

# SECTION B

## SSD Intermediate Policies

### 2018-2019

Alternative Education.....	3
Assemblies.....	3
Attendance.....	3
Attire/Uniforms.....	4
Award Day Ceremony.....	
Backpacks/Gym Bags/Purses.....	5
Bicycles/Skateboards/Rollerblades/Heelys.....	5
Buses.....	5
Class Preparedness.....	9
Criminal Mischief.....	10
Dances.....	10
Detention.....	10
Directory Information.....	10
Discipline.....	10
Electronic Equipment.....	11
Elevator Passes.....	12
Emergency Cards.....	12
Entering/Exiting the Building.....	12
Eschoolplus Parent Home Access.....	13
Evacuation Drills.....	13
Excuses.....	13
Excuses from Classes.....	13
Extra-Curricular Activities.....	13
Fidget Spinners.....	14
Field Trips.....	14
Fighting.....	14
Guidance.....	15
Gum.....	15
Hallways.....	15
Homeroom.....	15
Homework.....	15
Honor Roll.....	16
Interim Progress Reports (IPR).....	16
Intra-School Traffic.....	
16	
Lavatories.....	16
Learning Resource Center (Library).....	16
Lockers.....	17
Lost and Found.....	17
Lunch/Breakfast Program.....	17

Lunch Room.....	18
National Junior Honor Society.....	19
Non Traditional School Setting Regarding the PSSA.....	19
Parent Conferences.....	19
Parent-Teacher Association.....	19
Peer Mediation.....	20
Personal Belongings.....	20
Physical Education Attire.....	20
Planetarium.....	20
Planners (Textbooks).....	20
Pledge of Allegiance.....	21
Prescribed Medicine Policy.....	21
Program of Studies.....	21
Public Displays of Affection.....	21
Restricted Movement.....	22
School Bell Schedule.....	22
Schedule Changes.....	23
School Closings.....	23
2 Hour Delay.....	23
School Nurse.....	23
School Pride.....	23
School Supervision.....	23
School Supplies.....	24
Skipping Class.....	24
Smoking/Tobacco Products.....	24
Snowballs.....	24
Special Education/Inclusion.....	24
Student Progress Reports.....	24
Student Safety.....	24
Student Debt.....	25
Summer School.....	25
Swimming.....	25
Tardiness.....	25
Technology.....	
26	
Telephones.....	26
Textbooks and Supplies.....	26
Transfers.....	
27	
Vacations During the School Year.....	
27	
Vandalism.....	
27	
Visitors.....	27
Weapons.....	27

## **WHY AN INTERMEDIATE SCHOOL?**

### School Philosophy

Students are strongly encouraged to strive for excellence in all areas of the curriculum. As an emerging adolescent, you are a special person with your own individual needs, interests, and activities. Because of this, Intermediate schools will provide you with the opportunities for:

- Development of a positive attitude toward yourself and appreciation for the worth of others;
- Development of and consideration for your unique abilities, interests, needs and rate of learning;
- Exploration and development of your creativity in all areas;
- Interacting successfully with fellow students and staff.

## **ALTERNATIVE EDUCATION**

After evaluation by the administration, 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 meeting or assembly. Students found guilty of displaying poor manners will forfeit their right to attend future assemblies and will face possible disciplinary action.

## **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 has been tardy for a total for a total of one (1) hour.
- (2) If the child(ren) misses two additional days of school and have no excuse, the Scranton School District's Children and Youth Truancy Liaison will schedule a Truancy Elimination Plan meeting with the family 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 TEP the family will be contacted by the CYS Truancy Liaison. An additional TEP meeting may be scheduled.
- (4) If a child has more 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 a habitually truant after he or she has three (3) unexcused absences from school. On the day following the 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.

### **ATTENDANCE-Special Privileges**

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

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

### **ATTIRE/UNIFORMS**

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

The Scranton School District has approved a Uniform Policy for Students in the Intermediate Schools. A copy of the policy (general information, types/colors of attire, discipline guidelines) is located in the District Policies Section of this handbook.

The following articles are considered recreational and are not proper for school – hat, scarves and bandanas, sunglasses and do-rags.

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

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

### **AWARD DAY CEREMONY**

Eighth-grade students will be honored at the end of the school year in June that will recognize their accomplishments.

\*Any student that has been suspended from school for 3 or more days will not be permitted to participate in awards day at the end of the year.

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

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

### **BACKPACKS/GYM BAGS/PURSES**

For security purposes as well as health measures (weight on backs/shoulders), backpacks are not permitted in the school building. On those days when scheduled for gym or swim class, a student may use a gym bag or a carry-bag for clothing/towels only if the bag is either CLEAR or MESH otherwise, no type of backpack, gym bag, or book bag is allowed. This also includes the backpack-style purse that is used by female students. Purses which are small in size (smaller than a textbook) and over-the-shoulder or hand-held are permitted.

