

Scranton School District

Employee Handbook

2024-2025

I. INTRODUCTION

EQUAL EDUCATIONAL OPPORTUNITY

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. Timothy A. Wolff
Title IX Compliance Officer
Scranton School District
425 North Washington Avenue
Scranton, PA 18503
570-348-3403

SCRANTON BOARD OF EDUCATION

| | |
|----------------------------|-----------------|
| Ty Holmes, President | |
| Tara Yanni, Vice President | Marie Merkel |
| Catherine Fox | Katie Gilmartin |
| Tom Borthwick | Danielle Chesek |
| Sean McAndrew | Robert Casey |

SCRANTON SCHOOL DISTRICT CENTRAL ADMINISTRATIVE STAFF

Dr. Erin Keating
Superintendent of Schools

Patrick Laffey
Assistant to the Superintendent
for Finance and Operations

Al O'Donnell
Assistant Superintendent for Community
Relations and Student/Staff Support

Dr. Carol Saylor
Acting Chief Recovery Officer

Ann Grebeck
Director of Curriculum and
Instruction/Federal Programs

Robert DeLuca
Director of Leadership and
Accountability

Robert Rucker
Director of Facilities, Ground, and
Operations

Robert Gentilezza
Director of Compliance

Timothy A. Woff
Director of Human Resources

Christopher Summa
Director of Technology

Ann Genett
Director of Special Education and
Support Services

Julie Maloney
Supervisor of Transportation and
Technology

Kevin Kearney
School Safety and Security
Coordinator

Susan Wallace
Student Management Systems/
PIMS Coordinator

Maggie Cosgrove
Federal, State and ELD Program
Coordinator

Katona Miller
STEMM Program Supervisor

Robert Butka
Cyber Program Supervisor

Virginia Orr
Board of Education Secretary

SCRANTON SCHOOL DISTRICT

OUR MISSION:

The mission of the Scranton School District is to educate, inspire and empower students.

HIGH SCHOOL REGULAR SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom/Breakfast | 8:05 AM | 8:27 AM | 22 min |
| Period 1 | 8:30 AM | 9:17 AM | 47 min |
| Period 2 | 9:20 AM | 10:07 AM | 47 min |
| Period 3 | 10:10 AM | 10:57 AM | 47 min |
| Period 4 | 11:00 AM | 11:30 AM | 30 min |
| Period 5 | 11:33 AM | 11:47 AM | 14 min |
| Period 6 | 11:50 AM | 12:20 PM | 30 min |
| Period 7 | 12:23 PM | 12:37 PM | 14 min |
| Period 8 | 12:40 PM | 1:10 PM | 30 min |
| Period 9 | 1:13 PM | 2:00 PM | 47 min |
| Period 10 | 2:03 PM | 2:50 PM | 47 min |

HIGH SCHOOL FACULTY SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom/Breakfast | 8:05 AM | 8:27 AM | 22 min |
| Period 1 | 8:30 AM | 9:11 AM | 41 min |
| Period 2 | 9:14 AM | 9:55 AM | 41 min |
| Period 3 | 9:58 AM | 10:39 AM | 41 min |
| Period 4 | 10:42 AM | 11:12 AM | 30 min |
| Period 5 | 11:15 AM | 11:23 AM | 8 min |
| Period 6 | 11:26 AM | 11:56 AM | 30 min |
| Period 7 | 11:59 AM | 12:07 PM | 8 min |
| Period 8 | 12:10 PM | 12:40 PM | 30 min |
| Period 9 | 12:43 PM | 1:24 PM | 41 min |
| Period 10 | 1:27 PM | 2:08 PM | 41 min |

HIGH SCHOOL COMPRESSED SCHEDULE (no AM CTC)

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom/Breakfast | 10:05 AM | 10:26 AM | 21 min |
| Period 1 | 10:29 AM | 10:59 AM | 30 min |
| Period 2 | 11:02 AM | 11:32 AM | 30 min |
| Period 3 | 11:35 AM | 12:05 PM | 30 min |
| Period 4 | 12:08 PM | 12:38 PM | 30 min |
| Period 6 | 12:41 PM | 1:11 PM | 30 min |
| Period 8 | 1:14 PM | 1:44 PM | 30 min |
| Period 9 | 1:47 PM | 2:17 PM | 30 min |
| Period 10 | 2:20 PM | 2:50 PM | 30 min |

