

PROSPECT PARK SCHOOL HANDBOOK



PLEASE READ THE ENTIRE HANDBOOK!

PLEASE PAY SPECIAL ATTENTION TO THE NEXT THREE PAGES,
TWO OF THE THREE PAGES MUST BE SIGNED
AND RETURNED TO SCHOOL
BY **SEPTEMBER 9, 2016.**

One page must be signed for all students, Grades 1-8

*One page must only be signed for middle school
students, Grades 6-8.*



PROSPECT PARK SCHOOL

Memorandum of Understanding

Middle School Positive Behavior Supports/Agenda Programs 2016 – 2017

The Middle School Faculty of the Prospect Park School has created a tool which combines the Positive Behavior Supports/Agenda Book Programs to help middle school students learn responsibility, accountability, organization and appropriate behavior. We believe that students develop self-esteem when they learn these skills and are able to achieve success as a result. Please refer to pages 6-9 for a complete description of these programs.

The Agenda Book is to be used as a communication tool between parent, teacher and students to monitor academic performance. **It is expected that the book will be monitored and signed daily, with a full signature (no initials please) by a parent or guardian, signifying that all given assignments and communications have been noted.**

Each middle school student will receive an agenda book at no cost at the beginning of the school year. If the agenda book is lost, or unusable due to graffiti, etc., a new agenda book must be bought from the Assistant Principal, Mr. Wood, for five dollars.

In signing this memorandum, parents and students agree to participate in the PBS/Agenda Book Program, and to become familiar with the criteria for rewards and consequences as defined in this handbook. A schedule of activity trips will be sent home in September. Students who do not participate in the program may not attend agenda reward trips or activities.

We look forward to a successful year! ☺

(Acknowledgement of this program is attached to front cover and needs to be returned by Friday, September 9, 2016)

PROSPECT PARK SCHOOL
PBS/Agenda Book Participation
Middle School Students
ONLY

By signing this document I declare that my child and I have read, acknowledged, and understand the policies and procedures of the PBS/Agenda Book Programs found in the Student Handbook.

_____ YES, my child _____
will participate in the PBS/Agenda Program with all of the rewards associated with it.

_____ NO, my child, _____
will not participate in the reward portion of the PBS/Agenda Program, but will be monitored by the PBS/Agenda Program and face consequences of inappropriate behavior.

Parent/Guardian Signature _____

Student Signature _____

Homeroom: _____ Date: _____

Fill in one for each student, please.

**PLEASE TEAR OUT THIS SHEET AND
RETURN TO HOMEROOM TEACHER BEFORE FRIDAY, SEPTEMBER 9TH**

PROSPECT PARK SCHOOL

Acceptance of Handbook Policies and Procedures

For All Students

I am the parent/guardian of the following child(ren) who attend(s) Prospect Park School. By signing this document I declare that we have read, acknowledged, and understand the policies and procedures of Prospect Park School as defined in the Student Handbook.

Parent/guardian signature

Date

Printed parent/guardian name

Printed names of child(ren)

Homeroom

Please tear out this page and return it to your child(ren)'s homeroom teacher by Friday, September 9, 2016.

PROSPECT PARK SCHOOL HANDBOOK

2016-2017

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PERSONNEL

CENTRAL ADMINISTRATION – 610-461-6700

PROSPECT PARK SCHOOL – 610-237-6420

EMERGENCY DISMISSAL SCHOOL #450

Mr. Robert Kelly	Principal
Mr. Nicholas Wood	Assistant Principal
Mrs. Gabrielle Bozeman	Secretary
Mrs. Barbara Dixon	Secretary
Mrs. Brittany Garraty	Nurse
Mrs. Marianne Marigliano	Health Assistant
Miss Holly Curran	School Counselor
Mrs. Kim Paulina	Social Worker
Mr. Kevin Terry	Building Maintenance

First Grade

Mrs. Heidi Lerro
Mrs. Dawn Marshall
Mrs. Pattie O'Brien
Mrs. Liz Webber

Second Grade

Mrs. Connie Allison
Mrs. Judy Konowal
Mrs. Karen Lawler
Mrs. Tracy Costa

Third Grade

Mrs. Heather Friel
Miss Wendy King
Mrs. Alissa McGrath

Fourth Grade

Mrs. Cheri Cook
Mrs. Emily Glavin
Mrs. Patricia Phillips

Fifth Grade

Miss Christa Bresnahan
Mrs. Gail Hassel
Mrs. Rachel Petkevis

Sixth Grade

Mrs. Sandi D'Alessandro
Mrs. Christiana Laky
Mr. Evan McMahon

Seventh and Eighth Grade

Mr. Jim Kennedy	Language Arts
Mrs. Pam Artese	Language Arts
Mrs. Annie McDevitt	Math
Mrs. Kate Haldeman	Science
Mr. Dan McGrath	Social Studies

Special Education:

Mrs. Amanda Hoffman	LS/AS
Mrs. Lisa Carlucci	LS/ES
Mrs. Kathy Barnes	LS/AS
Mrs. Stephanie Martin	LS/ES
Mrs. Stacy Foreacre	LS/ES
Mrs. Sarah DiSalvo	LS/ES
Ms. Danielle Garcia	LS/ES

Specialists:

Ms. Andrea Bitner	Title I Reading
Mr. Chris Goldberg	Technology Coach
Mrs. Meg Gruerio	Library
Mr. Chris Gutowski	Physical Education
Mr. Dan Myers	Health/Physical Education
Mr. Jason Clayton	Health/Physical Education
Miss Jessica Weimer	Music/Band
Mrs. Christina Allen	Music/Chorus
Mrs. Dawn Hunter	Art
Ms. Deva Watson	Art
Mrs. Janet Sirkin	Family Living
Mr. Ron Citerone	Tech Shop
Dr. Elana Weinstein	Psychologist
Ms. Kaitlyn Lilly	Speech
Ms. Molly DiEnno	Speech
Mrs.Elise Sutton	OT

Teaching Assistants:

Title I Para Prof.	Nancy Aikens
Math Lab Para Prof.	Becky Kohlbrenner
Instructional Assistant Spec Ed	Lisa Kyle
Instructional Assistant Spec Ed	Lauren Scrivano
Instructional Assistant Spec Ed	Lisa Boon
Instructional Assistant Spec Ed	Kathy Froio
Instructional Assistant Spec Ed	Tamara Santomieri
Instructional Assistant Spec Ed	Chrissy Lusch
Instructional Assistant Spec Ed	Kristina Gray
Instructional Assistant Spec Ed	Lisa Czaplicki
Instructional Assistant Spec Ed	Tina Michel
Instructional Assistant Spec Ed	Gina Jackson
PCA	Linda DiMatteo
PCA	Darleen Pappas
PCA	Jessica Kephart
PCA	Jolie Golato

LUNCH PERIODS

Grades 4 and 5	11:00 to 11:42 (42 minutes)
Grades 6, 7, and 8	11:45 to 12:15 (30 minutes)
Grades 1, 2 and 3.	12:15 to 1:00 (45 minutes)

HOME AND SCHOOL ASSOCIATION

This organization is primarily interested in improving the educational opportunities of our students. One way of getting to know your child’s school is to get involved in Parent- Teacher activities. Your participation, criticism and suggestions are needed if our school is to improve. You will have the opportunity to work closely with teachers, administrators, and students. We wish to be as responsive as possible to the ideas and feelings of parents and teachers.

Our Home and School officers for the 2016-2017 school year are:

President -----	Amy Ferris	610-812-1233
Vice President -----	Katie Hill	610-453-5171
Vice President -----	Sue Delacy	215-687-3934
Secretary -----	Victoria Giordano	610-955-4519
Secretary-----	Renee Newell	610-513-0803
Treasurer -----	Carolyn Chapman	610-742-0177

ABSENCES

In the best interest of our students, and your children, we have implemented “**OPERATION CALL BACK**”. This program will let you know as promptly as possible that your child did not make it to school.

It would be very difficult and time consuming to have the office staff call the home or workplace of each child that is absent, so your help is desperately needed. We are asking every parent to notify us if your child will be absent or late on a particular day. We can then compare the calls we receive with the attendance sent to us by the teacher to determine if any phone calls need to be made.

Your cooperation with this procedure will greatly help us in making this program a success.

Suspension

Although consistent attendance is very important to school success, there are infractions/improper behaviors that are deemed unacceptable for an educational setting and will result in suspension. All students have the right to learn in a safe and non-threatening environment; therefore behavior that infringes on those rights of others will not be tolerated. Suspensions may also influence student participation in other school events and activities.

