2026-2027 SCRANTON SCHOOL DISTRICT HIGH SCHOOL POLICIES-SECTION C

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THIS HANDBOOK IS A GENERAL GUIDE FOR STUDENTS WHO ATTEND SCRANTON SCHOOL DISTRICT HIGH SCHOOLS. THE POLICIES SET FORTH HEREIN MAY BE AMENDED AT ANY TIME AT THE DISCRETION OF THE ADMINISTRATION. IT IS ALSO STRONGLY RECOMMENDED THAT EACH STUDENT BRING THIS BOOKLET HOME TO DISCUSS WITH HIS/HER PARENT(S).

OVERVIEW

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

ATTENDANCE

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

(1) The principal will send a warning letter to the parent(s) of the child(ren) who have missed three (3) days (total) of school and no 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.

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

PERFECT ATTENDANCE GUIDELINES

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

ALTERNATIVE SCHOOL

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

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

ASSEMBLIES

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

ABSENTEEISM AND COURSE COMPLETION POLICY

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

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

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

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

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

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

ATTIRE AND GROOMING

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

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

The following articles are considered recreational and are not proper for school – hats, caps, beanies, bandanas, sunglasses and du-rags.

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

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

ATHLETICS

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

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

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

The following teams play during the designated season:

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

SSD
HIGH SCHOOL
BELL SCHEDULE

REGULAR

HR	8:05	8:27
1	8:30	9:17
2	9:20	10:07
3	10:10	10:57
4	11:00	11:30
5	11:33	11:47
6	11:50	12:20
7	12:23	12:37
8	12:40	1:10
9	1:13	2:00
10	2:03	2:50

FACULTY

HR	8:05	8:27
1	8:30	9:11
2	9:14	9:55
3	9:58	10:39
4	10:42	11:12
5	11:15	11:23
6	11:26	11:56
7	11:59	12:07
8	12:10	12:40
9	12:43	1:24
10	1:27	2:08

PEP RALLY

HR	8:10	8:26
1	8:30	9:02
2	9:06	9:38
3	9:42	10:14
4	10:18	10:48
5	10:52	10:54
6	10:58	11:28
7	11:32	11:34
8	11:38	12:08
9	12:12	12:44
10	12:48	1:20

COMPRESSED (2-Hour)

HR	10:05	10:26
1	10:29	10:59
2	11:02	11:32
3	11:35	12:05
4	12:08	12:38
5		
6	12:41	1:11
7		
8	1:14	1:44
9	1:47	2:17
10	2:20	2:50

COMPRESSED (3-Hour)

HR	11:05	11:26
1	11:29	11:47
2	11:50	12:08
3	12:11	12:29
4	12:32	1:02
5		
6	1:05	1:35
7		
8	1:38	2:08
9	2:11	2:29
10	2:32	2:50

BOOK BAGS, BACKPACKS, PURSES, COATS AND JACKETS

Backpacks, gym bags, book bags and **wristlets or clutches for personal care products (no larger than 4x6x1)** will be permitted to be brought to school and must be left in the student's locker during the school day. No type of backpack, gym bag, or book bag is allowed to be carried in the school building throughout the school day. For security purposes only MESH, CLEAR or SEE-THROUGH bags will be acceptable. Only on those days when a student is scheduled for gym or swim class, a student may use a gym bag or a carry-bag for clothing/towels during the school day in school when reporting to the locker room area only if the bag is either MESH, CLEAR or SEE-THROUGH.

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

BULLETIN BOARDS

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

BUSES

Bus transportation is provided to and from school only for those high school students who meet requirements set by the Scranton School District.

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.

S*tudent* T*ransportation* E*ducation* P*lan*
(To Teach Students How To Ride On The Bus)
S.O.A.R. (Safely, Orderly And Respectfully) on the school bus to school!

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

Transportation believes that we can support those key strategies by teaching and developing safe and appropriate bus riding behaviors by our students. To protect the safety (physical and emotional) of each individual student on the bus, and to develop bus-riding behaviors that will be relevant and meaningful when the student is out in the community, student behaviors are expected to be **safe, orderly and respectful**.