HIGH SCHOOL 3-HOUR DELAY SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom/Breakfast | 10:05 AM | 10:26 AM | 21 min |
| Period 1 | 10:29 AM | 10:59 AM | 30 min |
| Period 2 | 11:02 AM | 11:32 AM | 30 min |
| Period 3 | 11:35 AM | 12:05 PM | 30 min |
| Period 4 | 12:08 PM | 12:38 PM | 30 min |
| Period 6 | 12:41 PM | 1:11 PM | 30 min |
| Period 8 | 1:14 PM | 1:44 PM | 30 min |
| Period 9 | 1:47 PM | 2:17 PM | 30 min |
| Period 10 | 2:20 PM | 2:50 PM | 30 min |

HIGH SCHOOL PEP RALLY SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom/Breakfast | 8:10 AM | 8:26 AM | 16 min |
| Period 1 | 8:30 AM | 9:02 AM | 32 min |
| Period 2 | 9:06 AM | 9:38 AM | 32 min |
| Period 3 | 9:42 AM | 10:14 AM | 32 min |

| | | | |
|-----------|----------|----------|--------|
| Period 4 | 10:18 AM | 10:48 AM | 30 min |
| Period 5 | 10:52 AM | 10:54 AM | 2 min |
| Period 6 | 10:58 AM | 11:28 AM | 30 min |
| Period 7 | 11:32 AM | 11:34 AM | 2 min |
| Period 8 | 11:38 AM | 12:08 PM | 30 min |
| Period 9 | 12:12 PM | 12:44 PM | 32 min |
| Period 10 | 12:48 PM | 1:20 PM | 32 mi |

INTERMEDIATE SCHOOL REGULAR SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom | 8:45 AM | 9:05 AM | 20 min |
| Period 1 | 9:07 AM | 9:54 AM | 47 min |
| Period 2 | 9:56 AM | 10:43 AM | 47 min |
| Period 3 | 10:45 AM | 11:15 AM | 30 min |
| Period 4 | 11:17 AM | 11:34 AM | 17 min |
| Period 5 | 11:36 AM | 12:06 PM | 30 min |
| Period 6 | 12:08 PM | 12:25 PM | 17 min |
| Period 7 | 12:27 PM | 12:57 PM | 30 min |
| Period 8 | 12:59 PM | 1:16 PM | 17 min |
| Period 9 | 1:18 PM | 1:48 PM | 30 min |
| Period 10 | 1:50 PM | 2:37 PM | 47 min |
| Period 11 | 2:39 PM | 3:26 PM | 47 min |

INTERMEDIATE SCHOOL FACULTY SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom | 8:45 AM | 9:05 AM | 20 min |
| Period 1 | 9:07 AM | 9:37 AM | 30 min |
| Period 2 | 9:39 AM | 10:09 AM | 30 min |
| Period 3 | 10:11 AM | 10:41 AM | 30 min |
| Period 4 | 10:43 AM | 10:54 AM | 13 min |
| Period 5 | 10:56 AM | 11:26 AM | 30 min |
| Period 6 | 11:28 AM | 11:39 AM | 11 min |
| Period 7 | 11:41 AM | 12:11 PM | 30 min |
| Period 8 | 12:13 PM | 12:24 PM | 13 min |
| Period 9 | 12:26 PM | 12:56 PM | 30 min |
| Period 10 | 12:58 PM | 1:28 PM | 30 min |
| Period 11 | 1:30 PM | 2:00 PM | 30 min |

INTERMEDIATE SCHOOL COMPRESSED SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom | 10:45 AM | 11:05 AM | 20 min |
| Period 1 | 11:07 AM | 11:30 AM | 23 min |
| Period 2 | 11:32 AM | 11:55 AM | 23 min |
| Period 3 | 11:57 AM | 12:27 PM | 30 min |
| Period 4 | 12:29 PM | 12:38 PM | 9 min |
| Period 5 | 12:40 PM | 1:10 PM | 30 min |
| Period 6 | 1:12 PM | 1:21 PM | 9 min |
| Period 7 | 1:23 PM | 1:53 PM | 30 min |
| Period 8 | 1:55 PM | 2:04 PM | 9 min |
| Period 9 | 2:06 PM | 2:36 PM | 30 min |
| Period 10 | 2:38 PM | 3:01 PM | 23 min |
| Period 11 | 3:03 PM | 3:26 PM | 23 min |