Independent Project:

As we are an educational institution and our students' academic well-being is our primary concern, independent projects have been developed to be completed in lieu of an in-school suspension and/or out-of-school suspension or to lessen the number of days the student will have earned the suspension. The independent project does not, however, minimize our concern regarding the incident that necessitated this consequence. The option of a student participating in the independent project is at the discretion of the principal or assistant principal. If a project is assigned, the student will receive complete directions, a scoring rubric, due date and a contract.

The following is an explanation of how suspensions will affect field trips & other school functions:

Elementary:

With regard to field trips and other school events: Students in the elementary program will be considered on an individual basis. Classroom teachers and the administration will determine additional consequences for suspensions and/or other inappropriate behavior.

Middle School:

One incident resulting in a suspension and the student will lose the designated agenda book trip for that specific marking period. *Please note!*

Two separate incidents resulting in suspension during a marking period will result in the student losing any/all field trips & other special activities for that specific marking period. *Please note!*

Three separate incidents for the school year resulting in suspension will in turn result in the loss of any/all field trips for the remainder of the school year. *Please note!*

Additional suspensions may result in the loss of other school activities including, but not limited To: dances, award ceremonies, assemblies, parties, clubs, sporting events or any other special activities that may be planned by the school.

****The staff reserves the right to review each situation on an individual basis and make appropriate determinations regarding their particular situation.****

Prospect Park School Cell Phone Policy:

1st Violation:

Staff member confiscates phone and the student's name is recorded by Admin. The student may pick up their phone in the main office at 2:45.

2nd Violation:

Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 2 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am).

3rd Violation:

Level 3 Infraction: Insubordination. Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 4 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am).

4th Violation:

Level 3 Infraction: Persistently Insubordination. Staff member confiscates phone and the student's name is recorded by Admin. Student will receive 4 detentions. Office staff or Admin will phone parent/guardian for pick up by 4:00pm or the following morning (beginning at 7:30am). Student will receive 1 day ISS & a parent conference is required.

***When a phone is confiscated, the staff member will ask the student to power-off the phone.

Prospect Park School Dress Code Policy:

1st Violation:

Staff member writes description for the parent to see, for example "inappropriate shorts length", with a "B-Mark" in the Agenda Book and then the staff member refers the students to Nurse, if necessary, & the student will receive appropriate & clean clothing. Students will also have the option to phone Home to request that an alternative clothing choice be brought to school in a timely manner, but students must return to class in the provided clothing until their parent/guardian arrives.

2nd Violation:

All above steps, plus Office Referral Form from Admin (2 detentions).

3rd Violation:

Level 3 Infraction: Insubordination. All steps from 1st violation, plus 1 week (4) detentions

4th Violation:

Level 3 Infraction: Persistently Insubordination. All steps from 1st violation, plus 1day ISS & a parent conference is required.

Prospect Park School Field Day Eligibility:

To fully participate in Field Day, students must be passing all major subjects for the 4th marking period. If a student is not passing a class on the Field Day date, the student will remain in school for the beginning of the day to make up work/assignments that their teachers assign. **Students may go out to Field Day as soon as this assigned work is completed.**

*** Students MAY NOT CUT off the sleeves or bottoms of their Field Day shirts.

Bathroom Policy:

Each wing of Prospect Park School has bathroom facilities for both male and female students. Individual restrooms are located in the nurse's office and the gym for use by any student desiring a greater amount of privacy than the public restrooms afford.

Prospect Park School

Positive Behavior Supports AND Agenda Book Programs

Dear Parents/Guardians:

We have utilized the Agenda Book Program since the 1999-2000 school years. Due to the positive results we have observed over the years we will continue to use this process. We have also integrated a school-wide Positive Behavior Support program to compliment the use of the Agenda Book. School-wide Positive Behavior Support is a proactive approach to discipline that promotes student behavior and increased learning. We feel that these combined programs support student academic success through organization, documentation and communication, as well as monitoring behavior more efficiently and effectively through the implementation of a reward/reinforcement system for positive performance.

An important observation that we have made is how vital the participation of parents/guardians and families are to the success of this program. The process will not progress unless we receive encouragement from the home. We thank you in advance for your continued support and input regarding these programs. We are dedicated to developing programs that will assist our students and your children in preparation for their future.

Thank you!

The Prospect Park Staff

The Process

Goals:

- ☑ Complete homework
- ☑ Complete class work
- ☑ Stay on task
- ☑ Provide student signature
- ☑ Meet behavioral expectations presented in the attached Prospect Park Pledge

The Agenda Book Program: Process for Documenting Academic and Behavioral Performance:

- If a student does not meet the academic/behavioral goals listed above they will receive a letter “A” or “B” in red ink in their agenda book. *No homework, parent signature, being unprepared, etc. are designated as academic marks (“A”). Insubordination, inappropriate language, harassment, uniform violation, technology violation, disruption and chewing gum are designated as behavior marks (“B”).*
- If a student receives two (2) letter marks per day they will receive an office detention. The teacher will complete an Office Referral Form and submit it to the Assistant Principal. Each additional mark will constitute an additional detention. The detention will be served after school from 2:50-3:15. Students cannot enter the detention room after 2:50. Students MAY complete homework or study but they may NOT use electronic devices. Students may serve the detention the day it is assigned or the following day. If it is not served on one of those 2 days, the student will be assigned an additional detention by the Assistant Principal. Further skipped detentions will result in further consequences, including but not limited to detentions, suspensions, etc. Students MAY serve their detention with a teacher as long as the following conditions are met—1) The student makes arrangements with the teacher prior to the 2:45 bell; 2) The student receives extra help, completes makeup work or homework, studies, etc. from 2:50-3:15; 3) The detention is served the day it is assigned or the day after; and, 4) The student informs the teacher that he/she has an office detention and asks the teacher to inform the assigned detention duty teacher that the student is with him/her.
- If a student receives numerous detentions and continues to struggle with the program, a staff member will be individually assigned to that student as a mentor.
- If a student does not receive any letter marks in a day they will earn a “thumbs up” during last period. If a student receives a predetermined number of “thumbs up” they will be invited to attend a reward activity planned for that marking period.
- Five or more office detentions OR a suspension will eliminate the Program’s reward trip for that marking period.
- If pages are missing, destroyed or if the agenda book is lost or left home, an automatic detention is given. The student will be given a temporary agenda sheet for the day. Students may still earn a “thumbs up” stamp for a positive substitute agenda sheet ONLY if they serve a detention that day for forgetting the agenda book. If they do not attend detention that day, they forfeit the opportunity to earn the “thumbs up”.

- If a student whites out a mark/note, tears out or covers up a mark/note, they will be sent to the Assistant Principal and the student will receive a 1 day in-school suspension.
- If Agenda books are permanently lost or destroyed, then students must buy a new book.
- Agenda books must be taken home every night and signed (no initials) by parent/guardian (comments are welcomed).
- Any teacher may give a detention apart from the agenda book program.

- *Please note* - Beginning in January each school year, 5th Grade students will become eligible to serve PM Detention with students from grades 6th-8th in the designated location (Room 216). Prior to January, 5th grade students may be assigned detention (2:50-3:15) to be served with their classroom teacher within their normal classrooms.

AGENDA BOOK COMMUNITY SERVICE STATEMENT:

When a student does not attend a field trip they may volunteer during their designated free time to give back time and energy to Prospect Park School in the spirit of community service. Students could perform tasks that would help beautify the school or support a staff member such as cleaning/straightening up areas (window sills, dusting, cleaning desks, etc.) organizing bookshelves, filing/organizing, helping in a classroom with younger children, weeding/gardening, beautifying the playground area, assisting the custodial staff, etc. We have found that the students take great pride in helping around the school.

OVERALL PROGRAM GOALS

What would we like to accomplish?

- Improve academic performance
- Improve test results
- Track homework
- Improve time management
- Improve organizational skills
- Monitor behavior
- Encourage accountability
- Monitor progress/success
- Improve home and school communication
- Improve attendance and promptness to school

What are the ground rules?

- Students will attend school AND arrive to school on time
- Students will carry their agenda books to every class
- Students will record assignments and homework
- Students will use agenda books as hallway passes
- Students will be responsible for the care of their books
- Students will only write essential information in the books
- Teacher comments and documentation will also be included
- Success will be rewarded
- Students having difficulties will be mentored
- Students will be given support in maintaining agenda book

How will participants be informed of the process?

- Students will be given direction regarding the programs
- Parents will receive information about the programs
- Staff will meet regularly to evaluate and modify the programs
- All students will receive their first agenda book free
- Lost books must be replaced by the student at a cost of \$5.00

How will the students be monitored and rewarded?

- Teachers will monitor agenda books
- The ultimate responsibility of the book and the process lies with the students
- Teachers will formally assess academic/behavior success each marking period to determine incentives
- Additional rewards/incentives are included in these programs

What are parental responsibilities?

- Parent involvement is a vital part of success of these programs
- Parents need to review and sign the agenda book each night
- Questions, concerns, and suggestions are welcomed!

