

SECTION D

Scranton School District Policy Sign-off Sheets

2018-2019

The Scranton School District Parent/Student Handbook containing district policies can be found on the district's website www.scrsd.org.

I hereby acknowledge that I have read and understand the Scranton School District's board approved policies contained in the Parent/Student Handbook, including but not limited to the following:

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

Student Name – Printed

Date

Student Signature

Date

Parent Signature

Date

All forms must be returned to your child's school by Friday, September 14, 2018

SEE ATTACHED

Scranton School District Acceptable Use Policy for Network Services and Internet Access

Please Be Aware

The Scranton School District makes no guarantees about the service it is providing through its computer network system. The district will not be responsible for any damages you or your equipment may suffer from its use. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any and all information obtained via the internet is at the account holder's own risk. The Scranton School District denies any and all responsibility for the accuracy or quality of information obtained through the Scranton School District's Network Service.

The superintendent and his/her designees will deem what is considered inappropriate use and their decision is final. These designees may terminate an account at any time without advance notice. Faculty members and staff may request, deny, revoke, or suspend specific individual accounts. Each account holder is required to notify system administration of account information changes (address, employment, enrollment, etc.). Account holders may be required to submit a new registration form whether occasional or periodic. Presently there are no associated access fees for this service. The Scranton School District does not guarantee future access will remain free of any fees nor unlimited/unrestricted service.

Please note – Electronic mail, although considered private, is not guaranteed to be private. Individuals operating the systems may have access to mail accounts. E-Mail relating to or in support of illegal activities may be reported to the appropriate authorities. All communication and information accessible via the network system should be assumed to be private property. In cases of misuse or suspicion of misuse of the network or services the Scranton School District Administration reserves the right to access any files on the system.

Applicants Initials _____

Parent/Guardian Initials _____

Outline for Acceptable Use of SSD WAN

Successful operation of the network requires that each account holder regard SSD WAN as a shared resource. It is important that each member conduct themselves in a responsible, ethical, and polite manner while utilizing the network. The following is a list of guidelines and behaviors that may lead to suspension and to termination of access privileges. In severe cases it is the intent of the Scranton School District to prosecute offenders to the fullest extent of the law. The following list not considered to be inclusive:

- When interacting on the Internet, you are expected to behave as you would in any other environment where you represent your employer/school.
- Students must never agree to “meet” with someone they met online without first discussing it with their parents/guardian. If the parents agree to the meeting, students must ensure that the meeting is in a public place and that one of their parents accompanies them.
- Using the District’s Computers for illegal, inappropriate, or obscene activities, or in support of such activities, is strictly prohibited.
- Access shall be granted only to the authorized owner of the account. Account owners are responsible for all activity within their account. Do not use another individual’s access account or allow another individual to use your account.
- Each account holder is obligated to notify system administrators of all potential and identifiable security problems. Do not inform or demonstrate security problems to anyone other than a system administrator. All users identified as a security risk or having a history of problems with other computer systems may be denied access to the system.
- SSD WAN is a shared resource and must be used in moderation. Please be aware that there are other users who will want to use this network. You are expected to utilize your access time efficiently.
- SSD WAN is intended for education and research. It is not to be used for private business concerns. The Scranton School District will not be responsible for any financial obligations arising from unauthorized use of the District network for the purchase of products or services.
- Account holders are to remove old electronic mail messages in a timely fashion and are advised that system administrators may remove such messages if not attended to regularly by the account holder.
- All account holders who access another network will be subject to the network’s acceptable use policy.
- Any violation or attempts to violate, the security of the Scranton School District’s network system will result in immediate termination of the account holder’s access privileges and legal prosecution to the fullest extent allowable by law.
- Vandalism, defined as any malicious attempt to harm or destroy data of another account holder or any of the computers and networks connected to the Internet, inclusive of SSD WAN, will result in immediate termination of access privileges and prosecution to the fullest extent allowable by law. Inclusive to this, but not limited to, are the uploading, deliberate downloading and creation of computer viruses.
- The transmission or posting of threatening material or use of abusive, vulgar, profane, obscene, or other inappropriate language may result in suspension or termination of account holder’s access privileges.
- The transmission of copyrighted material in violation of copyright laws may result in suspension or termination of account holder’s access privileges.
- The transmission of personal addresses or telephone numbers of faculty, students, and staff is prohibited and may result in the suspension or termination of account holder’s privileges.
- The participation in “CHAT” rooms without direct supervision from system administrators by students is prohibited and may result in the suspension or termination of account holder’s access privileges.
- The transmission and or participation in any activity in violation of any Federal, State, or Local laws is strictly prohibited and may result in termination of account holder’s access privileges as well as district disciplinary action. Violations will also be reported to appropriate legal authorities.