INTERMEDIATE SCHOOL 3-HOUR SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Homeroom | 11:45 AM | 11:57 AM | 12 min |
| Period 1 | 11:59 AM | 12:12 PM | 13 min |
| Period 2 | 12:14 PM | 12:27 PM | 13 min |
| Period 3 | 12:29 PM | 12:59 PM | 30 min |
| Period 4 | 1:01 PM | 1:06 PM | 5 min |
| Period 5 | 1:08 PM | 1:38 PM | 30 min |
| Period 6 | 1:40 PM | 1:45 PM | 5 min |
| Period 7 | 1:47 PM | 2:17 PM | 30 min |
| Period 8 | 2:19 PM | 2:24 PM | 5 min |
| Period 9 | 2:26 PM | 2:56 PM | 30 min |
| Period 10 | 2:58 PM | 3:11 PM | 13 min |
| Period 11 | 3:13 PM | 3:26 PM | 13 min |

ELEMENTARY SCHOOL SCHEDULE

| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Start | 8:10 AM | — | — |
| Tuesday Dismissal | 1:55 PM | — | — |
| Regular Dismissal | 2:25 PM | — | — |

ELEMENTARY SCHOOL COMPRESSED SCHEDULE













| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Start | 10:10 AM | — | — |

| | | | |
|-------------------|---------|---|---|
| Tuesday Dismissal | 1:55 PM | — | — |
| Regular Dismissal | 2:25 PM | — | — |







ELEMENTARY SCHOOL 3-HOUR DELAY SCHEDULE



| Description / Period | Start Time | End Time | Length |
|----------------------|------------|----------|--------|
| Start | 11:10 AM | — | — |
| Tuesday Dismissal | 1:55 PM | — | — |
| Regular Dismissal | 2:25 PM | — | — |

SCHOOL CONTACTS

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| <u>Scranton High School</u> | <u>West Scranton High School</u> |
| Principal: Mr. John R Coyle Assistant Principal: Dave Mitchell Assistant Principal: Michael Montoro  (570) 348-3481  (570) 348-3561  63 Munchak Way Scranton, PA 18508 | Principal: Dr. Renee Stevens Assistant Principal: Ms. Cory Crossin Assistant Principal: Mr. Ken Murphy  (570) 348-3616  (570) 348-3564  1201 Luzerne Street Scranton, PA 18504 |
| <u>Northeast Scranton Intermediate School</u> | <u>South Scranton Intermediate School</u> |
| Principal: Mr. Chris Gentilezza Assistant Principal: Mr. Jason Schlingman  (570) 348-3651  (570) 348- 3608  721 Adams Avenue Scranton, PA 18510 | Principal: Mr. Joseph Lalli Assistant Principal: Mr. Shaun Rohland  (570) 348-3631  (570) 348-3609  355 Maple Street Scranton, PA 18505 |

