEXTBOOK POLICY**

The cost of lost, damaged or stolen textbooks will be in as follows:

- Textbooks issued new – students will be assessed full price.
- Textbooks issued in good or fair condition will be charged appropriately, depending on the condition.
- All textbooks must have a book cover, which will be provided to each student, per book, through the book room.
- Students who lose their books during the first, second, or third quarter will have their report card held until the book is returned or paid for.
- If a student loses his/her book during the fourth quarter, or does not return the book at the end of the year, report cards will be withheld and the parents will be charged the full price of a new book. If a student does not return a book at the end of the year, parents will receive a letter stating so and the student's schedule will be withheld until the matter is finalized.

This policy will be enforced with **NO EXCEPTIONS**, regardless of the circumstances. Students will be held responsible for all books issued to them.

### **TOBACCO POLICY**

Smoking is a serious health hazard. It is the leading cause of preventable death in the U.S. Teachers in health classes will continue to educate our students about the dangers of smoking. Smoking or tobacco use/possession of any kind by students is absolutely forbidden in all parts of the school and in those areas immediate adjacent to the school building. Any student caught smoking; using or possessing tobacco products on school property may face a 3-day Out-of-School Suspension and/or be referred to the local magistrate for violation of PA Act 145. A \$50 fine, plus court costs may be assessed against students found guilty of violating this statute.

Additionally, students possessing tobacco products, lighters, or matches, etc. will have them confiscated. Look-alike tobacco products will also be confiscated. Students whose lighters, matches, etc. are confiscated will also be subjected to disciplinary action. Lighters and matches pose a serious threat to the health, safety and welfare of the students.

### **TRANSFERS**

If you plan to move during the school year, you should notify the Main Office before the date you are leaving and request a transfer to the new school. A withdrawal card with signatures of your teachers, vice principal, guidance counselor, librarian, and nurse must be returned to the Main Office before forms will be issued.

## **UNIVERSAL PASSES**

No student should be in the hall without a universal pass. Students in the hallway without a pass or those using another student's pass may face disciplinary action.

## **VACATION TRIPS DURING THE SCHOOL YEAR**

It is strongly recommended that parents schedule vacations in the summer months so that students will not lose any continuity in the lessons presented each day. However, if it necessary for a student to be excused, parents should send a written notice to the school at least one week in advance.

## **VANDALISM**

Students who vandalize school property will be assessed the cost of reparations plus any additional costs related to the incident. Detention, Suspension, or even Expulsion may result depending on the severity of the act. If the incident results in a suspension, a parent conference must be held in order to readmit the student. Local law enforcement agencies will be notified in extreme cases and charges may be filed. Permanent (magic) markers are not to be carried by students on school property. Stickers or any other methods of defacing of school property are also covered under this policy. (Graffiti on walls, lockers, desks, etc. is strictly prohibited.)

## **VISITORS**

All visitors must report and sign in to the Main Office and present identification so that they may be cleared to visit the building. If there is adequate reason for such a visit, visitors will be given a pass designating the persons with whom they will be meeting.

## **WEAPONS**

As a means of maintaining a safe and secure environment for students and staff, there is a Zero Tolerance Weapons Policy. Any student who violates the policy will be subject to expulsion from school for a period of not less than one year. The entire policy can be found in Section A of this book.

# Section C

## Scranton School District Policies Sign-Off Sheet

**All forms must be returned to your child's school by Friday, September 13, 2013**

I hereby acknowledge that I have read and understand the Scranton School District's board approved policies which include the following:

- Family Education Rights and Privacy Notifications
- Electronic Devices
- Protection of Pupil Rights Notifications
- Integrated Pest Management Policy
- Acceptable Internet Use Policy
- Medication Policies
- Pledge of Allegiance Code
- Special Education Annual Notice to Parents
- Tobacco Policy
- State Truancy Law
- Uniforms Policy, Grades K-12
- School Visitation Policy
- Lackawanna County Safe Schools Policy
- Search and Seizure Policy
- Unlawful Harassment Policy
- Weapons Policy
- Education of Homeless Students
- Media Release Form
- Access to Student Information by Military or College Recruiters (High School)
- School Lunch Applications – English/Spanish & COMPASS online Lunch Application notice for free and reduced lunches. (Note: Please fill out one or the other.)

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Student Name – Printed

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Date

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Student Signature

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Date

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Parent Signature

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Date

# SCRANTON SCHOOL DISTRICT PHYSICAL FORM

It is required by State Law that all students upon initial school entry K/1, grades 6, and grades 11 have a physical examination on file as part of the student school health record.