Applicants Initials _____
Parent/Guardian Initials _____

INTERNET POLICIES
Acceptable Use Policy for Network Services and Internet Access
Information/Signature Page

NETWORK user Initials _____

Parent/Guardian Initials _____

Network user Full Name (*please print*): _____

Home address: _____

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

I am a(n):

_____ student and will graduate in: _____

_____ administrator, my title is: _____

_____ teacher, my subject area is: _____

_____ grade level: _____ school: _____

_____ support staff, my position is: _____

_____ District Board member, term expires: _____

Applicant

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

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

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

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

Parent/Guardian Name (Print): _____

Signature: _____ **Date:** ____/____/____

Internal Use Only

Approved: _____ **Date:** ____/____/____

Denied: _____ **Date:** ____/____/____

The Scranton School District

MEDIA RELEASE FORM

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

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

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

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

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

Print Student's Full Name: _____

MEDIA RELEASE:

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

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

Parent/Guardian (or student over age 18)

Printed Name and Signature

Date

SCRANTON SCHOOL DISTRICT

425 N Washington Ave
Scranton, PA 18503

CEP Parent Letter

Dear Parent or Guardian:

We are pleased to inform you that the Scranton School District is implementing a provision known as the Community Eligibility Provision (CEP) for the 2018-19 school year. This program is available to schools/districts who are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of the Scranton School District are eligible to receive a nutritional breakfast and lunch every day at the school at **no charge** to your household.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

Although your child will not be required to submit a meal application for eligibility in CEP, other programs, not related to the National School Lunch Program (NSLP) or the USDA, are impacted by the gathering of socioeconomic data.

In place of the meal application we are asking you to fill out the attached Poverty Guidelines Form and return to your child's school.

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

Sincerely,

Patrick Laffey

Assistant Business Manager

Scranton School District

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

SCRANTON SCHOOL DISTRICT

425 N. Washington Ave
Scranton, PA 18503

CEP Parent Letter

Estimado padre o tutor:

Nos complace informarle de que el Distrito Escolar de Scranton implementara una nueva disposicion conocida como provision Comunitaria de Elegibilidad (CEP) en el año de 2018-19.

Este programa esta disponible para las escuelas o los distritos que participan en Programas de Desayuno Escolar y almuerzo escolar nacional.

Todos los estudiantes matriculados del Distrito Escolar de Scranton son elegibles para recibir un nutritivos desayuno y almuerzo todos los días en la escuela sin costo alguno para su hogar.

Nada mas se requiere de usted. Su hijo (s) seran capacesde participar en estos programs de comida sin pagar una cuota o presentar una solicitud. Otros programas, no relacionada con el Programa Nacional de Almuerzos Escolares (NSLP) o el USDA, se ven afectados por la recopilación de datos socioeconómicos.

En lugar de la aplicacion de la comida pedimos que llene el Formulario de las pautas de la Pobreza y volver a a la escuela de su hijo

Si podemos ser de cualquier asistencia adicional , por favor contáctenos al 570-348-3443.

Sinceramente,

Patrick Laffey

Asistente de Gerente de Negocios

Distrito Escolar de Scranton

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficinas, empleados e instituciones que participan o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, sexo, credo religioso, discapacidad, edad, creencias políticas, o en represalia o venganza por actividades previas de derechos civiles en algún programa o actividad realizados o financiados por el USDA.

Las personas con discapacidades que necesiten medios alternativos para la comunicación de la información del programa (por ejemplo, sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.), deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios. Las personas sordas, con dificultades de audición o con discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service [Servicio Federal de Retransmisión] llamando al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas.

Para presentar una denuncia de discriminación, complete [el Formulario de Denuncia de Discriminación del Programa del USDA](#), (AD-3027) que está disponible en línea en: http://www.ascr.usda.gov/complaint_filing_cust.html y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada en el formulario. Para solicitar una copia del formulario de denuncia, llame al (866) 632-9992. Haga llegar su formulario lleno o carta al USDA por:

