



2026-2027 SCRANTON SCHOOL DISTRICT ELEMENTARY POLICIES-SECTION A

2026-2027

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Bell Schedule:

Regular: Start Time: 8:10
Regular Dismissal Time: 2:25

Compressed (2 hour)
Start Time: 10:10
Dismissal: 2:25

Compressed (3 Hour)
Start Time: 11:10
Dismissal: 2:25

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.
- 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 afterschool 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 (5) and (10) 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 has no excuse, the Scranton School District will schedule a Student Attendance Improvement Plan (SAIP) meeting with a liaison from Office of Youth and Family Services (OYFS) 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 SAIP the family will be contacted and an additional SAIP meeting may be scheduled.
- (4) If a child has more 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 habitually truant after he or she has three (3) unexcused absences from school. On the day following an 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.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

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 – hats, caps, headbands, bandanas, sunglasses, beanies and du-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 in 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. (**S**afely, **O**rderly **A**nd **R**espectfully) 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: Intervention 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 listen and follow the 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 the assigned seat when entering the bus and keep 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 their 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. The 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 the principal and taken home by the students to be signed by the parent /

guardian and returned to the bus driver within two school days. A phone call to the parent / guardian should be made if the 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. School Administrators reserve the right to revoke bus privileges for a student based on poor behavior.

CONSEQUENCES

When student behavior escalates beyond a driver's 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's 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.
- The Director of Transportation will contact the school Principal and Chief Operations Officer.
- The Chief Operations Officer 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.

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.

AMENDMENTS TO FOLLOW BASED ON CDC AND PA DOH GUIDELINES FOR SOCIAL DISTANCING ON SCHOOL BUSES.

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 of study, participation in 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 main lobby of the school. 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.

FIELD TRIPS

Field trips are considered an extension of the school day. Written parental consent is required for a student to participate on a field trip. Field trips are a privilege. *A student may be excluded from participation in any extra (co) curricular activity due to disciplinary or attendance issues.

*Any student that has been suspended from school for 3 or more days will not be permitted to participate in field trips.

*In addition, failing two (2) classes or more and five (5) unexcused absences will prevent students from participation in the field trip as well.

*All within compliance regarding the IDEIA and PA School Code guidelines.

*As per our SSD Tiered K-12 Discipline Policy that is located in Section A of the handbook-the School Administrator will retain the right, privilege, and ability to discipline in their absolute discretion.

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 advance 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 remain in the foyer area when arriving at the school. Visitors will only be allowed into the school building when a meeting with any staff member has been scheduled. All visitors must go directly to the main office upon entering the building for this purpose. 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 musical instruments, cell phones, iPods, cameraiPods, MP3 players, skateboards, scooters, 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 a 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 and/or 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 the 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

SCRANTON SCHOOL DISTRICT TITLE I SCHOOL-PARENT COMPACT

This compact provides you with some of the ways that you, and the school staff, can build and maintain a partnership to support your child's learning.

SCHOOL'S RESPONSIBILITY:

1. Provide high quality curriculum and learning materials
2. Provide you with assistance in understanding academic achievement standards and assessments
3. Provide ongoing opportunities for communication between you and the teachers through:
 - a. Parent/Teacher Conferences
 - b. Progress Reports
 - c. Parent Meetings

PARENT'S RESPONSIBILITY:

1. Be sure your child attends school regularly
2. Encourage your child to show positive school behavior
3. Review your child's homework
4. Attend parent/teacher conferences
5. Monitor television watching and encourage positive use of your child's extracurricular time

STUDENT'S RESPONSIBILITY:

1. Attend school each day
2. Complete all homework assignments
3. Have a positive attitude toward school
4. Do your best on tests, quizzes and class work

RULES OF CONDUCT

1. Students will line up in designated areas as they prepare to enter the building. **NO PUSHING, RUNNING, OR SHOVING. 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, in possession of, 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 - Needs update- Does infinite campus have parent portal?

Parents are allowed to moderate their child's 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)

1. Special Education Classroom Aides
2. Kindergarten Aides
3. Library Aides
4. Cafeteria Employees
5. Maintenance Personnel

Special Education Services

1. Life Skills Support

2. Learning Support
3. Occupational Therapy
4. Physical Therapy
5. Speech Therapy
6. Vision Therapy
7. Gifted Support

Special Education Services Available Through the Scranton School District - Check we are not missing any

1. Learning Support
2. Life Skills
3. Speech/Hearing and Language Impaired
4. Emotional Support
5. Autistic Support program
6. OT? Vision?