### **BICYCLES/SKATEBOARDS/ROLLERBLADES/HEELYS**

Since there is no provision for storing and protecting bicycles, you are not to bring your bicycle to school. Skateboards and rollerblades are not allowed on school grounds at any time. This includes sneaker rollerblades (heelys).

### **BUSES**

Bus transportation is provided to and from school only for those students who meet requirements set by the Scranton School District. Students must live one and one-half (1 ½) miles from the school. Bus transportation is provided for all students who live more than two (2) miles from the school.

You are reminded that conduct on the bus is related to school and that the bus driver is in complete charge. Failure to behave properly may result in suspension of our privileges and other disciplinary action.

***Student Transportation Education Plan***  
**(To Teach Students How To Ride On The Bus)**  
S.O.A.R. (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:** Interventions 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 directions of their bus driver. (This demonstrates **respect** to those with authority who are trying to keep us **safe** or maintain **order**.)

Students should be at the bus stop 5 minutes before the bus arrives, waiting in a **safe** place, clear of traffic and 12 feet from where the bus stops.

Students will wait in an **orderly** manner and avoid playing (when waiting at property belonging to others, we should **respect** that property and take care to leave it undamaged.)

Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left (This a **safe** walking habit that protects students while traveling to their bus stop.)

Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object (Never, ever lose sight of the driver or do anything that would make her/him lose sight of you! This is a procedure that can never be broken if we are to keep you **safe**.) Students will go directly to assigned seat when entering the bus and keep the 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 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 driver 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. 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 principal and taken home by the students to be signed by parent / guardian and returned to the bus driver within two school days. A phone call to the parent / guardian should be made if 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.

## CONSEQUENCES



When student behavior escalates beyond a driver 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 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.
- Director of Transportation will contact the school Principal and Jeff Brazil.
- Jeff Brazil 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
1 <sup>st</sup> Referral	1 Day Bus Suspension	3 Day Bus Suspension	5 Day Bus Suspension
2 <sup>nd</sup> Referral	3 Day Bus Suspension	5 Day Bus Suspension	10 Day Bus Suspension
3 <sup>rd</sup> Referral	5 Day Bus Suspension	10 Day Bus Suspension	15 Day Bus Suspension
4 <sup>th</sup> Referral	10 Day Bus Suspension	15 Day Bus Suspension	Bus Suspension for Remainder of School Year
5 <sup>th</sup> 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.

**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.**

**CLASS PREPAREDNESS**

Being prepared for class is part of your responsibility as a student of the Scranton School District. This means having assignments, paper, pencil, notebook and all other necessary materials to perform successfully. Lack of preparedness will be reflected negatively on your Student Progress Report.

### **CRIMINAL MISCHIEF**

You are expected to take care of school property. If, for any reason, you are involved in destroying or defacing school property, you will be held financially responsible and possibly subject to further disciplinary action. Such destruction is Criminal Mischief.

As a good citizen of the Scranton School District, you should report any acts of criminal mischief that you see. Remember that this school belongs to you, your parents, and the taxpayers of Scranton. They depend on you to help keep the building in good condition.

### **DANCES**

Students may enter dances fifteen (15) minutes prior to the scheduled start of the dance. Students may not leave the dance before the scheduled end time unless specifically excused by the chaperones and picked up by the parents. Students who are not in attendance at school are not eligible to participate in any after-school activity on that day. Students who are not in good academic or behavioral standing may be denied participation in any extra-curricular activity. The administration reserves the right to deny participation based on discipline referrals or tardiness action accumulated by an individual student at any time in the school year. Tickets for all dances must be purchased in advance. Tickets will not be sold at the door.

### **DETENTION POLICY**

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 and they must make up that detention on the day they return to school. In some instances, lunch detention will be assigned as a first measure.

### **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 or study, participation on 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.

### **DISCIPLINE**

The concept of discipline contains two major elements:

- The school should assist students in becoming responsible, productive, self-disciplined citizens within the school and community;
- The school is obliged to prevent students from interfering with the educational environment and instructional program of others.

Basic Assumptions for Handling Discipline Problems:

- It is preferable to try to identify the causation whenever possible in guiding student behavior rather than to treat the behavior in isolation. All behavior is caused by the internal needs of the student, external factors, or by interaction of these forces;
- The use of positive or at least neutral techniques rather than the use of negative methods when guiding students;
- However, alternative approaches to discipline are sometimes necessary, example: written assignments and detention. In severe disciplinary cases, reasonable force would be used only to quell a disturbance, to obtain a dangerous object, or for the purpose of self-defense. The school also reserves the right of suspension in serious and repetitious cases.

### **THE USE OF ELECTRONIC DEVICES**

The Board of Education regulates the possession and/or use of selected electronic devices by a student in school buildings, on a school bus, or at any school function as indicated in this policy.

For the purpose of this procedure the definition of an Electronic Device is as follows:

**ELECTRONIC DEVICE**- shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and laptop computers, as well as any new technology developed with similar capabilities.