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

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2018 to June 30, 2019

Annual Income

<u>Family Size</u>	<u>Free Meals or Milk</u> (130% of Poverty Guidelines)	<u>Reduced Price Meals</u> (185% of Poverty Guidelines)	<u>Not Eligible for Free or Reduced Price Meals or Milk</u>
One	\$0 to \$15,782	\$15,783 to \$22,459	\$22,460 and up
Two	\$0 to \$21,398	\$21,399 to \$30,451	\$30,452 and up
Three	\$0 to \$27,014	\$27,015 to \$38,443	\$38,444 and up
Four	\$0 to \$32,630	\$32,631 to \$46,435	\$46,436 and up
Five	\$0 to \$38,246	\$38,247 to \$54,427	\$54,428 and up
Six	\$0 to \$43,862	\$43,863 to \$62,419	\$62,420 and up
Seven	\$0 to \$49,478	\$49,479 to \$70,411	\$70,412 and up
Eight	\$0 to \$55,094	\$55,095 to \$78,403	\$78,404 and up
For Each Additional Family Member Add:	+\$5,616	+\$7,992	+\$7,993

(Annual, Monthly and Weekly Guidelines are on opposite side)

INCOME ELIGIBILITY GUIDELINES

Effective July 1, 2018 to June 30, 2019

For Free Meals or Free Milk

Family Size	Annual	Once a Month	Twice a Month (24) pay periods/yr	Every Two Weeks (26) pay periods/yr	Every Week
One	\$15,782	\$1,316	\$ 658	\$ 607	\$ 304
Two	\$21,398	\$1,784	\$ 892	\$ 823	\$ 412
Three	\$27,014	\$2,252	\$1,126	\$1,039	\$ 520
Four	\$32,630	\$2,720	\$1,360	\$1,255	\$ 628
Five	\$38,246	\$3,188	\$1,594	\$1,471	\$ 736
Six	\$43,862	\$3,656	\$1,828	\$1,687	\$ 844
Seven	\$49,478	\$4,124	\$2,062	\$1,903	\$ 952
Eight	\$55,094	\$4,592	\$2,296	\$2,119	\$1,060
For Each Additional Family Member Add:	+\$5,616	+\$468	+\$234	+\$216	+\$108

For Reduced Price Meals

Family Size	Annual	Once a Month	Twice a Month (24) pay periods/yr	Every Two Weeks (26) pay periods/yr	Every Week
One	\$22,459	\$1,872	\$ 936	\$ 864	\$ 432
Two	\$30,451	\$2,538	\$1,269	\$1,172	\$ 586
Three	\$38,443	\$3,204	\$1,602	\$1,479	\$ 740
Four	\$46,435	\$3,870	\$1,935	\$1,786	\$ 893
Five	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
Six	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
Seven	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
Eight	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
For Each Additional Family Member Add:	+\$7,992	+\$ 666	+\$ 333	+\$ 308	+\$ 154

Conversion is required if there are multiple income sources with more than one frequency. The Local Educational Agency must annualize all income by multiplying:

- weekly income by 52
- bi-weekly income (received every two weeks) by 26
- semi-monthly income (received twice a month) by 24
- monthly income by 12

(Annual Guidelines are on the opposite side)

SCRANTON SCHOOL DISTRICT
425 N Washington Ave
Scranton, PA 18503
2018-19 ANNUAL POVERTY GUIDELINES

NUMBER OF PERSONS IN FAMILY UNIT	POVERTY GUIDELINES
1	\$22,459.00
2	\$30,451.00
3	\$38,443.00
4	\$46,435.00
5	\$54,427.00
6	\$62,419.00
7	\$70,411.00
8	\$78,403.00

* FOR FAMILY UNITS WITH MORE THAN 8 PERSONS, ADD \$7,733.00 FOR EACH ADDITIONAL PERSON

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

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

MY FAMILY INCOME **IS MORE THAN** THE POVERTY GUIDELINES LISTED ABOVE

Student Name _____ Birth Date _____
(PRINT)

Student School _____

(PRINT)

Parent/Guardian Signature _____ Date _____

Children's Library Card Application



Please Print

First Name _____ **Middle Name** _____ **Last Name** _____

Date of Birth: _____

Street Address _____ **City, State, Zip Code** _____

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

Email (this information will not be shared with any other organization) _____

Parents Signature (By signing this form you or your child apply for the right to use the Library and follow its rules)

This Library Card gives your child access to all the resources of the Scranton Public Library System, including access to Tutor.com, an online tutoring system.

Does your child have a library card?

Yes (If yes we will verify and update your child's account)

No (If no we will mail a card to your child)

I Don't Know (we will verify the account and mail a card)

Scranton School District Academic Integrity Policy

Please print your name in this space: _____

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

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

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

Scranton School District Military Questionnaire

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

Parent/Guardian Name _____
Last First Middle Suffix

Branch of Military _____

Student Name _____
Last First Middle Suffix

Student School _____

Student Grade _____

***Please return this form to the school principal.**