**All students upon initial school entry K/1, grades 6, and grades 11 must have this form completed and returned to their respective school nurse:**

Student Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Please note any Medical Concerns:

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**Varicella Vaccine is also a requirement:**

Student had chicken pox:    yes or no \_\_\_\_\_    Date: \_\_\_\_\_

Student had vaccine:        yes or no \_\_\_\_\_    Date: \_\_\_\_\_

**Choose and Sign:**

\_\_\_\_\_ I give my consent for my child to be examined by the school physician (*this will include a hernia check for all male students*).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**I would like to be present for the exam: yes or no (circle)**

\_\_\_\_\_ I will have my Private Physician complete the Physical Form and return it to the Medical Room.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Students who fail to submit proof of the required immunizations or health examination within the 8 months provisional period shall be barred from attending school. A student who does not have proper proof of a health examination or immunizations will receive a "Notice of Exclusion from School" signed by the principal excluding the student. The student will then remain out of school until such time as the student provides proof of having had a health examination and the medically appropriate immunizations as

required. During the child's exclusion from school for noncompliance, the child's parents or legal guardian shall be considered in violation of compulsory attendance requirements set out in The Pennsylvania School Code.

## SCRANTON SCHOOL DISTRICT DENTAL CONSENT FORM

The Pennsylvania School Health Law requires dental examinations on students in **K/1, grades 3, and grades 7**, as well as transfer students who haven't had a recent exam. This exam can be performed by either your family dentist or by the school dentist. This form is to be completed by a parent/guardian and returned to the school nurse.

### Consent For Dental Exam Form

Student's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

### Choose and Sign:

- I give my consent for my child to be examined by the school dentist.

\_\_\_\_\_  
(Signature)

- I will have my private Dentist complete the dental exam & return the "Private Dentist Report" to the school nurse.

\_\_\_\_\_  
(Signature)



## Scranton School District Acceptable Use Policy for Network Services and Internet Access

### Please Be Aware

The Scranton School District makes no guarantees about the service it is providing through its computer network system. The district will not be responsible for any damages you or your equipment may suffer from its use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any and all information obtained via the internet is at the account holder's own risk. The Scranton School District denies any and all responsibility for the accuracy or quality of information obtained through the Scranton School District's Network Service.

The superintendent and his/her designees will deem what is considered inappropriate use and their decision is final. These designees may terminate an account at any time without advance notice. Faculty members and staff may request, deny, revoke, or suspend specific individual accounts. Each account holder is required to notify system administration of account information changes (address, employment, enrollment, etc.). Account holders may be required to submit a new registration form whether occasional or periodic. Presently there are no associated access fees for this service. The Scranton School District does not guarantee future access will remain free of any fees nor unlimited/unrestricted service.

**Please note** – Electronic mail, although considered private, is not guaranteed to be private. Individuals operating the systems may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communication and information accessible via the network system should be assumed to be private property. In cases of misuse or suspicion of misuse of the network or services the Scranton School District Administration reserves the right to access any files on the system.

**Applicants Initials** \_\_\_\_\_  
**Parent/Guardian Initials** \_\_\_\_\_

### **Outline for Acceptable Use of SSD WAN**

Successful operation of the network requires that each account holder regard SSD WAN as a shared resource. It is important that each member conduct themselves in a responsible, ethical, and polite manner while utilizing the network. The following is a list of guidelines and behaviors that may lead to suspension and to termination of access privileges. In severe cases it is the intent of the Scranton School District to prosecute offenders to the fullest extent of the law. The following list not considered to be inclusive:

- When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your employer/school.
- Students must never agree to "meet" with someone they met online without first discussing it with their parents/guardian. If the parents agree to the meeting, students must ensure that the meeting is in a public place and that one of their parents accompanies them.
- Using the District's Computers for illegal, inappropriate, or obscene activities, or in support of such activities, is strictly prohibited.
- Access shall be granted only to the authorized owner of the account. Account owners are responsible for all activity within their account. Do not use another individual's access account or allow another individual to use your account.
- Each account holder is obligated to notify system administrators of all potential and identifiable security problems. Do not inform or demonstrate security problems to anyone other than a system administrator.

All users identified as a security risk or having a history of problems with other computer systems may be denied access to the system.

