

# SECTION A

## SSD Elementary Policies

### 2017-2018

Bell Schedule.....	2
2 Hour Delay.....	2
Pupils' Arrival at School.....	2
Parking and Traffic Safety.....	2
After School Programs.....	3
Absence.....	3
Attire/Uniforms.....	4
Bicycles/Skateboards/Rollerblades/Heelys.....	4
Transportation/Bus Conduct and Rules.....	4
Directory Information.....	8
Early Dismissal/Parent Request.....	9
Illness or Injury.....	9
Pupil Emergency Cards.....	9
Emergency Closing or Early Dismissal.....	9
Visitors.....	9
Activities.....	10
Valuables.....	10
Discipline Policy.....	10
Student Responsibilities.....	11
Rules of Conduct.....	11
Fire Drills.....	12
Eschoolplus Parent Home Access.....	12
Interim Progress Reports (IPR).....	13
Weather Drills.....	13
Promotion/Retention.....	13
Support Services.....	13
Educational Trips.....	14
Homework.....	15
Milk/Breakfast/Lunch.....	15
Lunchroom Rules and Conduct.....	15
Use of Electronic Devices.....	16
Textbook Procedures.....	17
Report Cards/Progress Reports.....	17
Student Debt.....	18
Fidget Spinners.....	18

## **BELL SCHEDULE**

8:10 am – 2:25 pm                      Monday, Wednesday, Thursday, Friday

8:10 am – 1:55 pm                      Tuesday

## **2 HOUR DELAY**

In the event of inclement weather or unforeseen circumstances, the Scranton School District will operate on a **2 hour delay** instead of a 1 ½ hour delay. Elementary Schools will start at 10:10 a.m.

\* Bus pick up time will be 2 hours later than normal pick up time.

\* On days with a 2 hour delay, breakfast will not be served. Students will receive lunch.

\* Unless otherwise noted, extracurricular activities will be cancelled on days of inclement weather.

## **PUPILS' ARRIVAL AT SCHOOL**

Children are not permitted to be on school district property before 7:50 am. School begins at 8:10 am. Students entering after 8:10 am are considered tardy and need to be signed in at the main office by a parent or guardian. Breakfast is served daily in the classroom during homeroom.

## **PARKING AND TRAFFIC SAFETY**

Parents and visitors must refrain from parking in the areas designated “NO PARKING” in the front and back of the school. DO NOT DOUBLE PARK, as this creates an extremely dangerous situation for our children, who must meander through the parked cars to get to the school or their ride. Please do not park across the street and motion for your child to cross in the middle of the street. Those who choose to violate traffic regulations will be issued a summons.

Our pick-up/drop off and student pedestrian policy is as follows:

- No student is allowed to enter or cross the street in either direction, except at the corners at either end of the school block, UNLESS under the escort of a parent or guardian, or if the crossing guard is present at the crosswalk. “Escort” means physically walking with the child, not calling or waving from a car that is parked across the street.
- No student should board or exit any vehicle that is double parked or parked across the street, unless escorted by an adult.
- Please have children enter your vehicle on the side away from the center of the street.
- Pre-school parents – The pre-school dismissal times have been staggered to allow for safe pick-up. Please pick up your children and vacate the playground. Please do not block the bus lane or park your car in the middle of the street. This causes a safety issue for us all. If you have older children that you have to pick up, you must pick up your pre-school child and move your vehicle.
- This policy is effective before the start of school, at lunchtime, and at dismissal.

## **AFTER SCHOOL PROGRAMS**

After school programs are considered a privilege. Student behavior and conduct will be considered for eligibility and participation in after school programs. All District and School rules remain in force during after school programs.

Due to safety and staffing concerns, children will be dismissed from the program after 3 late pick-ups.

## **ABSENCE**

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 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 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.

## **ATTENDANCE**

Special Privileges regarding school clubs and activities (dances, field trips, co-curricular events, etc.) can be denied due to excessive unexcused absences.

## **ATTIRE/UNIFORMS**

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 Uniform Policy for Students in the Elementary Schools. A copy of the policy (general information, types/colors of attire, discipline guidelines) is located in the District Policies Section of the parent/student handbook.

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

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.

## **BICYCLES/SKATEBOARDS/ROLLERBLADES/HEELYS**

There is no provision for storing skateboards, rollerblades, or bicycles; students are not to bring these items to school. Use of skateboards, rollerblades, and sneaker heelys is prohibited on school grounds. These items will be confiscated.