For the purpose of this procedure, personal computers (desktop/ laptop computers) that are not school property are also considered electronic devices.

Where there is a question of the possession of an electronic device in obstructing or interfering with school operations or student well being, the Principal/Assistant Principal shall make the final determination that a particular item is an electronic device of the type deemed prohibited.

### **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. There will be certain exceptions where the use of an electronic device is allowed. These exceptions are listed below.
- The use of the CAMERA/RECORDING function on any electronic device **is not permitted at any time in a school building during the school day.**
- During school wide emergency situations students are **not** allowed to use any electronic device unless permission is granted by the principal.

- Laser pointers and attachments are **not** permitted in school buildings, at school-sponsored activities, or on buses and district vehicles under any circumstances.

### **EXCEPTIONS:**

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

1. Health, safety or emergency reasons.
2. An individualized education program (IEP).
3. Classroom for instructional-related purposes when allowed by the teacher and/or principal.
4. On district vehicles and busses as long as the use does not interfere with school operations or student safety.
5. Other reasons determined appropriate by the building principal or assistant principal.
6. Outside of the school day on district property.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

### **ELECTRONIC IMAGES, PHOTOGRAPHS AND RECORDING**

The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images, photographs or recordings whether by electronic data transfer or other means, including but not limited to texting and emailing is prohibited.

### **ELEVATOR PASSES**

Any student who is permanently or temporarily disabled may be issued an elevator pass in the Assistant Principal's 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 Intermediate School for each student. Parents are requested to keep this card current by notifying the school nurse if there should be any change in this information. Failure to return the emergency card or other important documents in a timely manner may result in disciplinary action.

### **ENTERING AND EXITING THE BUILDING**

All students will enter and exit the building through the appropriate/assigned entrance. The school building opens at 8:15 am. If you walk or are driven to school, please gauge the "morning departure time" so that you arrive at school as close to 8:15 am as possible. Upon entering the building, you should go directly to your locker and homeroom area. If, for any reason, you arrive after 8:25 am, you will be marked tardy. You will be required to sign in at the Main Office.

At dismissal time, go directly to your locker and leave the building promptly. Any student remaining in the building after 3:00 pm must have teacher supervision. Also, the locker areas are not accessible after 3:00 pm.

### **ESCHOOLPLUS PARENT HOME ACCESS**

Parents are allowed to moderate their child progress by the Eschool Parent Home Access Portal. Parents will need to know the child's username and password provided by the school to access this function.

### **EVACUATION DRILLS**

It is of the greatest importance that frequent evacuation drills be practiced. In case of a fire or emergency drill, closely follow the evacuation plans that are posted in each learning area. It is extremely important that you evacuate the building as quickly and orderly as possible. Remember to walk, not run. NO TALKING is permitted. COMPLETE SILENCE is necessary in order to hear any announcements or directions during the drill.

### **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.

### **EXCUSES FROM CLASS**

Passes will be used for any student or teacher initiated movement throughout the school. NO STUDENT SHOULD BE IN THE HALL WITHOUT A PASS. Only one student at a time will be granted lavatory privileges in an individual class. In an event of an emergency, teachers will use their discretion. A student abusing his hall pass privilege will be placed on restricted movement.

### **EXTRA-CURRICULAR ACTIVITIES**

A wide range of activities are available for students. All extra-curricular activities are supervised by a faculty moderator.

## **STUDENT COUNCIL**

Each homeroom elects a representative to the Student Council. The council meets on a regular basis throughout the year. Members participate in projects and activities that support the student body and community.

## **YEARBOOK**

The yearbook is published each year. The yearbook staff is comprised of students and a teacher moderator.

## **ART CLUB**

Students have an opportunity to participate in these after school clubs. Activities are coordinated and supervised by advisors who are members of the school's faculty.

## **JUNIOR HIGH SPORTS**

Seventh and Eighth grade students are allowed to compete in Junior High Wrestling, Baseball, Softball, Basketball, Football, and Track. These activities are also guided by PIAA regulations.

## **FIDGET SPINNERS**

Fidget Spinners are banned from all building 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 located in Section A of the handbook-the school administrator will retain the right, privilege, and ability to discipline in their absolute discretion.

## **FIGHTING**

Fighting will not be tolerated. Students who engage in fighting, instigate a fight, or engage in any act of violence, while in school, on school property, or on the school bus may be punished by suspension and may be charged with violating the penal laws of Pennsylvania. Charges of harassment, disorderly

conduct, simple assault, aggravated assault and/or other appropriate charges may be filed. The length of suspension will be determined by the Assistant Principal/Principal.

Students must make every effort to avoid fighting. When confronted and challenged to a fight, students should seek help from the nearest adult authority. If assaulted, students have the right to self-defense by avoiding, blocking, or restraining the aggressor with reasonable force.

Students actively engaged in fighting or who attempt to inflict bodily injury will be disciplined and charged accordingly, regardless of who started the fight.