Dismissal ID Tags: 1st and 2nd Grade Students:

In order for 1st & 2nd grade students to exit the school as safely as possible, there will be three designated areas for supervised dismissal:

- Bus riders
- Parent/guardian pick-up
- Walkers with siblings/neighbors

Each family will receive four Dismissal ID tags on colored cardstock (1st Grade: **Green**, 2nd Grade: **Blue**.) Your child's full name will be printed on the front of each card. If you're picking up your 1st or 2nd grade student from school at 2:45, these tags **MUST** be shown to the school staff at the exit on the 10th Avenue side of the building. These cards must also be shown to bus drivers or monitors in order for your child to be released from the bus. **NO CHILD WILL BE RELEASED TO AN ADULT WITHOUT A DISMISSAL ID TAG.** This is for your child's safety and security.

Any parent or designee not presenting a Dismissal ID tag at dismissal or bus pick-up will be asked to go to the school office to present identification (driver's license or photo id) before the child can be released. If Dismissal ID tag is not presented at the afternoon bus stop (by a parent or designee) an attempt to verify identification with the school office will be made. Students may need to be returned to their community school if identification cannot be verified by the bus driver or monitor.

Back Up Plan:

It is recommended that parents/guardians take a photo using their cell phone (of the official school issued Dismissal ID Tag) in the event that the Dismissal ID tag is forgotten at pick up time.

In order for orderly dismissal of students, those with the actual Dismissal ID Tag will be called first and cell phone photos will be called last.

Additional Dismissal tags will be available in the school office, if you need a replacement. Parents/guardians are responsible for the safe-keeping of these important cards.

PROSPECT PARK PLEDGE

As a school community we are POSITIVE, PRODUCTIVE and PROUD
and we say no to bullying!

MATRIX

EXPECTATIONS	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND
<i>POSITIVE</i>	Use manners Use quiet voices Use appropriate language	Use manners Honor privacy of others Quietly wait your turn	Use manners Be patient and wait your turn Keep hands and feet to self	Use manners Share Take turns Use kind words
<i>PRODUCTIVE</i>	Walk on the right Stay on task	Complete in a timely manner Return promptly to your class	Follow directions Use inside voices Eat your own food	Use equipment correctly Keep hands and feet to self Enjoy yourself
<i>PROUD</i>	Keep hands and feet to self Pick up trash Keep tops of lockers clear	Keep walls clean Pick up trash Use toilets, sink, soap and paper towels correctly	Use kind words Keep the table and floors clean Stack trays neatly	Line up at signal Be a good sport Keep area clean

*Each classroom will develop individual expectations for positive, productive and proud behaviors within the classroom setting.

INTERBORO SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK

2016-2017



Interboro School District provides a challenging and supportive learning environment for all students to succeed academically, socially, and emotionally while becoming college and career ready citizens within a global community.

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to inform parents and students of the school's policies, procedures and general information which will be of interest and assistance during the 2016-2017 school year. If questions or problems do arise, please feel free to telephone the school for further assistance.

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BOARD OF SCHOOL DIRECTORS

Mr. William Phelps, President
Mr. Edward Harris, Vice President
Mr. Michael Burns, Secretary
Mr. Paul Eckert, Treasurer
Mr. John Evans, Member
Mrs. Deborah DiBattista, Member
Ms. Kelly Boyle, Member
Mr. Kevin McGarvey, Member
Mr. Justin Schivone, Member

ADMINISTRATION

Ms. Bernadette C. Reiley, Superintendent of Schools
Dr. Valerie Eckman, Director of Curriculum & Instruction
Mr. Mark Avitabile, Supervisor of Secondary Curriculum 6-12
Mr. Paul Gibson, Director of Pupil Services
Mr. Paul Korinth, Supervisor of Special Education
Mr. David Criscuolo, Director of Human Resources
Mr. George Wolhaffe, Director of Operations
Mr. Ryan Johnston, Principal, Interboro High School
Mr. Shawn Conti, Assistant Principal, High School
Mr. Ryan Snyder, Assistant Principal, High School
Mr. Ed Kloss, Assistant Principal/Athletic Director, High School
Ms. Rachel Lambert, Principal, Glenolden School
Mr. Brad Kohlhepp, Assistant Principal, Glenolden School
Mr. Daniel Mills, Principal, Norwood School
Ms. Miesja Cubito, Assistant Principal, Norwood School
Mr. Robert Kelly, Principal, Prospect Park School
Mr. Nick Wood, Assistant Principal, Prospect Park School
Mr. Timothy Fanning, Principal, Tinicum School
Ms. Stephanie Farmer, Assistant Principal, Tinicum School
Ms. Nancy DeSanctis, Principal, Kindergarten Academy

Vision of the Interboro School District:

Curriculum	<ul style="list-style-type: none">• All students will receive high quality, standards-based curriculum that promotes critical thinking skills and high expectations.• All students will have an understanding of what they are learning and why they are learning it.
Instruction	<ul style="list-style-type: none">• All educators will deliver high quality and engaging instruction tailored to students' specific learning needs.• All educators will utilize research-based instructional practices to ensure maximum success for all students.
Assessment	<ul style="list-style-type: none">• Student progress and growth will be measured through multiple and varied assessments that are aligned with standards.• Student performance will guide instructional practice, curriculum design, and classroom procedures.• As confident learners, all students will demonstrate creativity, think critically, and problem solve.
Environment	<ul style="list-style-type: none">• All students and staff will thrive in a safe and caring environment that fosters confidence and promotes academic, social, and emotional growth.• The learning environment will be characterized by positive, respectful interactions with expectations established for all.

Quality Goals of Education:

The Interboro School District, adopted by Board resolution, the Nine Goals of Quality Education. Their learning objectives are addressed in the planned courses offered by the community schools and Kindergarten Academy. The goals are interrelated and are:

1. **COMMUNICATIONS.** Each student shall become proficient in reading, composition, listening, speech, understanding, and interpreting, analyzing and synthesizing information.
2. **MATHEMATICS.** Each student shall become proficient in the use of varied mathematical processes and applications to solve challenging problems and to create new ways of understanding information.
3. **SCIENCE AND TECHNOLOGY.** Each student shall become proficient in applying the processes of analysis, synthesis and evaluation to the solution of challenging scientific problems and in the application and understanding of technology in society.
4. **ENVIRONMENT AND TECHNOLOGY.** Each student shall understand the environment and the student's ecological relationship with it in order to recognize the importance of the quality of life in a healthy and balanced environment.
5. **CITIZENSHIP.** Each student shall understand local, State and United States history, geography, systems of government and economics and their relationship to the history, geography, and systems of government and economics of other countries in the world and shall acquire and have opportunities to practice, in the school and in the community, the skills necessary for active participation in civic life.
6. **ARTS AND HUMANITIES.** Each student shall understand and appreciate the breadth of human accomplishment through the arts and humanities and shall have opportunities to practice creativity of thought and action and to demonstrate talent in the arts.
7. **CAREER EDUCATION AND WORK.** Each student shall explore varied career options and develop the skills and work habits needed to be a productive, contributing member of society and the understanding that lifelong learning is necessary to maintain those behaviors, skills and attitudes.
8. **WELLNESS AND FITNESS.** Each student shall acquire and use the knowledge and skills necessary to promote individual and family health and wellness.
9. **HOME ECONOMICS.** Each student shall understand and apply principles of money management, consumer behavior and child health to provide for personal and family needs.

School Hours –Grades K-8

Teachers Report.....	8:00 A.M.
Entrance Bell for Students.....	8:05 A.M.
Late Bell for Students.....	8:20 A.M.

Student day for Grades K- 8.....	8:05 A.M. to 2:45 P.M.
EARLY DISMISSAL SCHEDULE.....	8:05A.M. to 1:05 P.M. or 8:05 A.M. to 11:50 A.M.

Transportation Information:

BUSING:

Bus transportation is provided for all kindergarten, first and second grade pupils. Any questions should be referred to the Transportation Department at 610-237-9751.

If there are any special circumstances (example: student on crutches), please notify either the principal or transportation so we can ensure your child's safety and welfare.

If misconduct is reported on the bus, a student may receive discipline actions including but not limited to suspension or removal. Gross misconduct that endangers the people on the bus will result in immediate removal of bus privileges.

BICYCLES/SKATEBOARDS/SCOOTERS:

Pupils are to park their bicycles in the racks provided or other designated space. It is strongly recommended that pupils who do not have complete control of their bicycle while riding, or who are not familiar with bicycle safety rules, not be allowed to ride their bikes to school. Bicycles, scooters and skateboards parked at school should be CHAINED AND LOCKED TO THE BICYCLE RACKS. The school will not accept the responsibility for damaged or missing bicycles, skateboards, scooters, etc. UPON ARRIVAL, STUDENTS MAY NOT RIDE BIKES/SKATEBOARDS/SCOOTERS/SKATES/ETC ON SCHOOL GROUNDS.