## **TRANSPORTATION/BUS CONDUCT AND RULES**

By Pennsylvania School Law, Section 24-PS 13-1317, students riding a school bus and at the bus stop are under the authority of the school. Riding a bus to and from school is a privilege. Students are expected to behave on the bus and at the bus stop in the same manner they would in a classroom. Behavior that distracts the driver cannot be tolerated because it endangers the safety of all passengers. Students riding on the buses have the following responsibilities:

- To be on time to their bus stop.
- To respect the rights of people who live near the bus stop.
- To behave as if a classroom, except that ordinary talking is permitted.
- To keep heads, hands, and arms inside the bus.
- To remain seated at all times (seated NOT kneeling).
- To keep the aisle clear.

- To keep the bus clean.
- To follow the direction of the bus driver – he or she is in charge at all times!

Bus transportation is provided to and from school only for those students who meet requirements set by the Scranton School District. Students must live one and one-half (1 ½) miles from the school. Bus transportation is provided for all students who live more than two (2) miles from the school.

You are reminded that conduct on the bus is related to school and that the bus driver is in complete charge. Failure to behave properly may result in suspension of our privileges and other disciplinary action.

**Student Transportation Education Plan  
(To Teach Students How To Ride On The Bus)**

S.O.A.R. (Safely, Orderly And Respectfully) on the school bus to school!

One of the key strategies in the Scranton School District is that students learn a dynamic world class curriculum that is relevant, meaningful and engaging. Another is to promote physical and emotional health in a safe learning environment in every school.

Transportation believes that we can support those key strategies by teaching and developing safe and appropriate bus riding behaviors by our students. To protect the safety (physical and emotional) of each individual student on

the bus, and to develop bus-riding behaviors that will be relevant and meaningful when the student is out in the community, student behaviors are expected to be **safe, orderly and respectful**.

The Behavior Management Plan is a three-part program that uses steps to help the bus driver and student to achieve that goal by developing and maintaining appropriate student behavior on the school bus. It consists of: 1) Prevention Steps 2) Intervention Steps and 3) Consequences. The first steps of the program are administered by the bus driver. The final step of the program (consequences) is administered by the school administrator or designee.

**Prevention:** Prevention steps are used by the bus driver to educate the students about safe and appropriate riding behaviors clarify the bus driver's expectations for the students and assist students to understand how to successfully demonstrate safe riding habits every day.

**Intervention:** Interventions steps are used by the bus driver to help the student stop unsafe or inappropriate behaviors or habits while assisting students to identify the appropriate habit or behavior. Intervention steps may also provide notification to the parent/guardian so that the parent can be involved in assisting the driver to change unsafe or inappropriate riding habits.

**Consequences:** If prevention and intervention steps are unsuccessful at improving the student's behavior or safe riding habits, a bus discipline form is submitted by the bus driver to the school administrator. The school administrator is then responsible for assigning appropriate, effective consequences for the student's inappropriate behavior in an effort to affect the necessary improvement.

**PREVENTION**

**Expectations:** Principal and Bus drivers should clearly communicate expectations and reinforce them appropriately and often. Expectations should be based on the student transportation principles of what is "Safe, Orderly And Respectful."

Seat Assignments: Bus drivers will learn the name of each student and their stop locations. Students will be assigned seats as part of the prevention step. Assigned seating will help with:

- Ownership of property surrounding the student seat area.
  - Knowing if a student is / was on board.
  - Knowing who is on board for emergency purposes.
    - Emergency evacuation procedures.
- Improved structure, routine and consistency, especially during loading and unloading procedures.

**School Bus Rules:** Students will receive ongoing instruction in safe bus riding procedures. Bus drivers will explain expectations to students starting the first day of school and continue the teaching process throughout the year to enhance the safety of the children being transported. When a bus driver talks about the expected behaviors, they should offer practical examples to help them be more consistent. We encourage all parents to review these rules with their children and help instill in their children the importance of safe, orderly and respectful bus behavior.

Students should follow directions of their bus driver. (This demonstrates **respect** to those with authority who are trying to keep us **safe** or maintain **order**.)

Students should be at the bus stop 5 minutes before the bus arrives, waiting in a **safe** place, clear of traffic and 12 feet from where the bus stops.