## **GUIDANCE**

A Guidance Counselor is assigned to the students entering the sixth grade. Guidance in the Scranton School District includes; Academic Counseling and Group Activities. Your Counselor does not have any magical answers or solutions to problems. However, the Counselor does have the experience and educational background to guide you to the resources and agencies that may help you with your problem.

Students may go to the Counselor with a problem. Other times, teachers and parents refer students to the Counselor for help. Individual counseling is not for everyone. There are times when a person needs to talk with someone who is willing to listen and, hopefully, relieve anxieties. Most times, the Counselor may help you solve problems that you feel are unsolvable.

The Counselors are available for consultation at any time. Please know that the Counselor will hold your discussion in confidence.

## **GUM**

Gum chewing is not permitted. This rule applies also to food and candy. Offenders will be assigned to detention.

## **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.

## **HOMEROOM**

You are required to be in your homeroom, in your assigned seat, ready to begin the school day by 8:25 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.

## **HOMEWORK**

Homework will be assigned on a daily basis. The homework is not only important in determining a student's daily grade but also an excellent tool used by teachers to determine whether or not the student is learning what is being taught.

Homework and study time should be one hour for sixth grade students, one and one-half hours for seventh grade students, and two hours for eighth grade students.

Any student absent from class for legal reasons are required to make up all work missed. It is the **RESPONSIBILITY OF THE STUDENT TO SEE HIS/HER TEACHERS TO OBTAIN THE WORK AND HELP, IF NEEDED, TO MAKE UP THE ASSIGNMENTS.** Students absent for several days may request homework assignment 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.

Parents are being encouraged to provide a "study time" so that this work will be completed and returned when it is due. Please check with the guidance counselor if your child is telling you that no work is being assigned. Homework assignment sheets are available in most areas of the school.

### **HONOR ROLL**

A grade average of 89.5 with no failed subjects is required to be eligible for the honor roll. The names of the students who merit honors are published in the newspaper.

### **INTERIM PROGRESS REPORTS (IPR)**

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

### **INTRA-SCHOOL TRAFFIC**

- No running, pushing or shoving at any time.
- Go directly to your destination. Do not loiter.
- In moving anywhere in the building, remember the rules of a good driver – **KEEP TO THE RIGHT.** If all students observe this rule, traffic throughout the building will move smoothly.

### **LAVATORIES**

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

### **LEARNING RESOURCE CENTER (LIBRARY)**

As a result of pre-planning by the teacher with the librarian, entire classes, small groups, or individuals may use the Learning Resource Center. During a school day, students coming to the Learning Resource Center must have a pass stating the need of the student and signed by the teacher from whose class he is excused.

LRC identification cards will be issued to the students in September and kept in the library. The card contains the student's name and number. Each student may check out books by presenting his LRC identification card at the circulation desk. Don't lose your card! There is a nominal charge for a lost card. For your own protection, do not loan your card to anyone. You are responsible for any material borrowed on that card. You are encouraged to use the Learning Resource Center for research, improvement of



skills, recreational reading, and enjoyment. You may borrow an unlimited number of books based on need and availability. Book circulation will be for three weeks without a renewal period, however, exceptions will be made.

Reference and reserve books are only checked out overnight. You must check them out after school and return them before the first period of the next morning. Old volumes of encyclopedias may be checked out for a week.

Be sure you return the books you have borrowed to the Learning Resource Center on or before the due date. Place books in the book drop at either side of the charging desk. It is your responsibility to return materials on time so that other students may use them.

Students will be assessed a fine of five cents a day for overdue books. Please be sure that you do not abuse the privilege of checking out materials. You must pay for damaged and lost materials. No report card will be issued to any student with overdue library materials.

Through the Accelerated Reader Program, students learn about many good fiction and non-fiction books available for them through the library. All students are required to earn a minimum of ten points in Accelerated Reading every quarter. Any cheating in this area will result in loss of all points earned for the quarter plus a disciplinary consequence.

## **LOCKERS**

You will be assigned a locker during the first few days of school. Each student will be assessed \$4.00 for the locker. This fee will cover all three years of his/her stay at the Intermediate School.

The following are rules for locker use:

- To protect your belongings. **DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE;**
- Upon closing your locker, make sure it is locked;
- Lockers should be kept clean and in good order at all times. This is especially true of the hallways in which the lockers are located;
- Lockers are not a place to store valuables and money. They should be left at home. Lost or stolen items are the responsibility of the owner;
- Students may go to lockers **ONLY** before school, after school, and before lunch period. To go to lockers at times other than above, a hall pass must be obtained from a teacher.

You will also be provided with place to store your physical education clothing.

## **LOST AND FOUND**

The Lost and Found Department is located in the Medical Room. If you lose an object, report it at once. You should not bring valuables or large sums of money to school. The school is not responsible for lost items.

## **LUNCH/BREAKFAST PROGRAM**

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. Students may also bring their lunch from home.