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|--|--|
| <p align="center"><u>West Scranton Intermediate School</u></p> <p>Principal: Ms. Angela Keating</p> <p>Assistant Principal: Mr. Richard Dempsey</p> <p>☎ (570) 348-3631 🏠 (570) 348-3610 📍 401 Fellows Street Scranton, PA 18504</p> | <p align="center"><u>Adams Elementary</u></p> <p>Principal: Ms. Jennifer Bradley</p> <p>Assistant Principal: Ms. Cynthia Motter</p> <p>☎ (570) 348-3655 🏠 (570) 348-3163 📍 827 Capouse Avenue Scranton, PA 18509</p> |
| <p align="center"><u>Armstrong Elementary School</u></p> <p>Principal: Ms. Jennifer Bradley</p> <p>Assistant Principal: Ms. Cynthia Motter</p> <p>☎ (570) 348-3661 🏠 (570) 348-3599 📍 1500 N. Lincoln Avenue Scranton, PA 18508</p> | <p align="center"><u>Isaac Tripp Elementary</u></p> <p>Principal: Mr. Brandon Budd</p> <p>Assistant Principal: Ms. Amanda Deutsch</p> <p>☎ (570) 558-2700 🏠 (570) 558-2707 📍 1000 N. Everett Avenue Scranton, PA 18504</p> |
| <p align="center"><u>John F. Kennedy Elementary</u></p> <p>Principal: Ms. Nora Phillips</p> <p>☎ (570) 558-8970 🏠 (570) 558-8972 📍 2200 Prospect Avenue Scranton, PA 18505</p> | <p align="center"><u>McNichols Educational Plaza</u></p> <p>Principal: Dr. Mina Ardestani</p> <p>☎ (570) 348-3685 🏠 (570) 348-3499 📍 1111 South Irving Avenue Scranton, PA 18505</p> |
| <p align="center"><u>Robert Morris Elementary</u></p> <p>Principal: Mr. Michael Coleman</p> <p>☎ (570) 348-3681 🏠 (570) 570-348-3160 📍 1824 Boulevard Avenue Scranton, PA 18509</p> | <p align="center"><u>William Prescott Elementary</u></p> <p>Principal: Ms. Shelly Egan</p> <p>☎ (570) 348-3683 🏠 (570) 348-3677 📍 840 Prescott Avenue Scranton, PA 18510</p> |
| <p align="center"><u>Charles Sumner Elementary</u></p> <p>Principal: Ms Shannon Rucker</p> <p>Assistant Principal: Ms. Lisa Owens</p> <p>☎ (570) 348-3688 🏠 (570) 348-3370 📍 372 N. Sumner Avenue Scranton, PA 18504</p> | <p align="center"><u>John G. Whittier Elementary</u></p> <p>Principal: Ms. Andrea Musto</p> <p>☎ (570) 348-3690 🏠 (570) 348-3674 📍 700 Orchard Street Scranton, PA 18505</p> |

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|---|---|
| <u>Lincoln Jackson Academy/Monticello</u> | <u>Frances Willard Elementary</u> |
| Program Director: Mr. Dennis Engles | Principal: Ms. Shannon Rucker |
|  (570) 558-2731 | Assistant Principal: Ms. Lisa Owens |
|  (570) 207-1221 |  (570) 348-3692 |
|  1739 Dickson Avenue |  (570) 348-1861 |
| Scranton, PA 18509 |  1100 Eynon Street |
| | Scranton, PA 18504 |

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| <u>Scranton Cyber Academy</u> |
| Cyber Program Supervisor: Mr. Robert Butka |
| Assistant Principal: Mr. Joseph Hanni |
|  (570) 558-6207 |
|  (570) 348-3615 |

II. Employee Information

SSD EXPECTATIONS OF PROFESSIONAL EMPLOYEES

It is the expectation of the Scranton School District that all professional employees, teachers and administrators, abide by the [Pennsylvania Code of Conduct for Educators](#).

FAMILY MEDICAL LEAVE ACT(FMLA)

All requests for leave shall be made in writing on the district form 30 days in advance of the necessary leave. Guides advising employees of their rights and responsibilities are posted throughout the District and shall be given to employees upon request; whenever an employee requests FMLA leave; and whenever the district designates a leave as a FMLA leave, requested or not. Please check your appropriate CBA for more information.

CHILD PROTECTIVE SERVICES ACT 124

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, "an abused child means a child of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental.

School Procedure:

School staff members may initially question the child to determine if it is accidental or caused by a parent or caretaker. However, in no case, should the child be subjected to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of Youth and Family Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report is to be made immediately. Inform your building supervisor.

EMPLOYEE PERSONNEL FILES

To request access to your personnel file, contact Mrs. Megan Buck for an appointment. Employees may not make alterations to their record nor remove any material.

Any changes of status in the form of name, address, telephone number, marital status or change in dependents needs to be brought to the attention of Human Resources.

DRESS AND GROOMING

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

SCHOOL CLOSING

The automated call system will be utilized to alert all stakeholders of school closings/delays/early dismissals. Additionally, announcements will be made *via* Twitter, Facebook, and to television stations WBRE, WYOU and WNEP and the SSD TV21 Educational Channel. School delays are typically 1.5 hours.