Students will wait in an **orderly** manner and avoid playing (when waiting at property belonging to others, we should **respect** that property and take care to leave it undamaged.)

Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left (This a **safe** walking habit that protects students while traveling to their bus stop.)

Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object (Never, ever lose sight of the driver or do anything that would make her/him lose sight of you! This is a procedure that can never be broken if we are to keep you **safe**.)

Students will go directly to assigned seat when entering the bus and keep the aisles and exits clear (This is **orderly behavior**. An **orderly** bus minimizes distractions and is **safer** for students a) walking down the aisle or b) in the case of a sudden stop or emergency evacuation. This conduct also helps us to minimize inconvenience to the public.)

Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat (**safely** seated within the compartment,) and keep hands to themselves (**respectful** to others and their personal space.).

Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus (Helps us to maintain a neat and **orderly** environment and is consistent with the code of conduct which keeps us **safe**.)

Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus (maintains a **safe** environment for all riders, even in case of an emergency or accident.)

Students may carry only objects that can be held in their laps (This helps us maintain an **orderly** environment and reduces **safety** issues that would occur in the event of a sudden stop or emergency evacuation.)

Students will refrain from using loud voices, profanity, and / or obscene gestures, and **respect** the rights and safety of others.

Students will not extend head, arms, or objects out of the bus windows (This is important to student **safety** in every circumstance. This is a non-negotiable **safety** issue and a major offense when broken.)

Students will be totally silent at railroad crossings (The driver is required by law to look and listen after establishing silence on the bus. This is a non-negotiable **safety** issue and a major offense when broken.)

Students will stay seated until time to get off the bus. The driver will signal when to get up from the bus seat if you are at your stop. Use classroom voices until the unloading (or loading) process is complete. It is an **orderly** way to unload and increases **safety** by minimizing distractions.)

Students will help keep their bus clean and in good, safe condition (This helps us maintain an **orderly** and **safe** bus and is **respectful** to the next group of riders who will use it.)

## **INTERVENTION**

Bus drivers may use the interventions listed below during the intervention step of the process. A minor offense is considered inappropriate or unsafe student behavior that may be improved with minor assistance from the driver.

**Documentation:** Bus drivers will maintain daily written documentation of all occurrences in the driver daily logbook. The Audio/Video surveillance taping of all bus passengers will now be available on Scranton School District Buses for the safety and security purposes for our students.

**Verbal Reminder:** Bus drivers will remind the student of the bus rule(s) not being followed.

**Seat Reassignment:** A student assigned seat may be changed by the Principal when such change may help the student to demonstrate appropriate riding behaviors and/or allow the driver to more effectively monitor that student behavior. *(The assignment of seats at the beginning of school is part of the prevention step.)*

**Talk individually with student & Parent / Guardian Courtesy Call:** Bus drivers will talk individually with the student to determine what steps could be taken to help the student demonstrate appropriate and safe riding behaviors. School Principal will call the parents / guardian to notify them of the student's inappropriate behavior, with a request for help to achieve appropriate behavior.

**Parent / Guardian notified in writing:** Bus drivers will complete a Bus Conduct Form, which includes written documentation of the student's inappropriate behavior, with all steps taken by the driver documented on the form. The form will be given to principal and taken home by the students to be signed by parent / guardian and returned to the bus driver within two school days. A phone call to the parent / guardian should be made if form is not returned by the second day.

Any or all of the above steps may be bypassed when student actions are illegal or judged by the driver to be or so unsafe or disrespectful that immediate corrective action is required.

Violations that should be considered major offenses include, but are not limited to the following:

- drugs (includes alcohol, cigarettes, lighters)
- throwing objects off the bus
- fighting (trying to intentionally hurt someone, not pushing or shoving)
- weapons, dangerous instruments, and explosive / implosive devices
- threats/bullying (verbal and physical threats)
- Sexual harassment

Such violations should be reported immediately to the School Administrator on a Bus Conduct Form.

## CONSEQUENCES

When student behavior escalates beyond a driver control or is not improved after using the appropriate intervention steps, the bus driver will submit a bus discipline form to the school office.

Bus Conduct Form sent to School Administrator:

### **PROTOCOL FOR THE RESPONSE IF THE BUS DRIVER HAS TO PULL OVER THE BUS DUE IF A STUDENT IS SERIOUSLY OUT CONTROL:**

- Behavior escalates beyond a driver control or is not improved after using the appropriate intervention steps.
- Bus driver will call DeNaples Dispatcher who will call the Scranton Police and Director of Transportation.
- Director of Transportation will contact the school Principal and Jeff Brazil.
- Jeff Brazil will contact the Superintendent of Schools.
- SPD will contact parents and take the student home.