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

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

Intervention: 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 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 10 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 their 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 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 the 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.

Suggested Guidelines:

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

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

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

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.

BUS TICKETS

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

CAFETERIA

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. Please fill out and return the Annual Poverty Guidelines found in Policies Sign off Section of this student handbook.

The menu is published weekly in the newspaper, and can be found on the district website.

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

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

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

DETENTION

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

DIRECTORY INFORMATION

A school may provide directory information without the parent's prior consent if public notice of the categories of information which it has designated as such information occurs and parents are given a reasonable period to advise against such release. Directory information includes the following: name, address, telephone listing, date and place of birth, major field 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.

DISCIPLINARY PROCEDURES

The Parent/Student Handbook District Policies outlines the SSD K-12 Tiered Discipline Procedure. It provides students and parents/ guardians with certain rules and expectations. It is not meant to be a comprehensive listing of every regulation. This school has broad discretionary authority for attempting to increase safety, order, and discipline. It has the right to discipline any student who distracts, disrupts, provokes, or intimidates within the school zone. This authority to discipline, includes, but is not limited to, attempts to stop bullying, hazing, harassment, verbal and physical assaults.

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

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

During any suspension the student may not attend classes, attend/participate in school activities or visit the school grounds (before, during or after school). A student suspended three or more days in a school

year will not be allowed to attend or participate in co-curricular activities. Three days of suspension consists of three individual incidents of one day suspension or one incident requiring three days of suspension. This includes games, concerts, proms, semi-formal dances, plays, dances, clubs, etc.

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.

EARLY SIGN-OUT PROCEDURE

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

For a parent requesting early dismissal or medical room discharge to be considered legal the student must return the following day with a legal excuse (example: doctor's excuse, dentist's excuse or court excuse) submitted to the main office.

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.
    a. 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, Blackberry, 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.

ELEVATOR PASSES

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

EMERGENCY CARD

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

EXCUSES FROM CLASS

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

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

EXCUSES

Formal written excuses by your parents are required for:

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

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

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

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.

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.

FIGHTING

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

FIRE DRILLS

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

GENERAL RULES FOR FIRE DRILLS:

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

GRADUATION

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

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

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

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

GRADUATION REQUIREMENTS

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

- Satisfactory completion of 22 Carnegie Units of planned courses will be required.
- Students are required to successfully complete all Carnegie Units with a passing grade of 70%.
- Students will also be required to complete a minimum 10 hours of community service in their senior year. National Honor Society (NHS) Members are required to complete 25 hours of community service (Timeline – September 1 to May 1). All verification forms must be properly signed and verified by May 1 of the senior year.
- Students will complete 1 unit of Family Consumer Science as specified in the Chapter 4 regulations.

Scranton School District Graduation Credit Requirements

Graduation Requirement Comparison

PA State Board of Education Graduation Requirements		Scranton School District Graduation Requirements • Each area requires a minimum of 22 credits; however students have the option to elect up to 5 additional credits giving them a total of 27 credits.			
Credits: 21	Subject	Credits: 22-27			
		STEAM (2 areas) AMS / STEM	College/Career	Vocational	Workforce Development
4	English	4	4	4	4
3	Mathematics	4	4	3	3
3	Science	4	3	3	3
3	Social Studies	3	3	3	3
2	Arts or Humanities or Both	2	2	2	2
1	Health / Safety / Physical Education	1	1	1	1
5	Student selects five additional courses from among those approved for credit toward graduation by the school including approved vocational education courses.	4	5	6	2 4- Workforce development placement / Internship / Co-op
Total= 21		Minimum Total = 22	Minimum Total = 22	Minimum Total = 22	Minimum Total = 22
		Can elect up to 5 additional credits from core or non-core	Can elect up to 5 additional credits from core or non-core	Can elect up to 5 additional credits from core or non-core	Can elect up to 5 additional credits from core or non-core
		Maximum Total = 27	Maximum Total = 27	Maximum Total = 27	Maximum Total = 27

GUIDANCE

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

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

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

HALLWAYS

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

HOMEWORK ASSIGNMENTS DURING ABSENCE

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

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

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

HOMEROOM

You are required to be in your homeroom, in your assigned seat, ready to begin the school day by 8:15 AM. Attendance will be taken. Opening exercises via closed-circuit television or public access system will be held during this time. Students repeatedly tardy to homeroom will be assigned to detention and/or subject to suspension.

