



SECTION D
2024-2025 SCRANTON SCHOOL DISTRICT POLICY SIGN-OFF SHEETS

The Scranton School District Parent/Student Handbook containing District policies is found on the District’s website at <https://www.scrsd.org/families/handbooks>. The Handbook contains SSD policies and rules students of the District must follow as well as information about students’ rights.

Signing this document signifies that you and your student have read and reviewed the policies listed in the Handbook and are familiar with the policies, rules, and rights of students at the Scranton School District. We advise that all policies and rules in the handbook be reviewed, specifically the following:

- Family Education Rights and Privacy Notifications
- Electronic Devices
- Protection of Pupil Rights Notifications
- Integrated Pest Management Policy
- Acceptable Internet Use Policy
- Medication Policies
- Pledge of Allegiance Code
- Special Education Annual Notice to Parents
- Tobacco Policy
- State Truancy Law
- Uniform Policy, Grades K-12
- School Visitation Policy
- Sexual Harassment Policy
- IDEA
- Volunteer Clearances
- Academic Integrity Policy
- Lackawanna County Safe Schools Policy
- Tiered K-12 Discipline Policy
- Search and Seizure Policy
- Unlawful Harassment Policy
- Weapons Policy
- Transportation/Bus Conduct and Rules
- Textbook Procedures
- Education of Homeless Students
- Elementary Title I School Compact
- Title IX
- Bullying Policy

Student Name – Printed

Date

Student Signature

Date

Parent Signature

Date

The rest of this packet contains the following documents that must be reviewed, signed and returned by Wednesday, September 4th, 2024:

- **Acceptable Internet Use**
- **Media Release Form**
- **Library Card Application**
- **Academic Integrity Policy**
- **Military Family Questionnaire**
 - **Poverty Guideline Form**
 - **Chromebook Agreement**

All forms must be returned to your child’s school by Wednesday, September 4, 2024

PLEASE REVIEW AND SIGN ATTACHED DOCUMENTS

INTERNET POLICIES

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 workspace.

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

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

Of primary importance to the School District is the safety of our students while utilizing the District network. The Scranton School District, as required by CIPA, utilizes a network content filter that blocks access to unacceptable material. This material includes, but is not limited to pornography, child pornography, sexual acts or conduct or, 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 designee 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 system may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communications 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 is not considered to be all 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 Computer/s 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 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 that 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, as 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 or social networking sites 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.

Student/Employee Initials _____

Parent/Guardian Initials _____

Employee's Full Name (please print: _____

Employee Address: _____

Home Phone: () _____ - _____ Work Phone: () _____ - _____

I am a (n)

_____ Student and will graduate in: _____

_____ Administrator, my title is: _____

_____ Teacher, my subject area is: _____

Grade level _____ School _____

_____ Support Staff, my position is _____

_____ District Board member, term expires: _____

Applicant

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

Applicant's Signature: _____ *Date:* ____/____/____

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

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

Parent/Guardian Name (Print): _____

Signature: _____ Date: ____/____/____

Internal Use Only:

Approved: _____

Date: ____/____/____

Denied: _____

Date: ____/____/____

THE SCRANTON SCHOOL DISTRICT
MEDIA RELEASE FORM

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

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

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

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

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

Print Student’s Full Name: _____

MEDIA RELEASE:

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

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

Parent/Guardian (or student over age 18)

Printed Name and Signature

Date



2024-2025 SCRANTON SCHOOL DISTRICT
POLICY SIGN-OFF SHEETS
CHILDREN'S LIBRARY CARD APPLICATION

This information will be used solely for library communications and will not be shared with any other organization. This Library Card gives your child access to all Lackawanna County Library System resources, including e-resources for school and beyond. You can find out more at www.lclshome.org.

Please print clearly.

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: ____ / ____ / ____ (MM/DD/YYYY)

Street Address City State Zip Code

Primary Phone: (____) _____ - _____ **Other Phone:** (____) _____ - _____

Email: _____

Parent's Name Printed: _____

Parent's Signature: _____

By signing this form, you or your child apply for the right to use the Library and follow its rules.

If your child does not have a library card, we will mail a card to the address provided. If your child already has an account with the Library, we will update any information that has changed and renew their current card. If your child's current card is lost, please check below to receive a new card, but note that their old card number will be deactivated and cannot be used if found.

_____ Yes, please mail my child a new library card.

SCRANTON SCHOOL DISTRICT ACADEMIC INTEGRITY POLICY

Please print your name in this space: _____

I, _____, have received and read the Scranton
Student Signature
School District's policy regarding academic integrity.

I, _____, have received and read the Scranton
Parent/Guardian Signature
School District's policy regarding academic integrity.

I, _____, have received and read the Scranton
Parent/Guardian Signature
School District's policy regarding academic integrity.

SCRANTON SCHOOL DISTRICT MILITARY QUESTIONNAIRE

If the student's parent or guardian is an active duty full time member of a branch of the armed forces (Army, Navy, Air Force, Marine Corp., Coast Guard) including full time National Guard duty, **please complete the following:**

Parent/Guardian Name _____
 Last First Middle Suffix

Branch of Military _____

Student Name _____
 Last First Middle Suffix

Student School _____

Student Grade _____

SCRANTON SCHOOL DISTRICT
425 N. Washington Avenue
Scranton, PA 18503

Dear Parent or Guardian:

There are programs that are impacted by the gathering of socioeconomic data. **In order for our District to receive funding for certain programs**, we need to gather the information requested. We are asking you to fill out the Poverty Guideline Form and **return it to your child's school no later than: WEDNESDAY, SEPTEMBER 4th, 2024**

If we can be of any further assistance, please contact us at 570-348-3443.

Sincerely,
Patrick Laffey
Business Manager
Scranton School District

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

SCRANTON SCHOOL DISTRICT
425 N Washington Ave
Scranton, PA 18503

2024-25 ANNUAL POVERTY GUIDELINES

NUMBER OF PERSONS IN FAMILY UNIT	POVERTY GUIDELINES
1	\$27,861.00
2	\$37,814.00
3	\$47,767.00
4	\$57,720.00
5	\$67,673.00
6	\$77,626.00
7	\$87,579.00
8	\$97,532.00

*** FOR FAMILIES WITH MORE THAN 8 PERSONS, ADD \$9,953.00 FOR EACH ADDITIONAL PERSON TO THE \$97,532.00 LISTED ABOVE**

1. On the chart above, circle the number of family members living in your home.
2. Add together ALL INCOMES for family members living in your home.
3. **Place a check next to the answer below** that best describes your household.

MY FAMILY INCOME IS **THE SAME AS OR LESS THAN** THE POVERTY GUIDELINES LISTED ABOVE
 MY FAMILY INCOME IS **MORE THAN** THE POVERTY GUIDELINES LISTED ABOVE

Student Name _____ Birth Date _____
(PRINT)

Student School _____
(PRINT)

Parent/Guardian Signature _____ Date _____

Revised 06-2024

***Please return all forms to the school principal by Wednesday, September 4, 2024.**