If the student would like additional items (besides the free meal) there is a computerized system that includes a computer connected to the cash register in the cafeteria. You will be able to prepay your child's ala carte items/additional meals and eliminate the need for him/her to bring money to purchase food.

With this system, your child will have an account with the cafeteria. This is a debit account where money may be deposited in advance and purchases will be deducted from the account. Your child will be issued a Personal Identification Number or "PIN" Number. At the cashier station, your child will enter his/her PIN number on a pin pad to access his/her account. If there is money in the account, the purchase will be deducted. If there is no money in the account, the cashier will ask for money to cover the cost of food purchased.

This is not a charge account. If you choose not to use the system, your child will need to bring money daily to purchase ala carte items in the cafeteria. Cashiers will let your child know when the account is getting low. The money may only be used for cafeteria purposes.

Each student will be allowed one period for lunch. Teachers will supervise lunch activities to maintain order and ensure a smooth operation. To keep the Student Commons (Cafeteria) a pleasant place to eat, there are a few rules which must be observed:

- You will be assigned by homeroom a table in the cafeteria. You will then have the same assigned table every day during the lunch period;
- Please keep the Student Commons (Cafeteria) clean. You are expected to see that tables and floor areas are kept clean for the next lunch group. Teachers will dismiss students after they have cleaned their table and chair areas;
- When you have finished eating, dispose of your tray and leftovers at the dish room counter. There will be no sale of desserts during the last five minutes of the lunch period. This time will be used for cleaning tables and areas;
- You must stay in your seat until the end of your lunch period;
- In the event of an evacuation, students will remain seated until instructed by the staff member in your area to exit the building.
- In order to go to the lavatory from the cafeteria, each student must have a signed pass.

Sixth, seventh, and eighth grade students eat lunch at separate times. Breakfast is available every morning from 8:00 – 8:15 am.

**STUDENTS ARE NOT ALLOWED TO LEAVE THE BUILDING DURING LUNCH.**

## **LUNCH ROOM**

All students will report to the cafeteria for lunch each day. Students should go to their locker and the lavatory before arriving at the cafeteria. Students must remain in the cafeteria for the entire lunch period. Students are not allowed to eat lunch outside, in the halls, on the stairways, or in the lavatory. Misbehavior during lunch will result in detention or suspension. No food or beverages are allowed outside of the cafeteria. Students will be assigned a seat in the cafeteria. Only section monitors may change the seat of a student in the cafeteria. Students will be instructed by the section monitor as to when

they may leave their table. Students must have the permission of the section monitor to leave their table at any time.

### **NATIONAL JUNIOR HONOR SOCIETY**

The requirements necessary for candidacy in the Honor Society are:

**SCHOLARSHIP** – A student must maintain a numerical average of 89.5 or better in sixth, seventh, and the first three (3) marking periods of eighth grade. In subject areas where alphabetical grades are issued, any grade of (F) or a third (D) will automatically exclude a student from becoming a candidate for the Honor Society. In subject areas marked numerically, any grade below 70 will automatically eliminate a student from becoming a candidate.

**CHARACTER** – An important part of becoming a candidate for the Honor Society is the student’s ability to maintain positive relationship with his/her classmates and his/her teachers. Acts of misconduct and disrespectfulness, cheating, or defiance of the school rules and regulations may result in dismissal from the Honor Society. This decision will be made by the Principal, Vice Principal and Honor Society Moderator and will be based on input from the classroom teachers, counselor, and conduct records kept on file in the Vice Principal’s Office.

**SERVICE** – Service is another important qualification necessary to the Honor Society candidate. This is a performance criterion. The candidate is judged by his unselfish contribution to his/her classmate, school, and community. Those who serve others are repaid with satisfaction and a feeling of goodwill. Service really begins with the way we treat each other. Our ability to serve expands as we do more for others. Service is expected of Honor Society candidates.

**LEADERSHIP** – Leadership is a quality highly regarded in Honor Society candidates. It is demonstrated in many ways. It may mean holding an office in a school club or organization, participating in the band or a team, or by standing up for a principle you know to be right.

AN INDUCTION CEREMONY AND RECEPTION IF HELD IN MAY.

### **NON-TRADITIONAL SCHOOL SETTING REGARDING THE PSSA**

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

### **PARENT CONFERENCES**

The staff of Scranton School District encourages parental communications. If your parent should desire to discuss your educational progress, they should call your Guidance Counselor for an appointment.

### **PARENT-TEACHER ASSOCIATION**

The Parent-Teacher Association is an integral part of the entire school community. In addition to holding four informative meetings each year, this organization provides financial help for individual students as well as sponsoring school functions. The main source of income is derived from membership dues and

fund raising activities. You and your parents should support PTA activities, because these are for your benefit. Please encourage your parents to join and become active in the Intermediate School PTA.