HARASSMENT

The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators on the District Form. Please refer to Scranton School District Policy 348 in Section IV.

TOBACCO USE

The Scranton City School District prohibits the use of tobacco in all forms (including vapor cigarettes) 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.

DRUG AND SUBSTANCE ABUSE

The Scranton School District will not tolerate any use of drugs. Please refer to Scranton School District Policy 351 in Section IV.

EMPLOYEE ABSENCES

To access the AESOP online system, go to <http://frontlinek12.com/aesop>. Your username will be your phone number and your pin number will be sent via email. Contact the HR Department at 570.348.3400 option 5 for questions regarding the AESOP system. Any employee who, for emergency reasons only, must leave the workplace during the day, must inform their immediate supervisor.

Teachers must inform and get approval from their principal. Principals must inform and get approval from their respective supervisor.

For information concerning sick days, personal days, bereavement days or vacation days, please refer to the respective collective bargaining agreement.

ACTIONS NOT SUPPORTED BY THE ADMINISTRATION

The following action cannot be supported by the School Principal:

1. Corporal Punishment
2. Any form of student ridicule
3. Unreasonable homework assignments including written punishment work

4. Excusing students from school early without confirmation by the office.
5. Insufficient student supervision...
 - a. to, from and in the classroom
 - b. to and from recess
 - c. to the bus loading area
 - d. during fire drills
 - e. before and after school
6. Smoking on school grounds.
7. Teacher arguments or disagreements voiced openly in school in the presence of children or adults.
8. Placement of students outside the classroom for any reason.
9. Students sent back to classrooms by special teachers; the regular classroom teacher may not be there.
10. Allowing students to wear unacceptable garments in school, including hats during class time.
11. Disregard for school policies, rules and regulations.
12. Unreasonable punishment assignments

TARDINESS

Please refer to Scranton School District Policy number 318 in Section IV on questions of tardiness.

CARE OF BOOKS AND EQUIPMENT

When books are distributed during the first week of school, be sure to see that the number is placed on the inside of the front cover of each book. When textbooks are handed out, record the number listed on the inside cover of all texts opposite the pupil's name in your class record book. This will aid in finding lost books.

Lost or destroyed textbooks should be reported to the Office. Parents will be expected to pay for these items. Every effort should be made to impress on the child the desire and necessity to protect school property. Pupils should not be permitted to place papers in their books or to write on or in them.

Frequently emphasize the care of grounds, buildings, equipment, furniture, etc. The signs of normal wear on a book over a period of time are indications that a book has been read and enjoyed. This is expected, and efforts to preserve books should never prevent students from handling them themselves.

However, it is of the greatest importance that children be taught how to handle books from the first moment they are exposed to them.

CARE OF CLASSROOMS

The care of the classroom rests largely with the teacher. The use of a large number of visual aids, bulletin board displays or materials pertaining to the units being taught and displays of student projects gives a classroom a workshop atmosphere and creates a very favorable impression. It also has a definite effect on the quality of work done by the students working in the classroom.

Floors should be free of waste paper at all times and window shades should be locked before leaving each day. Thorough desk inspection should be made on a weekly basis to eliminate excessive accumulation of waste materials.

Room keys shall be turned in to the office at the end of each day. The teacher will lock the door, but not close the door. No additional furniture of any kind is to be added to classrooms other than that specifically assigned through Administration.

CELL PHONES

The use of cell phones by teachers during instruction and duty time is not permitted unless it is part of the instruction. At no time will employees use the Scranton School District Wi-Fi network for personal use.

CLASSROOM SUPERVISION

Teachers are reminded that they are responsible for their students from the start of the school day to its end. Students should not be left unattended in the room for even one minute. In case of an emergency, contact the building principal, so that an arrangement can be made to have one of the aides supervise your class. Phone calls or other personal business are to be carried on at recess time, lunch period or a free period. In the event of in-coming calls, a message will be taken by the secretary or aide and delivered to the teacher. Under no circumstances will teachers be called to the phone during class time unless an emergency arises.

COMPUTER LAB USE

Teachers need to contact the appropriate building personnel to schedule lab time.

DISCIPLINE

The Scranton School District will utilize the School Wide Positive Behavior System.