Additional Programs

- Student observers and student teachers in cooperation with local universities
- Full day kindergarten
- Parent Teacher Association
- School breakfast program
- Student of the month program
- Special Olympics District Competitions
- Parent Volunteer Program

Drugs and Alcohol

STATEMENT OF POLICY

The possession or use of alcohol, drugs, including any chemical, substance or medication not listed or approved by the school health office, or drug paraphernalia on school property or while involved in a school related activities or present at school sponsored activities is forbidden.

In addition to school property and buildings, this restriction extends to school buses, school grounds, athletic fields, parking lots, field trips sponsored by the school, athletic contests, home or away, or any other activity related to the school in any way. Possession shall be interpreted as a knowledgeable holding for use, distribution, or safekeeping. Holding for others shall not be a defense to the offense of possession. Violation of these restrictions constitute a violation of the disciplinary policies of the Scranton School District and will result in disciplinary action as stated in the administrative guidelines.

These guidelines are organized according to situations that may occur at school or at school sponsored events.

Personnel authorized to conduct locker searches: Principals and Safety & Security Officers (SSOs). In all cases where locker searches are conducted, the Superintendent or their designee shall be notified.

SITUATION AND RESPONSES:

1.0. *Where possible drug/alcohol use of a student is of concern, however, there is NO EVIDENCE of violation of law or school regulations.*

This situation may involve

- a. The student who is suspected of using drugs/alcohol but does not show extreme behavior changes and no evidence is available.
- b. The student who contacts a teacher in regard to the drug/alcohol use of a "friend" or another student.
- c. The student who volunteers information about personal drug use.

1.1. Immediate Actions

The teacher should notify the administration, school nurse, or a counselor to discuss his/her concerns. If possible, an attempt should be made to discuss the situation in a positive manner or to refer the student to a counselor, school nurse, or other appropriate agency.

1.2. Investigation

In most cases investigation is limited to discussion with the student and is not intended to be used as a basis to punish the student.

1.3. Notification of Parent or Legal Guardian

Parents should be contacted only in extreme cases of suspected drug use when there is no evidence. Any contact with parents concerning the student's suspected use of drugs will be made in conjunction with the nurse and administration.

1.4. Confidentiality

Information will be limited to the staff member involved, student, nurse, counselor, or other appropriate agency. In those cases that may require notification of parent or guardian, a conference with the administration will be held.

1.5. Disposition of Substance

Not applicable

1.6. Discipline/Rehabilitation

None is mandated, referral to SAP, or other appropriate agency may be attempted.

1.7. Notification of Police

Not applicable

2.0 *Where a student demonstrates obvious symptoms of possible drug/alcohol use (staggering, slurred speech, dazed appearance, incoherence, inability to respond). This situation shall be handled as a health problem and potential emergency.*

2.1. Immediate Action

All standard health and first aid procedures will be followed. The student shall not be left alone. The school nurse will be summoned immediately. Arrangements will be made for the student to be taken to a medical facility, he/she will be accompanied by the principal or authorized delegate. If alcohol, drugs, or paraphernalia is indicated, the principal or authorized delegate shall be responsible for all necessary investigations. This investigation may include a search, according to policy of the student's locker and removal of apparent drug substances.

2.2. Notification of Parent or Legal Guardian

Parents will be notified of the incident as a health problem or medical emergency. This will include a description of the situation and symptoms.

2.3. Confidentiality

Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school superintendent, and counselor. A written report will be submitted to the superintendent.

2.4. Disposition of Substance or Paraphernalia

All substances discovered at the emergency scene or subsequently uncovered shall be turned over by the school principal or authorized delegate to medical personnel for identification and aid in the treatment of the student.

2.5. Discipline/Rehabilitation

Referral to SAP and the student may not return to school until a conference is held between the administration and parents. If the substance involved is identified as _____ governed by these guidelines, the disciplinary action would be dictated by Situation 3, _____ section 3.6.

2.6. Notification of Police

Police shall not be notified by school personnel unless the safety of the emergency victim or general school population is at risk. If paraphernalia is found the police may be notified.

3.0. *Where the student is caught for the first time with alcohol, drugs, and/or paraphernalia (amount typical for personal use), and is cooperative.*

3.1. Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

3.2 Investigation

The principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. The student will not be left alone.

3.3 Notification of Parent or Legal Guardian

The parent will be contacted, the situation described and a conference arranged. Contact will be verified by registered mail.

3.4 Confidentiality

Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel, superintendent, and counselor. A written report will be submitted to the superintendent.

3.5 Disposition of Substance

Substance will be sealed, documented and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

3.6 Discipline/Rehabilitation

Following an informal hearing, the student will be suspended for a period of five (5) days. The student will also be required to see an appropriate drug counselor in regard to the incident as a condition of readmission. The contact will be verified through a referral to the SAP.