The School Administrator will assign appropriate consequences based on a) the severity of the misbehavior and b) number and frequency of the student bus referrals.

#### **Suggested Guidelines:**

	Elementary School	Middle School	High School
1 <sup>st</sup> Referral	1 Day Bus Suspension	3 Day Bus Suspension	5 Day Bus Suspension
2 <sup>nd</sup> Referral	3 Day Bus Suspension	5 Day Bus Suspension	10 Day Bus Suspension
3 <sup>rd</sup> Referral	5 Day Bus Suspension	10 Day Bus Suspension	15 Day Bus Suspension
4 <sup>th</sup> Referral	10 Day Bus Suspension	15 Day Bus Suspension	Bus Suspension for Remainder of School Year
5 <sup>th</sup> Referral	Bus Suspension for Remainder of School Year	Bus Suspension for Remainder of School Year	

The School Administrator may tailor consequences to account for individual circumstances in each situation. The goal of assigning consequences is to bring about the desired student behavior on the school bus and the Transportation Department supports any consequence that achieves that goal.

### **TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT**

**PLEASE REMEMBER PENNSYLVANIA LAW DOES NOT REQUIRE A SCHOOL DISTRICT TO PROVIDE TRANSPORTATION FOR ITS STUDENTS. AS A CONVENIENCE TO OUR DISTRICT FAMILIES, THE SCRANTON SCHOOL DISTRICT CHOOSES TO PROVIDE TRANSPORTATION FOR STUDENTS THAT LIVE OUTSIDE OF A SCHOOL'S IMMEDIATE AREA.**

#### **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.

### **EARLY DISMISSAL/PARENT REQUEST**

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 their teacher immediately upon their arrival at school. This request will contain the date and time of the early dismissal, 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. Please indicate in the note to the teacher 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. Every effort should be made to schedule appointments after school.

### **ILLNESS OR INJURY**

If your child becomes ill or is injured while at school you will be notified and asked to pick him/her up at the school. Please make advanced arrangements to cover such an emergency.

### **PUPIL EMERGENCY CARDS**

Each student will have on file his home phone number plus an emergency number in case of illness or accident. Please supply extra numbers if possible (relatives, friends, neighbors, etc.) so that a contact can always be made in an emergency. Please inform the school if your phone number or address changes during the school year.

### **EMERGENCY CLOSING OR EARLY DISMISSAL**

There will be a monthly calendar sent home the first of each month highlighting the important events. Early dismissals and days with no school will be listed on the calendar. Parents should ask their children about communication from the school on a daily basis.

In case of an emergency that would force the school to close without advance notice, such as snow or a water main break parents would be notified through the automated phone system and the news media (radio and television). If an emergency closing arises it is the responsibility of the parent/guardian to make the necessary arrangements regarding transportation and the location where the student would go if the parent is not at home.

### **VISITORS**

To ensure the safety of all students, visitors will report directly to the office upon entering the building. Parents and visitors must enter and exit through the front door of the building, must wear and display the visitor's pass

that will be provided to them. Parents who wish to visit classrooms will make arrangements with the principal and the teacher in advance. **Animals and pets are prohibited on school district property without consent from the Principal or site supervisor. Guide dogs and service animals are exceptions to this policy.**

### **ACTIVITIES**

Participation in school activities, such as classroom parties and field trips, is a privilege. Students should remember that inappropriate behavior, failing grades, and or illegal class absences/excessive tardiness will result in loss of these privileges.

### **VALUABLES**

Valuable items such as a portable CD player, electronic video games, jewelry, iPods, MP3 players, trading cards, etc. are not permitted in school and will be confiscated. Parents will have to come in to retrieve any confiscated items. The school will not be responsible for loss or damage to these items. Students should not bring more money to school than is needed to purchase milk/juice or lunch.

### **DISCIPLINE POLICY**

It is a commonly accepted belief that the good teacher can deal with minor discipline without the need for formal referral to the administration. When a minor problem has become so habitual that it has become a disruption to the learning process, a referral to the principal will be made.