### **PEER MEDIATION**

Peer mediation is a method for resolving conflicts using the help of a neutral party (trained student mediators). Mediation is a voluntary activity designed to help you gain control of a dispute before it escalates into a fight or some other negative consequence. Mediation is a good resource to help everyone. We all need help from time to time to resolve conflicts. This process provides you with the opportunity to sit down with fellow students and work out a conflict on your own. Examples of conflicts which can be resolved through peer mediation include: fighting, teasing, threats, name-calling, rumors, aggression, and friendship problems.

A mediation request can be submitted to the mediation box in the main office at any time. Referrals are handled within 24 hours if possible and sometimes on an emergency basis. There are referral forms in every homeroom. You can also find extra forms on the bulletin board in the main office, or you can ask any mediator. Mediations are scheduled during class times when the teacher permits the students involved to be excused for the mediation.

### **PERSONAL BELONGINGS**

ALL PERSONAL ITEMS (CLOTHING, SWIMSUITS, GLASSES, NOTEBOOKS, AND BINDERS) MUST BE LABELED WITH THE STUDENT'S NAME. Backpacks are not permitted in the building. On those days when scheduled for gym (or swim) class, a clear or mesh gym bag, or carry bag may be used for clothing/towels. Otherwise, no type of backpack, gym bag or book bag will be allowed. Radios, CD players, cellular phones, cameras, pagers, laser lights, walkman, or any other type of electronic equipment are not permitted in the building. Items may be confiscated and registered with the School Resource Officer.

### **PHYSICAL EDUCATION ATTIRE**

For neatness, safety, and freedom of movement, you shall be required to change into comfortable, sports clothing for physical education. An adequate amount of time is allotted for changing. Supervision is provided in the locker rooms. Students unprepared to dress will be given an alternate assignment. Continued failure to dress will result in possible detention and suspension.

### **PLANETARIUM (West Intermediate only)**

One of the most flexible learning areas at West Scranton Intermediate School is the Planetarium. The area consists of a 30 foot aluminum perforated dome, a control console, and auxiliary projectors. The sitting capacity is approximately 60 students. A variety of learning situations may be created in this area. Along with earth and space science programs, the planetarium area may effectively be used to present programs relating to Mathematics, English, Mythology, Geography, and Multimedia Presentations. The Planetarium is an integral part of the entire curriculum.

### **PLANNERS (Textbooks)**

Each student in sixth, seventh, and eighth grade will be issued a Student Planner. This planner will be used by students to organize assignments, record homework, carry notes/messages between parents and

teachers. Students will use their planners on a daily basis. If a planner is lost or damaged, the student must pay the replacement cost. Insist that you see it each night to be sure all assignments are completed and up to date.

### **PLEDGE OF ALLEGIANCE**

In December 2002, the School Code was amended to require students to recite the Pledge of Allegiance at the beginning of each school day. It requires that a United States flag be present in each classroom. The bill allows students to decline reciting the pledge; however, the school district is required to notify the child's parents, in writing, that their child refuses to recite the pledge. This would be in the form of a notification rather than a disciplinary letter.

### **PRESCRIBED DRUG POLICY**

The following is the policy of the Scranton School District concerning the dispensing of prescribed drugs to students:

The parent/guardian of any student who is required to take prescribed medication during the school day must comply with school district policy and procedures. The procedures are as follows:

- Present a written order from a physician detailing the name of the student, drug, dosage, and time interval medication is to be taken;
- Present written permission that the School District comply with the physician's order;
- The school nurse or medical assistant will dispense the prescribed drug;
- If district personnel are to administer the prescribed drug, the parent/guardian must bring the prescription to the school in a container appropriately labeled by the pharmacy or physician;
- A locked cabinet is provided in the building for storage of medication.

### **PROGRAM OF STUDIES**

In order that you, as an individual, will be provided with the opportunity to develop from childhood to adolescence and be prepared for the transition from elementary school to high school, we have established the following Program of Studies:

<u>Academic</u>	<u>Related Arts</u>	<u>Special Services</u>
Reading	Power Technology	Adaptive Physical Education
Social Science	(Electricity, Electronics,	Gifted Program
Mathematics	Power Mechanics)	Learning Support Program
Science	Art – Wood	Speech Therapy
English	Home Economics	Remedial Reading
Foreign Language	(Consumer Education,	Tutoring Programs
(French, Spanish, German)	Computer, Foods, Clothing)	Guidance Services
	Health	
	Physical Education	
	Music (Band, Strings, Chorus)	

### **PUBLIC DISPLAYS OF AFFECTION (NO TOUCH POLICY)**

Boy/Girl friendships are natural and expected during adolescence. However, public demonstrations of affection (i.e. kissing and hugging) are never in good taste and certainly out of place in school corridors,

classrooms, and assemblies as well as on buses or in any other area within the confines of the school district.

### **RESTRICTED MOVEMENT**

Students who have behaved in a fashion which resulted in numerous discipline referrals to the office or who have received referrals requiring suspension may be placed on restricted movement. Students who are found in unsupervised areas or are found in the halls between classes without a pass or are repeatedly late to class may be referred to the office for the purpose of having their names placed on the restricted movement list.