- SSD WAN is a shared resource and must be used in moderation. Please be aware that there are other users who will want to use this network. You are expected to utilize your access time efficiently.
- SSD WAN is intended for education and research. It is not to be used for private business concerns. The Scranton School District will not be responsible for any financial obligations arising from unauthorized use of the District network for the purchase of products or services.
- Account holders are to remove old electronic mail messages in a timely fashion and are advised that system administrators may remove such messages if not attended to regularly by the account holder.
- All account holders who access another network will be subject to the network's acceptable use policy.
- Any violation or attempts to violate, the security of the Scranton School District's network system will result in immediate termination of the account holder's access privileges and legal prosecution to the fullest extent allowable by law.
- Vandalism, defined as any malicious attempt to harm or destroy data of another account holder or any of the computers and networks connected to the Internet, inclusive of SSD WAN, will result in immediate termination of access privileges and prosecution to the fullest extent allowable by law. Inclusive to this, but not limited to, are the uploading, deliberate downloading and creation of computer viruses.
- The transmission or posting of threatening material or use of abusive, vulgar, profane, obscene, or other inappropriate language may result in suspension or termination of account holder's access privileges.
- The transmission of copyrighted material in violation of copyright laws may result in suspension or termination of account holder's access privileges.
- The transmission of personal addresses or telephone numbers of faculty, students, and staff is prohibited and may result in the suspension or termination of account holder's privileges.
- The participation in "CHAT" rooms without direct supervision from system administrators by students is prohibited and may result in the suspension or termination of account holder's access privileges.
- The transmission and or participation in any activity in violation of any Federal, State, or Local laws is strictly prohibited and may result in termination of account holder's access privileges as well as district disciplinary action. Violations will also be reported to appropriate legal authorities.

**Applicants Initials** \_\_\_\_\_

**Parent/Guardian Initials** \_\_\_\_\_

**INTERNET POLICIES**

**Acceptable Use Policy for Network Services and Internet Access**  
**Information/Signature Page**

Applicant's Full Name (*please print*): \_\_\_\_\_

Applicant's Address:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ - \_\_\_\_\_    Work Phone (    ) \_\_\_\_\_ - \_\_\_\_\_

I am a(n)....

\_\_\_\_\_ student and will graduate in: \_\_\_\_\_

\_\_\_\_\_ administrator, my title is: \_\_\_\_\_

\_\_\_\_\_ teacher, my subject area is: \_\_\_\_\_

\_\_\_\_\_ grade level: \_\_\_\_\_      school: \_\_\_\_\_

\_\_\_\_\_ support staff, my position is: \_\_\_\_\_

\_\_\_\_\_ District Board member, term expires: \_\_\_\_\_

**Applicant**

I \_\_\_\_\_, agree to abide by the above TERMS and CONDITIONS as listed in Section A, Internet Policies of this agreement for System Network Services and INTERNET access. Further, I understand that any violation of the Terms above is prohibited and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and I may be subject to District disciplinary action and/or other legal action.

***Applicant's Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Parent or Guardian** (All student applicants require a parent/guardian signature indicating the understanding and agreement to the terms and conditions of this document.)

As a parent or guardian of this student I have read, understand and agree to the terms and conditions of this document. I understand the Scranton School District to completely restrict access to all controversial materials acquired on the NETWORK. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is accurate.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

-----

**Internal Use Only**

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**The Scranton School District**

**MEDIA RELEASE FORM**

This form explains potential uses of student photographs, video images, and student work (i.e. artwork, literature, publications, etc.) by the **Scranton School District (SSD)**, and allows you to grant or deny permission to the SSD to release your child’s image or work for display or publication.

**Yearbook and class photos are handled separately. If you do not want your child to be in the yearbook or class photo, please contact the school directly.**

The SSD uses internal and external media to highlight the Pre-K – 12 experience in a variety of ways, which may include the use of photographs and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites, and information about school events and activities provided to external organizations in media outlets. Parents have two options for granting or denying consent:

- Parents may grant permission for their child’s image to be published or displayed in print video and/or digital media. Selecting this option means that your child’s photograph and name may appear in SSD or school publications, on the SSD or individual websites, and may released to external organizations (such as The Scranton Times Newspaper, local news stations, PTA, and booster clubs).
- Parents may also deny permission for any display or publication of their child’s image. You should select this option if you do not want your child’s photograph/image to be used on the SSD or individual school websites; in SSD school publications; or in release to external organizations (such as The Scranton Times Newspaper, local news stations, PTA, and booster clubs).

Please complete this form and have your child return it to his or her school. **This consent form remains valid throughout the current school year or until a new form is completed and signed by a parent/guardian or eligible student.**

Print Student’s Full Name: \_\_\_\_\_

**MEDIA RELEASE:**

\_\_\_\_\_ I **grant** permission for use of my child’s photograph/image in print, video, and/or digital media. I understand that my child’s image may be used or released by the SSD without additional notification and that my child’s name may appear along with his or her image.

\_\_\_\_\_ I **deny** permission to use my child’s photograph/image for display, publication or release to external organizations.

\_\_\_\_\_  
Parent/Guardian (or student over age 18)

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Date