3.7 Notification of Police

All substances will be sealed, documented and turned over to the police for disposition and follow-up.

4.0. *Where the student is caught for the first time with alcohol, drugs, and/or paraphernalia but is uncooperative (will not turn over substance, responds with arrogance).*

4.1. Immediate Action

The teacher or other school personnel will summon the principal or escort the student to the principal's office. The student shall not be left alone. If student refuses to cooperate, police may be notified.

4.2. Investigation

The principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. If the student refuses to cooperate, even after notification of parents, police may be called in to conduct a search.

4.3. Notification of Parent or Legal Guardian

The parent will be contacted immediately and the situation described immediately. The parent will be informed of police involvement.

4.4. Confidentiality

Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel,

superintendent and counselor. A written report will be submitted to the superintendent.

4.5. Disposition of Substance

Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

4.6. Discipline/Rehabilitation

Following an informal hearing (see definition), the student will be suspended for a period of ten (10) days. A formal board hearing (see definition), will be required to consider additional disciplinary action including term of possible expulsion, pursuit of legal prosecution and potential conditions of return. Said hearing will be conducted as soon as possible.

4.7. Notification of Police

Police will be notified to receive the substances and, as necessary, to carry out searches or investigations when the student refuses to cooperate.

5.0 *Where a student is caught a second time in possession of alcohol, drug substance, or drug paraphernalia.*

5.1. Immediate Action

The teacher will summon the principal or escort the student to the principal's office.

5.2. Investigation

The principal will request that the student empty his/her pockets or purse and volunteer all drug/alcohol substances. The student's locker will be searched according to policy. The student will not be left alone. Police may be involved if the student is uncooperative.

5.3. Notification of Parent or Legal Guardian

The parent will be contacted and the situation described. The parent will be told of possible police involvement.

5.4. Confidentiality

Maintaining the confidentiality of such situations, particularly the knowledge of there being drugs/alcohol shall be the responsibility of all parties involved. Information shall be limited to the initial parties who have knowledge of the situation and may only be extended to medical personnel, superintendent, and counselor. A written report will be submitted to the superintendent. The name of the student will be withheld until after a formal board hearing.

5.5. Disposition of Substance

Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

5.6. Discipline/Rehabilitation

Following an informal hearing (see definition), the student will be suspended for a period of ten (10) days. A formal hearing (see definition), will be arranged before the Board of Education as soon as possible to determine term of possible expulsion, need for legal prosecution and potential conditions of return.

5.7. Notification of Police

Police will be notified to receive the substances and, as necessary, to carry out searches or investigations when the student refused to cooperate.

6.0. *Where a student is caught in possession of a large amount of drugs, alcohol, and/or paraphernalia (more than common for personal use) indicating the intention to sell or distribute.*

6.1. Immediate action

The teacher will summon the principal or escort the student to the principal's office.

6.2. Investigation

The principal or authorized delegate will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police may be called in to assist in the investigation. The student will not be left alone.

6.3. Notification of Parent or Legal Guardian

The parents will be contacted and the situation described. They will be informed that the police will be called in.

6.4. Confidentiality

Maintaining the confidentiality of such situations particularly the knowledge of there being drugs involved, shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school superintendent, and counselor. A written report will be submitted to the superintendent.

6.5. Disposition of Substance

Substances will be sealed, documented and turned over to police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

6.6. Discipline/Rehabilitation

Following an informal hearing (see definition) the student will be suspended for a period of ten (10) days. A formal board hearing will be arranged as soon as possible to determine ***the term of expulsion recommendation.*** Recommendations will be made regarding legal proceedings and potential conditions of return.

6.7. Police Notification

Police will be notified to receive the substances and, as necessary, to carry out searches or investigations.

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. Requests 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 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. **FREE BREAKFAST** is available for all students every day. **FREE LUNCH** is available for all students every day.

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

Recent national statistics show that approximately 20% of cyberbullying incidents occur over cell phones during the school day, as do the orchestration of fights. As many of you know, the Scranton School District was not exempt from these kinds of occurrences last year. The Scranton School District Resource Officers documented many criminal incidents in the last school year where students used cell phone communication with fellow students to plan fights, harass other students, coordinate vaping “gatherings” in school bathrooms, vandalize property and commit other criminal mischief. In an effort to curb this trend, the Scranton School District has developed an electronic device policy.

The Scranton School District board of Directors has adopted a policy regarding cell phone/smartphone/electronic devices which prohibits their usage by students during the day in school buildings on District property.