Students on the restricted movement list are not permitted to leave the classroom with a pass except in the cases of extreme emergency. In such an instance an administrator is to be immediately informed and the student will be escorted. (This does not include fire drills or other building emergencies that are potentially life threatening.) Once a student is placed on restricted movement he/she will remain there for a minimum of 30 school days providing the student has not received any referrals during this period. Once a student's name is placed on the restricted movement list, it will remain there until it is removed by the Administration.

**SCHOOL BELL SCHEDULES**

**REGULAR**

<b>HR</b>	<b>8:45</b>	<b>9:05</b>
<b>1</b>	<b>9:07</b>	<b>10:03</b>
<b>2</b>	<b>10:05</b>	<b>11:01</b>
<b>3</b>	<b>11:03</b>	<b>11:33</b>
<b>4</b>	<b>11:35</b>	<b>11:59</b>
<b>5</b>	<b>12:01</b>	<b>12:31</b>
<b>6</b>	<b>12:33</b>	<b>12:57</b>
<b>7</b>	<b>12:59</b>	<b>1:29</b>
<b>8</b>	<b>1:31</b>	<b>2:27</b>
<b>9</b>	<b>2:29</b>	<b>3:25</b>

**FACULTY**

<b>HR</b>	<b>8:45</b>	<b>9:05</b>
<b>1</b>	<b>9:07</b>	<b>9:49</b>
<b>2</b>	<b>9:51</b>	<b>10:33</b>
<b>3</b>	<b>10:35</b>	<b>11:05</b>
<b>4</b>	<b>11:07</b>	<b>11:16</b>
<b>5</b>	<b>11:18</b>	<b>11:48</b>
<b>6</b>	<b>11:50</b>	<b>11:59</b>
<b>7</b>	<b>12:01</b>	<b>12:31</b>
<b>8</b>	<b>12:33</b>	<b>1:15</b>
<b>9</b>	<b>1:17</b>	<b>2:00</b>

**COMPRESSED**

<b>HR</b>	<b>10:45</b>	<b>11:05</b>
<b>1</b>	<b>11:07</b>	<b>11:42</b>
<b>2</b>	<b>11:44</b>	<b>12:19</b>
<b>3</b>	<b>12:21</b>	<b>12:51</b>
<b>4</b>	<b>12:53</b>	<b>12:59</b>
<b>5</b>	<b>1:01</b>	<b>1:31</b>
<b>6</b>	<b>1:33</b>	<b>1:39</b>
<b>7</b>	<b>1:41</b>	<b>2:11</b>
<b>8</b>	<b>2:13</b>	<b>2:48</b>
<b>9</b>	<b>2:50</b>	<b>3:25</b>

**SCHEDULE CHANGES**

Students will not be allowed to change the classes that they and their parents have selected after the predetermined “summer change dates” so that valuable class time will not be lost. 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.

**SCHOOL CLOSINGS**

On snowy or stormy mornings, tune to your radio or television stations. If there is no announcement regarding school closing from the superintendent's office by 7:30 am, school meets as usual. If there is no school or a delay, an announcement will be made to that effect by 7:30 am.

## **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. Elementary Schools will start at 10:10 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 cancelled on days of inclement weather.

## **SCHOOL NURSE**

If you should become ill or injured during the school day, you should obtain a pass from your teacher to report directly to the Medical Room. There is always a nurse or matron on duty. If the nurse decides that you should be sent home, you will be given a dismissal slip which you must take to your class teacher. In order to be sent home, someone must come to the school for you. It is the parent's responsibility to provide transportation home. The school nurse will schedule, supervise, and assist in various physical tests and examinations required by law. These include dental examinations, blood pressure check, vision, and hearing screenings. Referrals are also provided for those students in need of further care and evaluation.

## **SCHOOL PRIDE**

This building belongs to you! Help keep it clean by wiping your feet free of snow and mud and keeping all areas free of litter. It is the responsibility of all of us to keep the building and grounds as clean as possible. You should deposit all paper in the receptacles. Report any misuse of these facilities to the Vice Principal or teachers.

## **SCHOOL SUPERVISION**

Supervision by school administration will begin at 8:45 AM on a daily basis.

## **SCHOOL SUPPLIES**

Classroom materials provided for your use are your responsibility. They are often more valuable than the textbooks and more difficult to replace. If lost or damaged, it is your responsibility to pay for them. Consumable supplies, such as pencils, tablets, and notebooks will be distributed periodically in homeroom. If lost, they must be replaced at your expense.

## **SKIPPING CLASS**



A student absent from class without permission shall be reported to the principal. A zero will be issued for that class period. Only the scheduled classroom teacher can excuse you from class. That includes scheduled meetings, such as student council, field trips, etc. Any student absent from class without permission will be assigned a disciplinary action. Chronic illegal absenteeism will result in truancy action.