DUPLICATING/COPYING

High speed copiers/scanners are available in every school building for teacher's duplication needs. Teachers should act responsibly concerning the number of copies produced and the time needed to make copies — do not monopolize the use of the copier. Copy machines are not for personal use. If a malfunction occurs, inform the secretary in the office. Any large copy jobs should be sent to the Graphic Arts department for completion. For print jobs that are in digital format you can email those jobs to be sure to include the school, copy count, and teacher name in your email. (graphic.arts@ssdedu.org)

ELECTRONIC COMMUNICATION/EMAIL

Teachers must check their email each morning for pertinent information regarding the daily functioning of the school. All efforts will be made to distribute information electronically rather than on paper, in order to expedite the distribution and to reduce waste.

INTERNET POLICIES

Signature page for the *SSD Acceptable Use Policy* is in Section C of this handbook. [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 resources worldwide. 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 EMail 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.

POLITICAL ACTIVITY

Please refer to Scranton School District Policy # 321 in Section III for any questions on political activity on school grounds.

PROFESSIONALISM

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III. REFERENCED SSD POLICIES

I. Employee Information

SSD EXPECTATIONS OF PROFESSIONAL EMPLOYEES

It is the expectation of the Scranton School District that all professional employees, teachers and administrators, abide by the [Pennsylvania Code Of Conduct For Educators](#).

FAMILY MEDICAL LEAVE ACT(FMLA)

All requests for leave shall be made in writing on the district form 30 days in advance of the necessary leave. Guides advising employees of their rights and responsibilities are posted throughout the District and shall be given to employees upon request; whenever an employee requests FMLA leave; and whenever the district designates a leave as a FMLA leave, requested or not. Please check your appropriate CBA for more information.

CHILD PROTECTIVE SERVICES ACT 124

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, "an abused child means a child of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental.

School Procedure:

School staff members may initially question the child to determine if it is accidental or caused by a parent or caretaker. However, in no case, should the child be subjected to undue pressure in order to validate the suspicion of abuse. Validation of suspected child abuse is the responsibility of Youth and Family Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report is to be made immediately. Inform your building supervisor.

EMPLOYEE PERSONNEL FILES

To request access to your personnel file, contact Mrs. Megan Buck for an appointment. Employees may not make alterations to their record nor remove any material.

Any changes of status in the form of name, address, telephone number, marital status or change in dependents needs to be brought to the attention of Human Resources.

DRESS AND GROOMING

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

SCHOOL CLOSING

The automated call system will be utilized to alert all stakeholders of school closings/delays/early dismissals. Additionally, announcements will be made *via* Twitter, Facebook, and to television stations WBRE, WYOU and WNEP and the SSD TV21 Educational Channel. School delays are typically 1.5 hours.

HARASSMENT

The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators on the District Form. Please refer to Scranton School District Policy 348 in Section IV. EEO Laws Equal Employment Opportunity (EEO) laws are those that prohibit specific types of job discrimination.

EEO laws include: the Age Discrimination in Employment Act of 1967 (ADEA), Titles I and V of the Americans with Disabilities Act of 1990 (ADA), the Equal Pay Act of 1963 (EPA), Sections 501 and 505 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 (Title VII).

Harassment is only covered by EEO laws if it is based on one or more of the individual's legally protected characteristics. Legally protected characteristics include: race,color, national origin, religion, sex (including pregnancy,

childbirth, or related conditions, and sexual orientation and gender identity), age, disability, genetic information, retaliation, and cross-bases issues.

TOBACCO USE

The Scranton City School District prohibits the use of tobacco in all forms (including vapor cigarettes) 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.

DRUG AND SUBSTANCE ABUSE

The Scranton School District will not tolerate any use of drugs. Please refer to Scranton School District Policy 351 in Section IV.

EMPLOYEE ABSENCES

To access the AESOP online system go to <http://frontlinek12.com/aesop>. Your username will be your phone number and your pin number will be sent via email. Contact the HR Department at 570.348.3403 for questions regarding the AESOP system. Any employee who, for emergency reasons only, must leave the workplace during the day, must inform their immediate supervisor. Teachers must inform and get approval from their principal. Principals must inform and get approval from their respective supervisor.