All students will be expected to behave like ladies and gentlemen. They are expected to conduct themselves in an orderly and courteous manner **AT ALL TIMES**. Our students are expected to show self control and follow all of the school rules. We ask parents to take time to discuss with your children such items as politeness, respect for others and their property, promptness, courtesy towards others, and safety. Bullying and name calling are common problems at this age level. Please help us in our attempts to educate the children that these types of behavior are totally unacceptable.

Two areas that are viewed as extremely serious, and will lead to immediate suspension are: fighting and leaving a supervised area without permission.

The School District has adopted a zero tolerance policy regarding weapons in school. Having any type of weapon or look-alike weapon in your possession will be grounds for immediate suspension and possible expulsion.

It is our position that children need to understand that violence is never the correct solution to any problem. The severity of the violence and the student's willingness to follow an adult's directions to stop fighting will determine the length of the suspension.

Whenever a student leaves a classroom, the building, or the playground without the permission of the supervising adult, they are placing themselves in possible danger. This will never be considered acceptable behavior.

A student may be excluded from class/school trips or activities for chronic or serious disciplinary referrals. Parents and students will be notified in advance if a student will be prohibited from participating in any class or school activity. This includes end of the year field trips.

## **STUDENT RESPONSIBILITIES**

- To attend school regularly
- To put forth their best efforts in all school work each and every day
- To be aware of and obey all of the school rules
- To help create a positive school atmosphere
- To respect the rights of others
- To express their ideas and feelings in a respectful manner
- To speak without using foul language
- To make up work when absent
- To treat others as they would like to be treated

## **RULES OF CONDUCT**

1. Students will line up in designated areas as they prepare to enter the building. **NO PUSHING, RUNNING, OR SHOIVING. BACKPACKS STAY ON YOUR BACK UNTIL YOU ENTER YOUR CLASSROOM.**
2. At the conclusion of lunch recess, students will line up immediately upon instruction from the lunch monitor/principal.
3. When passing through the halls or on the stairs, students will be quiet. They should also walk, staying to the right, in a straight line. Running, pushing, and shoving are not permitted.
4. Students are reminded that lavatories are for their use and convenience, and should be kept clean and neat. Please make sure your paper towels go into the garbage. If you see anything out of place in the lavatory please report it to your teacher.
5. You must respect school property. Every student is responsible for taking good care of his/her materials. This includes desks, textbooks, library books, musical and athletic equipment, and any other material issued by the school. It also includes the school building itself. Students (and their parents) will be held accountable for lost or damaged materials.
6. All playground supplies will be provided by the school. **DO NOT** bring any balls or toys from home.
7. Students will not throw or touch snow in the winter.
8. Fighting will not be tolerated. Students must find non-violent ways by which to settle their differences. Physical fighting will result in immediate suspension from school.

The following activities are not permitted in the school or on school property:

1. Use or possession of any item or look-alike that is illegal, unlawful, or considered to be dangerous.
2. Smoking or carrying smoking products (matches and lighters included).

3. Using, transporting, or selling drugs or alcohol.
4. Cheating and/or stealing.
5. Being disrespectful (including but not limited to insubordination towards your teacher or any adult in the building).
6. Using foul language.
7. Harassment.
8. Fighting.
9. Destroying school property or the property of other students.
10. Being disruptive in class.
11. Endangering the lives or well being of students and staff.
12. Chewing gum in school.
13. Nothing to be worn which could distract others from basic educational purposes of the school to include but **NOT** limited to: tattoos, uniquely dyed hair (blue, green, etc.), jewelry, or anything that will present a safety hazard to any student.
14. Running on the playground in the morning.
15. Other behavior not appropriate/acceptable in a school.

Students who do not obey the school rules listed in this Student Guide will be disciplined. The disciplinary action taken by the principal and teachers will depend on the nature of the problem and how often it has occurred. The following actions may be used by the school:

1. A conference with the student and others involved.
2. Parent contact/conference.
3. A copy of the referral will be mailed to the parent.
4. Out-of-school suspension.
5. Loss of privileges at the discretion of the classroom teacher and the principal.
6. Expulsion.
7. Requiring the student and parent to pay for damages.
8. Informing appropriate authorities.
9. Other appropriate action.

## **FIRE DRILLS**

Fire drills are necessary and important for students' safety. When the signal is sounded, students will:

- Follow the direction of the teacher in charge.
- Leave the building in an orderly manner, following the exit directions in each room.
- Walk quickly and quietly (without running or pushing).
- Remain silent during the drill.