### **SMOKING/TOBACCO PRODUCTS**

The use and/or possession of tobacco or tobacco products is prohibited in the school building, on school grounds, and on a school bus. (This includes matches and lighters.) Failure to comply with this regulation will result in an immediate suspension and referral to the magistrate.

### **SNOWBALLS**

Students who throw snowballs may be suspended out of school suspension for up to three days.

### **SPECIAL EDUCATION**

The Scranton School District provides special education services that may be required by children with special needs in compliance with state and federal law. Annual public notice is hereby given by the Scranton School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services.

### **STUDENT PROGRESS REPORTS**

At the end of each marking period, you will bring home to your parents a Student Progress Report. This report will show how well you are doing as an Intermediate School student. Your parents keep one copy of the Student Progress Report. The other copy is signed and returned to your homeroom teacher.

Halfway into each marking period, Interim Progress Reports will be available to all parents. Parents should feel free to schedule a conference, even if the teachers do not request one.

### **STUDENT SAFETY**

Please be aware that cameras and metal detectors are employed throughout the district to assist in maintaining a safe school environment.

### **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.

### **SUMMER SCHOOL**

If a student has failed a course and an approved summer school course is available, the student is allowed to take the course for credit only with the approval of the teacher and administration. Failing marks may

be raised to a “C” or “D” by successful completion of an approved summer school course. A student may register for a maximum of two (2) courses.

### **SWIMMING (West Intermediate only)**

Swimming is a required course for all students who are physically able to participate. All students will be required to wear a swim cap which may be purchased at the pool. The swimming program is designed to accommodate all students from the non-swimmer to the student with more advanced swimming skill. Students asking to be excused from swimming class an excessive number of times will be required to obtain a doctor’s excuse.

### **TARDINESS**

To School – If you arrive after 8:45 am, you are considered tardy and must sign in at the Main Office. Students who are tardy to school should bring an excuse form home stating the reason for the tardiness. The student will then receive a pass to class. If you are tardy to school due to a scheduled appointment, a note/verification statement would be accepted as a legal excuse. In order to encourage promptness to school, the following measures will be used:

- First Tardy - Warning
- Second Tardy - Detention
- Third Tardy - 2 Detentions
- Fourth Tardy - 3 Detentions

Additional tardiness may result in an Out-of-School Suspension and will result in consequences outlines in the district’s Truancy Policy.

To Class – It is your responsibility to let the teacher know where you are at all times. If, for any reason, you should be late to class, you must have a written excuse from your previous teacher. Disciplinary action for students who are tardy will be as follows:

- First Tardy - Warning
- Second Tardy - Detention
- Third Tardy - 2 Detentions
- Fourth Tardy - 3 Detentions

Additional tardiness may result in an Out-of-School Suspension and will result in consequences outlines in the district’s Truancy Policy.

### **TECHNOLOGY**

An Acceptable Use Policy for Network Services and Internet Access has been approved by the district. Any violation of the terms of the policy may result in the student’s access privileges being revoked. The student may also be subject to district disciplinary action and/or other legal action.

### **TELEPHONES**

Students who need to use the telephone may use the phones located in the office. Students must have a pass from the teacher to the office in order to use the telephone. It is important for students to be cordial and polite while using the telephone. Students are reminded that the use of cell phones is not permitted in school. Students are NOT to bring cell phones to school. The cell phone will be confiscated and registered with the Principal or his designee.

### **TEXTBOOK PROCEDURES:**

1. Textbooks issued to a student will be assessed at replacement cost.  
You are responsible for their care and return in the condition received except for normal wear and tear.
2. Students must put their name on the inside cover of the textbook and the teachers are to put their initials next to the students name once textbooks are distributed.
  - If a student's schedule changes throughout the school year the original subject textbook issued to that student should be returned to the bookroom by that student. The student will be given a textbook for that new subject once they are in the new classroom.
  - If a student withdraws or transfers all textbooks should be returned to the guidance counselor.
  - If a student's situation warrants a second set of textbooks, written notification must be given to the appropriate staff member.
3. All textbooks must have a book cover which may be provided by the textbook clerk based upon availability.
4. Students should not be allowed to leave their textbook in the classroom.
5. At the end of the 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.*

### **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. All transfers must be processed in the designated school. The office is located in the Administration Building, 425 N. Washington Avenue, Scranton, PA 18503.

## **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 necessary for a student to be excused, parents should send a written notice to the school at least one week in advance. Extended absences will not be approved during the PSSA test window.

## **VANDALISM**

Students apprehended defacing the building, grounds, or equipment, such as writing on desks, walls, stuffing up lavatories, harming shrubbery, setting off firecrackers, smoke bombs, etc. or willfully destroying school property in any way may be suspended from school and school related activities. Restitution will be made for all damages, including labor. The Principal and Assistant Principal may recommend extreme cases or repeat offenders to a hearing before the school board for consideration for expulsion, and/or recommendation that charges be filed against the individual(s).

## **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.