HONOR ROLL

A current marking period (quarter) grade point average (GPA) of 89.5% or better earns a student a place on the honor roll. Students must also successfully pass all subjects and must not receive any incomplete grades in order to receive this distinction.

INTERIM PROGRESS REPORTS (IPR)

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

KEYSTONE EXAMS

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature and Biology.

All students are required to participate in taking the Keystone Exams as part of the course requirement. Failure to take the Keystone Exam will result in no credit earning for Algebra I, English 10 and/or Biology.
The only reason a student may be excused from taking the Keystone Exam are:

A. Student had a recent medical emergency
B. Student has an extended absence during the entire testing window
C. Student's parent/guardian, after reviewing the assessment, found it to be in conflict with his/her religious beliefs, and requested in writing that the student be excluded from participation.

LAVATORIES

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

LIBRARY

The library is open from 8:15 am to 2:50 pm each school day. Most of the materials in the library circulate for a specific time. You will be notified about the time limits when you check out the material from the library.

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

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

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

LOCKERS

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

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

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

All locker difficulties should be reported to the Main Office.

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

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

LOST AND FOUND

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

NATIONAL HONOR SOCIETY

The minimum ***cumulative*** grade point average (GPA) required for ***provisional*** (after 3rd marking period of a students ***junior*** year) and ***full*** (official) (after 3rd marking period of a students ***senior*** year) membership into ***THE NATIONAL HONOR SOCIETY*** is 92%. Students must also successfully pass all subjects and must not receive any incomplete grades in order to receive this distinction. In addition the student must satisfactorily meet and possess ***Character, Scholarship, Leadership and Service*** as part of the requirements of the National Honor Society.

PARKING

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

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

PARENT INFINITE CAMPUS HOME ACCESS PORTAL

Parents are allowed to moderate their child's progress by the Infinite Campus Portal. Parents will need an active email address on file to access this function.

PHYSICAL EDUCATION POLICY

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

PRIVATE PROPERTY

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

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

REPORT CARDS/PROGRESS REPORTS AND GRADES

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

Report cards are issued four times throughout the school year. Approximately 8 school days following the end of any 45 day marking period, a report card is sent to the student's parent(s) or guardian(s).

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

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

SNOWBALLS

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

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP) is a group of volunteer teachers and administrators who meet regularly to discuss at-risk issues such as drug and alcohol, attendance, bereavement, behavior, and other issues that may be affecting a student's health and welfare. A student may be referred to the SAP team by friends, family, and teachers or by himself/herself. All SAP meetings held with students and/or parents are held in strict confidence. *Note: The SAP Program is not designed to lead to punitive disciplinary action within the confines of the school environment. Guidance counselors are also available to assist students with personal problems or concerns. Additional information regarding the Drug and Alcohol policy of the Scranton School District may be found in another section of this handbook.

STUDENT 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.

STUDENT HEALTH SERVICES

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

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

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

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

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

STUDENT RESPONSIBILITIES

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

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

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

- Be aware of all rules and regulations for student behavior and conduct him/her accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom so as to meet fair standards of safety and health and not to cause substantial disruption to the educational process.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time to all classes and school functions.
- Make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
- Report accurately and refrain from the use of indecent or obscene language in student newspapers or publications.

PA Code 22.12.2 amended February 1984.

STUDENT SCHEDULE CHANGES

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

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

STUDENT RECRUITMENT

List of Graduating Students

Each year, the high school principal will ensure that designated staff compile a list of male and female junior and senior students for the current academic year, prior to the first day of the school year. The list will include directory information that states the name, address and telephone number, if published, of each student.