## **PARENT ESCHOOL HOME ACCESS PORTAL**

Parents are allowed to monitor their child progress by the Eschool Parent Home Access Portal. Parents will need to know the child's username and password provided by the school to access this function.

## **INTERIM PROGRESS REPORTS (IPR)**

All students will receive their IPR midway through each marking period.

## **WEATHER DRILLS**

The National Weather Service mandates that the school participates in a weather emergency drill once a year. Specific details will be provided to the students by the building administration.

## **PROMOTION/RETENTION**

The classroom teacher and the principal will decide whether a student is promoted or retained. They will use student performance data, report card grades and reading levels to inform the decision.

## **SUPPORT SERVICES**

### **Professional Support**

1. Principal
2. Title I Reading Specialist
3. Title I Math Specialist
4. Speech Clinicians
5. School Psychologists
6. School Based Behavioral Health Teams/Intensive Case Managers (Scranton Counseling Center)
7. Children and Youth School Liaisons
8. School Nurse

### **Paraprofessionals (direct services)**

Special Education Classroom Aides  
Preschool Aides  
Kindergarten Aides  
Library Aides  
Cafeteria Employees  
Maintenance Personnel

### **Special Education Services**

Life Skills Support  
Learning Support  
Occupational Therapy  
Physical Therapy  
Speech Therapy  
Vision Therapy  
Gifted Support

## **Special Education Services Available Through the Scranton School District**

Learning Support

Life Skills

Speech/Hearing and Language Impaired

Emotional Support

### **Additional Programs**

1. Student observers and student teachers in cooperation with local universities.
2. Full day kindergarten.
3. Three (3) and Four (4) year old Preschool Classes.
4. Drug and Alcohol Resistance Education.
5. ELF (Elementary Lessons on Feelings)
6. Junior Deputy Program of Lackawanna County.
7. Parent Teacher Association.
8. School breakfast program.
9. Student of the month program.
10. 5<sup>th</sup> Grade Track and Field Day.
11. Special Olympics District Competitions.
12. Parent Volunteer Program.

### **Drug and Alcohol Help**

1. Drug and Alcohol Abuse Hotline – 24 Hours a day  
FIRST – 961-1234 – Information and referral line.
2. Self Help Groups – Support Group Information and Assistance SHINE – 961-1234
3. Outpatient Counseling – Drug and Alcohol Treatment Services  
Scranton 961-1997    Carbondale 282-6630
4. Case Management/Detox Services – Commission on Drug and Alcohol – 963-6315
5. Adolescent MISA Program (Mentally Ill Substance Abuser)  
– Lourdesmont Youth and Family Services - 587-4741
6. Crisis Intervention/Employment Counseling Community Intervention Center – 342-4298
7. Lackawanna County Commission on Drug and Alcohol Prevention – 343-3573
8. Report juvenile drug/alcohol activity **ANONYMOUSLY** to the District Attorney at 1-888-417-DOPE.

### **EDUCATIONAL TRIPS**

Students who are taking educational trips with their parents must receive prior permission from the principal to be excused from school. Parents will write a letter to the principal, including the dates of the trip. Students are required to collect homework assignments before leaving on their trip. These assignments should be completed by the time the student returns to school. Approval may be denied for the following reasons:

1. Poor academic achievement
2. Excessive absenteeism and tardiness.
3. Second request within one year.
4. Total absence will exceed 10 days.
5. Conflict with Pennsylvania State System of Assessment Calendar.

**NO PERMISSION FOR EXTENDED ABSENCE WILL BE GRANTED DURING THE PSSA TESTING WINDOW. ABSENCES WITHOUT A DOCTOR'S EXCUSE WILL BE RECORDED AS ILLEGAL ABSENCES. NO EXCEPTIONS!**

### **HOMEWORK**

Homework is an important and necessary part of education. Students will make every effort to complete assignments neatly and on time. When students are absent for one or two days or out of class for other appointments, it is suggested that they contact a reliable friend for assignments. If a student is absent for three or more days, a parent may call the office to make arrangements to have the assignments sent home. These assignments can be picked up by 2:15 pm on the following day. Assignments cannot be obtained on the day of the call. Students who fail to complete homework assignments may be assigned to lunch detention. Additional offenses may result in loss of privileges.