WALKERS:

All students must cross the street at the corners only with crossing guards and at the appropriate crosswalks. Crossing Guards are present from 7:45AM till 3:15PM.

SCHOOL TRANSFERS

Parents who are moving from the school district should notify the Registration Office at the Administration Building.

1. The last day the child will be in school.
2. The name and address of the new school district where the child will be attending school.
3. New home address.

Parents must also contact the Registration office located in the Administration Building, 900 Washington Avenue, Prospect Park, PA, 19076 (610-461-6700) to acquire a transfer slip to present to your child's new school office. A valid picture form of identification will be required (i.e. driver's

license) when withdrawing your child.

When the transfer has been completed, records will be sent to the new school when they are requested. If possible, the child's report card will be given to him/her so that you may present this academic documentation to the new school officials for grade placement. This information will also be on the transfer card.

ABSENCE/LATENESS REPORTING AND RECORDING

ABSENCE:

The school district is responsible for monitoring records of the attendance of students. All absences shall be considered unlawful / unexcused until a phone call has been received by the school on the day of the absences AND a written excuse explaining the reasons for the absences have been presented to school personnel. Such excuses should be submitted within three calendar days of the absence. Failure to do so within the specified time frame may result in that absence being permanently counted as unlawful. Written excuses should be turned into the student's homeroom teacher or a written excuse could be emailed to the school by accessing the specified school's website and clicking on the "Student Absence Form" located on the left-hand side. Absences will only be considered excused when a note is turned into the school. A doctor's note (may be faxed) is required after 3 consecutive days absent.

LATENESS:

It is very important in setting life patterns both in school, and eventually on the job, that proper attention is paid to promptness. It is extremely important that students attend their classes on a regular basis and start their day off on a positive note. Students are expected to be in homerooms by 8:15 AM. Students late to school must report directly to the school office and sign-in. Cumulative lateness will be calculated as of 8:20 AM.

We are very concerned with the student that chronically arrives late to school. Chronic lateness will not be tolerated and may be subject to legal penalties and fines as well. If your child's lateness becomes chronic, you will be in violation of Pennsylvania School Code and the Interboro School District's attendance policy. Please note that failure to sign-in when late to school may result in 30 minutes of time automatically added to the student's cumulative time.

The school district will give notification to parents at 30 minutes of cumulative lateness or 5 days late. When a student reaches 90 minutes of cumulative lateness or 15 days late, they will be considered chronically late and a Truancy Elimination Plan may be considered. Our goal is not to punish, but to educate. However, it is essential that our students maintain prompt, regular attendance in order to receive the most from their educational experience.

The following conditions constitute reasonable causes for lateness to school:

1. Illness with doctor's or dentist's visit with doctor's note
2. Required court attendance (note/documentation as proof).

Unless absences and latenesses are caused by these conditions, or any such condition that is approved by the school/district administrator, students will be considered truant. Due to the distressing and serious consequences related to truancy, your child's school has implemented this plan to deter students from missing school. We understand that there may be times when absences and latenesses are unavoidable, but following the proper procedures for identifying these times is essential and in the best educational interests of our students...and your children.

Parents are encouraged to contact the building principal if there are extenuating circumstances that directly affect your child's attendance.

Parental Notification of Absence and Lateness Consequences

Lateness:

30 cumulative minutes or 5 days late – courtesy letter

60 cumulative minutes or 10 days late – warning letter

90 cumulative minutes or 15 days late – parent conference with building administrator or truancy officer to establish Interboro SD Truancy elimination plan

120 cumulative minutes or 20 days late – Truancy Court

Students in grades 6-8 will receive a detention after 6 times being late per semester.

Absences:

It is expected that parents will notify the school of a student absence. If a school is not notified that a student will be absent, the district will call to ensure that your child is in the care of a parent/guardian.

5 days absent – courtesy letter

10 days absent –parent conference with school administration and all future absences will require a doctor's note

15 days absent- Truancy Court

Truancy Elimination Plan - A plan developed by the school that provides steps to improve student attendance at school. This plan is presented to parents/ guardians for input. This plan may include but is not limited to recommendations to an out of district agency or district court.

Vacation Excusal

Students/Parent must request a vacation form 2 weeks prior to absent dates for review and approval by Principal and teachers. Vacation forms are located online or in the main office.

Leaving School Without Permission

Parents send their children to school to receive an appropriate education and expect the school to be responsible for these young people. In order for the school to exercise its charge, it must be able to account for each student during the school day. It is the responsibility of the school to notify parents when students leave the building without permission. These absences count toward truancy. Students must have a note, get approval from the principal and be signed out by a parent in the school office in order to leave school.

INDIVIDUAL DISMISSAL

In order for a child to be dismissed early from school, a note signed by the parent must be presented to the student's teacher. It is the principal's responsibility to make decisions on such requests. No student in grades K - 8 is to leave the building unescorted. Students are not permitted to use personal devices to request early dismissal from school. Such action is subject to disciplinary action. IT IS THE PARENT'S RESPONSIBILITY TO SIGN OUT THE STUDENT IN THE MAIN OFFICE.

* Students being transported by an adult other than the custodial adult must give prior written notice to principal. (Example: CCD classes) Person picking up a child should be prepared to show I.D. to ensure the safety of the child.

KEEP SCHOOL OFFICIALS INFORMED

Call the school office or send a note with your child if:

1. You are going to move. (Contact Registration Office)
2. Your telephone number is changed. (You can update this in Eschool)
3. There is a change in the emergency number.
4. Your child is absent for three (3) consecutive days. You will need a doctor's note.
5. Your child has a communicable disease.



Standard of Dress Requirements

MALE STUDENTS (K - 8)

PANTS

- Pants or shorts in solid colors
- Colors must be black, tan (khaki), gray, yellow/gold, or white
- Only school or school district lettering or logos is permitted (Examples = “Bucs”, “Interboro”, “Prospect Park School”, a pirate logo) EXCEPT brand or other logos or labels, which cannot be larger than 2” X 2” (Example = small Nike symbol or brand name)
- Lettering is allowed on the front and sides ONLY

SHIRTS AND SWEATSHIRTS

- Shirts and sweatshirts in solid colors
- Colors must be black, white, yellow/gold, or gray
- Style must be crew neck (non-collared shirt worn along the neck line) or collared (Polo or golf shirts with 2 to 3 buttons). Sleeveless shirts are not permitted.
- Only school or school district lettering or logos is permitted (as described above) EXCEPT brand or other logos or labels, which cannot be larger than 2” X 2”

FEMALE STUDENTS (K-8)

PANTS

- Females may wear pants, shorts, skirts/skorts, or dresses in solid colors
- Pants, shorts, skirts/skorts must be finger tip length.
- Colors must be black, tan (khaki) yellow/gold, gray, or white
- Lettering (same as for males – see above)

SHIRTS AND SWEATSHIRTS

- Same as for males (see above)

NO PAJAMAS ARE PERMITTED FOR BOYS OR GIRLS AT ANY TIME

FOOTWEAR

Grades K – 2 – SNEAKERS ONLY

Grades 3 – 8 – SNEAKERS required ONLY on gym days, any other footwear is permissible

No slippers, flip-flops, slides are permitted at any time for any grade

Please write the student’s name on all clothing items to insure misplaced clothing items can be returned to the student.

NOTE: There will be no opting out of the School Standard of Dress Policy except for religious reasons. Please discuss specific situations with the school principal.

The Interboro School District recognizes that the legislative authority to provide for a School Standard of Dress policy has been provided through Act 46 of 1998. The Superintendent shall develop procedures for implementation of the Standard of Dress policy.

SCHOOL MEDICAL PROGRAM

Illnesses and accidents occurring at home are not the responsibility of the school and should be referred to your family physician. When a student becomes ill during school hours, school policy requires parents to pick up and sign out the child or arrange for his transportation home.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

The Interboro School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

FOR PRESCRIPTION and NON-PRESCRIPTION MEDICATIONS

1. The parent must complete the prescription medication form. Any change in dosage or medication must be accompanied by a physician's note.
2. The Physician must sign the form for prescription medications.
3. Any medication to be given during school hours must be delivered directly to the school nurse, the school principal or his or her designee by the parent or a responsible adult. The medication must be brought to school in the original pharmaceutical dispensed and properly labeled container. A consent form for prescription medications should be signed at this time.
4. A prescription drug log will be kept for any child receiving prescription medicine during school hours.
5. In the absence of the school nurse, the school principal or his designee will administer the medication.
6. Prescription and non-prescription medication will be kept in a locked container in the nurse's office.
7. Students in grades 6, 7, 8, will be responsible for reporting to the nurse's office at the time the medication is to be given. In K – 5, individualized plans will be made for the administration of medication by the nurse, the principal or his or her designee. For grades 9 – 12, please refer to the High School Handbook.