For information concerning sick days, personal days, bereavement days or vacation days, please refer to the respective collective bargaining agreement.

ACTIONS NOT SUPPORTED BY THE ADMINISTRATION

The following action cannot be supported by the School Principal:

- a. Corporal Punishment
- b. Any form of student ridicule
- c. Unreasonable homework assignments including written punishment work
- d. Excusing students from school early without confirmation by the office.
- e. Smoking on school grounds.
- f. Teacher arguments or disagreements voiced openly in school in the presence of children or adults.
- g. Students sent back to classrooms by special teachers; the regular classroom teacher may not be
- h. Allowing students to wear unacceptable garments in school, including hats during class time
- i. Disregard for school policies, rules and regulations.
- j. Unreasonable punishment assignments
- k. Insufficient student supervision...
 - a. to, from and in the classroom
 - b. to and from recess
 - c. to the bus loading area
 - d. during fire drills
 - e. before and after school

TARDINESS

Please refer to Scranton School District Policy number 318 in Section IV on questions of tardiness.

CARE OF BOOKS AND EQUIPMENT

When books are distributed during the first week of school, be sure to see that the number is placed on the inside of the front cover of each book. When textbooks are handed out, record the number listed on the inside cover of all texts opposite the pupil's name in your class record book. This will aid in finding lost books.

Lost or destroyed textbooks should be reported to the Office. Parents will be expected to pay for these items. Every effort should be made to impress on the child the desire and necessity to protect school property. Pupils should not be permitted to place papers in their books or to write on or in them. Frequently emphasize the care of grounds, buildings, equipment, furniture, etc. The signs of normal wear on a book over a period of time are indications that a

book has been read and enjoyed. This is expected, and efforts to preserve books should never prevent students from handling them themselves. However, it is of the greatest importance that children be taught how to handle books from the first moment they are exposed to them.

CARE OF CLASSROOMS

The care of the classroom rests largely with the teacher. The use of a large number of visual aids, bulletin board displays or materials pertaining to the units being taught and displays of student projects gives a classroom a workshop atmosphere and creates a very favorable impression. It also has a definite effect on the quality of work done by the students working in the classroom.

Floors should be free of waste paper at all times and window shades should be locked before leaving each day. Thorough desk inspection should be made on a weekly basis to eliminate excessive accumulation of waste materials. Room keys shall be turned in to the office at the end of each day. The teacher will lock the door, but not close the door. No additional furniture of any kind is to be added to classrooms other than that specifically assigned through Administration.

CELL PHONES

The use of cell phones by teachers during instruction and duty time is not permitted unless it is part of the instruction. At no time will employees use the Scranton School District Wi-Fi network for personal use.

CLASSROOM SUPERVISION

Teachers are reminded that they are responsible for their students from the start of the school day to its end. Students should not be left unattended in the room for even one minute. In case of an emergency, contact the building principal, so that an arrangement can be made to have one of the aides supervise your class. Phone calls or other personal business are to be carried on at recess time, lunch period or a free period. In the event of in-coming calls, a message will be taken by the secretary or aide and delivered to the teacher. Under no circumstances will teachers be called to the phone during class time unless an emergency arises.

COMPUTER LAB USE

Teachers need to contact the appropriate building personnel to schedule lab time.

DISCIPLINE

The Scranton School District will utilize the School Wide Positive Behavior System.

DUPLICATING/COPYING

High speed copiers/scanners are available in every school building for teacher's duplication needs. Teachers should act responsibly concerning the number of copies produced and the time needed to make copies — do not monopolize the use of the copier. Copy machines are not for personal use. If a malfunction occurs, inform the secretary in the office. Any large copy jobs should be sent to the Graphic jobs that are in digital format. You can email those jobs to be sure to include the school, copy count, and teacher name in your email. (graphic.arts@ssdedu.org)

ELECTRONIC COMMUNICATION/EMAIL

Teachers must check their email each morning for pertinent information regarding the daily functioning of the school. All efforts will be made to distribute information electronically rather than on paper, in order to expedite the distribution and to reduce waste.

INTERNET POLICIES

Signature page for the *SSD Acceptable Use Policy* is in Section C of this handbook. [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 resources worldwide. 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 EMail 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.

POLITICAL ACTIVITY

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