### **MILK/BREAKFAST/LUNCH**

Scranton School District has continued its enrollment in the Community Eligibility Program (CEP). This program allows all students, regardless of income, to receive a nutritious breakfast and lunch, daily at no cost. Milk is available during snack time. The cost of milk is \$0.35. **FREE BREAKFAST** is available for all students every day. **FREE LUNCH** is available for all students every day. Please fill out and return the Annual Poverty Guidelines found in Section D: *Scranton School District Policies Sign-off Sheets*.

### **LUNCH ROOM RULES AND CONDUCT**

Students will continue to follow all school rules while in the cafeteria. Students will:

- Talk quietly.
- Remain seated until excused.
- Remain in the same seat for the entire lunch period.
- Make sure that the table and floor around them are clean.
- Follow all rules of the lunch monitors and servers on lunch duty - they are to be given the same respect as any other adult in the building.
- Ask for permission to get out of their seat to get something.
- Not ask to use the lavatory until all students have been served.
- Repeated misbehavior may result in loss of lunch recess privileges.

## **THE USE OF ELECTRONIC DEVICES**

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 procedure the definition of an Electronic Device is as follows:

**ELECTRONIC DEVICE**- shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

For the purpose of this procedure, personal computers (desktop/ laptop computers) that are not school property are also considered electronic devices.

Where there is a question of the possession of an electronic 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.

## **GUIDELINES and ALLOWANCES**

- The use of an electronic device by a student is not permitted in a classroom or school building during the school day. There will be certain exceptions where the use of an electronic device is allowed. These exceptions are listed below.
- The use of the CAMERA/RECORDING function on any electronic device **is not permitted at any time in a school building during the school day.**
- During school wide emergency situations students are **not** allowed to use any electronic device unless permission is granted by the principal.
- Laser pointers and attachments are **not** permitted in school buildings, at school-sponsored activities, or on buses and district vehicles under any circumstances.

## **EXCEPTIONS:**

The building administrator may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom for instructional-related purposes when allowed by the teacher and/or principal.
4. On district vehicles and busses as long as the use does not interfere with school operations or student safety.
5. Other reasons determined appropriate by the building principal or assistant principal.
6. Outside of the school day on district property.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:



1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

## **ELECTRONIC IMAGES, PHOTOGRAPHS AND RECORDING**

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images, photographs or recordings whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited.

## **STUDENT SAFETY**

Please be aware that cameras and metal detectors are employed throughout the district to assist in maintaining a safe school environment.

## **TEXTBOOK PROCEDURES:**

1. Textbooks issued to a student will be assessed at replacement cost.  
You are responsible for their care and return in the condition received except for normal wear and tear.
2. Students must put their name on the inside cover of the textbook and the teachers are to put their initials next to the students name once textbooks are distributed.
  - If a student's schedule changes throughout the school year the original subject textbook issued to that student should be returned to the bookroom by that student. The student will be given a textbook for that new subject once they are in the new classroom.
  - If a student withdraws or transfers all textbooks should be returned to the guidance counselor.
  - If a student's situation warrants a second set of textbooks, written notification must be given to the appropriate staff member.
3. All textbooks must have a book cover which may be provided by the textbook clerk based upon availability.
4. Students should not be allowed to leave their textbook in the classroom.
5. At the end of the each quarter a textbook check will be conducted. If a student loses their books during the school year they may have their report card withheld and they **may be denied extra-curricular and/or co-curricular activity privileges due to a lost textbook** until the textbook is returned, found, or the cost of the text is paid. Parents/Guardians of those students who have lost, damaged or misplaced textbooks will receive a letter stating the information regarding the textbook replacement cost and where to direct payment. Those found to be out of compliance may be charged in accordance with Board Policy; #224 *Care of School Property; the parent/guardian may be prosecuted under law according to PA General Assembly 1949 Act 14.*

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

Parents should feel free to contact the main 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 throughout the school year on a quarterly basis. Approximately 8 school days following the end of any 45 day marking period, a report card is sent to the student's parent(s) or guardian(s).

Students receiving an incomplete grade on their report cards must make up the grade within 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.

### **STUDENT DEBT**

Special privileges regarding school clubs and activities (dances, field trips, co-curricular events, extra-curricular programs, etc.) may be denied for students who have outstanding balances.

### **FIDGET SPINNERS**

Fidget Spinners are banned from all building in the SSD. Please do not allow your child to take a fidget spinner to school; it will be confiscated by faculty and/or administration. Thank you.