Non-prescription medications taken at school will be recorded in the first aid logbook by the person supervising the medication.

"Cough drops are considered an over the counter medication and should not be given or used during school hours, unless the medication policy is followed."

COMMUNICABLE DISEASES

Readmission to school for communicable diseases (except Pediculosis) shall be only upon receipt of a certificate from the attending physician. Pediculosis patients may be readmitted only upon examination by the school nurse if she determines the student to be nit free.

Examples of communicable diseases are as follows, but are not limited to, CONJUNCTIVITIS (PINK EYE), IMPETIGO, RINGWORM, PEDICULOSIS (HEAD LICE), AND SCABIES

Time periods for exclusion from school for contagious diseases vary with the individual diseases. The necessary length of absence required for Chicken Pox is seven days.

ALL CASES OF CONTAGIOUS OR COMMUNICABLE DISEASES MUST BE REPORTED TO THE SCHOOL NURSE. ALL ANIMAL BITES MUST BE REPORTED TO THE POLICE.

ACCIDENT INSURANCE

A group student accident program is offered at the beginning of each year. Parents will receive information about the program through your child. If you have any questions, please contact the school nurse.

DENTAL PROGRAM

A qualified dentist examines children in kindergarten, grade three, and grade seven, including all new registrants, each year. Any defects discovered are reported in writing to the parents.

BATHROOM AVAILABILITY

Individual restrooms are located in the nurse's office and in some classrooms for use by any student desiring a greater amount of privacy than the public restrooms afford.



VISITING THE SCHOOL

Parents, guardians and visitors are welcome to visit their child's school. We are proud of our schools and the educational program available to students. The only condition by order of the Board of School Directors is that all parents or other visitors are required to obtain permission from the school office before visiting the building during the hour's school is in session. If parents wish to have a conference with their child's teach after school, an appointment can be arranged by either writing a note to the teacher or telephoning the school office. Teachers will return your call after or before school hours. Students from other schools, including relatives and friends are not permitted to visit during school hours.

All visitors **MUST** enter the school building through the main school entrance and **MUST** report immediately to the main office or other designated sign-in location. Visitors should be prepared to present a valid photo ID when visiting the school.

VOLUNTEER POLICY

The Board of School Directors recognize that the services of community volunteers can enrich the educational program, assist teaching staff members in the performance of their duties and enhance the relationship between the school district and the community. The use of community volunteers is endorsed by the Board, subject to legal requirements and administrative procedures.

State and Criminal Check clearances must be on district file in order for you to volunteer in the school building, at a school function or attend a child's field trip. All clearance information can be found on the Interboro School district website. Once clearances are on file, you are permitted to volunteer.

CUSTODIAL INFORMATION

When parents of Interboro students are separated or divorced, the following instructions are to be observed:

Any court ordered custody arrangements should be on file in the school district. The terms stated in the award will determine school district action, where applicable. It is the parents' responsibility to provide updates to the copy on file. The school will adhere to the custodial guidelines as written in the

order.

When no custody order is in place or presented, both parents will have equal access to their child's education.

The non-registering parent should provide information to the registration office to receive information from the school as long as there is no custody order in place that would prohibit access to their child's educational information.

GRADING SYSTEM

The school district has implemented a Standards Based Report Card system for all subjects in grades 1-5.

Kindergarten, 1st and 2nd Grades

Standards	Characteristics of Learners
P = Proficient on grade-level standard	O = Outstanding
D = Developing on grade-level standard	S = Satisfactory
B = Beginning to develop on grade-level standard	MP = Making Progress
NA = Not assessed at this time	NI = Needs Improvement

3rd, 4th and 5th Grades

Standards	Characteristics of Learners
4 = <i>Highly</i> proficient on grade-level standard (90-100%)	O = Outstanding
3 = Proficient on grade-level standard (70-89%)	S = Satisfactory
2 = Developing on grade-level standard (65-69%)	MP = Making Progress
1 = Beginning to develop on grade-level standard (less than 65%)	NI = Needs Improvement
NA = Not assessed at this time (for SpecEd use only)	

***End of Trimester Percentages (%):** 90-100=A, 80-89=B, 70-79=C, 65-69=D, below 65=F

Student Grading Scale (Sixth through Twelfth)

An integral part of each Planned Course in the Interboro Middle Schools is the EXPECTED LEVEL OF

STUDENT ACHIEVEMENT. Each teacher will evaluate student achievement based on the following Grading System:

Student assignments, reports, tests, classroom participation; etc., will be evaluated by the teacher and assigned a numerical grade which will appear on the student's report card. Additionally, the students

participate in quarterly assessments.

A	=	90 - 100		
B	=	80 – 89		
C	=	70 - 79		
D	=	65– 69		
F	=	Below 65		
MED	=	Medical Excuse	NEW	= New Entry

Grades will consist of 70% curriculum based assessments (quizzes, tests, common projects and reports, midterms, finals, etc...); 20% teacher specific assignments, classwork and participation and 10% for homework.

A Middle School student who fails four (4) major subjects in one year must make up at least three subjects in summer school. A Middle School student who fails three (3) major subjects in one year must make up at least two subjects in summer school. A Middle School student who fails two (2) major subjects in one year must make up at least one subject in summer school. A Middle School student who fails one (1) major subject may be requested to attend summer school. In addition to the aforementioned, the students must pass major subjects 2 out of their 3 middle school years.

Other factors such as age, emotional maturity, etc. are additional considerations at the discretion of the building principal in determining promotion at any grade level. If a student is required to attend summer school, he/she must attend the summer program in the same academic school year. Summer school is a financial responsibility of the parent. If the summer school requirement is not fulfilled, consequences could include grade level retention.

MIDDLE SCHOOL HONOR ROLL

The requirements to attain Honor Roll status are as follows:

Distinguished Honor Roll

A report card grade of "A" (90-100) in all subjects.

Regular Honor Roll

A report card grade average of all "A" (90-100) and "B" (80-89).



HOMework GUIDELINES AND PROCEDURES

1. School Board policy states that there should be a gradual increase in homework requirements as student's progress through the grades.

The following suggested time allocations are considered appropriate amounts of time for children of various ages and grade levels to spend on homework.

Kindergarten	10-15 minutes, 1 or 2 nights per week
Grades 1 and 2	Up to 30 minutes a night
Grades 3, 4, 5	Up to 1 hour a night
Grades 6, 7, 8	Up to 1 1/2 hours a night
Grades 9, 10, 11, 12	Up to 2 hours a night

2. Regarding types of tasks assigned as homework, teachers should consider the following guidelines, framed as statements, which should receive affirmative responses by the teacher assigning the homework:
 - This assignment is related to the objectives of the planned course.
 - My students have the skills necessary to complete this assignment.
 - My students seem to understand clearly what I expect of them.
 - My students have reasonable access to the materials they need to complete this assignment.
 - I have given sufficient advance notice if this assignment is to extend longer than one day.
3. Homework assignments in kindergarten, first grade and second grade are to be due the next school day after they are assigned.
4. Homework assignments in grades three through twelve may be due the next school day after they are assigned, or may extend for a longer period, but no longer than the end of the marking period.

The above list is not exhaustive, but is intended to convey the requirement for teachers to inform students that their homework has been reviewed and evaluated before it is returned.

METHODS FOR DETERMINING ACADEMIC ELIGIBILITY FOR MIDDLE SCHOOL STUDENT ATHLETES

The School Board policy states that student-athletes must "maintain a record of academic proficiency which reflects passing grades in all subjects" to be eligible to participate in interscholastic athletics. This academic proficiency is to be based on a marking period basis rather than being cumulative through the year. It is the responsibility of the teacher to determine whether or not a student-athlete has maintained such a record and report to the principal those student-athletes who have not. Once his/her name has been submitted, it becomes the student's responsibility to perform the required work deemed necessary by the teacher to achieve records reflecting passing grades. It is also the responsibility of the student-athlete to inform the principal of his pending release from the list of probationary or ineligible athletes in the manner described below.

Steps for Determining Eligibility

1. The principal will review academic records of all student athletes, a list of which will be provided by the athletic director, and determine eligibility.
2. When it has been determined by the principal that a student-athlete is failing a class, the principal or designee will meet with the student athlete and explain the probationary process.
3. Students will be placed on probation for a period of one week. Following this probationary period, if the student has not made up the required work or improved his/her grades to a passing standard, he/ she will become ineligible from participating in any interscholastic activity until further notice.
4. When it has been determined that the student has achieved passing grades, the principal will inform the athletic director that the students is now eligible to return to participate.
5. All equipment must be returned to the Athletic Director at the close of the current sport's season. Failure to do so will prevent the participation in another sport. Additionally, coaches will not allow a student to try-out or practice without an equipment clearance from the Athletic Director.