The principal will provide this list, upon written request, to representatives of postsecondary institutions and recruiters from the active, reserve and National Guard components of the military, unless the student or parent/guardian completes a written request form that a student's information not be released without prior written student or parental consent.

Recruiters and representatives of postsecondary education are entitled to request and receive this list throughout the school year.

Notice To Students/Parents/Guardians

Each academic year the principal will ensure that written notice is provided to all junior students about the list of students that the school must routinely make available to military recruiters and representatives of postsecondary institutions during the following school year.

The written notice will inform students and their parents/guardians of their right to request that directory information regarding the student not be released to military recruiters or representatives of postsecondary institutions without their prior written consent. The notice will contain the form and the timeline for submitting such a request.

Students and parents/guardians will be given twenty-one (21) days to make a written request to be excluded from the list before it is made available for release. The school will comply with all such requests.

Notice of the right of students and parents/guardians to request that directory information not be released to military recruiters and representatives of postsecondary institutions without prior written consent will be posted on the district's website, noted in student handbooks and/or mailed directly to students' homes.

Access To Senior Students

The building principal will ensure that equitable access to junior and senior students during the school day is provided to military recruiters, postsecondary education representatives, and prospective employers. Recruitment presentations will be limited to the same number for each group per school year, and usually will not exceed two (2) per year.

All recruiters, representatives of postsecondary institutions and prospective employers requesting access to secondary students will submit a written request to the building principal, who will schedule the access. The building principal is authorized to ensure that on-campus recruitment of students is conducted in an orderly manner that is not disruptive to the operation of the high school program. The building principal will determine under what conditions and when access to secondary students will be provided. Options will include, but are not limited to:

1. School assemblies.
2. Individual student appointments.
3. College and career fairs held on district property.
4. District career and education presentations.

   The principal will inform senior students of upcoming scheduled visits by recruiters, representatives of postsecondary institutions and prospective employers.

   On-campus follow-up meetings with individual students will be permitted only upon a student's request and the principal's approval.

Reimbursement Of Costs

Any costs incurred by the school in complying with the state law will be reimbursed by the military recruiters, upon submission of written documentation of expenses by the building principal.

TARDINESS TO CLASS

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

TARDINESS TO SCHOOL

All students who enter homeroom after 8:27 am are considered tardy to school. Students must present a legal excuse for tardiness (i.e. medical, court, funeral) to the attendance clerk. Each unexcused tardy will be recorded as an illegal absence. The student will receive a zero for all work missed. These absences will be counted towards truancy proceedings. Students will be allowed four unexcused instances of tardiness. (This is cumulative for the remainder of the year; not quarterly.)

Disciplinary action may include detention or out-of-school suspension. Students who are habitually tardy may be suspended from school, by the Principal or Assistant Principal, until a parent conference is held.

The purpose of this conference is to determine whether suspension or an alternative disciplinary action will be used for future tardiness to school.

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

2 HOUR DELAY

In the event of inclement weather or unforeseen circumstances, the Scranton School District will operate on a **2 hour delay** instead of a 1 ½ hour delay. High Schools will start at 10:05 a.m.

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

* On days with a 2 hour delay, breakfast will be served. Students will receive lunch.

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

3 HOUR DELAY

In the event of inclement weather or unforeseen circumstances, the Scranton School District will operate on a **3 hour delay** instead of a 2 hour delay. High Schools will start at 11:05 a.m.

* Bus pick up time will be 3 hours later than normal pick up time.

* On days with a 3 hour delay, breakfast will be served. Students will receive lunch.

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

TELEPHONES

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

TEXTBOOK 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 names 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*.

TOBACCO POLICY

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

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

TRANSFERS

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

UNIVERSAL PASSES

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

VACATION TRIPS DURING THE SCHOOL YEAR

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

VANDALISM

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

VISITORS

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

WEAPONS

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