Exceptions to this policy exist when District provided electronic devices are being used for classroom instruction under teacher supervision or if they are mandated under a student’s IEP or 504 Service Agreements. While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational

program. Students shall not use or possess any electronic equipment or devices on school property, school bus or at any school-sponsored activity without the permission of the principal, the classroom teacher, or school recognized personnel.

If an electronic device is brought to school it **MUST** be kept:

1. **HIGH SCHOOL/INTERMEDIATE**-in the student's locker.
 - If an electronic device is found or in the possession of a student it must be kept concealed and activated in silent mode (use) and returned back in place in the student's locker given the first opportunity.
2. **ELEMENTARY**-in the students bookbag

DEFINITIONS

Electronic communication devices - communication devices with voice, data, text and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as FaceTime and Skype), perform word processing and other computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Examples of **electronic communication devices** include smartphones (iPhone,...etc.), smart watches, earbuds, cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positions system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music and medical players; PDAs; digital cameras; tablet and laptop computers; as well as any new technology developed with similar capabilities. Electronic communication devices may also be referred to as **electronic devices** in other publications and district policies.

Electronic communication devices could also be devices that are not capable of transmitting telephone communications (such as iPads, radios), do not have Internet access, are lasers and/or are radar communication devices.

Personal electronic communication devices - electronic communication devices that are owned by or are in the possession of the student.

District-issued electronic communication devices - electronic communication devices that are owned by the district but are issued to or are in the possession of the student.

Instructional time - time during which students are under supervision of a district employee, including but not limited to: classroom instruction in Social Studies, Science, Language Arts, Math, Unified Arts, local and state assessments, assemblies, and homeroom.

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 without the permission of the Building Principal, the classroom teacher, or school recognized personnel. There will be certain exceptions where the use of an electronic device is allowed. These exceptions are listed below:

1. ELECTRONIC IMAGES, PHOTOGRAPHS AND RECORDING

- Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, students are prohibited from using a camera or other electronic equipment/device to:
 1. transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and
 2. send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- The use of the RECORDING DEVICES with one- or two-way audio communication technology function on any electronic device is not permitted at any time in a school building during the school day.
- School employees, students, parents or guardians, visitors, and third parties may take photographs, record audio or video, or “live stream” only if authorized in advance to do so by the Superintendent or his or her designee.
- During school wide emergency situations students are not allowed to use any electronic device unless permission is granted by the principal.
- Lasers, laser pens or pointers and attachments are not permitted in school buildings, at school-sponsored activities, or on buses and district vehicles under any circumstances.
- Students are prohibited from using cameras and other electronic equipment/devices to capture, record or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy or certain delicate situations exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

2. EXCEPTIONS:

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

- Health, safety or emergency reasons.

- An individualized education program (IEP) or Section 504 Service Agreement that is supervised by school staff.
- Classroom for instructional-related activities, under the supervision of the classroom teacher.
- Other reasons determined appropriate by the building principal or assistant principal.

DISCIPLINARY ACTION

A student found in violation of this policy will have the electronic device confiscated.

Electronic devices will be confiscated and held until retrieved by a parent.

FIRST VIOLATION: A phone conference will be held regarding the confiscated electronic device with the parent/guardian. A verbal warning will be issued, and upon completion of the conference, the electronic device will be returned only to the student's parent or guardian, after a meeting with the school principal or designee.

SECOND VIOLATION: A phone conference will be held regarding the confiscated electronic device with the parent/guardian. The confiscated electronic device will be held for one week, and will be returned to the parent or guardian, after a meeting with the school principal or designee.

THIRD VIOLATION: A phone conference will be held regarding the confiscated electronic device with the parent/guardian. The confiscated electronic device will be held for 30 days, and will be returned to the parent or guardian, after a meeting with the school principal or designee.

FOURTH VIOLATION: A phone conference will be held regarding the confiscated electronic device with the parent/guardian. The electronic device will be confiscated and the student will be suspended for one day. The confiscated electronic device will be returned to the parent or guardian when the student's suspension is fulfilled.

Students may be suspended up to three (3) school days for refusal to relinquish any electronic device to any building administrator upon request.

Confiscated electronic devices that are not reclaimed through the above return process shall not be held by the school principal beyond the last day of June of the school year. At that time all unclaimed confiscated electronic devices, together with associated documentation of confiscation, shall be deposited with the Superintendent of Schools or their designee.

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 textbooks in the classroom.
 5. At the end of 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, 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 can be viewed on the SSD Home Access Center by 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 buildings 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.

NON-TRADITIONAL SCHOOL SETTING REGARDING THE PSSA

Students who are enrolled outside the traditional school setting such as APEX, homebound, home-schooled etc. are still required to take the PSSA in ELA, Math & Science.