Code of Conduct for Athletes and other Extra-Curricular Activities

Code of Conduct

1. Students are accountable to the rules and regulations set forth in the student handbook. These include, but are not limited to, all rules and regulations set forth by the *Pennsylvania Interscholastic Athletic Association* (PIAA) and the Interboro School District regarding attendance and eligibility.

2. Academic and disciplinary requirements of the Interboro School District supersede participation in extra-curricular activities, including athletic practices, contests and social activities. If a teacher deems it necessary for a student to miss an extra or co-curricular activity, the teacher shall contact the building principal/Athletic Director.
3. Any student who is ill and not in school by 11:30 AM, may not attend or participate in any after-school activity that day. This includes games, practices, rehearsals, performances, as well as dances and proms. Exceptions will only be made for doctor's appointments, funerals, or other emergencies.
4. The school principal shall have the authority to exclude or suspend a student from membership from any co-curricular activities who because of his or her conduct fails to represent the Interboro School District in a proper manner. Examples of such conduct, which could result in exclusion or suspension from membership in co-curricular activities includes, but are not limited to:
 - a. Disrespectful conduct toward fellow students or school personnel
 - b. Disrespectful conduct toward coaches, officials, sponsors, students from other schools or the public
 - c. Chronic violation of school rules (lateness, truancy, etc.)
 - d. Misconduct on field trips or buses.
 - e. Students in violation of school policy may lose end-of-year privileges at the Administrator's discretion.



Pupil Services

Dear Parent/Guardian,

If you believe that your son/daughter is having difficulties with learning, socialization or controlling their behavior in school and these difficulties are having a negative impact on your child's academic performance you are advised to contact the building principal, assistant principal, school counselor, school psychologist or the Intervention and Remediation Teacher at your child's school. You may also contact the Offices of Pupil Services and Special Education to speak to an administrator if you have further concerns.

If you have a student transferring into the school district who, has been previously identified as a student needing special education provisions please contact the Offices of Pupil Services and Special Education to update your child's educational program.

The Interboro School District maintains a continuum of educational services for students who are struggling in school. An administrator would be happy to assist you in understanding your child's difficulties and in developing an appropriate educational remediation plan to address specific problematic issues and to "walk you through" the process of obtaining appropriate services for your child.

For further details on Pennsylvania Special Education Law, the obligations of school districts in the Commonwealth to service students with special education needs, and the rights of students with special education needs you may wish to contact the Pennsylvania Department of Education or visit their website at www.pde.state.pa.us/ and in the Search entry enter Chapter 14. Chapter 14 of the Pennsylvania Education Code is the law governing special education in the state. You may also simply contact the district's Office of Pupil Services and Special Education to speak with an administrator or to request an evaluation. You may reach the Offices of Pupil Services and Special Education at:

610-461-6700

Gifted Education

Gifted students are present in all cultural groups and across all economic strata. Interboro School District recognizes the diverse learning needs of our student population and offers a range of educational programs designed to meet those needs, expand horizons and opportunities for its graduates, while preparing them to make meaningful contributions to their communities.

Interboro School District offers appropriate learning experiences for all students, including those identified as gifted.

Definition of Gifted

A gifted student is defined by the Pennsylvania Department of Education as a student with outstanding intellectual and creative ability, the development of which requires specially designed

programs or support services or both not regularly provided in the regular education program (24.P.S. 13-1371).

Screening and Testing Procedures

Nominations for screening a child for the gifted program can be generated by parent/guardian, self, teacher or school administrator. According to Chapter 16, parents can make oral requests for evaluations and staff must honor that request by giving the parent a permission slip to evaluate within 10 calendar days. Once a parent/guardian fills out and returns the permission packet, a student will be tested for the gifted program.

After the screening and testing are complete, parents/guardians will be notified of the child's academic needs. If the student is identified as gifted, a GIEP (Gifted Individual Education Plan) will be developed to address the individual needs of the student.

Identification of Gifted

Students nominated for gifted education are given a standardized IQ test to determine eligibility. Students scoring an IQ of 130 or above automatically qualify for gifted services. The Interboro School District currently utilizes a 12-point scale providing multiple measures of evaluation for the identification of gifted ability. This scale is to determine eligibility for students who do not score an IQ of 130 and above.

Gifted Programming Options

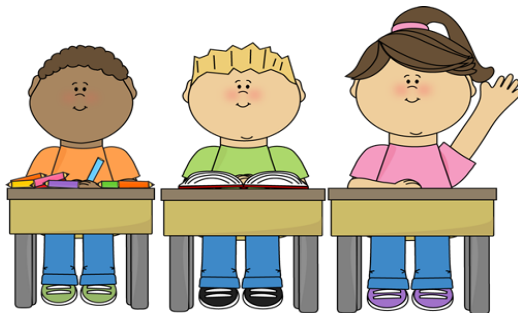
There are many programming options available for gifted students in the Interboro School District. Programming will be based on the student's Gifted Individualized Education Plan (GIEP).

Grades K-8

Students in grades K-8 will receive differentiated instruction by the classroom teacher in the regular education classroom. Teachers will vary question prompts, activities, or adapt curriculum to meet the needs of the gifted learner. In addition to differentiated instruction in the regular education classroom, students may participate in other components of the gifted program; including, independent studies, course compacting, single-subject acceleration, and whole-grade level acceleration. The teacher of the gifted, as needed, may co-teach in the regular education classroom.

HOMEBOUND INSTRUCTION

Students confined to their homes for an extended period because of illness or injury may be provided part-time instruction by a qualified teacher. A prescription from the attending physician is required. An application may be secured from the school and returned to Pupil Services at the Interboro Administration Building.



ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF FERPA RIGHTS

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of students' educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" (students eighteen years of age or older) certain rights, which are described below:

1. ACCESS TO RECORDS

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases and to have a school official explain the records if requested. To inspect your child's or your records, contact the Office of Pupil Services & Special Education.

2. CHALLENGE OF RECORDS

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate students' rights and to have a hearing if that request is refused.

3. DISCLOSURE

FERPA provides that educational records cannot be released without the written consent of the parent or eligible student, except in certain specified instances.

4. DIRECTORY INFORMATION

Information, which is labeled "directory information" by a school district, is excluded from FERPA's protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers and birth date. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address these requests to Director of Pupil Services.

5. POLICY

A more detailed explanation of your rights, the procedures to follow, if you want to take advantage of them, and the limitations on the release of records is presented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting Director of Pupil Services.

6. COMPLAINTS

If you believe that the School District is not complying with FERPA or not guaranteeing your rights as outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at the address below:

FERPA OFFICE
Department of Education
Washington D.C. 20202

MISCELLANEOUS

LOST AND FOUND

"Lost and found" items are kept in a designated location within each school building. If your child has lost an item, please have him/her check with the main office. Parents should place their child's name on all items of wearing apparel and other items that could get lost. School is not responsible for any lost items.

MONEY, VALUABLES AND OTHER OBJECTS

Money, valuables and other objects such as an electronic devices, video games, etc. should not be brought to school unless there is a definite need that is specifically related to the school program. Under no circumstances should money be left in school. In the past, children who have left money in their desks, coats, etc. have had the unfortunate experience of having it lost or stolen. Teachers are not responsible for the care taking of any items of value.

USE OF ELECTRONIC DEVICES AND CELL PHONES

Due to the damage of, loss, theft, as well as possible disturbance to classes in session, it is not recommended that students have I-Pods, MP3 players or gaming systems on school grounds. Students visibly in possession of these items in school face confiscation and a parent will be required to pick up the device. Students with locked lockers are encouraged to keep off cell phones stored there throughout the day.

We recognize that some students may have a legitimate need to have cell phones to communicate with parents. In such cases, students bring these to school at their own risk. Students whose cell phones create a disruption or nuisance at school, face confiscation of the cell phone and a parent conference will be required before the phone will be returned. The preferable time to use cell phones is before or after school.

Students may not use cell phones to contact parents due to an illness. Students should report to the nurse and parents will be contacted if necessary. Parents please do not contact students directly on their cell phones. If you need to get in touch with them during school hours, please call the school office.

As technology is infused into the education of our students, it is important that there are guidelines, parameters and rules in order for them use the equipment correctly. All students will sign an acceptable use policy. If you would like to view the policy it can be found on the website under Board policies.

JEWELRY - PHYSICAL EDUCATION CLASS

For safety reasons, rings, necklaces, bracelets and any other form of jewelry worn on the body should not be worn to school on days pupils have Physical Education/ Wood Tech class. The Physical Education/Wood Tech teacher is not responsible for the care taking of any of these valuables.

STUDENT LOCKERS

Those students that are assigned lockers at the beginning of the school year are responsible for the lockers and its contents. Therefore, students are NOT permitted to give assigned combinations to any

other student. Articles that are missing or stolen from the locker, including books, are the responsibility of the student. Misuse of lockers, or entry into lockers other than assigned to the student, can result in a temporary or permanent loss of locker privileges.

The school district provides these lockers for the student to safely store books, coats and other school related items. It is important for the student to realize, however, that the lockers are school district are instances when materials and/or substances contained in the lockers pose a threat to the health, welfare and safety of other students and school personnel.

CAFETERIA PROGRAM

The Interboro School Food Service Program is operated by a private company, Chartwells, makes every effort to provide the most nutritious lunches available to your children. If for some reason you are not pleased with the quality of lunch, service or some other aspect of the program, please contact the Food Service Director at 610-461-6700 Ext 2153.

For the 2016-2017 school year the cost of lunch, for students in grades K - 5 will be:

- Breakfast Paid = \$1.50
- Breakfast Reduced = \$.30

Kindergarten students can assess the breakfast program at their community schools between 7:45AM-8:00AM.

- Lunch Paid = \$2.50 (Grades K-5)
- Lunch Paid = \$2.65 (Grades 6-8)
- Lunch Reduced = \$.40

These increases are in regards to the Hunger Free Kids Act of 2010 and are the minimal increase allowed.

Students who have a negative balance in their meal account totaling \$12.50 or more will be subject to the following guidelines:

- Students in grades 1 through 12 will receive an alternative reimbursable breakfast/lunch from the choices below at the regular cost of a school breakfast/lunch and this cost will be charged to the student's meal account:

Breakfast choices are as follows:

Assorted Cereal
Fresh Fruit *or* Juice
Milk choice

Lunch choices are as follows:

Peanut Butter and Jelly *or* Cheese Sandwich on Whole grain bread
Hot or Cold Vegetable
Canned or Fresh Fruit
Milk Choice

If a student has a negative balance of \$12.50 or more, they may purchase a reimbursable meal from the daily breakfast/lunch menu with cash at the time of purchase. Students with a negative balance may also purchase ala carte items with cash at the time of purchase.

Please note that if a student has a negative balance of \$12.50 or more and becomes eligible for a free or reduced meal throughout the school year, they will be served a free/reduced meal. However, the balance due in their account before their eligibility will still need to be paid.

Students will continue to receive the alternative menu options until their balance is paid in full or has been paid below \$12.50.

Negative balance notifications are sent out each month during the school year and over the summer to the parent/guardian of students who have a negative balance of \$12.50 or more. In addition parents may view their child's account balance online using www.myschoolbucks.com.

The District utilizes www.paschoolmeals.com for parents to apply online for free and reduced meals. The process has made it faster and easier to receive benefits. Paper applications are available at your child's school or the District's Business Office if your family does not have access to a computer. Students will be restricted from certain school activities until past due balances are paid or addressed. Payment plans are available if you contact the Business Office.

Students are NOT allowed to leave the building at lunch. Students may bring their own lunches.

Parents who believe they qualify for the free or reduced lunch program for their children should be certain that they fill out the form, available in each school office and return it to the District's Business Office in the Administration Building. Parents are reminded that a new form must be completed each year. Parents can also apply for free/reduced meals on line at www.compass.state.pa.us

The District uses a computerized system in each of its cafeterias called Point of Sale, which will have the following benefits:

- Certain Identification: Each student enters his or her student ID number into a PIN pad. The cashier will see a picture of the student. This guarantees that only the correct student is able to access their lunch account.
- Ensuring Anonymity: A requirement of the National School Lunch Program so no one knows who is the recipient of a Free, Reduced or Full Pay Lunch.
- Prepaid Accounts: Parent(s) or guardian(s) may fund their child's account and allow them to purchase their lunch without having to carry money to do so. Records are available from the Food Services Director. Parents may also make a payment to their child's account at mylunchmoney.com. The payment will take one business day to clear.

Nutrition Policy:

Interboro School District has adopted a Student Wellness Policy in conjunction with Smart Snack Standards. The district has adopted a no food birthday celebration for classrooms. Some examples that can be used to celebrate your child's birthday are pencils, book marks, erasers, donate a gift to the classroom on behalf of your child, donate a book to the library, water bottles with birthday labels, etc... Classroom celebrations and holiday parties will abide by the healthy food ideas identified in the nutrition policy. For further information the adopted policy (student wellness no. 246) can be found on the website under board policies.

INTERBORO SCHOOL DISTRICT CODE OF CONDUCT

Student Responsibilities

The Interboro School District recognizes the vital role that athletics, student government and other activities play in promoting the physical, mental, social, emotional and moral development of its students. Involvement in these activities affords students the opportunity to gain valuable experiences and insights into teamwork, self-discipline and life itself. The high profile status of these activities gives many students a chance to experience success and develop confidence and self-esteem. Participants often earn the respect of their fellow students and are viewed as leaders within the school society.

It is important to note, however, that while education is a right, participation in co-curricular activities is a privilege, and along with that privilege are certain responsibilities. When a student joins an activity and decides to represent his or her school, the student also agrees to accept the rules, regulations and responsibilities as set forth by the school district. Before joining any district sponsored team or club, students and their parents are required to read the rules and regulations contained herein.

GENERAL STATEMENTS REGARDING DISCIPLINE/CODE OF CONDUCT

Any type of organization requires a set of rules or guidelines to operate effectively. For a school to function effectively, it is necessary to establish rules and procedures that are clearly understood by all students attending the school, their parents, and those persons employed by the school. The discipline code has been written to provide a set of standards for achieving consistency and fairness in the school operation. Our goal is to change and shape behavior of the students, not simply punish it.

No set of rules can cover all aspects of behavior. Common sense and courtesy are actually the basis of our discipline code and should be used accordingly. Students and parents are strongly encouraged to read the rules, know them and follow them to accomplish your goals and objectives.

The Discipline Code of the Interboro School District will be enforced at all school sponsored and related activities and failure to adhere to those regulations will result in appropriate action. The code of discipline is written with a leveling system to address progressive misbehaviors.

- A Level I infraction is described as any minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.
- A Level II infraction is described as any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.
- A Level III infractions are acts directed against person or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal.
- A Level IV infractions are acts which result in violence to another's person or property

or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board of School Directors.

Please see Appendix 1 for Discipline Code attached to the end of this handbook.

PARENTAL RESPONSIBILITIES

Parents must be the first to foster self-discipline within the child at home. The school can provide the setting for this training to be carried further, while enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. A cooperative relationship between home and school is essential to each student's successful development and achievement.

SUBSTANCE ABUSE

SMOKING

The Surgeon General of the United States, The American Cancer Society, The American Heart Association and other reputable health organizations throughout the United States have reported the hazards of cigarette smoking. Therefore, the Interboro School District cannot and will not condone smoking within the school building, on school grounds or within the drug free school zone, approximately a one-block radius of the school building. Cigarette smoking is also against the law for anyone eighteen years old and younger. Therefore, cigarette smoking or possession of cigarettes or any other tobacco products will be considered a disciplinary offense. Smoking is defined as "possession" of any tobacco related product (lit/unlit cigarette(s), chewing tobacco, etc. The School Tobacco Act legislates a fine of \$50 for students found to be in possession of cigarettes or any other tobacco product while on school property. A three (3) day Out-of-School suspension will also be enforced.

DRUGS, ALCOHOL, INHALANTS

As mandated in the Pennsylvania Drug Free Schools and Community Act 211;
Any of the following offenses may be subject to expulsion and referral for prosecution.
Compliance with the following rules and regulations is mandatory.

The use, possession or distribution of any drug or alcohol substance is prohibited:

- During school hours,
- On school property,
- On school buses,
- At any school sponsored event or activity.

For the purpose of this handbook, "drugs" shall mean:

All alcoholic beverages,
All dangerous controlled substances prohibited by law,
All drug paraphernalia,
Any prescription or patent drugs except for those which permission to use in school has been granted or prescribed by a registered physician for that individual's use,
All look alike drugs; substances manufactured or designed to resemble drugs, mood altering substances, narcotics or other health endangering compounds,
Patent drugs are commonly called over-the-counter drugs i.e., no doze, vivarin, etc.

Inhalants are not drugs. They are poisons and toxins found in many common household products. These products have a useful purpose, but can be misused. Inhalant use refers to the intentional breathing of gas or vapors with the purpose of reaching a high. The board prohibits the use of any product or substance as an inhalant. The board realizes that the misuse of inhalants has become a serious problem. Therefore, the Interboro School District shall take every legal means to eliminate the use of inhalants within the district.

INTERNET POLICY

Purpose: The Board of Education considers a computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms. The District has the ability to enhance students' education through the use of computers on the local area network and the Internet. Students and all District users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the District.

Goals: To provide Internet access to help students develop the ability to evaluate and synthesize information from a variety of sources and to enable them to work effectively with communication technology.

Responsibility: With the right of access comes the responsibility to use the resource wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible however, we believe the information and interactions made possible by the Internet outweigh the possibility that users may acquire materials that do not support the educational goals of the District. Every effort will be made to discourage the appearance of non-educational material.

Discipline:

- Violation of the Internet will be handled in accordance with the Student Discipline Policy of the Interboro School District.
- Inappropriate use of the Internet will be referred immediately to the principal or assistant principal and/or dean. Each incident will be considered on an individual basis. Likewise, consequences will be administered depending upon the severity of the situation. Detention, Saturday morning detention, suspension, police involvement or a Superintendent's hearing could result depending on the findings of the investigation.

- Derogatory or threatening e-mails or conversations that are performed at home become the responsibility of the parents/guardians of the children involved. The school advises parents to notify the proper authorities of such occurrences.

Bullying

Purpose of a Bullying Policy: Bullying can profoundly alter such an environment as students who are bullied, intimidated, or fearful of other students may not be able to take full advantage of the educational opportunities offered by the School District.

Definition of Bullying (stopbullying.gov): Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include the following:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. This includes, but is not limited to, any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus.

Responsibility of the District: The district shall inform students, staff, parents, independent contractors, and volunteers that bullying of students will not be tolerated.

Please visit stopbullying.gov for more information and resources on the topic of bullying.

Appendix 1: Discipline Code

The administration reserves the right to determine appropriate consequences for behavior not included in this code but deemed improper. The administration further reserves the right to incorporate any new rules concerning student conduct in the code. In addition, the administration may insist that parents accompany their children to school (to prepare a plan of action/assistance for the student) following an Out-of-School suspension, for a chronic or serious behavior difficulty.

INFRACTIONS:

Level 1 Infraction: Any minor misbehavior on the part of the student which impedes orderly classroom procedures and/or interferes with the orderly operation of the school.

Cell Phone Usage (Including handheld devices): Talking, texting or another use of the cellular device that is not part of the learning process/instruction and/or has not been permitted by a professional staff member of the District. This does not include harassment, intimidation and/or bullying through use of a cellular device.

Chewing Gum: Any item, including but not limited to gum and/or candy that has not been permitted by a professional member of the District.

Lost/ Unreturned Books: When a student has not returned a library and or textbook by assigned date.

Plagiarism: When a student takes another's idea or writing and represents it as his/her own.

Public Display of Affection (PDA): Anything more than holding hands on school grounds during the school day. PDA is also at the discretion of staff.

Level 2 Infraction: Any misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Class Cut: Unexcused absence from class/missing 15 minutes or more without permission.

Disruptive Behavior: Any behavior by a student, which disrupts the learning environment and/or the orderly operation of the school.

Lateness: Students arriving to school after the 8:20am will be considered officially late. Students/parents MUST sign in.

Smoking: Cigarette smoking or possession of cigarettes, lighters, matches or any other tobacco products or paraphernalia will be considered a disciplinary offense.

*Please note stated policy in this handbook.

Use of Obscene, Abusive or Inappropriate Language: Obscene language means any language, spoken or written, which is foul, filthy, indecent or lewd, but is not directed toward any specific individual(s).

Level 3 Infraction: Any acts directed against person or property, but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal.

Absence/Lateness: Excessive absence with or without notes (unless notification of conditions constituting a reasonable absence or lateness.

Please see handbook on pages 9-10.

Bullying, Threats, Intimidation and/or Harassment of Students:

- Conduct or expression, which interferes with the personal liberties of a fellow student or insults in a disorderly and/or disrespectful disturbance.
- Conduct or expression, which contributes to the material and substantial disruption of the administration of the school, class, program or activity.
- Conduct or expression, which results in circumstances of such a nature as to create a clear and present danger to the security, discipline, health, safety, welfare and/or morals of the school population.
- Conduct or expression, which is lewd, vulgar or obscene.
- Conduct or expression, which contains fighting words.
- Inappropriate sexual comments or conduct directed toward another student(s)
- Conduct or expression such as: committing offenses involving danger, coercion, threats, harassment, intimidation, fear or harm to such person(s) or property with malicious intent toward the race, color, religious or national origin, gender and/or sexual orientation of another individual.
- Pantsing (pulling student's pants down.)

Please see handbook for a complete definition regarding bullying.

Drugs, Alcohol and/or Inhalants (Use):

- Using or being under the influence of alcohol and/or drugs (controlled substances).
- Misuse of inhalants, which is the use of any products or substances with the purpose of reaching a high.

Insubordination: An attack of outright defiance, talking back, cursing, refusal to follow directions from a teacher, a counselor, an administrator or any other school employee in that person's attempt to enforce a school or classroom rule. The building administrator will make the determination between misbehavior and insubordination.

Leaving School without Permission: When a student is off school grounds and/or leaves the building without permission or is in an unauthorized area of the building or outside the doors.

Throwing Objects: Any item (snowballs, books, erasers, pens/pencils, etc) that is thrown and is not part of a classroom/school activity. Depending on the severity of the infraction, throwing items could be considered a Level 4 infraction, which will result in Level 4 consequences.

Use of Obscene, Abusive or Inappropriate Language: Any language directed toward another individual(s), which is spoken, gestured or written, that constitutes a harsh or unfair attack, is

disrespectful and/or consists of racial, religious, gender, sexual orientation or ethnic epithets that are clearly inflammatory and is offensive to generally accepted community standards. This includes, but is not limited to cursing at another individual during the school day, during a school sponsored activity and/or on the school bus.

Vandalism (Minor): Defacing school property (desks, chairs, blackboards, etc.)

Level 4 Infractions: Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board of School Directors.

Extortion: No student shall obtain the property or services or any benefit from another induced by blackmail, ultimatum, intimidation, threatened exposure of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence or fear.

Fighting: Fighting in school, on school grounds, on a school bus, within close proximity to school or at any school function or event. Consequences for fighting will be determined according to the following factors:

- Clear aggression by one party.
- Both parties determined to be at fault.
- Repeated offenses/violations by one or both parties.
- Fighting during lunches or creating a riotous situation.
- Serious violations resulting in bodily injury, or falling under the category of assault and battery.

Possession/Use of Weapons: Having on one's person or using a gun, knife, Swiss army knife or any other instrument which is construed by the administration as a weapon.

Threats/Attacks on Administrators, Teachers and/or Staff Members: Any action by a student clearly intended to impose physical injury upon or conveying the intent to impose physical injury upon an administrator, teacher, staff member and/or an administrator's, teacher's and/or staff member's personal property.

Theft: Willful and malicious theft of possessions from school personnel, visitors to the school or fellow students.

Throwing Objects: As defined under Level 3, but results in injury and/or causes/contributes to a further altercation.

Use of Drugs, Alcohol and/or Inhalants: Possession, furnishing, and or selling of alcohol, inhalants, drugs (controlled substances) and/or drug related paraphernalia, either on the person, held in the person's belongings (backpack, purse, etc), in a school locker, or motor vehicle on school property.

Vandalism (Major): Willful and malicious damage to school property, including school buses, during the day or during school functions, graffiti on school property or destruction of school property.

OPTIONAL CONSEQUENCES:

Level 1 Infractions:

- Verbal/written warning
- Parent contact/parent meeting
- Separation from class
- Teacher detention
- School detention
- Saturday detention
- In-School Suspension (1-3 days)
- Out-of-School Suspension (1-3 days)
- Restitution
- Confiscation of item with possible request for parent to pick-up item.

Level 2 Infractions:

- ALL OF THE ABOVE LEVEL 1 CONSEQUENCES
- Possible police notification
- Fine imposed in accordance with PA state law (For example: School Tobacco Act)
- In-School Suspension (up to 10 days)
- Out-of-School Suspension (up to 10 days)
- Re-admittance conference
- Superintendent's hearing

Level 3 Infractions:

- ALL OF THE ABOVE LEVEL 1 CONSEQUENCES AND LEVEL 2 CONSEQUENCES
- Legal penalties as imposed by legal authorities (For example: Violation of the Ethnic Intimidation Act of 1982)
- Search of a student
- Search of a student's locker and/or other possessions
- Referral to Student Assistance Program (SAP)
- Possible referral for specific behavior program
- Consequences outlined in District policies (For example, sexual harassment policy)
- Possible expulsion

Level 4 Infractions:

- ALL OF THE ABOVE LEVEL 1 CONSEQUENCES, LEVEL 2 CONSEQUENCES AND LEVEL 3 CONSEQUENCES
- Possible prosecution through legal proceedings

